

ADF Cadets Incident Reporting Guide

Sponsor: Lead Enabling Manager - Support (DGANCR)

Part A: Definitions

February 2017 – v0.3

Type of Incident	Description	Method of Reporting
Safety	All WHS incidents (referred to as Events) that occur on Defence activities, including those not required to be reported to Comcare.	AE-527-2 (Sentinel)
Integrity	Defence 'Integrity' incorporates: <ul style="list-style-type: none"> • unacceptable behaviour (harassment, workplace bullying, sexual harassment, discrimination, abuse of power and inappropriate workplace relationships and conflict of interest); • sexual misconduct (includes but not limited to sexual discrimination, sexual harassment, sexual offences and the recording, photographing or transmitting of incidents of a sexual nature without the knowledge and consent of all parties); • youth safety incident (an event or occurrence involving a disclosure, allegation, or suspicion of abuse or neglect perpetrated on either an individual young person or a group of young people); • complaints; • public interest disclosures (an incident of concern to Defence); • fraud; • policing; • code of conduct; • criminal offences; and • any other incident affecting the reputation, personnel or property of Defence, with the exclusion of WH&S incidents. 	AE530 (DIR)
Security	Security includes: <ul style="list-style-type: none"> • unauthorised access to Defence facilities; • 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); • loss or theft of, or unauthorised access to/or disclosure of official Defence information; • unauthorised access to and/or use of Defence information and communications equipment or systems; • inappropriate handling or storage of classified information, weapons, associated equipment and explosive ordnance; • any investigation or other action by civil police, either in Australia or overseas, that involves Defence people or Defence property; • attacks on Defence ICT; and • a security contact where a Defence employee is approached by, or communicates with, representatives of foreign interests, extremist or subversive groups, criminals, or commercially, politically or issue motivated groups whose purpose appears to be to obtain official information. 	XP168/XP188

Part B: Current Processes in place for ADF Cadets

Type of Incident	Method	ANC	AAC	AAFC
Safety	Capture	AE527-2 (CadetNet V5) into Sentinel	AE527-2 (CadetNet V5) into Sentinel	AAFC WHS Incident Report PDF (custom) into own database.
	Reporting	STARS Quarterly to NAVY Safety Board	STARS	Objective Custom registry Quarterly to RAAFSafety Board
	Policy	ABR5128, Chapter 10	AAC Standing Order Vol 2 (People) - 2REP – Reporting of Safety Incidents, Injuries and Illness	AAFC Safety Manual, Part 1, Chapter 21
Integrity	Capture	Incident Report Registration If required, Fact-finding Inquiry or General Inquiry	AIMS HQ AAC Incident Tracker (Sharepoint list on DRN)	1. Complaint Manager assigned 2. Initial Assessment Report (IAR) completed 3. Loaded into CadetNet V5 Sharepoint custom list for HQ review
	Reporting	To NHQ and other areas as required. DANC reports via DIR (DPSMS)	Reporting IAW AAC Standing Order Volume 2 2INC – Reporting and Managing Notifiable Incidents Other incidents reported using AAC Form G059 – AAC Incident Report	To AFHQ and other areas as required. CB-AF reports via DIR (DPSMS)
	Policy	ABR 5128, Chapters 8 and 9 DSM Part 2 Chapter 23	DSM Part 2 Chapter 23 AAC Standing Order Vol 2 (People) - 2INC – Reporting and Managing Notifiable Incidents - 2ABU – Reporting Suspected Child Abuse	Annex C to SI(PERS) 8-4 - Managing a Complaint DSM Part 2 Chapter 23
Security	Capture	XP188 or XP168 PDF form emailed to security.incidentcentre@defence.gov.au	XP188 or XP168 PDF form emailed to security.incidentcentre@defence.gov.au	XP188 or XP168 PDF form emailed to security.incidentcentre@defence.gov.au
	Reporting	DPSMS	DPSMS	DPSMS
	Policy	DSM Part 2 Chapters 12 and 23	DSM Part 2 Chapters 12 and 23	DSM Part 2 Chapters 12 and 23

Part C: Systems and Forms

Systems:

1. CadetOne – AAFC information management system
2. CadetNet v5 – ADF Cadets information management system
3. Defence Restricted Network – DRN:
 - AIMS – Army Incident Management System
 - DPSMS – Defence Policing and Security Management System
 - Sentinel – Defence Safety Management System
 - STARS - Safety Trend Analysis Reporting Solution
 - *ERRCM – Enterprise Recording, Reporting and Case Management (ICT Project 2216, currently entering Gate 0 status)*

Forms:

- XP188 – Security incident report form (PDF or online on DRN)
- XP168 – Security contact report (PDF or online on DRN)
- AE530 - Incident - Defence Incident Record (DIR)
 - ANC Incident Report Form
- AE527-2 - Sentinel Event – ADF Cadets

Part D: Reporting Intent and Process

ADF Cadets Incident reporting is currently managed via a variety of processes, largely driven by each Cadet Organisation's parent Service. VCDF has directed that the ADFCHQ develop, implement and manage an incident reporting system for the ADF Cadets enterprise. The purpose of this process will be to provide Defence Senior Leadership with visibility of significant issues and enables CADFC to ensure the Cadet Organisations are addressing systemic issues.

This may be achieved by collating relevant data into a consolidated snapshot of ADF Cadets incident reporting into an agreed format. The presentation of statistics and a brief summary of key safety, reputation and mission issues will allow for trends and systemic issues to be identified. The report will be required to specify the number of incidents raised in the previous month, how many are in progress and any other relevant status information. Totals will be represented in the form of tables and graphs over 1-2 pages. Incidents will be categorised as either Safety, Integrity and Security type. Data cleansing will be required to ensure the reported items relate to ADF Cadets and also to be mindful of the potential for double counting of matters reported through different processes. Data will need to be vetted to ensure all personal identifiers have been removed and is handled in accordance with the Privacy Act.

Source of reports

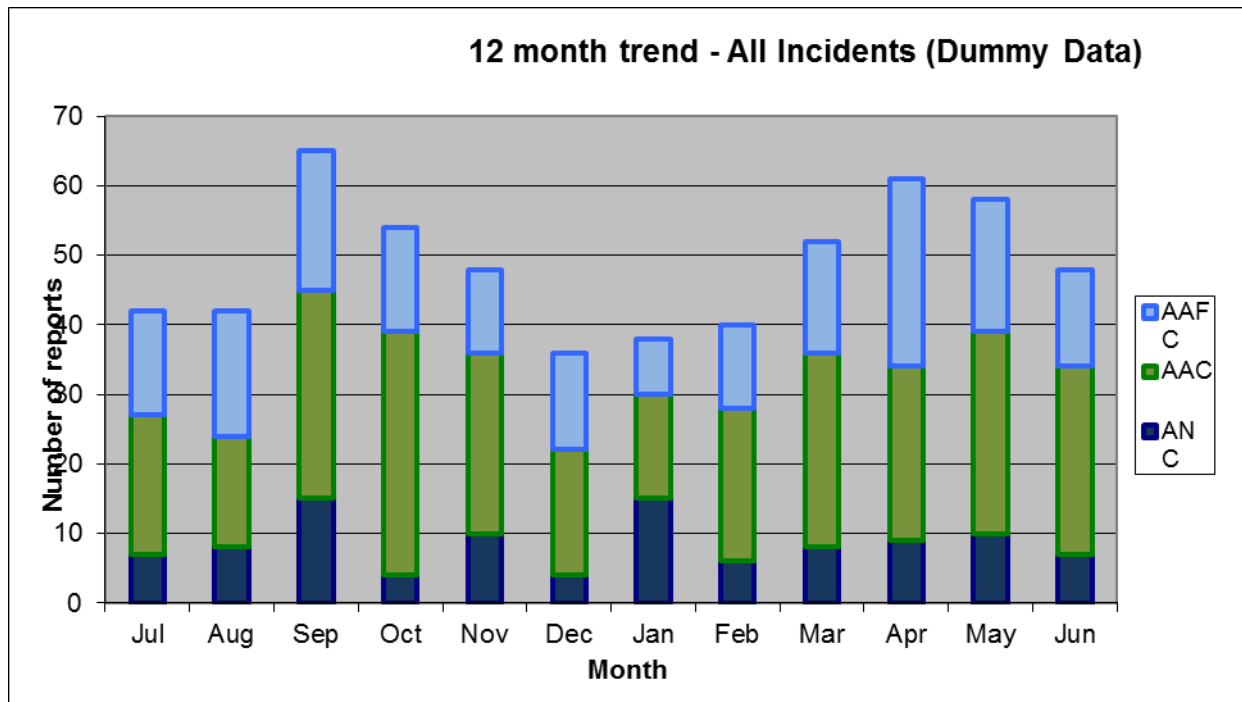
Type	ANC	AAC	AAFC
Safety	STARS	STARS	CB-AF manual report
Integrity	DANC manual report / DPSMS	HQAAC manual report / DPSMS	CB-AF manual report / DPSMS
Security	DPSMS	DPSMS	DPSMS

