

STAFF-IN-CONFIDENCE (After first entry)

AC 875-2
Revised Aug 2009

Department of Defence

Progress Report - Unacceptable Behaviour or Sexual Offence

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

*All fields are MANDATORY except 'Date investigation completed'
and 'Referral to advice of support section'*

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
Email: DRR.UBReports@defence.gov.au
Copy 2 - Retained permanently on unit file
(Do not destroy)

Unit, ship, establishment or branch details

Unit or ship reference number <i>(Must be same as on AC 875-1)</i>	Unit, ship, establishment or branch	Date unit received complaint

Type of complaint *(Tick one box)*

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).*

Sexual harassment
 Harassment
 Workplace bullying
 Abuse of power

Discrimination
 Inappropriate workplace relationships and conflict of interest

Current status *(Brief description of action taken)*

Situation at time of report: All relevant information including status of investigation

Date quick assessment commenced	Date quick assessment completed	Date investigation commenced	Date investigation completed

Has a Case Manager been appointed? Yes No

For sexual offences only *(If not included on AC 875-1)*

Have Civil Police been informed? Yes No
 Does complainant wish to be involved in investigation? Yes No

Have Service Police been informed? Yes No

Referral to advice or support *(Services offered to complainants, respondents and/or witnesses.)*

Note: Professionally qualified counsellors include chaplains, psychologists, social workers, medical officers and legal officers.

Counsellor or Employee Assistance Program (EAP)

Other agency ➔ Specify

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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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 refer to [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

Progress reports

Progress reports are to be submitted to Fairness and Resolution using form AC875-2 - *Progress Report - Unacceptable behaviour or Sexual Offence*. Progress reports must be submitted when significant changes occur or milestones are reached, such as the completion of an inquiry or referral to a Code of Conduct delegate. Where no previous progress reports have been provided, a progress report must be submitted no later than three months after the date of initial complaint.

If the responsibility for the management of a complaint is transferred a progress report must be submitted. Once there is agreement between the losing and gaining commanders or managers, the gaining commander or manager is to raise the AC875-2. The existing unit reference number is to be quoted and the new unit reference number advised in the 'Current status' field. Subsequent reports are to use the new unit reference number.

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