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# CADET FORCE ORDERS

## VOLUME 5 – Planning and Reporting

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**Primary Point of Conduct:** S5 – Future Operations  
**Annual Review Period:** Quarter 3 NLT 30 Sep

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# **CHAPTER 1 - Annual Planning**

## **SECTION 1 – General Policy**

### **Introduction**

- 16.1 Reserved
- 16.2 Reserved
- 16.3 Reserved
- 16.4 Reserved
- 16.5 Reserved
- 16.6 Reserved
- 16.7 Reserved
- 16.8 Reserved
- 16.9 Reserved
- 16.10 Reserved

# **CHAPTER 2 – National Activity Planning**

## **SECTION 1 – General Policy**

### **Introduction**

16.11 Reserved

16.12 Reserved

16.13 Reserved

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16.17 Reserved

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# CHAPTER 3 - Incident Reporting

## SECTION 1 – General Policy

### Intent

16.21 The timely and accurate reporting of incidents is essential to initiate an appropriate response and to foster trust in our organisation.

16.22 The following section provides the key incident reporting framework which must be followed should an incident occur.

### What is a critical incident

16.23 An incident can cover a wide range of occurrences, each of which may be reported differently within NZCF. For example, where a Cadet is injured during an authorised activity, there may be a requirement for a critical incident report, health and safety report and usual activity reporting (Lessons Learnt etc.).

16.24 Because of this and for the purposes of this section, critical incident reporting is to occur when any of the following circumstances occur.

- a. Serious injury or death of a person (NZCF or Civilian) where NZCF is involved, including self harm, attempted suicide etc.
- b. Where an NZCF member receives medical treatment from a medical professional while participating in an NZCF activity.
- c. When a serious discipline matter with potential to result in civilian police investigation occurs.
- d. Any incident/accident/event/activity likely to generate adverse public interest, including inappropriate sexual behaviour etc.
- e. If, in any situation, it is uncertain whether a notification should be given.

