

## **CHAPTER 1**

# **ADF CADETS SECURITY AND SAFEBASE**

## **INTRODUCTION**

4.1.1. Defence has a duty of care to ensure that all ADF Cadets activities are undertaken in a safe and secure manner using appropriate Workplace Health and Safety (WHS) principles and protective security measures which are proportionate to the risks inherent in the various aspects of the ADF Cadets programs.

4.1.2. The safety and wellbeing of all ADF Cadets participants (both adults and youth) is paramount; therefore Defence, in conjunction with the ADF Cadets programs, will assist cadet units to undertake activities that are safe and secure, and provide a positive experience for all participants.

4.1.3. In all activities undertaken by ADF Cadets units, commanders, managers and supervisor must conduct an activity risk assessment to be satisfied that potential WHS risks are identified, minimised, eliminated or controlled, so far as reasonably practicable, before approval to proceed with the activity is obtained. In a similar manner, commanders, managers and supervisors must ensure that all security risks have been identified, minimised, eliminated or controlled, so far as reasonably practicable, and that ADF Cadets activities are being conducted in a secure and protected environment.

## **POLICY INTENT**

4.1.4. The purpose of this policy is to outline the protective security requirements associated with ADF Cadets activities and provide guidance on the actions to be taken by ADF Cadets programs under the SAFEBASE security alert system.

## **PROTECTIVE SECURITY MEASURES**

4.1.5. All ADF Cadets activities undertaken within Defence bases, establishments and Defence owned or leased facilities are to comply with the protective security measures detailed in the Defence Security Principles Framework (DSPF). Activities undertaken at school based cadet units or community facilities free of charge or leased by cadet support committees are also to comply with the DSPF where possible.

4.1.6. Security management decisions are to be based on the security risks associated with ADF Cadets activities and the threat levels promulgated by the Defence Chief Security Officer under the SAFEBASE security alert system.

4.1.7. To ensure that security risks are identified and appropriately mitigated, planning for ADF Cadets activities must include a security risk assessment as a

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component of the overall activity risk assessment. Guidance on the factors to be considered in conducting a security risk assessments is shown at Annex A.

4.1.8. Planning for annual cadet training activities including public events, field exercises, shooting competitions, regattas and flight camps is also to include consideration of civilian emergency response arrangements in addition to the security risk assessment.

4.1.9. Approval for all ADF Cadets activities must be obtained from the Director General Australian Navy Cadets and Reserves (DGANCR), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets - Air Force (DGCADETS-AF) or their delegates, as appropriate. This should include the approval of a security risk assessment for each cadet activity conducted.

4.1.10. All ADF Cadets participants are to be aware of, and capable of adopting the protective security measures appropriate to the location and nature of their activities as defined in the DSPF.

## SECURITY TRAINING

4.1.11. DGANCR, COMD AAC and DGCADETS-AF are to ensure all ADF Cadets participants complete appropriate security awareness training and annual refresher training as defined by the ADF Cadets Headquarters.

4.1.12. The currency of security awareness training for each ADF Cadets unit is to be reported by DGANCR, COMD AAC and DGCADETS-AF to the Head of Joint Support Services Division (HJSSD) and the Chief of Joint Capabilities (CJC) no less than annually.

## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SECURITY.

4.1.13. HJSSD is responsible for providing ADF Cadets units with appropriate and effective ICT systems and must ensure that ICT systems provided to ADF Cadets maintain a current security accreditation rating as assessed by the Chief Information Officer Group (CIOG).

4.1.14. HJSSD is to advise CIOG of relevant changes to the CadetNet Enterprise Application in accordance with the Information Security Manual (ISM).

## SECURITY REPORTING OBLIGATIONS.

4.1.15. DGANCR, COMD AAC and DGCADETS-AF are to ensure that ADF Cadets participants within their respective programs undertake contact reporting and security incident reporting in accordance with the DSPF.

