

FUNCTION	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED
PREPARE FOR PROCEEDINGS	Understand: <ul style="list-style-type: none"> agency contact relevant for involvement in proceedings arrangements for involvement in proceedings. Under direct supervision, prepare documents and exhibits for proceedings in accordance with legislation and agency policies and procedures.	Under minimum supervision: <ul style="list-style-type: none"> prepare documents and exhibits for proceedings provide support to any witnesses in proceedings, as required. 	Working independently: <ul style="list-style-type: none"> prepare documents and exhibits for proceedings compile a brief of evidence provide support to any witnesses in proceedings mentor and guide less experienced staff. 	Co-ordinate individuals and teams to prepare for proceedings. Review briefs of evidence.	Ensure sufficient and appropriate systems, policies, procedures and resources are in place.
PRESENT EVIDENCE	Understand: <ul style="list-style-type: none"> basic behaviour protocols for proceedings rules of evidence importance of giving evidence in a professional manner. Under direct supervision present evidence in a clear, concise and accurate manner. 	Working knowledge of: <ul style="list-style-type: none"> receiving feedback from counsel or your agency in relation to rules of evidence and presenting evidence presenting yourself and your evidence in a manner enhancing the public standing of your agency. 	Working independently: <ul style="list-style-type: none"> adhere to basic protocols of behaviour in proceedings adhere to the rules of evidence provide expert evidence in accordance with relevant experience and qualifications mentor and guide less experienced staff. 	Co-ordinate individuals and teams to present evidence. Receive and provide feedback to counsel in relation to rules and presentation of evidence. Provide advice to teams. Lead and co-ordinate improvements to presenting evidence.	Ensure sufficient and appropriate systems, policies, procedures and resources are in place.
FOLLOW UP ON OUTCOMES OF PROCEEDINGS	Understand keeping effective records in accordance with legislation and agency policies and procedures. Under direct supervision: <ul style="list-style-type: none"> assist in documenting outcomes of proceedings implement any required actions. 	Under minimum supervision: <ul style="list-style-type: none"> document outcomes of proceedings implement any required actions. 	Working independently: <ul style="list-style-type: none"> document outcomes of proceedings implement any required actions. 	Co-ordinate individuals and teams who follow up on proceedings. Review and approve documents relating to outcomes of proceedings. Ensure any required actions have been implemented.	Lead evaluation of outcomes of proceedings and amend or implement policies and procedures. Lead publicity of results (internal and external) to raise agency regulatory profile.

¹ See also 'Collect and manage evidence' and 'Note taking'.
 This capability has linkages with the Australian Government National Training Competencies PSPREG011