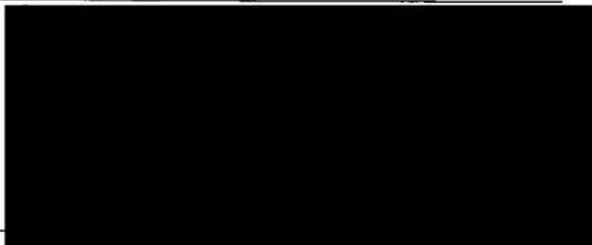


**IN THE MATTER OF THE ROYAL COMMISSION
INTO FAMILY VIOLENCE**

ATTACHMENT AC-1 TO STATEMENT OF ALICE KATHERINE COONEY

Date of document: 30 July 2015
Filed on behalf of: State of Victoria
Prepared by:
Victorian Government Solicitor's Office
Level 33
80 Collins Street
Melbourne VIC 3000



This is the attachment marked '**AC-1**' produced and shown to **ALICE KATHERINE COONEY** at the time of signing her Statement on 30 July 2015.

Before me



An Australian legal practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)

Attachment AC-1



VICTORIA POLICE

Lawyer

Position Details

Classification	VPSG-3
Position Description Number	C2697
Work Location	While this position will have a nominated usual place of work, the position may be required to work at other locations, in accordance with the provisions of the relevant Victorian Public Service Agreement.

Organisational Environment

Being a part of Victoria Police means that you have the opportunity to contribute to and make a difference to the community. Our objective is to deliver a safer Victoria with our partners by providing intelligence and confident policing, focusing on the development of partnerships and working with the community to empower individuals to build a safer Victoria. Please visit www.police.vic.gov.au for further information.

Values

Victoria Police enjoys considerable community trust and satisfaction. We are committed to ensuring that all its people follow our core values:

Integrity	Act with honesty, respecting the right of fair process for all, maintain confidentiality and respect for those we deal with, demonstrate moral strength and courage and behave with honour and impartiality.
Leadership	Be approachable, consistent and committed to, and inspire these organisational values.
Flexibility	Remain open-minded at all times, be adaptive to change, while welcoming difference and practicing tolerance.
Respect	Embrace the diversity that exists within our community, valuing opinions while appreciating and acknowledging the efforts of others.
Support	Recognise and reward the service of our colleagues, and promote professional and career development. At all times, we must care of the wellbeing of our colleagues.
Professionalism	Accept responsibility; be accountable to the community we serve and ourselves. We must communicate honestly, openly and consistently and continually strive for excellence.

Accountabilities

- Under direction appear and present evidence in Court and represent Victoria Police interests in criminal, civil and administrative proceedings in which it has an interest throughout the State of Victoria.
- Maintain a sound understanding of relevant legislation, including developments in Family Violence and Civil law related fields as well as a sound knowledge of as Victoria Police policy, procedure and guidelines.
- Recommend appropriate legal courses of action from a range of alternatives based on known practice and precedents.
- Effectively liaise with Victoria Police members on all Civil Law related matters particularly pertaining to the area of Family Violence applications.
- Conduct research and provide advice on evidence and procedures to members involved in the preparation and authorisation of matters.
- Ensure that the customer service needs of Victoria Police and its strategies are adhered to.
- Perform a wide range of administrative functions within the division including completing routine legal documents and maintaining manual and computerised records and databases.

Key Selection Criteria

Skills	
Knowledge	1. Working knowledge of relevant legislation in particular the Family Violence Protection Act, the Magistrates Court Act, the Children, the Youth and Families Act, the Family Law Act (Cth), the Bail Act and the Supreme Court Act.
Experience	2. Working knowledge of legal proceedings within the Victorian Judicial System where Victoria Police has an interest.
Teamwork	3. Ability to work under pressure both independently and as a member of a team with little supervision and ability to determine priorities and work to strict deadlines.
Communication	4. Demonstrated high level interpersonal communication and negotiation skills, with the ability to liaise and develop relationships effectively with relevant stakeholders including Prosecutors, Court staff, witnesses, police, Counsel, members of the public, and other prosecuting and investigating authorities.
Research and Analysis	5. Demonstrated ability to carry out legal research and analysis, including comparative and electronic research, in both existing and emerging areas of law.
Presentation	6. Ability to represent Victoria Police in the Magistrates court and other proceedings where Victoria Police has an interest.
Customer Service	7. An understanding of the customer service requirements of the position and a demonstrated record of strong commitment and achievement in meeting customer needs.
Ethics	8. A proven record of ethical behaviour and a demonstrated commitment to the Victoria Police Code of Ethics and Conduct, Financial Code of Practice, and Organisational Values.