## IDENTIFICATION, SEARCH AND SEIZURE REGIMES

4.1.16. DGANCR, COMD AAC and DGCADETS-AF are to ensure ADF Cadets participants comply with the identification, search and seizure regimes when necessary, as authorised by the appropriate Defence delegate, federal police or government agency.

## EMERGENCY AND LOCKDOWN

4.1.17. DGANCR, COMD AAC and DGCADETS-AF are to ensure that emergency and lockdown procedures within each of their ADF Cadets units are reviewed and exercised in accordance with single Service headquarters reporting requirements.

## WEARING OF CADET UNIFORMS IN PUBLIC

4.1.18. On occasions where there is a heightened Defence security threat, ADF members are advised to be situationally aware of their surroundings and to exercise greater caution in relation to where and when they wear uniform in public. The same cautionary advice applies to ADF Cadets participants as they are perceived to be directly associated with the ADF by many members of the public.

4.1.19. ADF Cadets participants are to adhere to the direction provided by DGANCR, COMD AAC and DGCADETS-AF or their delegates, as appropriate, regarding where and when they are to wear ADF Cadets uniform in public. The risks associated with the wearing of cadet uniforms in public are to be identified in each ADF Cadets security risk assessment and mitigated, so far as reasonably practicable.

## PHYSICAL SECURITY

4.1.20. DGANCR, COMD AAC and DGCADETS-AF are responsible for assigning the overall physical security responsibilities for their respective cadet units and mitigating any specific physical security risks, so far as reasonably practical.

4.1.21. DGANCR, COMD AAC and DGCADETS-AF are to ensure that a review of the physical security arrangements for each ADF Cadets unit is undertaken no less than annually.

4.1.22. The status of the physical security arrangements for each ADF Cadets unit is to be reported to the relevant Service headquarters in accordance with single Service reporting requirements.

## SECURITY OF DEFENCE WEAPONS AND ADF CADET FIREARMS

4.1.23. The security of Defence Weapons, ADF Cadets firearms, associated equipment and controlled repair parts (including storage and transport) is to be

undertaken in accordance with the policies contained in Section 3, Chapter 4 and Chapter 5.

#### STORAGE OF ITEMS SUPPLIED BY THE COMMONWEALTH

4.1.24. DGANCR, COMD AAC and DGCADETS-AF are to ensure all ADF Cadets units have appropriate facilities and procedures in place for the storage of valuable and attractive stores and equipment, and hazardous or dangerous goods which have been supplied by the Commonwealth.

4.1.25. All valuable and attractive stores and equipment, and hazardous or dangerous goods are to be stored in accordance with Commonwealth and Defence policies to prevent unauthorised use or theft, and are not to be issued to cadet units unless adequate storage facilities are available, and appropriate physical security arrangements are in place.

4.1.26. Unauthorised use, theft of or damage to valuable and attractive stores and equipment, and hazardous or dangerous goods, is to be promptly reported in accordance with the DSPF.

#### ACCESS CONTROLS

4.1.27. Defence is required to establish access control points and positively identify individuals before granting access to an area on Defence owned or leased facilities that have not been designated for public use. Only people whose identity has been verified and who have an appropriate security clearance or authority, or an accepted reason for seeking entry, can be permitted to access Defence facilities, assets and information.

4.1.28. DGANCR, COMD AAC and DGCADETS-AF are to ensure that ADF Cadets participants comply with the requirements of access control points on Defence owned or leased facilities. For school based cadet units or community facilities, either leased by cadet support committees or provided free of charge where access points can or have been established, units are to comply with this direction as far as reasonably practicable.

4.1.29. ADF Cadets units are to provide the Senior Australian Defence Force Officer (SADFO) and the Base Security Manager (BSM) of Defence bases with identity information associated with their cadet participants, to allow identity verification and access to Defence facilities.

4.1.30. Where there is one single entry point to an ADF Cadets unit, access points are to be supervised/manned when opened, and locked during parade nights, so far as reasonably practicable and without risk to personal safety or evacuation measures in the event of an emergency.

