

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 24 October 2022 2:45 PM
To: s 22(1)(a)(ii)
Cc:
Subject: RE: Investigative Assistants [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Completed

Categories: s 22(1)(a)(ii)

OFFICIAL

Have we heard from SC on this one?

s 22(1)(a)(ii)

Writing to you from Ngunnawal Country

s 22(1)(a)(ii)

PEOPLE & CULTURE COMMAND

Tel: +61 (0)2 s 22(1)(a)(ii)

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From: s 22(1)(a)(ii) @afp.gov.au>

Sent: Tuesday, 11 October 2022 9:06 AM

To: s 22(1)(a)(ii) @afp.gov.au>; s 22(1)(a)(ii) @afp.gov.au>

Cc: s 22(1)(a)(ii) @afp.gov.au>

Subject: RE: Investigative Assistants [SEC=OFFICIAL]

s 22(1)(a)(ii)

We do s 22(1)(a)(ii) has been trying to get information from Eastern/Southern Command for some time. After another follow up yesterday, s 22(1)(a)(ii) has committed to providing us something this week.

s 22(1)(a)(ii)

Writing to you from Ngunnawal Country

A/SNR TEAM LEADER WORKPLACE RELATIONS

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From: [redacted] s 22(1)(a)(ii) <[redacted]@afp.gov.au>

Sent: Tuesday, 11 October 2022 8:27 AM

To: [redacted] s 22(1)(a)(ii) <[redacted]@afp.gov.au>; [redacted] s 22(1)(a)(ii) <[redacted]@afp.gov.au>

Cc: [redacted] s 22(1)(a)(ii) <[redacted]@afp.gov.au>

Subject: FW: Investigative Assistants [SEC=OFFICIAL]

OFFICIAL

Team

DO we have this?

[redacted] s 22(1)(a)(ii)

Writing to you from Ngunnawal Country

[redacted] s 22(1)(a)(ii)

PEOPLE & CULTURE COMMAND

Tel: +61 (0)2 [redacted] s 22(1)(a)(ii)

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From: Everett, Brooke <[redacted] s 22(1)(a)(ii) @afp.gov.au>

Sent: Monday, 10 October 2022 7:25 PM

To: [redacted] p.gov.au>

Cc: [redacted] s 22(1)(a)(ii) @afp.gov.au>

Subject: FW: Investigative Assistants [SEC=OFFICIAL]

OFFICIAL

[redacted] s 22(1)(a)(ii) did we have a response for AFPA on this letter ready to look at?

BROOKE EVERETT

Writing to you from Wurundjeri Woi Wurrung Country

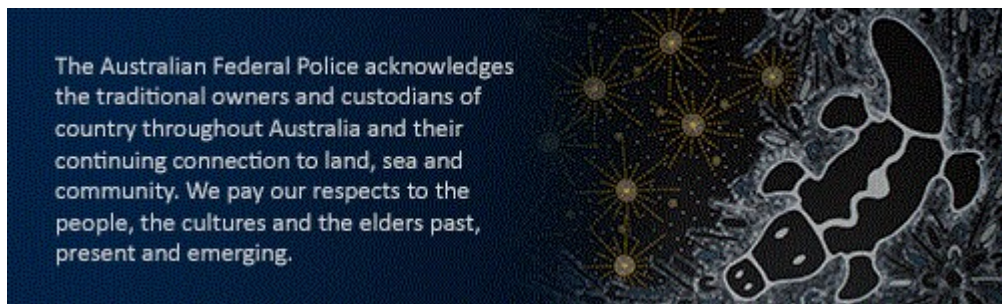
MANAGER PEOPLE STRATEGIES
PEOPLE AND CULTURE COMMAND

Tel: +61 (0)2 [redacted] s 22(1)(a)(ii)

www.afp.gov.au



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From: Wendy Black <Wendy.Black@afpa.org.au>
Sent: Monday, 10 October 2022 10:29 AM
To: Everett, Brooke <[redacted] s 22(1)(a)(ii) @afp.gov.au>
Cc: Giles Snedker <giles.snedker@afpa.org.au>; Alex Caruana <Alex.Caruana@afpa.org.au>
Subject: RE: Investigative Assistants [SEC=OFFICIAL]