Qualifications

- Admission as an Australian Lawyer or eligibility for admission.
- Possess a 'Local Practising Certificate' or eligibility to obtain will be highly regarded.

Special Requirements

- Possess a current Victorian Driver Licence and hold or qualify for a White Class Driver Authority within three (3) months.
- The successful applicant may be required to undergo National Security Vetting, achieve and maintain a security classification as determined by the Department Head. To achieve this, applicants must be an Australian Citizen.
- The incumbent will be required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage and Hazardous Chemicals.

Other Relevant Information

- Applicants must be an Australian citizen, Permanent Resident, or hold a valid work permit or visa.
- The successful candidate will be employed pursuant to Victoria Police Policies and Procedures along with the relevant Victoria Public Service Agreement.
- This position requires the incumbents to undertake physical activities (such as accessing files from a compactus).
- The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
- The preferred candidate will be required to undergo security checks which will include fingerprinting.
- The successful candidate will be required to complete the appropriate Declarable Association Acknowledgement Form/s.
- Recipients of VPS departure packages should note that re-employment restrictions apply.
- External applicants will be subject to a probation period of three (3) months.

Privacy Notification

Victoria Police requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Information management is a critical element of Victoria Police operations. The Victoria Police Enterprise Information Security Policy (EISP) sets out guiding principles for establishing strategies that enables appropriate levels of system and information confidentiality, integrity and availability to be achieved. All staff involved in accessing, developing, implementing and/or supporting information systems and law enforcement data are required to comply with the EISP and associated policies and procedures contained within the Victoria Police Manual (VPM).

An employer or person with a delegated responsibility shall provide and maintain so far as is practicable, for employees, a working environment that is safe and without risk to health in accordance with Section 21(1), Occupational Health and Safety Act 2004.



VICTORIA POLICE

Senior Lawyer

Position Details

Classification	VPSG-4
Position Description Number	C2685
Work Location	While this position will have a nominated usual place of work, the position may be required to work at other locations, in accordance with the provisions of the relevant Victorian Public Service Agreement.

Organisational Environment

Being a part of Victoria Police means that you have the opportunity to contribute to and make a difference to the community. Our objective is to deliver a safer Victoria with our partners by providing intelligence and confident policing, focusing on the development of partnerships and working with the community to empower individuals to build a safer Victoria. Please visit www.police.vic.gov.au for further information.

Values

Victoria Police enjoys considerable community trust and satisfaction. We are committed to ensuring that all its people follow our core values:

Integrity	Act with honesty, respecting the right of fair process for all, maintain confidentiality and respect for those we deal with, demonstrate moral strength and courage and behave with honour and impartiality.
Leadership	Be approachable, consistent and committed to, and inspire these organisational values.
Flexibility	Remain open-minded at all times, be adaptive to change, while welcoming difference and practicing tolerance.
Respect	Embrace the diversity that exists within our community, valuing opinions while appreciating and acknowledging the efforts of others.
Support	Recognise and reward the service of our colleagues, and promote professional and career development. At all times, we must care of the wellbeing of our colleagues.
Professionalism	Accept responsibility; be accountable to the community we serve and ourselves. We must communicate honestly, openly and consistently and continually strive for excellence.

Accountabilities

- Supervise the execution of strategies ensuring appropriate representation in complex and challenging legal proceedings.
- Represent Victoria Police in general civil matters including Family Violence matters in both the Magistrates' and Children's Court jurisdictions, and/or other relevant courts and tribunals.
- Provide leadership and guidance within the unit, and promote a culture of continuous improvement and innovation.
- Provide supervision for civil advocates (Australian lawyers/ Legal Practitioners).
- As a member of the Legal Services Department, contribute to business planning and maintain a high level of awareness of contemporary developments in Family violence and civil law related fields.
- Effectively liaise with Victoria Police members on civil matters and legal representation issues, particularly pertaining to family violence matters.
- Effectively liaise with, engage and instruct the Victorian Government Solicitor's Office and private legal firms in relation to general civil matters and family violence matters managed by the Civil Advocacy Unit, Prosecutions Division.
- Provide a legal advisory service to Victoria Police Departments in relation to legal services managed by the Civil Advocacy Unit, Victoria Police Prosecutions Division.
- Deliver training pertaining to Family Violence law and associated legislation.

