

The Investigator's Essential Toolkit

Investigation & Enforcement

Training for Authorised Officers

A crucial function of Authorised Officers is to monitor and enforce compliance with the regulatory legislation for which councils are responsible. It is through the process of investigation that Authorised Officers obtain the information required to inform enforcement decisions. As a result, it is essential for Authorised Officers to be properly equipped with investigative skills and are confident in exercising the statutory powers available to them. This is particularly the case given the enforcement actions of councils are increasingly coming under scrutiny by external authorities.

KelleyJones is pleased to partner with the **Environment Protection Agency** and the **Authorised Persons Association** to present this comprehensive training seminar specifically designed for Local Government Authorised Officers. The seminar will cater to Authorised Officers with varying levels of experience. It will focus on the best practice approach to investigations to ensure the integrity of enforcement decisions and the best chance of success for any resultant prosecution, civil or appeal proceedings.

Program

Persons attending the seminar will gain knowledge and understanding of the following topics:

1. Enforcement principles and the role of the investigator;
2. Breaking down the offence (2 streams*);
3. Powers of Authorised Officers under Local Government Regulatory Legislation (2 streams*);
4. Obtaining evidence – a best practice approach;
 - a. covert surveillance
 - b. use of recording devices
 - c. collection of samples
 - d. seizure of goods
5. Note taking and statement preparation;
6. Interviewing (including practical workshop); and
7. The most important tool - Emotional Intelligence

*These sessions will be split into two streams - 'General & Development Compliance' and 'Environment & Health Compliance'. The content presented will be specifically tailored to the relevant streams.

The objective of this seminar is to equip officers with the knowledge necessary to undertake effective investigations of regulatory offences and to increase confidence regarding the exercise of their powers and making enforcement decisions.

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About

KelleyJones Lawyers

KelleyJones is South Australia's first law firm devoted solely to working with local government. KelleyJones provides dedicated legal, strategic and business support exclusively to South Australia councils and public authorities.



About Environment Protection Agency

Environment Protection Agency (EPA) is South Australia's independent environment protection regulator. We protect, restore and enhance the environment through the risk-based regulation of pollution, waste, noise and radiation.



About Authorised Persons Association

Authorised Persons Association (APA) represents authorised officers from the field of Local Government Regulatory Services.

The Authorised Persons Association aims to foster professionalism in Local Government Regulatory Services and Community Safety through Support, Networking and Encouraging Professional Development and the Promotion of Regulatory Services within the Local Government Industry.

Who should attend

All Council officers and managers responsible for enforcement and compliance decisions and evidence gathering/management.

Presenter Profiles

Cimon Burke - KelledyJones

Cimon is a leading regulatory services lawyer with extensive experience undertaking successful prosecutions and appeals for councils, including in relation to road traffic, environment protection, animal management, public health and food handling matters.

Cimon regularly provides strategic advice to councils regarding the effective enforcement of regulatory offences and the investigation of these. This includes advice regarding evidence, seizing dogs and other goods, use of listening devices, obtaining warrants and issuing orders. Cimon understands the unique issues local government authorised officers contend with, as well as the political environment in which councils operate. Her approach is to provide practical legal solutions that reflect these considerations.

Tracy Riddle - KelledyJones

Tracy started her legal career as a police officer, and was a police prosecutor, before working as a Senior Investigator with the Environment Protection Authority. She was a Senior Solicitor with the Crown Solicitors Office and prosecuted EPA, fisheries, native vegetation, water and wildlife matters.

Prior to commencing at KelledyJones, Tracy was the Senior Lawyer in the South Australian Civil and Administrative Tribunal Implementation team and the Senior Lawyer on the ICAC implementation team.

Tracy provides strategic advice in all areas of local government law, in particular enforcement and regulatory matters, planning and building and environment protection. She regularly represents councils in appeals, reviews and enforcement matters in all South Australian jurisdictions.

Tony Williams

Tony is the Principal Compliance and Audit officer within the Investigations and Tactical Support Branch of the South Australian EPA. Tony has been with the EPA for 10 years, conducting complex environmental investigations. Tony has developed and conducted Authorised Officer training within the EPA for a number of years.

Prior to joining the EPA, Tony served as a South Australian Police Officer. Working in uniform patrols and as a Detective serving in Metropolitan CIB, Major and Organised Crime Task Forces. Tony has investigated the full spectrum of criminal offences from simple theft to murder and has significant experience in presenting both oral and physical evidence to criminal Courts.

Regional Seminars

For regional councils that prefer for us to come to you, we are more than happy to discuss a proposal for a regional training sessions.

If you would like to find out more, please call Cimon Burke at **KelledyJones** on 8113 7105.

Program and Venue

Monday 8th February 2016 – FULLY BOOKED

City of Burnside, 401 Greenhill Road, Tasmore.
10:30am – 4:30pm

or

Thursday 17th March 2016 – FULLY BOOKED

City of Unley, 181 Unley Road, Unley.
10:30am – 4:30pm

or

Thursday 14 April 2016

City of Playford
Playford Operations Centre (Playford room) 12 Bishopstone Road, Davoren Park.
10:30am – 4:30pm

Pricing

\$305 + GST per person

Registration

To register, please email Kate Hosford at **KelledyJones Lawyers** at khosford@kelledyjones.com.au

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