

s47E(c)

Minute

s47E(c)

For information:

s47E(c)

**FACT FINDING—INAPPROPRIATE BEHAVIOUR
COMPLAINT s47E(c) 2021**

Introduction

1. During the s47E(c) meeting of s47E(c) s47E(c) informed staff of inappropriate behavior by s47E(c) whilst s47E(c) was s47E(c) for the ADF Parliamentary Program (ADFPP). CO s47E(c) directed myself s47E(c) to conduct a fact finding of any alleged inappropriate behavior.

Complaint

2. s47E(c) while s47E(c) on s47E(c) 21 and was assigned to s47E(c) where the intention was for s47E(c) to act as a s47E(c) to understand and integrate into the program. s47E(c) s47E(c) 21.

3. While the s47E(c) Meeting occurred on the s47E(c) 21, members of s47E(c) bought to s47E(c) attention complaints of inappropriate behavior. s47E(c) bought the complaint to the attention of the s47E(c) command team later that evening during the s47E(c) Meeting.

4. On the s47E(c) 21, I interviewed all members of s47E(c) and have identified the following facts.

a. s47E(c)

b. s47E(c)

c. s47E(c)

s47E(c)

d.

s47E(c)

5. In conclusion it is considered that s47E(c) acted in an inappropriate and unprofessional manner whilst s47E(c). s47E(c) behavior undermined the s47E(c) s47E(c) and its mission. The behavior brings risk to reputation for s47E(c) and wider government as a whole.

Recommendations

6. As a result of the above facts, the following recommendations are suggested to occur:

a. ADF Parliamentary Program members must undergo background checks to deem if they are suitable for s47E(c).

b. Parliamentary exchange members must undergo a s47E(c) prior to s47E(c)

c. A Defence Incident Report is to occur.

7. For your consideration.

s47E(c)

s47E(c)

s47E(c)

s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 10:26 AM
To: s47E(c)
Cc: s47E(c)
Subject: s47E(c) IR s47E(c)/21 AND FACT FINDING s47E(c)/21
~~[SEC=OFFICIAL:Sensitive, ACCESS=Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Thanks s47E(c)

We will seek further guidance on the way ahead but agree that the DIR should be closed at the Command level with further action taken by the Department for this completely unacceptable behaviour.

Kind regards

s47E(c)

s47E(c)

s47E(c)

Telephone: s47E(c)

Mobile: s22

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From: s47E(c)
Sent: s47E(c) 2021 8:52 AM
To: s47E(c)
Cc: s47E(c)
Subject: FW: s47E(c) DIR s47E(c) 21 AND FACT FINDING s47E(c)/21 ~~[SEC=OFFICIAL:Sensitive, ACCESS=Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Good Morning s47E(c)

Request your assessment and advice on how to manage this alleged complaint of unacceptable behaviour.

I received this yesterday afternoon. The complaint is of alleged incidents of Unacceptable Behaviour by a parliamentary member participating in the Parliamentary Visits program. A Factfind was conducted and confirms that the incidents are more likely to have occurred. The allegations indicate unreasonable conduct at work by a non-Defence Member that is connected to Defence and is both offensive and belittling to another person and adverse to morale, discipline or workplace cohesion.

My initial thought is that the recommendations are outside of the ability of s47E(c) to implement and that I will recommend to the CO that he close the DIR. I will then discuss the process with those involved and suggest that they improve the internal management plan for VIP visits. s47E(c)

I consider that this behaviour could be considered 'disclosable conduct' and involves a respondent that is not subject to the requirements of the 'Complaints and Alternative Resolutions Manual'. For this reason I am seeking your assessment and advice of how to manage the complaint.

s47E(c)

W s47E(c)

M: s22

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From: s47E(c)
Sent: s47E(c) 2021 3:48 PM
To: s47E(c)
Cc: s47E(c)
Subject: s47E(c) DIR s47E(c)/21 AND FACT FINDING s47E(c) 21 ~~[SEC=OFFICIAL: Sensitive, ACCESS=Personal Privacy]~~

~~**OFFICIAL: Sensitive Personal Privacy**~~

Sir,

Find attached the subject DIR (unsigned) and Fact Finding covering events that occurred s47E(c) s47E(c) during s47E(c) 21, forwarded following discussions with s47E(c)

s47E(c)

s47E(c)

Mobile: s22

s47E(c)

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s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 10:29 AM
To: s47E(c)
Subject: FW: s47E(c) DIR s47E(c) 21 AND FACT FINDING s47E(c) 21
~~[SEC - OFFICIAL: Sensitive, ACCESS - Personal Privacy]~~
Attachments: s47E(c) Fact Finding s47E(c) 21.pdf; 21 s47E(c) DIR s47E(c) 21 (INITIAL).pdf

~~OFFICIAL: Sensitive Personal Privacy~~

Sir

s47E(c)

s47E(c)

s47E(c)

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s22

s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 10:48 AM
To: s47E(d)
Cc: s47E(c)
Subject: RE: s47E(c) DIR s47E(c) /21 AND FACT FINDING s47E(c) /21
~~[SEC-OFFICIAL.Sensitive, ACCESS=Personal-Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Ack. Thanks

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)

M: s22

s47E(c)

s47E(c)

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From: s47E(d)
Sent: s47E(c) 2021 10:41 AM
To: s47E(c)
Cc: s47E(c)
Subject: RE: s47E(c) DIR s47E(c) /21 AND FACT FINDING s47E(c) /21 ~~[SEC-OFFICIAL.Sensitive, ACCESS=Personal-Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Wait out – this is unfortunately not a first (incident occurring during Parliamentary Program/Parliamentary Exchange).

The last one was problematic so I need to ensure Defence has an agreed process/lead moving forward.

I'll get back to you shortly

Kind Regards

s47E(d)

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

Tel: s47E(d)

Mob: s22

Email s47E(d)

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From: s47E(c)

Sent: s47E(c) 2021 10:29 AM

To: s47E(d)

Cc: s47E(c)

Subject: FW: s47E(c) DIR s47E(c)/21 AND FACT FINDING s47E(c)/21 ~~SEC-**OFFICIAL: Sensitive,**~~
~~ACCESS-**Personal Privacy**~~

~~**OFFICIAL: Sensitive Personal Privacy**~~

Hi s47E(d)

Grateful for your advice regarding alleged UB by a parliamentary member participating in the Parliamentary Visits program s47E(c). Details attached.

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)

M: s22

s47E(c)

S47E(c)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 1:22 PM
To: s47E(d)
Subject: 21 s47E(c) s47E(d) - ADFPP - Handbook and Briefings
Attachments: ADFPP EXTS Participants Handbook.docx; CDF Directive 04_2019 - ADF Parliamentary Program - Provision of Attachment Options - FOUO.pdf
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Good afternoon Ma'am,

After the last incident, an individual activity handbook is developed for activities and includes a section on Defence Values including

Your conduct as an elected member of parliament will be on display at all times whilst participating in this ADFPP option, as such it is a Defence expectation that your conduct is appropriate and respectful of the Defence values throughout the activity.

Once nominated to participate the s47E(c) coordinator includes the ADFPP participants on all s47E(c) correspondence including the s47E(c) handbooks and all s47E(c) briefings, as such a separate ADFPP handbook is not produced for s47E(c) activities and s47E(c) coordinator provides all the details to the participants as if they were one of the s47E(c)

The content of the briefings provided to the participants will need to be provided by s47E(c) as s47E(c) they would have received all the correspondence and briefings provided to the entire s47E(c)

Kind Regards

s47E(d)

s47E(d) ADF Parliamentary Program

s47E(d)

PO Box 7902, CANBERRA BC ACT 2610

Ph: s47E(d)

Mb: s22

Group Email: adf.parliamentaryprogram@defence.gov.auWebpage: www.defence.gov.au/adfpp

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AUSTRALIAN DEFENCE FORCE PARLIAMENTARY PROGRAM



PARTICIPANTS HANDBOOK



Introduction

Welcome to the 2021 Australian Defence Force Parliamentary Program (ADFPP). The Australian Defence Force, together with the Minister for Defence Personnel, the Honourable Andrew Gee MP, is proud to present this highly successful Program, now in its twenty first year. The ADF is known and respected around the world for its professionalism and formidable military capability. The Navy, Army and Air Force work closely together in defence of our nation and in support of a range of operations in Australia and around the world. The ADFPP offers a rare opportunity for our elected representatives to experience everyday life in the ADF and gain a better understanding of how Australia's serving men and women defend Australia and its national interests in order to advance Australia's security and prosperity often in complex and changing environments.

Key Points of Contact

Executive Officer ADFPP	s47E(d)	s47E(d)
		s22
Activity Hosts		s22

Key Timings

Arrival Time	NLT s47E(c)	21
Location	s47E(d)	
Point of Contact	s47E(d)	s22
Departure Location	s47E(d)	
Estimated Departure Time	s47E(c)	2021

Travel

Travel to and from the program start location will be at the participant's expense. The program requires that participants arrive no later than s47E(c) 21 and expect to depart not before s47E(c) 2021

Program Intent

The Australian Defence Force Parliamentary Program, established in 2001 provides a unique opportunity for Senators and Members of the House of Representatives of Federal Parliament to walk in the shoes of our service personnel. The program was established to provide parliamentarians without previous direct military experience a practical experience of ADF personnel and capabilities, in order to facilitate a well-informed national conversation about Defence issues and expenditure. The intent of the ADF Parliamentary Program is to provide participants with an immersive experience regarding life in the ADF. The more participants embrace the program and involve themselves in the designated activities, the more insightful and rewarding the experience will be.

Exercise Talisman Sabre 2021 (TS2)

TS21 is the largest bilateral combined training activity between the Australian Defence Force (ADF) and United States (US) military. It is designed to test our respective forces in planning and conducting Combined and Joint Task Force operations and improve the combat readiness and interoperability between Australian and US forces.

Occurring every two years, Talisman Sabre reflects the closeness of our alliance and strength of our enduring military relationship.

TS21 is the ninth iteration of the exercise and consists of a Field Training Exercise incorporating force preparation (logistic) activities, amphibious landings, ground force manoeuvre, urban operations, air combat and maritime operations.

In response to the COVID-19 pandemic, Defence is adjusting how it does business while still maintaining operational readiness. TS21 is critical to Defence maintaining that readiness. Defence has worked with relevant State and Territory authorities – including Chief Health Officers – to design an exercise that achieves its objectives while being safe for the Australian community and participating forces. The arrival of international partners for TS21 will not affect the number of returning Australians. TS21 demonstrates Defences capability to achieve large scale operational outcomes while concurrently dealing with a global pandemic.

Where: TS21 exercise activities are planned to occur in Queensland including in the Charters Towers region and ADF Townsville Field Training Area (TFTA); coastal locations including Bundaberg, Stanage Bay peninsular, ADF Shoalwater Bay Training Area (SWBTA), Mackay, Bowen, Proserpine, Ingham region, Lucinda, Forest Beach, ADF Cowley Beach Training Area (CBTA) and RAAF Scherger, as well as Evans Head in NSW.

Townsville will see increased military presence over this time, mainly at Lavarack Barracks and RAAF Townsville, and on the roads between there and Charters Towers.

When: TS21 will run from late June to mid-August 2021, this time frame includes the initial surge of equipment and people and their subsequent departure after the exercise. Exercise activities will peak during 18-31 July 2021.

Who: In addition to Australia and United States, personnel from New Zealand, Canada, the Republic of Korea, the UK and Japan will take part. France, India and Indonesia will serve as observer nations.

Commander Headquarters 1st Division and Deployable Joint Force Headquarters



Major General Jake Ellwood, DSC, AM

Major General Justin ('Jake') Ellwood assumed the appointment of Commander 1st Division/ Deployable Joint Force Headquarters in January 2019. He graduated from the Royal Military College – Duntroon in 1990 into the Royal Australian Infantry Corps. His early career includes platoon command in the 2nd/4th Battalion and operational service with the Irish Guards in Kosovo as Second in Command of a Warrior Company. Major General Ellwood commanded an infantry company in East Timor and served as the Brigade Major of the 1st Brigade.

Major General Ellwood was appointed Commanding Officer of the 5th Battalion from 2007 to 2008. During his tenure, he commanded a light armoured battlegroup in Iraq and a light infantry battlegroup in East Timor. Major General Ellwood deployed to Afghanistan as the Chief of Operations within Headquarters Resolute Support from 2014 to 2015. His career also encompasses diverse staff roles including Liaison Officer to the United States Marine Corps and Chief of Staff Headquarters Forces Command. Prior to his current appointment, Major General Ellwood served as Deputy Chief of Army. Major General Ellwood was appointed as the National Coordinator for the ADF response to Operation Bushfire Assist during the Black Summer of 2019/2020.

Major General Ellwood's personal awards include a Commander British Forces Commendation and a Divisional Commander's Commendation. He was awarded the Distinguished Service Cross for his command and leadership in Iraq, a Commendation for Distinguished Service and the United States Legion of Merit (Degree of Officer) for his service in Afghanistan. Major General Ellwood was appointed as a Member of the Order of Australia in 2019 for service in multiple senior appointments within the Australian Army.

He holds a Bachelor and Master of Arts from Deakin University, a Masters of Management (Defence Studies) from the University of Canberra and a Graduate Diploma in Education (Secondary) from Monash University. Major General Ellwood is a graduate of the Australian Command and Staff College, Higher Defence College as well as a graduate of the Oxford Advanced Management and Leadership Program.

