

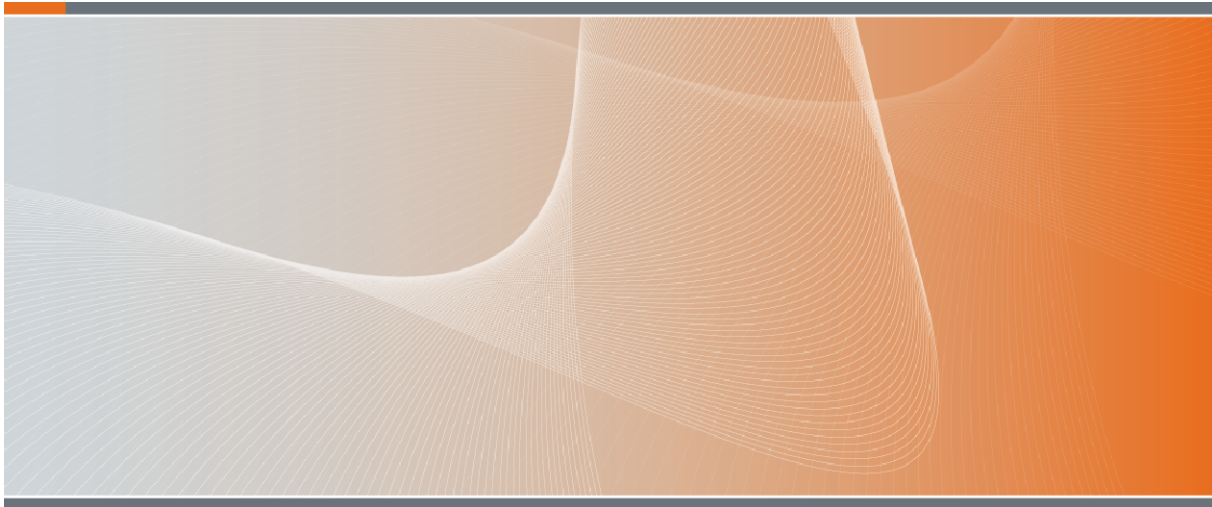


Australian Government
Department of Defence

YOUTH POLICY MANUAL GLOSSARY

EDITION 2

This manual refers to youth policy



A handwritten signature in black ink, appearing to read 'RJ Griggs'.

RJ Griggs
Vice Admiral, Royal Australian Navy
Vice Chief of the Defence Force

Department of Defence
CANBERRA ACT 2600

12 May 2017

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YOUTH POLMAN

AMENDMENT CERTIFICATE

Amendment number	Chapter(s)	Amendment	Effected date

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YOUTH POLICY MANUAL PART 1

Date issued:	12 May 2017
Issued by:	Reserve and Youth Division with the authority of Head Reserve and Youth Division.
Review date	12 May 2022
Document management:	This manual will be reviewed five years from its date of issue or sooner if necessitated by business requirements and to ensure it continues to meet the intent of Defence's policy on this subject. Minor amendments may be made at quarterly intervals commencing three months after the date of issue.
Availability:	The latest version of this manual is available internally from the Defence Documents website and externally from the YOUTH HQ website. Its currency cannot be guaranteed if sourced from other locations. It is available for public release.
Policy domain:	Military Enabling
Accountable officer:	Vice Chief of Defence Force
Policy owner:	Reserve and Youth Division
Policy contact:	Directorate of Youth defence.youth@defence.gov.au
Purpose:	<p>The participation of young people in Australian society is fundamental to our future as a nation. Working for and with young people is crucial to the nation's economic and social wellbeing.</p> <p>Defence is uniquely positioned to support whole-of-Government youth policy. We have strong community ties brought about through our national presence, high community profile, custodianship of Australian history and culture, and commitment to the values and principles that have shaped our nation. It is in Defence's interests to engage proactively with youth, to enable us to attract the right people, with the right skills, behaviours and attitudes to secure Australia and its interests into the future, and to contribute to an Australian society that is interested in and informed about Defence.</p> <p>Engagement with youth brings important responsibilities, including the obligation to ensure that youth safety and wellbeing is paramount. It is also incumbent on Defence to ensure that Defence youth activities are delivered in a coordinated, coherent and well governed manner to maximise outcomes for both participants and Defence, and to ensure the effective use of</p>

resources; that the Australian Government's important commitments to Human Rights in the delivery of youth activities are maintained; that Defence youth activities are inclusive, regardless of gender, ethnicity, sexual orientation and disability; and, that Defence youth activities align with good practice youth development principles.

Defence is therefore committed to providing a range of safe, challenging, high quality and contemporary youth engagement and development activities in metropolitan and regional areas across Australia.