### Critical incident reporting process

16.25 The following process is to be followed whenever one of the circumstances defined in para 16.7 occurs.

### Incident Reporting

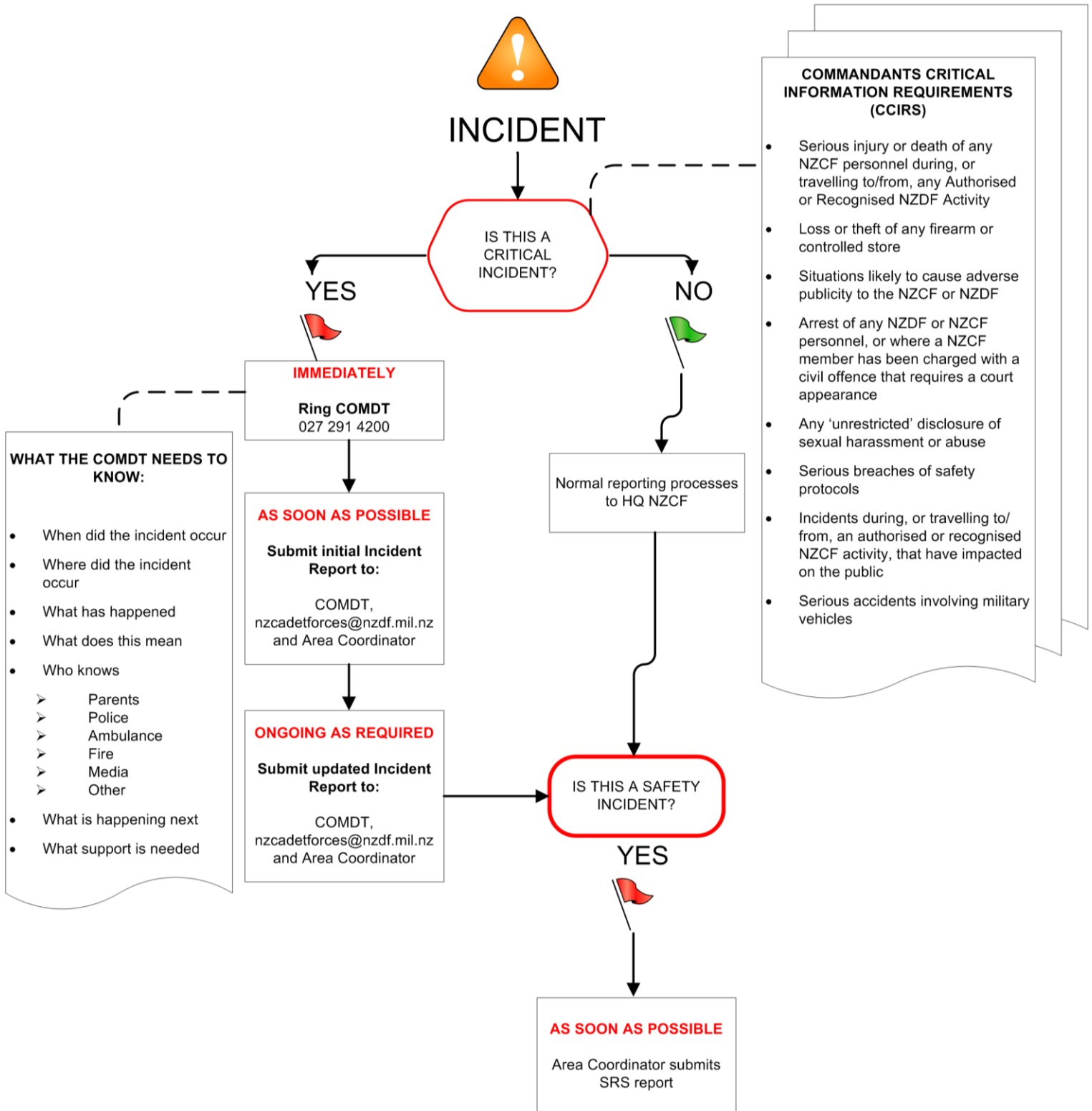
16.26 Any incident that occurs and does not meet the requirements of para 16.24 must still be reported using usual reporting channels.

### Health and Safety Reporting

16.27 NZCF 163 Manual contains specific information regarding Health and Safety reporting for the Cadet Forces.

16.28 Where an incident involves NZDF personnel or activities then the appropriate action must be taken in accordance with NZDF Health and Safety Policy.

# ANNEX A - Critical Incident Reporting Process



# NZ CADET FORCES INCIDENT REPORT

## SECTION ONE – SUMMARY

FILE NUMBER

 INITIAL  UPDATE / FINAL (circle)

DTG

102010M Jan 16

LOCATION

Lake Tekapo , Tekapo

COURSE

TS EXAMPLE Recognised Activity

PERSONNEL INVOLVED

CDTPTE Jeff BRIDGES- injured

OFFICERS INVOLVED

SLT L. GAGA– skipper

MAJ B. SPRINGSTEEN– ASO (witness)

MAJ E. JOHN– CUCDR (OIC)

### TYPE OF INCIDENT

MEDICAL TREATMENT

Accidental injury requiring treatment from Medical Professionals.

ALLEGATION OF PHYSICAL CONTACT

-

ALLEGATION OF SEXUAL BEHAVIOUR

-

SELF HARM

-

OTHER

-

## SECTION TWO – EXECUTIVE SUMMARY

*Only put verified information relevant to the incident in here. The incident report is not the appropriate place to begin pre-empting any possible future discipline or code of conduct inquiry.*

*The executive summary should follow the AT, AT, WHAT, WHAT, WHAT format.*

*AT – Time*

*AT – Location*

*What has happened*

*What this means*

*What will happen next.*

*In the interests of timely reporting, the information contained in this report may be sent in a simpler format (i.e. via email) to the chain of command. A formal report, using this template, must follow.*