

STAFF-IN-CONFIDENCE (After first entry)

AC 875-3
Revised Aug 2009

Department of Defence

Part 1 - Final Outcome Report Unacceptable Behaviour or Sexual Offence

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

All fields in Part 1 are MANDATORY

Distribution

Original - Unit file
Copy 2 - Rights and Responsibilities
BP35-1-029
33-35 Brindabella Circuit
Canberra Airport ACT 2600
Fax (02) 6127 2955

Unit, ship, establishment or branch details

Unit or ship reference number <i>(Must be same as AC 875-1 and AC 875-2)</i>	Unit, ship, establishment or branch	Date unit received complaint	Date of resolution

Type of complaint

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

Type of finalisation (Tick one box)

If formal disciplinary and/or administrative action is imposed, it is mandatory to complete part 2 of this form.

Formal resolution Informal resolution No further action *(eg Complaint withdrawn, insufficient evidence, false or vexatious)*.

Brief description of action taken since last update to achieve final outcome

Was the complainant advised of outcome? Yes No Is OHSC/Comcare notification required? *(See [DI\(G\) PERS 35-3](#) Annex F)* Yes No
 Was the respondent advised of outcome? Yes No Was support provided? Yes No
 Is ongoing support required? Yes No
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 If 'Yes', give details

Informal resolution (Tick appropriate boxes)

Informal resolution does not result in the respondent's details being recorded on the unacceptable behaviour database.

Self resolution Supported self resolution Apology Counselling
 Individual and group development needs

Alternate Dispute Resolution (ADR)

Mediation Group facilitation

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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Part 2 - Formal Disciplinary and/or Administrative Action Report Unacceptable Behaviour or Sexual Offence

- Only to be completed if formal action has been taken against ADF personnel or APS employees for a substantiated complaint.

Distribution Original - Unit file Copy 2 - Rights and Responsibilities BP35-1-029 33-35 Brindabella Circuit Canberra Airport ACT 2600 Fax (02) 6127 2955 Copy 3 - Respondent's career management agency

Unit, ship, establishment or branch details

Unit or ship reference number (Must be same as AC 875-1 and AC 875-2) Unit, ship, establishment or branch Date unit received complaint

I have today taken formal action (As specified below) in relation to Respondent's details

Given name(s) Family name Rank or title Employee ID

and warned that any repetition of the behaviour will cause his or her suitability for retention or ongoing employment to be reviewed. The respondent has also been advised that this record of formal action is to be placed permanently on their personnel file and their name entered into the unacceptable behaviour database maintained at Fairness and Resolution. This information may be used by career managers for the purpose of making professional decisions concerning the member.

Formal resolution (Tick appropriate boxes)

Formal administrative or disciplinary action taken against a member found to have behaved unacceptably, in accordance with DI(G) PERS 35-3 or DI(G) PERS 35-4, will result in the respondent's details being recorded on the unacceptable behaviour database, the unit or work area file and, in the case of ADF members, the career management file.

Administrative or disciplinary action (ADF only) Formal warning or censure issued Administrative action Specify Disciplinary action Specify Other ADF formal action, (eg Suspension) Specify Formal sanctions under the Public Service Act (1999) (APS only) Note: Formal sanctions cannot be imposed until a breach of the APS Code of Conduct has been found by the misconduct delegate. Termination of employment Reduction in classification Reduction in salary Fine or deduction from salary Re-assignment of duties Written reprimand No formal sanction imposed Conviction of criminal offence (ADF and APS respondents) Specify Brief explanation

Commander or manager's details

Signature Printed name Rank or title Employee ID Phone number Date

Respondent's acknowledgement

I acknowledge that I have read this form and been advised of the formal action to be taken and that my details will be recorded on the Defence unacceptable behaviour database. Signature Date Note: A copy of this form can still be forwarded to Rights and Responsibilities if the respondent does not sign to acknowledge.

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Final Outcome Report Unacceptable Behaviour or Sexual Offence

Instructions

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](#). When two personnel from a different unit, ship, establishment or branch are involved in a complaint, the respondent's unit is to take responsibility for the procedures involved in managing the complaint.

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

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*.

Part 1 of AC 875-3 is to be completed for all complaints. If formal action is taken against a member for unacceptable behaviour, then Part 2 of form AC 875-3 must also 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 and progress report for this complaint.