



## GUIDE 1: DEFINITIONS, ACRONYMS AND GLOSSARY

This guide aims to assist personnel to understand the meanings of words and terminology used in the Defence Youth Engagement Policy and supporting documents.

This guide contains:

- a. definitions
- b. acronyms
- c. glossary

For a full list of Defence terminology, refer to the [Australian Defence Glossary \(ADG\)](#).

### Definitions

The following terms are defined in the [Defence Instruction](#). The definitions used in the Defence Instruction apply to Defence Youth Engagement Policy documents:

Accountable officer  
Administrative policy  
A person/s engaged under a contract  
Australian Public Service employee  
Commander  
Defence  
Defence civilian  
Defence locally engaged employee  
Defence member  
Defence personnel  
Personal information Policy  
owner  
Provision  
Supervisor  
Technical authority

### Acronyms

Acronyms are shortened forms of words. When reading the Youth Manual and guides, the following definitions apply:

**AA.** Appointing Authority  
**AAC.** Australian Army Cadets  
**AAFC.** Australian Air Force Cadets  
**ACE.** Army Cadet Exchange  
**ADF.** Australian Defence Force  
**ADFA.** Australian Defence Force Academy  
**AFM.** Assistant Firearms Manager  
**AIMS.** Army Incident Management System  
**ANC.** Australian Navy Cadets  
**APS.** Australian Public Service  
**ARMYSAFE.** Army Safety Management System  
**ARPANSA.** Australian Radiation Protection and Nuclear Safety Agency  
**ASD.** Australian Signals Directorate



**ASMS.** Aviation Safety Management System  
**ATO.** Australian Taxation Office  
**BSI.** Base Standing Instruction  
**BSM.** Base Support Manager  
**CA.** Chief of Army+  
**CAC.** Cadet Advisory Committee  
**CADFC.** Commander Australian Defence Force Cadets  
**CAF.** Chief of Air Force  
**CALD.** Culturally and Linguistically Diverse  
**CARM.** Complaints and Alternate Resolutions Manual  
**CASA.** Civil Aviation Safety Authority  
**CASMAN.** Casualty Manual  
**CATC.** Combined Army Training Centre  
**CYEC.** Cadet and Youth Executive Committee  
**CCSF.** Commonwealth Child Safety Framework  
**CDF.** Chief of the Defence Force  
**CDF-W.** Ceremonial Drill Firearm – White  
**CFaR.** Cadet Firearms Register  
**CGB.** Cadet Governance Board  
**CIC.** Cadets Identity Cards  
**CJC.** Chief of Joint Capabilities  
**CL.** Commercial Line  
**CN.** Chief of Navy  
**CO.** Commanding Officer  
**COMD AAC.** Commander Australian Army Cadets  
**ConCERN.** The Youth Safe Confidential Complaint and Event Report/Notification  
**CP.** Child Protection  
**CPERS.** Chief of Personnel  
**CPT.** Careers Promotion Team (ADF Careers)  
**CVP.** Cadet Volunteer Payment  
**DAH.** Defence Approved Helper  
**DASA.** Defence Aviation Safety Authority  
**DAS Regs.** Defence Aviation Safety Regulations  
**DCAC.** Defence Common Access Cards  
**DEEP.** Directorate of Estate Engineering Policy  
**DEFLOGMAN.** Defence Logistics Manual  
**DDG.** Defence Digital Group  
**DFDA.** *Defence Force Discipline Act 1982*  
**DGANCR.** Director General Australian Navy Cadets and Reserves  
**DGCADETS-AF.** Director General Cadets – Air Force  
**DHJSSD.** Deputy Head Joint Support Services Division  
**DIO.** Defence Insurance Office  
**DIR.** Defence Incident Report  
**DOTAM.** Directorate of Operations and Training Area Management  
**DPA.** Defence Practice Area  
**DPG.** Defence People Group  
**DPGSMS.** Defence People Group Safety Management System  
**DRCA.** *Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988*  
**DRSMS.** Defence Radiation Safety Management System  
**DRTEF.** Defence Road Transport Exemption Framework  
**DRTM.** Defence Road Transport Manual