This Youth Policy Manual (YOUTHPOLMAN) provides the policy and procedures that govern and inform Defence's engagement with youth (between the ages of 12 and 25) and the conduct of youth engagement and development programs within Defence—including the Australian Defence Force (ADF) Cadets. YOUTHPOLMAN assembles prime source policy and governance guidance to produce a single reference point on youth policy, ADF Cadets and the conduct of Defence youth engagement and development programs for all Defence, ADF Cadets and Defence Approved Helpers and volunteers.

Structure:	See Contents below.
Cancellation:	Nil
Definitions:	See YOUTHPOLMAN Glossary
Scope and applicability:	<p>This manual is an administrative policy framework document (framework document) and applies to all Defence personnel.</p> <p>The terms of a relevant contract may extend the application of this manual to a contractor, consultant or outsourced service provider.</p> <p>The Secretary and the CDF require Defence personnel to comply with provisions in manuals unless the particular circumstances warrant departure from the provisions.</p> <p>Some provisions in policies and manuals support Defence personnel to comply with obligations that exist in:</p> <ol style="list-style-type: none"> a. applicable laws b. the <i>Defence Enterprise Agreement</i> c. directives and determinations issued under the <i>Public Service Act 1999</i> or the <i>Defence Act 1903</i> or the <i>Defence Enterprise Agreement</i> <p>or</p> <ol style="list-style-type: none"> d. Defence Instructions.

Defence personnel must not depart from manual or policy provisions in a way that would result in any breach of those obligations.

When considering a possible departure from a manual the Secretary and the CDF require Defence personnel to:

- a. consider whether the proposed departure would be inconsistent with:
 - (i) applicable laws
 - (ii) the *Defence Enterprise Agreement*
 - (iii) directives and determinations issued under the *Public Service Act 1999* or the *Defence Act 1903* or the *Defence Enterprise Agreement*or
 - (iv) Defence Instructions.If yes, the departure is not permitted;
- b. consider whether a proposed departure is reasonable and justified in the circumstances and will produce a better outcome for Defence
- c. consult their supervisor, wherever practicable, about a proposed departure – a properly informed decision also involves consulting the policy owner
- d. be responsible and accountable for the consequences of departing from, or not adhering to, the content of a manual including where such departure or non-adherence results in a breach of applicable laws or leads to adverse outcomes for Defence.

Defence personnel may be subject to performance management, administrative action or, in some circumstances, disciplinary action where their decision to depart from manual provisions involves serious errors of judgement.

Failure to adhere to administrative policy may result in a breach of legislation or other legal requirement and sanctions under that legislation may apply.

Defence personnel who are authorised by the Secretary to execute contracts on behalf of the Commonwealth should consider whether there is a specific and documented reason to include in the terms of a contract the requirement for contractors, consultants and outsourced service providers to comply with the provisions of this manual and, if so, include such terms.

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Acceptance	Acceptance as a volunteer member of ADF Cadets.
Accountable officer	An officer who is accountable to the Secretary and the CDF for policies residing in their policy domain and the framework documents that explain those policies. Accountable officers have been appointed by the Secretary and the CDF for each policy domain. As a guiding principle, to appropriately perform their role, accountable officers should be at the Band 3/3 Star level.
ADF Cadets (The Australian Defence Force Cadets)	Is a collective term describing all three ADF Cadet organisations. The Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC).
ADF Cadets Adult	All Officers of Cadets, Instructors of Cadets, Defence Approved Helpers and Adult volunteers in the ANC, the AAC and the AAFC.
ADF Cadet Members	All Officers of Cadets, Instructors of Cadets and Cadets in the ANC, the AAC and the AAFC.
ADF Cadets procedure	Means any type of supportive instruction, standing orders, guideline or procedure applicable to one of the ANC, AAC or AAFC and authorised by the relevant Service Chief or Director-General Cadets.
Administrative Policy	This policy expresses the senior leadership's approach to organising and managing the organisation. It consists of principles and rules that mandate requirements of, or provisions for, members of the organisation (what must be done) and procedures to assist in their implementation (how it should be done). Administrative policy is contained in different document types according to the intended purpose. Documents that are part of the administrative policy framework are referred to in this document as 'framework documents'.
Age of Consent	The legal age for consensual sex, according to the applicable state and territory legislation. In some jurisdictions it is 16 years of age, and in others it is 17 years of age (subject to the Special Care Provisions). The age of consent laws are in place because children and young people below the age of consent do not have the emotional maturity to consent to sexual activities. All sexual interactions between an adult and a person under the age of consent are a criminal offence. See XXX for further information on Age of consent in each state.