Good morning Brooke

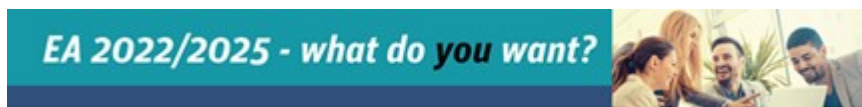
We don't appear to have received the formal update on the Investigative Assistant review mentioned in your email below. It would be appreciated if you could forward it to us as soon as practicable.

regards



Wendy Black
Industrial Officer part time
Mon | Tues | Thurs | Fri
P: 02 6285 1677
E: Wendy.Black@afpa.org.au
A: Level 3/53 Blackall Street, Barton ACT 2600

www.afpa.org.au
[Social media icons: Facebook, LinkedIn, Twitter, YouTube, Instagram]



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From: Everett, Brooke <[redacted] s 22(1)(a)(ii) @afp.gov.au>
Sent: Monday, 12 September 2022 11:59 AM

To: Alex Caruana <Alex.Caruana@afpa.org.au>
Cc: Giles Snedker <giles.snedker@afpa.org.au>; Wendy Black <Wendy.Black@afpa.org.au>
Subject: RE: Investigative Assistants [SEC=OFFICIAL]

OFFICIAL

Hi Alex

I understand that there may have been a verbal update on one of our fortnightly catch ups but will follow up and get back to you formally.

Kind regards
Brooke

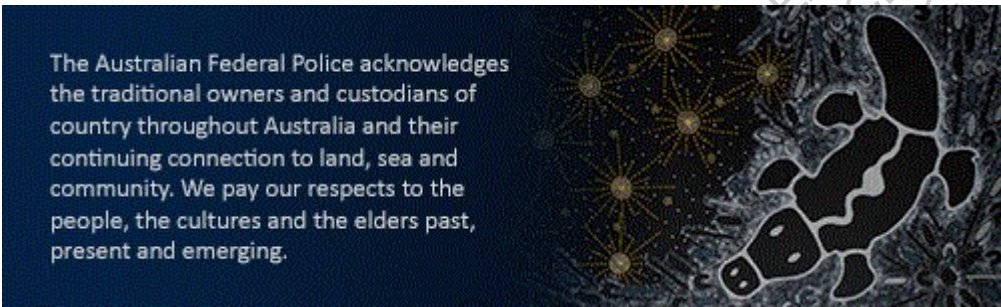
BROOKE EVERETT

Writing to you from Wurundjeri Woi Wurrung Country
MANAGER PEOPLE STRATEGIES
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From: Alex Caruana <Alex.Caruana@afpa.org.au>
Sent: Monday, 12 September 2022 10:04 AM
To: Everett, Brooke [REDACTED] <[\[REDACTED\]@afp.gov.au](mailto:[REDACTED]@afp.gov.au)>
Cc: Giles Snedker <giles.snedker@afpa.org.au>; Wendy Black <Wendy.Black@afpa.org.au>
Subject: RE: Investigative Assistants [SEC=OFFICIAL]

Hi Brooke,

Is there any update on this IA's please

Kind regards

Alex

Alex Caruana
President

P: 02 6285 1677
E: Alex.Caruana@afpa.org.au
A: Level 3/53 Blackall Street, Barton ACT 2600

www.afpa.org.au

EA 2022/2025 - what do you want?



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From: Everett, Brooke <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
Sent: Monday, 25 July 2022 6:27 PM
To: Matthew Peterson <matthew.peterson@afpa.org.au>
Cc: Giles Snedker <giles.snedker@afpa.org.au>; Wendy Black <Wendy.Black@afpa.org.au>
Subject: RE: Investigative Assistants [SEC=OFFICIAL]

OFFICIAL

Thanks Matt,

I have sought additional information and will revert shortly.