Major General Ellwood is married to Nicole. They have two children who are both Commissioned Officers in the ADF. Other than family pursuits, his hobbies include long distance running, military history, fishing and scuba diving.

Director General Joint Collective Training / EX TS 21 Director

**Air Commodore Bellingham, DSC, AM, CSC**

Air Commodore Bellingham, graduated from the Australian Defence Force Academy in 1989 with a Bachelor of Science. On completion of two flying postings at C130E and HS748, Air Commodore Bellingham completed Qualified Flying Instructor's (QFI) Course and served as a Flying Instructor. He was posted to 77SQN as the Forward Air Control Flight QFI in 1998 and was promoted to Squadron Leader as the 77SQN C Flight Commander in 2001. During this time he advocated the requirement for improved management of ADF Forward Air Control and Joint Terminal Attack Control and in 2002, Air Commodore Bellingham became the first Commanding Officer of the Forward Air Control Development Unit. Air Commodore Bellingham was awarded the Conspicuous Service Cross for his leadership and dedication during this time in developing and establishing a foundation within the ADF for Forward Air Control and Joint Terminal Attack Control.

In 2003, Air Commodore Bellingham was posted to the Australian Defence Force Warfare Centre as the Staff Officer for Air Operations doctrine, immediately deploying as an Air Liaison Officer in the Combined Joint Special Operations Task Force supporting the Australian Special Operations Task Group in Iraq. He was awarded the United States Bronze Star in recognition of his contribution to the Joint Fires Element within the Combined Joint Special Operations Task Force. On completion of his posting to ADFWC, he was posted to 2SQN (E-7 Wedgetail) as the Executive Officer.

In 2008, he was promoted to Wing Commander and posted to the Air Land Integration Office (ALIO) as the Director. This posting saw continued advocacy for increased ADF focus on Air-Land Integration and remediation of the ADF Joint Fires capability. In 2009, ALIO was reformed under Joint Capability Command as the Air Surface Integration Directorate – Joint Fires with Air Commodore Bellingham appointed as the Director. During this posting, he undertook further tertiary studies and completed his Bachelor of Teaching with distinction.

In 2011, Air Commodore Bellingham was posted to Commanding Officer 4SQN. During his three years at 4SQN, the focus on Joint Fires and Air - Land Integration continued and saw 4SQN consolidate ADF Joint Terminal Attack Control, Forward Air Control - Airborne and Combat Control Team capabilities. In 2014, he was promoted to Group Captain and posted to the position of Director Air and Space Operations Centre in Headquarters Joint Operations Command.

In June 2015, he was temporarily promoted to Air Commodore for deployment as Commander Air Task Group 630 for operational service on Operation OKRA. Air Commodore Bellingham was awarded the Distinguished Service Cross in recognition of distinguished leadership and command during this deployment. Immediately following this deployment, he was posted as Officer Commanding 42 Wing until December 2017.

In 2018 Air Commodore Bellingham completed the Australian Defence Strategic Studies Course earning a Master of Arts (Strategic Studies). Immediately following this year, he was posted as Chief of Staff to VCDF until December 2019.

Air Commodore Bellingham has been awarded the Distinguished Service Cross, Member of the Order of Australia, Conspicuous Service Cross, Operational Service Medal (Middle East Region), Australian Active Service Medal (ICAT and IRAQ Clasp), Defence Force Long Service Medal, and US Bronze Star. He is married and has two children. He continues to enjoy his sport, in particular golf. Other interests include fishing, hiking and camping.

commander 3rd Brigade



Brigadier Kahlil Fegan DSC

Brigadier Kahlil Fegan graduated from the Royal Military College - Duntroon in 1993 to the Royal Australian Infantry Corps. He has served within the 3rd Battalion, 6th Battalion and the 8th/9th Battalion, The Royal Australian Regiment.

His non-regimental postings include instructional time at the Army Recruit Training Centre; a two-year exchange to the Canadian School of Infantry; and a staff position within the Directorate of Officer Career Management. Upon promotion to Lieutenant Colonel, Kahlil served as the Staff Officer Policy to the Chief of the Defence Force, and later as SO1 Force Preparation on the Headquarters of the 1st Division. After his command of the 8th/9th Battalion, Kahlil returned to the Division Headquarters as the Military Assistant to the Commander then as the Division's Chief of Staff.

Kahlil's operational experience includes deployment to East Timor in 2000 with the 6 RAR Battle Group; to Iraq in 2004 as the Officer Commanding SECDET III; on Operation QUEENSLAND FLOOD ASSIST in 2011 as commander Joint Task Force 637.10; to Afghanistan in 2012 as the Commanding Officer of the 8/9 RAR Task Group; and back to Iraq in 2016 as the Director of Plans for the Combined Joint Forces Land Component Command, Operation INHERENT RESOLVE.

Kahlil holds a Bachelor of Arts degree from the University of Newcastle; a Masters of Management Studies from the University of New South Wales; and a Masters of International Public Policy from Johns Hopkins University, School of Advanced International Studies (SAIS).

He is a graduate of the Australian Command and Staff College, and the Australian Institute of Company Directors Course.

In 2005 Kahlil was awarded a Commendation for Distinguished Service for his command of SECDET III in Iraq. In 2013 he was awarded the Distinguished Service Cross for his command of the Task Group in Afghanistan, and in 2018 he was awarded a Commendation for Distinguished Service for his time as Director of Plans in Iraq.

Kahlil is married to Ilona and they have a young son Elijah as well as two daughters, Caitlin and Lauren from a previous marriage.

Dress

As the activity is conducted within a number of other agencies there is no requirement to wear uniform for this activity.

Civilian

The ADF has minimum dress standards for on base and when dining in messes. When selecting civilian clothing for wear in Officer and Senior Non Commissioned Officers messes, smart casual clothing in line with contemporary standards is acceptable.

Ablution Blocks

Defence accommodation is often unisex as such the minimum clothing items that may be worn by both male and female personnel is a singlet and shorts or conservative dressing gown. Under no circumstances are participants to move between their room and the ablutions wrapped in/wearing a towel on its own.

Physical Training

The minimum dress requirement for physical training: T-Shirt, Shorts, (shorts to be worn over lycra – bike pants) Socks, Running shoes and a hat.

Working Routine

The daily working routine is often long and physically demanding with attachment options designed to ensure you gain the maximum impact from the experience. Wherever possible, you will have the opportunity to work and live alongside servicemen and women at all rank levels. Nor is it an endurance test, so the prospect of arduous physical activity and conditions should not deter you from gaining the maximum from the Program. Host units can and will tailor the conditions to suit individual abilities to ensure participants get the most out of the experience.

Physical Training

The decision to participate in group physical training is voluntary; if participants choose to join ADF members in physical training, you will be under the instruction of a qualified physical training (PT) supervisor. Please discuss any limitations you may have with the PT Supervisor prior to the activity, who should provide advice on participation in the activity.

Additional Equipment

Any additional military equipment required throughout the program will be provided on loan to you for the duration of the activity. As per the program intent, there may not be five-star comforts or the protocols of a VIP visit as the aim of the program is to integrate participants into the daily working of the ADF. The following personal items are advisable:

- Toiletries, Own towel
- Thongs (to wear in communal showers)

Meals and Accommodation

All meals and accommodation will be provided by Defence for the duration of the program. Participants will be accommodated with ADF personnel and, where possible, provided with a single room.

Dietary Requirements

Meals prepared in Defence messes are prepared in bulk and in areas with foods which may cause food allergy or intolerance in some people. If participants have any dietary requirements please notify XO ADFPP prior to the program commencing. With sufficient notification the catering staff will make every effort to meet the specified dietary requirement.

Medical

Defence has an obligation to provide health care to parliamentarians participating in ADFPP options. To minimise the risk of adverse health outcomes, participants are required to meet an adequate standard of medical fitness and functional ability prior to participation.

Participation in the ADFPP should not be seen as an endurance test. All participation in any arduous physical activity is voluntary and participants should only engage in activities which they feel comfortable. Please inform the program host of any medical restrictions which may prevent participation in an activity.

Medication

Please bring any medication required for the period of the program. Please discuss any storage requirements with the program host.

Operational Security

Operational security is a key factor in ensuring the safety of all participants along with ADF personnel throughout the attachment. Prior to the activity please do not make public any details relating to the visit or share your movements, or those of other option participants, with anyone who do not have an absolute need to know.

Mobile phones and Personal Electronic Devices

Due to rapid technological advancement and enhancement of capabilities that can compromise security, mobile phones and Personal Electronic Devices (PEDs) represent a unique security challenge. PEDs have the capability to capture, store, receive and transmit information in various formats over fixed and wireless networks which may compromise the security of the environment being visited.

Mobile phones and PEDs are an essential component of communication; however they represent a potential security threat and, as such, are not to be taken into sensitive areas. The host officer will advise participants of these areas and devices are to be secured using the PED lockers provided.

Photography

Photography or video recording is prohibited on Defence establishments unless specifically authorised. Defence understands that participants may wish to have a memento of the program, so please ask the program host for permission to take a photograph. If participants are not permitted to use a personal device, the program host may be able arrange for a unit camera / photographer.

Any photographs you take will need to be cleared by your hosts, to ensure there is no sensitive items in the background, such as equipment control panels, access points or weaponry.

Please ask your hosts if the images are fine to post in the public domain and it is requested that any images or your participation in the activity is not made public until the activity has concluded.

Defence Values

The Defence Values and Behaviours have a strong foundation in the values that have come before. They are distilled from the history, the institutions and the people who have served before us in the ADF and Defence APS. The new Defence Values are not dissimilar to the previous values the Services, ADFA and APS have had over the years, but they are more than a replacement – they bring us alignment and a single purpose.

The Defence Values centre on the virtues of human character that apply to all of us, no matter where we work or live.

The Defence Values – “Our Values” – are:

- **Service.** The selflessness of character to place the security and interests of our nation and its people ahead of my own.
- **Courage.** The strength of character to say and do the right thing, always, especially in the face of adversity.
- **Respect.** The humanity of character to value others and treat them with dignity.
- **Integrity.** The consistency of character to align my thoughts, words and actions to do what is right.
- **Excellence.** The willingness of character to strive each day to be the best I can be, both professionally and personally.

The Defence Values are underpinned by new Defence Behaviours, which replace the ‘One Defence Leadership Behaviours’ and all other Group and Service behavioural sets.

Defence Behaviours

To live the Defence Values, I will:

- Act with purpose for Defence and the nation.
- Be adaptable, innovative and agile.
- Collaborate and be team-focused.
- Be accountable and trustworthy.
- Reflect, learn and improve.
- Be inclusive and value others.

Your conduct as an elected member of parliament will be on display at all times whilst participating in this ADFPP option, as such it is a Defence expectation that your conduct is appropriate and respectful of the Defence values throughout the activity.

Safety

Defence is committed to providing the safest possible environment for all Defence personnel, contractors, sub-contractors, and visitors. ADFPP participants will be provided with safety and security briefing and the commencement of the option and during the option.

It is a Defence expectation that participants agree to abide to reasonable directions and requests to minimise any risk to themselves and/or Defence personnel or property during an attachment. Participants are responsible for conducting themselves in a manner that will ensure their safety and the safety of others.

ADF Badges of Rank

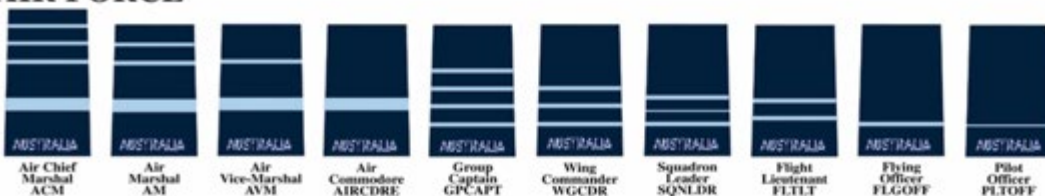
NAVY



ARMY



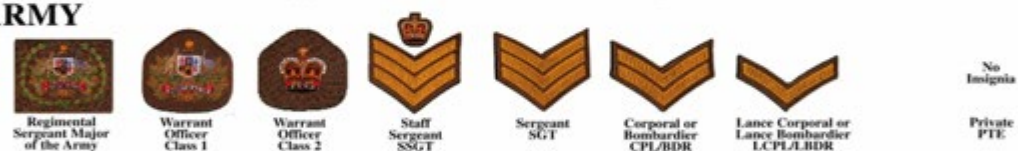
AIR FORCE



NAVY



ARMY



AIR FORCE



Equivalent Ranks

Navy	Army	Air Force	Rank equivalency
Admiral	General	Air Chief Marshal	O-10
Vice Admiral	Lieutenant General	Air Marshal	O-9
Rear Admiral	Major General	Air Vice-Marshal	O-8
Commodore	Brigadier	Air Commodore	O-7
Captain	Colonel	Group Captain	O-6
Commander	Lieutenant Colonel	Wing Commander	O-5
Lieutenant Commander	Major	Squadron Leader	O-4
Lieutenant	Captain	Flight Lieutenant	O-3
Sub-Lieutenant	Lieutenant	Flying Officer	O-2
Acting Sub-Lieutenant	Second Lieutenant	Pilot Officer	O-1
Midshipman	Officer Cadet	Officer Cadet	
<i>Enlisted</i>			
Warrant Officer of the Navy	Regimental Sergeant Major of the Army	Warrant Officer of the Air Force	E10
Warrant Officer	Warrant Officer Class 1	Warrant Officer	E09
Chief Petty Officer	Warrant Officer Class 2	Flight Sergeant	E08
–	Staff Sergeant	–	E07
Petty Officer	Sergeant	Sergeant	E06
Leading Seaman	Corporal	Corporal	E05
–	Lance Corporal	–	E04
Able Seaman	[Private Proficient]*	Leading Aircraftman	E03
Seaman	Private	Aircraftman	E02

Common staff system

The system allocates letters to mark service composition and numeric to identify staff appointments and levels. Up to three numerals will follow the single letter designator. The first number indicates the branch, the second number relates to the function within the branch and the third is sequential.

