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AUSTRALIAN AIR FORCE CADETS (AAFC) NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(ADMIN) 05-01—POSITIONS AND RESPONSIBILITIES

POSITIONS AND RESPONSIBILITIES	
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AAFC SI(ADMIN) 05-01—POSITIONS AND RESPONSIBILITIES

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1.01	05 May 23	1. Added OC WG AAFC to Annex A, Serial 14 (Cancel the Acceptance of an Adult Member). 2. Minor editorial changes throughout.
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INTRODUCTION

1. The Chief of the Defence Force (CDF) has issued the CDF Directions and Authorisation (Administration of ADF Cadets) 2019 (CDF Direction and Authorisation). The CDF Direction and Authorisation directs the Chief of Joint Capabilities (CJC) to issue and maintain policy requirements applicable to the Australian Defence Force Cadets (including the AAFC), and also directs the Service Chiefs to administer their respective cadet program in accordance with any policy requirement issued by CJC. By joint direction, CJC and Chief of Air Force (CAF) have appointed the Director General Cadets-Air Force (DGCADETS-AF) to administer the AAFC. The aggregation of the aforementioned directions authorises DGCADETS-AF to:

- a. accept or cancel a volunteer's participation
- b. delegate the approval of AAFC activities and positions within the AAFC and NATHQ
- c. issue relevant instructions and procedures for that purpose.

AIM

2. The aim of this Instruction is to outline the key positions required to maintain a duty of care towards [all personnel](#) and achieve AAFC objectives.

AUTHORITY

3. The authority for this Instruction is DGCADETS-AF.

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in AAFC operations or activities.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

POSITIONS

6. **Position Descriptions.** Each major AAFC position should have an identified position description (PD) and/or directive from DGCADETS-AF articulating the roles and responsibilities of the position.

7. **Competency.** A person is not to be assigned to a position unless that person has, or can acquire within a prescribed timeframe, the competencies required to carry out the roles of the position, including the requirement to satisfy their duty of care obligations by being current in all contemporary training and checks, as outlined in [YOUTHPOLMAN—ADF Cadets Adult Membership Management](#).

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8. **Retention of responsibility.** Unless otherwise stated in an Act (eg Work Health and Safety Act 2011) or in ADF directions, where functions have been delegated to other members of the AAFC, ADF or APS, the delegator retains overall responsibility for their assigned functions.

Decision Makers

9. DGCADETS-AF will delegate the holders of certain positions to be a [decision maker](#) for identified purposes within the AAFC: these positions are listed in [Annex A](#).

RESPONSIBILITIES

DGCADETS-AF

10. DGCADETS-AF is responsible to CAF to administer and represent the AAFC within Defence and the community. DGCADETS-AF will:

- a. organise, maintain, regulate and control the AAFC and the discipline of [all personnel](#)
- b. ensure the youth safety environment within the AAFC and that [all personnel](#) comply with enterprise youth safety policy and procedures
- c. maintain air worthiness management, oversight and guidance for operation and maintenance of Air Force owned aircraft used by the AAFC and ensure aviation activities comply with regulatory requirements
- d. ensure Work Health and Safety (WHS) legislative and regulatory compliance within the AAFC at all times
- e. represent the AAFC's maintenance and development with military, cadet and civilian organisations.

Deputy Director General Cadets-Air Force/Chief of Staff NATHQ

11. DDGCADETS-AF/COS NATHQ, an Air Force officer of the rank of GPCAPT, is responsible for the coordination of Defence and Air Force support in regard to the AAFC.

Directors

12. Air Force officers of the rank of GPCAPT are appointed within NATHQ as Directors to support DGCADETS-AF. Directors advise DGCADETS-AF and CDR-AAFC in specialised roles such as administration, aviation, finance, personnel, training, safety, operations and logistics. Each Director is a subject matter expert (SME) in their directorate.

Air Force Liaison Officers (AFLO)

13. An Air Force Officer of the rank of WGCDR is appointed by DGCADETS-AF as AFLO to each operational wing to provide support and governance to that wing and support to other wings visiting the AFLO area of responsibility. A National AFLO (NAFLO) is appointed to provide support for national activities.

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14. DGCADETS-AF will provide specific guidance to AFLOs via a Directive on their roles and responsibilities in supporting AAFC units. An example of DGCADETS-AF Directive to AFLOs is in [Annex B](#). Generically, AFLO will:

- a. provide oversight of AAFC activities to ensure compliance with Defence governance requirements, assist their wing with budget forecasts, activity planning, risk management, resource management and financial planning within a framework of good governance
- b. act as delegate for expenditure of relevant moneys in accordance with the Public Governance, Performance and Accountability (PGPA) Act and approving Cadet Volunteer Payment claims
- c. build relationships within their state/territory to promote and contribute to the development and enhancement of the reputation of the wing and perform the duties as Head of Resident Unit for all AAFC units in the wing
- d. respond to AAFC requests for Defence provided support by enabling, endorsing and approving activities through the [Cadet Enterprise Application \(CEA\)](#) and facilitating Defence resources in accordance with financial and administrative governance requirements
- e. enable facility and Defence Estate support to the AAFC in concert with NATHQ (Facilities Manager) and Security and Estate Group and related contractors as required
- f. maintain an oversight of the logistics support provided to the AAFC
- g. respond to the reputation management and incident management reporting issues within their allocated WG, ensuring critical incidents raised by the WG are immediately reported to NATHQ
- h. respond to any other reasonable requests for support from [unit supervisors](#).

Commander–Australian Air Force Cadets (CDR-AAFC)

15. The CDR-AAFC is appointed by CAF but is responsible to DGCADETS-AF for the operational management of the AAFC program, including personnel and the conduct of the AAFC aviation program. CDR-AAFC is the principal adviser on AAFC matters.

Unit supervisors

16. The [unit supervisor](#) is responsible to their supervisory chain to ensure core safety, wellbeing, and governance requirements are met for their unit and to deliver training outcomes and experiential activities in accordance with AAFC OIP. While individual tasks can and should be delegated to unit members, overall responsibility for the unit remains with the unit supervisor.

17. **Status in relation to Australian Defence Force (ADF) members.** Irrespective of rank or position, [unit supervisors](#) do not hold ‘command’ status over ADF members.

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However, [ADF members](#) defined as [Defence Approved Helpers](#) and operating at a SQN/[Unit](#) in an allocated subordinate role are subject to [unit supervisor](#) direction when parading within the unit.

Officer Commanding (OC)

18. Each operational wing is under the management of an OC at WGCDR (AAFC) rank. OCs are appointed by DGCADETS-AF on the recommendation of CDR-AAFC.

19. The OC of each AAFC wing is accountable to DGCADETS-AF through the CDR-AAFC for the effective performance, administration and delivery of the AAFC program within their wing. OC Aviation Operations Wing is responsive to the Director Aviation Operations (DAVNOPS) for the effective performance and delivery of the AAFC aviation program, whilst the other WG OCs are responsive to Director Ground Operations (DGNDOPS) for the effective performance and delivery of the non-aviation AAFC program.

20. DGCADETS-AF will provide specific Directives to WG OCs on appointment—an example directive is in [Annex C](#). Generically, within their wing, OC's are to:

- a. administer, lead and inspire all AAFC personnel
- b. identify, recruit, train, develop and motivate personnel to increase their capability and capacity
- c. manage resources, through budget allocation of [relevant](#) and [non-relevant moneys](#) and expenditure of non-relevant moneys in accordance with regulatory requirements
- d. advocate, develop and administer WHS, youth safety, behaviour, reputation and incident management and reporting
- e. ensure the good reputation of the AAFC, the wing and Air Force
- f. ensure engagement with AFLO by HQ and unit supervisors for planning, organisation and community relations programs
- g. engage with other ADF Cadet organisations to develop appropriate tri-Service activities and embrace community relations to enhance the reputation of their wing, the ADFC and Defence
- h. facilitate strategic development and cooperation with NATHQ
- i. ensure AAFC activities are conducted in a safe, effective and efficient manner.

Commanding Officers (CO) and Flight Commanders (FLTCDR)

21. Suitable [OOC](#) may apply for and be assigned to Squadron CO and FLTCDR positions. The CO/FLTCDR is responsible to the OC of the wing for the implementation of responsibilities as articulated by the wing OC and in AAFC [OIP](#). Broadly, responsibilities include the:

- a. safe, efficient and effective conduct of the cadet training program within the [unit](#)

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- b. control, administration, training and discipline of personnel within their squadron/flight
- c. maintenance of standards of behaviour within the unit (including mandatory behaviour briefs)
- d. maintenance of Workplace Health and Safety (WHS) (including evacuation drills) IAW [AAFC Safety Manual](#)
- e. consultation and engagement with the local community within AAFC guidelines.

22. **Rank.** A [unit supervisor](#) should be an [OOC](#). Where a suitable OOC is not available to undertake a CO/FLTCDR role, a WOFF(AAFC) may be temporarily assigned as the 'WOFF in Charge' of a SQN/FLT pending the assignment of an OOC as CO/FLTCDR.

Change of unit supervisors

23. **Succession planning.** Unit supervisors are to identify, encourage and mentor unit members to be capable of assuming the role of a unit supervisor.

24. **Handover/takeover.** [Annex D](#) provides instruction for handover/takeover responsibilities for OC and CO. A [takeover certificate](#) is to be completed and signed by the incoming incumbent and forwarded to NATHQ within 30 days of appointment.

25. **Appointment to senior positions.** [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOC and IOC](#) outlines the process for the appointment of staff into senior AAFC positions and details the associated conditions of service.

Adult supervisors

26. Where an [OOC/IOC](#) is assigned to an identified position within the unit's [establishment](#), the OOC/IOC must be capable of performing the duties of their allocated position as outlined in [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOC and IOC](#).

27. [Adult supervisors](#) are to assist the unit supervisor to administer, supervise and manage activities. Adult supervisors should:

- a. deliver training to and actively develop personnel under their supervision by encouragement, counselling and personal example in accordance with Youth Development Philosophy and Principles
- b. provide corrective action through objective and constructive feedback, counselling or advice about work-related behaviour and performance in a manner that is not humiliating or threatening
- c. give legitimate or reasonable management directions, decisions and act, within their scope of authority while respecting the rights, abilities and equity of all personnel
- d. recommend administrative action against a member who has acted outside the Youth and Adult ADF Cadets [Codes of Conduct](#)

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ANNEX A TO
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APPOINTMENT OF DECISION MAKERS—AUSTRALIAN AIR FORCE CADETS

Table 1 sets out the administrative controls to ensure the effective and efficient administration of the AAFC. Subject to the limitations in column (5), DGCADETS-AF has delegated to the individual holding or performing the duties of the office listed in column (2) the right to exercise authority to make decisions identified in column (1) up to and including the rank identified in column (3).

Table 1: Delegated Decision Makers

Serial	(1) Decision	(2) Initiating Authority	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
1	Accept an adult as a member of the AAFC. AAFC SI(PERS) 01-02	CDR-AAFC DDGCADETS-AF DDPERS CB-AF SO2PERS1 (NATHQ)	OOB and IOC	N/A	OOB up to and including WGCDR(AAFC)
2	Accept DAH in AAFC AAFC SI(PERS) 01-04 AAFC SI(PERS) 01-05	OC WG AAFC	N/A	N/A	
3	Approve an age restriction waiver for a cadet AAFC SI(PERS) 01-03	DDGCADETS-AF DDPERS CB-AF	All Cadets	N/A	
4	Accept a Cadet as a member of the AAFC. AAFC SI(PERS) 01-03	CO SQN AAFC	All Cadets	N/A	

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Serial	(1) Decision	(2) Initiating Authority	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
5	Approve promotion of a member of the AAFC. AAFC SI(PERS) 01-02 AAFC SI(PERS) 01-02 AAFC SI(PERS) 01-03		GPCAPT(AAFC)	N/A	CAF
		DDGCADETS-AF CDR-AAFC DDPERS CB-AF	LAC(AAFC) to WGCDR(AAFC)	N/A	Not below WGCDR or WGCDR(AAFC)
		SO2PERS1 (NATHQ)	LAC(AAFC) to SQNLDR(AAFC)	N/A	Not below SQNLDR or SQNLDR(AAFC)
		CO SQN AAFC	All Cadets	N/A	
6	Manage a complaint against an OC or member of NATHQ* AAFC SI(ADMIN) 09-04	DGCADETS-AF	GPCAPT(AAFC)	DGCADETS-AF	*Complaints against members not holding these positions are to be managed in accordance with AAFC SI(ADMIN) 09-03
		Any NATHQ GPCAPT or GPCAPT(AAFC) DDPERS CB-AF	WGCDR(AAFC)	Any NATHQ GPCAPT	
7	Manage a complaint against a CO, FLTCDR or member of a WG HQ* AAFC SI(ADMIN) 09-04	Any NATHQ GPCAPT or GPCAPT(AAFC) DDPERS CB-AF	WGCDR(AAFC)	Any NATHQ GPCAPT GPCAPT(AAFC)	*Complaints against members not holding these positions are to be managed in accordance with AAFC SI(ADMIN) 09-03
		WG OC AAFC	SQNLDR(AAFC)		
		WG XO AAFC	FLTLT(AAFC)	WGCDR(AAFC)	
8	Impose on a Cadet the sanction of a formal counselling, reprimand, official warning or reassignment of duties. AAFC SI(ADMIN) 09-04	CDR-AAFC OC WG AAFC XO WG AAFC CO SQN AAFC DDPERS CB-AF	All Cadets	CDR-AAFC OC WG AAFC XO WG AAFC CO SQN AAFC DDPERS CB-AF	
Serial	(1) Decision	(2) Initiating Authority	(3)	(4) Imposing Authority	(5) Limitations or Directions

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			Maximum Rank level to which the Authorised person may exercise		
9	Impose on an OOC or IOC (other than a CO or FLTCDR) the sanction of formal counselling, reprimand, official warning or reassignment of duties. AAFC SI(ADMIN) 09-04		GPCAPT(AAFC)	DCAF	DCAF
		CDR-AAFC Any NATHQ GPCAPT	WGCDR(AAFC)	CDR-AAFC Any NATHQ GPCAPT	Not below GPCAPT OR GPCAPT(AAFC)
		OC WG/Any NATHQ WGCDR	SQNLDR(AAFC)	OC WG/NATHQ WGCDR and	Not below WGCDR(AAFC)
10	Impose on a CO or FLTCDR the sanction of a formal counselling, reprimand, official warning or reassignment of duties. AAFC SI(ADMIN) 09-04	CDR-AAFC Any NATHQ GPCAPT OC WG AAFC DDPERS NATHQ	All AAFC Commanding Officers or Flight Commanders	CDR-AAFC Any NATHQ GPCAPT OC WG AAFC	Not below WGCDR or WGCDR(AAFC)
11	Impose on a member the sanction of a reduction in rank (except where the reduction in rank is due to the completion of a tenure position) AAFC SI(ADMIN) 09-04		GPCAPT(AAFC)	CAF	CAF
		Any NATHQ GPCAPT CDR-AAFC	WGCDR(AAFC)	Any NATHQ GPCAPT or GPCAPT(AAFC)	Not below GPCAPT or GPCAPT(AAFC)
		CDR-AAFC	WOFF(AAFC) to SQNLDR(AAFC)	CDR-AAFC	Not below WGCDR(AAFC)
		OC WG AAFC	AC(AAFC) to FSGT(AAFC)	OC WG AAFC	
		OC WG AAFC	All Cadets	OC WG AAFC	

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Serial	(1) Decision	(2) Authorised Persons	(3) Maximum Rank level to which the Authorised person may exercise	(4) Imposing Authority	(5) Limitations or Directions
12	Suspend a member or DAH from participation in the AAFC AAFC SI(ADMIN) 09-04	DGCADETS-AF	GPCAPT(AAFC)	DGCADETS-AF	IOC and OOC
		OC WG AAFC	AAFC Cadet and DAH	OC WG AAFC	AAFC Cadets and AAFC DAH
13	Impose on a member a compulsory transfer, denial or delay of promotion and removal from post. AAFC SI(PERS) 01-02 AAFC SI(PERS) 01-04 AAFC SI(PERS) 01-05		CDR-AAFC	CAF	CAF
		Any NATHQ GPCAPT CDR-AAFC	WGCDR(AAFC)	Any NATHQ GPCAPT or GPCAPT(AAFC)	
		OC WG AAFC DDPERS CB-AF	SQNLDR(AAFC)	OC WG AAFC or DDPERS NATHQ	Not below WGCDR(AAFC)
14	Cancel the acceptance of an AAFC member in the AAFC or approve the cessation of an AAFC member as a member of the AAFC. AAFC SI(PERS) 01-02 AAFC SI(PERS) 01-03		GPCAPT(AAFC)	CAF	CAF
		Any NATHQ GPCAPT or GPCAPT(AAFC) OC WG AAFC DDPERS CB-AF	OOO and IOC	Any NATHQ GPCAPT or GPCAPT(AAFC)	OOO up to and including WGCDR(AAFC)
		CO Unit	Cadets—Voluntary cessation	CO Unit	
		OC WG AAFC	Cadets—Non-voluntary cessation	OC WG AAFC	Not below WGCDR(AAFC)
15	Authority to deregister a DAH. AAFC SI(PERS) 01-04 AAFC SI(PERS) 01-05	OC WG AAFC (of the WG the DAH is registered to).	DAH	OC WG AAFC	

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**ANNEX B TO
AAFC SI(ADMIN) 05-01**

DIRECTOR GENERAL CADETS–AIR FORCE

DIRECTIVE NN/YYYY

OBJ NNNNNNN

See Distribution

**APPOINTMENT OF WING COMMANDER NAME AS AIR FORCE LIAISON
OFFICER TO NUMBER XX WING AUSTRALIAN AIR FORCE CADETS**

PURPOSE

1. The purpose of this Directive is to define and promulgate your accountabilities and responsibilities to DGCADETS-AF and forms the instrument, against which, your performance will be measured.

DGCADETS-AF INTENT AND GUIDANCE

2. You are responsible to me (DGCADETS-AF), through Director Ground Operations (DGNDOPS), for enabling Defence Support for AAFC activities in **Region** and for the performance of the Number **XX** Wing AFLO Office, as well as the performance of those you authorise and/or delegate authority to, having a regard to the statutory responsibilities of all parties.

3. Your priorities will be set by DGNDOPS and he will measure your performance against these priorities. The Air Force values are to be a basis for your personal and professional behaviour in enabling Defence support for AAFC activities in **Region** and the people entrusted to your care and for your decision making and advice.

Responsibilities

4. You are to discharge your responsibilities in accordance with the guidance provided in this Directive, including:

- a. the management of your office staff and resources and maintaining oversight of AAFC activities to ensure compliance with Defence governance/assurance requirements through the endorsement or approval of activities in the [Cadet Enterprise Application \(CEA\)](#)
- b. being a member of the CB-AF AFLO group with a shared responsibility for achieving CB-AF outcomes and an individual responsibility to me for effective leadership and management, and playing an important role in building and supporting a collaborative culture within Number **XX** Wing, AAFC
- c. promoting and contributing to the development and enhancement of the reputation of Number **XX**, AAFC

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- d. being responsive to AAFC requests for Defence provided support by facilitating access to Defence resources in accordance with financial and administrative governance requirements
- e. being responsive to reputation management and incident management reporting and ensuring critical incidents once they are brought to your attention by OC Number **XX** Wing AAFC or his/her representative are immediately reported by telephone to DDGCADETS-AF/COS NATHQ
- f. assisting Number **XX** Wing AAFC with activity planning, risk management; resource management and financial planning within a framework of good governance
- g. the creation and management of an effective relationship with the other ADF Cadet Organisations to achieve Joint 'Tri-Service' outcomes aligned to the aims of the ADFC
- h. acting as the delegate for the expenditure of [Relevant Moneys](#) under the Public Governance, Performance and Accountability Act; oversight of AAFC [non-relevant moneys](#) and sponsorships; and approving Cadet Volunteer Payment claims
- i. Produce budget forecasts based on OC **XX** Wing(AAFC) activity plans, as amended from time to time
- j. promoting and fostering compliance of WHS legislative and regulatory compliances in Number **XX** Wing AAFC and the AFLO Office
- k. monitoring and recording compliance with the AAFC Safety Management Manual and related OIPs
- l. acting as the Head of Resident Unit on behalf for all AAFC establishments within Number **XX** Wing AAFC
- m. liaising and negotiating with Air Force, the AAFC, and other Service/Groups to resolve day to day issues with garrison and infrastructure support
- n. representing CB-AF at the regional level and within Number **XX** Wing AAFC, including participation and providing comment at AAFC staff selection interviews and boards
- o. providing advice, guidance and/or facilitation of the resolution and reporting of complaints to COS NATHQ
- p. working in partnership with OC Number **XX** Wing AAFC to develop a positive and harmonious working relationship between Air Force and the AAFC in Number **XX** Wing AAFC

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- q. Seek/provide support from/to Deputy Director Facilities at CB-AF on facility matters. This includes representation on Defence Estate Management/Planning Committees, lease renewals and development of estate infrastructure requests in **region**
- r. monitoring of all AAFC facilities in **region** to ensure compliance with relevant Defence guidance on works and occupancy standards
- s. ensuring effective logistics support to enable AAFC training activities in consultation with the Directorate of Logistics Capability (DLC) at CB-AF
- t. ensuring AFLO office staff are appropriately trained
- u. contributing to the development of policy and plans when requested
- v. ensuring compliant record keeping.

DGCADETS-AF COUNSEL

- 5. You may address your responsibilities in a manner determined by you, as long as your actions and advice are consistent with this Directive, and by ensuring that:
 - a. your actions are consistent with relevant Federal and State legislation including the Defence Act 1903, Defence Policy, CDF's and Secretary's statutory responsibilities and authorities, and ADF Cadet and AAFC policies
 - b. you are cognisant of the impact of your decisions on others
 - c. you consult and collaborate, particularly at Wing level, Base and Command level as appropriate
 - d. you properly manage risk
 - e. you manage any conflict or policy inconsistencies, along with any associated advice or guidance, at the correct level by maintenance of appropriate channels of communication.
- 6. If you are unable to meet any of my requirements in executing your duties you are to inform DGNDOPS CB-AF as soon as possible.

ADMINISTRATION

- 7. You are to acknowledge receipt of this Directive by returning one signed copy of the acknowledgement form in Enclosure 1 to this Directive.

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REVIEW

7. This Directive is to be reviewed as required by DGCADETS-AF or DGNDOPS CB-AF.

Initials Surname

Air Commodore
Director General Cadets – Air Force

Mmm YYYY

Enclosure:

1. Acknowledgement of Receipt – **Rank Name**

Distribution:

DGCADETS-AF
CDR AAFC
DDGCADETS-AF/COS
DGNDOPS
DAVNOPS
DLC
OC **XX** WG, AAFC
AFLO **XX** WG

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**ENCLOSURE 1 TO
DGBAETS-AF DIRECTIVE NN/YYYY
DATED DD MMM YYYY**

ACKNOWLEDGEMENT

I, **Rank Name**, acknowledge receipt of Directive **NN/YYYY** from **DGBAETS-AF** to myself, as Air Force Liaison Officer Number **XX** Wing Australian Air Force Cadets, and I will comply with the direction contained within.

Name
WGCDR
AFLO **XX** WG

Mmm YYYY

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ANNEX C TO
AAFC SI(ADMIN) 05-01

[OBJ No]

DIRECTIVE XX/20XX

JOINT DIRECTIVE BY THE DIRECTOR GENERAL CADETS–AIR FORCE AND COMMANDER AUSTRALIAN AIR FORCE CADETS

APPOINTMENT OF WING COMMANDER(AAFC) [NAME] [EMPLID] AS OFFICER COMMANDING NO. X WING(AAFC)

PURPOSE

1. The purpose of this Directive is to define and promulgate your responsibilities to DGCADETS–AF and CDR–AAFC and forms the instrument against which your performance will be measured.

DGCADETS–AF AND CDR–AAFC INTENT AND GUIDANCE

2. You are accountable to DGCADETS–AF and responsible to CDR–AAFC for the performance, administration, and delivery of the AAFC program and associated activities in No. X Wing AAFC. This will be achieved by enacting the joint direction from CDR–AAFC and Director Ground Operations (DGNDOPS), on behalf of DGCADETS–AF, whereby you are responsible to CDR–AAFC and responsive to DGNDOPS.

3. You are also responsible to CDR–AAFC for the performance of those you authorise and/or delegate authority to, having a regard to the statutory responsibilities of all parties. Your priorities will be set by CDR–AAFC who will measure your performance against these priorities.

4. The Defence [Youth Safe Code of Conduct \(Adult\)](#) outlines the standards of behaviour required of all adults associated with the ADF Cadets. The Code of Conduct is based on the ADF Cadets Youth Safe Behaviours (Adults) policy and Youth Safe Behaviours (Adults) protocol in Youth Policy Manual Part 1, and applies to Officers and Instructors of Cadets, cadets over the age of 18 years, Defence Approved Helpers, and Defence personnel performing ADF Cadets duties. The Code of Conduct and Defence Values are to be the basis for your personal and professional behaviour in administering and delivering AAFC activities in No. X Wing AAFC and the people entrusted to your care and for your decision-making and advice.

5. You are a member of the AAFC Strategic Leadership Team, with a shared responsibility for achieving the National Headquarters (NATHQ) outcomes and an individual responsibility to CDR–AAFC for effective leadership and management. You have an important role in building and supporting a collaborative culture within No. X Wing AAFC with your Wing AFLO and the NATHQ.

RESPONSIBILITIES

6. You are to discharge your responsibilities in accordance with the guidance provided in this Directive, including:
- a. administering, leading, and inspiring the members of your Wing with a focus on outcomes that support youth development philosophy
 - b. identifying, recruiting, training, managing, developing and motivating your staff to increase their capability and capacity
 - c. managing budget expenditure in accordance with the directions of CDR-AAFC and administering non-relevant funds within your Wing in accordance with policy
 - d. advocating and administering WHS and Youth Safety policy with practices of the AAFC
 - e. developing a gender aware and respectful culture
 - f. the effective management of complaints with a focus on appropriate levels of resolution in accordance with policy
 - g. being responsive to reputation management and incident management issues and ensuring critical incidents are, in the first instance, verbally reported to the AFLO and CDR-AAFC (as soon as they come to your attention) and are subsequently actioned through the formal reporting process in the incident management portal
 - h. the effective operational management of the delivery of services to cadets
 - i. the creation and management of collaborative and effective relationships with the Air Force and its representatives, especially the AFLO team tasked to facilitate Defence support to enable AAFC activities
 - j. ensuring that your HQ planning and operations team are effectively and routinely engaged with the AFLO team to ensure timely planning and organisation of events and activities
 - k. the creation and management of an effective relationship with the other ADF Cadet Organisations to achieve Joint ('Tri-Service') outcomes aligned to the aims of the ADF Cadets
 - l. working with AFLO No. X Wing to create and manage a community relations program which enhances the reputation and standing of the Air Force and the AAFC
 - m. facilitating the strategic development of No. X Wing AAFC
 - n. supporting the NATHQ in developing a collaborative approach to ensure continuous improvement and the ensuing change management process
 - o. role-modelling the value system, operating methodology, compliance to policy and operational procedures of the AAFC in a leadership capacity
 - p. working in partnership with AFLO No. X Wing to develop a positive and harmonious working relationship between the Air Force and AAFC in No. X Wing AAFC

- q. contributing to the development of policy and plans
- r. ensuring compliant record keeping.

DGCADETS–AF AND CDR–AAFC COUNSEL

7. You may address your responsibilities in a manner determined by you, as long as your actions and advice are consistent with this Directive, and by ensuring that:
- a. your actions are consistent with Defence policy, ADF Cadets policies, AAFC policies and relevant Federal and State legislation
 - b. you are cognisant of the impact of your decisions on others
 - c. you consult and collaborate, particularly at National, Wing and Squadron level, as appropriate
 - d. you properly manage risk
 - e. you manage any conflict or policy inconsistencies, ensuring advice or guidance is resolved at the correct level by the maintenance of appropriate channels of communication, informing CDR–AAFC and DGNDOPS as soon as possible, if you are unable to meet any of requirements in executing your duties
 - f. you provide reports on No. **X** Wing AAFC operations to CDR–AAFC as prescribed and attend to senior leadership meetings
 - g. you ensure that any resources required to meet DGCADETS–AF and CDR–AAFC intent are processed through the respective chain of command.

ADMINISTRATION

8. You are to acknowledge receipt of this Directive and return copies of the enclosed acknowledgement form to DGCADETS–AF, CDR–AAFC and DDGCADETS–AF.

REVIEW

9. This Directive is to be reviewed, as required, by DGCADETS–AF or CDR–AAFC.

[Name]

Air Commodore
Director General Cadets–Air Force

[DD Mmm YYYY]

Enclosure:

1. Acknowledgement

[Name]

Group Captain(AAFC)
Commander–AAFC

[DD Mmm YYYY]

Distribution

DGCADETS–AF
CDR–AAFC
OC XWG(AAFC)
DDGCADETS–AF/COS
DGNDOPS
DAVNOPS
DLC
AFLO XWG
NSM

**ENCLOSURE 1 TO
DGCADETS-AF AND CDR-AAFC DIRECTIVE NN/YYYY
DATED MMM YY**

ACKNOWLEDGEMENT

I, Wing Commander(AAFC) [*Name*] [*EMPLID*], acknowledge receipt of Directive *XX/20XX* as Officer Commanding No. *X* Wing(AAFC), and I will comply with the direction contained within.

[*Name*]
Wing Commander(AAFC)
Officer Commanding 7 Wing(AAFC)

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ANNEX D TO
AAFC SI(ADMIN) 05-01

TAKEOVER RESPONSIBILITIES FOR AAFC OFFICER COMMANDING AND COMMANDING OFFICER POSITIONS

1. Australian Air Force Cadets (AAFC) members appointed as an Officer Commanding (OC) or as a Commanding Officer (CO) are expected to be fully aware of the duties and responsibilities associated with their position. An outgoing OC and CO is to provide their replacement with an appropriate level takeover briefing to assist a smooth transition for the [unit](#).

2. Where possible, a face-to-face takeover briefing should be held between the outgoing and incoming [unit supervisors](#). The briefing should outline current and future issues and activities associated with the position, of which, the incoming incumbent needs to be aware.

Officer Commanding brief

3. Review DGCADETS-AF and CDR-AAFC directive and relate it to current wing state, highlighting the following:
- a. **Strength and establishment.** Review the current wing strength versus establishment highlighting issues of staff levels including actual or pending vacancy in key appointments.
 - b. **Cadet establishment.** Address strategies related to maintaining and increasing cadet numbers, establishing new squadrons, amalgamation or re-location of squadrons.
 - c. **Training.** Review the capacity of the wing to provide sufficient training places on camps and courses to meet existing and projected demand. Review the wing training standards in terms AAFC Orders, Instructions and Publications (OIP) and discuss any mitigation strategies employed to ensure maintenance of training standards. Discuss activity related budgeting and current funding.
 - d. **Conflict management.** Detail current issues including pending administrative or disciplinary action and compliance with the mandatory reporting and conflict management. Review the Wing Incident Register.
 - e. **Reputation management.** Detail community contacts, key relationships, initiatives to engage community and business leaders. Outline details of any pending applications to exercise Freedom of the City, invitations to dignitaries or newsworthy events for follow-up.
 - f. **Facilities.** Discuss current facility issues within the wing including, plans for development, strategic facilities plan and any engagement with AFLO.
 - g. **Finance.** Review the [Cadet Enterprise Application \(CEA\)](#) Finance Module to ascertain the wing financial position and verify that all units are complying with audit requirements.

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- h. **Logistics.** Review levels of stockholding and current issues regarding Logistics support within the Wing.
- i. **Governance.** Discuss any failure by the wing to meet obligations set by AAFC policy and details of remediation measures adopted.
- j. **Safety.** Discuss the level of safety awareness and embedded safety culture. Outline training needs for staff. Review the last DAFLO Audit for the Wing and Wing Safety Key Performance Indicators.

Commanding Officer's brief

- 4. Discuss the position description and the current unit state including the following:
 - a. **Personnel.** Identify and explain:
 - (1) current strength and establishment, ranks, pending promotions, transfers, and separations from the AAFC
 - (2) disciplinary and/or administrative actions involving members and actions to date
 - (3) any negative trends including strategies to address them
 - (4) unit initiatives having positive outcomes
 - (5) current positions and performance of incumbents.
 - b. **Training.** Review the training program and adequacy of staff supervision, use of cadets in planning and delivery of training. Discuss any unit shortcomings and actions to address them.
 - c. **Conflict management.** Discuss the squadron's attitude toward management of conflict at the lowest appropriate level and the training provided to allow [Adult Supervisors](#) and cadets to address and manage conflict. Review the unit incident register.
 - d. **Reputation management.** Inform about any community contacts, key relationships, and initiatives to engage community and business leaders. Detail any pending applications to exercise Freedom of the City, invitations to dignitaries or newsworthy events for follow-up.
 - e. **Facilities.** Discuss any current issues regarding facilities, plans for development, and engagement with higher HQ.
 - f. **Finance.** Review the [CEA](#) Finance Module and discuss the unit's account position and the status of the last audit of unit accounts.
 - g. **Logistics.** Review unit stockholdings and current arrangements for unit storage.