**DSPF.** Defence Security Principles Framework  
**DTA.** Defence Training Areas  
**DTAMM.** Defence Training Area Management Manual  
**DVA.** Department of Veterans' Affairs  
**DWEP.** Defence Work Experience Program  
**DYPB.** Defence Youth Protection Board  
**DYPMS.** Defence Youth Protection Management System  
**DYSF.** Defence Youth Safety Framework  
**EAP.** Employee Assistance Program  
**EASA.** European Union Aviation Safety Agency  
**EBC.** Enterprise Business Committee  
**ECC.** Environmental Clearance Certification  
**eDEOP 101.** Defence Explosive Ordnance Publication  
**EDRMS.** Electronic Document and Records Management System  
**EO Regs.** Explosive Ordnance Regulations  
**EOSMS.** Explosive Ordnance Safety Management System  
**FM.** Firearms Manager  
**FQM.** Firearms Quality Manager  
**FSMS.** Fuel Safety Management System  
**GS.** General Service  
**HADFC.** Head ADF Cadets  
**HE.** High Explosives  
**HQ.** Headquarters  
**HQJOC.** Headquarters Joint Operations Command  
**HRCSD.** Head Reserve and Cadet Support Division  
**HRU.** Head of Resident Unit  
**IACE.** International Air Cadet Exchange  
**IAW.** In accordance with  
**ICAO.** International Civil Aviation Organisation  
**ICT.** Information and Communications Technology  
**IHMP.** Individual Health Management Plan  
**IOC.** Instructor of Cadets  
**IPO.** Interim Protection Order  
**IRMMAN.** Incident Reporting and Management Manual  
**ISCA.** International Sea Cadets Association  
**ISM.** Information Security Manual  
**JCG.** Joint Capabilities Group  
**JCGSMS.** Joint Capabilities Group Safety Management System  
**JMPU.** Joint Military Police Unit  
**KPIs.** Key Performance Indicators  
**LCM.** Lead Capability Manager  
**LEM.** Lead Enabling Manager  
**LGBTQIA+.** Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual  
**MILPERSMAN.** Military Personnel Manual  
**MLA.** Military-Like Activities  
**MOU.** Memorandum of Understanding  
**MRCA.** *Military Rehabilitation and Compensation Act 2004*  
**NAA.** National Archives of Australia  
**NAVYSAFE.** Navy Safety Management System  
**NDTA.** Non-Defence Training Areas  
**NPCSO.** National Principles for Child Safe Organisations



**OIP.** Orders, Instructions and Publications  
**OOC.** Officer of Cadets  
**OPA.** Officer Planning an Activity  
**PTI.** Physical Training Instructor  
**PO.** Protection Order  
**RAAFSAFE.** Royal Australian Air Force Safety Management System  
**RAS.** Risk Assessment Summary  
**RCSD.** Reserve and Cadet Support Division  
**RTAM.** Regional Training Area Managers  
**SADFO.** Senior Australian Defence Force Officer  
**SAFETYMAN.** Defence Safety Manual  
**SeMPRO.** Sexual Misconduct Prevention & Response Office  
**SEG.** Security and Estate Group  
**SGL.** Superannuation Guarantee Levy  
**SIF.** Supplementary Information Form  
**SMS.** Safety Management System  
**SOP.** Standard Operating Procedures  
**STEM.** Science, Technology, Engineering and Maths  
**TASMIS.** Training Area Safety Management Information System  
**ToR.** Terms of Reference  
**UB.** Unacceptable Behaviour  
**VCDF.** Vice Chief of the Defence Force  
**WEBMAN.** Defence Web Estate Manual  
**WEC.** Work Experience Coordinator  
**WEM.** Work Experience Manager  
**WHS.** Work Health and Safety  
**WHSMS.** Work Health and Safety Management System  
**WTSS.** Weapon Training Simulation System  
**WWCC.** Working with Children Check  
**WWVP.** Working with Vulnerable People  
**YOUTHMAN.** Youth Manual  
**YOUTHPOLMAN.** Youth Policy Manual  
**YPE.** Youth Protection Event



## Glossary

**Abuse of Power or Authority.** The inappropriate or unethical use of power or authority attributed to rank and/or position to harass, bully or discriminate a subordinate. Abuse of power or authority can constitute a criminal offence.

