



2010

AGS Legal training program

EMPLOYMENT LAW TRAINING MODULE

How to Run a Code of Conduct Investigation

Target group

APS employees who have, or may have, a role in determining:

- whether a breach of the Code of Conduct has occurred
- if an employee should be suspended from duty while the question of breach is determined
- when a breach is proven, imposing a sanction. The course may also be beneficial for people performing roles in disciplinary regimes other than that established under the *Public Service Act 1999*.

Endorsement

The Australian Public Service Commission, which is committed to supporting Agencies to raise the quality of Code of Conduct investigations across the APS, has endorsed the aims and content of this course.

Course outline

The Code of Conduct sets out the minimum standards of behaviour required of APS employees. When an employee is suspected of breaching the Code of Conduct, procedures established by the Agency Head are used to determine whether a breach has occurred. If a breach is found proven, a sanction may be imposed. This course will outline the legislative framework which underpins the disciplinary process and introduce the three key roles and their areas of responsibility. Against this backdrop, the course will then focus upon the practical aspects of running a Code of Conduct investigation. The course will take participants through the investigation phase, the decision-making process, the preparation of a report, and the imposition of a sanction. The course will also address the use and retention of records related to the Code of Conduct process, and the often critical question 'what happens next?'

Objectives

Participants will gain an understanding of the legislative framework underpinning the disciplinary process, practical skills necessary to run an investigation, and knowledge and confidence to make sound and defensible decisions.

Presenters

This course will be presented as a workshop by one of our highly experienced Senior Executive Lawyers along with one of our experienced Senior Lawyers who provide extensive advice to a range of government clients on employment related issues, including workers' compensation, grievances, reviews of actions, discrimination, termination of employment and unfair dismissal claims.

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Duration

The course runs for two consecutive full days – 9 am to 5 pm each day. Morning tea, lunch and afternoon tea will be provided on both days.

Cost

Standard fee – \$2,145.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day *or* if one person attends three or more courses in the same week of training – \$1,930.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbrtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au