



Australian Army Cadets

Defence Approved Helper application

Mr Xander Longo 241 ACU North Canberra AAC

Application info

Organisation	Australian Army Cadets
Unit	241 ACU North Canberra
Member type	Civilian
Member type category	Defence Approved Helper
Reason for joining	ADF Member

Personal info

Title	Mr
Preferred name	Xander
Given name	Xander
Middle name(s)	John Adriano
Family name	Longo
Date of birth	19 May 2005
Gender	Male
Proof of age document	
Name of document	Passport
Document date of issue	24 Jun 2024
Document number	RA2021994

Background info

Religion	Catholic
Marital status	Single
Aboriginal / Torres Strait Islander	No

Military service info

Is a serving ADF member?	Yes
Service	Australian Army
PMKEYS	8697454

Account info

Photo	No photo uploaded
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Address info

Address	
Type	Home
Address	1 NORTHCOTT DR
Suburb	CAMPBELL
State	ACT
Postcode	2612

Contact info

Phone	
Type	Mobile - Private
Phone number	0451 784 299
Email	
Type	Other
Email address	xander.longo252@gmail.com

Emergency contacts

Emergency contact	
Contact name	Mya Tam
Relationship	Friend
Contact has same address	No
Address	
Type	Mail
Address	Unit 11/15 Namadgi Cct,

Suburb	Palmerston
State	ACT
Postcode	2913
Phone	
Type	Mobile - Private
Number	0406 133 909
Email	
Type	Business
Email address	myatam@hotmail.com

Education & qualifications

Full-time student	Yes
Secondary / tertiary institution	Australian Defence Fore Academy
Highest education level reached	Year 12 or Equiv.

Training / qualification

Accomplishment	CR500m - National Police Check
Proficiency	Not Returned from AFP
Effective date	14 Jun 2024
Expiry date	
Reference details	

Document

Name	AFP NPC Application Form CR500-21 AAC Members - EOI - XJA Longo.pdf
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Training / qualification

Accomplishment	Working With Vulnerable People Check - ACT
Proficiency	Not received from candidate
Effective date	14 Jun 2024
Expiry date	
Reference details	

Training / qualification

Accomplishment	P001 - Initial Interview
Proficiency	Suitable
Effective date	14 Jun 2024
Expiry date	

Reference details**Training / qualification**

Accomplishment	First Aid Certificate
Proficiency	Competent - First Aid Workplace Level 2
Effective date	05 Mar 2024
Expiry date	05 Mar 2026
Reference details	Surf Lifesaving NSW

Document

Name	Longo_Xander_SA_FAU_8732274.pdf
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Medical info

Blood group	O positive
Medical doctor	
Doctor's contact details	
Medicare number	2712 79233 8
Medicare card position	2
Medicare expiry (MM/YY)	11/26

Citizenship info

Citizenship	Australian Citizen
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Special conditions

Is affected by any of the following:

- | | |
|--|----|
| <ul style="list-style-type: none"> • a special custody arrangement • a police order • and / or a court order? | No |
|--|----|

Applicant declarations**B. Media**

I acknowledge that the Defence:

- cannot control or prevent the use of my photographic image, video images or recording of their voice in electronic and print media which is not under the authority and/or control of Defence;
- may include my photographic image, video images or recording of their voice as a secondary, background, and/or ancillary character in electronic and/or print media produced and/or published by Defence; and

- as a secondary, background, and / or ancillary character in electronic and / or print media produced and / or published by Defence; and
- will not include my photographic image, video images or recording of their voice as a main character in electronic and/or print media produced and/or published by Defence unless I have previously given my permission for this to occur.

I acknowledge that photos, video or interviews of the applicant participating in the activity may be used for media products developed to promote the AAC

C. Vehicles

I authorise and permit myself to travel in military or Defence-approved civilian vehicles, aircraft or watercraft should the need or opportunity arise during any period I may be participating in an authorised AAC activity.