**The Australian Defence Force Cadets (ADF Cadets).** The collective title for the three cadet organisations - the Australian Navy Cadets (ANC), the Australian Army Cadets (AAC), and the Australian Air Force Cadets (AAFC).

**ADF Cadets Adults.** All Officers of Cadets (OOC), Instructors of Cadets (IOC) and Defence Approved Helpers (DAH) in the ANC, the AAC or the AAFC.

**ADF Cadets Procedure.** Any type of instruction, standing orders or guideline applicable to the ANC, AAC or AAFC and authorised by the relevant Service Chief or Director-General Cadets / COMD AAC.

**ADF Cadets Volunteer Payment (CVP).** The CVP is an honorarium; a payment, calculated as a daily amount provided in recognition of the unique contribution adult volunteers (OOC and IOC) make to the ADF Cadets.

**ADF Cadet Unit.** A physical locality or geographical area where ADF Cadets-related activities are conducted. Consisting of 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).

**Age of Consent.** YOUTHMAN, Section 6 Chapter 1.

**Alcohol Indiscretion.** Where a youth has consumed alcohol but the civil police have not been involved, or an adult has consumed alcohol or is under the influence of alcohol during a Defence youth program activity.

**Alcohol Offence.** The unlawful supply of alcohol to youth and/or consumption of alcohol by youth in a licensed premises or public location where the civil police have been involved, or supply of alcohol to youth while in the care of Defence.

**Allegation.** A claim or assertion that someone has done something illegal or wrong, typically one made without proof.

**Associated Equipment.** In relation to a Defence weapon it refers to equipment which accompanies or complements a firearm, including, but not limited to sighting equipment and magazines.

**Base Manager.** The senior APS position on a base or establishment, responsible for planning and co-ordination of products, services being delivered and supporting base operations in collaboration with the Senior Australian Defence Force Officer (SADFO).

**Bullying.** A persistent, unreasonable pattern of behaviour directed towards a person or group of persons, which may create a risk to health and safety, including a risk to the emotional, mental or physical health of the person(s). Bullying is classified as persistent harassment and can be physical or emotional.



**Cadet.** A young person who has been accepted as a volunteer youth participant in the ANC, the AAC and the AAFC.

**Cadet Firearms.** Defence approved and Commonwealth procured firearms that are used by ADF cadet members. Cadet firearms are limited to unit controlled firearms, stored at ADF cadet units or in Defence armouries. Cadet firearms are not Defence weapons but are Defence assets.

**CadetNet.** The corporate information system for the ADF cadets. [Access online.](#)

**Cadet Organisation.** Refer to definition The Australian Defence Force Cadets (ADF Cadets)

**Child.** In Defence, a person under the age of 18 years is referred to as Youth. See 'Youth' definition.

**Child Abuse.** Relates to abuse of a person under the age of 18 years (youth). It is intended to have its broadest meaning and includes child sexual abuse or other sexual exploitation, including grooming and unacceptable sexual relationship; physical abuse; emotional/psychological abuse; neglect; and exposure to family/domestic violence.

**Child Exploitation Material.** Is anything that represents:

- a. the sexual parts of a child
- b. a child engaged in an activity of a sexual nature
- c. someone else engaged in an activity of a sexual nature in the presence of a child

**Child Sexual Abuse.** Refers to the spectrum of coercive and harmful sexual acts perpetrated against children and young people (youth). Such acts include indecent assaults, penetrative assaults (oral, vaginal, and anal), and the production or possession of child exploitation material. Child sexual abuse also includes grooming and unacceptable sexual relationship. Sexual abuse may not always include physical sexual contact and can also include non-contact offences including:

- a. talking to a youth in a sexually explicit way and sexual advances
- b. sending sexual explicit messages or emails to a youth
- c. exposing a sexual body part to a youth
- d. forcing a youth to watch a sexual act (including showing pornography to a youth)
- e. having a youth pose or perform in a sexual manner (including youth Sexual Exploitation)
- f. stalking, voyeurism and peeping-tom.

Child sexual abuse does not always involve force. In some circumstances, a youth may be manipulated into believing that they have brought the abuse on themselves, or that the abuse is an expression of love, through a process of grooming.

**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 (Defence).

**Complaint.** In the context of Defence youth programs, a complaint is any expression of dissatisfaction about the program, the way it operates, the behaviour of its members or participants or about a particular decision, act or omission and where a response or resolution is expected.



