



Australian Government

DEFDPL030 Provide support in Defence administrative law matters

Release: 1

DEFDPL030 Provide support in Defence administrative law matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills and knowledge required to provide support in administrative law matters within a Defence legal environment.

It includes planning and preparing support documents involved in administrative law matters. It also includes researching case history and assisting the instructing legal officer to prepare for administrative inquiries, advice on Redress of Grievance processes and administrative sanction processes.

This unit applies to Defence personnel who provide services to support legal practitioners in administrative inquiries, Redress of Grievance processes and administrative sanction processes under supervision. These services include processing documents and assisting in preparation and planning tasks.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work mostly independently while part of a team, and perform routine and complex tasks. They work with limited supervision, with identified approval authorities. They apply solutions to a variety of predictable and complex problems, in familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Defence Paralegal Operations.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Plan and prepare for the provision of support in administrative law | 1.1 Receive and act on instructions that require the provision of support in administrative law matters |
| | 1.2 Analyse circumstances covered by the instructions and interpret issues and confirm with legal officer |
| 2 Prepare and process documents involved in administrative law matters | 2.1 Check and register incoming documents for completeness and timely delivery, and contact sender where insufficient information is supplied or deadlines are not honoured |
| | 2.2 Identify, complete initial preparation and process documents for administrative law matters in accordance with legal practices and organisational procedures |
| | 2.3 Review information with instructing legal officer and retrieve, copy and despatch identified documents in accordance with legal practices and organisational procedures |
| 3 Assist instructing legal officer to prepare for and manage administrative inquiries | 3.1 Distinguish between the levels of administrative inquiries, the staff involved and prepare appropriate templates and files |
| | 3.2 Discuss the inquiry with instructing legal officer and plan work in accordance with staff availability, appointing officer directions and any critical dates |
| | 3.3 Engage with the appointed administrative inquiry officer to provide templates, staff details, matter management and resourcing assistance |
| | 3.4 Collect and archive post-administrative inquiry documents in accordance with organisational procedures |
| 4 Perform research to support instructing legal officer | 4.1 Review matter and determine search requirements in conjunction with instructing legal officer |
| | 4.2 Retrieve and process relevant documents and enclosures in accordance with legal practices and organisational procedures |

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| | 4.3 | Retrieve, research and review precedent and case law, Defence Legal Technical Guidance material and Defence Force Administrative procedural manuals and make summaries, as required |
| | 4.4 | Forward summaries from research and review to instructing legal officer and present explanations, as required |
| 5 | Conduct post-matter administration | |
| | 5.1 | Conduct post-matter administration, as required, in accordance with organisational procedures |
| | 5.2 | Update and maintain legal records in relation to operational and legal requirements |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the DEF Defence Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to DEFDPL004 Provide support in Defence administrative law matters.

Links

Companion Volume Implementation Guides are found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>