Kind regards
Brooke

BROOKE EVERETT

Writing to you from Wurundjeri Woi Wurrung Country
MANAGER PEOPLE STRATEGIES
PEOPLE AND CULTURE COMMAND
Tel: +61 (0)2 [s 22\(1\)\(a\)\(ii\)](mailto:s 22(1)(a)(ii)@afp.gov.au)
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From: Matthew Peterson <matthew.peterson@afpa.org.au>
Sent: Monday, 25 July 2022 11:05 AM
To: Everett, Brooke <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
Cc: Giles Snedker <giles.snedker@afpa.org.au>; Wendy Black <Wendy.Black@afpa.org.au>
Subject: Investigative Assistants

Dear Brooke,

Please find attached correspondence in relation to our members working as Investigative Assistants.

Kind regards,

Matt



Matthew Peterson
Acting General Manager

P:02 6285 1677
E:matthew.peterson@afpa.org.au
A:Level 3/53 Blackall Street, Barton ACT 2600

www.afpa.org.au
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s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 28 October 2022 3:57 PM
To: s 22(1)(a)(ii)
Cc:
Subject: IR Ref - 2022/0617 - FW: Investigative Assistant Joint Partnership Team [SEC=OFFICIAL]
Attachments: 20220725 - Ltr to MPS re IAs.pdf
Follow Up Flag: Follow up
Flag Status: Completed
Categories: s 22(1)(a)(ii) Priority 2

Hi team

I have sent the AFPA letter - EC22-001888 to you for a formal response to be prepared in addition to the talking points.

Thank you

s 22(1)(a)(ii)

Writing to you from Ngunnawal Country
A/SNR TEAM LEADER WORKPLACE RELATIONS
PEOPLE & CULTURE COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)
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From: s 22(1)(a)(ii) @afp.gov.au>
Sent: Thursday, 27 October 2022 12:40 PM
To: fp.gov.au>; s 22(1)(a)(ii) afp.gov.au>
Cc: s 22(1)(a)(ii) @afp.gov.au>
Subject: FW: Investigative Assistant Joint Partnership Team [SEC=OFFICIAL]

Hi team

We've been able to get the below information from HR Southern and HR Eastern around the work they are doing for investigative assistants.

Can you please ensure that these dot points are included in the TPs for the AFPA meeting next Thursday?

In the meantime, we will work out a way to connect the AFPA with the Joint Partnership Team so they can engage directly for updates on and input into this body of work rather than need to come through MPS or PC Command, and let you know where this lands (hopefully confirm that no/minimal action is required from the team).

Happy to discuss

s 22(1)(a)(ii)

Writing you from Turrbal and Yugara Country
PERFORMING THE DUTIES OF SENIOR TEAM LEADER WORKPLACE RELATIONS
PEOPLE AND CULTURE COMMAND
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From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
Sent: Wednesday, 26 October 2022 5:23 PM
To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
< s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>
Subject: Investigative Assistant Joint Partnership Team [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii) ,

On 28 September 2022, EC Corporate Coordinator s 22(1)(a)(ii) and I integrated our work on the IA Options Paper as part of the "Professional Investigator Project", which is being led by ISP within Learning Command.

Given the synergies with the work undertaken by Learning Command, we agreed to form a Joint Partnership Team between ISP Learning Command, Eastern Command and Southern Command. The Joint Partnership Team's intention is to incorporate a focus on professionalising and highlighting career opportunities and pathways for the Investigative Assistant cohort across the AFP.

The initial priority is to undertake a scoping exercise to develop a learning continuum for Investigative Assistants. This may incorporate a combination of the following:

- Review and endorsement of an AFP-wide Investigative Assistant role scope;
- Development of a proposal to create a Band 2-3 Investigative Assistant broadband;
- Development of a career pathways framework into sworn/unsworn streams;

- the appointment of “IA Champions” within each region to provide support, guidance and mentoring to the cohort; and
- a Communications strategy, which will incorporate the creation of an “Investigative Assistant Protected Learning Portal” for ongoing learning and support to the cohort (similar to the Investigator’s Toolkit).