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Alcohol	means any beverage that contains ethanol (i.e. ethyl alcohol) that has an intoxicating effect upon consumption.
Associated Equipment	In relation to a weapon means equipment which accompanies or complements a firearm, including, but not limited to: <ul style="list-style-type: none"> • sighting equipment; and • magazines.
Authorised Spokes Person	Means Defence personnel designated as authorised spokespeople with responsibility for official communications.
Cadet	A young person enrolled as a cadet in the ANC, AAC and the AAFC.
Cadet Firearms	Means Commonwealth procured and Defence approved firearms that are approved by Defence for use by ADF Cadets personnel, and are limited specifically to ADF Cadet unit controlled firearms stored at ADF Cadets units or in armouries by Defence sponsor units. Cadet firearms are not Defence weapons but are Defence assets.
Cadet Payment	Means the payment of a daily amount or expense an eligible OOC or IOC may seek in respect of participation in activities of the ADF Cadets in accordance with Defence (Payments to ADF Cadets) Determination 2016 and Vice Chief of the Defence Force (Approval of Payments to ADF Cadets) 2016..
<u>CadetNet</u>	(www.cadetnet.gov.au) is the corporate information system for the ADF Cadets.
Cadet Organisation	Means the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC).
Cadets and Other Minors	A person under the age of 18 within certain Defence contexts, including Cadets, Defence Youth Programs and ADF members. Is used interchangeably with young person/young people/minor.
Cadet unit	Means one of the units into which a cadet organisation is divided, and includes a Training Ship, of the Australian Navy Cadets (ANC), a unit of the Australian Army Cadets (AAC) or a squadron or flight of the Australian Air Force Cadets (AAFC).
Child	A person who is under 18 years of age. In the Defence Youth

context, the terms child, young person, youth and minor are equivalent and interchangeable.

The UN Convention on the rights of the Child defines a child as every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

A number of state based child protection legislation across Australia define child separate to defining a young person however all states have provision to protect children and young people up to age 18. It will be important to understand the specific details of the Child Protection Legislation relevant to the state where Defence are being provided if a child protection concern arises.

Child Abuse

The mistreatment by a person of a child that harms or endangers that child's physical or emotional health, development or wellbeing. Child abuse comprises:

Sexual abuse – any sexual act or sexual threat on, with or to a child. This includes non-contact behaviours such as exposure to pornographic material and making sexual comments to a child, and contact behaviours such as kissing, fondling or sexual touching and intercourse.

Physical abuse – behaviours calculated to physically harm a child. Physical abuse includes physical assault (such as hitting, slapping, shaking, punching and pushing), and also excessive physical discipline, and forcing children to participate in activities for which they are not physically capable or which are otherwise inappropriate.

Emotional abuse – behaviours calculated to psychologically harm a child. Emotional abuse is identified by a behavioural pattern that undermines a child's self esteem, and may include constant criticism, rejection, harassment, verbal abuse, exclusion, threats, humiliation, withholding praise or unreasonable demands.

Neglect – failure to provide a child with basic physical and emotional requirements. This may include inadequate food and water, inadequate clothing, inadequate supervision, inadequate sun protection and inadequate medical attention.

Child Protection

Child protection means safeguarding children from harm. The goal of child protection is to promote, protect and fulfill children's rights to protection from abuse, neglect, exploitation and violence as expressed in the UN Convention on the Rights of the Child (UNCRC) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.

Child protection should not be confused with the protection of all children's rights, which is the responsibility of everyone working

with children. Similarly, child protection is related to – but distinct from - the organisational protocols, policies and procedures Defence has detailed to support implementation in YOUTHPOLMAN.

**Child
Pornography¹**

Means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for predominantly sexual purposes.

Citizenship

Is defined as the citizenship which an ADF Cadets member holds at the time of acceptance.

**Common Core
Curriculum
Elements**

Means the common curriculum which is delivered to all cadets in the ANC, AAC and AAFC.

Commander

An ADF officer, who by virtue of a delegation or instrument of appointment exercises authority and holds responsibility for assigned Defence personnel and includes an Administrative Commanding Officer.

**Contact and
Interaction**

In the Defence context, contact includes working with and/or supporting young people directly through face to face interaction or contact or indirectly through incidental contact or involvement.

State and Territory legislation in relation to Working with Children Checks (WWCC) identifies the roles that require a WWCC based on the level of contact and work that is undertaken with children and young people in those roles.

The legislation requires that organisations that involve young people in their work should have a strong interest in keeping young people safe in those environments and that by introducing appropriate selection screening and background checking goes some way to develop safe organisations when implemented as part of a comprehensive risk management framework.

In the Defence Youth context, the terms contact and interaction are equivalent and interchangeable.

Contractor

A person engaged by Defence under a contract that represents a

¹ *Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography.*

business resource and is subject to direct management by Defence. Contractors would normally undertake Defence roles and are engaged as an alternative to normal Defence APS employee resources. This would also apply in circumstances where the engagement of a firm is for labour hire involving specific personnel remunerated at hourly or daily rates. Defence members and Defence Australian Public Service employees are not included in this definition.