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- h. **Governance.** Discuss any failure by the squadron to meet obligations set by AAFC policy and details of remediation measures adopted.
- i. **Safety.** Discuss the level of safety awareness and imbedded safety culture particularly at the squadron staff level. Determine any training needs for staff. Review the last DAFLO safety audit for the unit.
- j. **Responsibilities.** Refer to [AAFC SI\(ADMIN\) 02-01—Unit Management](#).

Handover Certificate

5. The Takeover Certificate in Enclosure 1 to this Annex is to be completed, signed by the incoming OC/CO and forwarded to the AFLO for an OC position or Wing HQ (to the Wing Executive Officer) and the AFLO for CO positions, no later than 30 days after appointment. The Takeover Certificate requires the incumbent's awareness of the conditions of their appointment.

Enclosure:

- 1. Takeover Certificate

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**ENCLOSURE 1 TO
ANNEX D TO
AAFC SI(ADMIN) 05-01**

TAKEOVER CERTIFICATE–UNIT SUPERVISOR

I, Name

Rank(AAFC)

Service No have been appointed as

Position Details

on Click or tap to enter a date.

declare I have reviewed the following:

Ser	TOPIC	Date completed	Initials and Comments
1	I have met or spoken with the previous incumbent to discuss the status of the unit including issues detailed in this annex relevant to the handover.	Date	Comment
2	I have a copy of the position description for my appointment. I understand the duties and responsibilities of the position and accept the obligation to perform those duties to the best of my ability.	Date	Comment
3	I have reviewed relevant Orders, Instructions and Publications, particularly AAFC Standing Instructions, and am aware of the roles and responsibilities associated with my position.	Date	Comment
4	I have reviewed a detailed list of, and taken stewardship of, all unit finances, unit owned items and Defence assets for which the position is responsible.	Date	Comment

Comments: _____

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D1-2

I confirm that I am aware and understand the information detailed within this Handover Certificate and I agree to comply with all Orders, Instructions and Publications that are relevant to my position within the AAFC.

I confirm that I have had the chance to discuss any concerns or areas of uncertainty with my supervisor.

Signature_____ Date Click or tap to enter a date.

If required, attach further pages.

The completed certificate is to be forwarded to the AFLO, through the Wing HQ-Executive Officer, within 30 days of your appointment.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(OPS)01-01—ACTIVITY MANAGEMENT

ACTIVITY MANAGEMENT	
Document ID	s47E(d)
Version	2.02
Effective Date	12-Nov-24
Review Date	30 Apr 25
Approving Authority	DGCADETS-AF

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SI(OPS)01-01—ACTIVITY MANAGEMENT

DOCUMENT AUTHORITIES

Contact Officer – Document Developer
DDGNDOPS
Sponsor – Document Reviewer
DGNDOPS
Issuing Authority – Approving Authority
DGCADETS-AF

AMENDMENT RECORD

Version	Date	Changes from Previous Version
1.00	02 Dec 20	Initial Issue
1.01	14 Sep 21	Amended Annex G to include ref to accidents (paras 22-23)
1.02	04 Jan 22	Editorial amendment–Review date reflects biennial review table
2.00	28 Mar 23	1. Clarified wearing of uniform at private functions, (para 15c) 2. Revised endorsement requirements in Annex B (para 21) 3. Complete rewrite of OIC Levels in Annex D 4. Revised OIC min activity numbers in Annex D, Table 2 5. Added missing/lost PERS action in Annex E, (para 17) 6. Added footnote clarifying insurance IRT vehicles hired by the AAFC using non-relevant money in Annex G, (para 6) 7. Added requirement to register drivers in Annex G, (para 15)
2.01	16 Oct 24	1. Amended document authority titles. 2. Replaced reference to the Defence Road Transport Manual (DRTM) with Land Vehicle Operating Manual (LVOM). 3. Authorisation to wear uniform for ANZAC Day (para 15c(1)). 4. Added new para 19—notes associated with adult/cadet ratios. 5. Amended policy WRT supervisor genders for overnight activities (para 19b refers).
2.02	07 Nov 24	Expanded standing approval to wear uniforms at significant events (para 15c(1) refers).

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SI(OPS)01-01—ACTIVITY MANAGEMENT

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AAFC SI(OPS)01-01

INTRODUCTION

1. An [AAFC activity](#) is a planned and pre-approved gathering of AAFC cadets and adult supervisors that provides cadets with experiences and developmental opportunities consistent with the [AAFC Youth Engagement Policy and AAFC Values](#). An AAFC activity is finalised when the planning and approval phases are complete, the activity has been conducted and post-activity requirements have been met in accordance with this SI.

AIM

2. The aim of this instruction is to describe the minimum procedures and practices required to safely conduct an approved [AAFC activity](#).

AUTHORITY

3. The authority for this SI is Director-General Cadets - Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) and [external service providers](#) while administering, managing or participating in operations or activities of the AAFC. This SI will focus on ground activities external to the member's home unit parade night, but applies to all activities. Where aviation operations are conducted, this SI applies to ground portions of activities and approval processes and it should be read in conjunction with relevant [OIP](#) in the [Aviation Documents Portal](#).

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

6. **AAFC OIC.** The Officer in Charge of an AAFC activity ([OIC Activity](#)) is the person who has the overall responsibility for the activity and includes Detachment Commander, OIC Bivouac etc. The terms activity and detachment are interchangeable as are the terms OIC Activity and Detachment Commander.

PROCESSES

Planning and approval

7. **Approving authority.** The approving authority for all AAFC activities is DGCADETS-AF who has delegated authority to endorse and approve activities to AAFC and ADF personnel identified in [Annex A—AAFC Activity Approval Matrix](#) which includes:

- a. activity type, support request lead time, endorsing and approving authorities and special instructions
- b. [adult supervisor](#) to cadet ratios
- c. the minimum required documentation for activity approvals.

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8. Every [AAFC activity](#) should have an identified training/experiential outcome and must be endorsed and approved by a delegated authority in the [Cadet Enterprise Application \(CEA\)](#). [Annex B](#) outlines the planning and approval processes for AAFC activities.

9. Where Defence support is requested for an activity, that support must be identified in the [CEA](#) and managed by the Wing Air Force Liaison Officer (AFLO) as the [NATHQ](#) delegate to approve expenditure of Commonwealth funds for AAFC support.

10. **Restrictions on activities.** DGCADETS may apply temporary or permanent restrictions on certain activities at any time. Where a temporary restriction has been directed, the activity (even if approved in the [CEA](#)) must not continue without approval from DGCADETS, via the AAFC [supervisory chain](#).

Activity types

11. **Acceptable activities.** The [Activity Approval Matrix](#) identifies available AAFC activities, respective approving authorities, and additional action and/or information required for activity approval. Generically, AAFC authorised activities include:

- a. single or joint unit activities such as visits, overnight camps, bivouacs, recruiting and community engagement activities
- b. wing or national detachments such as Personal Development and Leadership Courses, General Service Training Camps and competitions
- c. aviation activities, including model aircraft, rocketry, powered flights, gliding and Uncrewed Aerial Systems (UAS)
- d. field and adventure training
- e. firearms/weapons training.

12. **New activities.** Where an AAFC unit has identified an activity not currently included in the [Activity Approval Matrix](#) they may submit a proposal including details of the activity type, risk assessment, through the [supervisory chain](#) for DGCADETS-AF approval.

13. **Prohibited activities.** Activities that are warlike in nature or activities where the risk cannot be mitigated to an acceptable level are prohibited. These include actual or simulated:

- a. bayonet training
- b. hostage taking or hostage rescuing
- c. ambush, attacks or mock killing
- d. firing of firearms/weapons in battle scenarios
- e. use of blank ammunition, or non-approved explosives or pyrotechnics, in preparation for or during any [AAFC activity](#)

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- f. computer-based games depicting combat or combat-related activities
 - g. paintball or skirmish games
 - h. opposed survival exercises
 - i. unarmed combat
 - j. firing at targets that depict human or animal shapes
 - k. flights in civilian aircraft that are not VH registered
 - l. parachuting
 - m. any activity that depicts or **portrays** violence towards an individual or group
 - n. activities that are prohibited under the Work Health and Safety Act (*Commonwealth*) 2011 (WHS Act 2011), or other AAFC policy guideline
 - o. any other activity listed in [OIP](#) that AAFC has deemed is not to be conducted.
14. **Prohibited items.** During any AAFC activity, no person is to use, or have in their possession, any item that may cause danger to themselves or other members including:
- a. firearms or weapons (excepting at approved firearms/weapons activities)
 - b. flick knives and all types of fighting knives
 - c. prohibited substances, tobacco (cadets) and alcohol (see [AAFC SI\(ADMIN\) 09-02—Prohibited Substances, Alcohol and Tobacco](#)) including non-prescription or illegal drugs
 - d. any item that may reasonably cause offence or harm to another person.
15. **Private functions.** A private function is any event that is not an [AAFC activity](#). Unit supervisors must regularly remind [all personnel](#) and [guardians](#) (via newsletter etc) that, if a function has not been approved in the [CEA](#), the event is not an AAFC activity. Private functions will not attract adult supervision and are not supported by Defence, including possible entitlement to compensation for injury. All personnel should note that:
- a. AAFC resources, including AAFC email systems, are not to be used in the planning or conduct of a private function
 - b. AAFC weekly parades/activities are not to be used for planning a non-cadet activity
 - c. AAFC uniform is not to be worn outside of AAFC activities (ie at a private function) unless the member has specific approval from Director Ground Operations

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(DGNDOPS) or delegate. Applications are to be made via the member's supervisory chain to DGNDOPS¹.

- (1) Under the authority of this instruction, members who are selected to participate in significant, community recognised, ADF commemoration services or memorial events² have standing approval to wear AAFC uniform in accordance with the following conditions:
 - (a) the member must have a specific role in the event
 - (b) uniform is only to be worn for the duration of the event
 - (c) the event is to be a formal event overseen by an organisation with appropriate management plans in place (eg RSL, council or school).

Where doubt exists as to the appropriateness or relevance of a proposed service or event, individuals are to seek guidance from their supervisory chain. Additionally, as attendance at these events are associated with being a private function, there is no requirement to keep records of when this provision is exercised.

Note: AAFC members occupying an executive position may wear uniform when attending an event, which is not an official AAFC activity, but is considered to be official duty—eg CDR-AAFC attending a meeting with civilian authorities or a CO attending a planning meeting with the local council.

16. **Roles and Responsibilities.** [Annex C](#) outlines the roles and responsibilities of [adult supervisors](#) at AAFC activities. [Annex D](#) outlines the requirements for [OIC Activity](#).

17. All cadets are to be supervised by an adult supervisor from arrival at the Squadron until the commencement of the nightly training program.

18. **Adult supervisor to cadet ratio.** The minimum [adult supervisor](#) to cadet ratio, which should be maintained at all times during AAFC activities, is detailed below:

Table 1: Adult supervisor to cadet ratios

Adult Supervisor to Cadet Ratios		
Activity	Ratio (Adult Supervisor to Cadet)	Comments

¹ AAFC members are only covered for rehabilitation and compensation under the Military Rehabilitation and Compensation Act 2004 when travelling to and from and when participating in approved AAFC activities. The Commonwealth will not accept liability for the outcomes of incidents outside of approved AAFC activities or for activities which occur under the direct control/influence of another entity, (eg a School).

² Examples include, but are not limited to: ANZAC Day, Remembrance Day, Vietnam Veterans Day, Victory in the Pacific Day.

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AAFC SI(OPS)01-01

SQN Parade Night (Home Training)	1:15	
Field based training	1:10	
Adventure training	1:10	Or as stipulated by industry standards
Firearms training	1:10	
Live firing activities	1:1	Or 1:4 IAW AAFC SI(OPS) 01-02.
Water activities	1:6	
Camps and courses not in the field	1:15	
Other activities away from unit parade facilities	1:10	A higher adult to cadet ratio may be required if deemed necessary by an activity endorser or approver.

19. The following notes apply to the adult supervisor to cadet ratios referred to in para 18 above:

- a. A minimum of two competent [adult supervisors](#) are to attend each [activity](#), one being the OIC Activity. The only exceptions to this direction is for Individual Flying Training, Ellie Tibble Pilgrimage or International Air Cadet Exchange (IACE) outbound programs, as approved by DGNDOPS.
- b. For overnight activities, when male cadet(s) are on an activity, at least one male adult supervisor is to attend and, when female cadet(s) are on an activity, at least one female adult supervisor is to attend. Where these conditions are unable to be met, then direct access to an adult supervisor of the same gender via alternative means (eg telephone or email) must be made available to ensure that appropriately tailored support is accessible.
- c. [Defence Approved Helpers \(DAH\)](#) may be included in the adult to cadet ratio, provided they meet the minimum standards to be an [adult supervisor](#) at the activity, be subject to supervision by an OOC/IOC and at the discretion of the activity approving authority.
- d. The adult supervisor to cadet ratio must only include members dedicated to cadet supervision, eg a flying instructor cannot be counted as an adult supervisor on a flying activity.

20. **Supervision and safety.** The safety of [all personnel](#) is to be the primary aim of all activities. [Adult supervisors](#) are to read and apply the Risk Action Management Plan ([RAMP](#)) for the activity and the [AAFC Safety Manual](#) as it applies to activities.

Activity management

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21. **Conduct.** [Annex E](#) details the conduct of AAFC activities.
22. **Accommodation.** [Annex F](#) details the specific accommodation requirements for overnight activities.
23. **Activity Transport.** [Annex G](#) outlines the processes required for ground transport during AAFC ground activities.
24. **Withdrawing a cadet from an activity.** [Annex H](#) outlines the conditions for withdrawing a cadet from an activity.
25. **Service Providers.** [AAFC SI\(OPS\) 05-01—Training Service Providers](#) outlines AAFC guidance for the use of service providers for AAFC activities.

MONITOR AND REVIEW

26. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [YOUTHPOLMAN Part 1](#)
- B. [YOUTHPOLMAN Part 2](#) specifically [Sect 3 Ch 2—Military Like Activities](#)
- C. [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- D. [AAFC SI\(ADMIN\) 09-02—Prohibited Substances, Alcohol and Tobacco](#)
- E. [AAFC SI\(ADMIN\) 09-05—Personal Inspections and Searches](#)
- F. [SI\(ADMIN\) 14-03—Safe Base Implications](#)
- G. [SI\(ADMIN\) 14-01—AAFC and Visitor Access to Defence Establishments](#)
- H. [AAFC SI\(OPS\) 05-01—Service and Training Providers](#)
- I. [AAFC SI\(PERS\) 01-02 Conditions of Membership—Officers and Instructors of Cadets](#)
- J. [Aviation Documents Portal](#)
- K. [AAFC Manual of Dress](#)

Annexes:

- A. [AAFC Activity Approval matrix](#)
- B. [Activity Planning and approval](#)
- C. [Adult Supervisor Roles and Responsibilities on AAFC Activities](#)
- D. [OIC Activity Levels](#)
- E. [Conducting a Activity](#)
- F. [Activity Accommodation](#)
- G. [Transport—AAFC Activities](#)
- H. [Removal of a cadet from an activity](#)

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**ANNEX A TO
AAFC SI(OPS)01-01**

ACTIVITY APPROVAL MATRIX

AAFC [Activity Approval Matrix](#)

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ANNEX B TO
AAFC SI(OPS)01-01

ACTIVITY PLANNING AND APPROVAL

Considerations

1. Before planning activities, the [unit supervisor](#) is to consider:
 - a. the type and number of activities the unit can reasonably conduct
 - b. the desired youth or staff development outcome
 - c. the logistics and support requirements for each activity
 - d. the roles, responsibilities, competence and availability of [AAFC supervisors](#)
 - e. safety aspects, including preparation of the Risk Assessment Management Plan ([RAMP](#))
 - f. the administration and logistical requirements for each activity.

Budgeting

2. Each unit is to create a 'Calendar of Activities' to allow for financial and resource planning. Units are to identify training activities for the following financial year by 30 September and enter these into the [CEA](#) (create an activity), meaning that [units](#) should have at least 18 months of activities entered in the CEA. Activities not entered in time may not receive support.
3. WG personnel are to collate and de-conflict activities for units in their WG and forward the WG Annual Training Calendar to the AFLO in accordance with Annex A to [AAFC SI\(FIN\) 01-01—Financial Management](#).

Safety

4. **Adult supervisor to cadet ratio.** [Adult supervisors](#) must be proficient to carry out their duty of care towards [all personnel](#). The minimum adult supervisor to cadet ratio which must be maintained throughout all AAFC activities is detailed in para 18 to SI(OPS) 01-01.
5. **Risk Analysis Management Plan (RAMP).** An AAFC [RAMP](#) must be completed and provided for each activity outside a normal parade night. The RAMP must be submitted during the activity approval process. See [AAFC Safety Manual Chapter 8—Risk Management—Risk Assessment Management Process](#).
6. **Allergy Management.** [OIC Activity](#) must be aware of any members with identified allergies prior to the activity. An allergy management checklist ([Checklist 3 - OIC Activity Briefing Checklist](#)) is to be submitted as part of activity approval process for every activity where food may be consumed.

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B-2

OIC Activity Briefing Checklist

7. [OIC Activity](#) and/or the designated Safety Officer is to prepare comprehensive briefs on safety, hygiene, behaviour and the training program. These briefs must be delivered to all participants before and during the activity.
8. During the planning stage, the OIC is to download the [OIC Activity Briefing Checklist](#) in AAFC Resource Centre (to ensure the most recent version). The OIC Activity Briefing Checklist:
 - a. provides direction for briefings and actions
 - b. requires the OIC to tick off completed actions
 - c. requires OICs to sign and date each page of the checklist to provide an auditable trail that they have met the minimum health and safety requirements of the activity.
9. The signed checklist will become a record of the safe and correct conduct for the activity. The completed checklist must be scanned and attached to the activity (within the activity documents area) before completion of the post activity report.

Requesting approval for an activity

10. The [CEA](#) is the Cadet online administration and management tool and is the only mechanism by which AAFC members may create activities, request support and seek approval to conduct an activity. The CEA is used to ensure that all activities are recorded, documented and approved through the one system. The Activity approval processes for using the CEA are detailed in the [CEA eLearning package](#) in the [AAFC Resource Centre](#). Members responsible for the creation, submission, endorsement and/or approval of AAFC activities should be familiar with this information.
11. While the [CEA](#) is not an activity planning tool (it is an activity approval workflow), its Activity modules do provide an individual activity planning framework and enables the presentation of information for approval in a consistent manner. Within the CEA an authorised member can:
 - a. create or change an activity—select the activity type, advise dates, describe the activity
 - b. identify key positions and permit eligible members to nominate for the activity
 - c. seek Defence or AAFC support for the activity such as accommodation, catering, ammunition, transport, equipment or financial support for activities
 - d. upload relevant documentation such as joining instructions, OIC checklists, participant's credentials or other required documentation
 - e. cancel, redirect or submit the activity to the next level delegate to endorse, or reject or return the activity or requested support to the activity coordinator for amendment
 - f. endorse, approve or reject the activity that has been submitted

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- g. accept and approve or reject nominations from participants and supervisors
- h. permit post activity processes such as reporting and uploading information.

Note: Only members with appropriate system permissions can enter, endorse and/or approve.

12. As the [CEA](#) provides an auditable and recorded trail of the approval and the approval processes, normally no other form of approval is valid. The recording of the activity as 'Approved' in CEA Activity approval request is the formal confirmation that the activity is approved. In instances where CEA unavailability or connectivity issues preclude the approval process from being recorded in CEA, the approval authority is to record activity approval via email to the AFLO office for recording within Objective and email is to be attached to the activity at the next available opportunity.

Nominations

13. [All personnel](#) attending an activity must: nominate in the [CEA](#); be accepted by a delegate and be listed in the CEA nominal roll before the activity commences. Activities should be opened in CEA at least six weeks before the activity commences (or as dictated by specific activity OIP) to allow members time to nominate, and close two weeks before the activity start date.

14. Persons who cannot nominate through the [CEA](#) (specialist instructors/service providers etc) must have their names and credentials recorded in the CEA before the activity commences.

Support Requests

15. Units can request Defence support for their activity by submitting a Support Request. Due to the lead times set by Defence and other agencies, the level of support requested and activity type will determine the lead time required for an Activity Support Request (ASR) submission.

16. The submission of an ASR is a commitment by the unit supervisor to conduct the activity. Cancelling an activity after support has been arranged will, potentially, waste time as well as Defence and monetary resources.

17. Defence support must be arranged through the AFLO. The AFLO office will seek Defence support around the lead-in time stated for the activity type in the [Activity Approval Matrix](#) and units may make changes up to that point. ASRs submitted after the stipulated activity lead time may not be processed. Changes to the ASR after submission are discouraged however, if changes are required (reductions in required support mainly), these should be processed through the AFLO office via email and be attached to the activity in CEA. The AFLO will endorse the activity in accordance with para 20 for the requested Defence support requirements.

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Documentation

18. The [Activity Approval Matrix](#) will detail any mandatory documentation required for certain activity types. The completeness and quality of documentation is vital to ensure a smooth approval process. Key documents required include:

- a. Risk Assessment Management Plan ([RAMP](#))—mandatory
- b. [OIC Activity Briefing Checklist](#) (including allergy management where food is served, provided or taken to an activity)—mandatory
- c. Joining Instruction (JI) for cadet activities—mandatory (see [AAFC SI ADMIN 06-01—Annex D](#))
- d. program or schedule of events—mandatory
- e. any other documents requested by an endorsing or approving authority. Where an endorsing or approving authority deems that additional documents are required before the activity is approved, these must be attached to the activity approval process.

19. AFLOs are to ensure that all relevant additional documentation submitted during the activity approval process is retained in Objective.

Endorsement and activity approval process

20. **Endorsing authorities.** DGCADETS-AF has delegated endorsers relevant to each activity type, who will receive activity notifications via the [CEA](#) for consideration. When the endorsing authority:

- a. is satisfied that the activity elements they are responsible for have been met, the activity is recorded in the CEA as ‘endorsed’
- b. has concerns with any aspect of their activity elements, the activity is to be recorded as ‘not endorsed’, citing detailed reasons for not endorsing the activity.
- c. The activity type cannot be approved until each activity element has been endorsed by the relevant authority.

21. **Approval.** Every activity conducted must be approved in the [CEA](#) by a delegated authority before the activity is conducted. [OIC Activity](#) must ensure the activity is approved before it commences. A complete list of activity Authorities can be found in the [Activity Approval Matrix](#).

Administrative Instructions

22. Activities that have support requirements that cannot be covered in the support request, or where instructions need to be communicated to a wide audience, may need to have an Administrative Instruction (AI) issued. The use and development of AI are in Annex D (Activity Based Instructions) to [AAFC SI\(ADMIN\) 06-01](#).

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Joining Instructions

23. A JI must be included in every [CEA](#) cadet activity approval process and provided to all participants at least two weeks before the activity. The JI must:

- a. give sufficient information for [guardians](#) to make an informed decision to consent to their child's participation in the activity
- b. list all aspects of the activity to ensure participants are well prepared.

24. Details on the composition of the JI including a mandated allergy statement are in Annex D (Activity Based Instructions) to [AAFC SI\(ADMIN\) 06-01](#).

Nominal rolls

25. After the activity has been opened, [CEA](#) will produce a nominal roll. A medical nominal roll is also available to allow [OIC activity](#) to plan accordingly. Personnel who print out nominal rolls (especially medical details) are to ensure the information is managed in accordance with [AAFC SI\(ADMIN\) 08-01—Records and Document Management](#).

Short notice activities

26. Short notice approval is for exceptional circumstances and is not to be sought because of poor planning or failure to submit activity support or approval requirements within specified lead times. Endorsing and approving authorities are to consider short notice support and approval only where it can be demonstrated that it was not possible for the Activity Coordinator to meet the lead time requirements and that the activity will be of significant opportunity to cadets.

27. Where opportunities do arise at short notice for an activity to occur, special approval and support arrangements may be obtained, providing the [unit supervisor/OIC Activity](#):

- a. in the first instance, seeks verbal advice from WG HQ and AFLO that the activity is feasible and can be supported
- b. initiates the activity on the correct template in [CEA](#)
- c. liaises with relevant endorsing authorities outlined in the [Activity Approval matrix](#) to gauge their support for the activity
- d. arrange for cadets and [adult supervisors](#) to nominate on line or manually nominate them for the activity
- e. contacts all endorsing authorities and monitors each step to ensure the activity is approved before it commences.

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**ANNEX C TO
AAFC SI(OPS)01-01**

ADULT SUPERVISOR ROLES AND RESPONSIBILITIES

1. [Adult supervisors](#) involved in an [AAFC activity](#) must be current in their personal [duty of care](#) and competent for the position they will hold. This annex outlines the minimum adult supervisor requirements for AAFC activities which may range from Squadron (SQN) overnight camps to large Wing (WG) and National detachments including General Service Training camps, Personal Development and Leadership Courses and competitions.
2. On small activities (unit level) an adult supervisor may hold more than one position, (however, unit supervisor and first aid officer must not be held by the same person). On large detachments (more than 100 cadets) at least one person is to be appointed to each position.

Activity endorsers/approvers

3. As endorsers/recommenders and/or approvers of AAFC activities, WG and unit supervisors are responsible for ensuring:
 - a. all participants are aware of their Workplace Health and Safety (WHS) responsibilities
 - b. the correct adult supervisor to cadet ratio for the activity type and that nominated adult supervisors are competent and capable to undertake their assigned roles
 - c. equipment and facilities are adequate for the activity
 - d. that personnel with specific or specialist duties associated with the activity (service providers, subject matter experts etc) are competent and have complied with AAFC and industry requirements and training (qualifications and suitability checks etc).

Activity Coordinator

4. The activity coordinator, under direction from the unit supervisor or higher HQ coordinates an activity. The activity coordinator is responsible for the logistical requirements of the activity, entering activity details in [CEA](#) and monitoring the activity progress.

Officer-In-Charge Activity

5. The Officer-In-Charge Activity ([OIC Activity](#)) has overall responsibility for the conduct of activity (OIC Activity includes Detachment Commander (DETCDR), OIC Bivouac etc). As a minimum, the [OIC Activity](#) must:
 - a. be a qualified (ie current with all required training) [OOC](#) or [IOC](#) and hold an Activity [OIC Activity](#) Level commensurate with the activity
 - b. ensure the safe conduct of the activity and safety and welfare of all participants
 - c. have detachment/activity experience and understanding of the outcomes of the activity identified in the training program/course curriculum
 - d. be physically present at the activity location for the entire activity

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- e. ensure the activity is approved and only members on the nominal roll attend
- f. ensure [adult supervisors](#) are aware of their allotted role, are briefed accordingly and are competent to carry out assigned roles
- g. ensure the required adult supervisor to cadet ratio is maintained throughout the entire activity
- h. ensure that suitable medical resources and evacuation facilities are available and reachable
- i. ensure that participants are adequately briefed prior to, and during the activity—as a minimum, briefs should include:
 - (1) safety procedures and techniques particular to the activity
 - (2) site familiarisation (facilities, boundaries, and routes etc)
 - (3) WHS, emergency and first aid procedures
 - (4) behaviour and expectations
 - (5) communication
 - (6) activity program and events.
- j. ensure service providers comply with the requirements of the activity and that AAFC members comply with service provider instructions
- k. ensure all members can, and do observe personal safety requirements (eg hydration, weather protection etc)
- l. ensure minimal environmental impact on the training area
- m. satisfy requirements in the [OIC Checklist](#) before each activity
- n. conduct a debrief for [all personnel](#) at the end of the activity
- o. ensure a post activity report is completed in the [CEA](#) at the end of the activity.

Safety officer

- 6. The Safety officer is to oversee all safety issues before and during the activity and is responsible to the [OIC Activity](#) for:
 - a. ensuring that safety has been considered for all elements of the activity
 - b. ensuring that emergency procedures (including evacuation and lockdown procedures) are in place
 - c. providing safety briefs to all participants

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- d. ensuring any unsafe activity is ceased and brought to the immediate attention of the OIC.

First Aid Officer

7. All [IOC/OOC](#) on an activity will be first aid qualified, however, the First Aid Officer (FAO) is responsible to the OIC for the overall medical welfare of activity participants. Any competent IOC/OOC except the OIC may be appointed FAO. The FAO is to:

- a. ensure prompt and adequate first aid is applied as required, with follow up and monitoring
- b. review the activity medical nominal roll and all activity consent forms and note any medical issues
- c. monitor the administration of medications
- d. provide briefs and advice as required, including allergy management
- e. maintain a log on all first aid administered by AAFC personnel, record any medical aid provided by medical practitioners and submit the log to CEA at the end of the activity for inclusion in the PAR
- f. complete and follow up on any reporting requirements in accordance with the [AAFC Safety Manual-Chapter 21—Notification and Reporting](#).

Duty Member

8. In any emergency or incident, during a camp or activity the Duty Member (DM) is the initial point of contact during stand-down periods. Timing and responsibilities of the DM are to be advised to all members in the Detachment Standing Instructions or activity training program. The DM is to:

- a. be the first point of contact for any reportable incident
- b. take appropriate action IAW relevant instructions for incidents and/or advise appropriate authorities
- c. maintain a log of all actions taken during the duty period and brief next DM. DM logs are to be uploaded to CEA at the end of the activity.

Training Officer

9. The Training Officer (TRGO) (also known as Chief Instructor) is responsible to the [OIC Activity](#) to ensure all activity objectives are met and is to:

- a. compile the training program
- b. ensure training/learning plans and support materials are prepared and distributed before the activity

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- c. review lesson plans and monitor lesson delivery
 - d. ensure the planned training outcomes are met
 - e. provide training advice and guidance to OIC and instructors as necessary
 - f. conduct assessments as required and record all qualifications in [CEA](#).
10. **Course Commander (CSECDR).** Large detachments may have several courses within the detachment. The CSECDR is responsible to the DETCDR for conduct of training, well-being and development of cadets within their allocated course.
11. **Course General Service Instructor (CSE GSI).** The CSE GSI is responsible to the CSECDR for the direct supervision and development of the course candidates in drill, ceremonial and general service skills.

Detachment Executive Instructor

12. The Detachment Executive Instructor (DETXI) is responsible to the [OIC Activity](#) for the good conduct and standards of dress, drill and ceremonial of members of the activity/detachment.

Detachment Administration Officer

13. The Detachment Administration Officer (DETADMINO) is responsible to the DETCDR for providing administrative support immediately prior to, during and immediately after the detachment.
14. **Support personnel.** On large detachments, the WG Staff Officer Training (SOT) may appoint additional adult supervisors or [Defence approved helpers](#) ([DAH](#)) as:
- a. **Programs Officer (PROGO)**—responsible to the CI for maintenance, amendment and promulgation of the DET training program.
 - b. **Assessment Officer (ASSESO)**—responsible to the CI for the coordination of all academic assessment activities conducted by the detachment.
 - c. **Instructional Technique Coordinator**—experienced in the field of instructional technique who is able to coordinate the instruction and assessment of instructional technique to assist all instructors/developers.
 - d. **Subject matter experts (SME)**—experienced in an area or subject that requires specialist knowledge.
 - e. **Course Coordinators**—[OOC/IOC](#) of SNCO or higher rank who coordinates the activities of a number of courses of all the same type.

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Equipment Officer

15. The Equipment Officer (EQUIPO) is responsible to the [OIC activity](#) for:
- a. ensuring equipment used in the activity is fully serviceable and in in accordance with any applicable manufacturer guidance
 - b. accounting for and issue of equipment as required
 - c. maintaining issue and return records
 - d. ensuring the return of all equipment, its cleanliness and storage after the activity seeking additional help and guidance from wing LOGO when required.

UNCONTROLLED IF PRINTED**ANNEX D
AAFC SI(OPS)01-01****OIC ACTIVITY LEVELS**

1. The Officer-In-Charge Activity Level is aimed at ensuring that an [OIC Activity](#) is appointed based on a member's experience and skills rather than their AAFC rank. The OIC Activity Level process is a four tiered system whereby AAFC members experience and skill sets will attract an OIC Level commensurate with the activity being undertaken.

2. Before undertaking the role of [OIC Activity](#), an [OOC](#) and [IOC](#) must be approved as an OIC Activity at the appropriate level by an authorised delegate. The [CEA](#) Activity Management Module will recognise members' OIC Activity level and only those members who have an OIC Activity Level at the appropriate level can be accepted as an OIC Activity.

