



**Defence Entrepreneurs Forum – Australia (DEF Aus)
Australian Army - Postern Association**

DEF Australia

See distribution

ADMINISTRATIVE INSTRUCTION NO 01/2017

#DEFAUS17 13 – 16 DEC 17

References:

- A. Army Training Instruction 4-4/10, *Australian Army Policy on Sport*, dated 14 Oct 10
- B. Postern Association Constitution dated Nov 17

Introduction

1. The Postern Association is a network of military leaders who strive to ‘be better tomorrow than what we are today’. The focus of the Postern Association is to build a network of leaders and thinkers who actively strive, seek and support each other’s pursuit of professional mastery.
2. The Association provides an informal and self-organised network for professional development, regardless of where a member sits within the chain-of-command. DEF Aus is the Postern Association’s primary activity in 2017 IAW ref B. DEF Aus therefore falls under the Australian Army Association’s governance, risk, public and non-public monies, and sponsorship requirements IAW refs A-B.
3. #DEFAUS17 is an innovation forum held in Canberra from 13 – 16 Dec 17. The forum will enable idea pitchers to present their idea to a board of senior leaders and influential academics as well as establish a platform for junior commanders to network and discuss issues and ideas in a professional setting.

Aim

4. The aim of this administrative instruction (ADMINST) is to detail the administrative arrangements for #DEFAUS17 held 13 – 16 Dec 17.

Venue

5. #DEFAUS17 will be held at the Australian Defence College (ADC), Kirkpatrick Street, Weston Creek, Canberra. The forum will be held in the Geddes Building (Blamey Theatre) which is outlined at annex A.

Key appointments

6. The #DEFAUS17 key appointments are:
 - a. **Activity OIC:** MAJ Jasmin Diab

- b. **Activity CSO:** MAJ Clare O'Neill
- c. **Idea Pitcher Coordinator:** MAJ Gareth Rice
- d. **Activities Coordinator:** LTCOL Thomas McDermott
- e. **Transport and Accommodation Coordination:** MAJ Kelly Dunne
- f. **Front Gate and Security:** MAJ Scott Holmes
- g. **Registration:** MAJ Mick Cook and MAJ Adam Reimers.
- h. All members of the DEF Aus committee will be on site and able to provide assistance on the day.

Participants

- 7. #DEFAUS17 will have a number of different levels of participation, including:
 - a. **Idea Pitchers.** Emerging leaders with grounded experience in their corps or specialisation who have an innovative idea that requires support and development to be considered by the wider defence community. Idea pitchers can be teams or individuals from all services and trades within the Australian Defence Force. Idea pitchers have until 01 Dec 17 to formalise their idea pitch pack with the DEF Aus Committee.
 - b. **Junior Participants.** DEF Aus aims to encourage a culture of innovation in junior ranks as the status-quo for our military. Interested junior participants (CPL-MAJ and equivalents) are invited to attend even if they do not have an idea to pitch.
 - c. **Senior Participants and Observers.** DEF Aus has endeavoured to recruit inspirational thinkers and leaders to attend and foster a culture of professional development and innovation through their participation at #DEFAUS17.
 - d. **Board members.** Idea Pitchers will pitch ideas to a board of senior leadership and influential academia. The #DEFAUS17 board consists of:
 - i) Chairman: Brigadier Mick Ryan, AM
 - ii) Board Members:
 - (1) Chief of Army – Lieutenant General Angus Campbell, AO, DSC
 - (2) Chief of Air Force – Air Marshal Gavin 'Leo' Davies AO, CSC
 - (3) Professor Ross Babbage – Founder, Kokoda Foundation

Program

- 8. A draft forum program outline is at annex B. A detailed program for the forum will be provided as an online conference booklet from 11 Dec 17 at

<http://groundedcuriosity.com/category/defaus/>. Further details on pre and post forum events will be outlined in the forum booklet.

Bring your own device

9. The concept of #DEFAUS17 is to keep the conversation going and maintain a community of thinkers and debate. Participants are encouraged to bring their own device for use during the forum. Wifi access will be made available so that participants can join the conversations on social media.

Registration

10. All participants for #DEFAUS17 need to be registered via Eventbrite (<https://groundedcuriosity.com/defaus17-booklet/>) There will be no registration on the day. On arrival to ADC, participants are requested to check in at the registration desk in the foyer of the Geddes Building.