Please advise if you require any further information.

s 22(1)(a)(ii) – FYI

Kind regards,

s 22(1)(a)(ii)

Writing to you from Wurundjeri Woi Wurrung Country

s 22(1)(a)(ii)

SOUTHERN COMMAND

Tel: +61(0) 2

s 22(1)(a)(ii)

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From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>

Sent: Monday, 24 October 2022 3:55 PM

To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@afp.gov.au](mailto:s 22(1)(a)(ii)@afp.gov.au)>

Subject: FW: IA review [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

I hope this email finds you well.

I understand from speaking to s 22(1)(a)(ii) that you and s 22(1)(a)(ii) have been working through a project relating to Investigative Assistants within your Commands.

The AFPA are very interested in this body of work, and MPS has committed to providing them with an update about the outcomes of your engagement and any plans you are developing to address the perceived disparity.

Can you provide an update to support the team in developing an organisational response at your earliest convenience. We have another meeting with the AFPA on Thursday so anything before then would be appreciated.

Regards

s 22(1)(a)(ii)

Writing to you from Ngunnawal Country

s 22(1)(a)(ii)

PEOPLE & CULTURE COMMAND

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s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 20 May 2025 3:01 PM
To:
Cc: s 22(1)(a)(ii) Guy, Michelle
Subject: RE: (IR REF 2025/0126) Investigative Assistants. [SEC=OFFICIAL]
Attachments: RE: (IR REF 2025/0126) Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

This is the most recent information we have on the matter on file.

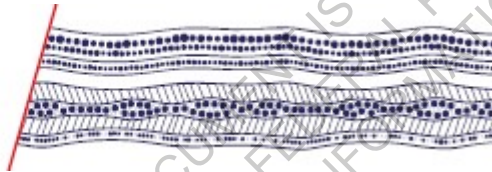
We haven't had any reach in to date and have not been involved in any discussions.

IR are happy to reach out to ISP if Michelle doesn't have a more recent update.

Regards,

s 22(1)(a)(ii)

INDUSTRIAL RELATIONS
PEOPLE COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



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From: s 22(1)(a)(ii) <[redacted]>@AFP.gov.au>
Sent: Tuesday, 20 May 2025 12:28 PM
To: Guy, Michelle <s 22(1)(a)(ii)@AFP.gov.au> <[redacted]>@AFP.gov.au>
Subject: FW: Investigative Assistants. [SEC=OFFICIAL]

OFFICIAL

Hi team and Michelle! – Do we know where this one landed?

s 22(1)(a)(ii)

Writing to you from Ngunnawal Country

s 22(1)(a)(ii)

PEOPLE COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



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From: Giles Snedker <giles.snedker@afpa.org.au>
Sent: Monday, 19 May 2025 2:23 PM
To: s 22(1)(a)(ii) @afp.gov.au>
Subject: Investigative Assistants.

Good afternoon s 22(1)(a)(ii)

Last year the AFPA were involved in discussion with then A/Superintendent s 22(1)(a)(ii), who was undertaking a project into Investigative Assistants and consideration at an enterprise-wide and regional command level.

Our understanding was that the project would:

- review of an AFP-wide Investigative Assistant role scope
- development of a proposal to create a Band 2-3 Investigative Assistant broadband
- development of a career pathways framework into sworn/unsworn streams
- the appointment of “Investigative Assistant Champions”, and
- a communications strategy, which will incorporate the creation of an “Investigative Assistant Protected Learning Portal” for ongoing learning and support to the cohort.

I am seeking an update on any outcomes or internal decisions as a result of the project, as we have unfortunately not been kept up to date of any developments. I note that s 22(1)(a)(ii) has since retired from the AFP.

Happy to chat if that suit.