Consultant

A person or organisation engaged by Defence under a consultancy contract to undertake a consultancy that meets the following Department of Finance criteria for reporting on AusTender:

- the services to be provided involve the development of an intellectual output that assists with Defence decision-making;
- the output will reflect the independent views of the consultant; and
- the output is the sole or majority element of the contract, in terms of relative value and importance.

Cyberbullying

Means the use of information and communication technologies for deliberate hostile behaviour directed at a selected person ('the target') with an intention to harm, belittle, harass, insult or molest the target, and can include:

- sending offensive, abusive or insulting texts or emails to the target;
- taking or sharing offensive, obscene or indecent imagery of or pertaining to the target;
- posting offensive, abusive or insulting messages about the target;
- excluding the target from online forums;
- assuming the identity of the target and representing them in a negative manner or manner that may damage their relationship with others; and
- posting provocative offensive, extraneous or off-topic messages in an online community, such as a forum, chat room, or blog, with the primary intent of provoking targets into an emotional response or of otherwise disrupting normal on-topic discussion.

Defence

The Department of Defence and the Australian Defence Force (ADF).

Defence

Means a member of the community who is not an OOC or IOC and has been accepted to undertake supervised volunteer duties

Approved Helper (Volunteer)	<i>at the request of ADF Cadets on an ad hoc basis. They are not eligible for a Cadet Payment.</i>
Defence and Cadet Adults	ADF members, APS employees, Officers of Cadets, Instructors of Cadets, Defence Approved Helpers and ADF Cadet adult volunteers.
Defence Australian Public Service (APS) employee	A person employed under the Public Service Act 1999 in the Department of Defence.
Defence Civilian	As defined in section 3 of the Defence Force Discipline Act 1982 (DFDA), is a person (other than a Defence member) who: <ul style="list-style-type: none"> • with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is outside Australia, or on operations against the enemy, and • has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.
Defence Locally Engaged Employee	Any person engaged overseas by contract or under section 74 of the Public Service Act 1999.
Defence Member	A member of the Australian Defence Force, including Reserves regardless of their duty status.
Defence Personnel	All Australian Public Service employees in the Department of Defence (Defence APS employees), Defence members, Defence locally engaged employees, Defence civilians, and foreign personnel on exchange to Defence.
Defence Ranges	Means ranges operated and managed by the ADF. These may be managed by Directorate of Training Area Management (DOTAM) or under single Service arrangements
Defence Weapon	Means a weapon that is owned by Defence to meet Australian Defence Force Regular and Reserve forces operational, training and support requirements. Defence weapons include all live fire, innocuous and replica weapons as defined in the Defence Security Manual.
Defence Youth Programs	Any activity where Defence and Cadet Adults interact with Cadets and Other Minors, including but not limited to Recruit

Training, Defence recruitment/acceptance activities, ADF Cadets, Defence Work Experience Program and Young Endeavour.

Defence Wide Document

Is a framework document that applies to Defence personnel in more than one Group or Service.

Direct Contact With Children

Physical contact, or face to face contact. Minimal direct contact in the Defence Youth context includes such circumstances as:

- supervising a young person on a range;
- serving a young person in a mess;
- engaging with a young person during a demonstration;
- engaging with young person in a group context; and
- transportation of young person involved in an annual camp.

Director-General Cadets

Means:

- in respect of the ANC, Director General ANCR;
- in respect of the AAC, Commander AAC; and
- in respect of AAFC, Director-General Cadets – Air Force.

Directorate of Operations and Training Area Management (DOTAM)

Manages assigned Defence training areas and coordinates Defence/ADF Cadet use of non-Defence training areas.

Disqualified Person

A person who has been convicted, or subject to a finding of guilt or a finding that the charge for an offence is proven, or against whom proceedings have commenced but have not been completed, in any Australian or overseas jurisdiction, for a relevant offence. It includes persons described as registrable persons, prohibited persons or unauthorised persons under the child protection laws of any relevant jurisdiction.