**Complainant.** The individual person or persons lodging a complaint.

**Community Engagement.** An interaction between Defence and either a school and/or a community based organisation.

**Contact.** In the Defence context, this means interaction involving Defence personnel and non-Defence personnel, as part of their normal duties and one or more person/people under the age of 18. Contact is regular, frequent or prolonged, physical, face-to-face, oral communication, written communication or electronic communication, including regular use of social media, and / or includes overnight activities or unobserved supervision.

**Contractor.** A person engaged by Defence under a contract that represents a business resource and is subject to direct management by Defence.

**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.

**Cyberbullying.** The use of information and communication technologies for deliberate hostile behaviour directed at a selected person with an intention to harm, belittle, harass, insult or molest, and can include:

- a. sending offensive, abusive or insulting texts or emails to the person
- b. posting offensive, abusive or insulting messages about the person
- c. assuming the identity of the person and representing them in a negative manner or manner that may
- d. damaging their reputation and relationship with others.

**Defence Approved Helper (DAH)** A member of the community who volunteers in the ANC, AAC or AAFC. DAHs are not members of the ADF cadets.

**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](#)

**Defence Context.** Youth protection events/incidents are considered to be in a Defence context if any of the following are true:

- a. the incident/event occurred in a Defence environment
- b. the alleged victim is an ADF member or Defence APS personnel
- c. the alleged respondent is an ADF member or Defence APS personnel or a contractor/volunteer/visitor to Defence.

**Defence Environment.** Includes any Defence workplace, premise or facility, or any other location/environment where Defence arrange, undertake or supervise an activity.

**Defence Establishment.** A physical locality or geographical area containing bases, establishments, sites and facilities at and from which Defence-related activities, operations, training or force preparations are managed, conducted, commanded or controlled. It may have a number of bases, naval establishments, sites and facilities attached that are supported by SEG.



The composition of the individual Defence base is defined in its associated Service Level Partnering Agreement.

**Defence Member.** As defined in the [Defence Force Discipline Act 1982](#).

**Defence Personnel.** All Australian Public Service employees in the Department of Defence, Defence locally engaged employees, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence, and - where compliance is specified in the terms of contract – contractors, consultants and outsourced service providers operating in Defence.

**Defence Ranges.** Any area reserved and normally equipped for practice in weapons delivery and/or shooting at targets. Refer to [Land Range Safety Branch](#)

**Defence Range Standing Orders.** The signed and endorsed Range Standing Orders/Standing Instructions that govern activities on and the procedures for use of Defence and non-Defence ranges.

**Defence Reservist.** Members of the Defence Reserves enhance the ADF and contribute to Navy, Army and Air Force resources and support peacekeeping, humanitarian and disaster-relief operations.

**Defence Weapon.** Any weapon that is owned by Defence to meet the operational, training and support requirements of the permanent and Reserve members of the Australian Defence Force (ADF). Refer to the [Defence Security Principles Framework Control 78.1](#) Weapons Security (paragraph 43)

**Defence Youth Program.** A Defence supported program that offers a range of safe, challenging and high quality activities to young people across metropolitan and regional areas of Australia, including but not limited to the Australian Defence Force Cadets; Defence Work Experience Program, Young Endeavour Youth Scheme and Indigenous Youth Programs.

**Duty of Care.** In the context of YOUTHMAN means the duty to take reasonable care to protect youth from a reasonably foreseeable risk of harm.

**Emotional Harassment.** When a youth is subjected to unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating and includes acts of teasing, meanness or spite, derogatory comments, jokes and gestures, mutual arguments and disagreements (where there is no power imbalance) and disliking someone or social rejection. Emotional harassment can be Isolated (one-off) or persistent in nature, constituting emotional bullying or cyberbullying.

**Emotional/Psychological Abuse.** When a youth is repeatedly rejected, isolated or frightened by threats and includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person, to the extent that the youth suffers, or is likely to suffer, emotional or psychological harm to their physical or developmental health.

**Excluded Activity.** Activities that have a degree of risk that would normally result in students not being able to participate in and as defined by state and/or territory Department of Education statutory guidelines.



