



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

INVESTIGATION FUNDAMENTALS (INCLUDES ISSUING OF INFRINGEMENT NOTICES) – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>The Investigation Fundamentals program is an introduction to conducting investigations for the following local government roles:</p> <ul style="list-style-type: none"> • Authorised persons • Local laws/by-laws officers • Investigators • Auditors • Health and safety officers • Animal control officers • Building inspectors • Monitoring officers • Licensing officers • Vector control officers • Supervisors Managers 	<ul style="list-style-type: none"> • Procedural fairness • Plan an investigation • Initiate an investigation • Witness statements • Liaise with other agencies • Search warrants • Analysis of information • Preparing for interviews • Conduct record of interview • Cognitive interviewing • Admissibility of evidence • Audio and video recording • Continuity of evidence • Briefings/debriefings • Finalise an investigation • Review investigation process • Writing a final report • Commencing a prosecution • Issuing an infringement notice • Power to require name and address 	<p>This program will provide an understanding of investigations, how they are conducted, steps required for an effective investigation and how to bring an investigation to its conclusion including how to issue an infringement notice.</p> <p>Legislation covered will include:</p> <ul style="list-style-type: none"> • Right to information Act 2009 • Information Privacy Act 2009 • State Penalties Enforcement Act 1999 • Local Government Act 2009 • Evidence Act 1977 • Public Sector Ethics Act 1994 <p>This course is a useful introductory program to the PSP40416 Certificate IV in Government Investigations (Regulatory compliance specialisation).</p>



COURSE DETAILS	
Delivery	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
Duration and Location	<p>Our standard structure for this workshop is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
Fees and Inclusions	<p>Please contact Peak Services for course fees or a proposal for onsite/in-house training.</p>

<p>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</p>	<p>REGISTER NOW 07 3000 2148 FIND OUT MORE training@wearepeak.com.au wearepeak.com.au</p>
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