



**Australian Government**

# **DEFCM117C Perform the duties of a unit discipline officer**

**Release: 2**

## DEF117C Perform the duties of a unit discipline officer

### Modification History

Release	TP Version	Comments
2	DEF12V2	Layout adjusted. No changes to content.
1	DEF12V1	Primary release.

### Unit Descriptor

This unit covers the competency required to undertake the duties and responsibilities of a unit discipline officer in the Australian Defence Force (ADF) under the Defence Force Discipline Act (DFDA).

### Application of the Unit

This unit is applicable to ADF members who may potentially be appointed as unit discipline officers by virtue of their rank.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element.

Where ***bold italicised*** text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Prepare for unit discipline officer hearings</i>	1.1 Appointment to act as a unit discipline officer under the DFDA is received and interpreted. 1.2 <i>Jurisdiction</i> is confirmed for a <i>disciplinary infringement</i> , in accordance with <i>organisational policies</i> .
2. Deal with infringements	2.1 Unit discipline officer <i>hearings</i> are conducted in accordance with organisational policies. 2.2 <i>Punishments</i> are imposed in accordance with organisational policies.
3. Finalise unit discipline officer hearings	3.1 Infringement notices are completed. 3.2 <i>Post-hearing actions</i> are conducted in accordance with organisational policies.

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

### Required Skills

- communicate effectively orally (question, conduct briefings, respond to questioning, listen, reflect)
- conduct interviews
- determine jurisdiction
- display empathy and build rapport with colleagues and stakeholders
- interpret body language
- locate relevant information in relevant references
- make sound judgements
- select a punishment appropriate to the circumstances and to the severity of the charge

### Required Knowledge

- ADF publications
- appeal and petition
- Defence Instructions
- discipline officer appointment
- election
- infringement considerations
- jurisdiction

- procedures
- scale of punishments

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- provide advice that is relevant and appropriate to the circumstances.

### Consistency in performance

Competency should be demonstrated in a range of situations that could be expected in the workplace.

### Context of and specific resources for assessment

#### Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

#### Specific resources for assessment

There are no specific resource requirements for this unit.

## Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

### ***Jurisdiction*** may include:

- appointment of the discipline officer by the commanding officer (CO) of the Defence member (including those attached to the unit)
- defence member having been given an infringement notice
- defence member having elected to be heard by discipline officer (and not withdrawn the election at any stage)
- defence member not being charged with a service offence for the same act or omission that is alleged to constitute the infringement
- discipline officer not being biased or having any other conflict of interest
- discipline officer not having issued the infringement notice
- infringement being within appointment to deal with (Form 70)

	<ul style="list-style-type: none"> <li>only dealing with infringements for ranks up to and including non-commissioned officer (NCO), warrant officer (WO) or for officer ranks up to and including captain or equivalent</li> <li>rank difference requirements</li> </ul>
<b><i>Disciplinary infringements</i></b> may include:	<ul style="list-style-type: none"> <li>absence from duty</li> <li>absence without leave (where the absence is for a period not exceeding three hours)</li> <li>disobedience of a lawful command</li> <li>failure to comply with lawful general order</li> <li>irregularities on guard or on watch</li> <li>negligent performance of duty</li> <li>prejudicial conduct</li> </ul>
<b><i>Organisational policies</i></b> may include:	<ul style="list-style-type: none"> <li>Discipline Law Manual</li> </ul>
<b><i>Hearings</i></b> may include:	<ul style="list-style-type: none"> <li>amending the following on the infringement notice:</li> <li>member details</li> <li>infringement particulars</li> <li>conducting hearing in accordance with the five day timeframe (discovery to punishment)</li> <li>defendant calling witnesses or offering witness statements in mitigation (statements are not retained after the hearing)</li> <li>request for an adjournment for the defendant to seek advice as to his or her rights</li> <li>request for an adjournment to secure the attendance of witnesses in mitigation or to obtain statements in mitigation</li> <li>questioning the defendant</li> </ul>
<b><i>Punishments</i></b> may include:	<ul style="list-style-type: none"> <li>officer, warrant officer and NCO scale:</li> <li>fine not exceeding the amount of the member's pay for one day</li> <li>reprimand</li> <li>other rank scale:</li> <li>fine not exceeding the amount of the member's pay for one day</li> <li>restriction of privileges for a period not exceeding two days</li> <li>stoppage of leave for a period not exceeding three days</li> <li>extra duties for a period not exceeding three days</li> <li>extra drill for not more than two sessions of 30 minutes each per day for a period not exceeding</li> </ul>

	<p>three days</p> <ul style="list-style-type: none"><li>• reprimand</li></ul>
<p><b><i>Post-hearing actions</i></b> may include:</p>	<ul style="list-style-type: none"><li>• destroying infringement notices after twelve months from date of election or action by the discipline officer, whichever is latest</li><li>• making unit infringement register available to unit CO on a monthly basis</li><li>• monthly reports, including nil returns</li><li>• updating the unit infringement register by placing heard infringement notices on it, together with character references and mitigation statements</li></ul>

## Unit Sector(s)

Not applicable.