Alphabetical Designators

J	Joint Staff
N	Naval component or headquarters
A	Air Force component or headquarters
G	Army component or headquarters at division level and above
S	Army headquarters at brigade and below
SOJ	Special Operations component of a Joint Headquarters

Numerical Designators

0	Command Group and Specialist Staff
1	Personnel
2	Intelligence
3	Operations
4	Logistics
5	Plans and Policy
6	Communications and Information Systems
7	Doctrine and Training

ADFPP Packing List

SERIAL	ITEM	SETS	YES / NO
1	Disruptive Pattern Shirt	2	
2	Disruptive Pattern Trouser	2	
3	Military Socks	2	
4	Military T Shirt	2	
5	Military Boots	1	
6	ADFPP Cap / Bush Hat	1	
7	ADFPP Slide / Patches	1	
8	Disruptive Pattern Jacket (<i>if required</i>)	1	
9	Physical Training Clothing		
	• T-shirt	1	
	• Shorts	1	
	• Socks	1	
	• Runners	1	
10	Toiletries		
11	Thongs	1	
12	Towel	1	
13	Civilian Clothing		
14	Dive Bag	1	
15	Personal Backpack	1	
16	Personal Water Bottle – min 1lt	2	
17	Personal Medication		
18	Sun Glasses		

Note: When packing please be aware that you may be required to carry these items yourself. The above is a guide of the minimum items, pack enough to be comfortable over the period of the activity.



CHIEF OF THE DEFENCE FORCE

See distribution

CDF DIRECTIVE 04/2019

ADF PARLIAMENTARY PROGRAM – PROVISION OF ATTACHMENT OPTIONS

References:

- A. Australian Government Personnel Security Protocol Version 2.3 (December 2017)
- B. Section 82 of the Defence Act 1903
- C. Defence Communication Manual
- D. CDF Directive TBI – Policy for Official Visits to the MER
- E. CJOPS Directive 55/18 – *Direction to personnel temporarily deploying on CJOPS Operations in the MER*

INTRODUCTION

1. The Australian Defence Force Parliamentary Program (ADFPP), established in 2001, provides a unique opportunity for Senators and Members of Parliament to walk in the shoes of our service personnel. The program provides a unique opportunity for elected members of Parliament to gain an insight into the day-to-day workings of the ADF, and the complexities associated with defending Australia and its national interests.
2. The objectives of the ADFPP include providing participants with practical experiences of the ADF in order to facilitate a well-informed national conversation about Defence issues and expenditure. Opportunities and intended outcomes include:
 - a. Enhancing understanding of a variety of ADF roles and missions.
 - b. Enhancing understanding of ADF capability, from raise, train and sustain roles, and provision of joint capabilities, through to operations and major exercise activities.
 - c. Experiencing life as a service person, including where possible, wearing the ADF uniform of the day and working and living alongside ADF personnel in their day-to-day activities.
 - d. Enhancing awareness and understanding of ADF personnel and management issues.
 - e. Gaining first-hand insights into the application of Defence capabilities in meeting the strategic aims of government.
3. The ADFPP also includes an Exchange element, whereby selected ADF personnel are attached to the office of a Senator or Member during a parliamentary sitting week. The aim of the Exchange program is to provide ADF members with greater insight into the workings of Parliament and the Westminster system of government.

AIM

4. The aim of this Directive is to detail the development of suitable attachment options and the selection of ADF personnel to participate in the parliamentary exchange.

OVERSIGHT AND ACCOUNTABILITY

5. MINDEF and the CDF together accept responsibility for the implementation of the ADFPP. MINDEF has appointed MINDP to sponsor the program within Parliament. VCDF is appointed to administer the program within Defence.
6. Director General Military Strategic Effects (DGMSE) is appointed as the lead for the ADFPP. The day-to-day administration and coordination of the program is the responsibility of the Executive Officer ADFPP (XO ADFPP).
7. Each Group Headquarters is to appoint a suitable ADFPP Coordinator as the principal point of contact between XO ADFPP and the Headquarters.
8. A defence advisor within the office of MINDP (O/MINDP) is the principal point of contact between the XO ADFPP and O/MINDP, and is able to facilitate, assist and provide advice regarding working with parliamentarians on ADFPP matters.

ATTACHMENT OPTIONS**Responsibilities**

9. In line with internal processes and broad guidance from the ADFPP lead, Service Headquarters, Headquarters Joint Operations Command (HQJOC), and Joint Capabilities Group (JCG) are to submit attachment options to XO ADFPP NLT 1 October each year for delivery the following year.
10. Service Headquarters are to submit a minimum of four attachment options, while HQJOC and JCG are to submit a minimum of three attachment options.

Development

11. Attachment options should be designed to:
- a. Highlight 'who we are', 'what we do' and 'where we are going', and aim to expose parliamentarians to as many ADF capabilities and personnel as practicable.
 - b. Be 'hands-on' alongside ADF personnel at the working level, and provide exposure to the different messing and accommodation environments, where possible.
 - c. Emphasise ADF priorities and strategic themes.
 - d. Provide a diverse and innovative experience.
12. VCDF is responsible for ensuring ADFPP options meet the objectives of the ADFPP and present a balanced choice and a diverse exposure to Defence activities.

13. A draft program for each option is to be developed and provided to XO ADFPP for review NLT one month prior to commencement.

ADFPP Yearly Brochure

14. A yearly brochure is to be produced by XO ADFPP and forwarded to all elected members of Federal Parliament prior to the ADFPP annual launch in February of each year. The brochure is to provide:

- a. details of all options available for the year
- b. VCDF and MINDP welcome messages
- c. information on:
 - (1) application and selection processes
 - (2) medical requirements specific to each option
 - (3) working routine
 - (4) Defence code of conduct/expectations
 - (5) uniforms
 - (6) administrative arrangements
 - (7) operations security
- d. details of the ADF Parliamentary Exchange
- e. an outline of the ADFPP Dining In Night.

Changes to Options

15. If an attachment needs to be cancelled or changed for any reason following its inclusion in the program, DGMSE must be informed as soon as possible to ensure minimal disruption. A revised option that meets the objective of the program is to be developed and cleared by DGMSE. XO ADFPP is responsible for advising affected Senators and Members and coordinating a suitable alternative.

16. All costs relating to the cancelled option and the new option are to be borne by the responsible Service/Group.

Considerations

17. **Timing.** Options are to be deliverable during the primary parliamentary recess periods of autumn (April); winter (July); and spring (late September / early October).

18. **Duration.** The optimum length of an option is three to five days for Units/Establishments, commencing on a Monday. Options that include operations and exercises, or where greater participation is required to fully gain the experience (such as the

Young Endeavour Youth Scheme and Middle East Options), should be a maximum of ten days, where possible.

19. **Participant Numbers.** The number of participants that can be accommodated must be decided when preparing the option, to ensure participants are provided an immersive experience regarding life in the ADF. The more participants are able to embrace the program and involve themselves in the designated activities, the more insightful and rewarding the experience will be for all involved.

20. **Medical.** When developing options, consideration should be given to public medical standards. Service/Group HQs are responsible for ensuring appropriate medical protocols are met prior to parliamentarians undertaking an option. XO ADFPP is to be informed of any option activities that require participants to undergo a physical examination, and this information is to be included in the ADFPP annual brochure.

21. XO ADFPP is responsible for coordinating the completion of all medical questionnaires and physical examinations and providing the necessary details to relevant HQ staff. Where there is doubt regarding an applicant's medical ability to undertake an option, the HQ senior medical officer is required to review the circumstances and provide clearance for the Senator or Member to participate in the option. Participants are responsible for any cost relating to physical examinations provided by civilian medical providers.

22. **Security.** Members and Senators of the Commonwealth are not required to hold a security clearance to access Australian Government security classified information while exercising the duties of the office, IAW reference A, para 6.3. This should be considered and consulted with the command security advisor in the development of ADFPP options.

23. **Work Health Safety.** The Commonwealth accepts the legal risks associated with parliamentarians participating in ADFPP options. As with all Defence activities, the health and safety of participants and ADF personnel is paramount. Prior to commencing any ADFPP option, parliamentarians will be required to agree to abide with reasonable directions and requests in order to minimise any risk of injury or adverse effects to themselves, Defence personnel or property. Escorts / hosts are to ensure that participants receive unit/workplace induction, including information in relation to Whole of Base (WoB) safety hazards and emergency management.

24. **Operations Security (OPSEC).** Vigilance is to be applied to the maintenance of OPSEC during ADFPP visit planning and conduct. While it is acknowledged that there are difficulties in planning and communicating across multiple systems and agencies, staff must protect information that may compromise OPSEC in order to minimise the risk to the ADFPP participants and the wider mission. In general, the ADFPP participants (with exception of the Escorting Officers) should not be named in signal messaging. Distribution of visit details (including itinerary) is to be limited to those with a need to know and classified as SECRET where practicable.

25. **OPSEC Briefings.** ADFPP participants are to be briefed on the requirement for them to protect information that may compromise OPSEC, particularly the importance of not broadcasting movements or identifying other participants.

Assimilation

26. **Initial Briefing.** To facilitate the process of assimilation leading into an attachment, ADFPP participants are to receive an initial welcome to the program and an overview briefing about the attachment, including the administrative requirements for the option. This initial brief will be conducted by XO ADFPP with relevant HQ staff during the sitting period prior to the attachment.
27. **Clothing Issue.** An integral part of the assimilation of ADFPP participants is the issue of appropriate working dress of the day. The issue of disruptive pattern uniforms and boots is to be coordinated by XO ADFPP during the sitting period prior to the attachment, utilising Canberra clothing stores.
28. **Ballistic Glasses.** XO ADFPP is to arrange for the prescription insert to be provided to participants. Participants are responsible for obtaining the prescription insert lenses from their optometrist.
29. **ADFPP Insignia.** ADFPP participants are issued with distinctive ADFPP insignia slides and cap to be worn with uniform whilst undertaking the attachment. XO ADFPP is to provide participants with the insignia during their initial briefing.

Conduct

30. **Briefings.** Hosts are to brief participants at the commencement of a program. Briefings are to include an overview of the activities and safety and security information in accordance with departmental, regional and local base induction policy guidelines.
31. **Additional Equipment.** Due to the nature of attachments, any additional equipment required by participants is to be provided on loan by the conducting unit.
32. **Escorts.** Escort officer/s will generally be assigned by the HQ or unit to assist with administration and liaison duties during the attachment. The escort officer/s should be of suitable rank and experience to provide participants with an appreciation of strategic guidance during the activities.
33. **Base Access.** ADFPP participants are not issued with Defence ID/Common Access Cards. All base access and passes are to be arranged by the conducting unit.
34. **Photography.** IAW reference B, photography or video recording is prohibited on Defence establishments unless specifically authorised. It is understandable that participants may wish to have a memento of the program. To ensure that only cleared photographs are provided to participants, the program host should arrange for a unit camera/photographer to capture participants' experiences on the program. Photographs provided to participants are to be in accordance with reference C. Imagery is also to be forwarded to XO ADFPP.
35. **Public Affairs Support.** Where public affairs support is provided to the activity, a package of no more than 40 photos should be cleared and provided to the participants.
36. **Exit Interview / Feedback.** Hosts are to conduct an exit interview with participants to allow meaningful feedback to be exchanged by both parties. The results of the exit

interview should comprise part of an overall Post-Activity Report (PAR) to be compiled by the option host and forwarded to XO ADFPP through HQ Coordinators. PARs are to be submitted within 30 days of the completion of the option. ADFPP participants will be invited to provide additional feedback to XO ADFPP on their experience – this feedback will be passed on to the HQ Coordinators once received.

ADFPP EXCHANGE PROGRAM

37. **Outline.** The ADFPP conducts an Exchange element of the program whereby ADF personnel are hosted by parliamentarians at Parliament House during a sitting week to observe the workings of Government and participate in the daily work schedule of an individual parliamentarian. Participants are provided a unique insight into the conduct of Federal Parliament and the valuable work undertaken by their host, particularly in relation to committee processes.

38. **Hosts.** The selection and coordination of hosts is managed by the Defence Advisor to O/MINDP.

39. **Selection Criteria.** Participants are to be carefully selected from across the ranks and be representative of the ADF's future leaders, be highly suitable for representational duties and not subject to administrative or disciplinary action.

40. **Responsibilities.** In accordance with internal processes, Service HQs and JOC should nominate three ADF members and one reserve. JCG and VCDF Executive should nominate two ADF members and one reserve.

RESOURCING

41. The ADFPP has no dedicated funding line to support attachment options. Service and Group HQ are required to cover the full cost of their proposed programs, including any changes made to a program before or during its conduct.

42. **Travel.** Senators and Members are required to fund their own travel to and from the program. If service transport is available for troop movement then this should be utilised wherever possible. Internal travel required during the option is to be borne by the conducting Service/Group.