Duty of Care	<p>Is the legal requirement for a person to exercise a reasonable standard of care to prevent reasonably foreseeable injury of harm to others.</p> <p>For example:</p> <p>Individuals need to take steps to identify risks and any reasonably likely harmful effects of individual actions and inactions. The law calls this reasonable foreseeability.</p> <p>Individuals need to use their skills, knowledge and experience to assess for potential risk or harm and to develop controls to limit the impact or effect on another individual. If individuals identify a reasonably likely risk of harm, they must take reasonable care in response.</p>
Educated Risk	<p>Preparedness of individuals to calculate the risk versus the reward, mitigate the most glaring issues and create a situation where development of resilience and trust and succeeding is the more likely outcome.</p> <p>This generally means preparing the groundwork before undertaking the activity. Undertaking activity planning and putting in place treatment and control strategies is a reasonable and practical process of taking a risk and turning it into an educated risk with risk controls in place should something occur.</p>
Electronic Cigarettes	<p>are products that are designed to deliver nicotine and/or other chemicals to the user via an aerosol vapour. They are designed to look like tobacco cigarettes and to be used in a way that replicates the feeling and act of smoking tobacco cigarettes. Electronic cigarettes do not contain tobacco and they can vary in terms of ingredients and designs. While many electronic cigarettes contain nicotine, non-nicotine electronic cigarettes are also available and many brands (both nicotine and non-nicotine) come with fruit, confectionary and other flavours. Electronic cigarettes are banned on Defence aircraft and in Defence workplaces.</p>
Engage	<p>Includes employ, appoint, post, assign, task, retain and contract.</p>
Familiarisation Activity (Or Practice)	<p>Means a live firing practice conducted for the purpose of permitting persons, who are not trained or qualified, to fire a cadet firearm or Defence weapon under supervision.</p>
Framework Documents	<p>Administrative policy documents that are part of the administrative policy framework. They are: the Defence Instruction (General) –Administrative policy, Defence accountable authority instructions, administrative policy</p>

directives, manuals, group/service-specific instructions.

Fraternisation

See definition for Inappropriate Relationship

Government Oversight Bodies

Is a body established under an Australian law, including state and territory laws, whose functions include or relate to child protection and promoting the interests of children.

Harassment

Harassment is any unwelcome or unwanted physical, written or verbal conduct of a nature which the perpetrator knew or should have known was offensive to the victim. It includes sexual, emotional or physical acts against the victim.

Counselling, warnings, and/or restrictions, resulting from inappropriate action by the student are not normally considered 'harassment' unless done in a way that unnecessarily embarrasses or belittles the young person.

Be sensitive to the fact that there is much scope for misunderstanding in cross-cultural situations. What might be acceptable conduct in one country or social situation for one individual may be offensive to another. Customs, gestures and etiquette may differ greatly among different cultures.

Harassment can accumulate and become harm if it is prolonged or significantly distressing, eg has a significant impact on the young person's emotional well-being.

Harm

Is any significantly detrimental effect on a young person's psychological, physical or emotional wellbeing. Harm is typically defined in a legal context and varies between Australian States and Territories.

Inappropriate Relationship	<p>Any personal relationship between Defence personnel or ADF Cadet members who are adults and:</p> <ol style="list-style-type: none"> a. any ADF Cadet under the age of 18, and b. any youth involved in Defence related programs under the age of 18. <p>A personal relationship includes:</p> <ol style="list-style-type: none"> a. voluntary sexual behaviour, including sexual behaviour not amounting to intercourse; b. a close and exclusive emotional relationship involving public displays of affection or private intimacy; and c. a relationship which involves, or gives the appearance of involving, partiality, preferential treatment or improper use of position.
Incident	<p>Is the non-routine event that has led to the allegation or disclosure being made or observed. Is any non-routine event or occurrence that may have an effect on Defence, in particular capability, operations, personnel, security, safety, reputation, property, premises, environment, legal and ethical obligations, obligations to minors, and foreign relations. To avoid any doubt, it includes all complaints made by Defence personnel, contractors, people involved in Australian Defence Force Cadets, and members if the public, where the complaint is about Defence (including complaints about Defence personnel).</p>
Incident Reporting	<p>Is the reporting of an Incident or a Youth Safety Incident. A report must be made as soon as practicable.</p>
Instructor of Cadets (IOC)	<p>A person who has volunteered and been accepted as an instructor in an ADF Cadet Organisation.</p>
Involvement with Prohibited Substances	<p>means any adult or young person who is in possession of a prohibited substance, or dealing in, or administering to others – including instances of food or drink spiking, or trafficking or selling any prohibited substance, or knowingly associating with individuals who use or are otherwise involved with prohibited substances.</p>
Lead Cadet Organisation	<p>Means either the:</p> <ul style="list-style-type: none"> • cadet organisation explicitly assigned or accepting responsibility for the planning or conduct of the activity;

- cadet organisation of the Officer in charge of the activity; or
- ADF member of the Service of the cadet organisation in charge of the activity.

Mandatory reporter	A member of a class of persons in respect of whom legislation imposes an obligation to notify the appropriate child protection authority of concerns, suspicions or beliefs of threats to the welfare of a child. The relevant legislation in the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia contain lists of particular occupations that are Mandatory Reporters.
Manage	Means dealing with an incident in an effective and timely manner, exercising command and management responsibilities by fact-finding, problem solving and through transparent and accountable decision-making.
Manager	Defence personnel or contractors, who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or performs the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.
Minor	A person who is under 18 years of age. In the Defence Youth context, the terms child, young person, youth and minor are equivalent and interchangeable.
Natural Justice	The legal concept of the minimum standard of fairness which has to be applied in the decision-making process, requiring that all relevant parties be granted a fair hearing and that there be no bias on the part of the decision-maker.
Neglect (Psychological)	Psychologically abusive or neglectful behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement.
Non-Defence Personnel	All persons who are not Defence personnel including members of the ADF Cadet Organisations.
Non-Defence Training Areas	Means all land, sea and air, infrastructure and/or facilities not owned by Defence but used by Defence and ADF Cadets for the purpose of delivering Defence, ADF Cadets and military-like training.