Conference fee and travel costs

11. There are no conference fees and DEF Aus will meet the catering costs for this event.

12. Travel costs and incidentals are to be funded either by the individual or the unit (if approved by unit chain of command).

Dress

13. Participants are to wear neat civilian attire for the duration of the forum in order to cultivate informal networks regardless of rank. All participants will require their Defence ID in order to gain entry to ADC.

Transport and parking

14. **Bus.** Participants who have registered for transport via eventbrite can utilise the provided shuttle coach service. The Coach will leave the RMC-D Officers Mess at 0700 on the 14 Dec, and 0730 on the 15 Dec. The bus will return at the conclusion of each day of the forum.

15. **Private Transport.** Adequate car parking is available at ADC for private motor vehicles in the ACSC carpark indicated in the map at annex A.

Catering

16. Morning tea and lunch will be provided for both days of the forum with tea and coffee available on site. Participants will require their Defence ID card for lunch.

17. Any specific dietary and/or special needs access requirements are to be indicated usurping registration on eventbrite or emailed to the DEF Aus committee at defaustralia@gmail.com.

18. **Networking Event.** All participants are invited to attend a networking event at the Australian Defence College Mess from 1700 h on 14 Dec 17. The supplied bus will pick pers up post this event (for those who have registered for transport via eventbrite).

Funding

19. #DEFAUS17 as a subsidiary for the Postern Association will meet all authorised costs for this event, IAW the #DEFAUS17 budget and sponsorship plan.

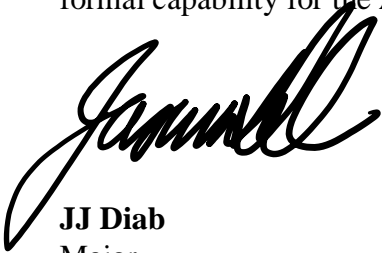
20. All funding is managed IAW refs A and B.

Safety and Risk

21. The overall risk assessment for #DEFAUS17 is medium, predominantly to reputation. In order to reduce this, participants are to be cognisant of acceptable social media behaviour. A location specific safety brief will be included in the #DEFAUS17 Forum booklet.

Conclusion

22. The #DEFAUS17 has been constructed by a small and decentralised team of Army Officers with the aim to provide a platform for junior commander's intellectual and innovative talents. The success of #DEFAUS17 will be measured through the sustainment and longevity of the people-to-people networks and the long-term ability of this network to turn informal conceptual ideas into formal capability for the ADF.



JJ Diab

Major

Director Innovate – DEF Australia

05 December 2017

Annexes:

- A. ADC Map
- B. #DEFAUS17 Program
- C. #DEFAUS17 Risk Assessment

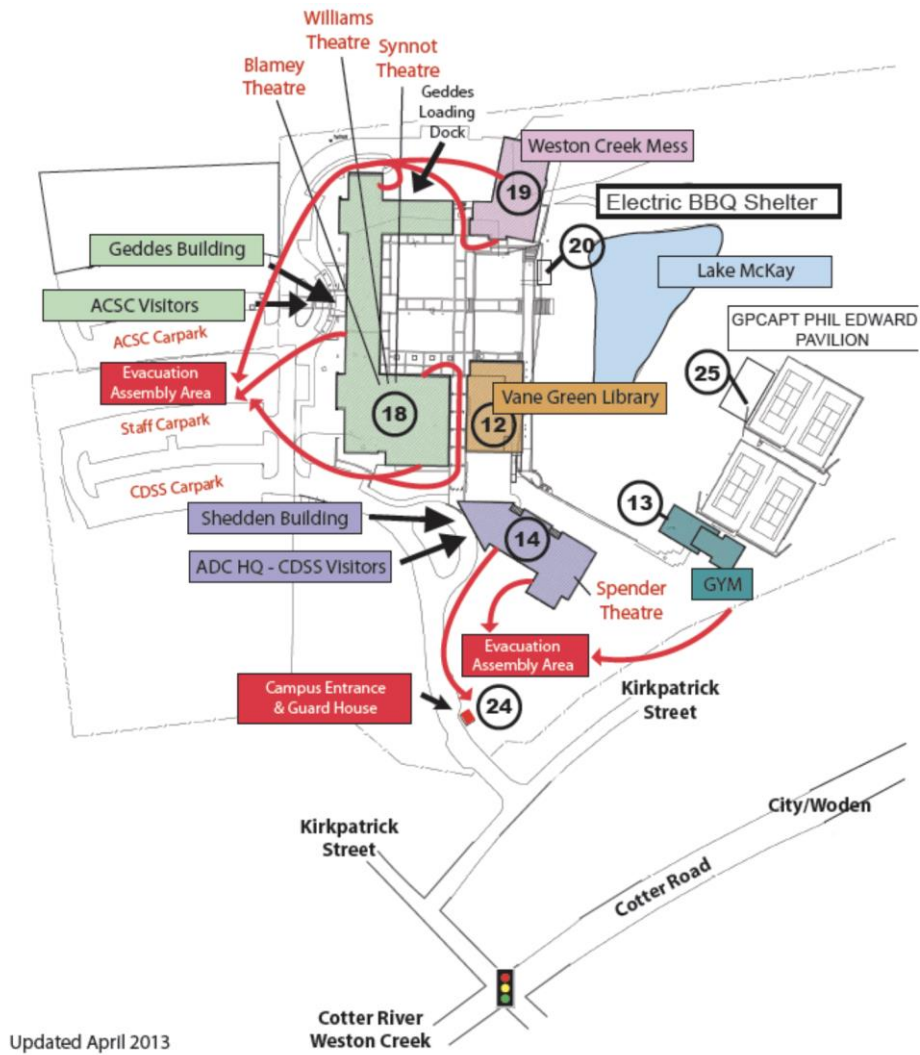
Distribution

#DEFAUS17 Speakers and Participants

For information:

ADC to CA
ADC to CAF
ADC to DCA
ADC to COMD FORCOMD

ADC MAP



#DEFAUS17 Draft Schedule of Events

Note: Program is subject to change

Day 1 – Thursday, 14 December 2017		
Time	Event	Key Speakers
0700 –	Bus Departs RMC Officers Mess for 0730 arrival at ADC Weston Creek	
0730-0815	Registration	
0830-0845	Welcome and Admin Brief	#DEFAUS17 Team
0845-0900	Opening Address	MAJGEN Rick Burr
0900-1030	Session 1 #FutureFight	Alastair MacGibbon Genevieve Bell Kerstin Oberprieler
1030-1100	Morning Tea	
1100-1230	Session 2 #InnovationatWar	Clare O’Neill COL Ian Langford Deane-Peter Baker
1230-1330	Lunch	
1330-1500	Session 3 #PracticalInnovation	Plan Jericho Team WGCDR Jerome Reid Matt O’Donnell
1500-1530	Afternoon Tea	
1530-1630	Session 4 #Inspiration Entrepreneur Dutch Innovation USAPAC Greenbook	Phil Hayes-St Clair Stephan Wildenberg Colin de Vries Dan Wilson Connor Love
1700-1830	Networking Event	ADC Mess
1830 –	Bus Departs ADC	

Day 2 – Friday, 15 December 2017		
Time	Event	Key Speakers
0730 –	Bus Departs RMC Officers Mess for 0800 arrival at ADC Weston Creek	
0830-0845	Welcome Day Two Introduce #DEFAUS17 Board	#DEFAUS17 Team
0845-1030	#DEFAUS17Ideas	
1030-1100	Morning Tea	
1100-1230	#DEFAUS17Ideas	
1230-1330	Lunch	
1330-1430	#DEFAUS17Ideas	
1430-1530	Session 5 #Collaboration	
1530-1615	Board Presentation	#DEFAUS17 Board
1615-1630	Closing Address	BRIG Mick Ryan
1630-1700	Networking and Wrap Up	#DEFAUS17 Team
1630 –	Bus Departs ADC	

#DEFAUS17 RISK MANAGEMENT WORK SHEET

UNIT: DEF Australia (under the Australian Army Association – The Postern Association)

ACTIVITY: #DEFAUS17

DATE: 13-16 Dec 17

LOCATION: Australian Defence College Weston Creek

No. OF PERSONNEL: up to 200 pers

ACTIVITY OIC: MAJ Jasmin Diab

ACTIVITY CSO: MAJ Clare O’Neill

HIGHEST RISK SCORE ASSESSED FOR THIS ACTIVITY IS: **MEDIUM**

ATTACHMENTS:

1. ACTIVITY DESCRIPTION
2. RISK ASSESSMENT SUMMARY
3. ACTIVITY PLAN REVIEW
4. RISK MANAGEMENT PLAN REVIEW AND ENDORSEMENT