Kind regards

Giles



Giles Snedker
Manager, Legal & Industrial

P: 02 6285 1677
E: giles.snedker@afpa.org.au
A: Level 3/53 Blackall Street, Barton ACT 2600



www.afpa.org.au

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s 22(1)(a)(ii)

From: Guy, Michelle
Sent: Tuesday, 11 February 2025 2:07 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: (IR REF 2025/0126) Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]
Categories: A Priority 3

OFFICIAL

Hi s 22(1)(a)(ii)

As discussed, I am a bit confused with what was discussed in the last working group and the below. I understand the interviews etc. were undertaken prior to the last working group (and discussed at the last working group), however I recall LDC were going to collate all the role scopes (including different levels) and role objectives/measures to assess similarities across different levels (as I recall, this included getting further input from Commands). The below doesn't align with that discussion. As I said on the phone, absolutely happy to support but currently, I do not have the information that was discussed during the working group to assess how we can best support this work.

In relation to the dot points:

- Clarify the roles and work levels of the IA cohort - develop standardised role scopes for IAs / UIs, align with band levels. Could you please send through the consolidated information from Commands (including where there are consistent tasks across roles and where there are inconsistencies, for all levels who appear to be undertaking IA work) so that Shakira or I can consider the information and assess who is most appropriate to engage with about this.
- Options for broad banding 3 – 4. In relation to exploring the creation of a Broadband – please engage with Industrial Relations. I note you have said a 3-4 broadband, however in the working group, it was discussed to explore a Band 2-3 broadband (not 3-4). I understand from our discussion, there is a view from LDC that we 'should get rid of the Band 2 IA roles', however this was not agreed to as the next steps in the working group.

As discussed, I think it is important to reflect the discussion in the working group and not push/put forward something based on one view point – otherwise I question what the purpose of the FITM working group is.

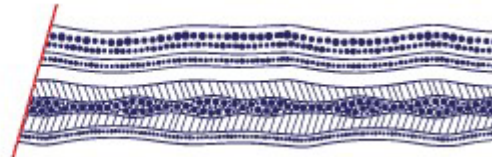
s 22(1)(a)(ii) very happy to chat further with yourself or Tony on this.

Kind regards,
Michelle

MICHELLE GUY (SHE/HER)
Writing to you from Ngunnawal Country
COORDINATOR WORKFORCE PLANNING & ANALYTICS
PEOPLE COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



AFP



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From: s 22(1)(a)(ii) afp.gov.au > On Behalf Of s 22(1)(a)(ii)
Sent: Tuesday, 11 February 2025 10:50 AM
To: Guy, Michelle s 22(1)(a)(ii) @afp.gov.au >

Cc: s 22(1)(a)(ii) @afp.gov.au>; s 22(1)(a)(ii) afp.gov.au>; s 22(1)(a)(ii)

s 22(1)(a)(ii) afp.gov.au>

Subject: RE: Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]

OFFICIAL

Good morning Michelle,

Sorry I missed your call last week. In answer to your question below, yes we have reached out to the Commands. Overall, we conducted 83 interviews with IAs / UIs and team leaders in each Command during the course of this project.

We have collected roles scopes from various areas, including a sample of the duties they are undertaking.

What we need to do next is chat with someone who has the expertise in this area so we can understand what the process is and what is required to:

- Clarify the roles and work levels of the IA cohort - develop standardised role scopes for IAs / UIs, align with band levels
- options for broad banding 3 - 4

The Project team will also engage with the relevant training teams to develop the appropriate structured training for the IA / UI cohort.

MLCR has requested we reach out to WFP in the first instance with the aim to develop a package to take back to the Working group for discussion and input. If this doesn't fall under your team, grateful if you could point us in the right direction of who we should be engaging with.

Kind regards,

s 22(1)(a)(ii)

INVESTIGATIONS STANDARDS & PRACTICES (ISP)
LEARNING AND DEVELOPMENT COMMAND

Tel: +61 (0) s 22(1)(a)(ii)



AFP



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From: Guy, Michelle s 22(1)(a)(ii) afp.gov.au>

Sent: Thursday, 6 February 2025 9:01 PM

To: s 22(1)(a)(ii) @afp.gov.au>

Cc: s 22(1)(a)(ii) @afp.gov.au>

Subject: RE: Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Have you reached out to the Commands? While the Minutes from the previous meeting do not reflect it, the discussion at the working group was for the FITM to reach out to Commands to provide role scopes and role measures for the FITM to collate and look at differences/issues so the working group can discuss alignment with work level standards and consistency across roles.

