

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
<b>DETERMINE CASE FOR NON-COMPLIANCE</b>	Understand factors to consider including: <ul style="list-style-type: none"> <li>• importance or urgency</li> <li>• information accuracy</li> <li>• whether the matter is within jurisdiction</li> <li>• agency priorities and policy considerations.</li> </ul> Under direct supervision recommend matters to investigate.	Under minimum supervision: <ul style="list-style-type: none"> <li>• assess and make recommendations based on               <ul style="list-style-type: none"> <li>&gt; importance or urgency</li> <li>&gt; information accuracy whether the matter is within jurisdiction</li> <li>&gt; agency priorities and policy considerations</li> </ul> </li> <li>• document the decision.</li> </ul>	Working independently: <ul style="list-style-type: none"> <li>• assess information and make recommendations based on               <ul style="list-style-type: none"> <li>&gt; importance or urgency</li> <li>&gt; information accuracy</li> <li>&gt; whether the matter is within jurisdiction</li> <li>&gt; agency priorities and policy considerations</li> </ul> </li> <li>• document decisions</li> <li>• liaise with relevant legal service teams within agency.</li> </ul>	Co-ordinate individuals and teams to assess information and make recommendations on matters to investigate.  Review and approve recommendations.  Determine lead investigator and allocate resources for investigations.  Strategically plan and co-ordinate investigations.	Provide strategic direction on investigations.  Ensure sufficient and appropriate systems, policies, procedures and resources are in place.
<b>DEVELOP INVESTIGATION PLAN(S)</b>	Understand: <ul style="list-style-type: none"> <li>• importance of investigative planning</li> <li>• concept of an evidence matrix</li> <li>• relevant legislation and agency policies and procedures relating to investigations.</li> </ul> Under direct supervision prepare and use investigation plans for routine matters.	Under minimum supervision: <ul style="list-style-type: none"> <li>• apply relevant legislation and agency policies and procedures relating to investigations</li> <li>• prepare and use investigation plans for routine and more complex matters.</li> </ul>	Working independently: <ul style="list-style-type: none"> <li>• apply relevant legislation and agency policies and procedures relating to investigations</li> <li>• prepare and use investigation plans for highly complex matters including joint agency investigations</li> <li>• lead investigation teams to prepare and use investigation plans.</li> </ul>	Co-ordinate individuals and teams who effectively prepare and use investigation plans including joint agency investigations.  Ensure implementation of investigation plans.  Lead preparation and review of policies and procedures to facilitate co-operation with other agencies e.g. MoUs.	Review and approve joint agency investigation plans.  Review and approve policies and procedures to facilitate co-operation with other agencies e.g. MoUs.

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<b>UNDERTAKE INVESTIGATION(S)</b>	Under direct supervision: <ul style="list-style-type: none"> <li>assist in investigations into routine matters</li> <li>collect and manage evidence.</li> </ul>	Under minimal supervision: <ul style="list-style-type: none"> <li>conduct investigations into routine and more complex matters</li> <li>assist in investigations into highly complex matters</li> <li>collect and manage evidence.</li> </ul>	Working independently: <ul style="list-style-type: none"> <li>lead investigation teams</li> <li>conduct investigations into highly complex matters</li> <li>collect and manage evidence</li> <li>mentor and guide less experienced staff to conduct investigations</li> <li>make recommendations to improve resourcing and equipment for investigations.</li> </ul>	Co-ordinate individuals and teams to conduct investigations, including joint agency investigations. Ensure legislation and agency policies and procedures are being used to gather and manage evidence. Manage and allocate resources and equipment for investigations. Co-ordinate actions to improve resourcing and equipment for investigations.	Ensure sufficient and appropriate systems, policies, procedures and resources are in place. Facilitate communications (internal and external) in highly complex matters.
<b>FINALISE INVESTIGATIONS</b>	Understand process of finalising an investigation. Under direct supervision have input into the decision making process for finalising investigations.	Under minimum supervision: <ul style="list-style-type: none"> <li>recommend an appropriate regulatory response to finalise investigations</li> <li>document the decision</li> <li>finalise investigations.</li> </ul>	Working independently: <ul style="list-style-type: none"> <li>recommend an appropriate regulatory response to finalise investigations</li> <li>document the decision.</li> </ul>	Co-ordinate individuals and teams to finalise investigations. Review and approve recommended regulatory response to finalise investigations. Ensure the decision is documented in accordance with legislation and agency policies and procedures. Provide advice and guidance to individuals and teams. Lead evaluation of investigations (debriefs) to identify areas of improvement for routine and complex matters. Co-ordinate implementation of improvements to investigation plans and procedures.	Lead: <ul style="list-style-type: none"> <li>evaluation of investigations (debriefs) to identify areas of improvement for highly complex matters</li> <li>evaluation of resources for conducting investigations and implement actions to rectify resourcing shortages</li> <li>publicity of recommended regulatory responses to raise the regulatory profile of the agency and act as a deterrent.</li> </ul>

<sup>1</sup> Linked with 'Undertake inspections'  
 This capability has linkages with the Australian Government National Training Competency PSPREG404C