

CJO

**Associates - Work Health Safety Environment, Risk Management Consultar**

**From:** BANFIELD, Darren [darren.banfield@REDACTED]  
**Sent:** Friday, 21 June 2013 4:35 PM  
**To:** CJE @aafc.org.au  
**Cc:** CJO co.302sqn@aafc.org.au  
**Subject:** Letter of introduction and advice of commencement of investigation  
 [SEC=UNCLASSIFIED]

**UNCLASSIFIED**

3WG XOS2013 2101/06

**CWOFF** CJE

For Information:  
 CJO  
 CO302SQN

**LETTER OF INTRODUCTION AND ADVICE OF COMMENCEMENT OF INVESTIGATION**

## References:

A. Terms of Reference for fully inquiry into actions of Chris Adams dated 15 June 2013

1. This email has been prepared as an introduction of myself as the investigating officer into your allegation of misconduct and unacceptable behaviour of LAC(AAFC) Chris Adams. I have been appointed by Officer Commanding 3 Wing (OC3WG) per reference A to conduct an investigation into this matter.
2. Ordinarily my role is the Executive Officer of the southern region and as such I am based in southern NSW. Hence my main contact will be with you via phone and email. I have been selected to investigate this matter as I have both AAFC and professional experience in high severity matters.
3. My role in this matter to conduct a full inquiry into your claim and make a determination, based on the available evidence, whether a breach of the AAFC Policy Manual (POLMAN) has occurred. This means that I will need to speak with you about the incident(s) and gather any tangible evidence that you might be holding that can support your claim. Please do not forward anything until requested.
4. As you were advised, this matter has been referred to the NSW Police for investigation. As this is the case I cannot make any further inquiries relating to the investigation until such time as the Police finalise their investigation. It would be conflicting and potentially compromising their process should I be seeking information during their investigation. As such we will not discuss evidence relating to the incident(s) until further notice.
5. I would encourage you to provide open and honest information to the NSW Police when they make contact with you. Whilst I appreciate this matter might be extremely embarrassing it is important that you provide the investigators with a complete picture as to what occurred. Also, it is extremely important that you keep this matter confidential and not discuss the investigation with anyone other than those who already know such as myself and your family. If you are unsure who you can share information with please contact me in the first instance and I will give you some advice.
6. As I explained in my phone call, my role during the Police investigation will be to monitor your welfare and provide you with as much support throughout this process as I can. I will also keep you advised of the process being conducted by the NSW Police when they pass information through. I would therefore encourage you to keep in consistent contact with me via phone or email. My details are shown below in the signature block below.

7. I can assure you that this matter has been given the highest priority by the AAFC and Defence and is a matter to which we will be seeking a quick resolution. Please feel free to contact me at any time for assistance or support.

**Darren Banfield**

Squadron Leader (AAFC)  
Executive Officer Southern Region  
3 Wing Headquarters  
Australian Air Force Cadets

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