**Exposure to Family/Domestic Violence.** When a youth is a witness to, or otherwise exposed to the effects of, family/domestic violence. Family/Domestic violence towards a youth and exposure to family/domestic violence constitutes child abuse.

**External Service Provider.** An organisation or individual engaged by Defence that:

- a. represents a business resource and is subject to direct management by Defence
- b. an organisation or individual engaged by Defence to undertake a consultancy that meets the criteria for reporting consultancies on AusTender as defined by the Department of Finance and Deregulation:
  - i. the services to be provided involve the development of an intellectual output that assists with Defence decision-making
  - ii. the output will reflect the independent views of the consultant
  - iii. the output is the sole or majority element of the contract, in terms of relative value and importance.

Individuals engaged as Defence members or Defence APS employees are not included in this definition.

**Familiarisation Activity or Practice.** 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.

**Family/Domestic Violence.** Abusive behaviour by a person towards a family member that may include:

- a. physical violence or threats of violence
- b. verbal abuse, including verbal threats
- c. emotional or psychological abuse
- d. sexual abuse
- e. financial abuse
- f. social abuse
- g. spiritual abuse.

**Government Oversight Body.** A law enforcement body, child protection agency or any other organisation established under an Australian law whose functions include or relate to child protection legislation, work, health and safety and/or promotion and protection of the rights, interests and wellbeing of children and young people.

**Grooming.** When an adult:

- a. communicates (by words and/or conduct) with a youth with the intention of exploiting a youth vulnerabilities to facilitate a youth's engagement in sexual conduct
- b. communicates with a person who has responsibility for care, supervision or authority over a youth with the intention of grooming the youth in their care. Such persons can include parents, stepparents, legal guardians, carers, teachers, employers and sports coaches.

Grooming includes actions deliberately undertaken with the intention of befriending and establishing an emotional connection with a youth in order to lower their inhibitions and facilitate sexual conduct. Grooming could be used to prevent or discourage youth from disclosing sexual misconduct/abuse, create disbelief to a disclosure or discredit a youth who discloses sexual misconduct/abuse.



**Harassment.** Unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating.

**Head of Resident Unit.** The senior Defence personnel that lodges at a residential unit on a Defence site.

**Health Condition (applies to ADF cadets only).** Any health condition (including illness, injury, disease, disability or allergy), whether permanent or temporary, of an ADF cadets member that:

- a. may occur or be aggravated during or by participation in ADF cadets activities
- b. may place limitations on the member's ability to participate in ADF cadets activities
- c. 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)
- d. requires the administration of prescription medication other than solely by the member or where the failure to administer may result in death or permanent impairment.

**Inappropriate Relationship.** Any intimate or sexual relationship between Defence personnel, contractors, consultants or ADF cadets members, regardless of individual state and territory ages of consent and any young person under the age of 18.

**Inappropriate Non-sexual Physical Contact.** Unintentional and/or isolated minor unwanted or unwelcome non-sexual physical contact that is not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, an isolated contact that lacked judgement.

**Inappropriate Non-sexual Remark.** An isolated remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, an isolated inappropriate joke or comment that lacked judgement.

**Inappropriate Sexual Remark.** An isolated sexual remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, an isolated inappropriate sexual joke or comment that lacked judgement.

**Individual Health Management Plan (applies to Defence Youth Program participants and volunteers only).** A document written by a qualified health practitioner that provides details of a person's health condition, treatment and any reasonable adjustments required to accommodate or exclude participation in an activity or program.

**Instructor of Cadets (IOC).** A person who has volunteered and been accepted as a member of the ANC, AAC or AAFC.

**Mandatory Reporting.** A term used to describe the legislative requirement for selected groups of people to report suspected cases of child abuse and neglect to government authorities. In Defence all personnel (ADF and APS), contractors, volunteers, visitors and ADF cadets members are mandated to report suspected cases of child abuse and neglect to government authorities.



**Military-Like Activity (MLA).** An activity (excluding a ceremonial activity involving the use of weapons or firearms) that is performed by the ADF or run primarily for the benefit of ADF Cadets. It must not involve the real or simulated use of force to an enemy or opposition in order to achieve domination over them. MLAs are categorised as:

- a. passive – no physical involvement other than observing others undertaking MLA
- b. active – physically performing MLA tasks.

