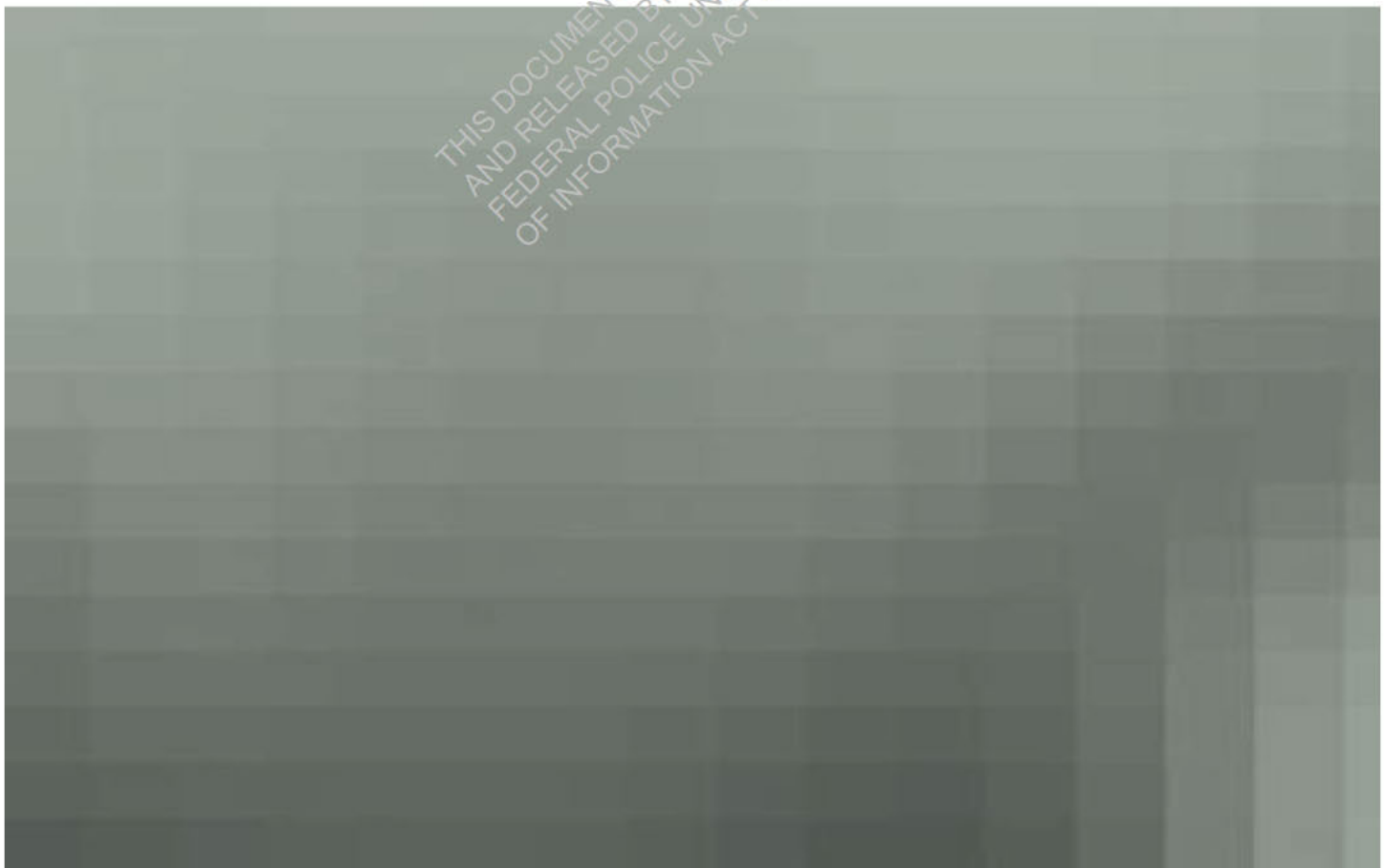




The Case Categorisation & Prioritisation Model

Guidance for AFP Clients
1 July 2016

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The Case Categorisation and Prioritisation Model

Whilst the Australian Federal Police (AFP) has the primary law enforcement responsibility for investigating criminal offences against Commonwealth laws, the number of such offences identified or reported far exceeds its investigational capacity. The AFP must therefore ensure that its limited resources are directed to the matters of highest priority and the decision to accept or reject matters for investigation is guided by this precept.