Table D1: OIC Activity Level Description

OIC Activity	Overnight stay	Description	Location
Level 1	No	Flight/Squadron/Wing/National level activities, including working bees, training days, parade practices, weekly parades, and social activities.	Unit/Defence establishment or any approved location
Level 2	Yes	Flight/Squadron/Wing/National level activities that incorporate an overnight component.	Unit/Defence establishment or any approved location
Level 3	Yes	Flight/Squadron/Wing/National activities involving increasing levels of complexity and risk.	Unit/Defence establishment or any approved location
Level 4	Yes	Flight/Squadron/Wing/National activities involving significant complexity and risk.	Unit/Defence establishment or any approved location

Table D2: OIC Activity Level—Progression Criteria

OIC Activity	Min activities (Cumulative)	Recommend by	Approver
Level 1	5 (5)	Unit supervisor	WG SOT, WG SOOPS or WG XO
Level 2	3 (8)	Unit supervisor	WG SOT, WG SOOPS or WG XO
Level 3	2 (10)	WG SOT, WG SOOPS, WG XO, or HQ Deputy Director	OC
Level 4	2 (12)	WG SOT, WG SOOPS, WG XO, or HQ Deputy Director	OC

Note: The recommender and approver must hold the OIC level at or higher than the OIC level being applied for.

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Applying for an OIC Activity level

3. Any prospective Activity OIC must utilise the AAFC Form—Application for OIC Levels to commence the education and assessment process to be approved to hold an [OIC Activity](#) level, or increase their current level. OIC Activity levels will be based on the candidate's:
- a. level of experience (ie number and type of activities recorded in CEA the applicant has participated in—not just attended—to give an indication of their experience
 - b. ability to maintain a duty of care to [all personnel](#) (including mandatory qualifications as outlined in AAFC [SI\(PERS\) 01-02—Conditions of Membership—OOC and IOC](#)
 - c. recommendation by an [OOC/IOC](#) listed in Table D2 and who holds an equal or higher [OIC Activity](#) Level than the level being sought
 - d. Approval provided by an authorised delegate as outlined in Table D2.

Training and Assessment

4. The training and assessment process for awarding of OIC Activity Levels is as follows:
- a. The recommending officer outlined in Table D2 identifies a candidate who requires a specified OIC level and meets all prerequisite requirements.
 - b. The recommending officer assigns a mentor/training officer to oversee the development of a training agreement.
 - c. The mentor/training officer will provide the candidate with the training agreement which details the training to be undertaken by the candidate and agreed timeframe for conduct and completion.
 - d. The candidate undertakes training under the supervision of the mentor/training officer.
 - e. At completion of training the candidate and mentor/instructor are to sign the training agreement and return to the recommending officer.
 - f. The candidate is then to be assessed by an independent assessor (not the recommending or mentor/training officer).
 - g. Completed assessment report is to be signed by candidate and assessor and dispatched to the approval authority listed in Table 2 for decision. Once decision is made CEA is to be updated with new accomplishment.

OIC Level Requirements

5. **OIC Level 1:** One day Flight/Squadron/Wing/National level activities, including working bees, training days, parade practices, weekly parades, and social activities.

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6. Prerequisites to commence training for an OIC level 1 require that the member must:
 - a. Be a current IOC/OOC.
 - b. Have completed Initial Mandatory Training (IMT) and Uniform Mandatory Training (UMT).
 - c. Have attended a minimum of five OIC level 1 (or higher) activities involving multiple cadets, as an adult supervisor.
 - d. Be endorsed by the unit supervisor to commence training.
7. The standard training requirements for an OIC level 1 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete the practical training sessions addressing single day training activities or home parades followed by culminating assessment for OIC level.
8. The activity assessment requirements for an OIC level 1 are:
 - a. a flight/squadron home parade or unit based activity,
 - b. preferably 15 or more cadets in attendance, and
 - c. a minimum of 2 hours duration.
9. **OIC Level 2:** Flight/Squadron/Wing/National level activities that incorporate an overnight component.
10. Prerequisites to commence training for an OIC level 2 include:
 - a. The member must hold a current OIC Level 1 and be an active adult supervisor in the preceding 12 months.
 - b. The member must have attended a minimum of three OIC level 2 (or higher) activities involving multiple cadets, as an adult supervisor.
 - c. The member must be endorsed by the unit supervisor to commence training.
11. The standard training requirements for an OIC level 2 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete practical training sessions followed by culminating assessment for OIC level 2.
12. The activity assessment requirements for an OIC level 2 are:
 - a. must include an overnight component, and
 - b. the assessment is to be completed over the entire duration of the activity.

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13. **OIC Level 3:** Flight/Squadron/Wing/National activities involving increasing levels of complexity and risk.
14. Prerequisites to commence training for an OIC level 3 include:
 - a. The member must hold a current OIC Level 2 and be an active adult supervisor in the preceding 12 months.
 - b. The member must have attended a minimum of two OIC level 3 (or higher) activities involving multiple cadets, as an adult supervisor including at least:
 - (1) one activity with an overnight field based component, and
 - (2) one activity with multiple Squadrons attending.
 - c. The member must be endorsed by the unit supervisor to commence training.
15. The standard training requirements for an OIC level 3 are:
 - a. Complete all required theoretical training as per the training agreement.
 - b. Complete practical training sessions followed by culminating assessment for OIC level 3.
16. The activity assessment requirements for an OIC level 3 are:
 - a. multiple day duration with field based component, and
 - b. the assessment is to be completed over the entire duration of the activity.
17. **OIC Level 4:** Flight/Squadron/Wing/National activities involving significant complexity and risk.
18. prerequisites to commence training for an OIC level 4 include:
 - a. The member must hold a current OIC Level 3 and been an active adult supervisor in the preceding 24 months.
 - b. The member must have attended a minimum of two OIC level 4 (or higher) activities involving multiple cadets, as an adult supervisor including at least:
 - (1) one activity involving multiple PDL courses
 - (2) one GST activity with multiple Squadrons attending.
 - c. The member must be endorsed by the unit supervisor to commence training.
19. The standard training requirements for an OIC level 4 are:
 - a. Complete all required theoretical training as per the training agreement.

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- b. Complete two PDLC/GST activities followed by culminating assessment for OIC level.
- 20. The activity assessment requirements for an OIC level 4 are:
 - a. multiple day duration,
 - b. complex activity requiring coordination of multiple sub activities involving significant numbers of cadets and staff, and
 - c. the assessment is to be completed over the entire duration of the activity.

Operational Exceptions to minimum requirements

21. **Newly accepted members.** In situations where [OOC](#) are assigned to a CO ([unit supervisor](#)) role immediately on acceptance into the AAFC, they may be granted approval to act as OIC of Level 1 activities on completion of their induction training (including Introductory Management Training (IMT)) without having to first attend the required number of activities. In this situation, another experienced CO (or CO experienced WGHQ member) must be formally assigned as the new member's mentor and coach until the new member has completed required number of activities to legitimately hold the [OIC Activity](#) Level.

22. **Temporary appointments.** DGCADETS-AF, CDR-AAFC, and Directors may make temporary appointments at levels 1 to 4 to meet the immediate operational needs of the AAFC based upon an appropriate risk assessment.

Recording a member's OIC Activity Level in CEA

23. When a member's [OIC Activity](#) Level has been approved, the WG SOT (or SOPERS for [NATHQ](#) members) is to record the Activity Level in the [CEA](#) and file the signed assessment form for OIC Activity Level Form in the member's personnel file.

24. Any member holding approval to act as [OIC Activity](#) at a given level may also act as OIC Activity for any subordinate level.

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**APPENDIX 1 TO
ANNEX D TO
AAFC SI(OPS)01-01**

OIC LEVEL 1 TRAINING AGREEMENT

Candidate	
Primary Trainer	
Commencement Date	

This Training Agreement is between [WG No] Wing and the Candidate listed above with the purpose of training to achieve competency as an Officer In Charge (OIC) Level 1. This document lays out the expectations for the Primary Trainer and the Candidate, as well as a clear outline of the training required to achieve competency.

Primary Trainer Expectations

Support and direct the candidate's learning and record feedback about training activities.

Ensure training is scheduled to maximise training value and ensure personnel are available to deliver the training and assessment components as described.

Discuss trainee progress with the candidate, and provide clear feedback in a post activity debrief.

Identify any training issues and raise them with the candidate's Commanding Officer as early as possible to create positive resolutions.

Candidate Expectations

Take ownership of this Agreement, their learning program and ensure they are fit for duty to optimise training outcomes.

Be engaged and proactive during training, asking questions, seeking clarification and suggesting alternate training actions if required.

Remain vigilant and focussed on their communication processes and techniques until they are embedded.

Complete any required activity paperwork, write ups or actions in a timely manner.

Advise the Primary Trainer of any immediate or potential issue which could affect their training. Study in their own time to ensure lessons learnt in classroom and during training are absorbed Raise any difficulties or concerns regarding the training process with the responsible officer.

Training Outline

The following table describes the anticipated training and assessment schedule. Actual dates and training/assessment hours are subject to administrative and operational requirements and as such, may be varied in consultation between the Candidate and the Primary Trainer. All activities must be completed and signed off in order to move to the Final Assessment.

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Training milestone	Criteria	Trainer Signature
Theory Training		
OIP Portal	Candidate will review key sections of the OIP portal with the primary trainer and be briefed on the 'where to look' for information that may assist decision making whilst discharging OIC duties.	
Squadron Emergency Management	Candidate will be fully briefed and provided with a practical demonstration of the role to be undertaken by the OIC during a squadron security or evacuation event.	
Mandatory Reporting	Candidate will be fully briefed on mandatory reporting requirements and will review the SI with the Primary Trainer.	
Risk Management	Candidate will be briefed on the RAMP process and provided understanding of actions on and plans to action mitigation measures identified in the RAMP. Awareness of AAFC Safety Manual and guidance for development and application of RAMPs.	
Practical Training		
Activity #1	Candidate will have the opportunity to shadow in the role of OIC during a standard parade night or local squadron activity.	
Activity #2	Candidate will act as OIC with full assistance under close supervision during a standard parade night or local squadron activity.	
Activity #3	Candidate will act as OIC with limited assistance during a standard parade night or local squadron activity.	
Activity #4	Candidate will act as OIC under a practice assessment on a standard parade night or local squadron activity.	
Note: Candidate must complete one standard parade night AND one local squadron activity to move to the final assessment.		

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Candidate Acknowledgement

By signing this page, I acknowledge that all of my training has been completed, and that I feel confident to move to a Final Assessment for an OIC Level 1.

Name	Signature	Date

Primary Trainer Acknowledgement

By signing this page, I acknowledge that the Candidate has completed all required training for an OIC Level 1, and that the completed Training Reports have been attached to this Training Agreement

Name	Signature	Date

Endorsement

I acknowledge that the Candidate is authorised to proceed to assessment for an OIC Level 1.

Name	Signature	Date

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**APPENDIX 2 TO
ANNEX D TO
AAFC SI(OPS)01-01**

OIC LEVEL 2 TRAINING AGREEMENT

Candidate	
Primary Trainer	
Commencement Date	

This Training Agreement is between [WG No] Wing and the Candidate listed above with the purpose of training to achieve competency as an Officer In Charge (OIC) Level 2. This document lays out the expectations for the Primary Trainer and the Candidate, as well as a clear outline of the training required to achieve competency.

Primary Trainer Expectations

Support and direct the candidate's learning and record feedback about training activities.

Ensure training is scheduled to maximise training value and ensure personnel are available to deliver the training and assessment components as described.

Discuss trainee progress with the candidate, and provide clear feedback in a post activity debrief.

Identify any training issues and raise them with the candidate's Commanding Officer as early as possible to create positive resolutions.

Candidate Expectations

Take ownership of this Agreement, their learning program and ensure they are fit for duty to optimise training outcomes.

Be engaged and proactive during training, asking questions, seeking clarification and suggesting alternate training actions if required.

Remain vigilant and focussed on their communication processes and techniques until they are embedded.

Complete any required activity paperwork, write ups or actions in a timely manner.

Advise the Primary Trainer of any immediate or potential issue which could affect their training. Study in their own time to ensure lessons learnt in classroom and during training are absorbed Raise any difficulties or concerns regarding the training process with the responsible officer.

Training Outline

The following table describes the anticipated training and assessment schedule. Actual dates and training/assessment hours are subject to administrative and operational requirements and as such, may be varied in consultation between the Candidate and the Primary Trainer. All activities must be completed and signed off in order to move to the Final Assessment.

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Training milestone	Criteria	Trainer Signature
Theory Training		
OIP Portal	Candidate will review key sections of the OIP portal with the primary trainer and be briefed on the policies relating to overnight activities and public exposure. Major differences between OIC L1 and OIC L2 activities should be highlighted.	
Mandatory Reporting	Candidate will be fully briefed on mandatory reporting requirements and will review the SI with the Primary Trainer.	
Risk Management	Candidate will be briefed on the RAMP process and provided understanding of actions on and plans to action mitigation measures identified in the RAMP. Awareness of AAFC Safety Manual and guidance for development and application of RAMPs.	
Practical Training		
Activity #1	Candidate will act as OIC with full assistance under close supervision during an overnight activity.	
Activity #2	Candidate will act as OIC under a practice assessment on an overnight activity.	
Note: Candidate must complete a minimum of one overnight AND one public exposure activity to move to the final assessment.		

Candidate Acknowledgement

By signing this page, I acknowledge that all of my training has been completed, and that I feel confident to move to a Final Assessment for an OIC Level 2.

Name	Signature	Date

Primary Trainer Acknowledgement

By signing this page, I acknowledge that the Candidate has completed all required training for an OIC Level 2, and that the completed Training Reports have been attached to this Training Agreement.

Name	Signature	Date

Endorsement

I acknowledge that the Candidate is authorised to proceed to assessment for an OIC Level 2.

Name	Signature	Date

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**APPENDIX 3 TO
ANNEX D TO
AAFC SI(OPS)01-01**

OIC LEVEL 3 TRAINING AGREEMENT

Candidate	
Primary Trainer	
Commencement Date	

This Training Agreement is between [WG No] Wing and the Candidate listed above with the purpose of training to achieve competency as an Officer In Charge (OIC) Level 3. This document lays out the expectations for the Primary Trainer and the Candidate, as well as a clear outline of the training required to achieve competency.

Primary Trainer Expectations

Support and direct the candidate's learning and record feedback about training activities.

Ensure training is scheduled to maximise training value and ensure personnel are available to deliver the training and assessment components as described.

Discuss trainee progress with the candidate, and provide clear feedback in a post activity debrief.

Identify any training issues and raise them with the candidate's Commanding Officer as early as possible to create positive resolutions.

Candidate Expectations

Take ownership of this Agreement, their learning program and ensure they are fit for duty to optimise training outcomes.

Be engaged and proactive during training, asking questions, seeking clarification and suggesting alternate training actions if required.

Remain vigilant and focussed on their communication processes and techniques until they are embedded.

Complete any required activity paperwork, write ups or actions in a timely manner.

Advise the Primary Trainer of any immediate or potential issue which could affect their training.

Study in their own time to ensure lessons learnt in classroom and during training are absorbed

Raise any difficulties or concerns regarding the training process with the responsible officer.

Training Outline

The following table describes the anticipated training and assessment schedule. Actual dates and training/assessment hours are subject to administrative and operational requirements and as such, may be varied in consultation between the Candidate and the Primary Trainer. All activities must be completed and signed off in order to move to the Final Assessment.

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Training milestone	Criteria	Trainer Signature
Theory Training		
OIP Portal	Candidate will review key sections of the OIP portal with the primary trainer and be briefed on the policies relating to fieldcraft and related training activities requiring OIC Level 3. Major differences between OIC L2 and OIC L3 activities should be highlighted.	
Mandatory Reporting	Candidate will be fully briefed on mandatory reporting requirements and will review the SI with the Primary Trainer.	
Risk Management	Candidate will be briefed on the RAMP process and provided understanding of actions on and plans to action mitigation measures identified in the RAMP. Awareness of AAFC Safety Manual and guidance for development and application of RAMPs.	
Practical Training		
Activity #1	Candidate will act as OIC with full assistance under close supervision during a multiple night field based activity.	
Activity #2	Candidate will act as OIC under a practice assessment on a multiple night field based activity.	

Candidate Acknowledgement

By signing this page, I acknowledge that all of my training has been completed, and that I feel confident to move to a Final Assessment for an OIC Level 3.

Name	Signature	Date

Primary Trainer Acknowledgement

By signing this page, I acknowledge that the Candidate has completed all required training for an OIC Level 3, and that the completed Training Reports have been attached to this Training Agreement.

Name	Signature	Date

Endorsement

I acknowledge that the Candidate is authorised to proceed to assessment for an OIC Level 3.

Name	Signature	Date

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**APPENDIX 4 TO
ANNEX D TO
AAFC SI(OPS)01-01**

OIC LEVEL 4 TRAINING AGREEMENT

Candidate	
Primary Trainer	
Commencement Date	

This Training Agreement is between [WG No] Wing and the Candidate listed above with the purpose of training to achieve competency as an Officer In Charge (OIC) Level 4. This document lays out the expectations for the Primary Trainer and the Candidate, as well as a clear outline of the training required to achieve competency.

Primary Trainer Expectations

Support and direct the candidate's learning and record feedback about training activities.

Ensure training is scheduled to maximise training value and ensure personnel are available to deliver the training and assessment components as described.

Discuss trainee progress with the candidate, and provide clear feedback in a post activity debrief.

Identify any training issues and raise them with the candidate's Commanding Officer as early as possible to create positive resolutions.

Candidate Expectations

Take ownership of this Agreement, their learning program and ensure they are fit for duty to optimise training outcomes.

Be engaged and proactive during training, asking questions, seeking clarification and suggesting alternate training actions if required.

Remain vigilant and focussed on their communication processes and techniques until they are embedded.

Complete any required activity paperwork, write ups or actions in a timely manner.

Advise the Primary Trainer of any immediate or potential issue which could affect their training. Study in their own time to ensure lessons learnt in classroom and during training are absorbed Raise any difficulties or concerns regarding the training process with the responsible officer.

Training Outline

The following table describes the anticipated training and assessment schedule. Actual dates and training/assessment hours are subject to administrative and operational requirements and as such, may be varied in consultation between the Candidate and the Primary Trainer. All activities must be completed and signed off in order to move to the Final Assessment.

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D4-2

Training milestone	Criteria	Trainer Signature
Theory Training		
OIP Portal	Candidate will review key sections of the OIP portal with the primary trainer and be briefed on the policies relating to survival training, large scale, flying and firearms activities. Additionally the candidate needs to review procedures for dealing with external service providers. Major differences between OIC L3 and OIC L4 activities should be highlighted.	
Mandatory Reporting	Candidate will be fully briefed on mandatory reporting requirements and will review the SI with the Primary Trainer.	
Risk Management	Candidate will be briefed on the RAMP process and provided understanding of actions on and plans to action mitigation measures identified in the RAMP. Awareness of AAFC Safety Manual and guidance for development and application of RAMPs.	
Practical Training		
Activity #1	Candidate will act as OIC with full assistance under close supervision during a complex increased risk activity.	
Activity #2	Candidate will act as OIC under a practice assessment on a complex increased risk activity.	
Note: It is <i>recommended</i> that the training activity has greater than 50 cadets in attendance.		

Candidate Acknowledgement

By signing this page, I acknowledge that all of my training has been completed, and that I feel confident to move to a Final Assessment for an OIC Level 4.

Name	Signature	Date

Primary Trainer Acknowledgement

By signing this page, I acknowledge that the Candidate has completed all required training for an OIC Level 4, and that the completed Training Reports have been attached to this Training Agreement.

Name	Signature	Date

Endorsement

I acknowledge that the Candidate is authorised to proceed to assessment for an OIC Level 4.

Name	Signature	Date

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**APPENDIX 5 TO
ANNEX D TO
AAFC SI(OPS)01-01**

OIC ASSESSMENT REPORT

Assessee Name:

Assessee CEA #:

OIC Level:

Date of Assessment:

Reason for Assessment: Initial / Renewal /
Remedial

Competent Overall: Y/N

ACTIVITY DETAILS

Name:

Type:

Location:

CEA Number:

Cadet Attendance:

Staff Attendance:

Overall Comment Assessor:

Assessor:

Signature

Date

Assessee Comments:

Assessee Declaration:

I have been debriefed and understand this Assessment Report.

Assessee:

Signature

Date

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D5-2

Part 1—Pre Activity

1.1 Activity Paperwork

1.1.1 Joining Instruction OIC reviewed the Joining instruction to confirm contact details and reporting times were correct.	Competency Not Displayed	Competency Displayed
1.1.2 RAMP & Activity details OIC reviewed the RAMP and activity details. Was able to identify nearest hospital and context for activity.	Competency Not Displayed	Competency Displayed
1.1.3 Training Program OIC had reviewed the training program and could explain the basic overview of what would be occurring during the activity.	Competency Not Displayed	Competency Displayed
1.1.4 Activity Rolls OIC reviewed nominal and medical rolls for accuracy. Including medical conditions and dietary requirements.	Competency Not Displayed	Competency Displayed

1.2 Activity Considerations

1.2.1 Weather & Conditions OIC demonstrated awareness of conditions likely to affect activity and could articulate plans in place for adverse weather or conditions that could impact the safe conduct of the activity.	Competency Not Displayed	Competency Displayed
1.2.2 Staff Ratios OIC was aware of adult supervisor to cadet ratio requirements and confirmed the ratios were sufficient for the activity being undertaken.	Competency Not Displayed	Competency Displayed
1.2.3 Role Appointments OIC ensured that all activity roles are filled. Minimum FAO & SAFE0	Competency Not Displayed	Competency Displayed

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Part 2—Conduct Activity

2.1 Briefing

2.1.1 OIC Brief OIC observed conducting the briefing with either detailed notes, OIC Checklist or PowerPoint.	Competency Not Displayed	Competency Displayed
2.1.2 Staff brief OIC observed conducting a staff briefing for activity plans and expectations.	Competency Not Displayed	Competency Displayed
2.1.3 OIC debrief OIC observed conducting the debrief as per the OIC checklist including issuing clear instructions about reporting of injuries received during the activity.	Competency Not Displayed	Competency Displayed
2.1.4 Staff debrief OIC conducted an adult supervisor debrief and allowed for feedback / other discussions	Competency Not Displayed	Competency Displayed

2.2 Cadet & Adult Supervisor Welfare

2.2.1 Arrival & absenteeism OIC confirmed that all cadets/adult supervisors are accounted for, nominal roll is marked, and NOK forms are collected.	Competency Not Displayed	Competency Displayed
2.2.2 Conflict management OIC was familiar with AAFC dispute resolution process. In the event of conflict, OIC utilised the process effectively to manage the situation. <i>If no conflict, OIC was able to describe an effective response to scenario with reference to policy.</i>	Competency Not Displayed	Competency Displayed
2.2.3 Health and Hygiene OIC was able to provide detail on hygiene procedures in use and maintained an accurate picture of the general health & wellbeing of cadets.	Competency Not Displayed	Competency Displayed
2.2.4 Departure OIC ensured that all cadets departed appropriately	Competency Not Displayed	Competency Displayed

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2.3 Safety & Security

2.3.1 Hazard management / immediate RAMP OIC actively reviewed and managed hazards as they arose during the activity. Immediate RAMP was used appropriately to assess unforeseen hazards.	Competency Not Displayed	Competency Displayed
2.3.2 WHS reporting requirements OIC was able to explain or locate the process for completing WHS incident reports.	Competency Not Displayed	Competency Displayed
2.3.3 OIP portal OIC was able to demonstrate basic navigation of the OIP portal and show where information relating to behaviour, prohibited substances and mandatory reporting are located.	Competency Not Displayed	Competency Displayed

2.4 Communication

2.4.1 Issuing Critical Instructions OIC issued safety critical instructions in a timely and effective manner.	Competency Not Displayed	Competency Displayed
2.4.2 Directing Personnel OIC delivered instructions and directions clearly and without ambiguity	Competency Not Displayed	Competency Displayed

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2.4.3 Obtaining & Disseminating Information OIC communicated regularly with adult supervisors and cadets to obtain and distribute information pertinent to the safe running of the activity.	Competency Not Displayed	Competency Displayed
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2.5 Activity Management

2.5.1 Task Setting OIC set tasks that were measurable, attainable and time relevant.	Competency Not Displayed	Competency Displayed
2.5.2 Feedback & ongoing improvement OIC sought feedback from adult supervisors on how the activity was progressing and acted positively on the feedback provided.	Competency Not Displayed	Competency Displayed
2.5.3 Maintaining ratios OIC maintained correct ratios during the entire activity.	Competency Not Displayed	Competency Displayed
2.5.4 Timing OIC maintained activity within timing constraints and minimised disruptions where able.	Competency Not Displayed	Competency Displayed
2.5.5 Logical progression OIC ensured that the activity complied with the training program.	Competency Not Displayed	Competency Displayed

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2.6 Emergency Management

2.6.1 Facility evacuation OIC was able to articulate a plan for evacuating the site and/or what would be done during an event requiring evacuation.	Competency Not Displayed	Competency Displayed
2.6.2 Illness / injury OIC correctly handled any illness or injury that occurred. OIC was able to explain the process for injury/illness management, including reporting requirements.	Competency Not Displayed	Competency Displayed
2.6.3 Lockdown OIC was able to articulate a plan for securing the site and/or what would be done in the event of a lockdown.	Competency Not Displayed	Competency Displayed
2.6.4 Tempest (Outdoor activities) OIC continually monitored weather conditions and was able to articulate a plan to manage adverse weather.	Competency Not Displayed	Competency Displayed

Part 3 – POST ACTIVITY

3.1 Post Activity Management

3.1.1 Nominal roll recording The nominal roll was correctly recorded in CEA within the required timeframe	Competency Not Displayed	Competency Displayed
3.1.2 Post activity reporting Post activity report was completed in CEA within the required timeframe. Any incident report or first aid logs are uploaded to the activity.	Competency Not Displayed	Competency Displayed

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APPENDIX 6 TO
ANNEX D TO
AAFC SI(OPS)01-01

OIC ASSESSMENT REPORT MARKING RUBRIC

Criteria	Competency Not Displayed	Competency Displayed
Activity Paperwork	No evidence of prior preparation. OIC was unable to present or access required documentation or appeared unfamiliar with the information presented. OR OIC was not aware that participants had any medical or dietary concerns.	Some evidence of prior preparation. OIC was able to access required documentation in a timely manner. Some documentation may not have been in hard copy, however soft copies were easily accessible. OIC was able to provide a basic overview of the activity and used documentation to assist that understanding. OIC had a general awareness that there may be dietary or medical concerns to review.
Activity Considerations	OIC demonstrated no awareness when questioned of conditions likely to affect the conduct of the activity. OR OIC could not articulate the ratio requirements or name the members filling activity roles.	OIC demonstrated a base level of awareness regarding conditions likely to affect the conduct of the activity. OIC was able to provide an overview when questioned of adverse weather plans and alternative processes. However, these plans may be limited in scope or lack alternate options. OIC was aware of adult supervisor ratio requirements and with prompting was able to confirm that ratios were met. OIC filled the minimum activity roles as stated 1.2.3 and could provide a basic overview of the command structure.

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Criteria	Competency Not Displayed	Competency Displayed
Briefing	OIC did not conduct appropriate briefings. OR OIC did not follow appropriate briefing checklists missing key information (safety and behavioural) for cadet/staff briefings.	OIC conducted appropriate briefings utilising the checklist or notes. No critical safety or behavioural expectations were missed, however general information may have been excluded and/or excessive amounts of irrelevant information included. Basic staff briefings were conducted; however, they may not have clearly set out expectations or involved all staff members. Opportunity for feedback and response may not have been provided.
Cadet and Adult Supervisor Welfare	OIC failed to confirm all cadets accounted for at the start of the activity or end of activity. OR OIC was unable to manage or explain how to manage disputes. (Scenario cards) OR OIC took no oversight of health and hygiene or allowed unsafe practices to go unchallenged.	OIC was able to confirm all adult supervisors and cadets were accounted for, however it may not have been in a prompt manner. OIC was able to explain with prompting how to manage disputes and where to go looking for information regarding dispute resolution. OIC had a basic awareness of adult supervisor and cadet welfare, and did not allow any unsafe practices to go unchecked.
Safety & Security	OIC was unable to complete an immediate ramp when presented. OR OIC was unable to explain or readily locate the process for completing WHS incident reports.	OIC managed hazards appropriately. OIC was able to identify when an immediate RAMP was required. OIC was able to complete an immediate RAMP as required. OIC could explain the mandatory reporting process. OIC could navigate the OIP portal and show where information could be found relating to WHS incident report completion.

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Criteria	Competency Not Displayed	Competency Displayed
Communication	OIC failed to issue safety critical information where required. OR OIC was unable to issue clear instructions or set clear expectations. OR OIC failed to communicate with adult supervisors or cadets relating to the running of the activity.	OIC issued safety critical instructions where required in a timely and effective manner. OIC delivered all instructions and directions appropriately, however, may have been verbose or vague in parts. OIC communicated at least once with adult supervisors and cadets to obtain and distribute information pertinent to the safe running of the activity.
Activity Management	OIC did not set any tasks during the activity. OR OIC did not seek any feedback from adult supervisors or responded negatively to feedback received. OR OIC did not maintain ratios or attempt mitigation when if ratios were unsuitable. Activity ran overtime with significant disruption. Multiple points of confusion during the activity.	OIC set tasks, however they may not have been measurable, attainable or time relevant. OIC on occasion sought feedback on how the activity was progressing, however may not have acted on feedback. OIC ensured that correct ratios were maintained throughout the entire activity however may not have been able to clearly explain appropriate mitigation options if ratios became unsuitable. Activity mostly ran to time with minimal disruption. Any confusion that occurred was appropriately rectified.

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Criteria	Competency Not Displayed	Competency Displayed
Emergency Management	OIC was unable to explain any of the emergency management plans. OIC incorrectly handled injuries and illnesses. No evidence that the OIC continually monitored weather conditions.	OIC was able to provide a basic overview of emergency management plans when prompted. OIC handled injuries and illnesses appropriately and was able to provide the location of any relevant management processes and documentation. OIC appeared to check on the weather conditions regularly and was able to explain a basic plan to manage adverse events. This plan may have been limited in its scope.
Post Activity Management	OIC did not ensure the roll was recorded in CEA. OR OIC did not complete a PAR in CEA.	OIC ensured the roll was recorded in CEA. OIC completed the PAR in CEA OIC uploaded any relevant incident reports and first aid logs.

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ANNEX E TO
AAFC SI(OPS)01-01

CONDUCTING AN AAFC ACTIVITY

1. This annex will outline the requirements for the physical conduct of an [AAFC activity](#). Before each activity the [OIC activity](#) is to read this annex in conjunction with all other annexes to this SI and the relevant chapters of the AAFC Safety Manual.

SAFETY

Personnel safety

2. [Adult Supervisors](#) involved in activities are to ensure the cadet's best interests, including physical, psychological and emotional wellbeing. To ensure continued personal safety and in case of an emergency the following are to apply at all activities:
 - a. Every participant is to observe personal (themselves) and collective (other's) safety and follow guidelines as outlined in safety briefs and activity directives.
 - b. Adult supervisors are to be familiar with the Risk Assessment Management Plan (RAMP) for the activity and the [AAFC Safety Manual](#), specifically chapters [13–Heat Injury](#), [14–Food Safety](#), [19–Emergency Preparedness and Response](#), [20–First Aid](#) and [21–Notification and Reporting](#).
 - c. When conducting outdoor activities [OIC Activity](#) is to consider weather forecasts and in adverse weather conditions ensure all personnel have adequate protection.
 - d. The [OIC Activity](#) is to ensure that cadets have continuous access to clean drinking water.
 - e. Undertaking activities are to be at the cadet's choosing, and cadets should not be coerced or forced to undertake an activity (or a part of the activity) where they do not feel comfortable. Cadets are not to be ridiculed or censored for choosing not to undertake an activity (or part of an activity).
 - f. [Adult Supervisors](#) are to advise [OIC Activity](#) of any absence from the activity and any absence must be noted in writing and added into the post activity report
 - g. Cadets are not to leave an activity site alone or without permission. Cadets are to utilise the 'buddy system' (ie always be with another cadet) on outdoor activities.
 - h. Where there is a risk of traffic injury, marching groups of cadets are to wear reflective high visibility vests and a portable light is to be carried at the front and back of each group.
 - i. Work routines should be realistic and not overly tax cadets or adult supervisors and the [OIC Activity](#) is to ensure that after hours work is kept to a minimum.
3. **Risk management.** Where there is a significant change in circumstances during an activity or new hazards are identified, the [OIC Activity](#) must complete and circulate an

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updated RAMP. In order for the activity to continue, a risk rating not above LOW must be achieved. This RAMP must be recorded in the post activity report.

4. **Supervision.** Adequate adult supervisor to cadet ratio must be maintained at all times at all activities. Should an adult supervisor need to leave an activity (eg injury or to escort a cadet to a medical facility), and the ratio cannot be maintained, the [OIC activity](#) must conduct an immediate risk assessment and either modify or cancel the activity.

5. **Stopping an activity for safety reasons.** Where the requirements of AAFC instructions and safety procedures are not met at any time during any activity, any participant may call for the activity to be suspended pending assessment and corrective action by the [OIC Activity](#). The OIC Activity is to assess the situation and either remedy the problem or cancel the activity.

