



**Australian Government**  
**Department of Defence**

# DEFENCE INSTRUCTIONS (GENERAL)

## Amendment

ADMIN 45-2  
AMDT NO 1  
**Complete Revision**

*The reporting and management of notifiable incidents*

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Department of Defence  
CANBERRA ACT 2600

26 March 2010

Issued with the authority of the Chief of the Defence Force and the Secretary of the Department of Defence pursuant to section 9A of the *Defence Act 1903* for members of the Australian Defence Force.

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DR L.J. WATT, AO  
Secretary

A.G. HOUSTON, AC, AFC  
Air Chief Marshal  
Chief of the Defence Force

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## LIST B—ISSUE NO ADMIN B/1/2010

### Single Service filing instructions

This instruction should be filed as:

1. NAVY ADMIN 35-26
2. ARMY ADMIN 23-3
3. AIR FORCE ADMIN 9-29

### Sponsor:

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### Sponsor contact:

Inspector-General

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### Cancellation

DI(G) ADMIN 45-2 ISSUE NO ADMIN B/10/2001 of 30 OCT 2001 is cancelled.

### Note

This amendment incorporates a title change.



# THE REPORTING AND MANAGEMENT OF NOTIFIABLE INCIDENTS

## INTRODUCTION

1. Certain incidents involving Defence and its resources, including personnel, property and premises must be notified to commanders and managers and the relevant Defence Investigative Authority (DIA) so that appropriate action is taken. This Instruction defines a Notifiable Incident (NI), and details the mandatory reporting procedures to be followed.

## POLICY STATEMENT

2. To meet Defence's needs and obligations, including those under a range of Commonwealth legislation and policy, NIs are to be reported and managed in accordance with this Instruction.

## SCOPE

3. The mandatory reporting of a NI is an obligation that applies to all Defence personnel at all times in Australia, and overseas, including during training and on operations except where expressly provided otherwise in this Instruction. Failure to comply with the mandatory aspects of this Instruction may result in administrative or disciplinary action.

## AIM

4. The aim of this Instruction is to set out Defence's requirements for the reporting and management of NIs, in particular:

- a. what constitutes a NI and must be reported;
- b. who should report a NI;
- c. to whom a NI must be reported and the procedures to be followed;
- d. action to be taken by unit commanders and managers concurrent with and following the reporting of a NI; and
- e. action to be taken by a DIA and the chain of command/line management upon receipt of a NI report.

## DEFINITIONS

5. The definitions that apply to this Instruction are in [annex A](#).

## WHAT ARE NOTIFIABLE INCIDENTS?

6. A NI is any incident that:

- a. raises a reasonable suspicion that an offence has been committed against the *Defence Force Discipline Act 1982* (DFDA), not including incidents that are regarded as minor disciplinary matters (as defined in [annex A](#)), which would ordinarily be dealt with by a Subordinate Summary Authority or under the Discipline Officer Scheme see Australian Defence Force Publication (ADFP) 06.1.1—*Discipline Law Manual*, volume 3—*Summary Authority and Discipline Officer Proceedings*, [chapter 5](#)—'Discipline Officer Scheme—Minor Disciplinary Infringements' (noting that, if found to be more serious than initially determined, it may come within the definition of a NI);

- b. raises a reasonable suspicion that an offence may have been committed against the criminal law of the Commonwealth, States or Territories, or the criminal law of another country, where the incident involves Defence personnel, property or premises;
- c. involves allegations of corrupt practices or behaviour, collusive tendering, conflict of interest or lack of probity involving Defence resources, including personnel, property or premises;
- d. is a suspected security incident, (excluding 'minor security incidents'), defined in [annex A](#) whether intentional, negligent or accidental, or results from a failure to comply with a security requirement outlined in the [electronic Defence Security Manual](#) (eDSM), Defence Security Authority (DSA);
- e. excluding enemy combatants (see Note), includes the death, serious injury (including self harm) or disappearance of Defence personnel or the death, serious injury or disappearance of non-Defence personnel, involving any Defence activity, property or premises (even where there may be no reasonable suspicion of an offence having been committed); or
- f. is an incident deemed by commanders or managers to be serious, sensitive or urgent not covered by the definitions above. As a guide, these incidents are events that may bring Defence into disrepute; attract media or Parliamentary attention; or may adversely affect the efficiency of Defence.