## IDENTITY CARDS

4.1.31. ADF Cadets participants are to have an appropriate form of identification to enable access to the Defence facilities that they utilise. This is normally a Defence Common Access Card (DCAC) or a Cadets Identity Card (CIC). For the purposes of this policy the collective term 'identity card' is used to describe either.

4.1.32. Identity cards must only be used to access Defence owned or leased facilities which ADF Cadets participants have a legitimate need to access in relation to ADF Cadets activities. Identity cards issued to cadet participants do not grant the holder access to any additional Defence owned or leased facilities, assets or information without authorisation from the appropriate Defence delegate.

4.1.33. Defence personnel within ADF Cadets programs may be granted access to those Defence owned or leased facilities which they have a legitimate need to access in the performance of their duties in relation to ADF Cadets activities by the respective SADFO or BSM.

4.1.34. ADF Cadets are to comply with the designated access control arrangements of their respective ADF Cadets units and the access control arrangements of other ADF Cadets units that they may visit as part of their cadet activities.

4.1.35. HJSSD is responsible for providing financial support to fund the production of the CIC.

4.1.36. DGANCR, COMD AAC and DGCADETS-AF are responsible for maintaining the accuracy and currency of identity information related to their cadet participants for the production and use of identity cards.

## ANNUAL REVIEW

4.1.37. To reduce the security risks associated with ADF Cadets activities, DGANCR, COMD AAC and DGCADETS-AF or their delegates, are to undertake an annual review of the protective security measures for each of the cadets units within their respective cadet programs to ensure the appropriate protective security and access control measures are in place, including the provision of identity information associated with adults and youth participants. These annual reviews are to be conducted in consultation with the SADFO or BSM of each Defence base or establishment as appropriate, and are to be reported to the Joint Cadet Executive Board.

## SAFEBASE SECURITY ALERT SYSTEM

### INTRODUCTION

4.1.38. The Defence SAFEBASE security alert system is designed to communicate threats of violence against Defence bases, sites and establishments, and is underpinned by effective security planning. Acts of violence from terrorism, political or issue-motivated groups and maverick individuals, pose a threat to Defence personnel and assets. It is therefore important that those in charge of Defence bases, sites and establishments be kept informed of expected threats to support their decision-making in relation to the safety and security of their personnel and assets.

4.1.39. The SAFEBASE security alert system consists of three levels:

- a. **Aware (yellow):** Threat advice of a violent act against Defence bases is generalised. No specific time or location of a threat is notified. Personnel should be aware of their security responsibilities and expect Defence business to continue as normal.
- b. **Alert (orange):** Threat advice indicates a specific risk and timeframe for a violent act against a particular Defence base or bases. Personnel should expect increased protective security measures and greater restrictions on Defence business.
- c. **Act (red):** Threat advice indicates a violent act is either imminent or happening on a particular Defence base. Personnel should exercise extreme caution and follow emergency procedures.

4.1.40. Changes to SAFEBASE security alert levels may apply locally (to a single base), regionally (to a number of bases in a defined geographic region) or nationally (Defence-wide) and are employed as an agile risk mitigation method that contributes to protecting Defence personnel and assets.

4.1.41. Decisions to raise the alert level from 'Aware' to 'Alert' are based on credible threat intelligence that indicates a base may be the target of a violent act which is expected within a specific timeframe (for example, within a week or a month).

4.1.42. Decisions to raise the alert level to 'Act' are again based on credible threat intelligence that indicates a violent act is imminent or is currently happening on a Defence base. The 'Act' SAFEBASE level is maintained for as long as the violent act is expected to be imminent or is underway, and is expected to be sustained for no longer than 48 hours.

## ROLES AND RESPONSIBILITIES

4.1.43. Decisions on SAFEBASE alert levels are threat-based and informed by consultation with intelligence and law enforcement agencies, Headquarters Joint Operations Command (HQJOC), and local base authorities.