6. **Allergies, Medical Conditions and Special Food Requirements.** Any medical conditions, allergies or special meal requirements are to be notated on the [CEA](#) generated Activity Consent form (para 18). To ensure effective medical and allergy management the following are required for all non-parade night activities:

- a. Before each activity, [OIC Activity](#) or delegate is to print out an activity medical roll from [CEA](#) to obtain information on participants' medical and allergy alerts, Medicare numbers and [guardian](#)/next of kin contact.
- b. [OIC Activity](#) is to collect the Activity Consent Form from participants at the start of the activity, ensure the consent is for the current activity with up to date contact and medical details. Without [guardian](#) approval and current contact details, a cadet may not attend any activity outside parade nights.
- c. The designated First Aid Officer (FAO) is to check all activity consent forms and note any medical conditions, special requirements, Medicare number and emergency contact. The FAO is to hold the original copy of the consent form and a copy is to be held by the cadet.
- d. Where individuals are identified as having a severe allergy risk, [an Individual Health Management Plan \(IHMP\)](#) must be provided for that person (or [guardian](#) for cadets under 18 years of age). The [OIC Activity](#) Briefing checklist provides tools to assist in the management of allergies.
- e. [OIC Activity](#) or delegate is to brief all cadets and adult supervisors on risk and action for allergies as part of the safety briefings at the start of the activity.
- f. [All personnel](#) are to bring sufficient quantities of personal medication to last the entire activity. Prescription drugs must have the members' name on them, and directions for administering noted in the Activity Consent Form.

7. **Fitness.** All personnel attending an activity are responsible for their personal fitness. Before an activity members should be made aware of fitness levels required and are to ensure they are sufficiently fit to complete the activity. During an activity, adult supervisors are to monitor the fitness levels of all personnel and not expect members to achieve tasks beyond their capacity.

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8. [Adult supervisors](#) who are not sufficiently fit to participate in all activities must not be included in the adult supervisor to cadet ratio.
9. **Emergencies/illness.** All cadets are to have a copy of their [guardian](#) signed activity consent form (available from [CEA](#) after nominating to attend an activity) on their person at all times. Adult supervisors are advised to carry their own personal details in case of emergency. In the case of an emergency or illness the following is to apply:
 - a. **Emergency.** The civilian ambulance is to be called.
 - b. **Sickness.** Members who fall ill or report sick are to be assessed by the activity nominated FAO and, if required, taken to a medical facility for treatment.
 - c. **Hospitalisation/doctor visits.** Where a member requires external medical assistance, FAO is to render treatment as required, contact the member's [guardian](#)/next of kin and ensure the member's kit and personal equipment is secured. The member, or guardian is responsible for medical expenses where illness is other than the result of an injury sustained whilst on an [AAFC activity](#).
 - d. **Medication.** Medication of any sort is not to be administered to a cadet unless it is listed on the Activity Consent Form or with written consent from the cadet's [guardian](#).
10. **Tools.** The use and approval of knives or other tools is to be advised by the [OIC Activity](#) during the pre-activity briefing and in the Joining Instruction (JI). Flick knives and all types of fighting knives are prohibited during AAFC activities. OIC Activity is to ensure that the use and possession of tools are controlled and supervised by Adult Supervisors.
11. **First aid log.** The FAO is to maintain a log of all treatment and medications administered to AAFC personnel. The log is to be included in the [CEA](#) post activity report.

Environmental safety

12. **Safety Briefs.** [OIC Activity](#) and/or the designated Safety Officer is to ensure that a comprehensive safety brief is delivered to [all personnel](#) on actions considered in the RAMP, and indicating assembly areas and identified local hazards (eg mine shafts, cliffs etc).
13. **Emergency planning.** [OIC Activity](#) must be aware of, and comply with, any extant emergency response plans (ERPs) for the areas of the activity. A practice evacuation IAW the ERP is to be conducted as soon as practical after the activity has commenced with the results being recorded in the post activity report.

Reporting Safety breach or issue

14. Where a safety risk or incident is identified during any activity, the member identifying the issue is to report it immediately to the [OIC Activity](#). OIC Activity is to:
 - a. raise the issue with the appropriate persons to rectify the problem or stop the activity

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- b. follow-up any safety issues immediately after the activity IAW the [AAFC Safety Manual Chapter 21—Notification and Reporting](#)
- c. include details in the post activity report to enable follow up and remedial actions.

Incident, Injury and Fatality

15. In the event of a fatality, serious injury or serious incident the following actions are required:

- a. Relevant emergency services are to be called immediately. Any member may contact emergency services as required and [OIC Activity](#) is to be informed as soon as possible.
- b. On Defence establishments, the ADF Duty Member (DM) is to be advised. The DM will advise the base authorities and facilitate access for emergency services.
- c. [OIC Activity](#) is to notify the WG OC, who is to advise AFLO for initial reporting to [NATHQ](#) and other relevant authorities
- d. OIC are to comply with AAFC [SI\(ADMIN\) 09-06—Incident Recording](#) and [AAFC Safety Manual Chapter 21—Notification and Reporting](#).
- e. Aviation incidents are to be managed IAW AAFC [SI\(ADMIN\) 09-06—Incident Recording](#) and the [AAFC Aviation Safety Manual](#).

Lost/missing personnel

16. As each activity type will require individual responses to a lost/missing person, the risk of a member becoming lost during an activity and mitigating actions must be addressed in the RAMP. Actions to be taken are to form part of the OIC Activity Briefing at the beginning of each activity.

17. In the event that an individual or group is discovered missing, the OIC Activity is to:
- a. establish the time the person/group was last seen or communicated with
 - b. establish their last known position
 - c. log the incident
 - d. arrange a search party to the last known position
 - e. contact civilian authorities (police, SES etc) **no later than** the second hour after the person/group was identified as being missing. Earlier contact **is to be** made if judged necessary by the [OIC Activity](#).

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18. A person/group that becomes disoriented or lost is to contact base camp for further instructions. If base camp cannot be contacted, (unless advised otherwise during the OIC Activity's brief), the person/group is to:

- a. remain in location and wait to be found
- b. prepare location signals and adequate shelter.

ADMINISTRATION AND COMMUNICATION

Nominal roll

19. [All personnel](#) attending an activity must have their attendance recorded in the online activity nominal roll or in the Activity approval process before the activity commences. To ensure an accurate record of attendees at an activity:

- a. all personnel must nominate or be nominated through [CEA](#) and be accepted for the activity before the activity commences
- b. [OIC Activity](#) is to deny attendance to any member not listed in the [CEA](#) nominal roll
- c. [OIC Activity](#) (or delegate) is to ensure that an accurate daily nominal roll is recorded each day of all personnel attending the activity
- d. visitors and guests (whose attendance has been approved by the delegated approval authority) must be recorded and reported in the post activity report.

20. A member's privacy (and personal information) must be respected when printing nominal or medical rolls and AAFC personnel should only provide relevant information to third parties for safety reasons or when directed by higher HQ.

Guardian approval

21. [Guardians](#) of cadets under 18 years of age must give informed and written consent for each activity conducted outside of normal weekly parades. Guardians can make informed decisions about their cadet's activities from [CEA](#) and information in the activity Joining Instruction (JI). Written consent is via the Activity Consent Form signed by the cadet's guardian. Cadets who do not have written guardian consent are not to participate in the activity.

22. **Activity Consent Form.** The Activity Consent Form is available from the [CEA](#). When a member has been accepted for an activity they can download and print the partially completed form. The consent form must:

- a. be submitted to a delegated supervisor at the start of the activity
- b. clearly be for the current activity only and have been signed within two days before the start of the activity
- c. be signed by the member's [guardian](#) where the member is under 18 years of age

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- d. include acknowledgement of medical and allergy related issues on the form
 - e. contain contact details for [guardian](#)/next of kin.
23. **Record keeping.** The [OIC Activity](#) is to ensure each Consent Form is uploaded and attached to the activity before the post activity report is submitted.

Communication

24. All participants should be advised of requirements, restrictions and program throughout the activity. The best way to achieve this is by activity routine instructions (RI) or daily bulletins/briefs. AAFC RI is outlined in Annex D (Activity Based Instructions) to [SI\(ADMIN\) 06-01](#).
25. The [OIC Activity](#) is to ensure that cadets are aware of contacts for help or advice.

Absences from an activity

26. **Leave—adult supervisors.** Nominees are expected to attend the entire activity unless explicit pre-arranged agreements are in place. Should an adult supervisor require leave, it must be approved in advance by the [OIC Activity](#). The OIC Activity is to ensure the adult supervisor to cadet ratio ([Annex A](#)) is not compromised by a supervisor taking leave.
27. **Leave—Cadets.** Cadets are generally not granted leave during an AAFC activity. Where considerable leave is sought, the cadet should consider withdrawing from the activity. A short absence may be considered where the absence does not affect the activity outcomes. Written [guardian](#) advice is required and the leave must be annotated on the Activity Consent Form. Guardians are responsible for collecting their cadet from and returning them to the activity site.
28. **Withdrawal from activity—adult supervisors.** Where an adult supervisor may need to withdraw from an activity [OIC Activity](#)/DETCDR is to:
- a. ensure the withdrawal is not the result of a breach of ADF Cadets behavioural policy including harassment or inappropriate behaviour without appropriate action having been taken
 - b. ensure the adult supervisor to cadet ratio is maintained or the activity is ceased
 - c. provide support to affected persons as required.
29. **Withdrawal from activity—cadets.** Cadets may voluntarily withdraw from any activity at any time. Where a cadet requests to withdraw from an activity, the [OIC Activity](#) is to ensure:
- a. the cadet's reason for withdrawal is valid and not influenced by a breach of behavioural policy, including harassment or inappropriate behaviour. Where necessary appropriate reporting action should be undertaken
 - b. the cadet and other affected persons are offered support and guidance

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- c. the cadet has not been covertly persuaded to withdraw by instructors or senior cadets
- d. the cadet's [guardian](#) is informed and afforded the opportunity to provide support/guidance
- e. the cadet's CO is informed for administrative and future support purposes.

30. **Removing cadets from an activity.** Sending a cadet home from an activity should be a last resort. [Annex H](#) outlines conditions where a cadet may be removed from a camp/activity.

31. **Visitors to an activity.** Only personnel identified in the [CEA](#) (nominal roll service providers etc.) are to attend the activity. [OIC Activity](#) is to manage visitors IAW [SI\(ADMIN\) 14-01—AAFC and Visitors Access to Defence Establishments](#). The OIC Activity is to request any unauthorised person to leave the activity training area and must report any incidents of concern to the WG OC (and civilian authorities if appropriate). All visitors, invited or not, are to be recorded in the post activity report.

Cadet training records

32. The [CEA](#) is the only approved method of recording a cadet's training and/or assessment results. Once a cadet has completed an assessment is electronically recorded, there is no need to maintain paper copies of the assessment.

Behaviour and discipline

33. **Briefings.** [All personnel](#) are to be briefed at the commencement of and during each activity on safety, behaviour and activity program.

34. **Expected behaviour.** All personnel are to be clearly advised of expectations (including dress and courtesies) throughout the activity. This can be achieved by daily briefs or Activity RI.

35. **Unacceptable behaviour.** Allegations of unacceptable behaviour including harassment and inappropriate relationships are to be managed in accordance with [AAFC SI\(ADMIN\) 09-01—Unaccepted behaviour](#) and related OIP.

36. **Breaches of Code of Conduct.** Any member may be removed from an activity by the [OIC Activity](#) if the OIC believes there is a serious breach of the Defence [Youth Safety Codes of Conduct](#). If a member is removed from an activity, the OIC Activity must immediately advise the WG OC, record the incident IAW [SI\(ADMIN\) 09-06—Incident Recording](#) and note the incident in the post activity report.

37. **Prohibited substances, tobacco and alcohol.** All personnel are to comply with the provisions of [SI\(ADMIN\) 09-02—Prohibited Substances, Alcohol and Tobacco](#).

38. **Weapons, firearms and ammunition.** Adult Supervisors and cadets are to use only approved weapons, firearms and ammunition during an AAFC approved activity where the use has been approved in advanced and is supervised by qualified personnel (see [SI\(OPS\) 02-01—AAFC use of Defence Weapons](#) and [SI\(OPS\) 01-02—AAFC Firearms Training](#)).

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39. **Care of valuables.** All members attending an AAFC activity are fully responsible for the security of their own belongings and funds. The AAFC will not accept responsibility for the loss of any item of value or money, nor are Adult Supervisors to take into safe keeping any item unless the item is determined to constitute a risk to the activity.

40. **Mobile telephones.** Adult supervisors may not prohibit mobile phones on AAFC detachments, but usage may be limited during the working day, noting:

- a. a phone may be used at any time in the event of an emergency to summon adult supervisors or emergency services
- b. cadets should be permitted to utilise their mobile phones during stand down time until lights out
- c. personnel are not to take photos of other personnel without the subject's permission
- d. 'wearing' a mobile phone while in uniform is to conform with the requirements in the AAFC Manual of Dress
- e. mobile phones, or other electronic devices, are not to be taken airborne on any aviation activity.

41. **Photography on Defence facilities.** Unapproved photography using cameras, mobile phones or other electronic devices, is not permitted at any time during an AAFC activity. Photography on Defence bases is prohibited without approval from the Base Management. Approval to take photos in areas confined to cadet activities may be sourced through the WG AFLO via the activity approval request in the [CEA](#).

42. **Photography and member privacy.** Personnel are not to photograph another person without their express permission. Cadets under 18 years must have written [guardian consent](#) for photography, usually supplied when the cadet is accepted into the AAFC. [Unit supervisors](#) are to ensure [all personnel](#) are briefed regularly on [SI\(ADMIN\) 09-01—Unacceptable Behaviour](#) and respect another's privacy when taking photographs. AAFC guidelines for taking and displaying photographs is outlined in Annex B to [SI\(ADMIN\) 13-01—Public Communications](#).

POST ACTIVITY REPORT

43. The post activity report is a [CEA](#) tool used to record that the activity was conducted in compliance with AAFC instructions, record lessons learnt, document issues or incidents, and allow supporting documentation be uploaded for auditing and future reference.

44. PARs are required for all activities and should advise when the approved parameters of the activity have been exceeded. As soon as practicable after the activity (no later than 14 days³), the [OIC Activity](#) is to complete the post activity report in the CEA.

³ Noting the submission of the post activity report is a requirement for CVP to be processed.

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**ANNEX F TO
AAFC SI(OPS)01-01**

ACTIVITY ACCOMMODATION

1. Wherever possible, cadet accommodation will be supplied by Defence on Defence establishments or other suitable venues (eg youth camps). Alternatively, cadets may be accommodated at approved premises funded by the unit/cadets, or in bivouac conditions.

Requesting accommodation

2. All requests for accommodation are to be made to the Air Force Liaison Officer (AFLO) using an Activity Support Request (ASR) as part of the [CEA](#) activity approval process. The ASR is to detail the number of personnel, their rank, sex, age, accommodation and meal requirements as well check-in/check-out dates and times.

3. **Bookings.** Defence accommodation and other accommodation provided at commonwealth expense will be booked by the relevant AFLO. Unit provided accommodation (eg scout camps) is to be detailed and approved in [CEA](#) before the activity is conducted.

4. **Nominal roll.** A current activity nominal roll (including any special requirements) is to be provided to the relevant AFLO no later than 7 days prior to activity start date. Except for new allergy advice, the roll should not be changed after submission.

Defence facilities and leased accommodation

5. **Maintenance.** Immediately prior to an activity, the [OIC Activity](#) or delegate is to check that sleeping quarters, common areas and instructional facilities to be used by AAFC are inspected for cleanliness and maintenance. Any damage or issue with a facility is to be noted and referred to the AFLO or leasing agent (through the AFLO) for rectification. Maintenance requirements that arise during the activity are to be submitted to the WG AFLO by OIC Activity or delegate.

6. **Damage to property.** Damage to property and buildings is to be reported to the [OIC Activity](#)/Detachment Duty Member as soon as possible, and forwarded to the AFLO through the Wing OC. Where it is evident the damage is due to negligence or malicious intent, administrative action and restitution costs may be imposed against the offending person(s).

7. **Cleanliness.** The [OIC Activity](#) is to ensure that a high level of cleanliness is maintained in all accommodation areas, and cleaning rosters are developed as applicable. Where a commercial service provider is employed to clean public areas (common rooms and ablutions etc.) AAFC members are to ensure that the areas are neat, tidy and available to be cleaned.

8. **Security.** The [OIC Activity](#) is responsible for ensuring that policies and procedures are in place to ensure the security of buildings utilised are adhered to at all times. [All personnel](#) are responsible for securing their own personal possessions. The AAFC will not accept responsibility for lost or stolen possessions. Lost keys will incur a cost to the member. Any security issues or breaches must be reported to the AFLO.

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Sleeping Quarters

9. **Allocation.** Personnel are not to change their allocated accommodation without approval from [OIC Activity](#) or delegate. The OIC Activity is to ensure that a bedding plan for each accommodation block/section is prepared and available in case of an emergency.

10. **Separation.** Male and female cadets and adult supervisors may be accommodated in the same building where there is clear delineation between adult supervisors and cadets, and male and female cadets. To minimise the risks associated with overnight activities:

- a. male and female cadets must have separate sleeping accommodation
- b. male and female, cadets and adult supervisors are to have separate accommodation
- c. cadets under the age of 18 years are not to be accommodated with adult supervisors
- d. except for purpose built dormitories, the number of persons per room is to be limited to the number of beds (including stretchers, sleeping mats or foldaway beds) constrained by health and safety provisions, the provider or applicable building code standards
- e. wherever possible, cadet accommodation areas should be exclusive and separate to any non-AAFC accommodation areas
- f. males and females, adults and cadets are to have separate ablution areas or are to be separated by times of use

11. **Civilian sleeping accommodation.** Where approval has been given to accommodate cadets in areas that may be used by the general public (caravan parks, motels etc.) the OIC is to ensure that the following extra conditions apply:

- a. the accommodation must be clean and safe to Defence standards (ie meets building code for overnight accommodation) and able to satisfy gender separation requirements in para 10
- b. cadets are to be supervised at all times while outside their sleeping quarters
- c. cadets are not to communicate with non-AAFC members unless under the supervision of an [OOC](#) or [IOC](#)
- d. an adult supervisor must be in the vicinity of communal facilities (ablution blocks, laundries etc) while the facilities are being used by cadets.

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Supervision

12. The [OIC Activity](#) is to ensure that cadets are supervised in their accommodation area. Barracks orderly⁴ duties may be carried out by CNCOs, CWOFFs or CUOs; however, adult supervisors must be in close enough proximity to all cadets to assist as required. Where there are multiple barracks blocks in close proximity, the OIC Activity is to ensure there is adequate supervision of cadets at each facility.

13. **Emergency contact.** At least one [IOC/OOC](#) is to be nominated by the [OIC Activity](#) each day as Duty Member (DM). The DM should be readily contactable and all members are to be aware of the DM's accommodation site and telephone number for emergency contact.

14. **Electrical appliances.** Personal electrical appliances (limited to iron, shaver, hair dryer, clock radio and chargers) brought into accommodation areas must be in safe working order. Lighting and all appliances are to be switched off when not in use.

15. **Hygiene.** All members are to ensure they maintain a high level of personal hygiene. [OIC Activity](#) is to ensure that adequate facilities are available for reasonable access to showers and laundry.

Inspections and searches

16. Inspections of cadet living accommodation and member's dress and grooming may be conducted for hygiene and dress and grooming purposes. Searches may be conducted only if there is an imminent risk of harm to any person. AAFC conducted inspections and searches are to be in accordance with [AAFC SI\(ADMIN\) 09-05—Personal Inspections and Searches](#).

⁴ Barracks orderly duties are not part of the adult/cadet supervisory ratio but, instead, relate to the role of monitoring of domestic routine within the allocated accommodation. Cadets rostered for this role are to report to an adult supervisor.

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ANNEX G TO
AAFC SI(OPS)01-01

TRANSPORT IN SUPPORT OF AAFC ACTIVITIES

1. To satisfy duty of care requirements to [all personnel](#), the Commonwealth is liable and responsible for the governance of travel arrangements for each [approved activity](#), whether the transport is provided by the Commonwealth, the unit or an individual.

Activity planning

2. Transport for all activities is to be coordinated by the unit coordinating the activity and articulated in the [CEA](#) Activity Approval Process and advised to all personnel via the Activity Joining Instruction (JI). The duration of an activity is deemed to be from the initial point of departure (unit) to point of return (unit).

Road Transport

3. The authority for the AAFC to use Defence vehicles is provided in the Defence Land Vehicle Operating Manual ([LVOM](#)), Annex 6.1A. YOUTHPOLMAN Pt2, Sect3, Ch7—[ADF Cadets use of Defence Vehicles](#)—provides further guidance on the use of Defence vehicles.

4. **Defence vehicles.** For AAFC purposes, a Defence vehicle means any vehicle (including hired) provided by Defence, for use on AAFC activities. [OOC](#), [IOC](#) may use Defence vehicles for authorised [AAFC activities](#) where they:

- a. have the appropriate civilian and, if required, Defence endorsement
- b. are familiar with the vehicle and, if necessary, have been familiarised and/or tested by a qualified ADF transport assessor
- c. are listed in the [CEA](#) activity process as a nominated driver
- d. are authorised (and listed on the [AD049](#)) to drive the particular vehicle by an 'Authorisation Officer' appointed by ADF Routine Instructions
- e. have requested the vehicles through the Air Force Liaison Officer (AFLO).

Note: Defence vehicles may only be used for official purposes and must be operated by qualified and authorised members.

5. **Towing Trailers.** The [YOUTHPOLMAN](#) and LVOM advise the conditions for the towing of trailers. [Defence Approved Helpers](#) ([DAH](#)), where appropriately licenced and authorised, may tow a Defence trailer using a private vehicle. However, [DAH](#) are not authorised to drive Defence vehicles, which includes hire vehicles.

6. **Hire vehicles.** The [CEA](#) activity approval request (listing the use of a hire vehicle and nominated drivers) forms the authorisation for [IOC/OOC](#) to drive a hire vehicle. Except where the unit is paying for the hire vehicle from their own [non-relevant money](#)⁵, the booking

⁵ Vehicles hired by the AAFC using non-relevant money are not covered by the Defence Insurance Office. In such cases, the hiring unit is to ensure adequate insurance cover is included in the hire agreement.

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of hire vehicles is to be made by the WG AFLO. Vehicles hired by Defence or AAFC units are subject to the same conditions and restrictions as if it were a Defence vehicle (para 4). DAH-CIV are not authorised to drive a hire vehicle hired by Defence.

7. **Vehicle request/approval.** Requests for vehicles must be made and approved through the [CEA](#) activity approval process and booked by the AFLO. Units/activity coordinators are not to approach Defence units or hire companies directly. Privately owned vehicles used on an activity must also be recorded as part of the activity approval process.
 8. **Routes.** Vehicles are to be used only on pre-approved routes consisting of public roads and formed roads in Defence establishments and approved Non-Defence Training Areas (NDTA). The route must not involve off-road (cross-country) driving or driving over hazardous terrain and must adhere to the approved travel itinerary. Any deviations are to be recorded in the Activity post activity report detailing why the deviation was necessary.
 9. **Road rules.** The driver must be conversant with and obey speed limits and road safety rules. Any infringement or penalty notices/fines are the responsibility of the driver who incurred them. Defence/AAFC is not to pay for fines or penalties, however incurred.
 10. **Mobile telephones.** Drivers are not to use hand held devices or mobile telephones or subject themselves to any other distraction while in control of the vehicle.
 11. **Drugs.** Drivers must maintain a zero (0.00) blood-alcohol level while in control of a vehicle and not consume any form of prohibited substance during the activity.
 12. **Smoking.** Smoking is not permitted in any vehicle associated with an [AAFC activity](#).
 13. **Passengers.** Passengers may be carried only in designated seats with seatbelts fitted. Passengers are not to move around the vehicle while it is in motion.
- Record keeping.**
14. Every driver must keep a log of all journeys. Defence Form AD049 is the mandated method for Defence and Defence hired vehicles. The log must be completed for every trip and returned with the Defence vehicle. For commercially hired vehicles, the completed AD049 is to be sent to the AFLO. A copy of all Form AD049 (with travel dates, times, routes and driver's signature) is to be retained on a unit file for future reference.
 15. In accordance with the [LVOM](#), Annex 6.1A, Wing HQs are to maintain a record of approved AAFC members or Defence employees who can provide OOC/IOC with authorisation to drive Defence plated CL and GS B vehicles. Records of individuals authorised to drive a Defence vehicle must be maintained and include the date of authorisation to drive each Defence vehicle and the class/type of vehicle authorised.
 16. **Firearms and ammunition.** Firearms and ammunition may be carried in vehicles without cadets, but not in the same vehicle, subject to [SI\(OPS\) 01-02—Cadet firearms](#), Annex D - Ammunition - Cadet Firearms and Annex E – Unit Held Firearms Management.

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17. **Luggage and Cargo.** The driver is to ensure that luggage and cargo is securely stored so that it cannot harm a person in the case of sudden braking or incident. Carriage of people and luggage/cargo in the same vehicle compartment without a suitable and certified barrier between personnel and the cargo is prohibited.
18. **Trailers.** Trailers may only be towed by drivers deemed competent to tow the trailer conditional on the following:
- a. Vehicles must have the correct State authority approved capacity to tow the trailer
 - b. Privately owned vehicles may be used for towing of Defence trailers subject to the LVOM and [AOW GTS SI\(AVOPS\) 03-04—Glider Trailer Operations](#)
 - c. AAFC members are not permitted to tow a privately owned trailer behind a Defence owned or Defence leased vehicle IAW the [LVOM](#), Part 6, Annex 6.A1, Table 6.1A-1
 - d. Unit owned trailers (mobile kitchens etc) must be maintained, registered and insured and are not to be towed by Defence or Defence-hired vehicles
 - e. Details of the vehicle being towed and trailer is included in the [CEA](#) activity approval process.
19. **Vehicle security.** Wherever possible, Defence vehicles should not be left unattended and users are to ensure:
- a. the vehicle is left locked when not in use
 - b. Defence or personal property (including Form AD049 and fuel cards) is removed from the vehicle when not in use
 - c. the vehicle is parked in an appropriate designated car park.
20. **Approval to park at private premises.** If travelling overnight, approval is to be sought in advance through AFLO to garage a Defence owned or hired vehicle off a Defence establishment and the vehicle must be secured (under cover if possible) in accordance with the LVOM.
21. **Supervision.** The adult supervisor to cadet ratio is to be maintained during travel with cadets in each vehicle.
22. **Assistance to other drivers.** Except in an emergency, AAFC drivers are not to delay the transport of cadets or stop to give assistance to others, as this could place cadets in danger.

Accidents and incidents

23. Form [AC626](#) - Vehicle Accident Report must be completed after a Defence vehicle has been involved in an accident or incident (however minor). A copy of Form AC626 is required to be carried in every Defence vehicle, including hire cars, along with the Form [AD049](#).

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24. Accidents and incidents must be managed and handled in accordance with the checklist in [Appendix 1](#) to this Annex.

Private vehicles

25. Where transport is arranged for personnel, no recompense will be made for use of private vehicles. Where there is no alternative other than a person using their own vehicle, approval is to be sought from the AFLO through WG OC before the activity. Prior to taking their vehicle on an AAFC activity, drivers should note the following.

- a. Defence does not insure against accident or damage to privately owned vehicles used on ADF Cadet activities. Liability for any harm arising from the use of a privately owned vehicle on an AAFC activity rests with the vehicle owner and their insurer and Defence will not accept a claim in respect of damages to a private vehicle.
- b. Except in an emergency, and as a last resort, cadets are not to be carried in privately owned vehicles during AAFC activities.
- c. Cadets are not to tow trailers at AAFC activities (even with their private vehicles).
- d. Drivers of private vehicles are responsible for incurred expenses (eg petrol, road tolls).

26. **Cadets.** Cadets driving private vehicles are a risk that needs to be managed as part of the [Risk Awareness Management Plan \(RAMP\)](#) created during the activity planning and approval process. [OIC Activity](#) is responsible for adequately assessing and controlling the risks associated with cadets driving to, from or during AAFC activities. Generally:

- a. cadets should not drive to or from an activity/training area in their own vehicles unless there is a legitimate requirement and with prior permission from the [OIC Activity](#)
- b. except in an emergency, cadets are not to use their vehicles during an activity
- c. cadets may only drive other cadets to/from activities/parades with the unit supervisor/[OIC Activity](#) consent and where the passenger's [guardian](#) has given written approval for their cadet to travel in the private vehicle
- d. [unit supervisors/OIC Activity](#) are to refuse permission for a cadet to drive where the risk may be unacceptable.

Coach /bus transport

27. When travelling in Defence owned or hired coaches the adult supervisor to cadet ratio must be maintained and driver's safety instructions obeyed, (seatbelts, no movement while coach is in motion etc) and luggage is to be secured properly. If the driver of the coach is an adult supervisor, they may be included in the adult supervisor to cadet ratio.

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Defence Air Transport

28. When travelling in Defence air transport the adult supervisor to cadet ratio must be maintained. Guardian permission must be obtained before the cadet is allowed to fly, and the mode of transport identified in and approved in the Activity Request/Approval process.

29. Cadets are subject to the same conditions as Defence members travelling in Defence Transport (including personal identification, behaviour, safety etc). These conditions will be fully explained by Defence Air Movements personnel prior to travel.

Public transport

30. Public transport may include commercial air, coach and rail. A full transport schedule including times, passenger numbers and locations, is to be compiled by the coordinating unit and included in the [CEA](#) Activity Approval Process. Where the unit is requesting the transport at Commonwealth expense, requirements are also to be identified in the Activity Support Request (ASR) for AFLO action.

31. **Escorts.** The Activity OIC is to consider on a case-by-case basis whether an adult supervisor should accompany cadets on public transport. (for example, CWOFFs may not require an adult escort, while junior cadets attending a GST will). The cadet's safety and escort requirements are to be considered with the [RAMP](#). If the decision maker deems it appropriate for cadets to travel unescorted:

- a. the cadet(s) and their [guardian](#)(s) must be thoroughly briefed on the transport plan and provide informed consent
- b. the cadet(s) must be met at the transport terminal by a responsible adult
- c. the Wing OC and [OIC Activity](#) must ensure as far as reasonably practical that there is adequate adult supervision available at transit points where a cadet travelling unescorted is required to transfer modes (eg bus to rail or from bus to another bus).