Reporting Process

1. **Ongoing** – each Cadet Organisation will provide copies of incidents that are categorised at Cadet Critical Incident Reports (CCIRs) to ADFCHQ as they are received. A record of this process is to be kept.
2. **On the first working day in each calendar month** - ADFCHQ will send a reminder email to each Cadet Organisation HQ and relevant Service Incident Management staff setting the due date for the stats to be submitted.
3. Cadet Organisation HQ representatives will review their records from the last calendar month.
4. ADFCHQ Assurance Cell will pull together data from STARS, DPSMS and CadetNet, plus collate reports from Cadet Organisation HQs / Service HQs by the due date
5. ADFCHQ Assurance Cell will produce draft ADF Cadets Incident Report (Month Year) for review by DCADFC and finally CADFC
6. Report is forwarded to VCDF with info copies to Cadet DGs. It may also be discussed at Joint Cadet boards and committees as required.
7. Data will be kept on file in Objective to be used for ADF Cadets Annual Report (and trend analysis).
8. Process to be conducted each month, with reviews every 3 months take incorporate feedback and provide CADFC recommendations on improving ADF Cadets incident capture, handling and reporting as well as systemic issues that may arise for the analysis of available data.

Part E: Example Report

CADETS INCIDENTS - MONTH YEAR



Type	ANC	AAC	AAFC	Total	
Completed		5	10	4	19
In progress internal	3		5	4	12
Referred to external	1		2	2	5
	9	17	10	36	

Type	ANC	AAC	AAFC	Total	
Safety Events		4	8	3	15
Integrity Reports	2		4	6	12
Security Reports	3		5	1	9
Total	9	17	10	36	

	FY15/16	FY16/17*
Safety Events	136	80
Integrity Reports	320	260
Security Reports	85	70
Total	541	410

* FY to date

Detailed Narrative – DUMMY DATA

This month there were 36 incidents being tracked by the ADF Cadets, with 19 completed in this period. This is up by one from last month where the total was 35. The conduct of a series of school holiday camps and bivouacs saw a number of safety incidents reported in management of heat. ADF Cadets HQ will prepare a reminder on the importance of following heat management plans in place in each Cadet Organisation.

Major Issues – DUMMY DATA

Cadet Org	Date and Location	Description	Status
ANC	9 Jan 17 Local Lake, ACT	Cadet fell from sailing dinghy whilst in open water. Took 20 minutes to rescue the cadet due to Safety Boat motor failing to start for some period of time on route.	In progress. ANC reviewing safety boat and maintenance procedures
AAC	15 Jan 17 Singleton Army Barracks	Officer of Cadets fended off a snake whilst a platoon was marching between two rally points on a field exercise.	In progress. Under investigation
AAFC	17 Jan 17 Wagga Air Organisation Base	Numerous cadets passed out at a ceremonial parade at the end of their course. 2 taken to hospital with heat fatigue and 3 treated in situ by First aid attendants.	Closed – 22 Jan 17 Sentinel and Comcare notifications completed.
ANC	19 Jan 17 Some Reserve Depot	Report of a break-in. XP188 raised and Defence is investigating.	In progress.