

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
UNDERTAKE RISK ASSESSMENTS	Understand: <ul style="list-style-type: none"> • use of risk assessment to prioritise areas to monitor • WHS obligations and comply with these • importance of co-operating with other agencies and jurisdictions. Under direct supervision: <ul style="list-style-type: none"> • assist in conducting risk assessments • conduct inspections and audits • use specialist equipment. 	Under minimum supervision: <ul style="list-style-type: none"> • assist in conducting risk assessments to prioritise areas for monitoring • conduct inspections/audits • use specialist equipment • co-operate with other agencies and jurisdictions. 	Working independently: <ul style="list-style-type: none"> • conduct risk assessments to prioritise areas for monitoring • conduct inspections/audits • use specialist equipment • make recommendations for improvement to WHS practices • co-operate with other agencies and jurisdictions • mentor and guide less experienced staff. 	Co-ordinate individuals and teams to: <ul style="list-style-type: none"> • conduct risk assessments • conduct inspections and audits • use specialist equipment. Provide advice to teams. Co-ordinate implementation of improvements to WHS practices. Lead preparation and review of policies and procedures to facilitate co-operation with other agencies e.g. MoUs.	Ensure sufficient and appropriate policies, procedures and resources are in place. Review and approve policies and procedures to facilitate co-operation with other agencies e.g. MoUs.
DETERMINE COMPLIANCE	Understand agency policies and procedures to receive, record, assess, and respond to non-compliances. Under direct supervision: <ul style="list-style-type: none"> • identify and collect evidence and information • use available evidence and information to determine compliance with legislation or statutory instrument for routine matters • record determination. 	Under minimum supervision: <ul style="list-style-type: none"> • record information relating to non-compliances • assess information to confirm need for further action • determine appropriate response and respond accordingly • identify and collect evidence and information • use available evidence and information to determine compliance with legislation or statutory instrument for routine or complex matters • record determination. 	Working independently: <ul style="list-style-type: none"> • record information relating to non-compliances • assess information to confirm need for further action • determine appropriate response and respond accordingly. • mentor and guide less experienced staff • identify and collect evidence and information • use available evidence and information to determine compliance with legislation or statutory instrument for highly complex matters. 	Co-ordinate individuals and teams to receive, record, assess, determine and respond to non-compliances.	Ensure sufficient and appropriate policies, procedures and resources are in place.

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ACT ON NON-COMPLIANCE	<p>Understand:</p> <ul style="list-style-type: none"> regulatory responses of enforcement and remediation factors to be taken into consideration (e.g. mitigating and aggravating circumstances) when choosing a regulatory response. <p>Under direct supervision:</p> <ul style="list-style-type: none"> provide input/advice to senior officers when making recommendations for regulatory responses Provide assistance to senior officers to implement appropriate regulatory response maintain effective records. 	<p>Under minimum supervision:</p> <ul style="list-style-type: none"> recommend an appropriate regulatory response consider relevant factors (e.g. mitigating and aggravating circumstances) when choosing a regulatory response document the decision implement appropriate regulatory response. 	<p>Working independently:</p> <ul style="list-style-type: none"> recommend an appropriate regulatory response consider relevant factors (e.g. mitigating and aggravating circumstances) when determining a regulatory response document the decision implement appropriate regulatory response mentor and guide less experienced staff. 	<p>Co-ordinate individuals and teams who act on non-compliance.</p> <p>Review and approve recommended regulatory response.</p> <p>Provide advice and guidance to individuals and teams.</p> <p>Co-ordinate staff to maintain effective records.</p>	<p>Ensure sufficient policies, procedures and resources are in place.</p> <p>Lead publicity of recommended regulatory responses to raise the regulatory profile of the agency and act as a deterrent.</p>

¹ See also: 'Plan and undertake and finalise investigations' and 'Ensure compliance with legislation'
 This capability has linkages with the Australian Government National Training Competencies PSPREG005 and PSPREG008