Key Selection Criteria

Skills	
Experience	1. Demonstrated legal practice experience.
Teamwork	2. Demonstrated people and task supervision experience and expertise.
Representation	3. Demonstrated ability to represent Victoria Police at a range of inter Government forums.
Problem Solving	4. Demonstrated well developed conceptual, analytical and problem solving skills, the ability to develop and review policies, practices and procedures, and conduct legal research.
Court Proceedings	5. Ability to represent Victoria Police in the Magistrates court and other proceedings where Victoria Police has an interest.
Knowledge	6. Well-developed understanding of relevant legislation, in particular, <i>the Family Violence Protection Act, the Magistrates Court Act, the Children, the Youth and Families Act, the Family Law Act (Cth), the Bail Act and the Supreme Court Act.</i>
Organisational	7. An understanding of the legal culture and environment in which Victoria Police operates.
Stakeholder Management	8. Proven ability to monitor client and stakeholder satisfaction, and constructively manage stakeholder issues to ensure positive outcomes for the stakeholder and the Department.
Ethics	9. A proven record of ethical behaviour and a demonstrated commitment to the Victoria Police Code of Ethics and Conduct, Financial Code of Practice, and Organisational Values.



Qualifications

- Admission as an Australian Lawyer or eligibility for admission is mandatory.
- Eligibility to apply for an Unrestricted Local Practising Certificate or eligibility to gain an Unrestricted Local Practising Certificate will be highly regarded.
- A formal management qualification would be an advantage.
- Possess a current Victorian Driver Licence and hold or qualify for a White Class Driver Authority within three (3) months

Special Requirements

- The successful applicant may be required to undergo National Security Vetting, achieve and maintain a security classification as determined by the Department Head. To achieve this, applicants must be an Australian Citizen.
- The incumbent will be required to complete the OHS requirements of the organisation, which may include local level training relating to equipment usage and Hazardous Chemicals.

Other Relevant Information

- Applicants must be an Australian citizen, Permanent Resident, or hold a valid work permit or visa.
- The successful candidate will be employed pursuant to Victoria Police Policies and Procedures along with the relevant Victoria Public Service Agreement.
- The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
- The preferred candidate will be required to undergo security checks which will include fingerprinting.
- The successful candidate will be required to complete the appropriate Declarable Association Acknowledgement Form/s.
- Recipients of VPS departure packages should note that re-employment restrictions apply.
- External applicants will be subject to a probation period of three (3) months.

Privacy Notification

Victoria Police requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Information management is a critical element of Victoria Police operations. The Victoria Police Enterprise Information Security Policy (EISP) sets out guiding principles for establishing strategies that enables appropriate levels of system and information confidentiality, integrity and availability to be achieved. All staff involved in accessing, developing, implementing and/or supporting information systems and law enforcement data are required to comply with the EISP and associated policies and procedures contained within the Victoria Police Manual (VPM).

An employer or person with a delegated responsibility shall provide and maintain so far as is practicable, for employees, a working environment that is safe and without risk to health in accordance with Section 21(1), Occupational Health and Safety Act 2004.



VICTORIA POLICE

Position Title: Supervising Lawyer, Civil Advocacy Unit

C2684

POSITION DETAILS

Classification: VPSG 5

Division/Branch: Civil Advocacy Unit, Prosecutions Division,

Department: Legal Services Department

Work Location: While this position will have a nominated usual place of work, the position may be required to work at other locations within the Department in accordance with the provisions of the VPS Workplace Determination 2012