1. ACTIVITY DESCRIPTION

ACTIVITY:	#DEFAUS17
DATE:	13-16 Dec 17
LOCATION:	Australian Defence College (Western Creek)
ACTIVITY OBJECTIVES:	<ul style="list-style-type: none"> • Conduct networking and professional development forum for junior officers and idea pitchers.
TASKS:	<ul style="list-style-type: none"> • Provide safe accommodation to some participants • Provide safe travel to participants to and from RMC-D/ADC • Conduct idea pitches/keynote speaker/panels and workshop activities to all participants at ADC • Conduct a social networking activity held at ADC Mess for all participants
MAJOR EQUIPMENT AND RESOURCES UTILISED:	<ul style="list-style-type: none"> • ADC lecture and syndicate rooms, and mess facilities • ADC Mess bar facilities • Defence contracted buses • Defence accommodation (RMC-D and ADFA)

3. RISK ASSESSMENT SUMMARY

SER	THREAT	RISK EVENT	IMPACT CATEGORY 'may cause impact on:'	CONTROLS (Standard controls as per doctrine)	INHERENT RISK LEVEL	ADDITIONAL CONTROLS (Only to be added if not included in current doctrine, TMP, SOP's etc, to be within risk tolerance threshold as well as achieve ALARP)	RESIDUAL RISK LEVEL	
1.	Professional Reputation	Given the ranks and expertise of board members and panel participants there is the potential for professional embarrassment occur. This may have reputational consequences caused by: a. social media faux pas b. unfavourable media attention c. negative interactions between junior and senior officers d. low junior participant attendees	Mission – May compromise task and cause failure to achieve objectives Personnel – NIL Recourses – NIL Environment – NIL Reputation – May effect reputation of Postern Association and prevent future professional military education events conducted for junior commanders by the Postern Association in the future.	a. ADF Social Media Policy	Mission	a. OIC to ensure #DEFAUS17 structure is clearly articulated and understood by all participants b. discussion on #DEFAUS17 structure, trg aim and objectives occurs on social media and through e-mail correspondence to all attendees prior to event c. E-mail to unit CO's providing information and endorsement for #DEFAUS17 sent Oct 17 d. Idea pitchers encourage peers to attend #DEFAUS17 e. local corps schools and units within driving distance targeted to release and encourage junior commanders to attend	Mission	
					Medium 12		Personnel	Personnel
					Personnel		Personnel	Personnel
					Resources		Resources	Resources
					Environment		Environment	Environment
					Reputation		Reputation	Reputation
2.	Injury to Personnel	During #DEFAUS17 minor injuries may be caused by: a. Getting caught on exposed edges b. trip hazards. c. food poisoning	Mission – Injuries are unlikely to be serious in nature to threaten the #DEFAUS17 mission or prevent achievement of objectives. Personnel – Has	a. Food prepared and served by appropriately trained and qualified personnel b. Serviceable AV equipment provided c. CASEVAC Plan IAW ADC medical plan. DEF Committee to act as safety staff and first aiders.	Mission	a. Safety brief on ADC facilities will be incorporated in the #DEFAUS17 Participant conference booklet.	Personnel	
					Low 20		Personnel	Personnel
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					Low 20		Low 20	
					Resources		Resources	
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					Low 20		Low 2	