**Minor.** A person who is under 18 years of age. In the Defence youth context, the terms minor, child, young person, youth and adolescent are equivalent and interchangeable.

**Misconduct.** Any action or behaviour that is determined to be a breach of a code of conduct. Misconduct may relate to the use of resources, use of information (whether inappropriate access, disclosure or failure to disclose), failure to adhere to a Defence policy or interaction with other people (including colleagues, stakeholders and members of the public). Misconduct can occur deliberately or inadvertently and can vary in nature and seriousness in addition to the impact it has on other employees and the reputation of Defence.

**Natural Justice.** The rules and procedures followed by a person or body with the power to settle disputes. Some rules of natural justice are to act fairly, without bias, and the right of all parties to be heard.

**Neglect.** A failure to provide youth with an adequate standard of nutrition, medical care, clothing, shelter, hygiene or supervision. Neglect may place the youth's immediate safety and development at serious risk or may not immediately compromise the safety of the youth, but is likely to result in long-term cumulative harm.

Neglect can be:

- a. Isolated, where the neglect is one-off, trivial in nature, temporary and/or accidental
- b. Persistent, where the neglect is more than trivial in nature, continual and/or prolonged
- c. Severe, where the neglect is recurring and/or enduring to the extent that the youth's health, safety and/or development is, or is likely to be, significantly affected.

**Non-Defence personnel.** All persons, paid or unpaid, who are not Defence personnel. This includes:

- a. locally engaged employees, contractors, consultants and outsourced service providers operating in Defence where compliance is NOT specified in the terms of contract
- b. ADF cadets, adult volunteers.

**Non-Defence Training Areas (NDTA).** All land, sea and air, infrastructure and/or facilities not owned by Defence but used by Defence and the ADF cadets for the purpose of delivering routine activities.

**Officer of Cadets (OOC).** A person who has volunteered and been accepted as a member of the ANC, AAC or the AAFC.

**One Cadet.** An approach (introduced to address issues identified by the 2015 Royal Commission into Institutional Responses to Child Sexual Abuse) to bring coherence and clearly



delineate accountabilities across the ADF cadets environment. Wherever appropriate, the ADF cadets adopt common procedures, assurance, education and training programs within the policy parameters.

**One Defence Approach.** The Defence design principle that aims to create a more unified and integrated organisation, more consistently linked to its strategy and clearly led by its centre. Referred to as the One Defence Approach, it involves fundamental and enduring cultural changes in how Defence works across all parts of the organisation.

**Other Discrimination.** (excludes sex/gender discrimination). When a person or group of people are treated less favourably than others because of their:

- a. identity, race, culture or ethnic origin
- b. religion
- c. physical characteristics
- d. marital, parenting or economic status
- e. age
- f. ability or disability.

Discrimination interferes with the legal right of all people to be treated fairly and have the same opportunities as everyone else. Discrimination may be isolated (one-off) or persistent in nature.

**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 Service.** With respect to Cadets:

- a. the ANC, is the Royal Australian Navy
- b. the AAC, is the Australian Army
- c. the AAFC, is the Royal Australian Air Force.

**Personal Information.** Personal information, as defined in the [Privacy Act](#), is information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information or opinion is:

- a. true or not
- b. recorded in a material form or not.

Personal information may also be sensitive information.

**Physical Abuse.** Any:

- a. physical violence on a youth by any person that causes significant injury/harm
- b. physical injury/harm to a youth that results or could result from the failure of a parent, carer or guardian to adequately protect a youth by exposing them to extremely dangerous or life-threatening situations.

Physical abuse includes beating, shaking, kicking, strangling, scalding, burning, poisoning, suffocating and assaulting with weapons.



**Physical Harassment.** Unwanted or unwelcome physical contact/behaviour (including slapping, pulling or hitting) that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating which may impact the physical health of the person. Physical harassment can be isolated or persistent in nature, constituting physical bullying.

**Prohibited Substance.** A narcotic substance as defined in the [Customs Act 1901](#), section 1, section 2, section 3 and section 5 on the prohibited substance list, The World Anti-Doping Code Prohibited List and Benzodiazepines including temazepam (normison), diazepam (valium), flunitrazepam (rohypnol) and oxepan (serapax) or any other substance determined to be a prohibited substance by the CDF.

