

STAFF-IN-CONFIDENCE (After first entry)

AC 875-1
Revised Aug 2009

Department of Defence

Initial Complaint Report -
Unacceptable Behaviour or Sexual Offence

Refer [DI\(G\) PERS 35-3](#) and [DI\(G\) PERS 35-4](#)

All fields are MANDATORY except address and sexual offences fields
(Unless the type of complaint is a sexual offence complaint)

Distribution

Original - Rights and Responsibilities
Fairness and Resolution
SO Incident Reporting
BP35-1-029
33-35 Brindabella Circuit
Canberra Airport ACT 2600
Fax (02) 6127 2955
Mailbox
DRR.UBReports@defence.gov.au
Copy 2 - Retained permanently on unit file
(Do not destroy)

Unit or ship reference number	Unit or ship	Date of alleged incident	Date unit received complaint

Location of incident (Tick appropriate box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Non-Defence environment | <input type="checkbox"/> Training unit | <input type="checkbox"/> Ship in port |
| <input type="checkbox"/> Ships crew | <input type="checkbox"/> Ship at sea | <input type="checkbox"/> Reserve unit |
| <input type="checkbox"/> Land Command Unit - Army | <input type="checkbox"/> Air Command Unit - RAAF | <input type="checkbox"/> Naval shore establishment |
| <input type="checkbox"/> On deployment | <input type="checkbox"/> Tri-service establishment | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Other Defence establishment | <input type="checkbox"/> Overseas | |

Specify

Address

Type of complaint

- Unacceptable behaviour Sexual offence ➔ If unsure consult [DI\(G\) PERS 35-4](#)

Tick one box only. If unsure of unacceptable behaviour category consult [DI\(G\) PERS 35-3](#) Annex B or contact Rights and Responsibilities (See [Fairness and Resolution Web Page](#) for contact information)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Harassment | <input type="checkbox"/> Workplace bullying | <input type="checkbox"/> Abuse of power |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Inappropriate workplace relationships and conflict of interest | | |

Brief description of complaint to include:

- rank and gender of personnel involved (Where this information will not identify the individuals);
- location where the incident occurred; and
- any other information that is considered relevant.

The basic description must provide sufficient information to clearly explain the nature of the alleged incident(s) without violating any confidentiality or privacy requirements under the [Privacy Act 1988](#) and must not detail individuals' names.

Do not include names

STAFF-IN-CONFIDENCE *(After first entry)*

Current status (Include situation at time of report including quick assessment, appointment of Investigating Officer, consideration of the suitability of Alternative Dispute Resolution, drug and/or alcohol referral, any support provided to complainant, respondent and/or witnesses, appointment of case manager, status of investigation, etc.).

Has a quick assessment been conducted?

(See [DI\(G\) ADMIN 37-2](#))

Yes No



Date completed

Has Alternative Dispute Resolution been considered? (Explain in 'Current status' field). (See [DI\(G\) PERS 35-3 Annex E](#))

Yes No

Is OHSC/Comcare notification required?

(See [DI\(G\) PERS 35-3 Annex F](#))

Yes No

For sexual offences only

Have Civil Police been informed?

Yes No

Does complainant wish to be involved in investigation?

Yes No

Have Service Police been informed?

Yes No

Complainant's details

Management initiated complaint

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Respondent's details

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reporting officer's details

Family name	Given name(s)	Rank or title	Employee ID	Phone number
Unit or ship		Email address		

Commander's or manager's details

Has Commander or manager been informed?
 Yes No

Family name	Given name(s)	Rank or title	Employee ID	Phone number
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Additional complainant 1

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional complainant 2

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional complainant 3

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional complainant 4

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing, Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional complainant 5 *(If more than six complainant's, attach details on separate sheet).*

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Additional respondent 1

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional respondent 2

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional respondent 3

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional respondent 4

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional respondent 5 *(If more than six respondent's, attach details on separate sheet.)*

Rank or actual APS classification	Gender	Permanent, Reserve, Non-ongoing or Contractor	Trainee <input type="checkbox"/> Yes <input type="checkbox"/> No
Duty status <input type="checkbox"/> On duty <input type="checkbox"/> Off duty <input type="checkbox"/> On and off duty		Unit	Service or civilian
Group		Category, Corps or mustering	Age group
Were drugs alleged to be a factor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was alcohol alleged to be a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Initial Complaint Report - Unacceptable Behaviour or Sexual Offence

Instructions for completion

Responsibilities

It is a Defence requirement to report any complaint of unacceptable behaviour to Rights and Responsibilities, Fairness and Resolution when it involves Defence personnel and/or Defence contracted staff, irrespective of the outcome. For complaints of unacceptable behaviour refer to [DI\(G\) PERS 35-3](#), and for sexual offence complaints [DI\(G\) PERS 35-4](#).

Reporting procedures

Reports are to be forwarded to:

Rights and Responsibilities
Fairness and Resolution Attention: SO
Incident Reporting
BP35-1-029
33-35 Brindabella Circuit
Department of Defence
Canberra Airport ACT 2600
Inquiries: (02) 6127 2954
Facsimile: (02) 6127 2955

Initial reports

Reports on sexual offences are to be forwarded direct to Fairness and Resolution **immediately** it becomes known to the commander or manager that the alleged incident has occurred. Complainant and/or respondent names are not to be included in any initial (AC 875-1) or progress (AC 875-2) reports.

All other unacceptable behaviour reports are to be forwarded to Fairness and Resolution within seven days of the complaint being made. A complaint involving a number of complainants is recorded as a single report.

Initial reports *(Continued)*

When a complaint or series of complaints involves the same complainant and respondent, and there is doubt as to how to report the complaint(s), one report collectively based on the incident date(s) should be submitted.

Units or ships are to place a unit or ship reference number on form AC 875-1. This reference number must be referred to on all subsequent correspondence relating to that complaint.

Update reports

Progress reports are to be forwarded to Fairness and Resolution for all reported complaints until such time as the complaint has been finalised. Progress reports are to be reported on form AC 875-2 - *Progress Report - Unacceptable Behaviour or Sexual Offence*.

The unit or ship reference number used in a progress report is to be the same reference number as shown in the initial report.

Final outcome and formal action report

When a complaint has been finalised, the final outcome is to be reported on form AC 875-3 - *Final Outcome and Formal Disciplinary and/or Administrative Action Report - Unacceptable Behaviour or Sexual Offence*.

If formal action is taken against a member for unacceptable behaviour, then page three of form AC 875-3 must be completed and forwarded to Fairness and Resolution.

The unit or ship reference number used is to be the same reference number as used on the initial report for this complaint.

Complainant and/or respondent names are not to be included in any initial (AC 875-1) or progress (AC 875-2) reports