

From: Wayne Laycock
Sent: 29 May 2013 16:54:05 +1000
To: Sharon & Tim O'Donnell;BANFIELD,Darren Banfield
Cc: XO;Beverley Hargreaves
Subject: Fwd: STAFF-IN-CONFIDENCE
Attachments: aafc[1].gif, Untitled attachment 00726.htm, Record of Conversation - 22 May 13.pdf, Untitled attachment 00729.htm, Unclassified, Untitled attachment 00732.htm, RE Complaint at 3WG Promotion Course Jan 13 [SEC=UNCLASSIFIED], Untitled attachment 00738.htm, Re Complaint at 3WG Promotion Course Jan 13, Untitled attachment 00744.htm, Re Complaint at 3WG Promotion Course Jan 13, Untitled attachment 00750.htm

SOGT
 XOS

For Information:
 XO
 FLTLT(AAFC) Hargreaves

Sharon

As discussed last night I am tasking you with conducting an Initial Assessment (IAR) with respect to the attached complaint by CSGT C^{JQ}, 318SQN. This matter requires some urgent attention.

I have attached a number of emails respecting the reporting of this matter to ADF. As indicated in his email, DGCADETS-AF quite rightly identifies that a support person needs to be appointed to provide support to CWOFF C^{JE}. Could you identify such a support person and advise me so I can formally appoint them. You should discuss this issue with FLTLT(AAFC) Hargreaves. Bev is already aware of this matter.

Please make contact with SQNLDR(AAFC) Darren Banfield who has been appointed to mentor you with this inquiry. At this stage it remains as an Initial Assessment and not a full investigation. That is you need to establish whether this actually needs further investigation. Be guided by the advice provided by SQNLDR(AAFC) Banfield.

Once you have had discussions with SQNLDR(AAFC) Banfield and a plan of action has been determined would you please provide a written report to me advising of that plan. As you will see this has the attention of Cadet Branch and therefore will have been reported to CAF.

Approval is given for any travel you, and if required SQNLDR(AAFC) Banfield, may need to undertake to complete this inquiry. Should you need to travel please complete the travel form and forward direct to me. Please remember that AFLO has to give approval before any funds of the Commonwealth can be used, including travel.

Could I please ask that both you and SQNLDR(AAFC) Banfield acknowledge receipt of this email.

Please do not hesitate to contact me for anything relating to this matter.

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

Tel: REDACTED

Email: REDACTED