**Note**

where the death, serious injury or disappearance of an 'enemy combatant' occurs in circumstances where they are in custody or effective control of the Australian Defence Force (ADF), then the matter must be reported as a NI to the chain of command.

## **RESPONSIBILITY FOR REPORTING NOTIFIABLE INCIDENTS**

### **Command/line management reporting responsibilities**

7. Commanders and managers are to determine whether an incident is a NI as soon as possible after becoming aware of the incident. Where it is determined that an incident is a NI, it is to be reported immediately in accordance with this Instruction. If there is doubt as to whether a matter is a NI, it is to be reported. Advice is to be sought from a DIA or legal officer in appropriate cases. Note that legal and medical professional privilege may preclude the reporting of certain information.

### **Other reporting obligations**

8. This Instruction does not remove the obligation of a commander or manager to complete any other reporting required by current instructions, orders or policy. For example, Hot Issue Briefs are to be raised in accordance with Departmental Instructions, notwithstanding that a NI report has been raised. Conversely, the raising of a Hot Issues Brief or other specialist report does not relieve commanders and managers of the mandatory responsibility of completing a NI report in accordance with this Instruction.

### **Individual reporting responsibilities**

9. Defence personnel who reasonably suspect that a NI has occurred, or receive credible and or believable information about any matter that might be classified as a NI, must report the incident to their commander or manager to enable appropriate reporting action to be completed in accordance with this Instruction.

10. In cases such as those requiring immediate police attendance or action, or where the incident occurs away from the person's organisation, the NI must be reported directly to a DIA as well as to the person's commander or manager who will take any further action required by this Instruction. DIAs will consult and determine between them which DIA is most appropriate to conduct the initial assessment of, or to take long-term responsibility for investigation and management of, a particular NI.

11. Circumstances may exist when individuals believe they are unable or unwilling to report concerns to their chain of command or line management. In such circumstances Defence personnel can report directly to a DIA. In circumstances where the individual believes that they may be victimised, discriminated against or disadvantaged in some way if they make a report through the normal means, or where the established complaint mechanisms for specific issues or the chain of command or line management have been tried and failed, Defence personnel are encouraged to consider the alternative option of making a report in relation to the NI through the Defence Whistleblower Scheme see [Defence Instruction General \(DI\(G\)\) PERS 45–5—Defence Whistleblower Scheme](#) which affords protections to those making reports.

### **Notification of fraud incidents to the Inspector General Organisation**

12. The Secretary has statutory responsibility for fraud control within Defence. The Inspector-General (IG) discharges this responsibility on behalf of the Secretary of Defence and is the lead authority in Defence for the control, investigation and reporting of fraud, although the investigation of fraud is a responsibility shared between the IG and ADF DIAs—refer [DI\(G\) FIN 12–1—The Control of Fraud in Defence and the Recovery of Public Monies](#). All fraud-related incidents are to be notified to the IG, through the Director Investigations and Recovery (DIR), in accordance with [table 1](#).

## **WHAT, HOW AND TO WHOM TO REPORT NOTIFIABLE INCIDENTS**

### **Information to be included in a report of a Notifiable Incident**

13. A report of a NI should provide as much information as possible but as a minimum needs to include the date, time, location and nature of the incident as well as details of those involved, the Group or Service, possible media or other civil authority involvement and the contact details of the person making the report.