**Prohibited Substance Offence.** Possessing, dealing, or administering to others a prohibited substance, including instances of food or drink spiking, trafficking or selling any prohibited substance or knowingly associating with individuals who use or are otherwise involved with prohibited substances.

**Prohibited Substance Use.** When a person administers to himself or herself, or causes or permits to be administered, a prohibited substance.

**Protection Order.** For the purpose of YOUTHMAN, a protection order is an order made by a federal, state or territory court, or a member of a state or territory police service, for the protection of one person against another person. Protection orders may be referred to, but not limited to, domestic violence orders, apprehended violence orders, restraining orders and prohibition orders. A protection order includes an interim or provisional order.

**Qualification Shoot.** A Defence-approved live firing or simulation range practice, other than a familiarisation practice.

**Reasonable Suspicion/belief.** A state of mind that is less than a belief but more than a mere possibility, based on reasonable grounds, that a youth's physical safety, health, psychological or emotional wellbeing has been, is being or may be jeopardised. Proof that abuse has occurred is not required before reporting a reasonable suspicion of abuse.

**Records Management Advisors.** Provide specialist advice, leadership and coordination in relation to records management.

**Records Management Specialists.** Those who manage and maintain the day-to-day records management activities including system administration and the provision of records management training.

**Respondent.** The individual person or persons against whom a complaint is made.

**Responsible Third Party.** In relation to a youth, means a person or body having parental responsibility or guardianship of a youth under the age of 18. Includes legal guardians and specified next of kin.

**SAFEBASE.** Defence's security alert system, used to communicate the threat of violent acts on Defence premises. It is a three tiered system that helps base leaders select appropriate security measures to prepare, deter and respond to an attack or act of violence and to communicate the current threat clearly to all on a Defence establishment.



**Sensitive Information.** Sensitive information, as defined in the [Privacy Act](#), is personal information that includes information or an opinion about an individual's:

- a. racial or ethnic origin
- b. political opinions or associations
- c. religious or philosophical beliefs
- d. trade union membership or association
- e. sexual orientation or practices
- f. criminal record
- g. health or genetic information
- h. biometric information.

Generally, sensitive information has a higher level of privacy protection than other personal information.

**Senior Australian Defence Force Officer (SADFO).** The senior military officer who has oversight and authority on all military operations and matters on a Defence establishment or base. The SADFO is also empowered to issue commands and general orders to Defence members in resident units, transiting or visiting the base for the purposes of discipline, security, emergency or safety matters in respect of the establishment or base.

**Sex/Gender Discrimination.** When a person is treated less favourably than another person in the same or similar circumstances because of that person's sex/gender, characteristics of that person's sex/gender or assumed characteristics of that person's sex/gender.

**Sexual Exploitation.** The actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including, but not limited to, profiting monetarily, socially, or politically from sexual exploitation of another.

**Sexual Harassment.** Unwanted or unwelcomed sexual behaviour, which does not constitute sexual abuse that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating.

Sexual Harassment includes:

- a. leering/staring
- b. insults of a sexual nature
- c. sexually offensive comments, innuendo, jokes or gestures
- d. sexual comments or questions about a person's sexual appeal or activities.

Sexual harassment can be Isolated (one-off) or persistent in nature.

**Sexual Misconduct.** Term used to cover the full spectrum of inappropriate behaviours of a sexual nature, from unacceptable behaviours that are visible and non-criminal, through to criminal behaviours. These behaviours can be committed by force or intimidation, or be unwelcome. Sexual misconduct includes, but is not limited to, sexual discrimination, sexual harassment, sexual offences and the recording, photographing or transmitting of incidents of a sexual nature without the knowledge and consent of all parties. See [Defence Sexual Misconduct Policy](#) for further information.

**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 <https://aifs.gov.au/cfca/publications/age-consent-laws> for further information on Special Care provisions in each State.

**Trained, in the context of Defence Weapons.** ADF Cadets members who have completed the approved training syllabus for the relevant Defence weapon.

**Unacceptable Behaviours.** Categorised as a serious youth protection incident. Any offensive, belittling, abusive, inappropriate or threatening behaviour which affects another person or the morale, administration or cohesion of a work place.