Officer of Cadets	A person who has volunteered and been accepted as an officer in the ANC, AAC and the AAFC.
Outsourced Service Provider	A person or organisation engaged by Defence under a service contract to deliver a specified service or supply, usually against agreed milestones and deliverable requirements.
Parent	<p>In relation to a young person, Any person having parental responsibility or guardianship of a young person under the age of 18. Includes legal guardians, responsible third parties and/or specified next of kin</p> <p>Responsible third party. In relation to a young person, means a person or body other than a parent who owes a duty of care, has temporary supervisory responsibility, or otherwise has a role in protecting the interests or ensuring the welfare of the young person. This may include their school teachers or headmaster, foster parents, case workers, charitable organisations and/or their specified next of kin.</p> <p>Or</p> <p>Any person having parental responsibility or guardianship of a young person under the age of 18. Includes legal guardians and specified next of kin.</p>
Parent Service	<p>Means:</p> <ul style="list-style-type: none"> • in respect of the ANC, the Royal Australian Navy; • in respect the AAC, the Australian Army; and • in respect of the AAFC, the Royal Australian Air Force.
Permanent Residency	Is defined as the permanent residency status, as issued by the Department of Immigration and Citizenship, of the applicant at the time of their appointment.
Period of Effect	Is the period of time a document remains extant. Documents that reach the end of their period of effect will be cancelled. Documents can be assigned a new period of effect by being reviewed.
Personal Information	Has the same meaning as in section 6 of the Privacy Act 1988: Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

Prevention	Defence is committed to creating and maintaining the safest possible environment for all participants in Youth related activities. It is the duty of all Defence personnel, volunteers and contractors to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.
Policy	Described as a principle or rule to guide decisions and achieve rational outcome(s). It contains the 'what' and the 'why'. Policies are generally adopted by the most senior members of an organisation. Policy can be considered a 'statement of intent' or a 'commitment'.
Policy Domain	Framework documents that have been grouped together under one accountable officer due to their related content or subject matter.
Policy Owner	A person who is responsible for developing, implementing and maintaining administrative policy on particular subjects as authorised and appointed by an accountable officer. As a guiding principle, to appropriately perform their role, policy owners should be officers at the Band 2/2 Star level.
Principle	A broad and operative belief that can be judgement practical for a variety of circumstances that requires some of judgement or discretion when applying it. It gives context to a rule and shows the intent behind the rule.
Procedure	The term used to describe what is actually undertaken. Procedures contain the 'what', the 'how', the 'where', the 'who' and the 'when'. They are a series of actions or operations which have to be executed in the same manner in order to always obtain the same result under the same circumstances (for example, emergency procedures).

A Prohibited Drug	<p>a. a narcotic substance (as defined by section 4(1) of the Customs Act 1901); or</p> <p>b. an anabolic steroid (within the meaning of part 5 of the Poisons and Drugs Act 1978 of the Australian Capital Territory).</p>
A prohibited substance	<p>means a narcotic substance as defined in the Customs Act 1901, section 1, section 2, section 3 and section 5 on the prohibited substance list as in The World Anti-Doping Code, Prohibited List, Benzodiazepines including temazepan (normison), diazepam (valium), flunitrazepan (rohypnol) and oxepan (serapax) or any other substance determined to be a prohibited substance by the CDF.</p>
Proprietary ADF Cadets Information	<p>Means any information received, developed or collected by or on behalf of the ADF Cadets that includes:</p> <ul style="list-style-type: none"> • documents, photographs and papers; • data (including, but not limited to, ADF Cadets organisational data and personal information about ADF Cadets personnel); • the software, systems and networks on which the information is stored, processed or communicated; • the intellectual information (knowledge) acquired by individuals about ADF Cadets or individuals within ADF Cadets; and <p>physical items whose design and/or components could be derived and used.</p>
Provision	<p>A condition or stipulation formally incorporated in a framework document.</p>
Qualified	<p>Means ADF Cadets personnel who have been formally assessed as competent, against a standard set by Defence, and when applied to Officers of Cadets, Instructors of Cadets and Cadets, indicates that they have met the Defence requirements to safely handle, maintain, operate and fire the relevant Defence weapon or Cadet Firearm.</p>
Qualification Shoot	<p>Means a Defence-approved live firing or simulation range practice, other than a familiarisation practice.</p>
Disclosed Health Condition	<p>Means any health condition (including illness, injury, disease, disability or allergy), whether permanent or temporary, of a member that:</p> <ul style="list-style-type: none"> • may occur or be aggravated during or by participation in ADF

Cadets activities;

- may place limitations on the member's ability to participate in ADF Cadets activities;
- may increase risk to other participants in ADF Cadets activities (for example, because the member has reduced ability to respond to a situation, or the other participant may be put at risk of contracting an infectious disease); or
- requires the administration of prescription medication other than solely by the member, or where the failure to administer which may result in death or permanent impairment.

