



Reference: BO1396323

FOI 248/18/19 STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACT

1. I refer to the application by [REDACTED] under the *Freedom of Information Act 1982* (FOI Act), for access to:

1. *“DI(G) ADMIN 67-2 – Quick Assessment”*
2. *“DI(G) OPS 13-15 – Incident scene initial action and preservation”*
3. *The “Defence Aviation Safety Manual” (this is a DDAAFS publication)*
4. *A blank copy or tool/form of the “Aviation Safety Occurrence Report” (this is a DDAAFS publication)*
5. *A blank copy or tool/form of the “Supplementary Aviation Safety Occurrence Report” (this is a DDAAFS publication)*
6. *A blank copy or tool/form of what is described (in doctrine I already have on file) as “Sentinel or Form AE 527 – Sentinel Event Report”.*
excluding personal email addresses, signatures, PMKeys numbers and mobile telephone numbers, contained in documents that fall within the scope of the FOI request.

FOI decision maker

2. I am the authorised officer pursuant to section 23 of the FOI Act to make a decision on this FOI request.

Documents identified

3. I identified five documents that match the description of the request.
4. The decision in relation to each document is detailed in a schedule of documents.
5. I have added an FOI reference number and Item/Serial number to each of the documents, which corresponds with the schedule.

Decision

6. I have decided to:
 - a. release five documents in full; and
 - b. remove irrelevant material as referred to in the scope of the request in accordance with section 22(1)(b)(ii) of the FOI Act.

Material taken into account

7. In making my decision, I had regard to:
 - a. the terms of the request;

- b. the content of the identified documents in issue;
- c. relevant provisions in the FOI Act; and
- d. the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines).

8. Search efforts consisted of document searches in the Defence's electronic record management system (Objective) and the Defence Restricted Network (DRN). These searches were conducted by the Freedom of Information Manager – Air Force (FOIM-AF), Defence People Group (DPG), Aviation Safety Reporting (ASR) and the Directorate of Defence Aviation and Air Force Safety (DDAAFS).

9. Based on the above I am satisfied that all reasonable steps have been taken to locate the requested documents.

Further information

10. The document requested at Item 5, the Supplementary Aviation Safety Occurrence Report (SASOR), refers to a now redundant process. However, when this process was still in place and a SASOR was required, members would complete the Aviation Safety Occurrence and Hazard Report (ASOR) also known as an AD878. This document has been provided to you at Item 4, Serial 1. There is no form with the title Supplementary Aviation Safety Occurrence Report.

11. Some of the documents matching the scope of this request contained a dissemination limiting marker, as the documents are approved for public release the marker has been struck through

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Date: 2019.01.24 16:13:55 +11'00'

AP Gilbert
Group Captain
Accredited Decision Maker
Air Force

24 January 2019