43. **Meals and Accommodation.** All meals and accommodation required during attachment are to be provided at Commonwealth expense. ADFPP participants are to be considered 'On Duty' for the provision of meals and accommodation. If the program requires participants to be accommodated in non-Defence accommodation, the costs are to be borne by the relevant HQ.

44. **Allowances.** No allowances are to be paid by Defence to ADFPP participants. Allowances payable to ADF personnel participating in the ADFPP Exchange Program are to be funded by the member's unit/HQ.

IMPLEMENTATION

45. This Directive is effective immediately and will remain extant until amended or withdrawn by me.

46. This Directive is sponsored by Director General Military Strategic Effects. The Executive Officer of the ADF Parliamentary Program is the point of contact for inquiries regarding this Directive, and will consult with Group Headquarters on any amendments. This Directive is to be reviewed no later than two years after promulgation or if arrangements significantly change.

s22

AJ Campbell, AO, DSC
General s22
Chief of the Defence Force

R1-5-CDF Suite
PO Box 7900
CANBERRA BC ACT 2610

17 January 2019

Distribution:

Vice Chief of Defence Force
Chief of Navy
Chief of Army
Chief of Air Force
Chief Joint Operations
Chief of Joint Capabilities
Head Military Strategic Commitments
Director General, Military Strategic Effects

For information:

Secretary
Deputy Secretary Estate and Infrastructure

s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 6:20 PM
To: s47E(d)
Cc: s47E(c)
Subject: 21 s47E(c) - s47E(d) - 21 s47E(c) - Time line for ADF Parliamentary Program Incident
Attachments: 21 s47E(c) - Time line for ADF Parliamentary Program Incident.docx
Follow Up Flag: Flag for follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Ma'am

Draft time line regarding s47E(c) Incident with s47E(c) inputs.

Kind regards

s47E(c)

Telephone: s47E(c)

Mobile: s22

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s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 6:01 PM
To: s47E(c)
Cc: s47E(c)
Subject: RE: CLOSE HOLD - Time line for ADF Parliamentary Program Incident
~~[SEC-~~OFFICIAL~~:Sensitive, ACCESS-~~Personal~~:Privacy]~~
Attachments: 21^{s47E(c)} - Time line for ADF Parliamentary Program Incident.docx

~~OFFICIAL: Sensitive Personal Privacy~~~~OFFICIAL: Sensitive Personal Privacy~~

Good Evening s47E(c)

Please find the updated timeline attached.

I regret the delay, s47E(c) was in transit.

Please advise if additional information is required.

s47E(c)

W: s47E(c)

M: s22

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From: s47E(c)
Sent: s47E(c) 2021 12:28 PM
To: s47E(c)
Subject: CLOSE HOLD - Time line for ADF Parliamentary Program Incident ~~[SEC-~~OFFICIAL~~:Sensitive, ACCESS-~~Personal~~:Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Hi s47E(c)

Further to my telephone message, s47E(d) is taking this incident for management. A timeline of events is required. I am unsure of the detail required but I have made a start, could you please add / amend as required please. I will then provide to s47E(c) for input.
Kind regards

s47E(c)

s47E(c)

s47E(c)

s47E(c)

Telephone: s47E(c)

Mobile: s22

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Time line for ADF Parliamentary Program Incident

Date	Incident
s47E(c) 21 @ 15:00	s47E(c) as part of the ADF Parliamentary Program (ADFPP), s47E(c) was conducting Op Relief duties as Acting Commanding Officer (A/CO), whilst the actual CO, s47E(c) was in Hotel Quarantine.
s47E(c) 21 @ 14:00	s47E(c) where s47E(c) had connecting transport arranged. s47E(c) early departure had been planned from the beginning of s47E(c) due to work requirements.
s47E(c) 21 @ 16:00	During the s47E(c) debriefs it was brought to the attention of s47E(c), by members of s47E(c) that certain incidents (later detailed in Fact Finding) had occurred involving s47E(c), prior to s47E(c) departure.
s47E(c) 21 @ 19:00	During the s47E(c) debrief s47E(c) informed the CO and staff of alleged inappropriate behaviour by s47E(c) prior to s47E(c) departure. CO directed that details of these incidents were not to leave the staff mess.
s47E(c) 21 @ 22:00	The CO directed s47E(c) to conduct a fact finding into any alleged inappropriate behaviour by s47E(c)
s47E(c) 21 @ 23:00	Telecon: s47E(c) informing him of the alleged incidents.
s47E(c) 21 @ 23:45	Email: s47E(c), s47E(c) advising that a Defence Incident Report (DIR) detailing alleged incidents was being drafted in s47E(c)
s47E(c) 21 @ 08:25	Email: s47E(c) and s47E(c) – Draft DIR passed
s47E(c) 21 @ 08:30	s47E(c) conducts the fact finding, interviewing all s47E(c) including s47E(c) identifying a range of potential unacceptable behaviour incidents (Fact Find at Attachment A refers)
s47E(c) 21 @ 09:00	s47E(c) discusses allegations with s47E(c) to ascertain if he might have any input. None pertaining to said incidents was forthcoming.
s47E(c) 21 @ 12:00	Internal Brief: Staff members were directed to not release any information relating to these alleged incidents s47E(c). Staff members included: s47E(c)

s47E(c) 21 @ 12:31	Telecon: s47E(c) [redacted] advised that a DIR had been raised by s47E(c) [redacted] regarding alleged unacceptable behaviour by s47E(c) [redacted]
s47E(c) 21 @ 12:36	Telecon: s47E(c) [redacted] Advisory Board to apprise him of allegations of inappropriate behaviour associated with a s47E(c) [redacted] participating in the ADFPP
s47E(c) 21 @ 12:52	Telecon: s47E(c) [redacted] - advised DIR and Fact Find report to be forwarded to s47E(c) [redacted] once completed.
s47E(c) 21 @ 13:01	Telecon: s47E(c) [redacted] advised s47E(c) [redacted] reporting requirements for the alleged incidents
s47E(c) 21 @ 13:13	Telecon: s47E(c) [redacted] – to confirm s47E(c) [redacted] reporting requirements
s47E(c) 21 @ 15:48	Email: s47E(c) [redacted] - forwarded draft Defence Incident Report and Fact Finding
s47E(c) 21 @ 08:52	Email: s47E(c) [redacted] advises s47E(c) [redacted] of the incident via email (Addressees: s47E(c) [redacted])
s47E(c) 21 @ 0900	s47E(c) [redacted] informs s47E(c) [redacted] of the incident during a verbal brief.
s47E(c) 21 @ 10:24 (message) and 10:37	Telecon s47E(c) [redacted] provides initial notification on incident. Email of incident with fact find and Incident report forwarded to s47E(c) [redacted] at 10:46
s47E(c) 21 @ 10:26	Email s47E(c) [redacted] advises Defence Incident report should be closed with further action to be taken by the Department. Telecon s47E(c) [redacted] confirms.
s47E(c) 21 @ 10:29	s47E(c) [redacted] emails: s47E(c) [redacted] advising incident of alleged unacceptable behaviour has been reported from s47E(c) [redacted] involving s47E(c) [redacted]
s47E(c) 21 @ 11:25	s47E(c) [redacted] informed by s47E(c) [redacted]
s47E(c) 21 @ 1216	Telecon s47E(c) [redacted] update on management of allegation and advice on requirement for timeline of events. Email s47E(c) [redacted] – providing draft timeline.

s47E(c) 21 @ 1230	Email s47E(c) [REDACTED] [REDACTED] provide draft timeline inputs.
s47E(c) 21 @ 1652	Email s47E(c) [REDACTED] – provide draft timeline inputs
s47E(c) 21 @ 1752	Email s47E(c) [REDACTED] [REDACTED] – Draft Timeline Inputs for s47E(c) [REDACTED]

s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 8:55 AM
To: s47E(c)
Subject: FW: 21 s47E(c) - Further information requested ~~[SEC- OFFICIAL: Sensitive, ACCESS- Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

s47E(c)

As discussed.

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)
 M: s47E(c)

s47E(c)

s47E(c)

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From: s47E(d)
Sent: s47E(c) 2021 8:15 AM
To: s47E(c)
Subject: 21 s47E(c) - Further information requested ~~[SEC- OFFICIAL: Sensitive, ACCESS- Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Thankyou.

As discussed, please obtain and provide copies of all the 'discussion notes' taken by the Fact Finder for each of the individuals engaged s47E(c). These can be an Attachment to the Fact Find please.
 Please 'tighten' the DIR to ensure it is clear, factually accurate and contains all of the details below – leave unsigned until you are comfortable it is fulsome enough to handover to another agency to use.
 Please confirm wording of conversation between A/CO and s47E(c) and provide any diary notes taken of this conversation.

Kind Regards

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

s47E(d)

Mob: s22

s47E(d)

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From: s47E(c)

Sent: s47E(c) 2021 7:08 AM

To: s47E(d)

Subject: 21 s47E(c) s47E(d) - 21 s47E(c) s47E(d)
s47E(d) - Questions

~~OFFICIAL. Sensitive Personal-Privacy~~

s47E(d)

I think this covers most of the RFIs. CO was involved in providing the answers.

1. Where did the s47E(c) alleged in the DIR take place? s47E(c)
s47E(c)
2. s47E(c)
s47E(c)
3. What was the breakdown of staff s47E(c) s47E(c)
4. Were members of the s47E(c) interviewed in the Factfind? Yes. s47E(c)
5. Was there a pre-brief provided for s47E(c) and ADFPP on the standards of behaviour for s47E(c) ?
Did this include s47E(c) Values? All s47E(c) members are sent a link to s47E(c)
(which are also included in the s47E(c) Handbook they are sent in the mail) and they are required to sign a s47E(c) Acceptance form agreeing to uphold the principles of s47E(c) and accept the consequences of any inappropriate behaviour as outlined in s47E(c) Guidelines. I cannot confirm whether s47E(c) were sent this info... I must defer to s47E(c) for that. When they join, all s47E(c) were briefed by s47E(c) on expectations of behaviour and the consequences of not conforming, ie. Potential for ending s47E(c) s47E(c) are not briefed on Our Values, however respect has a big focus during the s47E(c) briefing and indeed throughout the s47E(c)
6. Was there a pre-joining pack provided to ADFPP that included expectations regarding behaviour when embarked? Again, I must defer to s47E(c) for this information.

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)

M: s47E(c)

s47E(c)

s47E(c)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 10:34 AM
To: s47E(d)
Subject: s42
 Fact Finding s42

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Thanks - info in there now.

Amended DIR and records of conversation yet to be received by s47E(c)

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 10:27 AM
To: s47E(d)
Cc: s47E(d)
Subject: s42 Fact Finding - s42 [SEC-~~OFFICIAL: Sensitive,~~

~~ACCESS- Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

s42

Open in Navigator
 Double click on the attachment

Open in Your Browser

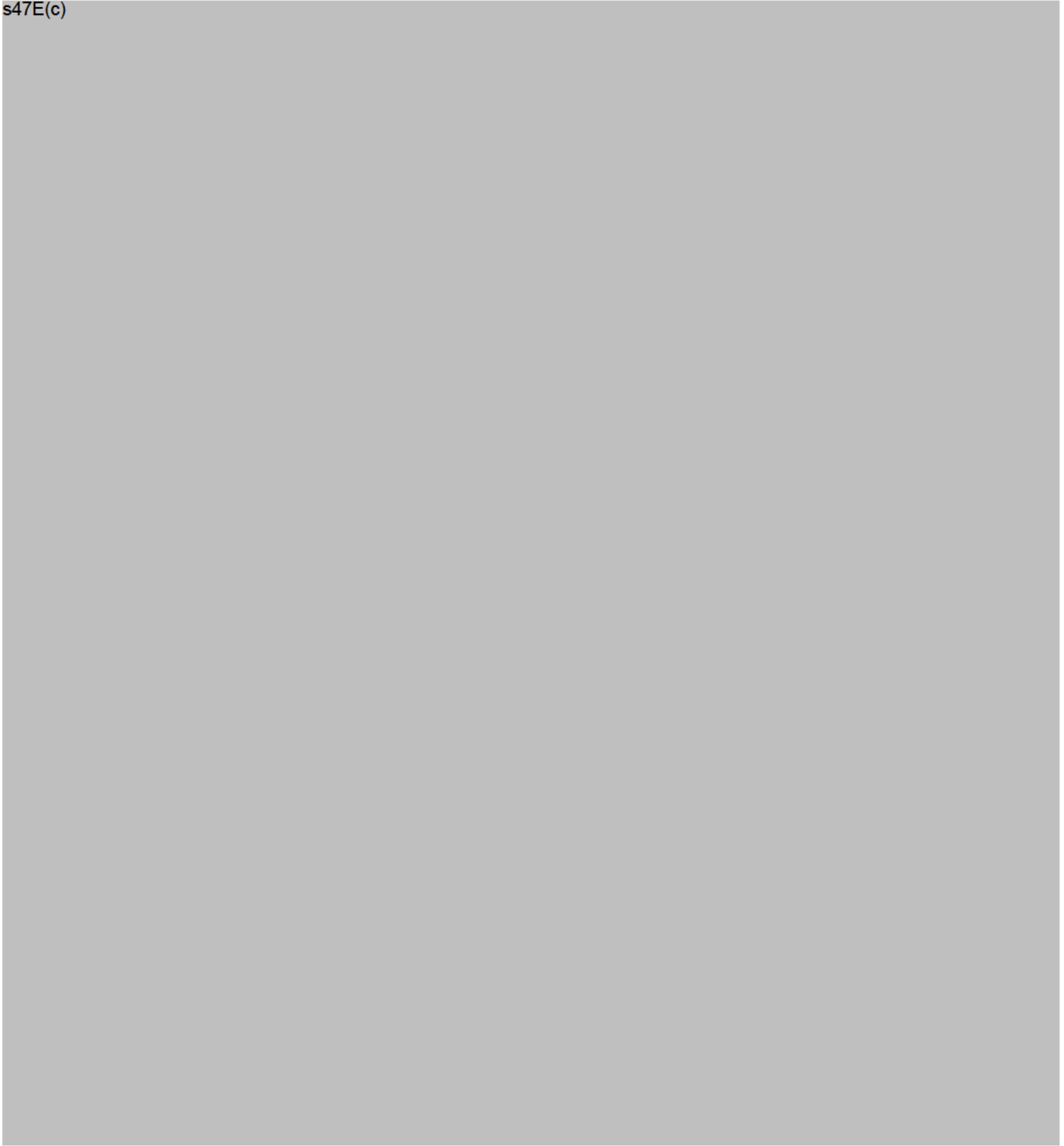
s42

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s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 1:45 PM
To: s47E(c)
Cc: s47E(c)
Subject: DIARY ENTRY FROM s47E(c) 21 - RECORD OF CONVERSATION

s47E(c)



s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 7:06 PM
To: s47E(d)
Subject: 21s47E(c) /s47E(d) - Recommended Actions
Attachments: s47E(c)
 s47E(c) pdf; 21s47E(c) s47E(c) (INITIAL).pdf; DIARY ENTRY FROM s47E(c)
 s47E(c) 21 - RECORD OF CONVERSATION