Reasonable Suspicion

Means a state of mind that is less than a belief but more than a mere possibility, based on reasonable grounds, that the child's physical safety, health, psychological or emotional wellbeing has been, is being or may be jeopardised. Proof that child abuse has occurred is not required before reporting a reasonable suspicion of child abuse. A reasonable suspicion involves reflection and evaluation of the indicators constituting the reasonable grounds associated with the alleged child abuse incident. Whether there are reasonable grounds for such a suspicion depends on all the circumstances at the time of the incident and all available information which presents at the time of the reporting of the incident, including whether the abuse is recent, or likely in the foreseeable future should the current conditions continue. Reasonable grounds may include, but are not restricted to, observations made of physical and/or behavioural indicators; disclosures made by the child; information provided by others such as a relative or friend of the child; a child's disclosure that he/she knows someone who has been abused; the child writing or drawing a description or depiction of abuse; or the child having contact with someone who is known to have been responsible for causing harm to a child in the past.

Report

In the context of all Defence personnel and ADF Cadets Adults means to report information about the details of an incident to: the chain of command or management.

Record

In the context of a commanders or manger's responsibility, means to input all required information about a incident into an approved form for use within an authorised case management system.

Responsible Third Party

In relation to a young person, means a person or body other than a parent who owes a duty of care, has temporary supervisory responsibility, or otherwise has a role in protecting the interests or ensuring the welfare of the young person. This may include their school teachers or headmaster, foster parents, case workers, charitable organisations and/or their specified next of

kin

**Relevant
Jurisdiction**

The State or Territory in which the ADF Cadet unit is located. In the case of Defence personnel it is the location of their primary place work in support of an ADF cadet unit.

**Relevant
Offence**

An offence, wheresoever committed, of the following kind:

- a sexual assault or intercourse offence;
- the common law offence of rape or attempted rape;
- an indecent assault offence;
- a sexual servitude offence;
- observing a person engaged in a private act, for the purpose of obtaining sexual arousal or sexual gratification (voyeurism);
- filming another person engaged in a private act or filming another person's private parts, for the purpose of obtaining, or enabling another person to obtain, sexual arousal or sexual gratification;
- installing a device, or constructing or adapting the fabric of a building, for the purpose of facilitating the observation or filming of a child, with the intention of enabling any person to commit an offence referred to at (d)-(e) above;
- murder;
- manslaughter (other than as a result of a motor vehicle accident);
- intentional wounding or causing grievous bodily harm;
- a child prostitution offence;
- an offence involving an act of indecency with or towards a child;
- procuring or grooming a child under 16 years of age for unlawful sexual activity;
- using a child for the production of child abuse material; or producing, disseminating, possessing or importing child abuse material;
- possessing or importing child pornography;
- offences relating to the use of a postal or similar service for child pornography material or child abuse material;
- offences relating to the use of a postal or similar service

involving sexual activity with a child under 16;

- publishing indecent articles;
- an offence of kidnapping a child, unless a parent or carer of the child at the time of the offence;
- a forced labour or deceptive recruiting for labour or services offence, where the victim was a child;
- intentional or reckless infliction of grievous bodily harm on a child, during or after the delivery of the child;
- intentionally abandoning or exposing a child;
- bestiality;
- an offence an element of which is an intention to commit one of the above offences; or
- an offence of attempting, or of conspiracy or incitement, to commit one of the above offences.

Secondary Supply of Alcohol

means the supply of alcohol to minors by parents, friends and acquaintances in premises which are not subject to regulation, such as private homes. The secondary supply of alcohol to minors without parents' permission is illegal in some States and Territories.

Serious Incident

Means an incident where ADF Cadets personnel have been classified as either seriously or very seriously injured or ill (SI or VSI) in accordance with the Defence Work Health Safety Manual.

Service Chief

Means:

- in respect of Navy and the ANC, the Chief of Navy;
- in respect of Army and the AAC, the Chief of Army; and
- in respect of Air Force and the AAFC, the Chief of Air Force.

