

# Investigation Fundamentals

*An introduction to conducting investigations for Queensland Councils' Local Laws Officers.*

## Synopsis

Peak's one-day Investigation Fundamentals workshop will provide council officers with 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.

*This course provides useful foundational skills for local laws officers should they wish to complete the PSP40416 Certificate IV in Government Investigations (Regulatory compliance specialisation).*

## Course Topics

- 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

## Course Details

Delivery:	Inhouse or virtual
Structure:	Interactive Workshop
Time:	1 day course
Class Size:	Max 15
Cost:	On request

## The Trainer



Andrew Patterson is a highly skilled professional investigator with over 30 years' experience working across various investigative environments, including workplace disciplinary matters, corruption enquiries, and criminal investigations.

He has also designed and delivered training and awareness sessions relating to investigations, ethics, bullying and harassment, fraud, and corruption.

He has carried out investigations, and associated training, within local government, state public sector agencies, federal departments, and private sector companies.