



**Australian Government**

**DEFLAW008 Conduct a Defence  
administrative inquiry**

**Release: 2**

# DEFLAW008 Conduct a Defence administrative inquiry

## Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

This unit supersedes and is equivalent to DEFCM127A Conduct a Defence administrative inquiry.

- Unit code updated
- Content and formatting updated to comply with new standards
- All PC transitioned from passive to active voice

## Application

This unit describes the skills required to conduct administrative inquiries under the inherent authority of commanders and under the Defence (Inquiry) Regulations. Staff may be appointed to conduct administrative inquiries to determine the facts and circumstances surrounding an incident or situation so that an informed decision may be taken about the action required including, where appropriate, action to avoid a recurrence.

This unit applies to those working as warrant officers and officers of the Australian Defence Force (ADF), and some civilian staff of the Australian Defence Organisation.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under indirect supervision, while performing sophisticated tasks in a broad range of contexts. The type of inquiry conducted will be dependent on the level of authority, rank or position.

No licensing, legislative or certification requirements apply to unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

Military Justice

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|--|---|
| <b>1 Prepare to conduct an inquiry</b> | <b>1.1</b> Receive and acknowledge appointment as inquiry officer from appointing authority<br><br><b>1.2</b> Analyse and discuss inquiry circumstances if necessary, with the appointing authority<br><br><b>1.3</b> Confirm and acknowledge independence<br><br><b>1.4</b> Determine course of action by referring to the appropriate Defence publications                            |
| <b>2 Plan an inquiry</b>               | <b>2.1</b> Identify, analyse and clarify inquiry Terms of Reference<br><br><b>2.2</b> Develop an inquiry plan<br><br><b>2.3</b> Seek advice where appropriate   |
| <b>3 Gather and analyse evidence</b>   | <b>3.1</b> Conduct interviews<br><br><b>3.2</b> Identify, acquire, confirm and analyse evidence<br><br><b>3.3</b> Provide progress reports in accordance with the Terms of Reference and appointing authority requirements<br><br><b>3.4</b> Suspend inquiry and notify appointing authority when Defence Force Discipline Act (DFDA) offence or other notifiable incident is suspected |
| <b>4 Present inquiry findings</b>      | <b>4.1</b> Draw conclusions and recommendations, based on the evidence gathered and within the boundaries of the Terms of Reference<br><br><b>4.2</b> Present inquiry findings in accordance with the Terms of Reference and appointing authority requirements  |

## **Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit supersedes and is equivalent to DEFCM127A Conduct a Defence administrative inquiry.

## **Links**

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>