



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFCM117C Perform the duties of a unit discipline officer

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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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

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

Employability Skills

This unit contains employability skills.

Pre-requisite Unit/s

Nil

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. **Prepare for unit discipline officer hearings**

- 1.1 Appointment to act as a unit discipline officer under the DFDA is received and interpreted
- 1.2 ***Jurisdiction*** is confirmed for a ***disciplinary infringement***, in accordance with ***organisational policies***

2. **Deal with infringements**

- 2.1 Unit discipline officer ***hearings*** are conducted in accordance with organisational policies
- 2.2 ***Punishments*** are imposed in accordance with organisational policies

3. **Finalise unit discipline officer hearings**

- 3.1 Infringement notices are completed
- 3.2 ***Post-hearing actions*** are conducted accordance with organisational policies

Required Skills and Knowledge

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

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.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

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)

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

Rank difference requirements

Disciplinary infringements may include

Absence from duty

Absence without leave (where the absence is for a period not exceeding three hours)

Disobedience of a lawful command

Failure to comply with lawful general order

Irregularities on guard or on watch

Negligent performance of duty

Prejudicial conduct

Organisational policies may include

Discipline Law Manual

RANGE STATEMENT

Hearings may include

Amending the following on the infringement notice:

- member details
- infringement particulars

Conducting hearing in accordance with the five day timeframe (discovery to punishment)

Defendant calling witnesses or offering witness statements in mitigation (statements are not retained after the hearing)

Request for an adjournment for the defendant to seek advice as to his or her rights

Request for an adjournment to secure the attendance of witnesses in mitigation or to obtain statements in mitigation

Questioning the defendant

Punishments may include

Officer, warrant officer and NCO scale:

- fine not exceeding the amount of the member's pay for one day
- reprimand

Other rank scale:

- fine not exceeding the amount of the member's pay for one day
- restriction of privileges for a period not exceeding two days
- stoppage of leave for a period not exceeding three days
- extra duties for a period not exceeding three days
- extra drill for not more than two sessions of 30 minutes each per day for a period not exceeding three days
- reprimand

Post-hearing actions may include

Destroying infringement notices after twelve months from date of election or action by the discipline officer, whichever is latest

Making unit infringement register available to unit CO on a monthly basis

Monthly reports, including nil returns

Updating the unit infringement register by placing heard infringement notices on it, together with character

RANGE STATEMENT

references and mitigation statements

Unit Sector(s)

Not applicable.