

Wayne Laycock <REDACTED> 15 June 2013 1:27 PM  
To: "BANFIELD, Darren Banfield" <REDACTED>  
Cc: Sharon O'Donnell <REDACTED>, CO 308SQN <REDACTED>, CO 302SQN <REDACTED>  
REDACTED  
Investigation Terms of Reference

2 Attachments, 175 KB

SQNLDR(AAFC) Darren Banfield  
XOS 3WG

For Information:  
SOGT 3WG  
CO 308SQN  
CO 302SQN

Darren

You have been appointed to conduct an investigation into a complaint of an inappropriate sexual relationship by LAC(AAFC) Christopher Adams, 308SQN. I have attached your terms of reference (TOR) for this investigation. SQNLDR(AAFC) Sharon O'Donnell, SOGT 3WG is to assist you in this investigation.

**Wayne Laycock**  
Wing Commander (AAFC)  
Officer Commanding 3 Wing  
Australian Air Force Cadets

Tel: REDACTED  
Email: REDACTED



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TOR Adams.pdf (171 KB)



## AUSTRALIAN AIR FORCE CADETS 3WING HEADQUARTERS

P O Box 97, Lidcombe, NSW 1825 Tel: 02 8745 7666 (Tues 6pm- 10pm only). Fax: 02 8745 7660

### STAFF-IN-CONFIDENCE

OC3WGAAFC 1201/2010/Adams

**SQNLDR(AAFC) D. Banfield**

**For Information**  
**SOGT 3WG**  
**CO 308SQN**  
**CO 302SQN**

### TERMS OF REFERENCE FOR THE CONDUCT OF AN INVESTIGATION INTO THE ACTIONS OF LAC(AAFC) ADAMS.

#### References:

- A. IAR dated 14 Jun 13
  - B. Interim POLMAN AAP 5110.001 Part 2 Chapters 7 & 10
1. Reference A is an Initial Assessment Report (IAR) regarding a complaint that alleges LAC(AAFC) Christopher ADAMS, 308SQN had sexual relations with two female cadets at the January Promotion Course, held at RAAF Wagga earlier this year.
  2. You are hereby appointed to conduct an investigation, in accordance with Reference B, and to determine if there is sufficient evidence to support the following issues raised in Reference A.
    - a) Did LAC(AAFC) Adams have an inappropriate relationship with CWOFF<sup>CJE</sup>  
 REDACTED
    - b) Did LAC(AAFC) Adams have any other inappropriate relationship with cadets at the January Promotion Course held at RAAF Wagga.
  3. You are to be assisted by SQNLDR(AAFC) Sharon O'Donnell, SOGT 3WG in conducting this investigation.

4. If you believe it is necessary to travel to conduct interviews, 3WG will arrange travel and accommodation for you. You are required to provide a travel request through the 3WG BM to AFLO who will arrange the travel through the AFLO Office.
5. In the course of this investigation I expect you to collect relevant data, conduct interviews, hold on-going discussions and prepare documents. The following actions and timelines are suggested, noting that a number of actions will occur concurrently:
  - a) Acceptance of the TOR's (21 Jun 13)
  - b) Meetings and consultation with identified personnel (24 Jun 13 – 7 Jul 13)
  - c) Development of draft documentation (08 Jul 13 – 14 Jul 13)
  - d) Submission of final reports (15 Jul 13)
6. You are to keep me informed of the progress on a regular basis and advise me immediately if any of the proposed timelines cannot be achieved.
7. LAC(AAFC) Adams has been suspended until the completion of this investigation.



**J.W. LAYCOCK**  
Wing Commander (AAFC)  
Officer Commanding 3 Wing  
Australian Air Force Cadets

15 Jun 13

**STAFF-IN-CONFIDENCE**