Linked Documents:

- A. [YOUTH POLMAN Chapter 2 – ADF Cadets use of Defence Vehicles](#)
- B. AAFC Safety Manual [Risk Assessment Management Plan](#)
- C. [Land Vehicle Operating Manual](#)

Appendix:

1. Action to be Taken in the Event of an Incident

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**APPENDIX 1 TO
ANNEX G TO
AAFC SI(OPS)01-01**

ACTION TO BE TAKEN IN THE EVENT OF AN INCIDENT⁶

- ☐ **Stop** your vehicle and dismount.
- ☐ **Carry** out the DRSABC principles if required.
- ☐ **Assist** any injured party. Do not move any injured person as this may complicate the injuries. Only in the case where further injury is likely due to fire, gas, explosion, drowning, etc should an injured person be moved. Call an ambulance if required.
- ☐ **Move** your vehicle to a safe position only if is essential to make the incident site safe or to minimise risk of a further incident otherwise leave it where it is.
- ☐ **Report** the accident to your Unit (Chain of Command, Duty Officer or Transport Manager/Road Movements Officer/Road Safety Officer) and the National Claims Centre (NCC) on 1800 006 084 (to obtain the Unit report number *). In addition, report directly to the Civilian Police, in any of the following situations:
 - in the event of death or injury.
 - In the event that vehicle, livestock and/or property is damaged and/or injured, and the owner is not present.
 - when the accident is deemed reportable under State or Territory road law.
- ☐ **Comply** with any direction given by either civilian police or MP. Instances of police directed assistance must be reported to the Unit chain of command, including the Duty Officer and TM/RMO and/or RSO.
- ☐ **Exchange** names, addresses (Unit), vehicle registration numbers and insurance company details with the other driver(s) or involved parties. In the event the incident results in damage to a third parties property / vehicle, or is likely to give rise to a liability claim against Defence, the third party is to be advised to contact the Defence Insurance Office (DIO) on 1800 990 900 or email definsurance@defence.gov.au for questions relating to Defence's insurer and/or Comcover. Do not provide your personal phone number.
- ☐ **Part one** (*Questions 1 - 25*) of the Vehicle Accident Report should be obtained prior to leaving the accident site or from any police officer that attends the scene of the accident.
- ☐ **Photos.** Take photos of the incident site where possible.
- ☐ **Additional information** required upon submission. Copies of: civilian and military drivers licence, AC795, ROA (if applicable) and photograph of vehicle and or property damage
- ☐ **Liability** for the accident is not to be admitted nor is any statement to be made regarding payment of compensation or repair by the Commonwealth.
- ☐ **Recovery** of the military vehicle is not to be undertaken by any civilian agency unless directed to do so by civilian police or the agency is an approved Contractor in accordance with Joint Logistics Command managed National Vehicle Recovery Plan (NVRP)

⁶ Reference: [AC626](#) Vehicle Accident/Incident Report

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ANNEX H TO
AAFC SI(OPS)01-01

REMOVAL OF A CADET FROM AN ACTIVITY

1. Sending a cadet home from a course or camp should be considered only after reasonable action have been taken by [adult supervisors](#) to assist the cadet to maintain their position in the activity. Reasons why a cadet may be sent home from an activity include:
 - a. the cadet may exhibit repeated behavioural shortcomings, thus affecting the outcomes of the activity
 - b. the cadet has been injured or taken ill and cannot complete the activity
 - c. safety or legal reasons that may adversely affect the cadet or others
 - d. the cadet has requested, for personal reasons, to be sent home from the activity.
2. **Early intervention.** Where a cadet is not coping with the activity or displaying behavioural problems, [Adult Supervisors](#) are to intervene as early as possible and offer feedback, guidance and support (including remedial training) to assist the cadet to achieve the required standard. Cadets who feel that they are having any problem during an activity are to be encouraged to:
 - a. come forward and discuss their concerns with their [Adult Supervisor](#)
 - b. realise that admitting to having problems is not a weakness rather it displays strength of character
 - c. know that adult supervisors are there to assist cadets complete the activity wherever possible.
3. **Considerations.** If, following feedback, guidance and support, there is no improvement in a cadet's performance, decision makers may deem it in the best interests of the cadet and the activity to remove the cadet from the activity. Before the decision is made:
 - a. it must be evident to the decision makers that the cadet will not gain any benefit from further attendance at the activity
 - b. the judgement is to be balanced with the welfare of the cadet and other members of the activity
 - c. all discussions and proposed outcomes are to be accurately documented
 - d. the cadet is to be permitted to withdraw from the activity at his/her own request rather than being 'sent home'
 - e. if the Officer-In-Charge Activity ([OIC Activity](#)) is not the Cadet's Commanding Officer (CO), the OIC Activity or authorised delegate, is to contact the cadet's CO for background information, discuss options and to ensure ongoing support is arranged for the cadet

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- f. the [OIC activity](#) is to contact the OC of the cadet's WG to seek approval to remove the cadet from the activity
 - g. the [OIC Activity](#) or authorised delegate, is to advise the cadet's [guardian](#) as soon as it is evident that the cadet may be withdrawn from the activity. If the cadet is under 18 years of age, the cadet's guardian must be contacted and the matter discussed with them before the cadet is advised of the decision.
4. **Information.** Cadets who are struggling with an activity or who are not conforming to behavioural standards of the AAFC are to be given written advice outlining their underperformance, and provided ample opportunity to correct the problem. Except in circumstances of serious breach of Defence [Youth Safe Code of Conduct \(Youth\)](#) a cadet may be involuntarily withdrawn from an activity only after they have:
- a. been given consistent feedback regarding their performance and the actions required to remedy the situation
 - b. been offered/received remedial support and guidance from their [adult supervisors](#).
 - c. had opportunities to demonstrate their ability to meet the desired standard and correct deficiencies highlighted within a reasonable timeframe
 - d. not demonstrated any significant improvement to indicate that they would be able to satisfy the academic, physical or behavioural requirements of the activity.
5. **Voluntary withdrawal.** Where a cadet voluntarily requests to be withdrawn from course, [OIC Activity](#) is to ensure that no breaches of AAFC behavioural policy ([AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)) have occurred to influence the cadet's request to leave.
6. **Procedural fairness.** If action to remove a cadet from an activity needs to be taken, that action must comply with the principles of procedural fairness which means that:
- a. the cadet should at all times be treated with empathy, respect and dignity
 - b. areas requiring improvement (and the actions necessary) should be documented in writing, then presented to, and discussed with the cadet as clearly and as early as possible
 - c. the cadet is to be advised of issues leading to the decision and provided with copies of relevant documents used to make the decision
 - d. the cadet has time and opportunity to respond to the issues raised.
7. **Misconduct.** Where the cadet is being sent home for alleged misconduct, before the final decision is made the following is required:
- a. shortcomings are to be presented to the cadet in writing and discussed during an interview

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- b. interviews with cadets should be in the company of the cadet's [guardian](#) or a person elected by the guardian to support the cadet (essential for cadets under 18 years of age)
 - c. the cadet must be given the opportunity to be heard—time to consider and respond to allegations (including opportunity to privately discuss with their support person).
8. **Approval to remove a cadet from an activity.** The OC of the Wing where the activity is being undertaken is the approval authority to remove a cadet from an activity. Where cadets are attending an activity conducted at another wing, the OC of the cadet's home Wing is to be consulted. This will permit a review of, and support the [OIC Activity](#)'s decision and ensure impartiality, procedural fairness, and consistency. The OIC Activity is to forward their recommendation and all supporting documentation requesting the removal the cadet to OC for review and final decision. Upon OC approval, normal travel requirements apply for the return of the cadet.
9. **Transport home for cadets leaving an activity early.** Where the cadet leaves an activity early at their guardian's request, the guardian is responsible for the cadet's return home. Where a cadet is removed from an activity for other reasons, the OIC Activity, the cadet's OC and AFLO are to coordinate the means of travel, taking into account the cadet's welfare and safety.
10. **Ongoing support.** Cadets who have been removed from an activity will require ongoing support from their units. Consequently:
- a. unit supervisors are to monitor the cadet after their return from the activity and provide support as required
 - b. the cadet is to be encouraged and permitted to attend future similar activities when the opportunity arises.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-01—YOUTH PROTECTION

YOUTH PROTECTION	
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AAFC SI(PERS) 01-01—YOUTH PROTECTION

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1.01	04 Aug 21	Added YOUTHSafe training requirements table (new para 18)
1.02	04 Jan 22	Editorial amendment—Review date reflects biennial review table
1.03	20 Apr 23	Terminology changed throughout to be consistent with the Defence Youth Protection Awareness course.
1.04	17 Sep 24	1. Amended document authority titles. 2. Incorporated reference to EAP-Youth (para 36).

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AAFC SI(PERS) 01-01—YOUTH PROTECTION

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AAFC SI(PERS) 01-01

INTRODUCTION

1. A youth safety incident is any non-routine event or occurrence that may have an adverse effect on a minor. Defence and AAFC policy dictates that [all personnel](#) must take reasonable action to prevent and where required, report suspected child safety incidents and engage [guardians](#) of cadets under the age of 18 in administrative issues concerning their child.

AIM

2. The aim of this SI is to complement the requirements of ADF Cadets Youth Policy manual.

AUTHORITY

3. The authority for this SI is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in AAFC operations or activities. AAFC must not investigate incidents of reported child abuse by guardians, or other serious offences—these incidents must be immediately reported to, and managed by, civilian police and authorised child welfare workers.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

YOUTH POLICY MANUAL

6. Defence Head Joint Support Services Division/Commander ADF Cadets has specified the appropriate and ethical requirements in regard to child protection in the ADF Youth Policy manual ([YOUTHPOLMAN](#)). [Adult supervisors](#) should familiarise themselves with the [YOUTHPOLMAN Youth Safe Resources](#).

ROLES AND RESPONSIBILITIES

7. The safety of young people is to be the primary responsibility of [all personnel](#). Inaction to prevent or adequately manage a child safety incident is a breach of the [Defence Youth Safe Code of Conduct \(Adult\)](#) and may be a breach of civil law.

8. **Unit Supervisors.** [Unit Supervisors](#) are to assess and manage youth safety risks within their unit including:

- a. ensuring [adult supervisors](#) and service providers are fit to satisfy their [duty of care](#) to cadets
- b. informing [members](#) and [guardians](#) of AAFC child safety processes and requirements, support and agency contacts.

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9. **Adult Supervisors.** [Adult Supervisor](#)s must:
- a. satisfy police and other suitability checks before working with young people
 - b. comply with relevant legislative, Defence and ADF Cadets requirements for youth safety
 - c. undertake all Defence/AAFC youth safety training as required by DGCADETS-AF and be familiar with [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
 - d. maintain their [duty of care](#) responsibilities for the safety of cadets (including training, personal fitness and requirements specific to their position)
 - e. understand, sign and comply with the [Defence Youth Safe Code of Conduct \(Adult\)](#)
 - f. report all youth safety incidents to the AAFC [supervisory chain](#) and, where required, to civil authorities (see para 20 onwards)
 - g. report to their supervisor if they are or could be involved in any activity that may cause harm to any person including imposed protection orders or restrictions and act in accordance with [YOUTHPOLMAN Part 2—ADF Cadets Protection Orders](#).

Adult/cadet relationships

10. [Adult supervisors](#) who work unsupervised with cadets must have satisfied the youth safety and child protection requirements in [AAFC \(SI\) PERS 01-02—Conditions of Membership—OOC and IOC](#) and undertake ongoing screening and training as directed by DGCADETS-AF.
11. Sexual interaction between an adult and a person under the age of consent is a criminal offence. [YOUTHPOLMAN Pt 1, Sect 6, Ch 1, Age of Consent and Special Care Provisions](#), provides Defence policy for relationships with minors. Within Defence, no sexual relationship with a person under 18 years old is permitted and ADF members and ADF Cadet Adults **must not** engage sexually or intimately with any ADF Cadet Youth.
12. [Adult supervisors](#) are deemed to have a [special care](#) relationship towards cadets. Consequently, any interactions outside normal cadet operations, (personal visits, texting, email, Facebook etc) between an adult supervisor and a cadet, irrespective of whether or not the cadet is over the age of consent, is prohibited. Where a breach of this policy is reported, the adult supervisor is to immediately:
- a. [suspend](#) the adult concerned
 - b. advise [NATHQ](#) IAW [AAFC SI\(ADMIN\) 09-06—Incident Reporting](#).
13. The only exceptions to para 12 are where a family relationship exists (parent/child, sibling etc.) and legitimate AAFC communications via the [CEA](#) email. Where a family relationship exists, the adult must advise their [unit supervisor](#) of the relationship.

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COMMUNICATION AND TRAINING

14. Youth Safety policies and procedures must be communicated to cadets and [guardians](#) in language that is appropriate to the cadets and the wider community. [Unit supervisors](#) are to:
- inform cadets about AAFC self-protection processes
 - have in place processes that allow cadets to feel safe to report concerns without fear of retaliation and knowing their concerns will be heard
 - inform cadets and guardians at recruit information meetings (and other opportunities) of AAFC policies and procedures for youth safety
 - conduct formal annual behaviour and youth safety briefs for all [AAFC personnel](#) and outline expectations at the beginning of all non-parade night activities.
15. **Guardians.** AAFC (via unit supervisors or other delegated person) will engage with [guardians](#) for administrative (including complaints made by or against a cadet) or for health reasons. Where a cadet is to be interviewed for administrative purposes, a guardian or their authorised delegate must be present at the interview. A guardian does not need to be present for a cadet to be counselled, except where the counselling is the result of a serious matter, and the attendance of the guardian is warranted.
16. **AAFC Activities.** [Guardians](#) will be advised of approved activities their child can attend outside normal parade nights via the [CEA](#) and related Activity Joining Instructions. Activities not listed in CEA are not AAFC approved or managed activities and will not be covered for compensation or rehabilitation and will not have AAFC adult supervision.
17. **Supervisory chain.** [Adult Supervisors](#) are to practice open communication with their [supervisory chain](#) and with cadets, to ensure that cadets feel confident they can approach an Adult Supervisor with any concerns.
18. **Compliance.** Participants are required to complete the relevant Defence Youth Protection training package within the required timeframe (Table 1 below refers). Participants in the Cadet programs may attend parade nights/other activities to enable completion of this training. Failure to complete this training will exclude adults from participation in ADF Cadets activities.

Table 1—Youth Protection Training Requirements

DYP TRNG LVL	Applies to:	Prerequisite	When	Expiry Period
L1- Awareness	Adults	None	60 days from date of appt	3 yrs
L2- Practitioner	Adults	L1	60 days from date of appt	3 yrs
L3- Leader	Adults	L1	60 days from date of appt	3 yrs

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AAFC SI(PERS) 01-01

DYP TRNG LVL	Applies to:	Prerequisite	When	Expiry
L6- Youth (under 18)	Cadets	None	60 days from date of acceptance	3 yrs
L6- Youth (18 & over)	Cadets	None	Prior to 18 th Birthday	3 yrs

Reference: [YOUTHPOLMAN Pt1, S5, Ch1, para 5.1.11](#)

Attribution of blame

19. The adult in an inappropriate relationship carries the responsibility for that relationship and cadets are not to be considered at fault. [Adult supervisors](#) managing allegations of inappropriate relationships between adults and cadets or child abuse must ensure the cadet is made aware that they are not to blame, and that the cadet, their guardians and other affected persons are to be offered appropriate support.

Incident recording

20. Any incidents or complaint of inappropriate behaviour are to be recorded in accordance with [AAFC SI\(ADMIN\) 09-06—Incident Recording](#).

MANDATORY REPORTING

21. Mandatory reporting is the legislative requirement imposed on AAFC adult personnel to report suspected cases of child abuse (including neglect) to government authorities. As a minimum, AAFC [personnel](#) must report alleged or suspected child abuse when the person has:

- a. received a disclosure improper behaviour from or about a cadet
- b. witnessed a youth safety incident
- c. a suspicion or reasonable belief that a young person is at risk of harm.

22. Youth safety is managed under State/Territory jurisdiction and conditions may differ across the country. [YOUTHPOLMAN Pt 1, Sect 3, Ch 3, Guide 3](#) provides information associated with external-to-Defence incident reporting, including contact details for each Australian state and territory.¹ [Unit supervisors](#) are to ensure current youth safety contact and reporting details for their state/territory are promulgated on unit WHS notice boards.

Reasonable suspicion

23. [Adult supervisors](#) are not to decide what is or is not child abuse. Any reasonable suspicion of child abuse must be reported. 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

¹ Additional information and advice may also be available from the Australian Government '[Reporting child abuse and neglect—Information for service providers](#)' website.

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young person's physical, physiological or emotional wellbeing has been, is being or may be jeopardised.

24. Proof is not required before reporting a reasonable suspicion of child abuse. Reasonable grounds for suspicion depends on the circumstances at the time of the incident and available information which presents at the time of reporting.

Reporting

25. Where an [adult supervisor](#) becomes aware of or suspects child abuse, or, if there are reasonable grounds to suspect a cadet's safety is at risk, the supervisor must immediately:

- a. report the matter to the relevant State or Territory child protection authority
- b. advise parents/guardians if the cadet is under 18 years of age (if disclosure does not place the cadet at risk)
- c. report the incident to the local civilian police
- d. report the incident and subsequent actions to [NATHQ](#) through the [supervisory chain](#) (unless the complaint is against a supervisor, when reporting should be taken to the next level)
- e. support the cadet and assure them that they are not to blame.

26. **Information.** When making a report the following information, if known, should be provided to child protection authorities and/or the police:

- a. name, age and address of child concerned
- b. current location of child
- c. date and time of incident(s) concerned
- d. the nature and type of suspected abuse.

27. A cadet's desire that no action be taken does not override the requirement for mandatory reporting. No person is to interfere with, prevent or overrule [adult supervisors](#) who are obliged to make a mandatory report. Adult supervisors are, however, required to inform their [supervisory chain](#) that they have or intend to make a report to civilian authorities.

28. **Supervisory chain.** [NATHQ](#) will report substantiated offences to the Australian Defence Force Investigative Service (ADFIS) in accordance with Defence guidelines.

29. **Guardian.** Where a cadet is involved in a youth safety incident, the cadet's [guardian](#) should be informed (if it is in the cadet's best interest—otherwise leave it to child care professionals). Where appropriate, the cadet's guardian or another adult person approved by the cadet's guardian and acceptable to the cadet should be present for any administrative interviews.

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Investigation and confidentiality

30. Investigation into youth safety incidents are the responsibility of civilian state/territory authorities. Once the civil authorities have assumed responsibility for the matter, the AAFC is not to conduct its own investigation or conduct interviews for other than administrative purposes (see [AAFC SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#)).

31. All personnel are to note that unauthorised discussion or interference may jeopardise police investigations, bring unwarranted disrepute to personnel allegedly involved, and/or endanger the welfare of or embarrass the child making the allegation.

32. DGCADETS-AF (or delegate) will ~~stand down~~ [suspend](#) a person allegedly involved with child abuse or associated incidents. [Suspension](#) of a person is not a sanction, rather it is an administrative precaution applied pending the outcome of an inquiry.

SUPPORT

33. **Internal support.** In the case of an allegation of or an incident concerning a cadet, [adult supervisors](#) must:

- a. take all reasonably practicable steps to safeguard anyone in immediate danger
- b. support the cadet but do not attempt to seek resolution (leave it to the professionals)
- c. respect, as far as possible, the privacy of all persons involved in the allegation/incident(s) and do not discuss with other than relevant personnel (including civilian authorities and the AAFC [supervisory chain](#)).

34. **Child protection authorities.** The [Reporting child abuse and neglect—information for service providers](#) website provides information for each state and territory. Relevant local details should be readily available (eg on unit WHS notice board, in unit standing instructions) to all personnel.

35. **Sexual Misconduct Prevention and Response Office (SeMPRO).** SeMPRO provides support, advice and guidance to Defence personnel and to those supporting victims of a sexual offence or other forms of sexual misconduct. This service is open to all members of the ADF Cadets. SeMPRO is staffed 24 hours a day, seven days a week by mental health professionals. Initial contact can be made by calling 1800 SeMPRO (1800 736 776).

36. **Employee Assistance Program.** Defence also provides professional support to ADF Cadet personnel and their immediate family through the Employee Assistance Program (EAP), which includes the EAP-Youth line. Members and their immediate families involved in Youth Safety incidents are to be encouraged to avail themselves of the support offered by Defence through the EAP. The EAP numbers are:

- a. EAP main line is **1300 687 327**
- b. EAP-Youth line is **1300 687 399**.

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MONITOR AND REVIEW

37. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [ADF Youth Policy Manual](#)
- B. [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- C. [SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#)
- D. [AAFC SI\(ADMIN\) 09-06—Incident Recording](#)
- E. [AAFC SI\(ADMIN\) 13-01—Public Communications and Use of Social Media](#)
- F. [Reporting child abuse and neglect—information for service providers](#)

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 03-01—AAFC TRAINING PROCESSES

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1.02	15 Jun 22	Amend BPO and refs to DDLIS to SO2LS (where appropriate)

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AAFC SI(PERS) 03-01—AAFC TRAINING PROCESSES

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AAFC SI(PERS) 03-01

INTRODUCTION

1. AAFC training is conducted to meet the youth development objectives outlined in the [ADF Youth Policy Manual \(YOUTHPOLMAN\)](#) and [AAFC Youth Engagement Policy and AAFC Values \(SI ADMIN 04-01\)](#). All AAFC training is to be conducted in accordance with the following principles:
 - a. The safety and wellbeing of all [personnel](#) is to be a primary consideration during AAFC training. [Adult supervisors](#) are to ensure that training is conducted in a safe environment, in a positive manner and with constructive feedback to trainees.
 - b. The intent of training delivered to cadets and adult supervisors is to develop their knowledge of and interest in youth development, aerospace and the Air Force. Adult training is designed to enable adult supervisors to carry out their responsibilities and [duty of care](#) to all personnel.
 - c. Training is to be designed to be interesting, progressive and challenging. Training is to be practical rather than theoretical, where this can be achieved.
 - d. Training is to be conducted in accordance with approved training packages published in the AAFC Resource Centre.
 - e. Instructors/facilitators are to maintain currency in their subject specialties and make the best use of the training environment available to them.
 - f. Senior cadets, should be actively engaged in the delivery of approved training within their units.

AIM

2. The aim of this instruction is to provide guidelines for AAFC training programs.

AUTHORITY

3. The authority for this SI is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to all personnel while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

AAFC TRAINING MANAGEMENT SYSTEM

6. The AAFC Training Management System (TMS) comprises of several elements designed for the administration, documentation, and reporting of all training and training related activities. The TMS allows for compliance confirmation with JSSD and Air Force

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training and governance requirements. In addition, the assurance that is provided by the TMS, along with AAFC adherence to the ADF Systems Approach to Defence Learning (SADL), allows for AAFC training participants to seek endorsement of accomplishments at state or national level educational institutions.

7. The SADL provides a systematic approach for the governance and management of AAFC training. It consists of five key interrelated training phases of Analyse, Design, Develop, Implement and Evaluate. These SADL phases (see also AAFC [Manual of Learning Management](#)) and the relevant training authorities are:

- a. **Analyse phase.** This phase identifies the need for training and defines it to meet current and emerging AAFC performance requirements. DGCADETS-AF is the Analysis Authority for all AAFC training.
- b. **Design phase.** This phase is to plan and create learning solutions in to meet the training requirements identified during the analysis phase. The output of this phase is a training package detailing learning outcomes, instructional method, media and major resource requirements. Deputy DGCADETS-AF (DDGCADETS-AF) is the Design Authority for all AAFC adult training. CDR-AAFC is the Design Authority for AAFC cadet training.
- c. **Develop phase.** This phase is to develop the supporting courseware for the training package. The outputs of this phase are instructor guides, learner guides, assessment instruments and other supporting materials. Staff Officer 2 Learning Systems (SO2LS) is the Development Authority for all AAFC training.
- d. **Implement phase.** This phase is where training sessions are delivered, assessed, managed and administered IAW approved training packages. Session feedback and subject reviews are to be conducted during this phase. AAFC [adult supervisors](#) identified in the training package are the Implementation Authority for that training.
- e. **Evaluate phase.** This phase consists of internal or external training evaluation to determine the relevance, efficiency and efficacy of the training. DGCADETS-AF is the Evaluation Authority for all AAFC training.

Roles and responsibilities

8. The [AAFC Manual of Learning Management](#) outlines the roles and responsibilities of personnel involved in AAFC training delivery. Annex A to [AAFC SI\(OPS\) 01-01—Activity Management](#) outlines the generic roles and responsibilities for all personnel involved in AAFC Activities.

Curriculum/Training Packages

9. AAFC training is to be delivered by competent instructors in a way that will stimulate the students and ensure an enjoyable training experience. All AAFC training is to be delivered in accordance with AAFC training Resources/training packages available in the AAFC Resource Centre. Authorised personnel may access [squadron training resources](#) in the AAFC Resource Centre. Training delivery is described in in the [AAFC Learning Systems Portal](#).

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Training systems and records

10. The AAFC Intranet (including the [Cadet Enterprise Application](#) (CEA)) is the only site/location authorised to store AAFC personnel training records. Training resources (training artefacts, presentations, videos, guides and other training related documents) developed specifically for the AAFC must only be hosted and published through internet domains authorised by DDLIS. The current approved domains are:

- a. cadetnet.gov.au
- b. airforcecadets.gov.au
- c. airforcadets.net.au
- d. airforcecadets.zoom.us

11. Other domains may be authorised by DDLIS for use in the production and development of resources. These development domains are not to be used to host or publish final content.

12. DDLIS may authorise the use of other public accessible domains in support of training such as LinkedIn.

Training audits

13. Training audits are to be carried out as directed by and under the authority of SO2LS. Training audits are to be carried out at unit levels and on major detachments to ensure:

- a. adherence to the policies and procedures outlined in AAFC Orders, Instructions and Publications (OIP)
- b. consistency in cadet/adult training and experience
- c. best use of available resources
- d. [adult supervisors](#) are aware of, and competent in, their [duty of care](#) requirements.

14. Audits are to be conducted noting the requirements of [AAFC SI \(ADMIN\) 08-01—Records and Document Management](#) and [AAFC SI\(ADMIN\) 08-02—Privacy and Information Disclosure](#). When conducting audits, authorised personnel may have access to:

- a. relevant parts of adult supervisors personal files
- b. adult and cadet training evidence, logs and portfolios
- c. WG/SQN administration and ground training documentation
- d. all course training records, including assessments and training programs.

15. SO2LS is to provide a report to the Design Authority following each audit and follow up on any corrective action recommended.

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Subject matter experts (SME)

16. A subject matter expert is any member or approved guest lecturer experienced in a specific field or subject that requires specialist knowledge. SMEs should hold qualifications and/or experience at or above the level of material they are teaching or assessing.

17. WG SOTs are to maintain a list of recommended SMEs within their WG who are registered to assist with specialised training or assessment. This list is to be authorised by SO2LS.

18. **Guest lecturers.** Guest lecturers are subject matter experts (SME) who may be engaged by AAFC to perform training or assessment on a limited basis. Guest lecturers are not subject to the same vetting requirements as OOC/IOC or DAH and are to be supervised by an OOC or IOC at all times while in contact with cadets.

Recognition of prior learning

19. Wherever practicable, the existing knowledge and skills of AAFC members are to be taken into account, and supervisors are to ensure that members are aware that RPL provisions may be applied as outlined in the [AAFC Manual of Learning Management](#) (MoLM).

MONITOR AND REVIEW

20. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [YOUTHPOLMAN](#)
- B. [AAFC Manual of Learning Management](#)

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-02—CONDITIONS OF MEMBERSHIP—INSTRUCTOR OF CADETS AND OFFICER OF CADETS

CONDITIONS OF MEMBERSHIP—INSTRUCTOR OF CADETS AND OFFICER OF CADETS	
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1.01	15 Jul 21	Clarified wording Annex A, paras 3 & 6(g), Annex B, para 8(b).
1.02	16 Sep 21	Amended First Aid requirements & added UAL request form.
1.03	04 Jan 22	Editorial amendment–Review date reflects biennial review table
1.04	20 Jul 23	1. Minor amendment to wording for uniform at private functions 2. Added specific instruction WRT Protection Orders 3. Amended IMT training guidance 4. Added posting compliance requirement 5. Amended leave administration policy – Annex E 6. Minor editorial changes throughout.
1.05	11 Nov 24	1. Amended document authority titles. 2. Inserted policy IRT 5 yearly requirement for national police checks throughout and Annex C, paras 13-16. 3. Minor amendment to limited tenure selection process, Annex D, paras 9-14 refer. 4. Minor editorial changes throughout.

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**AAFC SI(PERS) 01-02—CONDITIONS OF MEMBERSHIP—INSTRUCTOR OF
CADETS AND OFFICER OF CADETS**

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AAFC SI(PERS) 01-02

INTRODUCTION

1. An adult person may volunteer to become a member of the Australian Air Force Cadets (AAFC) and be accepted as an [Officer of Cadets \(OOC\)](#) or [Instructor of Cadets \(IOC\)](#) by applying to the Chief of Air Force (CAF) through their local AAFC unit.
2. To become a member of the AAFC, the volunteer must satisfy AAFC and Defence suitability requirements. To remain an [OOC](#) or [IOC](#) the member must undertake ongoing personal development and initial and periodic suitability checks.

AIM

3. The aim of this instruction is to define the requirements for acceptance as, and ongoing conditions of service for an [OOC](#) or [IOC](#) in the AAFC.

AUTHORITY

4. The authority for this instruction is Director-General Cadets - Air Force (DGCADETS-AF).

SCOPE

5. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

6. Policy definitions are detailed in [AAFC Definitions](#).

CONDITIONS OF MEMBERSHIP

Eligibility

7. **Authorities.** Only [decision-makers](#) who are identified in [Annex A](#) to [AAFC SI\(ADMIN\) 05-01—Positions and Responsibilities](#) or identified in this SI are to make recommendations and decisions in relation to acceptance of and conditions of service for [OOC](#) and [IOC](#).
8. [OOC](#) and [IOC](#) are subject to ADF Cadets and relevant Defence rules and regulations while on AAFC activities or when administering or representing the AAFC. OOC and IOC must comply with relevant [AAFC Orders, Instructions and Publications \(OIP\)](#) and ADF and statutory youth safety requirements to uphold their [duty of care](#) to all personnel.
9. [Annex A](#) details the conditions for acceptance of a person as an OOC or IOC.

National policy checks

10. People wishing to become volunteers in the AAFC will be required to undergo a national police check (NPC) as part of the application process, and every five years thereafter.

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Status and relationship of OOC/IOC

11. Acceptance as a volunteer OOC or IOC does not make that person a member of the [ADF](#) and no contract of employment exists between an AAFC member and the Commonwealth.

12. While [AAFC members](#) are not ADF members, for the purposes of Work Health and Safety (WHS), OOC and IOC are subject to the following Acts:

- a. The Military Rehabilitation and Compensation Act 2004 (MRCA). This is administered by the Department of Veteran's Affairs (DVA) see [AAFC Safety Manual - Chapter 22 - Rehabilitation and Compensation](#).
- b. The Safety Rehabilitation and Compensation Act 1988, also administered by DVA, provides similar coverage for harm incurred prior to 01 July 04.
- c. Work Health and Safety Act 2011—OOC/IOC are defined as workers under section 7 of the WHS Act 2011(Cth), and therefore are subject to legal duties outlined in section 28 of the Act. As a condition of service, all OOC/IOC must:
 - (1) take reasonable care for their own health and safety
 - (2) take reasonable care that their actions (including lack of actions) do not adversely affect the health and safety of others
 - (3) comply, so far as they are reasonably able, with any reasonable instruction given to them by Defence, Air Force and their supervisory chain
 - (4) co-operate with any reasonable policy or procedure of Defence, Air Force and the AAFC relating to health or safety at the workplace, that they have been notified or informed of.

13. **Privacy.** AAFC members are subject to the Privacy Act 1988 and may be held responsible where, while acting in the course of their duties, the OOC/IOC acts contrary to the Act (see [AAFC SI\(ADMIN\) 08-02—Privacy and Information Disclosure](#)).

14. **Representation.** While on approved activities, OOC and IOC wear uniforms supplied by Defence and use a rank structure similar to Air Force. OOC/IOC must not represent themselves as an ADF member at any time. [AAFC members](#) must adhere to the following:

- a. Uniform is to be worn when only when on AAFC duty and/or participating in AAFC activities. On all other occasions (eg private functions) the OOC/IOC must have specific approval from Director Ground Operations (DGNDOPS) or delegate to wear the AAFC uniform. Applications should be made via the member's supervisory chain to DGNDOPS¹

¹ AAFC personnel are only covered for rehabilitation and compensation under the MRCA when travelling to and from and when participating in approved AAFC activities.

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- b. Always use the suffix (AAFC) after their rank and/or position title.
 - c. Unless specifically authorised, AAFC members are not to participate in any media or electronic or other communications that may imply they are representing, writing, or speaking on behalf of the Air Force/Defence (See [AAFC SI\(ADMIN\) 13-01—AAFC Public Communications and Social Media](#)).
15. **Service protocols.** AAFC members are to pay normal Service compliments to senior AAFC and ADF members. ADF members are not required to salute AAFC [OOC](#) but common courtesies should prevail and ADF members may pay appropriate compliments at AAFC activities.
16. **Privileges.** While on AAFC duty, OOC/IOC may be invited to attend ADF messes and clubs relative to their AAFC rank and operate in accordance with local mess/club rules.

Rank and promotion

17. [Annex B](#) explains the AAFC rank and promotion processes applicable to IOC up to and including the rank of Flight Sergeant (AAFC) and OOC up to and including the rank of Flight Lieutenant (AAFC).

Posting and transfers

18. OOC/IOC may be required to rotate positions and/or wear rank appropriate to the position to benefit themselves and the AAFC. [Annex C](#) outlines the conditions for rotations in positions. [Annex D](#) outlines the conditions for limited tenure senior appointments.

Attendance and Absences

19. [Annex E](#) outlines the conditions of service regarding attendance and absences.

Conflict of Interest

20. A member must not remain a volunteer with the AAFC where an evident or perceived conflict of interest exists (eg primary employment is against AAFC principles, or an owner of a company which is a supplier to the AAFC).

OOC/IOC as an elected Commonwealth Official

21. Where an OOC/IOC intends to nominate as a candidate for Commonwealth Office, the IOC/OOC may request to be to have their acceptance in the AAFC cancelled or take an extended absence before nominating as a candidate.
22. There is no requirement for an elected Commonwealth Official to be excluded from participation in the AAFC, however, OOC/IOC who are candidates for Commonwealth Office, or are elected to a Commonwealth Office, are not obliged to take an absence or separate from the AAFC but must:
- a. advise the CDR-AAFC of their intent through their supervisory chain

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- b. not use their association with the AAFC for political gain or allow their political activities to interfere with, or influence AAFC activities or personnel
- c. must ensure there is no real or perceived conflict of interest associated with their involvement in the AAFC.

23. If elected to a Commonwealth Office, any absence or separation requested is to remain in place while the OOC/IOC holds the Office. If an absence or separation has been requested in association with holding a Commonwealth Office, the OOC/IOC is to apply to be reaccepted in the AAFC (within 90 days after the declaration of the poll), and the OOC/IOC is to be accepted back under the conditions that prevailed before separation.