Happy to reach out to Tony and/or s 22(1)(a)(ii) if this is not your understanding of the discussion.

Kind regards,
Michelle

MICHELLE GUY (SHE/HER)
Writing to you from Ngunnawal Country
A/MANAGER RECRUITMENT
PEOPLE COMMAND
Tel: +61 (0) [REDACTED] s 22(1)(a)(ii)



AFP



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From: [REDACTED] s 22(1)(a)(ii) @afp.gov.au > **On Behalf Of** [REDACTED] s 22(1)(a)(ii)
Sent: Wednesday, 5 February 2025 4:02 PM
To: [REDACTED] s 22(1)(a)(ii) fp.gov.au >
Cc: [REDACTED] s 22(1)(a)(ii) afp.gov.au >
Subject: RE: Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]

OFFICIAL

Hi Michelle,

We're seeking to have role scopes for Band 3 and Band 4 IAs (or unsworn investigator) consistent across all AFP business areas. (Possibly a band 5 but that might take further discussion). One of the issues we've identified during this process is there quite a few Band 2's in the regions undertaking the same or similar roles (possibly more) as Band 3 and 4's in Canberra, so looking at aligning.

Kind regard,

[REDACTED] s 22(1)(a)(ii)

INVESTIGATIONS SERVICES & PARTNERSHIPS (ISP)
LEARNING AND DEVELOPMENT COMMAND
Tel: +61 (0) [REDACTED] s 22(1)(a)(ii)



AFP



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From: Guy, Michelle < [REDACTED] s 22(1)(a)(ii) @afp.gov.au >
Sent: Wednesday, 5 February 2025 2:48 PM
To: [REDACTED] s 22(1)(a)(ii) @afp.gov.au >
Cc: [REDACTED] s 22(1)(a)(ii) @afp.gov.au >
Subject: RE: Seeking your availability to meet FITM Project - roles scopes and band levels [SEC=OFFICIAL]

OFFICIAL

Hi [REDACTED] s 22(1)(a)(ii)

The discussion at the working group was for the role scopes and role objectives (essentially PDA measures) to be provided from business areas who currently have IAs in their Command.

Is that what you are seeking or something else?

Kind regards,
Michelle

MICHELLE GUY (SHE/HER)
Writing to you from Ngunnawal Country
A/MANAGER RECRUITMENT
PEOPLE COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



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From: s 22(1)(a)(ii) afp.gov.au **On Behalf Of** s 22(1)(a)(ii)
Sent: Wednesday, 5 February 2025 12:56 PM
To: Guy, Michelle <s 22(1)(a)(ii)@afp.gov.au>
Subject: Seeking your availability to meet re: FITM Project - roles scopes and band levels

Hi Michelle,

I'm one of the members of the FITM Project team, MLCR Tony Alderman has asked me to reach out to you to seek your advice on the next steps for the FITM project ie, roles scopes to match band levels for the Investigative assistants and unsworn investigators.

As the email below mentions, we need to engage with the teams that specialise in this area.

Grateful if we could meet with you and/or members of your team to chat about a way forward.

Look forward to hearing from you.

Thank you and kind regards,

s 22(1)(a)(ii)

INVESTIGATIONS SERVICES & PARTNERSHIPS (ISP)
LEARNING AND DEVELOPMENT COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



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From: s 22(1)(a)(ii)
Sent: Tuesday, 4 February 2025 2:03 PM
To s 22(1)(a)(ii)
s 22(1)(a)(ii)

s 22(1)(a)(ii)

Subject: Cancellation of FITM Working Group meeting - 6 February [SEC=OFFICIAL]

OFFICIAL

Good afternoon FITM Working Group members,

Due to having few actions requiring decision from the Working Group (WG) at this stage, we will cancel this Thursday's meeting and re-schedule at a later date.

Our next steps will focus on the role scopes and training. The Project team will commence engagement with the relevant teams who specialise in these areas in line with the Terms of Reference (ToR). Exploring the role scope space will be the first priority.