### **Reporting a Notifiable Incident to the relevant area in Defence**

14. It is essential that a NI is reported to a DIA and commander or manager so that appropriate management action may be taken. The six types of NIs defined in paragraphs 6.a. to 6.f. above are to be reported in accordance with [table 1](#). If a NI is reported to a DIA that is not responsible for that NI type that DIA must ensure that the NI report is referred to the most appropriate DIA or other area within Defence as soon as possible. Note that the reporting unit retains carriage of a NI once reported until such time as the appropriate DIA advises it has assumed responsibility for the matter.

<b>NI Types</b>	<b>Incident description</b>	<b>Who to report NI to (for action or information)</b>
1	Incidents that raise a reasonable suspicion that a <a href="#">DFDA</a> offence has been committed consistent with paragraph 6.a. of this Instruction.	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Australian Defence Force Investigative Service (ADFIS)/Service Police.</li> <li>• DSA (if security related).</li> </ul> <p><b>Information:</b></p> <ul style="list-style-type: none"> <li>• Chain of Command/line management.</li> <li>• Relevant Provost Marshal (PM) (PM—Navy (PM—N), PM—Army (PM—A) or PM—Air Force (PM—AF)).</li> <li>• DIR (if fraud related).</li> </ul>

NI Types	Incident description	Who to report NI to (for action or information)
2	Incidents that raise a reasonable suspicion that a civilian criminal offence has been committed where the incident involves Defence personnel, a Defence activity, property or premises (not including suspected <a href="#">DFDA</a> offences reported above).	<b>Action:</b> <ul style="list-style-type: none"> <li>• ADFIS (for liaison, assistance or referral).</li> <li>• DIR (if fraud related).</li> <li>• DSA (if security related).</li> </ul> <b>Information:</b> <ul style="list-style-type: none"> <li>• Chain of Command/line management.</li> <li>• Relevant PM (PM–N, PM–A or PM–AF).</li> </ul>
3	Allegations of corrupt practices and behaviour, collusive tendering, lack of probity or conflict of interest issues involving Defence resources, including personnel, property or premises.	<b>Action:</b> <ul style="list-style-type: none"> <li>• DIR.</li> </ul> <b>Information:</b> <ul style="list-style-type: none"> <li>• Chain of Command.</li> <li>• ADFIS (if suspected <a href="#">DFDA</a> offence).</li> </ul>
4	Suspected security incidents.	<b>Action:</b> <ul style="list-style-type: none"> <li>• DSA (Refer <a href="#">Form XP 188—Security Incident Report</a>, available on the Defence Web Forms System or in the <a href="#">eDSM</a>).</li> </ul> <b>Information:</b> <ul style="list-style-type: none"> <li>• ADFIS (if suspected <a href="#">DFDA</a> offence).</li> <li>• Chain of Command/line management.</li> <li>• Relevant PM (PM–N, PM–A or PM–AF).</li> </ul>
5	Death/serious injury, including self harm, or disappearance of Defence personnel, or death/serious injury involving any Defence activity, property or on Defence premises (excluding enemy combatants).	<b>Action:</b> <ul style="list-style-type: none"> <li>• Chain of Command.</li> <li>• ADFIS/Service Police (if suspected <a href="#">DFDA</a> offence or to attend and secure scene).</li> </ul> <b>Information:</b> <ul style="list-style-type: none"> <li>• Relevant single-Service PM (if suspected <a href="#">DFDA</a> offence or to attend and secure scene).</li> </ul>
6	Other serious, sensitive or urgent incidents not covered by above descriptions.	<b>Action:</b> <ul style="list-style-type: none"> <li>• Chain of Command/line management.</li> </ul>

**Table 1: Unit reporting requirements for Notifiable Incidents**

### How to report a Notifiable Incident

15. Urgent NIs are to be initially reported as per [table 1](#) by the quickest means such as by telephone. Information is to be transmitted expeditiously to addressees via fax, email, message, mail or any other means appropriate to the circumstances. All reports of NIs, where practicable, must be formally confirmed in writing to the relevant DIA. All security incidents are to be reported using [Form XP 188](#) or direct Defence Policing and Security Management System (DPSMS) entry. Unit reporting of any matter should not be unduly delayed by attempts to comply fully with [paragraph 8](#). Contact numbers and email addresses for DIA are listed in [annex B](#).