Court orders

24. AAFC personnel who are the subject of a court proceeding (including protection order or civil action) that may affect their association with the AAFC must advise their [unit supervisor](#) as part of their membership acceptance process or before attending the next AAFC activity (if already a member). Details should include the:

- a. circumstances which prompted the order/action
- b. duration and conditions of an order/action
- c. impact of order/action on the person's association with the AAFC.

25. Unit supervisors who become aware of a member becoming the subject of a Protection Order, are to:

- a. conduct risk assessment and manage the matter in accordance with the [YOUTHPOLMAN, Pt 2, Sect 2, Ch 3](#).
- b. review the member's access to personal information on the CEA and, if appropriate, restrict the member's access to CEA.

26. DGCADETS-AF or delegate is the [decision-maker](#) to allow or disallow a member's continued participation at AAFC activities. When a member provides advice of a court action or order the following considerations apply:

- a. The unit supervisor and the next higher HQ is to jointly assess any impact on the unit, and advise NATHQ, providing relevant information and recommendations regarding ongoing attendance at the unit.
- b. Where it is determined that the member's continued attendance may adversely impact a unit, the member is to [stand aside](#) until advised otherwise by NATHQ.

Separation from the AAFC

27. A member may be separated from the AAFC at his or her own request or because of administrative action. [Annex A](#) outlines the conditions where a member may have their acceptance as a volunteer in the AAFC cancelled.

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MONITOR AND REVIEW

28. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in Annex E to [AAFC SI\(ADMIN\) 06-01](#).

Linked Documents:

- A. YOUTHPOLMAN Part 1—[ADF Cadets Youth Safety](#)
- B. YOUTHPOLMAN Part 2—[ADF Cadets Adult Membership Management](#)
- C. YOUTHPOLMAN Part 2—[ADF Cadets ADF Cadets Adult Behaviour](#)
- D. YOUTHPOLMAN Part 2—[ADF Cadets ADF Cadets Protection Orders](#)
- E. YOUTHPOLMAN Part 2—[ADF Cadets Member Health Management](#)
- F. [AAFC SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#)
- G. [AAFC SI\(FIN\) 01-01—Financial Management](#)
- H. [AAFC Safety Manual](#)

Annexes:

- A. [Acceptance as an OOC or IOC](#)
- B. [OOO and IOC Rank and Promotion](#)
- C. [Postings and Transfers](#)
- D. [Limited Tenure Assignments](#)
- E. [Attendance and Absence](#)

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**ANNEX A TO
AAFC SI(PERS) 01-02**

ACCEPTANCE AS AN OFFICER OR INSTRUCTOR OF CADETS

SUITABILITY TO WORK WITH MINORS

1. Only persons deemed suitable to work with young people will be recommended for acceptance as an [OOC](#) or [IOC](#). Applicants are not permitted to attend AAFC activities or work with cadets until approved by a [decision-maker](#) to be registered as an OOC or IOC.
2. To be deemed suitable to supervise and work with minors, an applicant must:
 - a. satisfy the recruitment processes listed in the Cadet Enterprise Application ([CEA](#)) including Working with Children and national police checks
 - b. complete Defence Youth Safety Training as directed by NATHQ
 - c. agree to comply with [ADF Cadets Adult Code of Practice](#)
 - d. have experience in and/or be committed to youth leadership.

Application

3. When a person volunteers to work with the AAFC they are usually registered as a [Defence Approved Helper \(DAH\)](#), are allocated to an AAFC [unit](#) and granted [Cadet Enterprise Application \(CEA\)](#) access. A six month management period is assigned for the DAH to complete the induction process and to gain an understanding of the AAFC before applying to become an [OOC](#) or [IOC](#). However, this period may be reduced and a DAH may apply to become an OOC or IOC after completion of the induction process and a favourable recommendation by their Supervisor or Commanding Officer.
4. Wing recruitment staff are to assist applicants in uploading required information into CEA. Once the information is submitted, NATHQ will coordinate checks and registration processes.
5. When recommending an applicant, the [unit supervisor](#) and Wing OC must be satisfied and document as part of the interview process that:
 - a. the selection board has tested the applicant's experience outside and within the AAFC
 - b. the applicant's knowledge of AAFC policies, procedures, objectives and methodologies is commensurate with the role into which they may be accepted
 - c. the applicant can devote sufficient time and energy to the role
 - d. the applicant has a genuine interest in youth development
 - e. applicants for [OOC](#) display understanding and commitment to the obligations and expectations of an [OOC](#).

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Documentation

6. The AAFC will collect certain information to ensure volunteers are suitable to work with young people. Personal information is to be handled in accordance with Defence privacy provisions and [AAFC SI\(ADMIN\) 08-02—Privacy and Information Disclosure](#). Applicant information must be uploaded into [CEA](#) and includes:

- a. a certified copy of birth certificate
- b. evidence of Australian citizenship if not born in Australia (or request for waiver)
- c. applicant's permission to conduct police and referee checks
- d. evidence that the applicant is [sufficiently fit](#), (eg AAFC Medical Examination Record, current aviation or ADF medical) or (subject to acceptance) a Statutory Declaration
- e. certified copies of certificates, diplomas, degrees or other relevant experience
- f. referee reports from previous members of ADF and/or ADFC organisations, including former supervisors, regarding the applicant's period of service and suitability to join the AAFC (this will form part of the NATHQ service history check).

Eligibility

7. **Age.** For OOC, the minimum age requirement is 19 years. For [IOC](#), the minimum age requirement is 18 years. There is no maximum age restriction to become a member of the AAFC conditional on a person being able to carry out their duty of care to cadets.

8. **Citizenship.** Applicants must be Australian citizens or have been granted a citizenship waiver by DGCADETS-AF or delegate. To be considered for a citizen waiver, the applicant must have applied to become an Australian citizen and obtain their Australian Citizenship before the expiry of their initial term as an OOC or [IOC](#). Non-Australian applicants must supply:

- a. certified copy of their passport showing their Permanent Residency Visa or, in the case of New Zealand citizens, a Special Category Visa
- b. copy of their application to become an Australian citizen
- c. evidence of their residency in Australia being more than four years or [Non-Australian Citizenship Acknowledgement Form](#).

9. **Assessment.** A selection board is to make a subjective assessment of the applicant's suitability for acceptance as an [OOC](#) or [IOC](#).

10. Applicants for acceptance as [OOC](#) must satisfy an OOC selection board of their capability to be an OOC. The OOC selection board must consist of the WG OC and two other officers, not below SQNLDR(AAFC), who will make a recommendation to DGCADETS-AF or delegate.

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11. **Education.** The minimum educational qualification to be accepted as an [OOC](#) is Australian Year 12 (or equivalent) with passes in English and three other academic subjects or tertiary studies that include at least one year of full-time (or equivalent) written communications type studies. If the applicant is assessed as suitable, the Wing Officer Commanding, in consultation with the Wing Air Force Liaison Officer (AFLO), may request an education waiver from DGCADETS-AF or delegate.

12. **First Aid certificate.** CB-AF will fund required first aid training for [IOC](#) and OOC. Applicants must be willing to obtain, and continue to maintain for the duration of their AAFC service, the national 'Provide First Aid' competency or authorised higher qualification (see [AAFC Safety manual Chapter 20](#)). Should a volunteer fail to obtain² or maintain the 'Provide First Aid' competency, they will be unable to supervise activities and will have their membership in the AAFC reviewed.

13. **Knowledge.** The applicant should possess some knowledge of aviation and/or associated subjects to be able to contribute to AAFC activities commensurate with the position they will hold within the AAFC.

14. **Commitment.** The applicant must be made aware of, and commit to the time requirements of the position (such as major camps, home training and other activities).

15. **Membership of Other Cadet Organisations.** The applicant must not be a current member of the Australian Navy Cadets, the Australian Army Cadets or member of a foreign military or foreign cadet organisation.

16. **Medical fitness.** Applicants must be medically fit and active enough to supervise young people. The applicant must declare any known medical conditions at the time of application in order to assist the [decision-maker](#) determine their suitability for acceptance as an [OOC](#) or [IOC](#) and, if required, undergo a medical examination at their own expense. Current [Medical Examination Record](#) forms are in the AAFC Resource Centre. A sample Health Clearance form is in YOUTHPOLMAN Part 2 [ADF Cadets Member Health Management](#). See also [AAFC SI\(PERS\) 0107 – Medical Fitness](#)

17. **Drugs and prohibited substances.** Volunteers being considered for acceptance as [Adult Supervisors](#), must have their applications rejected if: they admit to habitual [Prohibited Substances](#) involvement (see AAFC [SI\(ADMIN\) 09-02—Prohibited Substances, Alcohol and Tobacco](#)).

Managing Applications

18. The approving [decision-maker](#) must confirm an applicant's acceptance will be of benefit to the AAFC, the wing and the applicant by considering the applicant's:

- a. current Australian criminal records check
- b. character references or other appropriate letter of recommendation

² Successful applicants will be expected to obtain the 'Provide First Aid' competency within the period of their initial training or six months. Or, for applicants with higher qualifications, a waiver may be granted by the National Safety Manager (NSM). Applications for waivers are to be processed via the supervisory chain.

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- c. declaration of good character
- d. conduct record during service in the Australian Defence Force (if applicable)
- e. record of performance and behaviour from previous service in ADF Cadets (if applicable)
- f. suitability and aptitude assessment and, if not already completed, a psychological assessment (see paragraph 21.b.)
- g. evidence to meet the prescribed medical requirements by a registered medical practitioner or completed Health Declaration, as required
- h. commitment to accept training and personal development
- i. suitability to an existing vacancy within the wing.

19. Assessing and approving [decision-makers](#) are to complete the information in [CEA—Managing applications](#). Where an individual is assessed as suitable for acceptance as an [OOC](#) or [IOC](#), they will be accepted as a volunteer in the AAFC under the authority of CAF. Sopers NATHQ who will coordinate the registration process.

POST ACCEPTANCE

20. An applicant must accept the terms of the acceptance offered in their letter of acceptance and acknowledge that no civil contract of employment is created by their being accepted as an [OOC](#) or [IOC](#). Initial registration will be ongoing but subject to a minimum period of 12 months probation and/or any other conditions stated on letter of acceptance.

21. **Probation.** The initial period of acceptance as [OOC](#)/[IOC](#) is conditional on successful completion of a 12 month probation period. Acceptance of a member will remain provisional until the following obligations have been met:

- a. If not already completed as a DAH-CIV, [IOC](#)/[OOC](#) must complete the Initial Mandatory Training (IMT) and Uniform Mandatory Training (UMT) programs within 6 months of acceptance. [OOC](#) are also to complete the Officer Mandatory Training (OMT) program within 9 months of becoming an [OOC](#). [OOC](#)/[IOC](#) who cannot complete these programs within the period and have extenuating circumstances must request approval, through the WG OC, for an extension or be transferred to the Unallotted List (UAL) until they have completed all probation requirements. [OOC](#)/[IOC](#) must also complete and maintain currency in all other mandatory training, (eg AAFC Annual Mandatory WHS Awareness training).
- b. The member is to undergo a psychological assessment to be arranged and managed by WG HQ. The member is to be assessed within the 12-month probation period as suitable or alternatively, if unsuitable, is to be advised by the OC that their acceptance as an [IOC](#)/[OOC](#) will not be confirmed.
- c. The member is to demonstrate their commitment to the AAFC by providing [effective service](#) (para 22). Where a member does not meet this criterion the OC is to include

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details of mitigating circumstances influencing their decision on whether or not to confirm member's acceptance as an [OOC/IOC](#).

- d. The member must have performed the duties of the position to which they are allotted, to the satisfaction of the AAFC.
22. **Effective service.** [IOC](#)s and [OOC](#)s are expected to be able to devote time and energy to the organisation in planning and conducting activities and in maintaining personal standards to satisfy duty of care requirements. The determination of effective service for a member of the AAFC can be measured against the following requirements:
- a. **Time Commitment.** [IOC](#) and [OOC](#) are expected to commit to the time requirements of their posted position. Normal IOC and OOC time commitments generally include at least:
 - (1) completion of minimum 75% of approved activities of their posted unit, which includes school holiday camps and major cadet activities
 - (2) availability for one parade night per school week
 - (3) availability for one weekend activity per school month
 - (4) availability for seven days staff development or continuation training
 - (5) personal time for planning and administration.
 - b. **Checks and training** [IOC](#) and [OOC](#) must undertake and keep current with mandated training, checks, and personal [duty of care](#) requirements to retain their membership in the AAFC. These requirements include:
 - (1) national police checks on acceptance and every five years thereafter or as directed by DGCADETS-AF
 - (2) Working With Children Checks—as appropriate to State or Territory
 - (3) training as directed by DGCADETS-AF (see [AAFC SI\(PERS\) 03-02 Adult Training programs](#))
 - (4) Compliance with [ADF Cadets Adult Code of Conduct](#) Statement.
 - c. other requirements as promulgated in AAFC Orders, Instructions or Publications (OIP).
23. If an [IOC/OOC](#) consistently cannot meet their time commitment or fails to maintain their personal duty of care currency, the member's [unit supervisor](#) is to advise their higher HQ and request the member be posted to the Unallotted List ([UAL](#)) ([Annex C](#)) or recommend a member's acceptance as a volunteer in the AAFC be withdrawn. A member may also request a UAL posting (in accordance with [Annex C, Enclosure 1](#)) where they may temporarily be unable to meet their requirements.

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24. **Change in personal status.** Changes in a members personal circumstances including change of contact details, medical conditions, relationships or other any circumstances, affecting their AAFC service must be reported to the member's [unit supervisor](#) as soon as possible. Members should also regularly monitor and update their personal details in [CEA](#).

WITHDRAWAL OF ACCEPTANCE AS A VOLUNTEER IN THE AAFC

25. The volunteer nature of the arrangement between the AAFC and an [IOC](#) and [OOC](#) means that the arrangement can end, at any time, initiated by either party. Where possible, notice of the end of the arrangement should be given in writing and enough time to ensure the cadet unit and cadets are not impacted.

Retirement

26. There is no compulsory retirement age for [IOCs](#) or [OOCs](#). However, DGCADETS-AF or delegate will determine the ongoing suitability of any person to remain in the AAFC based on their ongoing ability to fulfil the inherent elements of their role as an AAFC member.

27. When separating from the AAFC, a member's acceptance as an [OOC](#) or [IOC](#) is cancelled. Former members are not refer to themselves as 'RANK(AAFC) (Retired)'. In addition, former AAFC members are not to retain or wear AAFC uniform under any circumstance.

Separation at own request

28. An [OOC](#) or [IOC](#) may request (through their supervisory chain) that DGCADETS-AF or delegate cancel their acceptance as an OOC/IOC at any time and for any reason. The effective date will be the date of the decision by DGCADETS-AF or delegate, or a later date if specified in the request.

29. [Unit supervisors](#) are to ensure that a member's request for cancellation of acceptance in the AAFC is not the result of unacceptable behaviour on the part of any person and that the member requesting separation is afforded any necessary assistance.

30. **Withdrawal of separation at own request.** An application to withdraw a request to cancel acceptance of AAFC membership will not normally be accepted. An [OOC](#) or [IOC](#) may submit a written request for withdrawal to the [decision-maker](#) before separation. After 14 days separation from the AAFC, a former member will need to reapply for acceptance as a volunteer, conditional on a suitable vacancy and must satisfy all acceptance criteria.

Administrative cancellation of acceptance as an OOC or IOC

31. DGCADETS-AF or delegate is the authority to cancel an [OOC/IOC](#)'s acceptance and will consider doing so when an OOC or IOC:

- a. has contravened the [Adult Code of Conduct](#) and cancellation of their acceptance in the AAFC is an appropriate sanction for the contravention

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- b. is subject to other adverse administrative or civil action and suspension or cancellation of acceptance is warranted
 - c. has not satisfied the conditions of their probation and an extension has not been granted
 - d. has advised of their intent to be absent for 12 months and there is little chance that they will return to effective service
 - e. no longer has a viable role in the AAFC.
32. DGCADETS-AF or delegate, in accordance with procedural fairness, may cancel a member's acceptance as a volunteer in the AAFC at any time. Prior to a volunteer's acceptance being cancelled, and where appropriate and practicable, the volunteer will be afforded a level of procedural fairness commensurate with their volunteer status. Procedural fairness requires a decision-maker not be biased and that a person who is adversely affected by a decision:
- a. should not be surprised by the decision, or by the information that the decision-maker has relied on
 - b. have an opportunity to be heard in relation to the matter before the decision is made.
33. Administrative actions must be conducted in accordance with [AAFC SI\(ADMIN\) 09-04—Performance Management and Administrative Action](#).
34. Individuals, who are deemed unsuitable to remain in the AAFC and have their acceptance ceased, may be prevented from volunteering in another ADF Cadets organisation.

Administration

35. **Effective date.** The cancellation of the [OOC](#) or IOC's acceptance as a member of the AAFC will take effect on the date specified in the notice.
36. **Records.** Sopers-NATHQ is to ensure all separations are recorded in the [CEA](#) and promulgated in Personnel Occurrence Reports.
37. **Certificate of Service.** Upon separation, an [OOC/IOC](#) may be awarded a Certificate of Service by Chief of Air Force (CAF) or delegate, DGCADETS-AF or delegate, or CDR-AAFC. Sopers-NATHQ is to coordinate the Certificate of Service to be sent to the member's unit or home address.
38. **Return of Commonwealth material.** On separation from the AAFC, all items of uniform, identification documents (ID) and any unit/Commonwealth owned equipment are to be returned to the AAFC.
39. **Attendance.** Once a member has been separated from the AAFC, they may not attend any AAFC activity in a supervisory capacity (unless registered as a DAH) and must be escorted by a current [OOC/IOC](#) when in the vicinity of cadets. IOC/OOC who have been separated are not to enter any Defence/AAFC Facility as an AAFC member.

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**ANNEX B TO
AAFC SI(PERS) 01-02**

OOC and IOC RANKS AND PROMOTION

AAFC RANKS

1. [AAFC members](#) hold AAFC rank and status as a measure of authority within the AAFC for AAFC supervision, and only while on AAFC duty. The AAFC ranks that may be held by [OOC](#) and [IOC](#) and the approved abbreviations are:

Officers of Cadets (OOC)

Group Captain (AAFC) – GPCAPT(AAFC)

Wing Commander (AAFC) – WGCDR(AAFC)

Squadron Leader (AAFC) – SQNLDR(AAFC)

Flight Lieutenant (AAFC) – FLTLT(AAFC)

Flying Officer (AAFC) – FLGOFF(AAFC)

Pilot Officer (AAFC) – PLTOFF(AAFC)

Instructors of Cadets (IOC)

Warrant Officer (AAFC) – WOFF(AAFC)

Flight Sergeant (AAFC) – FSGT(AAFC)

Sergeant (AAFC) – SGT(AAFC)

Corporal (AAFC) – CPL(AAFC)

Leading Aircraftman (AAFC) – LAC(AAFC) or Leading Aircraftwoman (AAFC) - LACW(AAFC)

Aircraftman (AAFC) – AC(AAFC) or Aircraftwoman (AAFC) - ACW(AAFC).

Rank on acceptance as an OOC or IOC

2. A volunteer will start their term as an [OOC](#) or an [IOC](#) at the AAFC rank specified in their Letter of Acceptance, reflecting qualifications, ability, skill, knowledge and experience. OOC will normally be accepted in the AAFC at the rank of PLTOFF(AAFC). IOC will normally be accepted at the rank of AC/W (AAFC) Ex-cadet WOFF and CUO may be accepted at the rank of LAC/W.

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3. **Applicants with ADF service.** An applicant deemed suitable to be accepted to the AAFC, and who is, or has within five years before their acceptance been a member of the ADF:
 - a. may be accepted at a rank that corresponds to the rank the member holds or last held in the ADF (the member's ADF rank), up to and including FLTLT
 - b. may apply for honorary rank equivalent to their ADF rank where they are offered an AAFC rank, which is lower than their ADF rank.
4. **Former Cadets.** An applicant, who was formerly an AAFC Cadet Under Officer or AAFC Cadet Warrant Officer within the past five years before they have been accepted as a member of the AAFC, is deemed to have the qualifications, ability, skills and knowledge to qualify them for the rank of LAC(AAFC) or LACW(AAFC), once having met any other training or qualification requirements.
5. **Registration of a serving Flight Sergeant (AAFC) as an OOC.** AAFC [IOC](#) of Flight Sergeant (AAFC) rank with a total of five years' time in rank may be accepted as AAFC [OOC](#) with the rank of Flying Officer (AAFC), if an establishment vacancy exists within the unit and the applicant is deemed suitable for that rank by the selection board.
6. **Registration of a serving Warrant Officer (AAFC) as an OOC.** Retired or former WOFFs of the ADF with a minimum of five years' time-in-rank and AAFC [IOC](#) of WOFF(AAFC) rank with a total of five years' time-in-rank may be accepted as AAFC OOC with the rank of FLTLT(AAFC) if an establishment vacancy exists within the [unit](#) and the applicant is deemed suitable for that rank by the selection board.
7. **Other cadet services.** Members with prior service with the Australian Navy Cadets or the Australian Army Cadets may request consideration for acceptance at a higher rank if that service is current, or within five years of separation from the ANC or AAC as at the date of acceptance as a member of the AAFC. The recommendation must be supported by CDR-AAFC. DGCADETS-AF or delegate will only consider those cases where a vacancy at rank exists in the AAFC.

Seniority for ex-members returning to AAFC

8. Where an applicant with previous AAFC service is accepted as an [OOC](#) or [IOC](#), seniority and rank is as follows:
 - a. If an applicant is accepted as an [OOC](#) or [IOC](#) within five years of the date of previous separation from the AAFC they may retain their previous rank and seniority, provided that a vacancy exists in the unit establishment at that rank.
 - b. Following more than five years of separation from the AAFC, former AAFC [OOC](#) or [IOC](#) are to be administered as new applicants with rank and seniority at acceptance to be IAW para 2 above. CDR-AAFC has the discretion to waive this requirement and approve the retention of previous rank and seniority based upon the applicant's previous AAFC service and experience.

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Actual rank

9. **Actual rank.** The rank to which an [OOC](#) or [IOC](#) is promoted provisionally (para 21), temporarily (para 22), or as limited tenure promotion (para 23) is the member's actual rank while the member is in that position. The member may be paid [ADF Cadets Volunteer Payments \(CVP\)](#) at the tier rate designated for their primary role (ie CVP is not rank related).

Honorary Rank

10. DGCADETS-AF may promote an [OOC](#) or [IOC](#) to a rank that is to be held as an honorary rank conditional on the following:

- a. Honorary rank relates only to AAFC rank, is not an entitlement and is at the sole discretion of DGCADETS-AF.
- b. An honorary rank does not confer authority or responsibility additional to that of the members' actual rank, nor does it entitle the member to receive CVP at other than at the tier rate designated for their primary role.
- c. Where honorary rank has been awarded to an [OOC](#) or [IOC](#), that member is entitled to wear their honorary AAFC rank when engaged in AAFC activity.

Acting Rank

11. DGCADETS-AF or delegate may approve acting rank for [OOC/IOC](#) in exceptional circumstances. Applications for acting rank, detailing justification must be endorsed at each level of the [AAFC supervisory chain](#) and forwarded to CDR-AAFC for their recommendation to DGCADETS-AF or delegate. Members with acting rank are considered actual at that rank (para 9) until the acting rank expires.

Wearing ADF rank

12. Current active ADF personnel, who are also accepted as an [OOC](#) or [IOC](#) may apply to DGCADETS-AF or delegate for approval to wear their ADF uniform when engaged in AAFC activities.

13. Approval to wear ADF uniform does not confer authority or responsibility additional to the members' actual AAFC rank and position, nor entitle the member to receive CVP other than at the members' actual AAFC rank.

14. When the member retires from the ADF, the authority to wear ADF uniform is removed and the member is to revert to wearing AAFC uniform and rank but may apply for honorary AAFC rank.

PROMOTION OF OFFICERS AND INSTRUCTORS OF CADETS

15. **Decision-maker.** Under CAF direction to administer the AAFC, DGCADETS-AF or delegate may promote an [OOC](#) or [IOC](#) after considering the length of service, experience, capability and qualifications of the member, and recommendations of [unit supervisors](#) in the member's supervisory chain. Promotion is not a right or an entitlement. To be promoted, an IOC or OOC must meet certain conditions and be considered suitable by DGCADETS-AF or delegate.

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Eligibility for promotion IOC

16. An IOC may be promoted to the next rank up to FSGT (AAFC) when:
 - a. the member has satisfied time in service/rank for their level (see para 17)
 - b. the member has completed AAFC required training (AAFC SI(PERS 03-02—Adult Training Programs), youth safety and other contemporary requirements required by DGCADETS-AF
17. the member has provided [effective service](#) including regular home parades and periods of continuous training
 - a. the member is deemed suitable and recommended by their unit supervisor
 - b. there is a vacancy in the unit [establishment](#) (if applicable).
18. Minimum time in rank for promotion is:
 - a. **LAC/LACW(AAFC)** - effective service as an AC/ACW (AAFC) for at least 12 months
 - b. **Corporal, (AAFC)** - effective service as an LAC/LACW (AAFC) for at least two years
 - c. **Sergeant (AAFC)** - effective service as a CPL (AAFC) for at least 3 years
 - d. **Flight Sergeant (AAFC)** - effective service as a SGT(AAFC) for at least 3 years.

Eligibility for promotion OOC

19. An OOC may be promoted to the next rank up to FLTLT (AAFC) when the [OOO](#):
 - a. Has provided effective service for at least:
 - (1) two years as a PLTOFF(AAFC) for promotion to FLGOFF(AAFC)
 - (2) three years as FLGOFF(AAFC) for promotion to FLTLT(AAFC)
 - b. has completed required training ([AAFC SI\(PERS 03-02—Adult Training Programs\)](#)), youth safety training, and other contemporary training required by DGCADETS-AF
 - c. has provided effective service including regular home parades and periods of continuous training
 - d. has received favourable promotion assessments in two Performance Appraisal Reports or a waiver to the two report requirement is supported by CDR-AAFC and accepted by DGCADETS-AF or delegate
 - e. is deemed suitable and recommended by their [unit supervisor](#).
20. **Performance appraisal reports.** A satisfactory performance report at current rank is required for promotion and allocation to certain positions in the AAFC. Each [OOO/IOC](#)'s unit supervisor should raise an annual performance report on the member. The report should be

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sighted and signed by the member, and forwarded to the higher HQ for secure storage. Annual reporting should contain the following base information:

- a. an indication of the member's suitability for continued service with the AAFC
- b. an indication of the member's suitability for promotion to the next rank
- c. has completed the required training/courses and any other requirements as defined in AAFC Standing Instructions
- d. any areas of performance, which are strengths, and any area of performance, which could be improved.

Provisional promotion

21. A provisional promotion is one, which is subject to the member's compliance with stated condition(s). A provisional promotion may be confirmed (become actual) after the member has satisfied the conditions. If the member fails to comply with the specified conditions in the stated timeframe, DGCADETS-AF or delegate may revoke the provisional promotion and the member is to be reverted to their previous rank. If the provisional rank enables the member to perform a certain role, the member may be rotated to another position at their actual rank.

Temporary promotion

22. DGCADETS-AF or delegate may temporarily promote an [OOC](#) or [IOC](#) for a stated purpose and time. DGCADETS-AF or delegate may extend or revoke a temporary promotion at any time.

Limited-tenure promotion

23. Suitable [OOC](#) or [IOC](#) may compete through an expression of interest (EoI) process, or in the interests of the AAFC, be directly promoted to WOFF(AAFC) or SQNLDR(AAFC) WGCDR (AAFC) or GPCAPT (AAFC) to a limited tenure position where a vacancy exists. Annex D to this SI outlines the conditions of assigning a member to a limited tenure position.

REDUCTION IN RANK

24. DGCADETS-AF or delegate may reduce, or revert to actual rank, an [OOC](#) or [IOC](#) for the following reasons:

- a. on rotation of positions
- b. on transfer to the Unallotted List
- c. to maintain established staff/rank levels
- d. as a result of administrative sanction.

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**ANNEX C TO
AAFC SI(PERS) 01-02**

POSTINGS AND TRANSFERS

Rotation of positions

1. Rotation of [OOC/IOC](#) through units helps to maintain the AAFC duty of care to cadets, assists in succession planning, and enables OOC/IOC the opportunity to gain experience in different positions. After consultation with the affected member:
 - a. an OC may approve rotation to another position/unit within the wing where no change in rank or wing establishment is involved
 - b. CDR-AAFC may approve the transfer of a member between wings at both gaining and losing wing request where no rank change is involved
 - c. DGCADETS-AF or delegate may authorise transfer of members between wings, directorates and within NATHQ at any time.
2. Where the transfer of an [OOC](#) or IOC requires the promotion or reduction of rank, approval from DGCADETS-AF or delegate is required before the transfer is authorised.
3. The process of actioning a posting is to be in accordance with the guidance/workflow provided in the CEA and is to be reflected in the Personnel Occurrence Report.

Removal from post

4. DGCADETS-AF or delegate (see [SI\(ADMIN\) 05-01 Positions and responsibilities](#)) may remove a member from a post for any reason as detailed in [AAFC SI\(ADMIN\) 09-04– Performance Management and Administrative Action](#). Reason may include:
 - a. poor performance
 - b. poor conduct
 - c. unsuitability in post
 - d. development of other members.

UNALLOTTED LIST (UAL)

5. A transfer to the [UAL](#) allows an [OOC](#) or [IOC](#) to retain their membership with the AAFC while not being posted to an operational unit. Normally, the maximum period a member may be held in the UAL is 12 months. On completion of the 12 months period, if the member cannot return to their usual role, their acceptance as a volunteer in the AAFC may be withdrawn. Where exceptional circumstances exist, DGCADETS-AF or delegate may grant an extension beyond 12 months to no more than a total of 24 months combined absence/UAL.

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Transfer to the UAL

6. Members may apply to transfer to the [UAL](#) using the ‘[Application for Posting to UAL](#)’ form, a copy of which is in [Enclosure 1](#) to this Annex.

7. DGCADETS-AF or delegate may authorise an [OOO](#) or IOC be posted to the UAL when the member:

- a. fails to meet their personal duty of care requirements, including currency in ADF Cadets/AAFC mandatory training (first aid, youth safety training etc.)
- b. fails to have a national police check within the previous five years or when directed by DGCADETS-AF to do so
- c. is stood aside in accordance with AAFC SI (ADMIN) 09-04 para 10
- d. applies for more than three months absence from an active unit with the likelihood of returning within twelve months
- e. was posted to a unit or position that no longer exists and there is currently no other suitable position
- f. has failed to return to [normal duty](#) following a period of absence but has identified that he/she is likely to return to normal duty within 12 months of the original absence commencing
- g. has not paraded for a period in excess of three months without approval or notification.

8. Posting to the UAL is not automatic or guaranteed and is at the discretion of the [decision-maker](#) who will consider each case alongside recommendations from the member's [unit supervisor](#). If a member is not considered eligible for posting to the UAL, a recommendation will be made to the decision-maker to cancel their AAFC membership.

9. Transfer to the UAL for IOC is normally at the member's actual rank for FSQT(AAFC) or below and, for [OOO](#), at the rank of FLTLT(AAFC) or below. Where exceptional circumstances exist, DGCADETS-AF or delegate may approve transfer at a higher rank.

10. **Non-effective service.** The period that a member is on the UAL does not constitute [effective service](#) and does not contribute to time in service for individual proficiency, seniority for promotion, or, the Australian Cadet Force Service Medal.

11. **Attendance.** During the periods that IOC or [OOO](#) is on the UAL they are not permitted to attend any AAFC events, activities, wear AAFC uniform or receive any form of [CVP](#) or allowances.

Removal from an UAL

12. **Reinstatement to normal duty.** Transfer from the UAL is not automatic or guaranteed. A member may apply to be reinstated to normal duty at any time within the 12

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month period if they have satisfied any outstanding or overdue mandatory requirements and a suitable vacancy is available.

National police check

13. When applying to be reinstated from the UAL, members who have not had a NPC conducted within the past five years are to complete the [AFP NPC Application form](#) in (stored externally), ensuring completion of all applicable sections of the form legibly and in full (type directly into the form electronically):

- a. **Sections 3-5.** Use Attachments B and C to the NPC form where necessary.
- b. **Section 8.** Only the check-box next to code number 28 should be selected.
- c. **Section 9.** This section is to be signed and dated to confirm consent to the NPC being conducted. If consent is not granted, refer to paragraph 16 below.
- d. **Attachment A.** Using the available check-boxes, select the relevant types of identification they will be providing as part of their NPC request.

14. When saving NPC forms and copies of supporting identification, members are to use the PDF format and the file naming syntaxes as follows:

- a. **NPC Form:** *Primary Unit - PMKeyS - First name Surname - NPC Form*
- b. **Identification documents:** *Primary Unit - PMKeyS - First name Surname - NPC ID 1* subsequent files should use sequential numbering (eg NPC ID 1, 2, 3 etc).