Once a proposal has been developed, we will provide to you at the next WG meeting, points of discussion, seeking your input and decision to progress.

Terms of Reference

Finalising the Terms of Reference was an action item from the last WG meeting. Thank you for your feedback. Please see attached for your reference.

Additionally, please see attached for your information, a copy of the training program developed for the EC Investigations and Operations Support Unit (IOSU), which has been specifically developed for Investigative Assistants in EC and delivered locally.

Please don't hesitate to contact the FITM Project team - Investigations-standards-and-practices
s 22(1)(a)(ii) @afp.gov.au if you have any questions in the meantime.

Thank you for your continued support.

FITM Project Team
INVESTIGATIONS SERVICES & PARTNERSHIPS (ISP)
LEARNING AND DEVELOPMENT COMMAND
Tel: +61 (0)2 s 22(1)(a)(ii)



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Draft role scopes for Investigative Assistants

AFP Band 2

Essential Requirements

- A minimum Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Must be an Australian citizen
- Ability to learn to operate within legislative instruments

Desirable Requirements

- Sound interpersonal skills and the ability to liaise effectively at all levels both internally and externally,
- Efficient and effective time management skills, attention to detail and the ability to prioritise tasks,
- Sound written and verbal communication skills,
- The ability to work calmly and effectively in a fast pace and dynamic operational environment,
- Intermediate to advanced skills in Microsoft Office applications,
- An understanding of the AFP's Corporate objectives and priorities, including the importance of guidelines and procedures and requirement to follow accurately,
- The ability to apply confidentiality, demonstrate good judgement and initiative; and
- An understanding of the need for integrity, disclosure, and mandatory reporting.

Roles

Investigative Assistants (IA) contribute to keeping Australia safe by providing support to AFP operations and operational teams assisting them to achieve outcomes in accordance with regulatory frameworks.

In this role you will undertake a range of operational support and administrative duties, including any or all of the following activities:

- Operational Support tasks – including research, external enquiries, transcriptions, rostering arrangements, Major Incident Room (MIR) support, data entry, electronic brief preparation, scanning/photocopying,
- Use of electronic police databases – including, input, collation and retrieval of data to support operational activity - e.g. case creation, auditing of team cases, and assistance with case finalisation,
- Performance Reporting and Quality Assurance Processes – including data quality reviews, dissemination of operational activity reports, operational and corporate compliance reports, and liaison with Corporate Services teams,
- Administrative Support Tasks - including administration of team assets and equipment, liaising with interpreters, hospitality requests, event bookings, undertaking secretariat duties, and maintenance of phone/contact lists,
- Property and Exhibits tasks – including data entry, continuity of exhibits during forensic procedures, assistance with the return of property, destruction of property, liaison with Forensics and the Property & Exhibits team.

Selection Criteria

- Organising your work, making sound decisions, and achieving outcomes.
- Communicating and working effectively with other people.
- Applying technical knowledge, expertise, and skills.

AFP Band 3

Essential Requirements

- A minimum Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Must be an Australian citizen
- Ability to learn to operate within legislative instruments

Desirable Requirements

- An awareness of investigative methods and legislative frameworks,
- Qualification in investigations or other criminology related fields e.g. Cert IV Government Investigations or the ability to obtain one.
- Effective, clear and concise communication, ability to engage with AFP partners, domestic and international law enforcement agencies,
- Ability to show initiative, resilience, motivation and willingness to explore innovative and creative solutions,
- Efficient and effective time management skills, attention to detail and the ability to prioritise tasks,
- Effective written and verbal communication skills,
- The ability to work calmly and effectively in a fast pace and dynamic operational environment,
- Intermediate to advanced level skills in Microsoft Office applications and relevant technical knowledge,
- The ability to apply confidentiality, consistently demonstrate using initiative, good judgement in decision making, considering options and making logical recommendations, and
- A strong understanding of the need for integrity, disclosure and mandatory reporting.

Roles

Investigative Assistants (IA) contribute to keeping Australia safe by providing a high level of support to AFP operations and operational teams assisting them to achieve outcomes in accordance with regulatory frameworks.

