

**Scheme for Compensation for Detriment Caused by Defective Administration
(CDDA Scheme)
Application Form**

Please complete **all** sections of this form and **enter N/A** in any section that is not applicable to indicate that the question has been considered and completed.

Please email to: dl.deldc@defence.gov.au or post to:

Directorate Employment Law and Discretionary Claims
CP2-4-023 Campbell Park Offices
PO Box 7911
CANBERRA BC ACT 2610

It is strongly recommended that applicants read [Resource Management Guide No.409](#), published by the Department of Finance, before lodging a claim.

Section 1: Applicant's personal details

1. Title:

2. Surname (family name)

3. Given name(s)

4. Date of birth

5. Residential address

State:	Postcode:

6. Postal address (if same as residential address, write 'as above')

State:	Postcode:

7. Contact details

Home phone: ()	Work phone: ()	Mobile phone:
Email address:		

Section 2: Applicant's representative details

This section should only be filled in if the applicant is represented by another person.

1. Representative's title:

2. Surname (family name)

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3. Given name(s)

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4. Representative's role and organisation (e.g. 'Lawyer, Law firm name' or 'Mother, Legal guardian')

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5. Postal address

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State:	Postcode:
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6. Contact details

	Work phone: ()	Mobile phone:
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Email address:

Section 3: Details of the claim

1. Which agency's administration do you consider was defective?

2. Please explain how the agency's administration was defective.

You should outline the events and circumstances which you consider contributed to the defective administration. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

Note to applicants: *Defective administration includes:*

- *a specific and unreasonable lapse by a Departmental officer in complying with existing administrative procedures that would normally have applied to your circumstances;*
- *an unreasonable failure by a Departmental officer to institute appropriate administrative procedures to cover your circumstances;*
- *advice given to you by a Departmental officer to you that was, in all the circumstances, incorrect or ambiguous; and*
- *an unreasonable failure by a Departmental officer to give to you the proper advice that was within their power and knowledge to give (or was reasonably capable of being obtained by the official to give).*

SENSITIVE: PERSONAL when filled

3. Please explain what detriment you have suffered.

Please attach any available supporting documents. If there is insufficient space, please attach a separate document.

Note to applicants: Compensation is only available to you under the CDDA Scheme where the defective administration has caused you to suffer detriment. This is the amount of quantifiable financial loss suffered by you. There are two broad categories of detriment:

- economic loss; and
- non-economic loss.

'Economic loss' is financial detriment which is unrelated to any damage or physical injury to you or your property.

'Non-economic loss' relates to personal injury (including psychiatric injury), emotional distress, or damage to reputation. Compensation is not payable solely for grief, anxiety, hurt, humiliation, embarrassment or disappointment.

If you are entitled to other payments related to an injury, it is unlikely that you will be entitled to payment under the CDDA Scheme.

4. What amount of compensation are you are seeking for this detriment?

Please specify how the amount is calculated and attach any available supporting documents (for example, receipts). Please indicate if the costs relate to use of specific resources:

Notes to applicants:

- In determining an appropriate amount of compensation, the intention is to restore you to the position that you would have been in had the defective administration not occurred.
- Costs incurred by you in preparing a CDDA Scheme application are generally not compensated by the Department of Defence.

5. Please specify how this amount is calculated. Please attach any available supporting documents (eg. medical bills). If there is insufficient space, please attach a separate document.

Note to applicants: Typically, the larger the claim that you are making, the more evidence you will need to support the amount claimed.

DESCRIPTION OF CLAIMED ITEM	AMOUNT
	\$
	\$
	\$
Total amount of compensation you are seeking for this detriment:	\$

6. Please explain how the defective administration directly caused the detriment you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

7. Please advise what action you have taken to resolve this matter (for example, review by agency, Ombudsman, Courts, Tribunals).

Redress of grievance Ombudsman Other (please specify): _____

8. What is the status/outcome of these actions?

Note to applicants: *You must have exhausted all legal options available to seek compensation for your loss before making a CDDA claim. Any other ongoing claims must be fully resolved before commencing your CDDA claim.*

Outcome:

Section 3: Other details and declaration

Other details

1. Are there any other factors that you believe are important and have not yet been mentioned in this application? If so, please provide details.

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Additional Information

2. Please note that CDDA payments may be taxable. Please contact the Australian Taxation Office or seek independent financial advice to determine your own circumstances.
3. More information for potential applicants can be found at: <http://www.finance.gov.au/resource-management/discretionary-financial-assistance/cdda-scheme/information-for-applicants-cdda>

Privacy notice

The information collected in this form is necessary for the Department of Defence to assess your application under the CDDA Scheme, and is protected by the *Privacy Act 1988*. If you do not provide the relevant information, including the information requested by this form, the Department of Defence may not be able to process your claim. Because it is important for the decision maker on your claim to have access to information that is relevant to the matters set out in your claim, Defence may contact other entities that could hold information about your claim, to assess if that information is relevant to your claim.

Your personal information will not otherwise be used or disclosed unless you have given consent, or it is authorised or required by law. If you know that there is other information that is likely to be relevant to your claim, you can consent to it by checking the relevant box below and signing the declaration at the end of this form.

Consent to disclosure and use of information

Yes, I authorise Defence to access information held about me by another entity. Defence may use it to help process my claim. The information is held by:

Department of Veterans' Affairs.

Defence, including medical or career information.

Commonwealth Superannuation Corporation.

Other. (please specify) _____

The Defence Privacy Policy explains how the Department of Defence handles and stores information. To access it, find out how to request access or correction to your information, or to make a complaint, please visit this link: <https://www.defence.gov.au/sites/default/files/2021-03/Defence-Privacy-Policy.pdf> .

Declaration

I declare that to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

Signature	Date
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