4.1.44. The Chief Security Officer, or an approved delegate, is authorised to set the SAFEBASE alert level locally, regionally or nationally in response to threat and risk assessments.

4.1.45. SADFOs are authorised to set the SAFEBASE alert level at their local base in response to assessed security threats and risk advice. Upon raising the SAFEBASE status to 'Alert' level, the SADFO takes command of the base and activates additional protective security measures in accordance with the Base Security Plan.

4.1.46. SADFOs and BSMs are responsible for communicating SAFEBASE alert levels to personnel on their base, to warn them of the threat, as well as providing information on security plans and procedures. Affected bases then operate at higher security levels with expected limitations on routine operations and day-to-day business.

4.1.47. Chief of Army has appointed COMD AAC to the role of SADFO for AAC units which are not on Defence sites with the authority to issue commands and general instructions to AAC units if warranted and in accordance with CA Directive *08/2020 Appointment of Senior Australian Defence Force Officers (SADFO) and Acting Senior Australian Defence Force Officers (A/SADFO) for Army Bases and Army Area Representatives (AAR)*.

4.1.48. DGANCR, COMD AAC and DGCADETS-AF or their delegates, are responsible for liaising with the SADFOs and BSMs to enable appropriate notification of any change in SAFEBASE status affecting local ADF Cadets units.

## APPLICATION OF SAFEBASE SECURITY ALERT LEVELS

4.1.49. SAFEBASE security alert levels apply to all ADF Cadets units that parade at Defence owned or leased facilities. ADF Cadets units that parade at schools or community-based facilities are also to implement the security requirements of the SAFEBASE security alert system, so far as reasonably practicable.

4.1.50. DGANCR, COMD AAC and DGCADETS-AF are to ensure that ADF Cadets units within their respective programs comply with the designated SAFEBASE security alert levels and the additional protective security measures promulgated by the base SADFO and BSM.

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4.1.51. When a decision is made to raise the SAFEBASE security level from 'Aware' to 'Alert' at a Defence owned or leased facility, the base would likely move to a partial lockdown and only essential personnel would be permitted access to the facility. Under these circumstances, DGANCR, COMD AAC and DGCADETS-AF or their delegates, should direct all ADF Cadets activities at that particular facility to cease until the SAFEBASE security level reverts to 'Aware'.

4.1.52. If a decision is made to raise the SAFEBASE security level to 'Act' at a Defence owned or leased facility, the base would move to a full lockdown and ADF Cadets would not be permitted access to the facility until the SAFEBASE security level reverts to 'Aware'.

PRIVACY

4.1.53. Privacy matters relevant to this policy are to be managed in accordance with [Part 1 Section 1 Chapter 2](#) and the [Defence Privacy Policy](#).

**Annex:**

A. Guide to Security Risk Assessments

**Accountable Officer:** Chief of Joint Capabilities (CJC)

**Policy Owner:** Head Joint Support Services Division (HJSSD)



## **GUIDE TO SECURITY RISK ASSESSMENTS**

1. The following factors are to be considered when undertaking security risk assessments for ADF Cadets activities:

- Activity details:
  - Event
  - Time
  - Location - single/multiple locations, on/off Defence Base
  - Number of participants (adults and youth)
- Nature of the venue:
  - Open access to the public
  - Enclosed building
  - Access controls are in place
  - Perimeter fencing / External lighting
- Transport arrangements to/from venue for:
  - Participants (adults and cadets).
  - Equipment
- Nature of the activity:
  - Routine or irregular
  - Frequency - Single/one-off event
- Will the general public have prior knowledge of the activity?
- Have the local police been notified of the activity (if applicable)?
- Will the activity be conducted in a high crime area?
- Will the activity include the carriage and use of replica weapons?
- Will Defence members be present at the activity?
- Will Defence members be wearing uniform?
- Will Defence members be carrying Defence weapons?
- Has your unit encountered any security incidents of concern during previous similar activities?

2. This list is not exhaustive and local conditions should also be taken into consideration.