The AFP evaluates all matters in accordance with its Case Categorisation and Prioritisation Model (CCPM). The CCPM is one of the major means by which [Ministerial Directions](#) to the AFP and the AFP's Outcome/Portfolio Budget Statement are given effect. The CCPM has been developed by the AFP to assist those who are required to consider various issues which lead to the acceptance, rejection, termination, finalisation or resourcing of operational matters. The CCPM is used to provide a transparent, objective and consistent basis for evaluating and comparing AFP operational activities from a range of perspectives, including across the AFP at an organisation level, for individual Programs and Functions or within a geographic location. The CCPM provides the AFP's clients with a basis for considering matters prior to referral. The AFP also uses the CCPM as a basis of identifying and agreeing with clients, those types of matters that may be most appropriate for referral.

The AFP reports to government through an Outcome reporting framework. For Outcome 1 - Reduced criminal and security threats to Australia's collective economic and societal interests through co-operative policing services the two programs listed are as follows:

Programme 1.1, Federal Policing and National Security, addresses criminal and security threats through a range of activities, including national and transnational investigations, counter-terrorism, aviation operations, protective services, and joint taskforces with international, Commonwealth, state, territory and private-sector partners.

Programme 1.2, International Police Assistance, contributes to national security by providing policing support for enhanced rule of law internationally. This is facilitated through the AFP's official development assistance in the Indo-Pacific region and the AFP's contribution to United Nations missions.

Ministerial Direction

The AFP is the major instrument of Commonwealth law enforcement. Its role is to enforce Commonwealth criminal law and protect Commonwealth and national interests from crime in Australia and overseas. The AFP is Australia's international law enforcement and policing representative and the chief source of advice to the Government on policing issues.

The [Ministerial Direction](#) issued on 12 May 2014 under section 37(2) of the Australian Federal Police (AFP) Act 1979 outlines the Government's priorities and expectations for the AFP. Full details of the [Ministerial Direction](#) can be obtained from the AFP Website.

How the CCPM is used.

The Case Categorisation and Prioritisation Model (CCPM) considers:

- the incident/crime type
- the impact of the matter on Australian society;
- the importance of the matter to both the client and the AFP in terms of the roles assigned to them by Government and [Ministerial Direction](#); and
- the resources required by the AFP to undertake the matter.

No one element of the CCPM is considered in isolation to determine whether a matter is accepted or rejected for investigation. It is largely the combination of the Impact and Priority ratings that determines this.

The CCPM is not based on a mathematical formula and does not supplant the discretion of decision makers.

The decision to undertake a particular matter is made by a Regional Operations Capacity and Capability Committee (ROCCC) on the recommendation of an Operations Monitoring Centre (OMC) or responsible Function. In making its recommendations, the OMC and operational Function seek to take into consideration the legitimate needs and expectations of its clients, partners and stakeholders. These needs and expectations are balanced against the AFP’s own assessments of the criminal environment.

A CCPM rating is completed at the time of referral and is also revised when any aspect of the matter changes significantly. As part of the finalisation process for any investigation, the CCPM is reviewed and if it differs from the original CCPM, a new CCPM is completed to reflect the final impact and priority of the matter investigated.