16. Subsequent reports are to be provided to the relevant DIA and chain of command/line management as necessary.

## **ACTION TO BE TAKEN ON RECEIPT OF A NOTIFIABLE INCIDENT**

### **Action to be taken by Defence Investigative Authorities on receipt of a Notifiable Incident**

17. On receipt of a type 1, 2, 3 or 4 NI the DIA receiving the report is to decide whether or not to attend the incident site, commence an independent investigation, refer the matter to a more appropriate DIA, refer the matter to the civilian authorities, or refer it back to the initiating authority or another appropriate Defence area for investigation or action.

18. Where the incident has occurred in an operational area, the relevant DIA is to consult with the operational commander to determine whether there are any safety, security, or operational issues that may impact on the commencement of an investigation in that area (the determination of which remains a matter for the responsible commander).

19. Where it is decided to proceed with a DIA investigation or inquiry, a report is to be provided to the appropriate commander/manager or Defence Group on completion, including details of any action taken, such as referral to the Director of Military Prosecutions (DMP).

20. On receipt of a type 5 NI, the ADFIS or Service Police are to respond as necessary to render immediate assistance, contact civilian police, and to ensure the securing of the incident area and the proper security and preservation of evidence as detailed in [DI\(G\) OPS 13-15—Incident scene initial action and preservation](#). If the death, serious injury or disappearance of Defence personnel is suspected of being the result of an offence then [paragraph 17](#) also applies. If a non-combat death, serious injury or disappearance of Defence personnel occurs in an operational area, liaison with the commander who controls the operational area is mandatory to ensure that mission-critical tasks, operations, or the safety of personnel is not compromised (the determination of which remains a matter for the chain of command). Combat deaths or injuries do not invoke an automatic decision by ADFIS to respond or investigate, but ADFIS or Service Police are to be prepared to respond to a request for assistance from the chain of command.

### **Action by chain of command and line management**

21. On receipt of a NI report by the chain of command involving a death or serious injury that is not suspected of being the result of an offence or has not occurred in combat (type 5 NI), or concerning a serious sensitive or urgent incident (type 6 NI), the requirement for any action, including the need for further inquiry or assistance, will depend on the nature of the incident and what action may already have been commenced by the initiator of the report. For example, in the case of an incident involving a death, serious injury or disappearance of Defence personnel, ADFIS may already be providing assistance in securing the incident site and preserving any evidence.

22. Some types of incident will require reports to be made to specialist areas (eg casualties, occupational health and safety incidents) or to meet single-Service requirements in addition to the NI report. On receipt of an NI report further action by the chain of command may be required to ensure that any specialist reporting requirements are met and that appropriate inquiry action is being taken as necessary.

## **OTHER COMMAND/MANAGEMENT ACTIONS CONCURRENT WITH AND FOLLOWING THE REPORTING OF A NOTIFIABLE INCIDENT**

### **Quick assessment**

23. The occurrence of a NI and its subsequent reporting does not absolve the commander or manager from responsibility for conducting a quick assessment (QA) of the known facts in accordance with [DI\(G\) ADMIN 67-2—Quick Assessment](#), if they have not already done so. This ensures that a decision can be made about the most appropriate course of action in response to the incident. A QA is not a precursor to, or a substitute for, a NI report being made to a DIA or civilian police.

### Referral to civilian police and other civilian authorities

24. Commanders and managers may be required by law, other Defence Instructions, orders or policy to report a NI to civilian police or other civilian investigative authorities. Situations might also arise where there is a genuine emergency that requires the immediate involvement of civil police. In such cases, the commander or manager should refer the matter directly to the civil police. Thereafter the provisions of this Instruction shall be applied and the relevant DIA and chain of command must be notified as soon as practicable.