**Unacceptable Sexual Relationship.** Any sexual relationship between a youth, regardless of whether or not they are over the age of consent and any adult who has responsibility for the care, supervision, safety and/or well-being of the youth including, commanders, managers, supervisors, instructors, health professionals, pastoral carers, counsellors and guardians of youth. Note that:

- a. a youth under the age of 16 cannot consent to any sexual activity
- b. a youth over the age of 16 but under the age of 18 cannot consent to any sexual activity with any person who is in charge of their care, safety or wellbeing.

**Workplace Health and Safety (WHS).** Has the same meaning as in the [Work Health Safety \(WHS\) Act 2011](#)

**Worker.** Has the same meaning as in the [Work Health Safety \(WHS\) Act 2011](#), includes volunteers, participants of Defence youth programs and members of the ADF Cadets program.

**Working with Vulnerable People / Children Check.** In state and territory jurisdictions which have working with vulnerable people and/or children 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.

**Youth.** Anyone under the age of 18, which encompasses child, children, young person, young people, adolescent, minor and any other equivalent term. Youth special care provisions extend to over 18s participating in ADF youth programs.

**Youth-on-Youth Unacceptable Behaviour.** Any complaint, allegation or incident of unacceptable behaviour of a youth towards another youth.

**Youth Protection.** Encompasses matters related to protecting all youth from child abuse managing the risk of child abuse, providing support to a youth at risk of child abuse and responding to incidents or allegations of child abuse.

**Youth Protection Complaint.** Any verbal or written complaint or allegation of unacceptable behaviour/sexual misconduct, as defined in the Youth Safe Code of Conduct policy, made to or received by any ADF, APS, contractor or volunteer member from any source via any mechanism.

**Youth Protection Documentation.** Youth protection documentation comprises all youth protection policies, processes, practices, procedures, training packages/resources and guides, including:

- a. RCSD sponsored Defence Youth Protection Management System (DYPMS), Defence youth protection training packages and documentation and youth protection related guides and other reference material
- b. Group/Service and subordinate level youth protection management orders, instructions and publications, training packages/resources and other guidance material that contextualise implementation of the DYPMS.

**Youth Protection Event/Incident.** Any event/incident of unacceptable behaviour/sexual misconduct, as defined in the Youth Safe Code of Conduct policy, which adversely affected or had the potential to adversely affect the health, protection or wellbeing of a youth(s).

**Youth Protection Policy Breach.** The failure to implement or comply with youth protection policy, process, procedure or practice defined in Defence, group/service, command and/or unit orders, instructions, publications or manuals. A policy breach can be:

- a. Significant, where the breach relates to mandatory youth protection risk controls defined in the Defence Youth Protection Management System
- b. Major, where the breach relates to context specific youth protection risk controls
- c. Minor, where the breach relates to administration.

**Youth Protection Records.** Youth protection records comprise any electronic or hard copy document, record, data or information generated through implementation of the DYPMS, including records relating to:

- a. personnel screening, working with children/vulnerable people checks and codes of conduct
- b. risk assessments
- c. complaints, events, incidents and any associated disclosure of personal information
- d. workplace inspections, audits and surveys
- e. data analysis
- f. meetings, committees, councils and boards
- g. training administration
- h. feedback, forums and other communication.

Unlike youth protection documentation, youth protection records may contain personal information that is subject to [Defence Privacy Policy](#).

**Youth-related Work.** Supervised or unsupervised work, whether paid or unpaid, that involves face-to-face or physical interaction or oral or written communication via any medium, with one or more youth on behalf of Defence and relates to religious activities and services or activities and services that are provided specifically (only or mainly) for youth.



**Youth-Related Work Position.** Any ADF, APS, contractor or volunteer position where the incumbent is required to, on behalf of Defence, undertake youth-related work as the primary duty/responsibility of the position or provide overnight care and supervision of youth participating in a Defence youth program or Defence Force recruiting activity.

**Youth Safe Code of Conduct.** Defines ethical, acceptable and unacceptable youth safe behaviours.

**Youth Safe Culture.** A youth safe culture is one where youth safe behaviours and practices are understood, displayed and fully integrated by all personnel into every youth related interaction, activity and program.

**Youth Safety.** The application of the Defence Youth Safety Framework to youth.

## Further Assistance

For further information and assistance contact [defence.youth@defence.gov.au](mailto:defence.youth@defence.gov.au)