Follow Up Flag: Flag for follow up
Flag Status: Completed

~~PROTECTED Personal Privacy~~

s47E(d)

Additional details as discussed. I think the DIR now aligns. If you are happy I will have the CO sign and forward.

s47E(c)

M: s22

s47E(c)

s47E(c)

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From: s47E(c)
Sent: s47E(c) 2021 6:37 PM
To: s47E(c)
Cc: s47E(c)
Subject: FW: Recommended Actions ~~[SEC-PROTECTED, ACCESS-Personal Privacy]~~

~~PROTECTED Personal Privacy~~

Sir,

Please find attached the records of conversation that supported the Factfind, the draft DIR from s47E(c)

Additionally, s47E(c) included his notes from the time of the incident in the attached email. In the email s47E(c) .

If the DIR is considered to fit with the Factfind then I will ask the CO to sign. Additionally, please advise if there is additional information required.

s47E(c)

s47E(c)

s47E(c)

s22

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From: s47E(d)
To: [REDACTED]
Subject: s42 [REDACTED]
Date: s47E(c) 2021 7:37:11 AM
Attachments: [ObjRef.obr](#)

~~OFFICIAL: Sensitive~~

Good-morning s47E(d)

The ROC's have now been added to the folder. s42 [REDACTED]
[REDACTED]

s42 [REDACTED]

Thankyou

Kind Regards

s47E(d)

s47E(d) [REDACTED]

Command Support Branch, VCDF Executive

s47E(d)

s47E(d) Mob: s22 [REDACTED]

s47E(d) [REDACTED]

s47E(d) [REDACTED] has sent you links to the following s42 [REDACTED] from Objective:
s42 [REDACTED]

Open in Navigator
Double click on the attachment

Open in Your Browser

s42 [REDACTED]

Latest: s42 [REDACTED]

Published: [REDACTED]

s42 [REDACTED]

Latest: s42 [REDACTED]

s42

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 7:56 AM
To: s47E(d)
Subject: s42

s42 Fact Finding s42

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Morning, s47E(d)

s42

Regards,

s47E(d)

s47E(d)

Military Law Branch Office of Director General Military

Legal Service Defence Legal

Department of Defence | Joint Capabilities Group s47E(d)

s47E(d) | : s22 | s47E(d) | dl.dgmls@defence.gov.au

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 5:49 PM
To: s47E(d)
Subject: s42

Fact Finding s42

~~[SEC-OFFICIAL: Sensitive, ACCESS-Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

Thanks s47E(d)

s42

Tx

s47E(d)

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-----Original Message-----

From: s47E(d)

Sent: s47E(c) 2021 5:21 PM

To: s47E(d)

Subject: s42

Fact Finding s42

~~OFFICIAL: Sensitive Personal Privacy~~

Good afternoon, s47E(d)

s42

Best regards,

s47E(d)

s47E(d) – Military Law Branch Office of Director General Military

Legal Service Defence Legal

Department of Defence | Joint Capabilities Group

s47E(d) | | s22

| s47E(d)

| dl.dgmls@defence.gov.au

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-----Original Message-----

From: s47E(d)

Sent: s47E(c) 2021 4:36 PM

To: s47E(d)

Subject: s42

Fact Finding s42

~~[SEC-OFFICIAL: Sensitive, ACCESS-Personal Privacy]~~

~~OFFICIAL: Sensitive Personal Privacy~~

s47E(d) [REDACTED] has sent you a copy of s42 [REDACTED]

[REDACTED] from Objective.

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 11:57 AM
To: s47E(d) s47E(c)
Cc: s47E(c)
Subject: 21 s47E(c) 1156 - s47E(d) 21 s47E(c)
 Parliamentary Program - Draft Decision - For your Concurrence Please

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL - Sensitive~~

Ma'am,

Done. I have left the amendment in track changes for your review.

Regards
 s47E(d)

s47E(d)

s47E(d) s22 s47E(d)
 s47E(d)

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IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: s47E(c) 2021 11:17 AM
To: s47E(c) s47E(d)
Cc: s47E(c)
Subject: Re: 21 s47E(c) Parliamentary Program - Draft Decision - For your Concurrence Please ~~OFFICIAL - Sensitive~~

Thank you s47E(c) this meets the intent.

s47E(d), can you please amend the current draft for my review when I return from EBC

Thank you

s47E(d)

Sent from my iPhone

On s47E(c) 2021, at 10:59 am, s47E(c) wrote:

~~OFFICIAL: Sensitive~~

s47E(d)

I am thinking something like:

s47E(c) in consultation with s47E(c) review briefing and joining material provided to personnel that s47E(c) outside the s47E(c) to ensure behavioural expectations are clearly articulated and understood."

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)

M: s47E(c)

s47E(c)

<image001.png>

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From: s47E(d)
Sent: s47E(c) 2021 8:58 AM
To: s47E(c)
Subject: RE: 21 s47E(c) Parliamentary Program - Draft Decision - For your Concurrence Please
~~[SEC OFFICIAL: Sensitive]~~

~~OFFICIAL: Sensitive~~

Tx – this was added to address the recommendation RE needing s47E(c)

Is there some alternate wording that you would suggest noting that these are the types of questions we will get asked by media and during SE.

Would it be appropriate for s47E(c) to engage with s47E(c) to seek assurance that s47E(c) mechanisms are appropriate/adequate?

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From: s47E(c)
 Sent: s47E(c) 2021 8:54 AM
 To: s47E(d)
 Subject: RE: 21^{s47E(c)} Parliamentary Program - Draft Decision - For your Concurrence Please
~~[SEC=OFFICIAL:Sensitive]~~

~~OFFICIAL: Sensitive~~

s47E(d)

I am concerned with No. 2. There are very robust s47E(c) mechanisms in place with the s47E(c) including the selection process for the s47E(c) . s47E(c) 7
 In this case I think the recommendation in 4 covers this issue.

Happy to discuss further.

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)
 M: s22

s47E(c)

<image001.png>

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From: s47E(d)
 Sent: s47E(c) 2021 7:35 AM
 To: s47E(c) s47E(d)
 Subject: 21^{s47E(c)} Parliamentary Program - Draft Decision - For your Concurrence Please
~~[SEC=OFFICIAL:Sensitive]~~

~~OFFICIAL: Sensitive~~

Good-morning Gents,

Are you comfortable with the wording below to be included in the Decision Makers Statement of Reason:

1. I will refer the allegations and Fact Finding report to [insert details].
2. s47E(c) is requested to give consideration to conducting a holistic review of the adequacy of the s47E(c) mechanisms in place for the s47E(c).
3. HMSC, in consultation with s47E(c) is to review the appropriateness of continued inclusion of the s47E(c) in the ADF Parliamentary Program.
4. HMSC is to review existing policy and briefing material regarding the ADF Parliamentary Program to ensure adequacy of information regarding:
 - a. the behavioural expectations of all participants
 - b. required incident reporting processes by units supporting the ADF Parliamentary Program.
5. s47E(c) ADFHQ is to monitor the implementation of these actions to completion.

Your earliest response would be appreciated.

Kind Regards

s47E(d)

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

s47E(d)

s47E(d)

Mob: s22

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 2:09 PM
To: s47E(d)
Cc:
Subject: 21 s47E(c) 1409 - s47E(d) 21 s47E(c)
 Parliamentary Program - Draft Decision - For your Concurrence Please

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive~~

Thanks s47E(d)

I therefore think we should include a bit more detail into 4 (?perhaps create 4c?) along the lines of:

1. HMSC is to review existing policy and briefing material regarding the ADF Parliamentary Program to ensure adequacy of information regarding:
 - a. the behavioural expectations of all participants
 - b. required incident reporting processes by units supporting the ADF Parliamentary Program
 - c. compliance with the s47E(c) for Program activities that may include s47E(c)

Thoughts?

Kind Regards

s47E(d)

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

s47E(d)

Mob: s22

s47E(d)

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From: s47E(d)
Sent: s47E(c) 2021 1:20 PM
To: s47E(d)
Subject: RE: 21 s47E(c) Parliamentary Program - Draft Decision - For your Concurrence Please ~~[SEC-~~OFFICIAL: Sensitive~~]~~

~~OFFICIAL: Sensitive~~

s47E(d)

We will examine the s47E(c) aspect when we review 4 a. "the behavioural expectations of all participants" and make sure there is language that informs ADFPP participants that s47E(c) We will note the added responsibility and behavioural expectation this imposes on participants.

This should demonstrate we have considered and addressed the IO recommendation

Regards

s47E(d)

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From: s47E(d)
Sent: s47E(c) 2021 10:59 AM
To: s47E(d)
Cc: s47E(d) s47E(c)
Subject: Re: 21 s47E(c) Parliamentary Program - Draft Decision - For your Concurrence Please ~~[SEC-OFFICIAL: Sensitive]~~

Thanks Sir,
 s47E(c) if there is no alternate proposed - I'll remove

Cheers

s47E(d)

Sent from my iPhone

On s47E(c) 2021, at 10:58 am, s47E(d) wrote:

~~OFFICIAL: Sensitive~~

s47E(d)

I agree with s47E(c) I recommend you remove rec 2. Happy with rec 4.

s47E(d)

Head Military Strategic Commitments

s47E(d)

Mobile: s22

Tel: s47E(d)

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s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 7:40 PM
To: s47E(d)
Subject: 21 s47E(c) - s47E(c) / s47E(d) - Fwd: AE530 for information
Attachments: 21 s47E(c) DIR s47E(c) -21 (INITIAL).pdf
Follow Up Flag: Flag for follow up
Flag Status: Completed

s47E(d)

PFA

Sent from my iPhone

Begin forwarded message:

From: s47E(c)
Date: s47E(c) 2021 at 17:42:40 AEST
To: s47E(c)
Cc: s47E(c)
Subject: AE530 for information ~~[SEC - PROTECTED, ACCESS - Personal-Privacy]~~

~~PROTECTED Personal-Privacy~~

Sir,

Please find attached s47E(c) updated DIR

Apologies for the delay, s47E(c)

s47E(c)

s47E(c)

s47E(c)

s47E(c)

s22

Please see the attached AE530 - form for information.

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delete the email immediately.

s47E(d)

From: s47E(c)
Sent: s47E(c) 2021 11:36 AM
To: s47E(c)
Cc: s47E(c)
Subject: RE: AE530 for information [SEC-PROTECTED, ACCESS-Personal Privacy]

~~PROTECTED Personal Privacy~~
 s47E(c)

Yes to Sentinel.

IRT the DIR rather than close can it be transferred to ADFHQ s47E(d) so they can continue to update until closure.

s47E(c)

s47E(c)

s47E(c)

ph s47E(c)

M: s22

Please consider the environment before printing this e-mail

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-----Original Message-----

From: s47E(c)
Sent: s47E(c) 2021 8:14 AM
To: s47E(c)
Subject: RE: AE530 for information [SEC-PROTECTED, ACCESS-Personal Privacy]

~~PROTECTED Personal Privacy~~

Sir,

Please confirm that s47E(c) is now able to enter the incident in Sentinel if desired, and that s47E(c) can close out the DIR with the advice that the 'management is transferred to the Office of MINDEF'.

Cheers

s47E(c)

W: s47E(c)

M: s22

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-----Original Message-----

From: s47E(c)

Sent: s47E(c) 2021 7:05 AM

To: s47E(c)

Cc: s47E(c)

Subject: RE: AE530 for information ~~[SEC-PROTECTED, ACCESS-Personal Privacy]~~~~PROTECTED Personal Privacy~~

Thanks s47E(c) Much appreciated. I hope there will be no more demands.