Major elements of the CCPM

The CCPM describes the following essential characteristics of operational matters that affect the referral and selection process:

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| <p>Incident type</p> | <p>An incident type is a means of aggregating similar matters. CCPM incident types relate to those in the AFP’s Outcome/Program Delivery, being <i>“reduced criminal and security threats to Australia’s collective economic and societal interests through co-operative policing services.”</i></p> <p>The incident types corresponding to these programs are described below:</p> <ul style="list-style-type: none"> • Child Sex Offences • Child Sex Offences – Online Exploitation • Child Sex Offences – Travelling Child Sex Offender • Commonwealth Property/Premise Offence • Corporate or Bankruptcy • Corruption • Counterfeit Currency • Crimes at Sea • Criminal Assets • Cyber Crime • Dangerous Goods • Domestic LEA Requests • Drugs – Exported • Drugs – Imported • Drugs – Precursors - Exported • Drugs – Precursors - Imported • Drugs – Trafficked • Electoral Crime • Environmental Crime • Family Law • Federal Parolee • Firearms • Fraud • Harming Australians • Human Trafficking • Identity Crime • Intellectual Property • Intelligence • International |
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| | <ul style="list-style-type: none"> • Judicial orders or processes • Migration Crime • Missing Person • Money Laundering • Mutual Assistance and Extradition • Offences against Commonwealth Officials • Offences against Humanity • Other Commonwealth Crime • People Smuggling • Performance & Image Enhancing Drugs (PIEDs) • Protection • Protection – CPP Australian Office Holder • Protection – CPP Non-Australian Office Holder • Sanctions • Telecommunications and Postal • Terrorism – Diversion • Terrorism – Domestic • Terrorism – Financing • Terrorism – Foreign Incursion • Terrorism – International • Threats to Aviation • Tobacco - smuggling • Training • Weapons, other than firearms • Witness Protection |
| <p>Case type</p> | <p>This aggregates incident types into similar types of activity or may be used to map crime types to particular Functions.</p> |
| <p>Priority</p> | <p>Priority does not mean importance of the matter, but refers to the type and timeliness of response required. Priority is categorised as:</p> <p>Response</p> <p>Matters which by their nature must be acted upon immediately and are nondiscretionary. These include:</p> <ul style="list-style-type: none"> • Initial drug seizures at the border • Offences discovered by AFP members • Offenders surrendering • International Travel of Registered Sex Offenders • Family Law <p>As a performance standard, response matters must be acted upon within one hour.</p> <p>Essential</p> <p>Non-discretionary Operational matters which must be acted upon due to key policy, organisation accountability, strategic, legal or other issues. These include:</p> <ul style="list-style-type: none"> • Special references from Government • Terrorism and National Security |

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| | <ul style="list-style-type: none"> • Obligations under international treaties • Judicial processes • Commitments under service agreements <p>As a performance guide, essential matters should be acted upon within one week.</p> <p>Routine</p> <p>Discretionary matters which are neither essential nor require immediate response. As a performance guide, routine matters should be acted upon within one month.</p> <p>Special Reason</p> <p>Matters which would not normally be accepted by the AFP but which are to be undertaken because of a special reason. These include matters undertaken:</p> <ul style="list-style-type: none"> • For training purposes • To enhance relationships/liaison • Because of other interest in the target/subject • Because of other impacts on other agencies • Lack of alternative courses of action. <p>These include matters, identified by client agencies, where an investigation is considered to have a high deterrent effect.</p> |
| <p>Impact</p> | <p>This refers to the perceived impact of this matter on Australian society. Impact is categorised as :</p> <p>Very High</p> <ul style="list-style-type: none"> • Terrorism and National Security • Real threat to life and the harming of Australians overseas • Ministerial Direction • Economic crime (including money laundering) affecting the whole of government agency, or valued at more than \$5 million • Multiple commercial drug importation • Child sex offences and exploitation, where there is a child at immediate risk • Cyber Crime targeting national infrastructure • Protection of high office holders and critical infrastructure • Human Trafficking, where there is a person at immediate risk • Large scale identity crime • A 'high' impact matter which has the potential to develop into a 'very high' impact matter if not addressed or as a result of AFP or agency investigation <p>High</p> <ul style="list-style-type: none"> • Impacting on multiple agencies, the system of government or which may influence or impact on government policy • Real threat to the quality of life • Economic crime (including money laundering) affecting the whole of a government agency or valued at more than \$1 million • Commercial drug importation • Corruption by a public official (including within Australia and bribery of a foreign official in other countries) |