D. First aid, medical and dental treatment

I acknowledge that, if required, Defence will provide emergency first aid to myself within the scope of competency held by staff and / or will refer yourself to professional medical / dental assistance. I understand and accept that I will be responsible for the cost of any medical / dental expenses should this be required during an AAC activity, notwithstanding that compensation may be available under the Military Rehabilitation and Compensation Act 2004 if the injury or illness is accepted as due to the my participation in the AAC program.

E. Food and allergies

I acknowledge that AAC are provided with centralised prepared / cooked meals and ration packs which are likely to include ingredients not recommended for individuals with severe food allergies that may be life threatening; or those with special dietary requirements, such as Coeliac disease. I acknowledge that the Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. It may be in my best interest not to participate in the proposed activity, or to provide, at their own expense, sufficient food to cover the duration of the activity.

F. Clothing and equipment

I agree to accept responsibility for AAC clothing and other Commonwealth stores and items issued to myself, and to ensure that such items are cared for and returned to my Army Cadet Unit at the conclusion of the my membership of the AAC.

G. Information Usage

The Defence Privacy Policy is designed to inform individuals about the way Defence (including the Australian Defence Force Cadets) collects, stores, uses and discloses personal information. I understand that the information I provided to Defence and any other information Defence collects about me may be used and/or disclosed by Defence to parents, responsible third parties or any law enforcement body, child protection agency or any other organisation where this considered necessary to safeguard young people. The Defence Privacy Policy and contact details regarding privacy in Defence are available at <http://www.defence.gov.au/ComplaintResolution/privacy.asp>.

H. Information sharing

I acknowledge that the AAC will not share the information it holds about myself with other people, departments, agencies or organisations without my express permission, except in the following circumstances when the AAC may share the my personal information without seeking my prior permission:

1. When the law requires the AAC to provide my information to another person, department, agency or organisation.
2. When a Defence policy requires the AAC to provide my information to another person, department, agency or organisation.
3. With authorised persons within the Australian Defence Organisation.
4. With authorised persons within Government House, Canberra for the purpose of administration relating to the Australian System of Honours and Awards.

5. With authorised persons within the Department of Veterans Affairs for the purpose of administration relating to the Military Rehabilitation and Compensation Act 2004 (Commonwealth).
6. With non-Defence (external) agencies with legitimate reasons for requiring information, including (but not limited to) law enforcement agencies, courts, coroners, and external complaint bodies (such as the Commonwealth Ombudsman and the Australian Human Rights Commission).
7. With first aid personnel, health professionals and health organisations (such as ambulance service or hospital) for the purpose of ensuring that you receives appropriate health care as required during his / her participation in AAC activities, when I cannot give our consent to such information being released.
8. With authorised persons within the Army Cadet Units parent school if the applicant is a member of a School-Based Unit of the AAC.
9. With relevant State / Territory government authorities, agencies, and departments and / or the head of the applicable school (if the applicant is a member of a School-Based Unit) for the purposes of:
 - a. contributing to the protection from harm of a child, young person or vulnerable person;
 - b. investigating, or assisting the investigation of, allegations of inappropriate behaviour with a child, young person or vulnerable person;
 - c. screening of individuals for suitability to work with children / vulnerable people; and / or
 - d. contributing to, maintaining and accessing State / Territory / school records relating to my history of involvement with children, young people or vulnerable people.