Cheers

s47E(c)

s47E(c)

s47E(c)

Ph s47E(c)

M: s22

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s22

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 1:42 PM
To: s47E(d)
Subject: 21 s47E(c) - s47E(d) - 21 s47E(c) - Status Update RE
 Re M

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

As discussed s47E(c)

- Ack I will not progress any further until this matter is resolved.
- The Review of Parliamentary Workplaces Report (the Foster Report) recommendations include:
 - An independent complaints mechanism for serious incidents, including allegations of assault, sexual assault, sexual harassment, and serious and systemic bullying or harassment, should be established. **This has not yet been established.** s47E(c) **The allegations we have received do not appear to fall into this 'category' of incident.**
 - Pending consideration by the Jenkins Review, the Department of Finance should remain responsible for underpinning Human Resources and WHS processes, including managing:
 - Workplace reports that are not serious incidents, including less serious reports of bullying and harassment. **The Jenkins Review is still underway**
- I have spoken again to s47E(d) today to confirm the appropriate process for referral given that Department of Finance were advising that the referral should not be directed to them.
- s47E(d) has advised that she will engage both the Department of Finance and the Ministers Office to ensure that both are on the same and page and both are in agreement about the most appropriate referral mechanism.
- s47E(d) also advised that both avenues would be appropriate i.e. to Department of Finance or to the Ministers Office.
- In the interim, I have crafted a further sentence to the Statement of Reason that states (for now noting this may change):
 - While I note that reference A (Foster Review) advises that 'Pending consideration by the Jenkins Review, the Department of Finance should remain responsible for unpinning Human Resources and WHS processes, including managing workplace reports that are not serious incidents', the Department of Finance Ministerial and Parliamentary Team have advised that it is appropriate for me to refer the matter to the Office of the Minister for Defence.

Kind Regards

s47E(d)

Command Support Branch. VCDF Executive

s47E(d)

s47E(d)

Mob: s22

s47E(d)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 3:08 PM
To: s47E(c)
Subject: s42
Fact Finding - s42 Parliamentary Program s42
Attachments: s42
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Legal-Privilege~~

Ma'am,

s42

Regards,

s47E(d)

s47E(d)

s47E(d) s22 s47E(d)
s47E(d)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 12:43 PM
To: s47E(d)
Subject: 21 s47E(c) s47E(d) - 21 s47E(c) Referral of Allegations to Minister for Defence
Attachments: 21 s47E(c) Statement of Reasons - s47E(c) Fact Finding into Inappropriate Behaviour Complaint s47E(c) 2021.pdf; s47E(c) Fact Finding s47E(c) 21_Redacted.pdf; 21 s47E(c) DIR s47E(c) 21 (INITIAL)_Redacted.pdf
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Good-afternoon s47E(c)

Please accept the attached on behalf of the Minister for Defence.

The enclosed documents are provided for the limited purpose of managing the complaint against s47E(c). This includes the disclosure of all or part of the documents to s47E(c) if required for the purpose of providing s47E(c) procedural fairness. Defence does not consent to the use, or further disclosure, of the documents for any other unrelated purpose.

Kind Regards

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

Tel: s47E(d)

Mob: s22

Email s47E(d)

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VICE CHIEF OF THE DEFENCE FORCE

s47E(c)

STATEMENT OF REASONS

s47E(c)

Fact Finding – Inappropriate Behaviour Complaint s47E(c) 2021

Reference:

- A. Good Decision-Making in Defence: A Guide for Decision-Makers and those who Brief them 2015
- B. 2021 Review of the Parliamentary Workplace: Responding to Serious Incidents (Foster Report)

BACKGROUND

During the period s47E(c) 2021, s47E(c) was s47E(c) s47E(c) 21 as part of the ADF Parliamentary Program. s47E(c) Participants in the s47E(c) were allocated to a s47E(c) was allocated to s47E(c) consisted of the s47E(c) s47E(c) Also s47E(c) on the s47E(c) was s47E(c) who was allocated to another s47E(c)

Prior to s47E(c) all s47E(c) including participants on the Parliamentary Program were briefed by s47E(c) on expectations of behaviour and conduct. All Parliamentarians participating in the ADF Parliamentary Program are provided a Handbook that includes the Defence Values and Behaviours. The Handbook states the Defence expectation that the conduct of all participants is appropriate and respectful of the Defence values.

During the s47E(c) debrief, a number of s47E(c) raised allegations that s47E(c) failed to comply with the code of conduct applicable to s47E(c) members, used s47E(c) and engaged in the following inappropriate behaviour whilst s47E(c) It is alleged:

s47E(c)

1.

2. s47E(c)

3.

4.

5.

s47E(c) 2021. At the end of s47E(c) during the s47E(c) meeting on s47E(c) 2021, members s47E(c) brought these concerns to the attention of the s47E(c). On s47E(c) 2021 the Acting Commanding Officer (A/CO) s47E(c) directed that a Fact Find be conducted and a report was provided to the A/CO on s47E(c) 2021.

ASSESSMENT

As per reference A, I have considered all the relevant information provided to me as part of the Fact Finding process (Enclosure 1 and Enclosure 2). I am satisfied that the available information raises allegations of inappropriate behaviour by s47E(c) prior to these allegations being raised at the conclusion of the s47E(c) s47E(c)

DECISION

As the officer responsible for the ADF Parliamentary Program, I have decided that the level, nature and circumstances surrounding the allegations are such that further formal inquiry by Defence, such as the appointment of an Inquiry Officer under the *Defence (Inquiry) Regulation 2018*, is not appropriate.

I note that the allegations were made by s47E(c) while participating in the s47E(c) about a member of Parliament. Defence does not have jurisdiction to resolve allegations of inappropriate behaviour by a member of Parliament.

I have reviewed the content of reference B and note that while the recommendations of the Review of the Parliamentary Workplace (including the requirement for an independent complaints mechanism) have been accepted by Government, they have not yet been implemented. I also note that reference B advises 'Pending consideration by the Jenkins Review, the Department of Finance should remain responsible for unpinning Human

Resources and WHS processes, including managing workplace reports that are not serious incidents'. Consultation with the Department of Finance has however determined that they do not have jurisdiction to investigate matters involving persons who are not Members of Parliament Staff Act employees. I therefore consider the most appropriate way to resolve this matter is to refer the allegations to the portfolio Minister responsible for the ADF Parliamentary Program – the Minister for Defence.

I have therefore decided to take the following course of action:

1. I will refer the allegations and Fact Finding report to the Office of the Minister for Defence.
2. s47E(c) in consultation with the s47E(c) is requested to review briefing and joining material provided to personnel that s47E(c) outside the s47E(c) to ensure behavioural expectations are clearly articulated and understood.
3. Head Military Strategic Commitments, in consultation with s47E(c) is to review the appropriateness of continued inclusion of s47E(c) in the ADF Parliamentary Program.
4. Head Military Strategic Commitments is to review existing policy and briefing material regarding the ADF Parliamentary Program to ensure adequacy of information regarding:
 - a. the behavioural expectations of all participants
 - b. required incident reporting processes by units supporting the ADF Parliamentary Program
 - c. compliance of Program activities with the s47E(c)
5. COS ADFHQ is to monitor the implementation of these actions to completion.

s22

SP Robertson, DSC, AM
Air Vice-Marshal

s47E(c)

s47E(c) 2021

Enclosure:

1. s47E(c) Fact Finding – Inappropriate Behaviour Complaint s47E(c) 2021
2. Defence Incident Record s47E(c) 21

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 1:02 PM
To: s47E(d)
Subject: 21 s47E(c) - s47E(d) 21 s47E(c) - Draft QB
Attachments: QB Template - DRAFT.docx

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive~~

Draft QB for your consideration s47E(d)

Please note that s47E(c) will provide a broad update to their members today as per standard Defence complaints management practice.

Kind Regards

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

Tel: s47E(d) Mob: s22

Email s47E(d)

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s47E(d)

From:

s47E(d)

Sent:

s47E(c) 2021 4:11 PM

To:

s47E(d); HFD.corro

Subject:

21s47E(c) - s47E(d) - s47E(c)

Attachments:

21s47E(c)

Follow Up Flag:

Flag for follow up

Flag Status:

Completed

OFFICIAL

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 8:43 AM
To: s47E(d)
Subject: FW: 21 s42

s42 Fact Finding s42
 s42 [SEC-~~OFFICIAL Sensitive, ACCESS-
 Personal Privacy~~]

~~OFFICIAL Sensitive Personal Privacy~~

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 5:10 PM
To: s47E(d)
Cc:

Subject: RE: 21 s42 Fact Finding s42
 s42 [SEC-~~OFFICIAL Sensitive, ACCESS-
 Personal Privacy~~]

~~OFFICIAL Sensitive Personal Privacy~~

Copy Ma'am.

We will open a case file and commence implementation planning.

Regards.

s47E(d)

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 3:53 PM
To: s47E(d)
Cc:

Subject: 21 s42 Fact Finding s42
 s42 [SEC-~~OFFICIAL Sensitive, ACCESS-
 Personal Privacy~~]

~~OFFICIAL Sensitive Personal Privacy~~

Good-afternoon s47E(d)

We will require an implementation for this please.

While s47E(c) and HMSC agreed to the wording of the recommendations that relate to them, neither has seen the complete Statement of Reasons.

The s47 DIR will also shortly be 'transferred' to AFHQ so that we (DCOS) can continue to update it until the actions agreed by the decision-maker have been completed.

Kind Regards

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

s47E(d) Mob: s22

s47E(d)

s47E(d) has sent you a link to s47E(c)

from Objective.

Open in Navigator

Double click on the attachment

Open in Your Browser

Latest: s47E(c)

Published: s47E(c)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 5:10 PM
To: s47E(d)
Cc:
Subject: 21 s47E(c) 1709 - s47E(d) 21 s47E(c) TASK -
Implementatio s47E(c) Fact Finding
into Inappropriate Behaviour Complaint s47E(c) 2021 s47E(c)

Follow Up Flag: Follow up
Flag Status: Completed

s22



From: s47E(d)
 To: s47E(d)
 Subject: 21 s47E(c) 1240 -s47E(d) Fact Finding s42 s42
 Date: s47E(c) 2021 12:40:00 PM
 Attachments: s42

~~OFFICIAL. Sensitive Personal Privacy~~

Sir,

Further to my last, in case you don't have access to the objective folder, I've attached the DIR and the statement of reasons of s47E(c)

Regards,

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

-----Original Message-----

From: s47E(d)
 Sent: s47E(c) 2021 12:38 PM
 To: s47E(d)
 Subject: FW: 21 s42 Fact Finding s42
 [SEC-~~OFFICIAL. Sensitive,~~

~~ACCESS- Personal Privacy]~~

~~OFFICIAL. Sensitive Personal Privacy~~

Good afternoon Sir,

s47E(c)

Regards,

s47E(d)

s47E(d)

Legal Officer
 Australian Defence Force Headquarters

s47E(d) s22 s47E(d)
 s47E(d)

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in error, you are requested to contact the sender and delete the email immediately.

s22



s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 3:40 PM
To: s47E(d)
Subject: s42

Fact Finding s42

Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive~~

Thanks s47E(d)

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From: s47E(d)
Sent: s47E(c) 2021 3:13 PM
To: s47E(d)
Subject: s42

Fact Finding s42

~~[SEC=OFFICIAL: Sensitive]~~~~OFFICIAL: Sensitive~~

s47E(d), Gentlemen,
 s42

Regards,
 s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: s47E(c) 2021 3:03 PM
To: s47E(d)
Subject: s42

Fact Finding s42

~~[SEC=OFFICIAL: Sensitive]~~

~~OFFICIAL: Sensitive~~

s47E(d) Gentlemen,

s42

Regards,
s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
 Sent: s47E(c) 2021 1:26 PM
 To: s47E(d)
 Cc: s47E(d)
 Subject: s42 Fact Finding s42
 [SEC- OFFICIAL: Sensitive]

~~OFFICIAL: Sensitive~~

Good Afternoon Gentlemen,

Below is an enquiry into a Fact Find relating to the ADFPP. Can you offer any insights?

s47E(d)

s47E(d) Head Military Strategic Commitments Division | Australian Defence Force Headquarters

s47E(d) s22 s47E(d)

[Military Strategic Commitments Division](#) supports the National Crisis Management Machinery and is responsible for providing coordinated joint military strategic input for engagement with Government, other agencies, allies and coalition partners, the ADF Parliamentary Program, Nature of Service Review and United Nations engagement.

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From: s47E(d)
Sent: s47E(c) 2021 1:04 PM
To: s47E(d)
Subject: s42 Fact Finding s42

~~[SEC-Official: Sensitive]~~

~~OFFICIAL: Sensitive~~

s47E(d)

s42

Regards
s47E(d)

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From: s47E(d)
Sent: s47E(c) 2021 12:49 PM
To: s47E(d)
Subject: s42 Fact Finding s42

~~[SEC-Official: Sensitive]~~

~~OFFICIAL: Sensitive~~

Hi s47E(d)

s42

Feel free to give me a call on SfB or mobile s22 at your convenience.