25. Where it is not appropriate under law or Defence policy, that an incident be investigated by a DIA, the relevant DIA is responsible for formally referring the matter to civilian police or other civilian investigative authorities for investigation. Referral of security incidents to external law enforcement or intelligence agencies is the sole responsibility of DSA. Should such action be undertaken and Defence personnel or a Defence organisation is involved, their chain of command or line management must be informed. This will ensure that Defence has visibility of all NIs and will assist in their effective management.

### Response to a Notifiable Incident and action at scene of incident

26. In addition to reporting a NI in accordance with [table 1](#), commanders and managers have the following responsibilities in regard to action at the scene of the NI:

- a. take appropriate measures to ensure the safety of personnel;
- b. provide support to all affected Defence personnel in accordance with [DI\(G\) PERS 16–25—Critical Incident Mental Health Support in Defence](#);
- c. after consultation with the appropriate DIA take all reasonably available steps to preserve potential evidence in order to ensure that it is not lost, destroyed or compromised, prevent interference with witnesses, the construction of false defences and prevent continuation of the incident;
- d. take reasonable steps to ensure a suspected offender is not forewarned;
- e. afford all reasonable assistance to personnel from the relevant DIA or other area within Defence in the execution of their duties to prevent any unreasonable impediment or interference with the investigation or inquiry process;
- f. not direct or obstruct a DIA in the execution of their duties that may cause unreasonable impediment or interference with the investigation or inquiry process. Interference with an investigation may constitute an offence; and
- g. take all reasonable steps to protect the integrity and confidentiality of an investigation. Information about suspicions, allegations, investigations or pending investigations are to be released only on a demonstrated need-to-know basis unless the DIA conducting the investigation is satisfied that this will not adversely affect the conduct or integrity of the investigation.

### Command/line management responsibility and independent investigation

27. Whilst commanders and managers have responsibility for the proper management of the interests of their unit/organisation and their personnel, the requirement to conduct an effective investigation is to be given high priority in accordance with [paragraphs 17. to 20.](#) However, in an operational area or during the conduct of operations, a commander who controls the operational area may, if necessary for mission accomplishment or for the safety of personnel, restrict access by Defence investigators within such an area. Such a restriction should only be for the minimum period necessary and must be documented with reasons by the Commander and reported to the DIA as soon as possible thereafter.

28. DIA are authorised and required to conduct independent investigations (where they have jurisdiction), unfettered by the chain of command or line management, into suspected NI as defined in this Instruction. This will require close consultation between commanders, managers and the relevant DIA, and require the DIA to exercise discretion relating to proper conduct and integrity of any investigation. In the case of combat related deaths, the senior ADF theatre commander may appoint an Administrative Inquiry if deemed by him to be more appropriate. Such a decision is to be advised to Headquarters ADFIS through the chain of command.

29. It is incumbent on the commander or manager of Defence personnel charged with a serious criminal offence and/or facing adverse administrative or disciplinary action, to provide the appropriate case management and support mechanisms. These include but are not limited to support services such as medical, psychological, legal and welfare, as well as personnel administration and a person to act as the 'buddy/friend' of the member. Single-Service guidance is contained in the following documents:

- a. [Chief of Army Directive 27/2009—Management of ADF Members and Defence APS Personnel within Army who are under investigation/inquiry or facing administrative/disciplinary action.](#)
- b. [Chief of Air Force Directive 4/2006—Management of ADF members Under Investigation.](#)
- c. [Divisional Staff Handbook—NAVY 2007.](#)