I. AAC Member Code of Conduct

1. The Member Code of Conduct (MCoC) is a statement of the behaviour that the Australian Army Cadets (AAC) expects from all members of the organisation.
2. The AAC MCoC is binding on all members of the AAC.
3. Compliance with the MCoC is an essential prerequisite for acceptance as an Officer / Instructor of Cadets (OOC / IOC) or a Cadet, and an essential condition for continued engagement as an OOC, IOC or Cadet.
4. Although not members of the AAC, all Defence Approved Helpers (DAH) supporting the AAC in accordance with AAC Standing Orders, Volume 2, Chapter '2DAH' are expected to comply with the AAC MCoC. For the purpose of this Standing Order, a DAH is considered to be a 'member' (unless otherwise stated).
5. A member must:
 - behave honestly and with integrity;
 - act with all due care and diligence;
 - undertake their duties and activities in a manner that is safe to themselves and all others;
 - treat all others with respect and courtesy, and not engage in harassment or bullying [See Note 1];
 - use information technology and means of communication only for proper purposes;
 - comply with all applicable laws of the Commonwealth and of any State or Territory, including any instrument made under such a law; comply with any lawful and reasonable direction given, verbally or in writing, by an authorised person;
 - comply with any instruction, policy, procedure or directive issued by an authorised person applicable to the member's AAC duties and activities, including (but not limited to):
 1. AAC policy, standing orders, directives or procedures;
 2. ANC / AAFC policy, standing orders, directives or procedures (when attending an activity conducted by the ANC / AAFC);
 3. ADF Cadets policy, standing orders, directives or procedures; or
 4. Australian Defence Organisation policies and directives; and
 - comply with any other conduct requirement that is prescribed for members of the AAC by an authorised person.
8. At all times, a member must:
 - use Commonwealth and cadet unit property, moneys and resources in a proper and safe manner for the purposes for which they were provided;
 - provide true and accurate information in response to a request for information that is made for official purposes in connection with the member's AAC duties and activities;
 - make use of, for authorised purposes only, confidential information acquired in the course of the member's AAC duties and activities, and only reveal such information to persons authorised to receive it;
 - engage in conduct that is not prejudicial to, or likely to be prejudicial to, the administration, discipline or reputation of the AAC, the Australian Defence Force and / or the Australian Defence Organisation; and

- notify the Chief of Army (or delegate) as soon as practicable if the member is arrested with a criminal offence under a law of the Commonwealth, a State or a Territory.
6. For the purposes of this Code, an 'authorised person' in relation to a member includes:
- the Chief of the Defence Force (or the Vice Chief of the Defence Force as delegate);
 - the Secretary of the Department of Defence (or delegate);
 - the Chief of Army (or delegate);
 - the Chief of Navy (or delegate), when the member is attending activities of the Australian Navy Cadets (ANC) or Royal Australian Navy (RAN);
 - the Chief of Air Force (or delegate), when the member is attending activities of the Australian Air Force Cadets (AAFC) or Royal Australian Air Force (RAAF);
 - the officer commanding the unit / headquarters to which the member is attached;
 - a person who is, for the time being, in charge of the member (regardless of their respective ranks);
 - a person who is, at that time, otherwise authorised to give the member a direction or instruction; which may include (but is not limited to) an OOC or IOC of the AAC, ANC, or AAFC; a member of the Australian Defence Force (ADF); an employee of the Australian Public Service (APS); a DAH; a member of the Police or emergency services; or a contractor or assistant responsible for the conduct of a particular activity or event (such as a roping or flying instructor).
 - in the case of a cadet, a cadet of the same or superior rank to the member and who is, for the time being, in charge of the cadet.
10. Failure to comply with the MCoC may result in, where applicable:
- cancellation of acceptance or status as a volunteer OOC / IOC / Cadet, or the imposition of a sanction as a volunteer OOC / IOC / Cadet (as detailed below);
 - de-registration as a DAH; and / or
 - the AAC reporting the matter to the police and / or relevant child protection authority and / or other relevant Commonwealth, State or Territory agency.
4. A breach of the MCoC (which may include a breach of AAC policy, standing orders, directive or procedures) may result in one or more sanctions being applied to an AAC member's engagement in the AAC (but not to a DAH). These sanctions include (in order of severity from least severe to most severe):
- Reprimand (in writing);
 - Formal Counselling;
 - Official Warning (in writing);
 - Suspension of Duties (for a specified period not exceeding six months);
 - Reassignment of Duties (ie, a 'posting' to another position in the AAC Authorised Establishment);
 - Reduction in Worn Rank; and / or
 - Cancellation of acceptance as an OOC, IOC or Cadet.
8. A delegate of the CDF who is authorised to impose a sanction may also impose (either with the sanction, or instead of the sanction), other administrative changes that are of a nature that is usually acceptable for any supervisor or manager to implement with their subordinate staff. For example, the delegate may decide to vary a member's duty statement, or restrict a member's involvement in certain AAC activities, or not allow a member to attend an activity.