Sensitive Information

Has the same meaning as in section 6 of the Privacy Act 1988:

sensitive information means:

information or an opinion about an individual's:

racial or ethnic origin; or

political opinions; or

membership of a political association; or

religious beliefs or affiliations; or

philosophical beliefs; or

membership of a professional or trade association; or

membership of a trade union; or

sexual orientation or practices; or

criminal record;

that is also personal information; or

health information about an individual; or

genetic information about an individual that is not otherwise health information; or

biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or

biometric templates.

Social Media

Means user generated content that is shared over the internet via technologies that promote engagement, sharing and collaboration.

Social Networking Sites

Means internet sites dedicated to the sharing of user generated content, and include, but are not limited to:

- discussion boards;
- blogging, such as on media websites and micro blogging websites;
- social networking websites; and
- video and photo sharing websites.

Special Care Provisions

Legislation which imposes additional restrictions on adults in certain contexts. These laws prohibit any person in a supervisory role from engaging sexually with a person who is under 18, whether or not they are above the age of consent. These laws exist only in some states. See XXX for further information on Special Care provisions in each state.

Standing Orders	Means the signed and endorsed Range Standing Orders/Standing Instructions/ Standing Orders that govern activities on and the procedures for use of Defence and non-Defence Ranges. They may be issued under the following titles: Non-Defence Training Area Standing Orders, Range Standing Orders, Standing Orders or Standing Instructions. All ranges must adhere to the requirements of these orders.
Supervisor	Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel.
Tobacco	means all products processed and acquired commercially or acquired and prepared by an individual for the purpose of smoking (inhaling the burning tobacco fumes) or chewing.
Trained, in the context of Defence Weapons	Means ADF Cadets personnel who have completed the approved training syllabus for the relevant Defence weapon.
Travel and Meal Expenses Payment	Means the payment that an eligible OOC and IOC may seek in relation to travel and meal expenses in accordance with Vice Chief of the Defence Force (Approval of Payments to ADF Cadets) 2016.
Unacceptable Online Behaviour	Means online behaviour which is illegal, offensive, obscene, indecent, insulting, belittling, harassing or demeaning, and includes, but is not limited to, cyberbullying.
Unit	Means the unit where a member participates as part of ADF Cadets including a training ship, unit and/or squadron.
Use of Prohibited Substances	means when an ADF Cadets member administers, or causes or permits to be administered, to himself or herself a prohibited substance

Vulnerability	<p>Susceptibility to injury or attack, due to the inability to appreciate risk. Such injuries or attacks may take many forms, from physical to emotional and psychological.</p> <p>For example:</p> <p>Age: the level of vulnerability reduces as age increases, with a young person under 18 representing the highest level of vulnerability.</p> <p>Gender: a level of vulnerability will exist when the relative proportion of one gender within a group is significantly less than the other.</p> <p>Life experience: life experience informs an individual's ability to manage undesirable or potentially threatening situations. Young people under 18 generally have limited life experience and therefore have a higher level of vulnerability.</p>
Worker	<p>In accordance with the Work Health Safety (WHS) Act, includes any ADF member, APS employee, contractor or volunteer (which includes a Cadet, Officer of Cadets, Instructor of Cadets and a parent volunteer) who is carrying out work for Defence or the Australian Defence Force Cadets</p>
Working with Children Clearance	<p>In jurisdictions which have working with children and/or vulnerable people checks, a clearance is a result which indicates that the applicant is cleared to work with children. In other jurisdictions, the outcome of a National Police Check which discloses no relevant offence, nor any other reason to suspect that the applicant is not suitable to work with children, is the accepted clearance. Also known as a working with vulnerable people check.</p>
Working with Children Declaration	<p>A statutory declaration where the declarant is exempt from the requirement to hold a state/territory working with children and/or vulnerable people check, has not been convicted of, or is under investigation for, a relevant offence and is not prohibited from working with children anywhere in Australia or overseas.</p>
Young person	<p>A person who is under 18 years of age. In the Defence Youth context, the terms child, young person, youth and minor are equivalent and interchangeable.</p> <p>Or</p> <p>A person who is under 18 years of age.</p>
Youth	<p>A person who is under 18 years of age. In the Defence Youth</p>

context, the terms child, young person, youth and minor are equivalent and interchangeable.

**Youth
Inappropriate
materials**

Refers to restricted or extra sale control materials, including, but not limited to: internet, literature, CDs, videos, posters and computer games. Items that contain content that is not appropriate for young people under the age of 18 and/or items which contain content which is illegal to provide or sell to young people under the age of 18.

**Youth safety
Incident**

Is any event or occurrence involving a disclosure, allegation, or suspicion of abuse or neglect perpetrated on either an individual young person or a group of young people. It could be a disclosure from a young person, an allegation from an adult and/or observed behaviour that may have breached the Defence Youth Safety Framework or code of conduct in accordance with existing Defence and/or ADF Cadet Procedures.

**Youth Safety
Practitioner**

A Defence and Cadet Adult who has contact with Cadets and Other Minors.