30. Interaction between DIA or chain of command/line management following a NI Report.

31. The reporting of NI to a DIA will not necessarily result in an investigation as all NIs will be subject to an assessment process. However, the DIA to which a NI has been reported is to notify the chain of command or line management that has functional responsibility for the matter(s) notified in the NI Report, of the outcome of any assessment within seven days of receipt of the NI report. In the event that the assessment is not complete within seven days, the incident is deemed to be declined by the DIA and returned to the notifying unit/agency for action. Where the respective DIA elects to refer the matter back to the notifying unit/agency, the DIA is to do so in writing, advising the unit of the considerations and actions undertaken, and proposing, where appropriate, subsequent courses of action that the unit might consider. Where it is decided to proceed with a DIA investigation or inquiry, a brief of evidence is to be provided to the appropriate commander or line manager on completion, including details of action taken such as referral to a prosecuting agency.

32. On receipt of a brief of evidence relating to an alleged offence under the [DFDA](#), the DMP will keep respective commanders/managers informed as to the progress of the matter. Where an investigation by the DSA or IG is recommended for civil prosecution, the matter will be referred to the Commonwealth Director of Public Prosecutions or relevant state or territory law enforcement bodies and the person's chain of command/line management informed.

#### **Authority to suspend or cease an investigation**

33. Authority to suspend or cease an investigation conducted by an ADF DIA is vested in the Head of the relevant ADF DIA. Where there are compelling reasons, Chief of the Defence Force, Commander Joint Operations and Vice Chief of the Defence Force (VCDF) have authority to request that PM ADF suspend an investigation. Similarly, the Service Chiefs have authority to request that their respective Head DIA suspend an investigation. In all instances, such requests should be in writing and the decision is to be recorded by the respective DIA in DPSMS.

34. For non-ADF DIAs the decision to suspend or cease an investigation can be made by the relevant Head of the DIA or by a more senior manager in the Head's supervisory chain.

35. Any decision to suspend or cease an investigation must be recorded by the relevant DIA in DPSMS, including reasons for the decision together with the factors affecting the decision and the identity of the decision-maker. Original documentation of such decisions is to be filed with the investigation report and maintained in accordance with [Defence Records Management Policy Manual](#) (POLMAN 3) contents.

## **Defence Policing and Security Management System**

36. DPSMS is the primary and approved corporate computerised system for recording all reports and investigation of NIs dealt with by a DIA or by their authorised agents within Defence. On receipt of a report of a NI by a DIA, the incident must be recorded on DPSMS in accordance with extant procedures.

## **Defence Investigative Authority interaction with Aviation Investigation Teams**

37. In the case of the deployment of an Aviation Accident Investigation Team (AAIT) or an Aviation Incident Investigation Team (AIIT) in response to a NI, any investigation by either team takes priority over a DIA investigation. ADFIS is to provide support and specialist advice regarding the collection and preservation of evidence. If the AAIT/AIIT investigation raises a reasonable suspicion that an offence may have been committed as defined in paragraphs 6.a. or 6.b. of this Instruction, the matter is to be referred to ADFIS for action.

## **Defence Investigative Authority Interrelationship**

38. The relationship, cooperation and referrals between DIAs, will be dealt with through their own separate arrangements.

## **Sponsorship**

39. This Instructions is sponsored by the IG in consultation with the key stakeholders (VCDF and Deputy Secretary Intelligence and Security).

## **Related publications**

[ADFP 06.1.4—Administrative Inquiries Manual](#)

[Defence Force Discipline Act 1982](#)

[Defence Investigations Standards](#)

[electronic Defence Security Manual \(eDSM\)](#)

[ADFP 06.1.1—Discipline Law Manual, volume 1—Legislation, Forms and Instruments, volume 2—The Australian Military Court and volume 3—Summary Authority and Discipline Officer Proceedings](#)

[DI\(G\) ADMIN 08–1—Public comment and dissemination of official information by Defence personnel](#)

[DI\(G\) ADMIN 61–1—Inspector-General of the Australian Defence Force—role, functions and responsibilities](#)