Regards,

s47E(d)

Legal Officer
Australian Defence Force Headquarters

s47E(d)

s22

s47E(d)

s47E(d)

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IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

s47E(d)

From:

s47E(d)

Sent:

s47E(c)

2021 3:56 PM

To:

s47E(d)

Cc:

s47E(d)

Subject:

s42

Fact Finding s42

Follow Up Flag:

Follow up

Flag Status:

Completed

~~OFFICIAL: Sensitive~~

s47E(d)

s42

s47E(d)

Senior Legal Advisor
Military Strategic Commitments

Department of Defence | Vice Chief of Defence Force Executive

s47E(d)

s47E(d)

M (A/H): s22

s47E(d)

GE: msc.legal@defence.gov.au

For all correspondence relating to MSC legal matters, please use the MSC Legal group email address

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s22

From: s47E(d)
To: [REDACTED]
Subject: s42
Date: s47E(c) 2021 9:31:00 AM
Attachments: [image001.jpg](#)
[image002.gif](#)

~~OFFICIAL: Sensitive~~

Good morning, s47E(d)

Just wondering if you can confirm this one has been actioned so I can close it out for s47E(c)
ADFHQ?

Cheers,

s47E(d)

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Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: s47E(c) 2021 3:18 PM
To: s47E(d)
Subject: s42

~~OFFICIAL: Sensitive~~

s42

[REDACTED]

Regards,
s47E(d)

s47E(d)

Legal Officer
Australian Defence Force Headquarters

s47E(d) s22 s47E(d)
s47E(d)

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IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: s47E(c) 2021 1:45 PM
To: s47E(d)
Cc: s47E(c); s47E(d)
Subject: s42 [SEC- OFFICIAL: Sensitive]

~~OFFICIAL: Sensitive~~

Hello s47E(d)

s42

Sincerely,

s47E(d)

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From: Microsoft Outlook

<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@dpe.protected.mil.au> **On Behalf Of** s47E(d)

Sent: s47E(c) 2021 11:06 AM

To: s47E(d)

Subject: Missed Call

You missed a call from s47E(d) **at** s47E(d)

Caller-Id: s47E(d)

Job Title:

Work:

Mobile: s22

Email: s47E(d)

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 3:55 PM
To: s47E(d)
Subject: s42

Fact Finding s42

~~[SEC=OFFICIAL:Sensitive, ACCESS=Personal-Privacy]~~**Attachments:**

s42

~~OFFICIAL: Sensitive Personal Privacy~~

Sir,

s42

Regards,
 s47E(d)

s47E(d) has sent you a link to s42

s42

s42
 s42 from Objective.

Open in Navigator

Double click on the attachment

Open in Your Browser

Latest: s42

Published: s42

IMPORTANT: uthorised communication and
 dealing with the information in the email may be a serious criminal offence. If you have received this email in error,
 you are requested to contact the sender and delete the email immediately.

s47E(d)

From:

s47E(d)

Sent:

s4 / E(c)

2021 3:04 PM

To:

s47E(d)

Subject:

s42

Fact Find - s42

Follow Up Flag:

Follow up

Flag Status:

Completed

OFFICIAL

Sir,

Copy. I will confirm with MSC.

Regards

s47E(d)

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-----Original Message-----

From: s47E(d)**Sent:** s4 / E(c)

2021 2:26 PM

To: s47E(d)**Subject:** s42

Fact Find - s42

OFFICIAL

s47E(d)

s42

Regards,
DSSIM

s47E(d)

has sent you a link to s42

Open in Navigator

Double click on the attachment

Open in Your Browser

Latest: https s42

Published:

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 10:53 AM
To: s47E(d)
Subject: s42

act Find - s42

Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL

s42

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 10:34 AM
To: s47E(d)
Subject: s42 Fact Find - s42
[SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

s42

Cheers

s47E(d)

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 3:21 PM

To: s47E(d)
Subject: s42 Fact Find - s42
[SEC=OFFICIAL]

OFFICIAL
Good afternoon, s47E(d)

s42



Happy to discuss further.

Regards,
s47E(d)

s47E(d)

Legal Officer
Australian Defence Force Headquarters

s47E(d) s22 s47E(d)
s47E(d)

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s22





s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 12:32 PM
To: s47E(d)
Subject: s42

Attachments:

s42

Fact Find - s42

Follow Up Flag:

Follow up

Flag Status:

Completed

OFFICIAL

Sir,

Apologies, this is the correct attachment with the updated info from s47E(d)

Regards,

s47E(d)

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 12:29 PM
To: s47E(d)
Subject: s42 Fact Find - s42
[SEC=OFFICIAL]

OFFICIAL

Good afternoon Sir,

s42

Regards,
s47E(d)

Legal Officer
Australian Defence Force Headquarters

s47E(d) | s22 | s47E(d)
s47E(d)

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s22

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 12:33 PM
To: s47E(d)
Subject: s42

Fact Find - s42

Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL

Sir,

s42

Regards,

s47E(d)

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-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 9:03 AM
To: s47E(d)
Subject: s42 Fact Find - s42
[SEC=OFFICIAL]

OFFICIAL

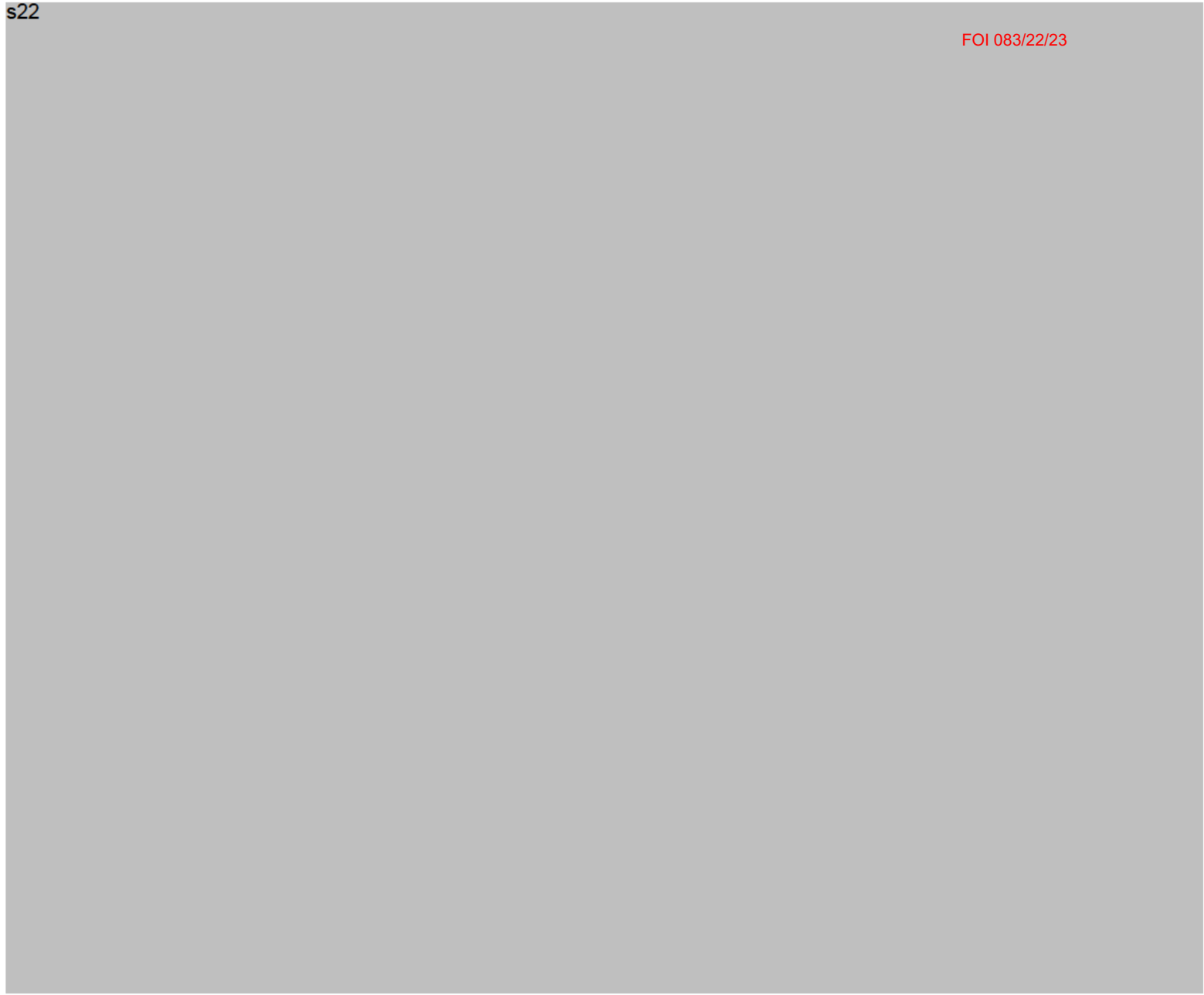
Morning s47E(d)

s42

Regards,
DSSIM

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

s22



s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 3:30 PM
To: s47E(d)
Subject: s42

Fact Find - s42

Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL
Copy, thanks

s47E(d)

s42

Regards,
DSSIM

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 2:22 PM
To: s47E(d)
Subject: s42 Fact Find - s42
[SEC=OFFICIAL]

OFFICIAL
Sir,

s42

Regards,
s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

s22

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 9:38 AM
To: s47E(d)
Cc: s47E(d)
Subject: s42 Fact Find - s42

[SEC=OFFICIAL]

OFFICIAL

Sir,

s42

Regards.

s47E(d)

Legal Officer

Australian Defence Force Headquarters

s47E(d) s22 s47E(d)
 s47E(d)

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IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

-----Original Message-----

From: s47E(d)
Sent: s47E(c) 2021 9:37 AM
To: s47E(d)
Cc: s47E(d)
Subject: RE: s42 Fact Find - s42
 [SEC=OFFICIAL]


OFFICIAL

s47E(d)

s42

Thanks for your efforts on this.

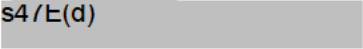
s47E(d)



p: s47E(d)

M: s22

e: s4/E(d)



IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

-----Original Message-----

From: s47E(d)

Sent: s47E(c) 2021 11:07 AM

To: s47E(d)

Cc:

Subject: s42 Fact Find - s42

[SEC=OFFICIAL]

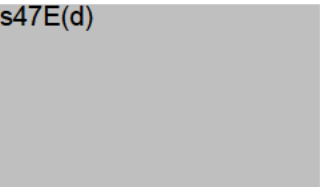
OFFICIAL

Sir,

s42



s47E(d)



Legal Officer

Australian Defence Force Headquarters

s47E(d) s22 s47E(d)

s47E(d)

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s22

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 10:32 AM
To: s4 / E(d)
Subject: s42

Fact Finding s42

Attachments: ObjRef.obr

~~OFFICIAL - Sensitive~~

Sir,

s42

Regards,
s47E(d)

s47E(d) has sent you links to the following s42 from Objective:
s42

Open in Navigator
Double click on the attachment

Open in Your Browser

s42

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 1:37 PM
To: s47E(d)
Cc:
Subject: s47E(c) - Email - s47E(d) - 21 s47E(c) -CLEARED- s47E(c) 21 1600h -
 VCDF Brief - SSIIP Closure Request - ADFPP Matter s47E(c) - s47E(d)
Attachments: 21 s47E(c) - FOR s47E(c) CLEARANCE - s47E(c) 21 1600h - VCDF Brief - SSIIP Closure
 Request - ADFPP Matter.obr
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive~~

One signed by VCDF please advise s47E(d) o that the DIR can be closed

Thankyou

Kind Regards

s47E(d)

Command Support Branch, VCDF Executive

s47E(d)

s47E(d)

Mob: s22

s47E(d)

s47E(d) has sent you a link to "21 s47E(c) FOR s47E(c) CLEARANCE - s47E(c) 21 1600h - VCDF Brief - SSIIP
 Closure Request - ADFPP Matter" s47E(c) from Objective.


Open in Navigator

Double click on the attachment

Open in Your Browser

s47E(c)

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 ☆☆☆	DECISION BRIEF FOR VCDF:	
	s47E(c) FACT FINDING INTO COMPLAINT OF INAPPROPRIATE BEHAVIOUR	
Group/Service:	COS ADFHQ	Reference: s47E(c)
For information:	s47E(c) HMSC, Assoc Sec	Due date: Routine

References:

- A. s47E(c) - Inappropriate Behaviour Complaint of s47E(c)
21
- B. s47E(c) Statement of Reasons of s47E(c) 21 s47E(c)

Purpose

1. To seek your agreement to close Select Strategic Issue Implementation Plan (SSIIP) 2021 s47E(c) for action in response to the Fact Finding into complaints of inappropriate behaviour by a member of the ADF Parliamentary Program (ADFPP) while s47E(c) s47E(c)

Recommendations

2. That you:
- a. Note COS ADFHQ referred the allegations to OMINDEF on s47E(c) 21 (Reference A).
 - b. Note s47E(c) directed implementation action at Reference B.
 - c. Agree to the status of implementation of action by selecting from the options provided in the SSIIP at Enclosure 1.

s47E(d)	a. <u>Noted</u> / Please discuss
	b. <u>Noted</u> / Please discuss
	c. <u>Agreed</u> / Please discuss
	s22
s47E(d) ADFHQ	<u>DL Johnston, AO</u>
Tel: s47E(d)	VADM
Mob: s22	VCDF
s47E(c) 21	s47E(c) 21
Contact Officer: s47E(d)	
Clearance Officer:	

~~OFFICIAL: Sensitive | Personal Privacy~~

2

Key Issues

3. During a s47E(c) debrief, s47E(c) on s47E(c) s47E(c) 21 made a number of complaints about the conduct of s47E(c) s47E(c) s47E(c) the ADFPP.
4. s47E(c) conducted Fact Finding (Reference A), completed a Defence Incident Record and referred the matter to COS ADFHQ. On s47E(c) 21, COS ADFHQ referred the allegations to OMINDEF as the ADF has no jurisdiction to deal with a complaint s47E(c) against a Member of Parliament.
5. On s47E(c) 21, s47E(c) issued a statement of reasons (Reference B) which identified three additional actions that would be taken by Defence in response to the incident. The four implementation actions were consolidated into SSIIP 2021 s47E(c), with responsible officers advising that action has been completed and are recommending closure of the SSIIP.

