



Australian Government
Department of Defence

FOI 005/17/18 STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACT

1. I refer to the application by [REDACTED] under the *Freedom of Information Act 1982* (FOI Act), for access to:

“...Department of Defence Code of Conduct Breach Register, including the sanction attributed to each breach decision for the period 1 January 2014 to 30 June 2017.

In the event there is no Breach Decision Register, I request copies of all decisions and sanctions made under the Code in relation to all code matters relating to breaches of Section 13 (3) An APS employee, when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment for the period 1 January 2014 to 30 June 2017.

If Defence does not have a Breach Register, I would like this formally confirmed in writing.

If an employee has received more than one sanction, I would like a clear breakdown demonstrating this as well.

Copies of all Breaches may have personal information redacted, noting privacy of other employees must be guaranteed.”

Excluding personal email addresses, signatures, PMKeys numbers and mobile telephone numbers, contained in documents that fall within the scope of the FOI request. In addition, excluding duplicates of documents.”

FOI decision maker

2. I am the accredited officer pursuant to section 23 of the FOI Act to make a decision on this FOI request.

Documents identified

3. I identified four documents as matching the description of the request.

Decision

4. I have decided to:

- release four documents in full;

Material taken into account

5. In making my decision, I had regard to:

- the terms of the request;
- the content of the identified documents in issue;
- relevant provisions in the FOI Act;
- the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines); and
- advice received from the Directorate of Conduct and Performance.

Context Statement

6. The four documents matching the scope of this request were produced from the Directorate of Conduct and Performance's Case Management Record System (Access database). A total of 321 records were accessed and reviewed to produce the report. Due to limitations of the system, this required printing out of a summary of the time period's records and inputting most of the data manually into a spreadsheet. A further review of the database was done to check each case individually to ascertain if they had previously been referred to the Directorate and a sanction imposed. The spreadsheets were reviewed by a third party to ensure their accuracy. Some Objective records were also accessed to check the accuracy of the information recorded in the database.

**melanie.beacro
ft**

Digitally signed by melanie.beacroft
DN: c=AU, o=GOV, ou=DoD, ou=PKI,
ou=Personnel, cn=melanie.beacroft
Date: 2017.07.24 14:11:13 +10'00'

Dr Melanie Beacroft
Accredited Decision Maker
Associate Secretary