Notes:

1. 'Harassment' is defined within Defence as unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating, or intimidating. 'Bullying' is a persistent, unreasonable pattern of behaviour directed towards a person or group of persons. Bullying may comprise a combination of behaviours including unwarranted criticism, insults, spreading malicious rumours, deliberately withholding information or resources and influencing others to exclude or isolate the targeted person or persons. It is important to distinguish between a person reasonably exercising their legitimate authority at work and an instance of bullying or harassment. Commanders and managers are required to direct and control how work is performed and are responsible for monitoring workflow and providing feedback to personnel on their work performance.

I acknowledge that I have agreed to abide by the AAC Code of Conduct

J. ADF Cadets Adult Code of Conduct Statement

The Australian Defence Force Cadets (ADF Cadets) is a youth development program sponsored by the Department of Defence. It strives to foster a safe, healthy and productive environment to which all members are proud to belong. The ADF Cadets Code of Conduct (Adults) 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 (YOUTHPOLMAN) Part 2, 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.

Expected Behaviours

All adults subject to this Code of Conduct are required to:

- comply with all applicable Commonwealth, state and territory laws; relevant Defence and ADF Cadets policies and all lawful and reasonable directions
- behave with honesty and integrity
- behave in a responsible and transparent manner, including reporting promptly and appropriately all incidents, allegations, or suspicions of any form of misconduct or abuse;
- take all reasonable steps to ensure that young people participating in the ADF Cadets program are protected from any form of abuse, harm or neglect including but not limited to indecent and inappropriate conduct, exposure to alcohol, prohibited substances or age inappropriate materials, or grooming for the intent of adult sexual gratification
- ensure, whenever possible and so far as reasonably practicable, that young people participating in the ADF Cadets activities are not left alone with an adult
- ensure all adult interactions with young people whether during or outside ADF Cadets activity contact hours are appropriate and transparent. Including but not limited to, not engaging in inappropriate conversations, personal correspondence including electronic communication, unwarranted and inappropriate touching and discouraging and rejecting any advances of a sexual nature initiated by a young person,
- not use the program to promote personal beliefs, behaviours or practices
- take reasonable care in undertaking duties and conducting activities
- use Commonwealth and cadet unit property and resources in an appropriate manner
- avoid any behaviour or activity that may lead to unsuitability to work with young people
- treat everyone with respect and courtesy regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity
- use or disclose personal information concerning a young person only in accordance with the Privacy Act 1988 and relevant mandatory reporting obligations Published 29 September 2017
- obtain the informed consent of a young person and their parent/guardian in connection with the taking of imagery of the young person by photograph or film, and create only imagery that depicts the young person in an appropriate manner.

I have read and acknowledge my understanding of the ADF Cadets Adult Code of Conduct. I understand that:

- **It is my responsibility to abide by this Code of Conduct at all times**
- **I will uphold and demonstrate the highest standards of moral and ethical behaviour**
- **I acknowledge that failure to comply with the Code of Conduct may result in, where applicable:**
- **administrative or disciplinary action under the Defence Force Discipline Act 1982 for Defence members;**
- **administrative or disciplinary action under the Public Service Act 1999 for Defence APS employees;**
- **cancellation of my acceptance as a ADF Cadets volunteer member, or administrative action as a volunteer; and/or**
- **a report being made to the police and/or relevant child and youth protection authority.**

K. Work Health and Safety Obligations

All AAC members are considered 'workers' under the WHS Act. I accept that I must:

- take reasonable care for my own health and safety; and
- take reasonable care that my acts or omissions do not adversely affect the health and safety of other persons; and

- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers.


I accept that my own health and fitness to undertake my duties has potential to affect the health and safety of other persons.

L. Permission

I give my permission for myself to join the AAC as a Defence Approved Helper in accordance with the Defence Act 1903

Applicant signature

Applicant's signature



Applicant's full name

Xander John Adriano Longo

Date

24/06/2024

Witness signature

Witness's signature



Witness's full name

Yusak Chrise Yesareli

Date

24/06/2024