Stakeholder engagement

6. Consultation regarding the actions directed by s47E(c) has occurred with key stakeholders as follows:
 - a. s47E(c) has confirmed that participants for s47E(c) are required to sign a s47E(c) form agreeing to undertake to uphold the principles of s47E(c) s47E(c) s47E(c).
 - b. MSC. MSC have confirmed the following:
 - (1) s47E(c)
 - (2) An individual activity handbook has been developed for all ADFPP activities. This includes a section on Defence values. All participants in the ADFPP, including members of parliament, are briefed prior to each activity and provided with this information.
 - (3) Incident reporting for ADFPP activities is done along service lines. Participating units are briefed by XO ADFPP prior to the commencement of each activity to ensure they understand and comply with these reporting requirements.
 - (4) s47E(c) confirmed an updated CDF Directive on the ADFPP has been prepared. This will formalise the above actions, including compliance with incident reporting requirements by participant units and compliance with s47E(c) s47E(c) where applicable. Consultation with the Service ADFPP coordinators will occur in early 2022 with an anticipated release of the new CDF Directive NLT 1 March 2022 (and prior to any 2022 ADFPP activities commencing).

~~OFFICIAL: Sensitive | Personal Privacy~~

~~OFFICIAL: Sensitive | Personal Privacy~~

3

Consultation

7. The following people were consulted on the implementation actions identified in this brief:

a. s47E(d)

b. s47E(d)

Enclosure:

1. SSIIP 2021 s47E(c) Fact Finding – Inappropriate Behaviour
During ADF Parliamentary Program

~~OFFICIAL: Sensitive | Personal Privacy~~

s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 4:22 PM
To: s47E(d)
Cc: s47E(d)
Subject: 21^{s47E(c)}:1621 - s47E(d) 21^{s47E(c)} - VCDF signed
 SSIIP 2021-^{s47E(c)} Closure - s47E(c)
 s47E(c)
Attachments: 21^{s47E(c)} - VCDF signed SSIIP 2021-^{s47E(c)} Closure - s47E(c) Fact
 Finding - s47E(c) obr
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive~~

Good afternoon Sir,

Please find attached the link to the VCDF approved closure of the s47E(c) Fact Finding implementation.

Regards,

s47E(d)

Select Strategic Issues Management
 Australian Defence Force Headquarters

s47E(d)

s47E(d) has sent you a link to "21^{s47E(c)} - VCDF signed SSIIP 2021^{s47E(c)} Closure - s47E(c) Fact Finding - s47E(c) from Objective.

Open in Navigator
 Double click on the attachment

Open in s47E(c)
 Latest: s47E(c)
 Published: s47E(c)

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s47E(d)

From: s47E(d)
Sent: s47E(c) 2021 9:24 AM
To: MSC Division Corro In; s47E(c)
Subject: 2021 s47E(c) Email - MSC Division Corro In - s47E(c) Fact Finding - Closure of SSIIP - s47E(d)
Attachments: 21 s47E(c) - VCDF signed SSIIP 2021 s47E(c) Closure - s47E(c) Fact Finding - s47E(c).pdf
Follow Up Flag: Follow up
Flag Status: Completed

~~OFFICIAL: Sensitive Personal Privacy~~

Good afternoon Sir/Ma'am,

Please find attached the VCDF approved closure of implementation of recommendations for the s47E(c) Fact Finding.

Regards,

s47E(d)

Australian Defence Force Headquarters

s47E(d)

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	SELECT STRATEGIC ISSUE IMPLEMENTATION PLAN 2021 s47E(c) - VCDF DECISION (CLOSURE)	Reference: s47E(c)	Phase: CLOSE	Last Update: s47E(c) 21
	FACT FINDING: s47E(c) INAPPROPRIATE BEHAVIOUR COMPLAINT			

No:	Recommendation	Responsible Officer	Implementation Actions / Status Update	Completion Date	Status	VCDF Decision
1	Refer the allegations of inappropriate behaviour and the Fact Finding report to the Office of the Minister for Defence.	s47E(c)	<p>ADFHQ Comment: Allegations referred to OMINDEF by s47E(c) on s47E(c) 21.</p> <p>[OQE: ROC s47E(c) email s47E(c)]</p> <p>VCDF agreement for closure is recommended</p>	s47E(c) 21	Complete	<p>Agree Close s22</p> <p>Please Discuss</p>
2	s47E(c) in consultation with the s47E(c) review briefing and joining material provided to personnel that s47E(c) outside s47E(c) (including Parliamentarians) to ensure behavioural expectations are clearly articulated and understood.	s47E(c)	<p>s47E(c) Comment: All s47E(c) members are sent a link to s47E(c) s47E(c) (which are also included in the s47E(c) they are sent in the mail) and are required to sign a s47E(c) Acceptance form agreeing to undertake to uphold the principles of s47E(c) and accept the consequences of any inappropriate behaviour as outlined in s47E(c) Guidelines.</p> <p>ADFPP team have confirmed a set of joining instructions for parliamentary program participants explicitly lists Defence Values and Behaviours, and also refers to and invokes their own parliamentary codes of conduct/values.</p> <p>Once nominated to participate, the s47E(c) coordinator includes participants from outside the s47E(c) on all s47E(c) correspondence including the s47E(c) handbooks and all s47E(c) s47E(c) s4 / E(c) s47E(c) activities and the s47E(c) coordinator provides all the details to the participants as if they were one of the s47E(c)</p> <p>[OQE: Email s47E(c) email s47E(c)]</p> <p>MSC Comment: An individual activity handbook has been developed for ADFPP activities and includes a section on Defence Values including:</p> <p><i>Your conduct as an elected member of parliament will be on display at all times whilst participating in this ADFPP option, as such it is a Defence expectation that your conduct is appropriate and respectful of the Defence values throughout the activity.</i></p> <p>The activity handbook is completed for each individual ADFPP activity and modified for that activity to include key pers / equipment participants may be exposed to. The back end of the handbook was completed in 2020 and includes the Defence Values, WHS statement and security statement which is relevant to all activities regardless of location.</p> <p>[OQE: Email s47E(c)]</p>	s47E(c) 21	Complete	<p>Agree Close s22</p> <p>Please Discuss</p>

No:	Recommendation	Responsible Officer	Implementation Actions / Status Update	Completion Date	Status	VCDF Decision
			VCDF agreement for closure is recommended			
3	Head Military Strategic Commitments, in consultation with s47E(c) review the appropriateness of continued inclusion of s47E(c) in the ADF Parliamentary Program.	HMSC s47E(c)	<p>MSC Comment: s47E(c)</p> <p>s47E(c) Comment: s47E(c)</p> <p>[OQE: Email s47E(c) email s47E(c) email s47E(c)]</p> <p>VCDF agreement for closure is recommended</p>	s47E(c) 21	Complete	<p>Agree Close</p> <p>Please Discuss</p> <p>s22</p>
4	<p>Head Military Strategic Commitments is to review existing policy and briefing material regarding the ADF Parliamentary Program to ensure adequacy of information regarding:</p> <p>(a) The behavioural expectations of all participants</p> <p>(b) Required incident reporting processes by units supporting the ADF Parliamentary Program</p> <p>(c) Compliance of Program activities with the s47E(c)</p>	HMSC	<p>An individual activity handbook has been developed for activities and includes a section on Defence Values including:</p> <p><i>Your conduct as an elected member of parliament will be on display at all times whilst participating in this ADFPP option, as such it is a Defence expectation that your conduct is appropriate and respectful of the Defence values throughout the activity.</i></p> <p>Incident reporting requirements are conducted through service lines. Single service/unit reps involved in ADFPP activities are briefed by XO ADFPP prior to the commencement of each activity, as part of being provided the handbook, to ensure they understand and comply with incident reporting requirements.</p> <p>In addition, MSC has prepared an updated CDF Directive on the ADFPP. This will formalise actions that have already been taken, including <u>incident reporting requirements by participant units and compliance with s47E(c) where applicable.</u></p> <p>Consultation with the Service ADFPP coordinators will occur in early 2022 with an anticipated release of the new CDF Directive NLT 1 March 2022 (and prior to any 2022 ADFPP activities commencing).</p> <p>[OQE: Email s47E(c) email s47E(c) email s47E(c) ; email s47E(c)]</p> <p>VCDF agreement for closure is recommended</p>	s47E(c) 21	Complete	<p>Agree Close</p> <p>Please Discuss</p> <p>s22</p>

s22

From: noreply@pws.gov.au
To: s47E(d)
Subject: 22 s47E(c) 0904 - [noreply@pws.gov.au] s47E(d) s47E(c) : VCDF Decision Brief - s47E(c)
 Fact Finding into complaint of inappropriate behaviour PDMS CC Notification - Record Assigne
Date: s47E(c) 2022 9:05:11 AM

~~SEC OFFICIAL: Sensitive, ACCESS Personal privacy~~



Australian Government
 Department of Defence

PDMS Record CC'd - s47E(c)
 s47E(d)

INFORMATION COPY ONLY

This is for your Information Only as the record was assigned to s47E(d)

Status:

Closed

Subject:

VCDF Decision Brief - s47E(c) Fact Finding
 into complaint of inappropriate behaviour

Instruction:	s47E(d) for your action. Please claim and close. Tks s47E(d)
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Milestones:

Due for **Clearance:** s47E(c) 2021 5:00 PM

Due for **Executive Action:** s47E(c) 021 5:00 PM

For help with PDMS, please refer to the [PDMS Quick Reference Guides on the Intranet](#) or for
 technical issues and assistance please contact the PDMS Helpdesk on 02 6265 9192 or at
PDMSTraining.andSupport@defence.gov.au

Thank You

PDMS Notification Service

Please do not reply to this message.

CC Recipients:

s47E(d)

~~SEC OFFICIAL: Sensitive, ACCESS Personal privacy~~

~~OFFICIAL: Sensitive~~

SSIM CASE/TASK COVERSHEET

CASE/TASK TITLE s47E(c) Fact Finding - Inappropriate Behaviour Complaint				STATUS CLOSED		
ADFHQ ID 2021 s47E(c)	OBJECTIVE ID s47E(c)	OPEN DATE s47E(c) 21	ACTION OFFICER CLO	CASE <input type="checkbox"/>	TASK <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

ISSUE OVERVIEW AND BACKGROUND

During a s47E(c) debrief, s47E(c) made a number of complaints about the conduct of s47E(c) while s47E(c) s47E(c) was s47E(c) as part of the ADF Parliamentary Program. s47E(c) conducted Fact Finding and referred the matter to s47E(c)

KEY ACTION POINTS AND UPDATES

Fact Finding conducted by s47E(c) on s47E(c) 21.
 DIR raised by CO s47E(c) on s47E(c) 21.
 s47E(c) Record of Conversation with s47E(c) on s47E(c) 21. s47E(c) informed s47E(c) that complaints had been made, Fact Finding conducted and the matter referred to the Office of MINDEF as the ADF has no jurisdiction in relation to complaints against members of parliament.
 s47E(c) completed a statement of reasons on s47E(c) 21 directing implementation action for s47E(c) and HMSC.
 ADFHQ monitored implementation actions by s47E(c) and HMSC - see ADFHQ Implementation Plan.

KEY DOCUMENTS

s47E(c)	Fact Finding - Inappropriate Behaviour Complaint dated s47E(c) 21	
s47E(c)	DIR s47E(c) 21 dated s47E(c) 21	
s47E(c)		
s47E(c)	Email s47E(d) to s47E(d) dated s47E(c) 21	
s47E(c)	Statement of Reasons dated s47E(c) 21	
s47E(c)	Email s47E(d) to s47E(d) dated s47E(c) 21	
s47E(c)	Email s47E(d) to s47E(d) dated s47E(c) 21	
s47E(c)	ADFHQ SSIP 2021 s47E(c)	
s47E(c)	VCDF Signed SSIP 2021 s47E(c) dated s47E(c) 21	
s47E(c)	VCDF Signed Enclosure to SSIP 2021 s47E(c) dated s47E(c) 22	

DDA s47E(d) - 22 s47E(c)
 - recommendation to close supported;
 recommend assurance of recs 2-4 in 2024

CLOSURE REPORT (INCLUDING LESSONS IDENTIFIED)

s47E(c) referred the complaints to OMINDEF. s47E(c). A review of the joining/briefing material for the ADFPP was conducted by HMSC as directed by s47E(c). All implementation actions are complete.

CLOSURE RECOMMENDED s47E(d)	CLOSURE APPROVED s47E(d)	Assurance Level AL-1
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Implementation Trends

CHANGE POLICY	<input checked="" type="checkbox"/>
AMEND RECORDS	<input type="checkbox"/>
PROVIDE APOLOGY	<input type="checkbox"/>
IMPROVE DATA	<input type="checkbox"/>
IMPROVE PROCESS	<input checked="" type="checkbox"/>
CHANGE TRAINING	<input type="checkbox"/>
ADMIN/DISC ACTION	<input type="checkbox"/>

Version s47E(c) 21

~~OFFICIAL: Sensitive~~