15. Members are to email the completed NPC form with copies of their supporting identification to cb-af.policecheck.renewals@defence.gov.au, noting:

- a. the email subject heading syntax: *Primary Unit - PMKeyS - First name Surname - NPC Submission* (eg UAL - 8123456 - John Citizen - NPC Submission).
- b. it is important the size of their email does not exceed 5 MB, as this may not pass through to the Defence email system. If multiple emails are required, add sequential numbering to the end of the subject syntax of each email (eg UAL - 8123456 - John Citizen - NPC Submission 1, 2 etc).

16. **Non-consent to conduct the police check.** Should a member not consent to the NPC being conducted, they are not to be reinstated from the UAL and will be subject to a review of their suitability for continued acceptance as a participant with the ADFC.

17. **Temporary posting.** In exceptional circumstances, a member may apply via their Wing OC and CDR-AAFC to DGCADETS-AF or delegate to be posted temporarily from the UAL to a unit to undertake training or an activity not involving cadets. Such a posting is to enable essential training and is not intended to enable members to provide relief staffing to wing or unit activities involving cadets. Members who have not satisfied their personal [duty of care](#) requirements must not associate with or supervise cadets.

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18. **Separation from the AAFC.** Where a member cannot, or indicates, as part of their application for transfer to the UAL, that they will not return to normal participation at the end of the intended UAL period, the member is to have their acceptance as a volunteer in the AAFC withdrawn rather than being posted to the UAL.

Supervision

19. SOPERS is responsible for maintaining the UAL, promulgating postings to and from the UAL and liaising with the member's previous [unit supervisor](#) to determine the member's intentions and posting prospects.

20. [Unit supervisors](#) are responsible for monitoring their members on the UAL, seeking their intentions and (after liaison with SOPERS) advising members of possible posting options.

Enclosure:

1. Request for Posting to UAL Form

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**ENCLOSURE 1 TO
ANNEX C TO
AAFC SI(PERS) 01-02**



AUSTRALIAN AIR FORCE CADETS
APPLICATION FOR POSTING TO THE UNALLOTTED LIST

SECTION A – MEMBER DETAILS

Rank _____ Surname _____ Initials _____

Service Number _____ Unit _____

Date Request Posting From _____ to _____

Reasons for requesting posting to the Unallotted List (UAL). (Attach additional sheets as required)

Click anywhere inside this grey text and enter reasons for applying.

By applying for a posting to the UAL, I acknowledge that, whilst all attempts will be made to fulfil the request, the final decision rests with HQAAFC. I also acknowledge that whilst posted to the UAL I cannot attend any AAFC activities and cannot apply for Cadet Volunteer Payment. Furthermore, I am aware that periods on the UAL are not counted as service for the purpose of honours and/or awards.

I am aware and acknowledge that my application to be posted from the UAL to duty with the AAFC will not be approved unless the terms and conditions advised in [Annex A](#), para 2 are first satisfied.

Signature _____ Date _____

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SECTION B – WING HEADQUARTERS/DIRECTORATE ENDORSEMENT

Rank _____ Surname _____ Initials _____

Service Number _____ Unit _____

Appointment _____

Application Recommended/Not Recommended (Strike out as applicable)

Supporting Comments

Click anywhere inside this grey text and enter supporting comments.

Signature _____ Date _____

SECTION C – HEADQUARTERS AAFC

Rank _____ Surname _____ Initials _____

Service Number _____ Unit _____
Appointment _____

Posting to UAL is Approved / Not Approved (Strike out as applicable)

Supporting Comments (If Required)

Click anywhere inside this grey text and enter supporting comments.

Signature _____ Date _____

☐ Recorded on CEA

☐ End Date of Posting Recorded

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ANNEX D TO
AAFC SI(PERS) 01-02

LIMITED TENURE POSITION

1. Suitable [OOC](#) or [IOC](#) may compete through an expression of interest (EoI) process for, or in the interests of the AAFC, be directly assigned to a limited tenure position. Normally, limited tenure appointments only apply to [unit supervisor](#), WOFF(AAFC), SQNLDR(AAFC), WGCDR (AAFC) or GPCAPT (AAFC) positions where a vacancy exists.
2. AAFC members holding senior management positions must be selected by a Senior Officer Selection Board (SOSB) and recommended to CDR-AAFC for DGCADETS-AF or delegate approval using the Executive Appointment Report.
3. Limited tenure assignments are provisional and subject to the terms stated within the Letter of Acceptance. A member may be promoted to a limited tenure promotion where a vacancy exists and the member:
 - a. demonstrates that he/she is capable of effectively performing the duties of the higher position
 - b. has the prerequisite skills and experience for the position
 - c. has been deemed through an approved selection process as the most suitable candidate.

Conditions of unit supervisor assignments

4. **Tenure.** Unit supervisor and appointment to other approved limited tenure positions will be for a period of three years or as stated in the Letter of Appointment. The assignment may be extended for a maximum of two years at the recommendation of CDR-AAFC and discretion of DGCADETS-AF or delegate. The posting may be cancelled at any time at the discretion of DGCADETS-AF or delegate.
5. **Probation.** Assignments are subject to a 12-month probationary period.
6. **Termination.** Assignments can be terminated at any time at the request of the incumbent or by DGCADETS-AF or delegate for any reason within the bounds of procedural fairness.
7. **Rank.** Assignments involving members receiving temporary promotion in rank are conditional on the member either separating from the AAFC or returning to their actual AAFC rank on completion of their limited tenure position.
8. **Promulgation.** Limited tenure appointments/postings are to be promulgated in CEA before the member assumes the assignment. Subsequent promulgation via the AAFC Personnel Occurrence Report is to occur in due course.

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Call for expression of interest process

9. Ordinarily, a vacancy in a limited tenure position¹ role is to be promulgated and considered through a call for expressions of interest (EoI). In such circumstances the following process is to apply:

- a. The opportunity is to be advertised within the AAFC via an AAFC Information Circular. In some circumstances, the EoI may be advertised externally through civilian media (subject to CDR-AAFC and DDGCADETS-AF approval).
- b. The advertisement is to include:
 - (1) a current position description and selection criteria by which applications will be assessed
 - (2) a closing date and time and address where applications are to be submitted
 - (3) articulation of the requirement to address all selection criteria through a statement matching the applicant's professional and AAFC (or relevant) experience to the requisite skills and attributes of the position
 - (4) advice that that applications failing to meet the outlined requirements will be unlikely to be successful.

Limited Selection Board

10. The person conducting the EoI is to convene and conduct a selection board. The selection board should comprise of four or five members including:

- a. OC WG for promotion to SQNLDR(AAFC)/WOFF(AAFC) and CDR-AAFC for WGCDR(AAFC)
- b. a subject matter expert where the position dictates technical expertise
- c. an independent member, from another operational wing or NATHQ, of equal or higher rank to the position
- d. Air Force Liaison Officer for Wing level EoI appointments
- e. a selection board secretary (non-voting member), who will coordinate pre and post selection board administration and take selection board minutes.

11. The Selection Board, as a whole, is to consider all applications and determine those applicants to be invited for interview. The panel Chair is to advise the applicants selected to attend an interview of the time and place interviews are to be conducted.

12. The Selection Board is to interview all members who accept an invitation and, on the basis of their interviews, identify the most suitable candidate for the position. The Selection Board Chair is then to submit the Selection Board's recommendations, via the AAFC supervisory chain, to the [decision-maker](#).

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13. It is not a requirement that the Selection Board is able to unanimously identify the most suitable candidate for the position. In circumstances where a member, or members, of the Selection Board wish to record a dissenting view to that which has been reached by other members of the Selection Board, the member is to record their view and the basis of it, for inclusion with the recommendations of the other members of the Selection Board prior to submission to the decision-maker.

14. Where the recommendations have been approved, subject to the decision of the decision-maker the Selection Board Chair is to advise the successful applicant/s of the board outcomes and have the member sign a Letter of Appointment. All letters of appointment will be issued on the [standard templates](#) generated by NATHQ and will be in terms determined by the decision-maker.

15. The Selection Board Chair is to advise each unsuccessful applicant of their interview outcome and, if requested, debrief the applicant as applicable.

16. The Selection Board Chair is to provide feedback, upon request, to all applicants not invited for interview by the Selection Board.

Direct assignment process

16. Where a member has been identified as, having advanced skills and a high level of performance commensurate with the requirements of a particular position, and it is in the interest of the AAFC to optimise their skills and experience, CDR-AAFC may recommend to DGCADETS-AF or delegate that a direct assignment be made and the eligible member be directly offered a position.

17. The OC seeking to make a direct assignment of a member to a [unit supervisor](#) role is to provide a Minute to DGCADETS-AF or delegate, through CDR-AAFC, via the AAFC supervisory chain advising:

- a. the reason why the OC has chosen to adopt a direct assignment process rather than undertake an EoI process. The supporting information is to address the benefits of the direct assignment, including why a wider selection process is not relevant and how other potential applicants were considered to be uncompetitive
- b. the capability of the member recommended for direct assignment by reference to current performance, skills and potential for advancement through the assignment
- c. demonstrated benefit to the AAFC of offering the direct assignment.

Reassignment

18. Members who occupy a unit supervisor position, and who reach the end of the maximum five year period of assignment, may express interest in being assigned to a further term in the position. Members wishing to continue with the unit supervisor assignment must apply via the EoI processes (see para 8) and be considered in competition with other applicants.

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19. OC may make a submission to DGCADETS-AF or delegate through CDR-AAFC, via their supervisory chain, to re-assign a member to a unit supervisor position where it is evident that calling for expressions of interest will not identify any alternative candidates and will unnecessarily disrupt supervision for the AAFC and AAFC activities. Such requests should be supported as outlined in paragraph 10.

Completion of limited tenure assignment

20. A member who has completed a limited-tenure assignment is to have their acceptance in the AAFC cancelled at the rank to which the member was promoted at the end of the period of the promotion, unless:

- a. DGCADETS-AF or delegate extends the period of the limited-tenure promotion
- b. DGCADETS-AF or delegate authorises the member to revert, to the actual rank the member held immediately before the limited-tenure assignment. The member may apply for honorary rank in accordance with [Annex B](#).

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**ANNEX E TO
AAFC SI(PERS) 01-02**

ATTENDANCE AND ABSENCE

Attendance

1. [OOC/IOC](#) should attend at least 75% of approved activities. Where this is not possible, the member should negotiate a plan with their [unit supervisor](#) that can balance the member's individual circumstances and ensure the unit's cadet to supervisor ratio and gender balance is maintained.
2. Unless specifically requested by the unit supervisor to deal with membership administrative matters or visit as a cadet's guardian, an [OOC/IOC](#) is not to attend AAFC facilities, or participate in AAFC activities (with or without receiving Cadet Volunteer Payment (CVP)) or wear their AAFC uniform when the member is:
 - a. undertaking a period of absence
 - b. attached to the Unallotted List ([UAL](#))
 - c. [stood aside](#) from AAFC duty
 - d. suspended from AAFC duty.

ABSENCES

Absence notification

3. Where a member intends to be temporarily unavailable to perform their AAFC duties, the member is to notify their supervisory chain of their period of absence. Supervisors do not have the authority to refuse a member's period of absence but may discuss the potential impact of the absence on both the unit and the member and, if appropriate, negotiate mutually acceptable alternative dates.
4. The effect of an absence is to be managed by the relevant supervisor and their supervisory chain, who are to review the planned program over the period of the absence to ensure all policy requirements are maintained and, if necessary:
 - a. amend the program to maintain required compliance (eg cadet/adult ratios)
 - b. coordinate [IOC/OOC](#) temporary roles, including (where possible) obtaining staff from other units
 - c. cancel activities.
5. **Extended period of absence.** A member may extend a period of absence at any time, noting that periods of absences beyond three months will be considered to be non-effective service. The maximum period a member may be held on non-effective service is 12 months, inclusive of all other periods of absence taken in the same instance.

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Promulgation

6. All periods of absence are to be recorded in the CEA. Periods of absence in excess of one month are also to be promulgated in Personnel Occurrence Reports (POR). The member's supervisor is to pass the details of the absence to Sopers NATHQ, who is to ensure the absence details are promulgated. Where a period of absence is in excess of three months, the member is to be transferred to the UAL, leaving their posted position vacant to be filled by another [OOC/IOC](#).

Effects of absences on conditions of membership

7. **Effective service - awards.** Calculations for service towards the Australian Cadet Forces Service Medal and other awards will not be affected by an absence of up to 3 months, provided the [OOC/IOC](#), otherwise, meets the minimum qualifying requirements in each year, as specified by the regulations or policy governing the particular award ([SI\(ADMIN\) 10-01—Honours and Awards](#)).

8. **Effective service - promotion.** Periods of absence do not count towards time-in-rank requirements for promotion.

9. **Period of registration.** On acceptance as an [OOC/IOC](#), the Letter of Acceptance will state the member's period of registration. If a member's period of registration expires during a period of absence, their registration is to be renewed to one month after the member's expected date of return to allow the member time to resume their duties and satisfy requirements for an extension of registration.

Resumption of duties after a period of absence

10. An [OOC/IOC](#) may resume the duties of their assigned position at the conclusion of a period of absence provided they:

- a. hold a current first aid certificate, current Working with Children Check and any other mandatory conditions of service requirements at the time
- b. undertake to complete any new or expired training within a period of three months
- c. the position is vacant.

Absence during an activity

11. Should an [OOC/IOC](#) require an absence during an activity, it is to be endorsed in advance by the OIC Activity in accordance with [SI\(OPS\) 01-01—Activity Management](#). The [unit supervisor/OIC Activity](#) is to ensure the cadet to adult supervisor ratio and supervisor gender balance is maintained for the period of absence by an adult supervisor from the activity.

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 01-08—INDIVIDUAL PROFICIENCY

INDIVIDUAL PROFICIENCY	
Document ID	s47E(d)
Version	1.02
Effective Date	5-Jan-22
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AAFC SI(PERS) 01-08—INDIVIDUAL PROFICIENCY

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AAFC SI(PERS) 01-08

INTRODUCTION

1. [OOC](#), [IOC](#) and [cadets](#) must provide [efficient service](#) and maintain their personal [duty of care](#) to [all personnel](#). Members who consistently maintain high proficiency standards are recognised by being awarded the AAFC Individual Proficiency Badge (IPB).

AIM

2. The aim of this instruction is to provide information on the award of the IPB.

AUTHORITY

3. The authority for this instruction is Director-General Cadets-Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC.

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

PROCESSES

Roles and responsibilities

6. **Unit supervisors.** [Unit supervisors](#) are to:
 - a. performance manage personnel in their units and provide constructive feedback
 - b. assign suitable roles to members (advised in Routine Instructions (RI)), which contribute toward individual proficiency
 - c. maintain an overview of the individual proficiency levels of their unit members
 - d. articulate local requirements for IPB in unit standing instructions.
7. **Wing Staff Officer Management Services (SOMS).** WG SOMS is the Individual Proficiency Award Coordinator for their WG and is to:
 - a. be the point of contact for Individual Proficiency (IP) enquiries within their WG
 - b. record a member's individual proficiency in the [CEA](#).
8. **AAFC members.** OOC, IOC and cadets are to be conversant with this instruction and to actively seek opportunities to ensure they maintain their annual individual proficiency.

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Requirements for IPB

9. [Annex A](#) lists the minimum criteria for the award of the IPB. The [Individual Proficiency Assessment Form](#) is in the AAFC Resource Centre.

Assessment

10. **IP assessors.** IP assessors are to be OOC or IOC's appointed at a local level by WG SOMS and authorised through WG RI. The responsibility for control and issue of the IPB may be delegated to CO level. The appointed assessor/s must hold the IPB themselves. Assessment is to be standardised by the WG XO.

Recording IP

11. IP is to be recorded in the [CEA](#) as a qualification with a validity of 12 months. Only Directors, WG OC, WG XO, WG SOMS and WG SOGT may record the qualification in the CEA.

Wearing the IPB

12. The IPB replaces cadet qualification stage badges and is to be worn centrally on the right breast pocket of AAFC uniforms. When worn with other badges the IPB is to be offset to the left (inside) of the pocket.

13. Approval to wear the IPB is valid for 12 months from the date the assessor validates a member's individual proficiency assessment, unless withdrawn earlier by OC WG. Members must be current in all aspects of the IPB and have it recorded in the [CEA](#) before they can wear the badge.

14. IPBs are available for request through the Cadet Logistics (CLOG) system. All requests for IPBs are to be endorsed by a member's [unit supervisor](#). Once proficiency is attained, each member is entitled to one IPB. Replacement IPB must be justified and approved by the member's WG OC or director.

Loss of proficiency status

15. A member who does not maintain their proficiency by the anniversary date of the award of the IPB will forfeit their right to wear the badge. [Unit supervisors](#) are to control the issue of IPBs and are to ensure that members only wear the IPB when they are entitled to do so.

16. Individual proficiency (and the right to wear the IPB) is immediately lost with the expiry of the criteria in Annex A, unless the effected member has an approved waiver from CDR-AAFC, obtained prior to the expiry of a criterion or when the criterion does not apply.

17. To regain their proficiency, a member must be reassessed for the IPB. When entitled and promulgated in the [CEA](#), they may resume wearing the IPB.

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MONITOR AND REVIEW

18. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Annex:

A. AAFC Individual Proficiency Criteria

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ANNEX A TO
AAFC SI(PERS) 01-08

AAFC INDIVIDUAL PROFICIENCY CRITERIA

Criterion	Cadet	OOC/IOC
Service	Have completed a minimum of 12 months service with the AAFC	Have completed a minimum of 12 months service with the AAFC
Personal standards	Behaviour, Dress and Bearing is assessed by unit supervisor as acceptable and is consistent with the Defence Youth Safe Code of Conduct (Youth)	Behaviour, Dress and Bearing is assessed by unit supervisor as acceptable and is consistent with the Defence Youth Safe Code of Conduct (Adult)
Active program participation	Attend a minimum of 75% of weekly parades (unless leave approved); Participate in a minimum of three extra-curricular activities for which they are eligible to attend	FLT/SQN/WG Attend a minimum of 75% of weekly parades (may include approved leave up to three parades) and Participate in a minimum of three extra-curricular activities Directorate/NATHQ Assigned tasks completed on time and agreed outcomes s met; Attend a minimum of 75% of Directorate or representational duties
Personal and organisational development	Attend an annual regional, wing or national activity of a minimum of three days (two nights) AND complete stage or elective training in accordance AAFC Manual of Learning or perform a Squadron assigned role for a minimum of one term	Attend a flight, squadron, wing, directorate or national activity of a minimum of seven days continuous service OR Attend three or more wing or national activities of a minimum of two days; and attend a staff development course, conference or workshop
Ceremonial activities	Participate in a squadron and/or wing ceremonial or community activity	Participate in at least one flight, squadron or wing ceremonial or community activity
Youth safety	Complete the Adult Transition Program (cadets over 18 only)	Must be current with Youth Safety requirements including valid Working with Children Check relevant to home state legislation
Individual training	Completed mandatory AAFC Youth Safety and Behaviour Briefs/courses	Completed relevant AAFC youth safety and behaviour briefs/training

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(PERS) 03-02—ADULT TRAINING PROGRAMS

ADULT TRAINING PROGRAMS	
Document ID	s47E(d)
Version	1.02
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AAFC SI(PERS) 03-02—ADULT TRAINING PROGRAMS

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Business Process Owner (BPO) – Document Developer
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Version	Date	Changes from Previous Version
1.00	05 Feb 21	Initial Issue
1.01	05 Jan 22	Editorial amendment—Review date reflects biennial review table
1.02	16 Jun 22	Amend BPO from DDLIS to SO2LS

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AAFC SI(PERS) 03-02—ADULT TRAINING PROGRAMS

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AAFC SI(PERS) 03-02

INTRODUCTION

1. [All personnel](#) must undergo induction, youth safety and other contemporary training programs as directed by Director General Cadets-Air Force (DGCADETS-AF) to facilitate their [duty of care](#) obligations. [OOC](#) and [IOC](#) must undertake stipulated AAFC training and development to safely supervise and develop cadets. OOC/IOC may undertake development programs to increase personal skills to take on leadership roles within the AAFC.

AIM

2. The aim of this instruction is to provide information regarding AAFC adult training programs.

AUTHORITY

3. The authority for this SI is DGCADETS-AF.

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in [AAFC activities](#).

DEFINITIONS

5. Policy definitions are detailed in [OIP Definitions](#).

AAFC ADULT TRAINING PROGRAMS

Training authority

6. DGCADETS-AF is the training authority for all AAFC Adult training.

7. All adult training programs must be conducted in accordance with [SI\(PERS\) 03-01—AAFC Training Processes](#). Training conducted outside a scheduled home parade is to be conducted in accordance with [AAFC SI\(OPS\) 01-01—Activity Management](#).

ADULT TRAINING

8. With the exception of induction training, [all personnel](#) are responsible for completing their DGCADETS-AF mandated and self-development programs. Unit supervisors may recommend training programs to members but cannot compel a member to undertake training against their will. Personnel who cannot or will not maintain currency with mandated contemporary training will be transferred to the [Unallotted List](#) (UAL) or have their AAFC acceptance as a volunteer withdrawn.

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AAFC SI(PERS) 03-02

Induction programs

9. **Unit Induction.** Unit supervisors must brief [all personnel](#) new to an AAFC facility on safety and behaviour requirements and ensure personnel are aware of their roles and responsibilities within the unit. [AAFC members](#) and [Defence Approved Helpers \(DAH\)](#) are required to read and understand:

- a. [SI\(ADMIN\)14-01—AAFC and Visitor Access to Defence Establishments](#)
- b. [SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- c. Other [OIP](#) relevant to their role (unit supervisor is to advise on this)
- d. Defence Youth Safety Awareness Programs relevant to their AAFC status
- e. Unit and Wing standing instructions.

10. **Initial.** Core development training programs are outlined in the [Manual of Learning Management \(MoLM\)](#). As a minimum adult learning must include the following:

- a. **Initial mandatory training (IMT).** IMT covers workplace and youth safe learning that will qualify the learner to participate as a Defence Approved Helper ([DAH](#)). This training must be completed by all [adult supervisors](#).
- b. **Uniform mandatory training.** UMT covers workplace and core skills to enable the learner to become an [OOC](#) or [IOC](#) and independently supervise cadets. This training must be completed by OOC/IOC within twelve months of acceptance in the AAFC.
- c. **Reporting/information systems.** [OOC/IOC](#) are to receive specific training on computer based applications required to conduct their AAFC business (eg the [CEA](#), Sentinel, and other relevant reporting systems).

Development programs

11. **Specialist.** Identified adult supervisors must hold qualifications specific to their roles or responsibilities. These include:

- a. senior first aid for all [OOC/IOC](#) detailed in [AAFC Safety Manual](#), Chapter 20
- b. food handling qualifications for adult supervisors who handle or prepare any food for AAFC personnel ([AAFC Safety Manual](#), Chapter 14)
- c. specialist skills akin to the person's position held in the AAFC (eg Workplace Safety Advisor (WSA), firearms supervisor, development programs etc)
- d. external qualifications as required by DGCADETS-AF to participate in a particular role (eg flying, safety governance etc).

12. **Skills Development.** Skills development will provide further learning to develop the requisite skills, knowledge, attitudes and behaviours to take on more responsibility and rank within the AAFC. Skills development programs (advertised through the [CEA](#)) are available

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on request to any [adult supervisor](#), however preference will be given to [OOC/IOC](#) who are in or wish to undertake unit or AAFC management positions.

Governance programs

13. [Adult supervisors](#) are to be qualified and current in all contemporary training mandated by DGCADETS-AF including but not limited to:

- a. ADF Cadets behavioural policy, to be delivered annually by unit supervisor
- b. AAFC Workplace Health and Safety including local hazards, controls, evacuation /lockdown procedures and risks associated with the local working environment.

Recognition of prior learning

14. **Recognition of Prior Learning (RPL).** The AAFC processes for RPL are described in the AAFC Manual of Learning Management ([MoLM](#)).

MONITOR AND REVIEW

15. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [Defence Youth Policy Manual](#) (YOUTHPOLMAN)
- B. [AAFC \(ADMIN\) 04-01—AAFC Youth Engagement Policy and AAFC Values](#)
- C. [AAFC\(ADMIN\)09-01—Unacceptable Behaviour](#)
- D. [SI\(ADMIN\)14-01—AAFC and Visitor Access to Defence Establishments](#)
- E. [AAFC SI\(OPS\) 01-01—Activity Management](#)
- F. [AAFC SI\(PERS\) 03-01—AAFC Training Processes](#)
- G. [AAFC Safety Manual](#)
- H. [AAFC Manual of Learning Management](#)

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AUSTRALIAN AIR FORCE CADETS NATIONAL HEADQUARTERS



AAFC

STANDING INSTRUCTION

AAFC SI(ADMIN) 09-04—PERFORMANCE MANAGEMENT AND ADMINISTRATIVE ACTION

PERFORMANCE MANAGEMENT AND ADMINISTRATIVE ACTION	
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**AAFC SI(ADMIN) 09-04—PERFORMANCE MANAGEMENT AND
ADMINISTRATIVE ACTION**

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1.00	16 Dec 20	Initial Issue
1.01	28 Apr 23	1. Review date reflects biennial review table 2. Annex A, paras 13-20–Defined and clarified suspension action 3. Annex A, para 17–added requirement to obtain CDR-AAFC approval prior to implementing suspension action. 4. Included process diagrams for sanction management. 5. Annex A, paras 21-25–Added ‘Removal from post’ content 6. Annex A, Appendix 1–Included NTSC template 7. Annex A, Appendix 2–Included Notice of Suspension template

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**AAFC SI(ADMIN) 09-04—PERFORMANCE MANAGEMENT AND
ADMINISTRATIVE ACTION**

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AAFC SI(ADMIN) 09-04

INTRODUCTION

1. Supervisors/managers must provide regular feedback to [all personnel](#) under their supervision on their standard of performance. Where a person's performance falls short of AAFC requirements, the [supervisor/manager](#) is to provide timely and honest feedback to achieve resolution and assist the person to improve.

NOTE: In applying the contents of this Standing Instruction, the priority to ensure child/personnel safety remains paramount: if safety is in doubt, decision-makers are authorised to take immediate action to isolate a person from contact with AAFC personnel.

AIM

2. The aim of this instruction is to outline the actions that may be taken in the event of misconduct, unacceptable behaviour or unsatisfactory performance by [personnel](#).

AUTHORITY

3. The authority for this SI is Director General Cadets – Air Force (DGCADETS-AF).

SCOPE

4. This Instruction applies to [all personnel](#) while administering, managing or participating in operations or activities of the AAFC. For the purposes of this SI 'person' covers all personnel—[AAFC members](#) and [Defence Approved Helpers \(DAH\)](#).

DEFINITIONS

Policy definitions are detailed in [OIP Definitions](#).

NON-ADVERSE ADMINISTRATIVE ACTION

4. **Reasonable adjustment.** Where illness, injury, disability, or other issues are identified as contributing factors to a person's unsatisfactory performance, the [supervisor/manager](#) is to address issues within their control to assist the affected person to achieve a satisfactory level of performance. Action taken must not overburden other personnel or compromise unit safety.
5. **Counselling.** Where a person has acted in a manner contrary to [Defence Youth Safe Codes of Conduct \(relevant cadet or adult\)](#), the person's supervisor is to counsel the person, outline areas that need improvement and assist the person to remediate their performance. Informal counselling is normally used for minor instances of unsatisfactory behaviour or performance. Serious infractions may require more formal administrative action. A record of the counselling may be made, which is to be retained by the person's supervisor¹. This record will only need to be called upon if the person's conduct does not improve. Where counselling

¹ Counselling does not require formal records to be held by the unit supervisor.

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has not achieved improvement in a person's behaviour or performance, the [supervisor/manager](#) may initiate further administrative action against the person.

6. **Unsuitability report.** An unsuitability report may be raised to address matters beyond a person's control (eg inability to perform the duties of a role due to a mismatch of abilities to position). An unsuitability report is not an adverse administrative action and infers no discredit on any person. Options proposed in an unsuitability report could include mentoring, training or reassignment to a more suitable position.

Reassignment to other duties

7. Poor performance may be a result of personality conflicts or the mismatch of people to positions, and reassignment may alleviate the person's underperformance. [Unit supervisors](#) are to monitor [all personnel](#) in their unit to ensure they are suitably qualified and matched to their positions. Reassignment may be authorised by:

- a. The [unit supervisor](#) for reassignment within the unit
- b. Wing (WG) Officer Commanding (OC) for reassignment outside a unit but within the WG
- c. CDR-AAFC for reassignments of people between WGs—transfers to another WG require agreement between both losing and gaining OCs
- d. DDGCADETS-AF/COS for reassignment of personnel to/from or within [NATHQ](#).

8. **Information and data.** [Unit supervisors](#) must keep records of all administrative actions (signed by the initiating/imposing authority and where possible, the respondent). All records are to be marked 'OFFICIAL: Sensitive' and managed in accordance with [AAFC SI\(ADMIN\) 08-01—Records and Document Management](#).

ADVERSE ADMINISTRATIVE ACTION

9. Adverse administrative action is the management process for dealing with unacceptable behaviour or unsatisfactory performance which is within the person's power to control. Adverse administrative action may be taken against [all personnel](#) where required.

10. **Criminal offence.** Where a criminal offence may have been committed, the matter is to be reported to the relevant civilian and/or military authorities. The matter is also to be referred, through the [supervisory chain](#) to CDR-AAFC before any administrative action is initiated. Where a cadet is involved in a criminal offence, see [AAFC \(SI\) PERS 01-01—Youth Safety](#).

11. **Adverse report.** An adverse report should be raised when required by a person's supervisor to advise them and the [supervisory chain](#) that they have not met behavioural expectations, or satisfactorily responded to informal counselling (when administered). An adverse report might take a number of forms and may result in a range of sanctions (see para 15 onwards). The report must state the areas of concern and recommend further actions/sanctions. Where the reported behaviour is significant, an adverse report may be raised without informal counselling in accordance with procedural fairness.

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Sanctions

12. **Initiating authority.** A [supervisor/manager](#) or a more senior person in a person's [supervisory chain](#) may initiate administrative action against any person who may have breached the [Defence Youth Safe Code of Conduct \(Adult\) or Defence Youth Safe Code of Conduct \(Youth\)](#). The initiating authority is responsible for the administrative processes including compiling the adverse report.
13. **Imposing authority.** An imposing authority is the person authorised to impose a sanction upon a person who has acted outside the ADF Cadets behavioural expectations. The imposing authority should be in the person's [supervisory chain](#) and for [OOC/IOC](#) must be at least one rank higher than the person receiving the sanction.
14. The range of adverse administrative action that may be imposed upon a person in the AAFC are articulated in [Annex A](#). The Imposing authorities are listed in AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A, Table 1 (Decision Maker Table).
15. The [supervisor/manager](#) is to performance manage the sanctioned person to help them attain the required standards. Further sanctions may not be applied unless the sanctioned person has been given adequate opportunity to rectify their behaviour, and has failed to do so.
16. When initiating or imposing a sanction upon a person the initiating and imposing authorities must consider:
- a. the severity of the action prompting the sanction
 - b. the need to ensure the physical, mental and emotional safety of all unit personnel
 - c. if less severe sanctions will achieve the desired outcomes.

Extra considerations for cadets

17. Informal counselling is the preferred method to remedy behavioural issues with cadets. For repeated breaches of the [Defence Youth Safe Code of Conduct \(Youth\)](#), the [unit supervisor](#) should establish a 'behaviour compact'—a written agreement between the cadet and their [unit supervisor](#), which outlines areas that may need improvement. An example 'behaviour compact' is in [Appendix 1](#) to [Annex A](#).
18. If the cadet's behaviour has not improved within a reasonable timeframe or the cadet is placing themselves or others at risk, the [unit supervisor](#) may request the WG OC, in consultation with the cadet's [guardian](#), to deal with the matter in accordance with the sanctions in [Annex A](#).
19. When contemplating sanctions against a cadet, the initiating and imposing officers must consider the age, experience and rank of the cadet alongside the alleged misconduct. No action is to be taken against a cadet until after their [guardian](#) has been notified. A [guardian](#) (or their approved adult support person) must be present during interviews with cadets (below the age of 18) for sanctions above informal counselling.

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Procedural fairness

22. To ensure procedural fairness, the imposing authority must:
- a. inform the sanctioned person (and [guardian](#) if applicable) in writing or orally (followed by written notification within seven days) that action is being considered and grounds for the action
 - b. allow the sanctioned person a reasonable, stipulated time (normally 28 calendar days) to respond to any allegation and to show cause why the adverse action should not be taken
 - c. advise the sanctioned person that they must provide a response within the specified time (normally 28 calendar days)
 - d. carefully consider responses from and information provided by or on behalf of the sanctioned person
 - e. ensure that, where a cadet is under the age of 18 years, their parent/[guardian](#) is informed before any sanction is undertaken
 - f. ensure accurate notes and records of conversations are maintained, signed by both parties and made available to the sanctioned person
 - g. advise the sanctioned person they have the right to request a review if they are not satisfied with the outcome of a sanction.