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ACCOUNTABILITIES

- Manage strategies for appropriate representation in complex and challenging legal proceedings; represent Victoria Police in all general civil matters, including Family Violence matters in the Magistrates' and Children's Court jurisdictions, and/or other relevant courts and tribunals.
- Provide professional leadership and guidance and promote a culture of continuous improvement and innovation within the unit.
- Provide supervision for civil advocates representing Victoria Police (Australian lawyers/ Legal Practitioners)
- As a senior member of the Legal Services Department, contribute to strategic and business planning and maintain a high level of awareness of contemporary developments in family violence and civil law related fields.
- Provide general civil law advice to senior management in relation to Victoria Police applications.
- Effectively liaise with Victoria Police members on civil matters and legal representation issues, particularly pertaining to family violence matters.
- Effectively liaise with, engage and instruct the Victorian Government Solicitor's Office and private legal firms in relation to all civil matters including family violence managed by the Civil Advocacy Unit, Prosecutions Division.
- Provide a legal advisory service to all members within Victoria Police in relation to legal services managed by the Civil Advocacy Unit.
- Develop and deliver training pertaining to Family Violence law and associated legislation.
- Monitor and analyse court outcomes for all matters managed by the Civil Advocacy Unit
- Monitor and analyse personnel and people management data with respect to the Civil Advocacy Unit
- Represent Victoria Police at relevant stakeholder forums



VICTORIA POLICE

KEY SELECTION CRITERIA

1. Demonstrated experience and expertise in personnel and task/case management.
2. Demonstrated experience in monitoring and analysing court trends and outcomes.
3. Demonstrated ability to represent Victoria Police at a range of inter Government forums.
4. Demonstrated conceptual, analytical and problem solving skills, and the ability to develop and review policies, practices and procedures, with experience in undertaking complex legal research.
5. Highly developed written and information management skills, including the capacity to distil large quantities of information into concise, quality and timely communications to senior management.
6. Highly developed understanding of relevant legislation in particular, the Family Violence Protection Act, the Magistrates Court Act, the Children, the Youth and Families Act, and the Family Law Act (Cth).
7. An understanding of project management.
8. Demonstrated training development, delivery and evaluation ability.
9. An understanding of the legal culture and environment in which Victoria Police operates.
10. A proven record of ethical behaviour and a commitment to the Victoria Police Code of Ethics and Conduct, Financial Code of Practice, and the Organisational Values.

QUALIFICATIONS

Mandatory:

Admission as an Australian Lawyer, or eligibility for admission

Must hold a current drivers licence.

Desirable:

'Unrestricted Local Practising Certificate' or eligible to gain an 'Unrestricted Local Practising Certificate'.

A formal management qualification would be an advantage

A formal teaching or training qualification would be an advantage

OTHER RELEVANT INFORMATION

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa
- The position description is indicative of the initial expectation of the role and subject to changes to departmental goals and priorities, activities or focus of the job.
- The preferred candidate will be required to undergo security checks which will include fingerprinting.
- The successful candidate will be employed pursuant to the relevant Victorian Public Service Agreement.
- The successful candidate will be required to sign an agreement of confidentiality.
- The successful candidate will be required to complete the appropriate Declarable Association Acknowledgment Form/s.
- Recipients of VPS departure packages should note that re-employment restrictions apply.



VICTORIA POLICE

- External applicants will be subject to a probation period of 3 months.
- Applicants must address the full key selection criteria.

PRIVACY NOTIFICATION

Victoria Police requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the Information Privacy Act 2000.

Information management is a critical element of Victoria Police operations. The Victoria Police Enterprise Information Security Policy (EISP) sets out guiding principles for establishing strategies that enables appropriate levels of system and information confidentiality, integrity and availability to be achieved. All staff involved in accessing, developing, implementing and/or supporting information systems and law enforcement data are required to comply with the EISP and associated policies and procedures contained within the Victoria Police Manual (VPM).

An employer or person with a delegated responsibility shall provide and maintain so far as is practicable, for employees, a working environment that is safe and without risk to health in accordance with Section 21(1), Occupational Health and Safety Act 2004.



VICTORIA POLICE

ACTION PROPOSED

<p>Confirm VPSG-5 classification for a Supervising Lawyer, Civil Advocacy Unit in the Civil Advocacy Unit, Prosecutions Division, Legal Services Department pursuant to Section 20 of the Public Administration Act 2004.</p>	<p>AUTHORITY 4.3</p>
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RATIONALE OF ACTION PROPOSED

Amended position description resulting from change of title from Manager to Supervising Lawyer.

ESTABLISHMENT COMMITMENT

PROPOSED BY: Michelle Young, Prosecutions Division **DATE:** 10 April 2012

APPROVAL DETAILS

DELEGATE: Alex Gagachef
TITLE: HR Consultant, Workplace Relations Division
DATE: 02/08/2013
POSITION NO:
SIGNATURE:

Updated by: Alex Gagachef Reviewed by: T. Boyle **DATE:** 02/08/2013