[DI\(G\) FIN 12–1—The Control of Fraud in Defence and the Recovery of Public Monies](#)

[DI\(G\) OPS 13–14—Australian Defence Force Investigative Service—Service Police Central Records Office](#)

[DI\(G\) OPS 13–15—Incident scene initial action and preservation](#)

[DI\(G\) PERS 11–2—Notification of Australian Defence Force and non-Australian Defence Force casualties](#)

[DI\(G\) PERS 35–3—Management and Reporting of Unacceptable Behaviour](#)

[DI\(G\) PERS 35–4—Management and Reporting of Sexual Offences](#)

[DI\(G\) PERS 45–1—Jurisdiction under Defence Force Discipline Act—Guidance for Military Commanders](#)

[DI\(G\) PERS 45–4—Australian Defence Force Prosecution Policy](#)

[DI\(G\) PERS 45-5](#)—*Defence Whistleblower Scheme*

[DI\(G\) PERS 55-4](#)—*Reporting, recording and dealing with Civil Offences, Service and Civil Convictions and Diversionary Programs*

[DI\(G\) ADMIN 67-2](#)—*Quick Assessment*

[Defence Instruction \(Army\) ADMIN 23-2](#)—*Management of reportable incidents*

**Annexes:**

- A. [Definitions](#)
- B. [Contact details—Defence Investigative Authorities](#)

**Sponsor:** IG



## DEFINITIONS

1. The following definitions apply in this Instruction:
  - a. **Commanders, Managers** and the Chain of Command means the Australian Defence Force (ADF) chain of command and Defence civilian line management.
  - b. **Defence** means the Department of Defence, Defence Materiel Organisation and the ADF.
  - c. **Defence civilian**, as defined in [section 3](#) of the *Defence Force Discipline Act 1982* (DFDA), means a person (other than a Defence member) who:
    - (1) with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is:
      - (a) outside Australia, or
      - (b) on operations against the enemy, and
    - (2) has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.
  - d. **Defence employee** means a person employed in the Department of Defence under [section 22](#) of the *Public Service Act 1999* (the Public Service Act).
  - e. **Defence Investigative Authority (DIA)** means the ADF Investigative Service, the three Service Police organisations of the Navy, Army and Air Force that report to the Provosts Marshal (PM), the Directorate of Security Intelligence and Investigations (SII) within the Defence Security Authority (DSA) and the Directorate of Investigation and Recovery within the Inspector-General (IG) Organisation.
  - f. **Defence investigator** means a trained investigator that holds a Certificate IV in investigations and performs the duties of an investigator for the Directorate of Investigations and Recovery, the PM, or DSA.
  - g. **Defence member**, as defined in [section 3](#) of the DFDA, means a:
    - (1) member of the Permanent Navy, the Regular Army or the Permanent Air Force; or
    - (2) member of the Reserves who:
      - (a) is rendering continuous full-time service; or
      - (b) is on duty or in uniform.
  - h. **Defence personnel**, for the purposes of this Instruction, means all Defence members and employees, external service providers, Defence Locally Engaged Employees overseas, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.
  - i. **Defence premises** means all land, buildings or other structures owned, occupied or used by Defence; and includes service land, ships, aircraft and vehicles as defined in [section 3](#) of the DFDA.
  - j. **Defence property** means all property that is owned, used or controlled by Defence; and includes Service property as defined in the [DFDA](#).
  - k. **External service providers** means contractors, consultants and professional service providers employed by Defence.