In this role you will undertake a range of operational support and administrative duties, including any or all of the following activities:

- Assessing available information or evidence and determining appropriate Legislation or other responses with guidance and supervision,
- Assisting investigations with guidance and under supervision,
- Obtaining information from partners and other entities,
- Assisting with the preparation of statements, affidavits, and requests for information to support investigations,
- Assisting with search warrant activities,
- Adhering to the information management protocols in accordance with AFP Functional Governance,
- Developing skills in relation to investigations and undertake further training as part of a career development pathway,
- Develop subject matter expertise relevant to the crime type.

Selection Criteria

- Organising your work, making sound decisions, and achieving outcomes.
- Communicating and working effectively with other people.
- Applying technical knowledge, expertise, and skills.

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 17 June 2021 1:54 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: EC21-001035 - AFPA National Council for redrafting. [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Completed

Categories: s 22(1)(a)(ii)

I will respond for s 22(1)(a)(ii) she has the team in a planning session for the next hour or so. I will provide a little bit more for context for COO.

IA Review

An IA review was conducted by PS back in 2018. At the time there was little appetite to progress any recommendations by the then NM PCC.

This has been an ongoing issues across the organisation given inconsistencies in the role/function, classification levels, use of the job title and lack of career opportunities for this cohort of people.

The project lead in EC is the a/Coordinator of Corporate with input from a Superintendent from a business area to provide an operational perspective.

EC reached in to PS prior to commencing the project to confirm that we were not undertaking any additional work in this space. Given this was a reasonable body of work PS do not have capacity to undertake this however provided all historical information to inform the EC project.

PS confirmed that EC were going to engage with other commands as part of their review to ensure an organisational wide view.

PS recommended that once the review was reaching completion to again reach in to determine the best way forward (ie a paper to WFPC or RMB)

WFP will also look at including the IA in the career framework to support the project at the appropriate time.

I suspect the reason it has not progressed is that they have had some staff turnover since which has meant their capacity is an issue.

s 22(1)(a)(ii)

PEOPLE STRATEGIES
PEOPLE AND CULTURE COMMAND
Tel +61(02) s 22(1)(a)(ii)



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From: s 22(1)(a)(ii) @afp.gov.au>
Sent: Thursday, 17 June 2021 1:06 PM
To: s 22(1)(a)(ii) @afp.gov.au>; s 22(1)(a)(ii) @afp.gov.au>; s 22(1)(a)(ii) @afp.gov.au>
Cc: s 22(1)(a)(ii) @afp.gov.au>
Subject: FW: EC21-001035 - AFPA National Council for redrafting. [SEC=OFFICIAL]

OFFICIAL

Good afternoon [redacted] and [redacted] s 22(1)(a)(ii)

Further to the attached, I am seeking your assistance with addressing additional queries from the COO in relation to the AFPA National Council draft letter. Of note, I have incorporated the grammatical changes.

IR – please see page 3 of the attached PDF

[redacted] – please see page 2 of the attached PDF

s 22(1)(a)(ii)

[redacted] – please see page 2 of the attached PDF

Would you each please be able to provide me with advice to these queries, either via the attached word document, or I can incorporate your additions if you send them via email.

Thank you for your assistance with this!

Kind regards,

s 22(1)(a)(ii)

PROJECT OFFICER TO MANAGER PEOPLE STRATEGIES
PEOPLE AND CULTURE COMMAND

Tel: +61(0) 2 [redacted] s 22(1)(a)(ii)

www.afp.gov.au



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From: [redacted] s 22(1)(a)(ii)

Sent: Thursday, 17 June 2021 12:54 PM

To [redacted] afp.gov.au>

Cc [redacted] s 22(1)(a)(ii) ov.au>

Subject: EC21-001035 - AFPA National Council for redrafting. [SEC=OFFICIAL]

OFFICIAL

Hi [redacted] s 22(1)(a)(ii)

Please see attached

s 22(1)(a)(ii)

PEOPLE AND CULTURE COMMAND

Tel: +61(0) 2 [redacted] s 22(1)(a)(ii)

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