

CHAPTER 4

ADF CADETS INFORMATION AND COMMUNICATION TECHNOLOGY

INTRODUCTION

4.4.1 The Australian Defence Force Cadets (ADF Cadets) requires capable Information and Communications Technology (ICT) solutions to support the timely, effective and efficient administration of the ADF Cadets programs - the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC) and the Australian Air Force Cadets (AAFC).

4.4.2 The Reserve and Cadet Support Division (RCSD) within the Defence People Group is responsible for providing ICT hardware systems and services to over 550 ADF Cadets units across Australia. These systems are delivered by broadband internet services, hosted in an approved Defence environment and include the ongoing development and sustainment of an online workflow management system known as the CadetNet Enterprise Application (CadetNet). CadetNet is an approved ADO Official system that provides ADF Cadets with the capacity to electronically manage and administer personnel, logistics, facilities, training and cadet activities.

POLICY INTENT

4.4.3 This policy outlines the minimum requirements associated with the design, provision, use and support of ICT systems, processes and equipment provided for the ADF Cadets.

POLICY PRACTICES AND MEASURES

MANAGEMENT AND SUPPORT OF ICT SYSTEMS

4.4.4 ICT systems provided for the ADF Cadets must be supported and managed effectively and possess appropriate security mechanisms. CadetNet is the primary information system for the ADF Cadets and is to be managed by RCSD.

4.4.5 RCSD is responsible to ensure that all ADF Cadets ICT systems:

- a. maintain appropriate system documentation, including disaster recovery and system guides
- b. maintain and administer relevant website domains

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- c. are hosted in Defence approved data centres or in cloud based providers that are on the Australian Signals Directorate (ASD) approved list
- d. employ contemporary industry standards for software versions and technology.

4.4.6 **Security.** RCSD is to ensure that the CadetNet information system maintains a current Defence Digital Group (DDG) security accreditation at the security rating as assessed by DDG. RCSD is to advise DDG of relevant changes to the CadetNet system in accordance with the Information Security Manual (ISM).

4.4.7 **Privacy.** Privacy of information on ADF Cadets ICT systems including CadetNet is to be managed in accordance with the [Defence Privacy Policy](#) and Australian Privacy Principles.

4.4.8 **End user support.** Each of the ADF Cadets programs is responsible for assigning staff to action requests for assistance from ADF Cadets participants. This role may be assigned to Australian Public Service (APS) personnel, Australian Defence Force (ADF) members or ADF Cadets Adults, including Officer of Cadets (OOC) and Instructor of Cadets (IOC).

4.4.9 **Coordination.** RCSD is responsible for conducting regular meetings to coordinate effective management of ADF Cadets ICT systems according to the agreed ICT Governance Framework comprised of a Community of Practice, Operations Committee and Strategic Advisory Group. The Strategic Advisory Group will report to the Cadet and Youth Executive Committee (CYEC).

DEVELOPMENT, TESTING AND SUSTAINMENT OF ICT SYSTEMS

4.4.10 ADF Cadets ICT systems are to be developed, tested and sustained through a collaborative effort involving all stakeholders.

4.4.11 **Development.** Requests for development items will be logged by RCSD in accordance with the service management process, with approvals and prioritisation of development items managed through the relevant committees as determined by the ICT Governance Framework.

4.4.12 **Account management.** Information systems are required to have standard operating procedures maintained, covering access control processes in accordance with the ISM.

4.4.13 **Account Creation.** All ADF Cadets participants including cadets, OOC, IOC, and Defence Approved Helpers (DAH) must have an account created in the CadetNet system. Individuals who have not been formally accepted into the ADF Cadets are not to be assigned an account unless approved by Director General Australian Navy

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Cadets (DGANC), Commander Australian Army Cadets (COMD AAC) and the Director General Cadets – Air Force (DGCADETS-AF) or their delegates.

4.4.14 **Sustainment.** RCSD is responsible for coordinating the items included in each sustainment release which will be scheduled on a quarterly basis or as required.

4.4.15 **Testing.** Each ADF Cadets program must provide appropriate personnel to conduct regular user acceptance testing of new functionality or modules implemented in the system on a routine basis.

4.4.16 **Standard Operating Procedures (SOP).** RCSD is responsible for the development, management and maintenance of SOP that support the use of CadetNet.

ICT SYSTEM INTERNET CONNECTIONS

4.4.17 **Provision of a Connection.** ADF Cadets units are to be provided with Defence funded internet connectivity that is appropriate for the geographical region, local facilities and purpose of each unit. RCSD is responsible for maintaining and funding of the Defence contracts for this capability including the baseline equipment.

4.4.18 **Types of Connections.** RCSD is to provide a minimum of one internet connection to each ADF Cadets unit. This connection must be configured with appropriate content filtering mechanisms to ensure appropriate access for ADF Cadets business activities only.

ICT HARDWARE USE, STOCKTAKING, SUPPORT AND DISPOSAL

4.4.19 All Defence owned ICT hardware issued to ADF Cadets units is to be used in accordance with the policy and directives issued by DDG. This includes the initial hardware issue, nature of use, stocktake, repair and disposal through the asset's lifecycle.

4.4.20 **Stocktakes.** The DGANC, COMD AAC and DGCADETS-AF must ensure that an ICT Asset Register stocktake is conducted in CadetNet by the notified due date for every iteration of that process.

4.4.21 **Refresh.** RCSD coordinates refresh activity on the basis that no supported 'in service' ICT asset will be greater than 6 years of age within the ADF Cadets ICT environment. Costs associated with a refresh will be negotiated with DDG and are subject to available funding.

4.4.22 **Procurement.** ADF Cadets participants, including DAH, must not purchase ICT assets with Commonwealth (relevant) monies as described in the *Public Governance and Performance Accountability Act 2013*.

MANAGEMENT OF ADF CADETS WEB ESTATE

4.4.23 All ADF Cadets related web sites (both internet and intranet) must be maintained in accordance with the [Defence Web Estate Manual](#) (WEBMAN) or the approved branding used by the relevant Service. RCSD is responsible for maintaining and updating web infrastructure and may assist with the administration of ADF Cadets web content. However, the development and accuracy of content on the ADF Cadets web estate is the responsibility of the ADF Cadets programs. Web content must be approved by the appropriate level officer (or relevant rank/delegate) prior to being published.

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division