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| | <ul style="list-style-type: none"> Politically sensitive matters A 'medium' impact matter which has the potential to develop into a 'high' impact matter if not addressed or as a result of AFP or agency investigation <p>Medium</p> <ul style="list-style-type: none"> Impacting on individual departments/agencies or which may influence their administrative procedures Economic crime (including money laundering) affecting a government agency within a region or valued at more than \$0.25 million Trafficable drug importation Media/political interest A 'low' impact matter which has the potential to develop into a 'medium' impact matter if not addressed or as a result of AFP or agency investigation. <p>Low</p> <ul style="list-style-type: none"> Less than a trafficable quantity of drugs Personal nuisance Mandatory requirement, including judicial processes |
| <p>Resources</p> | <p>This element of the CCPM assesses average initial team size required to complete the matter. The number of investigators assigned to a matter may fluctuate during the course of an investigation. Should the nature of the team required to undertake the matter change significantly, a new CCPM is completed.</p> |
| <p>Duration</p> | <p>The duration element of the CCPM records the time that the matter is expected to be (or was) under active investigation by the AFP, usually interpreted as the time to completion of the brief of evidence.</p> |
| <p>Impact to Client</p> | <p>This is a measure of the importance to the client of the matter to achievement of the client's objectives.</p> <p>Client impact and priority is categorised as:</p> <p>Critical</p> <p>A matter is politically sensitive or goes to central issues of management of an agency or a program.</p> <p>Significant</p> <p>A serious or complex crime has been committed which the agency cannot resolve without AFP involvement.</p> <p>Routine</p> <p>AFP investigation desirable.</p> <p>Not Applicable</p> <p>Where impact to client is not relevant or appropriate.</p> |

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| | <p>On Merit</p> <p>No default value. The Impact is assessed on a case by case basis.</p> <p>Other</p> <p>Matters where there are no alternative course of action available.</p> |
| <p>Value to AFP</p> | <p>Value to the AFP is a measurement of the extent to which a particular matter matches the AFP's role as defined by its Ministerial Direction and other Government policy such as the <i>Commonwealth Fraud Control Framework</i>. It can be summarised as the investigation of serious or complex matters affecting the Commonwealth's interests. Importance to the AFP should be assessed for all matters and is categorised as:</p> <p>High</p> <p>These are matters that have a high degree of relevance to the AFP. Such matters could include those:</p> <ul style="list-style-type: none"> • With a 'High' or 'Very High' impact that require considerable investigative skill • Related to emerging criminality such as attacks on e-commerce systems • Relating to a strategic AFP target who is involved in other activity of interest to the AFP • Which will allow the AFP to enhance relationships for future serious matters <p>Medium</p> <p>These matters would include:</p> <ul style="list-style-type: none"> • Other 'High' or 'Very High' impact matters • 'Medium' impact matters that require considerable investigative skill • Matters that provide an opportunity for developing AFP employees • Leveraging resources through assisting another agency investigation by execution of sworn powers • Lack of alternative course of available action <p>Low</p> <p>These matters have little relevance to the AFP's core business and ought not to be undertaken unless they have a priority of Essential. Such cases could include:</p> <ul style="list-style-type: none"> • 'Low' impact matters and other 'Medium' impact matters • Matters where there is little likelihood of success • Matters where an alternative approach is considered more appropriate <p>Outside of the AFP's role</p> <p>These matters are not relevant to AFP's outcomes and are outside the AFP's core business and/or jurisdiction.</p> |