- l. **Fraud** (against the Commonwealth) means ‘dishonestly obtaining a benefit by deception or other means’, and includes both tangible and intangible benefits. Fraud is not limited to monetary gain, but can also include the theft of assets, stores or inventory; the misuse of information; or the use of Defence assets for private use.
- m. **Head DIA** means the PM ADF, the service police PM of the Navy, Army and Air Force, Director of SII within the DSA and the Director of Investigations and Recovery within the IG organisation.
- n. **Investigation by a DIA** means an inquiry into matters involving Defence personnel or activities and the collection and presentation of relevant material to a standard acceptable for use, if required, by competent ADF or civilian authorities.
- o. **Minor disciplinary matters** means disciplinary incidents adjudged by the chain of command to be of a minor nature and includes certain disciplinary offences listed in Schedule 1A of the [DFDA](#), such as disobeying a lawful command, failing to comply with a lawful general order, prejudicial conduct, absences with out leave or from duty and insubordinate conduct but for the purpose of this Instruction, does not include offences such as credit card misuse, false statements or other fraudulent conduct. Minor Disciplinary matters also include offences pursuant to the DFDA section [36A](#) and [36B](#), Unauthorised Discharge of Weapon and Negligent Discharge of Weapon.
- p. **Minor security incidents** are defined in the [electronic Defence Security Manual](#) and, although dealt with locally, are still to be formally reported to the DSA, as for all security incidents, via [Form XP 188—Security Incident Report](#) available on the Defence Web Forms System.
- q. **Reasonable suspicion** is where there is a suspicion, based on facts which, objectively seen by a reasonable person, is sufficient to give rise to a belief that an incident occurred. Reasonable suspicion is not the same as a belief that the person has committed an offence. If, upon looking at the material there is a concern that an offence may have been committed, then a reasonable suspicion is aroused.
- r. **Security incidents** include:
- (1) unauthorised access to Defence facilities;
  - (2) loss or theft of weapons, associated equipment (weapon parts, combat body armour, night fighting equipment and night vision equipment) and explosive ordnance (explosive ordnance includes all ammunition, propellants, pyrotechnics and explosives);
  - (3) loss or theft of, and unauthorised access to or disclosure of, official Defence information or security equipment (including access cards and combinations/keys to security containers);
  - (4) unauthorised access to and/or use of Defence Information Communications and Technology equipment or systems;
  - (5) inappropriate handling and storage of classified information, weapons, associated equipment and explosive ordnance;
  - (6) any investigation or other action by civil police, either in Australia or overseas, that involves Defence personnel or Defence property; and
  - (7) espionage, sabotage, or a security incident involving material classified Secret/ Highly Protected and above.
- s. **Sensitive matters** are those that may attract adverse attention by the public, media or other agencies that may have an adverse or significant impact on Defence or the Government.

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(ARMY ADMIN 23-3  
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**(Complete Revision)**)

- t. **Serious or urgent matters** are matters affecting Defence resources, including personnel, property or premises that may have a significant impact on Defence or the Government.
- u. **Service Police**—means members of the Naval Police Coxswains, the Royal Australian Corps of Military Police, Security Police of the Royal Australian Air Force and members of the Australian Defence Force Investigative Service.



## **CONTACT DETAILS—DEFENCE INVESTIGATIVE AUTHORITIES**

1. Headquarters Australian Defence Force Investigative Services 24/7 contact number—1300 233 471 or to local Service Police.
2. Defence Security Authority (DSA) Security Incident Centre on (02) 6266 4520; DSA Duty Officer on 0416 060 347; Defence Restricted Network email to [security.incidentcentre@defence.gov.au](mailto:security.incidentcentre@defence.gov.au) or via Defence Secret Network at [security.incident.centre@jcse.defence.gov.au](mailto:security.incident.centre@jcse.defence.gov.au).
3. Inspector-General Directorate of Investigation and Recovery on (02) 6266 4094, facsimile to (02) 6266 4588 or by emailing [IG.Investigations@defence.gov.au](mailto:IG.Investigations@defence.gov.au).
4. Local Service Police or other Defence Investigative Authority.
5. As an alternative, particularly in circumstances described in paragraph 11, reports can be made to the Defence Whistleblower Scheme on 1800 673 502 see [Defence Instruction \(General\) PERS 45-5—Defence Whistleblower Scheme](#).