MONITOR AND REVIEW

23. This Instruction will be monitored and reviewed by the Business Process Owner (BPO), in conjunction with CDR-AAFC, with amendments made when required. A full review of this SI, including associated subordinate OIP, is to be conducted by the BPO every two years in accordance with the 'OIP Biennial Review' table in [AAFC SI\(ADMIN\) 06-01, Annex E](#).

Linked Documents:

- A. [ADF Youth Policy Manual](#)
- B. [AAFC SI\(ADMIN\) 05-01—Positions and Responsibilities](#)
- C. [AAFC SI\(ADMIN\) 09-03—Conflict Management](#)
- D. [AAFC SI\(ADMIN\) 08-01—Records and Document Management](#)
- E. [AAFC SI\(ADMIN\) 08-02—Privacy and Information Disclosure](#)
- F. [AAFC SI\(ADMIN\) 09-01—Unacceptable Behaviour](#)
- G. [AAFC \(SI\) PERS 01-01—Youth Safety](#)
- H. [AAFC \(SI\) PERS 01-02—Conditions of Membership - OOC and IOC](#)
- I. [AAFC \(SI\) PERS 01-03—Conditions of Membership - Cadets](#)

Annex:

- A. Adverse Administrative Action—AAFC Sanctions

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**ANNEX A TO
AAFC SI(ADMIN) 09-04**

AAFC ADVERSE ADMINISTRATIVE ACTION—AAFC SANCTIONS

1. Actions that can attract adverse administration action include, but are not limited to:
 - misleading a Selection Board regarding any information provided ([OOC/IOC](#) only)
 - unsatisfactory attendance at activities and training programs
 - unsatisfactory or negligent performance of AAFC duty
 - absence beyond an approved period of inactive service
 - behaviour of a discriminatory or harassing nature as defined in the AAFC Behaviour Policy
 - failure to comply with reasonable direction
 - failure to acquire, maintain or renew expired mandated personal qualifications or training requirements pertinent to the person's current position
 - failure to comply with mandatory child protection legislation and reporting procedures
 - breach of personal duty of care
 - breach of privacy provisions
 - having been convicted of, or being investigated for a criminal offence(s) by civilian or ADF authorities
 - improper use of drugs, alcohol and tobacco
 - [social media](#)—inappropriate use
 - any other action that may cause harm to Defence, the ADFC, or other persons.

Initiating and imposing adverse administrative action

2. Adverse administrative action should normally be taken only after all other options have been exhausted and should include the minimum action which is necessary to improve the behaviour or performance of the sanctioned person and/or protect AAFC personnel. Before applying sanctions, the initiating and imposing authorities must satisfy themselves that:

- a. the person's behaviour or performance is inconsistent with AAFC policy and obligations imposed on people through ADF [Youth Safe Codes of Conduct](#) and AAFC [OIP](#)
- b. alternative action (eg informal counselling) has been taken and has proven unsuccessful
- c. the unsatisfactory behaviour or performance is within the person's immediate control (if the fault is beyond the person's immediate control an unsuitability report is to be raised)
- d. the sanction is the minimum action appropriate to the seriousness of the situation
- e. the person has previously been made aware that further formal action may result if there is no improvement
- f. procedural fairness is observed throughout the administrative process

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- g. the person's privacy is protected and records are maintained securely.

Formal counselling

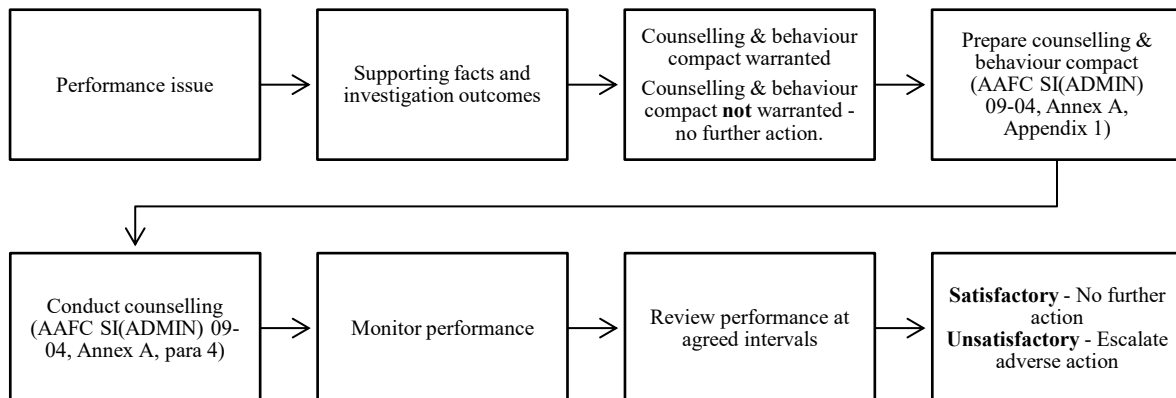
- 3. Formal counselling is a [unit supervisor](#) officially advising a person that their behaviour or standards are below acceptable levels and that they, with [supervisor/manager](#) support must remediate their actions.
- 4. The imposing authority for formal counselling is normally the person's [unit supervisor](#). For [OOC](#), the authority must be at least one rank higher than the sanctioned person.
- 5. The following is to apply during a formal counselling sanction:
 - a. The counselling is to be conducted at a suitable private venue. An impartial third party witness/support person may be in attendance (in the case of cadets—must be in attendance).
 - b. The person being counselled is to be fully advised of the reason for the counselling and is to be given adequate opportunity to explain their actions, or lack of action. If the person's situation appears to have been influenced by medical or psychological aspects, the matter is to be referred through the [supervisory chain](#) to [NATHQ](#).
 - c. The person is to be given reasonable assistance to remedy shortcomings identified and agreed to during formal counselling. The [unit supervisor](#) is to draw up a behavioural compact (Annex A, [Appendix 1](#)) up with the sanctioned person to identify areas of concern and remedial action needed.
 - d. Counselling should include regular reviews between the supervisor and the counselled person to reassess their performance, with comprehensive feedback to the counselled person.
 - e. The supervisor should keep a record of all counselling sessions, signed by both parties. Where a person is unwilling to sign the record, the supervisor is to note this in the record.
 - f. The original records of formal counselling are to be retained by the supervisor² and a copy attached to any future reports which may be raised as part of further adverse administrative action. A copy of the record is to be given to the person undergoing the counselling.
 - g. The counselled person is to be afforded procedural fairness including privacy and support.

² IAW AAFC SI(ADMIN) 08-01—Records and Document Management.

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6. **Formal counselling management process.** Process diagram 1 (below) illustrates the steps associated with the formal counselling management process:



Process diagram 1: Formal counselling

Formal warning

7. A formal warning is a written caution imposed on a person informing them that if their conduct, performance or standards do not improve further action may be taken against them.

8. **Imposing authority.** The imposing authority to issue a person with a formal warning is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A, Table 1, Serial 7. Formal warnings would normally be issued by the unit supervisor for cadets and WG OC (or [NATHQ](#) supervisor) for [adult supervisors](#) on recommendation from the initiating authority (usually the [unit supervisor](#)). A formal warning (example in [Appendix 1](#)) must be in writing and contain:

- a. the period of time for which the warning is administered (usually between 3 and 12 months)
- b. the nature of the behaviour, performance or standards that are unacceptable and have caused the formal warning to be raised
- c. evidence relating to the unacceptable behaviour, performance or standards and any material that has been taken into account in the decision to raise the warning
- d. the corrective action the sanctioned person is required to take
- e. the potential consequences to the sanctioned person should improvement not occur within the time frame stipulated in the warning
- f. an acknowledgement that the person is aware that he/she has the right of review.

9. **Release from formal warning.** A formal warning may be cancelled at any time by the imposing authority (or their successor). The formal warning ceases when:

- a. the person has met the condition/s of the warning and no further action is required

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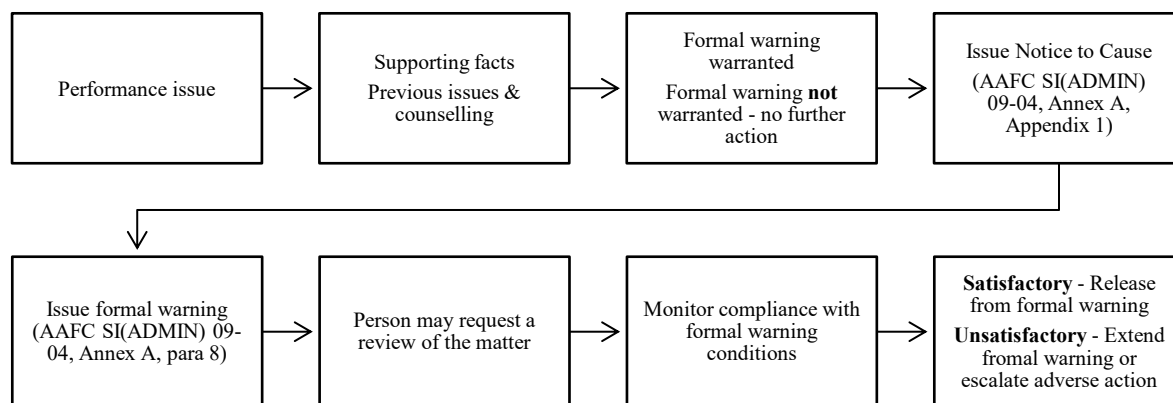
A-4

- b. it is apparent to the initiating/imposing authority that the sanctioned person is not making a reasonable attempt to improve their behaviour, performance or standards stated in the warning and further administrative action is commenced.

10. **Extension of formal warning.** Where a person improves his/her shortcomings but still fails to reach an acceptable standard within the stipulated time, a second formal warning may be administered which, in effect, extends the time the sanctioned person is under warning.

11. **Transfer of personnel under formal warning.** Should a person be transferred to another unit while under a formal warning, a copy of the warning is to be forwarded to the supervisor of the gaining unit. The unit supervisor of the gaining unit is to advise the sanctioned person that the warning remains in force until it expires or is cancelled. Subsequent adverse reporting action will be at the discretion of the sanctioned person's new unit supervisor.

12. **Formal warning management process.** Process diagram 2 (below) illustrates the steps associated with the formal warning management process:



Process diagram 2: Formal warning

Suspension

13. Suspension from the AAFC is not a punishment or sanction in its own right. The reason for the suspension is protective in nature—for example: to protect youth/staff safety; protect the integrity of an investigation or; protect the reputation of the AAFC. The act of imposing a suspension on a person reflects an administrative action that removes a person from involvement in the AAFC for a specified period of time, without affecting their membership status, pending the outcome of further administrative action. A suspended person remains a volunteer with the AAFC and is expected to comply with their code of conduct obligations, subject to the restrictions articulated in the suspension notice, during the period of the suspension.

14. Suspended OOC and IOC will be posted to the UAL for management purposes, noting there is currently no suitable mechanism to record suspension on the CEA. Suspended cadets and DAH are not to attend AAFC activities or locations.

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15. **Imposing authority.** The imposing authority to suspend a person from AAFC participation is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

16. An imposing authority may suspend a person from AAFC duties when:

- a. the person is medically unfit to participate in AAFC activities
- b. the person is the subject of administrative action and is awaiting the outcome of the action
- c. the person has failed to complete or renew a mandatory qualification or training.

17. **Action.** Prior to imposing a suspension, the imposing authority is to ensure there are no civilian and/or military external authorities involved in the issue associated with the person (eg police, state child protection, etc.). Where an external agency is, or is likely to become involved, agreement from the relevant agency **and** CDR-AAFC is to be obtained prior to initiating suspension action on the person.

NOTE: In applying the contents of this Standing Instruction, the priority to ensure child/personnel safety remains paramount: if safety is in doubt, decision-makers are authorised take immediate action to isolate a person from contact with AAFC personnel.

18. **Conditions.** When the imposing authority approves the suspension of a person:

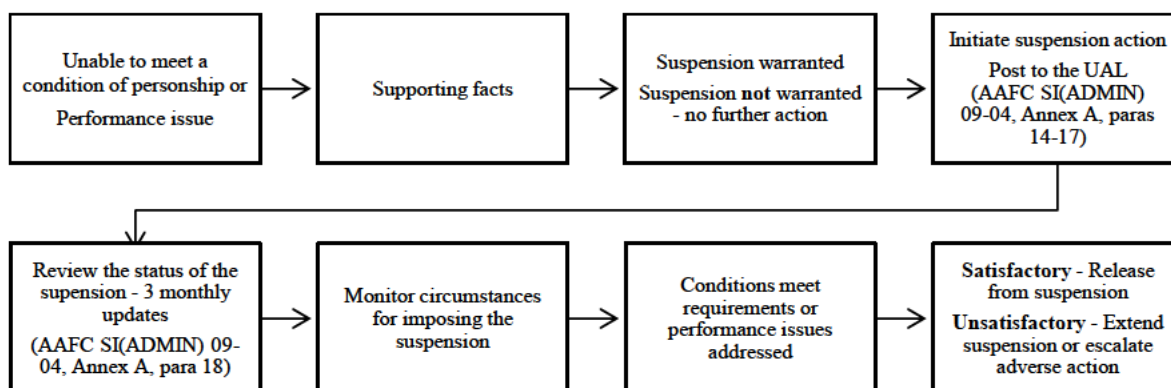
- a. the suspension is to take effect upon receipt of the suspension notice by the person, or such later date as is specified in the suspension notice to the person from the AAFC
- b. the person is not entitled to enter AAFC facilities, participate in AAFC activities, or undertake AAFC duties during the period of suspension, except to deal with administrative matters relating to the suspension and/or to remediate the reason(s) for the suspension
- c. an AAFC member is not to wear their AAFC uniform while under suspension
- d. a suspended [OOC](#) or [IOC](#) is not entitled to claim Cadet Volunteer Payment or other payments or allowances during the period of suspension.
- e. All personnel who are/will be subjected to suspension action will be issued with a ‘Suspension Notice’, which is to articulate the restrictions that are to apply to the person (IAW the conditions above).

19. **Review.** The imposing officer or delegate must review the suspension at intervals of three calendar months and notify the suspended person (and cadet’s [guardian](#) if applicable) the outcome of each review.

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20. **Suspension management process.** Process diagram 3 (below) illustrates the steps associated with the suspension management process:



Process diagram 3: Suspension

Compulsory removal from post

21. **Imposing authority.** The imposing authority to remove a person from a post is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

22. Compulsory removal from post is an adverse action that may be imposed for poor conduct or performance in a specific position or appointment (eg CO, XO) but is not considered sufficiently serious to warrant withdrawal of the person's acceptance in the AAFC.

23. **Action.** The imposing authority may compulsorily remove a person from their post if they are satisfied with, at least, one of the following:

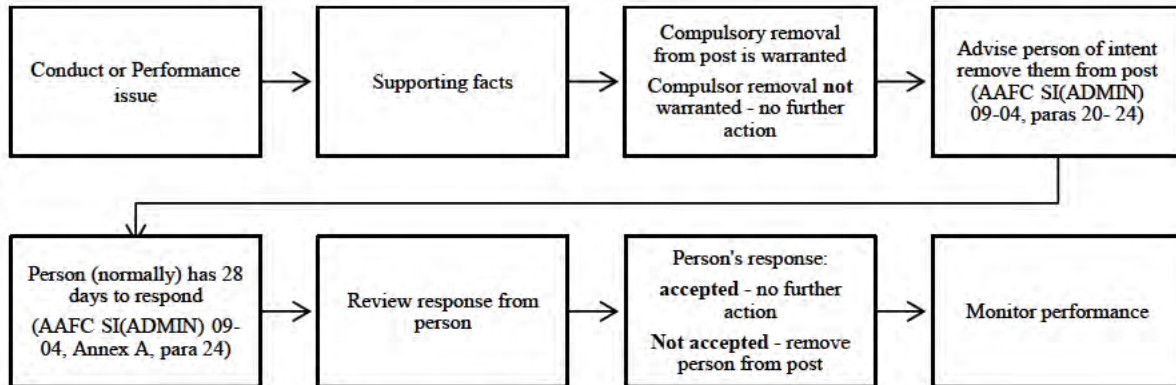
- a. the person has exhibited behaviour below that expected for a person in that post or
- b. the person is not able to meet the requirements of the post or
- c. the person will not perform the duties of the post.

24. When a person is compulsorily removed from a post, any special conditions associated with the post will normally be rescinded. This may include a reduction in rank and a posting from the unit. Such outcomes are deemed to be an administrative consequence of the removal from post and not an element of the adverse action itself.

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25. **Compulsory removal from post process.** Process diagram 4 (below) illustrates the steps associated with the compulsory removal from post process:



Process diagram 4: Compulsory removal from post

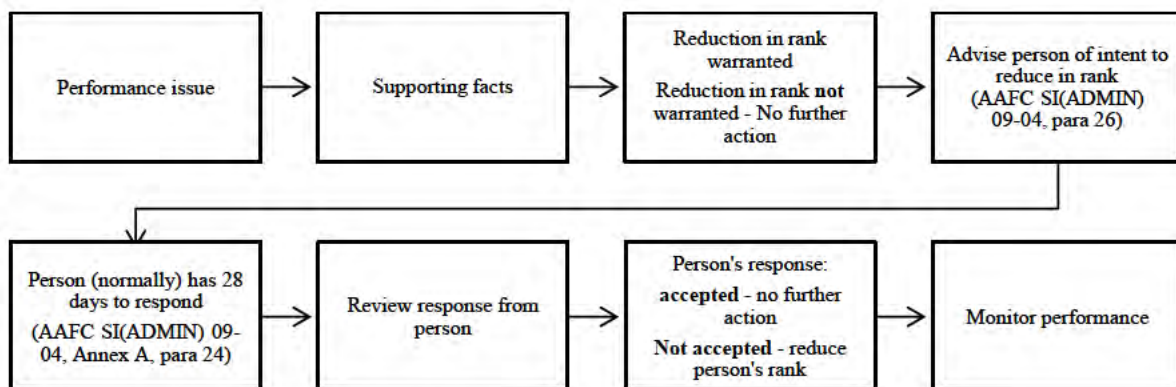
Reduction in rank

26. **Imposing authority.** The imposing authority to reduce a person in rank is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

27. **Action.** The imposing authority may reduce in rank a person if they are satisfied that:

- the person has contravened their [Defence Youth Safe Codes of Conduct](#) and reduction in rank is an appropriate sanction for the contravention or
- the person will not perform at the level of their worn rank, and other sanctions have proved ineffective.

28. **Reduction in rank management process.** Process diagram 5 (below) illustrates the steps associated with the reduction in rank management process:



Process diagram 5: Reduction in rank

Withdrawal of acceptance as a volunteer in the AAFC

29. The imposing authority to withdraw acceptance as a volunteer in the AAFC is to be in accordance with AAFC SI(ADMIN) 05-01—Positions and Responsibilities, Annex A.

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Cancellation of acceptance as a volunteer should be considered as a last resort and after all other reasonable actions have been taken. The person's acceptance in the AAFC will be cancelled on the day after the day the person receives a notice of cancellation of acceptance or on the date specified in the notice.

30. **OOO and IOC.** Personnel or persons cited in AAFC SI(ADMIN) 05-01, Annex A, serial 13, may withdraw the acceptance of an [OOO](#) or [IOC](#) as a person of the AAFC if DGCADETS-AF is satisfied that one or more of the following has occurred:

- a. The [OOO](#) or [IOC](#) has contravened their [Defence Youth Safe Code of Conduct \(Adult\)](#) or behaved in such a way that withdrawal of acceptance as a volunteer is an appropriate sanction for the contravention.
- b. The [OOO](#) or [IOC](#) is not a fit and proper person to be an OOO or IOC.
- c. The [OOO](#) or [IOC](#) is incapable of rendering effective service by reason of changes to physical or psychological ability which AAFC is unable to support so far as is reasonably practical.
- d. The [OOO](#) or [IOC](#) is inefficient or incompetent as an Officer or Instructor of Cadets.
- e. The [OOO](#) or [IOC](#) is still under probation and is not performing or progressing satisfactorily.
- f. The [OOO](#) or [IOC](#) does not hold, has failed to renew, or has allowed to expire, a personal qualification or skill determined to be essential for the OOO's or IOC's position.
- g. The [OOO](#) or [IOC](#) has not complied with the mandatory requirements to be eligible to work with minors or maintained their personal [duty of care](#).
- h. There are reasonable grounds to suspect that the [OOO](#) or [IOC](#) is unsuitable to supervise or otherwise work with minors.
- i. The [OOO](#) or [IOC's](#) continued acceptance may cause harm to other people or to the reputation of the AAFC.
- j. There appears to be no other course of action available.

31. **Cadets.** The WG OC may approve the withdrawal of the acceptance of a cadet on the recommendation of the cadet's CO. Justifiable reasons may include:

- a. the cadet's attendance at activities and parades has been unsatisfactory without reason
- b. the cadet has seriously contravened the relevant [Defence Youth Safe Code of Conduct \(Youth\)](#) and will not improve their behaviour
- c. the cadet's continued acceptance may cause harm to other people or the reputation of the AAFC

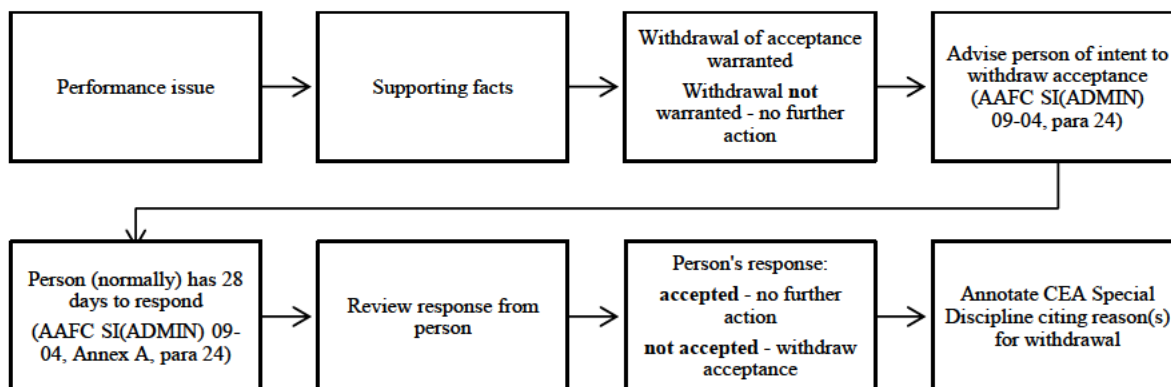
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d. there appears to be no other course of action available.

32. **DAH.** The OC of the Wing in which the [DAH](#) is registered may cancel the acceptance of the DAH as an AAFC volunteer in their WG for any reason as long as the rules of procedural fairness have been applied.

33. **Withdrawal of acceptance as a volunteer management process.** Process diagram 6 (below) illustrates the steps associated with the withdrawal of acceptance as a volunteer process:



Process diagram 6: Withdrawal of acceptance

ADVERSE ADMINISTRATIVE ACTION—SAMPLE DOCUMENTATION

34. Before instigating formal sanctions against a person who has not responded to informal counselling, the sanctioned person and their supervisor should undertake formal counselling and create a behavioural compact. The Behavioural Compact should clearly:

- a. state the areas for improvement
- b. have a realistic timeframe and goals for achieving the required behaviour standard
- c. state the consequences should goals not be achieved.

35. The behavioural compact should be supported by regular meetings between the person and their supervisor (eg fortnightly) to review the achievement of the agreed goals and/or provide additional guidance to assist the sanctioned person meet the agreed standard.

36. Examples of the documentation associated with the imposition and release from adverse administrative action are in Appendixes 1-3 to this Annex.

Sensitive: Personal (when completed)

**APPENDIX 1 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

**NOTICE TO SHOW CAUSE WHY A FORMAL SANCTION SHOULD
NOT BE IMPOSED**

To: [rank]³ [name]

1. It has been brought to my attention that your conduct/performance/standards have been unsatisfactory, the details of which are provided below. You are invited to show cause:
 - a. why the [the imposing authority] should not accept the facts and circumstances, as alleged, occurred
 - b. why [the imposing authority] should not impose a [type of sanction] upon you.
2. I am informed that [insert summary of the facts]
3. These allegations are evidenced in the following⁴:
 - a. [insert supporting evidence]. This behavior is contrary to [insert relevant code of conduct/order/instruction]
 - b. [insert supporting evidence]. This behavior is contrary to [insert relevant code of conduct/order/instruction]
4. Subject to any response you may wish to submit, I will recommend to the [the imposing authority] that a [type of sanction] be imposed upon you.
5. In making a decision whether to impose a [type of sanction] upon you, [the imposing authority] will consider the following material:
 - a. this notice to show cause, including all material attached to this notice
 - b. any reply and relevant material you submit in response to this notice
 - c. your performance history as a person in the AAFC.
6. You have 28 days from the date this notice is delivered to you to show cause why [the imposing authority] should not impose a [type of sanction] upon you. Your response is to be in writing and any relevant evidence or other supporting information that you wish [the imposing authority] to consider is to be attached to your response. In your response, you may address the facts, conclusions to be drawn from them and what action, if any, [the imposing authority] should consider.
7. If, after receiving your response, it is open to either myself or [the imposing authority] to pursue a lesser form of sanction. Whatever form of sanction is imposed, there will be administrative consequences upon you, ranging from additional mentoring through to cancellation of your membership in the AAFC. The sanction will be recorded on you service

³ Left click in greyed out boxes and type the relevant content.

⁴ Where appropriate, attach supporting documentation to this notice to show cause.

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history and, if sufficiently serious, may affect any future involvement in the Australian Defence Force Cadets organisation.

8. You are requested to sign the acknowledgement in Enclosure 1 that you have read and understood this notice and to forward a copy to me for retention on file.

[Name]

[Rank]

[Position]

Ph: [Contact No]

[dd Mon yy]

Enclosure(s):

1. Notice to Show Cause—Acknowledgement
2. [Documents supporting the NTSC]
3. [Documents supporting the NTSC]

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**ENCLOSURE 1 TO
APPENDIX 1 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

NOTICE TO SHOW CAUSE—ACKNOWLEDGEMENT

I, [rank] [name] hereby acknowledge that I have read and understood this notice to show cause why a [type of sanction] should not be imposed upon me and that I have 28 days in which to respond. I have received a copy of this notice for my retention, including the information referred to in paragraph three of the notice to show cause, upon which, the decision to impose a [type of sanction] will be based.

I **Do** / **Do Not** (delete as appropriate) intend to submit a response to this notice to show cause.

[Name]
[Rank]
[Position]

Ph: [Contact No]

[dd Mon yy]

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**APPENDIX 2 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

**SUSPENSION DECISION FROM THE AAFC
[RANK(AAFC) NAME]**

Reference:

A. AAFC SI(ADMIN) 09-04—Performance Management and Administrative Action.

To: [Rank]⁵ [Name]

1. As a result of [circumstance(s)], and in accordance with Reference A, I am advising you that you have been suspended from participation in the AAFC. This suspension is effective [immediately/from date] until [date/circumstance] and imposes the following conditions upon you:
 - a. You are not to participate in AAFC activities, undertake AAFC duties or enter AAFC facilities during the period of suspension, except to deal with administrative matters relating to the suspension and/or to remediate the reason(s) for the suspension.
 - b. You are not to wear the AAFC uniform for the period specified in paragraph 1 of this notice.
 - c. You are not to discuss the circumstances of this suspension with other AAFC members/volunteers, except those involved in the management of the issue associated with this suspension.
 - d. You are not eligible for the Cadet Volunteer Payment or other payments or allowances for the period specified in paragraph 1 of this notice.
2. This suspension does not presuppose the outcome of any investigation (if applicable)—the imposition of this suspension is an administrative process that restricts you from involvement in the AAFC for the period specified, pending the outcome of [circumstance].
3. This suspension will be reviewed in accordance with Reference A, para 18, or at any time considered appropriate by the relevant delegate.
4. This suspension does not affect your membership status and you remain a volunteer with the AAFC and, as such, you are expected to comply with your ADFC Code of Conduct obligations while you are suspended.
5. During the period of this suspension, your point of contact with the AAFC will be [Rank(AAFC) name & appointment, contact details]. All contact/correspondence with the AAFC is to be through [Rank(AAFC) Name], with the exception of AAFC members managing the issue associated with this suspension.

⁵ Left click in greyed out boxes and type the relevant content.

6. You are requested to sign the acknowledgement in Enclosure 1 that you have read and understood this notice and to forward a copy to me for retention on file.

Signature

MY Name

Rank(AAFC)

Appointment

Unit

Tel: xx xxxx xxxx

dd Mmm yy

Enclosure:

1. Notice of Suspension—[Rank(AAFC) Name]—Receipt Acknowledgement

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**ENCLOSURE 1 TO
APPENDIX 2 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

**NOTICE OF SUSPENSION—[RANK(AAFC) NAME]
RECEIPT ACKNOWLEDGEMENT**

I, [rank] [name] hereby acknowledge that I:

- ☐ have received the notice of suspension issued to me by [Rank(AAFC) Name], dated [dd Mmm yy]
- ☐ have read and understood the content of the subject notice of suspension.

Signature
[MY Name]
[Rank(AAFC)]
[Position]

Tel: [Contact No]

[dd Mon yy]

Signature
[Guardian Name]
Guardian
(if issued to a cadet under 18)

Tel: [Contact No]

[dd Mon yy]

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**APPENDIX 3 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

FORMAL COUNSELLING AND BEHAVIOUR COMPACT GUIDE

Sensitive: Personal (after first entry)

FORMAL COUNSELLING AND BEHAVIOUR COMPACT

Counselling and behavioural compact between [Service number, rank and name of person receiving the counselling], and [CO/OC unit/wing or delegate who will conduct the counselling.]

I, [name and rank] undertake to meet the AAFC expectations/agreements, particularly in relation to the direction provided below:

Areas to improve:

[List]

Key indicators include:

[List]

Consequences of success and/or failure to achieve key indicators include:

[List]

This behaviour compact will be reviewed on [insert dates or frequency of review meetings]

Signed by

Acknowledged by

[Member/DAH]

[Supervisor name]

Guardian (for cadets)

[dd Mon yy]

[dd Mon yy]

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**APPENDIX 4 TO
ANNEX A TO
AAFC SI(ADMIN) 09-04**

FORMAL WARNING EXAMPLE

Sensitive: Personal (after first entry)

To: [Service number, rank and name of sanctioned person]

1. I, [Service number, rank and name of imposing authority], have determined that your [behaviour/performance/standards] (as applicable) [is/are] unacceptable as a volunteer of the Australian Air Force Cadets and I, therefore, impose a formal warning upon you for a period of [Duration]).

2. I have made that determination having reached the conclusion that you have exhibited behaviour indicating the following areas require improvement):

a. [Provide a brief description of the events which have caused the warning to be issued]

3. The information and evidence that has caused me to administer this warning is contained in the following attached material:

a. [Attach all information, reports, statements, evidence of counselling which have been taken into consideration.]

4. I consider that your demonstrated behaviour has: [delete subparas that don't apply and/or add additional subparas]

a. been below the standard expected of a person in the AAFC

b. brought discredit and disrepute on you and/or the AAFC

c. represented a failure to discharge your duties at a standard that could be reasonably expected of someone at your rank and level

d. undermined the authority of your position

e. resulted in a loss of confidence of other personnel in you

f. demonstrated a lack of regard for your dress, bearing and appearance.

5. By the end of the formal warning period you are required to have demonstrated the following improvement in your behaviour/performance/standards (as applicable). The improvement(s) you are required to make [is/are]

a. [insert relevant text linking, where appropriate, the relevant OIP]

6. If you fail to achieve the required improvement, further adverse administrative action may be taken against you. Similarly, action may be taken before the expiry of this warning period if it is apparent you are not making a reasonable attempt to meet the required standard or if you come to adverse notice for any other reason.

[Signature block]

[dd Mon yy]

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EXAMPLE ACKNOWLEDGEMENT OF FORMAL WARNING

Sensitive: Personal (after first entry)

ACKNOWLEDGEMENT

I [Service number, rank and name] hereby acknowledge that I have read and understood this formal warning and have received a copy for my retention.

I understand that having been warned, if I fail to achieve the standard required of me within a period of [insert period] from the date of this warning or if I come adversely to notice before the period of the warning expires, I may be the subject of further adverse administrative action, the possible consequences of which have been explained to me.

I understand I may also be the subject of further adverse administrative action before the period of the warning has expired should it be considered that I am not making a reasonable attempt to meet the standard required.

[Sanctioned person's signature]

[Date]

Sensitive: Personal (after first entry)

EXAMPLE RELEASE FROM FORMAL WARNING

Sensitive: Personal (after first entry)

To: [Service number, rank and name of person]

1. I [Service number, rank and name of imposing officer] have determined that, as you have responded satisfactorily to the formal warning imposed upon you on [date], no further adverse administrative action will be taken against you, providing your behaviour/performance/standards remain acceptable.

2. You are hereby released from formal warning.

[Signature block of imposing authority and date]

Sensitive: Personal (after first entry)