UNCLASSIFIED

SER	THREAT	RISK EVENT	IMPACT CATEGORY 'may cause impact on:'	CONTROLS (Standard controls as per doctrine)	INHERENT RISK LEVEL	ADDITIONAL CONTROLS (Only to be added if not included in current doctrine, TMP, SOP's etc, to be within risk tolerance threshold as well as achieve ALARP)	RESIDUAL RISK LEVEL
			potential to cause minor injuries to participants Resources – NIL Environment – NIL Reputation – Due to the location of the forum, it is anticipated that any injury will be minor in nature and therefore risk to reputation caused by injury is anticipated to be negligible.		Resources NIL		Environment NIL
					Environment NIL		Reputation Low 20
					Reputation Low 20		Mission Low 20
3.	Vehicle accidents	Injury to personnel and damage to vehicles during #DEFAUS17 caused by; a. Defence vehicle (or contracted vehicle) causes or is involved in an accident on a public road enroute to or from #DEFAUS17 b. Private motor vehicle of #DEFAUS17 participant causes or is involved in a vehicle accident on a public road.	Mission – Unlikely to compromise task or cause failure to achieve objectives Personnel – SPI could occur if a vehicle accident was to occur Resources – Damage to Defence contracted bus in Canberra region may impact activities for the remainder of the forum. Environment – NIL Reputation - may impact on ADF reputation within to the public in general	a. Qualified and authorised drivers only to control vehicles. b. Drivers drive to capability and local conditions. c. Vehicles / platforms serviceable.	Mission Low 17	a. Plan enough time for movement to and from forum.	Mission Low 17
					Personnel Low 17		Personnel Low 17
					Resources Low 17		Resources Low 17
					Environment NIL		Environment NIL
					Reputation Low 17		Reputation Low 17
4.	Alcohol Incident	Inappropriate behaviour occurs at the networking	Mission – Unlikely to compromise mission.	a. Alcohol served by RSO qualified personnel	Mission	a. Senior participants and board members also invited to attend	Mission

UNCLASSIFIED

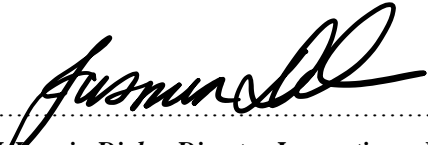

UNCLASSIFIED

SER	THREAT	RISK EVENT	IMPACT CATEGORY 'may cause impact on:'	CONTROLS (Standard controls as per doctrine)	INHERENT RISK LEVEL	ADDITIONAL CONTROLS (Only to be added if not included in current doctrine, TMP, SOP's etc, to be within risk tolerance threshold as well as achieve ALARP)	RESIDUAL RISK LEVEL
		activity caused by: a. Excessive alcohol consumption at networking event b. Unacceptable or inappropriate behaviour is captured on social media causing reputational damage to ADF and DEF	Personnel – minor personal injury or unacceptable behaviour could occur Resources – damage to the ADC mess is assessed as rare Environment – NIL Reputation – Inappropriate or unacceptable behaviour could occur may impact on ADF and Postern Association reputation	b. Alcohol consumed IAW Defence alcohol guidelines c. Food served d. Mess games/ drinking games not facilitated	Low 17	b. Activity advertised as a networking activity instead of a focus on drinking c. OIC appointment – MAJ Jasmin Diab to ensure professional behaviour	Low 17
					Personnel		Personnel
					Medium 15		Low 17
					Resources		Resources
					Medium 13		Low 17
					Environment		Environment
					NIL		NIL
					Reputation		Reputation
					Medium 12		Medium 16

Extreme	High	Substantial	Medium	Low
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RISK MANAGEMENT PLAN REVIEW AND ENDORSEMENT

THE HIGHEST RISK SCORE ASSESSED FOR THIS ACTIVITY IS: MEDIUM

OIC:	1. Has the Risk Control Plan been implemented?	<input checked="" type="radio"/> YES / <input type="radio"/> NO	Sig:  MAJ Masmin Diab – Director Innovation – DEF Australia Date 5 DEC 17
	(If NO what tasks remain outstanding?)		
	2. Are control measures appropriate / effective?	<input checked="" type="radio"/> YES / <input type="radio"/> NO	
	3. Does control plan need higher Command endorsement?	YES / <input checked="" type="radio"/> NO	
	4. Is INHERENT or RESIDUAL RISK acceptable? (If NO task is to be modified / cancelled)	<input checked="" type="radio"/> YES / <input type="radio"/> NO	
	5. Is overall RISK level acceptable?	<input checked="" type="radio"/> YES / <input type="radio"/> NO	
CHIEF SAFETY OFFICER Person identified within OPORD, is responsible for overall safety of the activity and reports to OIC.	6. Control measures are appropriate and effective?	<input checked="" type="radio"/> YES / <input type="radio"/> NO	Sig:  MAJ Clare O'Neill For Date 5 DEC 17
SAFETY MANAGER	7. Control measures are appropriate and effective COMMANDING OFFICERS SIGNATURE REQUIRED	YES / NO <input checked="" type="radio"/> YES / <input type="radio"/> NO	Sig: Date: DEC 17
COMMANDING OFFICER	8. Control measures are appropriate and effective CO's signature is required if Residual Risk Level is SUBSTANTIAL	YES / NO	Sig: Date: DEC 17

