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WHOLE OF CASE PLANNING, RECORDING AND MANAGEMENT TOOL

1 Aim

Welcome to OFT's 'Whole of Case' Planning, Recording and Management (CPRM) tool. Like most tools, its purpose is to make a number of jobs easier. It integrates most of the forms used in OFT investigations into a single Excel workbook or file to achieve advantages including:

- * saving time; e.g. if it saves 10 minutes per case, this amounts to over 124 work days per year for OFT Investigations given current workloads
- * ease of locating most forms used in an investigation
- * efficiency from uploading a single file into MACS, not multiple files or forms
- * highlighting key activity and case completion dates
- * efficiency in completion as parts of most worksheets autofill after data entry in the Case Plan worksheet
- * consistency and completeness of reporting through use of prompts, drop downs and fixed data entry fields
- * a uniform case planning, recording and management file with accompany forms for use throughout OFT compliance
- * greater accountability and data integrity, including less risk of transposition errors

2 Structure

The tool has 2 statute barred calculators and a variety of worksheets or tabs that work from left to right as explained below. The Stat Bar Multi and Case Plan need to be completed as they are the foundations of the tool. The checklist also needs to be completed because it helps show the case is ready for finalisation and storing. All other worksheets are optional depending on the case circumstances though it is strongly recommended the File Review and Evidence Matrix worksheets are completed, in accordance with the Case Management Manual.

TAARIA	The Trust Account Audit Report Initial Assessment (TAARIA) form is to be used by people in the Trust Accounts Unit to assess the information provided in audit reports. These reports are required to be lodged annually or within 2 months after a principal agent ceases business.
STAT BAR MULTI	A worksheet that shows the last day for action for action each alleged breach. Note you may need to type in the file and entity names.
STAT BAR CHECKER	A worksheet enabling calculation or checking of the the stat bar for a breach.
CASE INSTRUCTIONS	List the instructions from your team leader or a specialist who has assessed the case. If a trust account based case, these can just be a short summary of the breaches identified by TAU. If the case instructions were sent to you by email or in a word document, enter or copy and paste them into this worksheet. Note the file name and other case details in this worksheet are linked to the details entered in the case plan. If any are typed over, the relevant link will be erased. This means any future changes will have to be manually entered into this worksheet.
CASE PLAN	To be filled out first as it pre-populates case specific information in the other worksheets. Note some parts of these worksheets may have already been filled out by your team leader or another officer or by completion of the Stat Bar Multi file name cell.
CHECKLIST	A key worksheet that supports the detailed hard copy Investigation Summary.
RELATED ENTITIES	A worksheet to list the details of entities related to the alleged offender.
FILE REVIEW	A key worksheet to be used on a regular basis.
EVIDENCE MATRIX	Supports the case plan and file reviews. Can also be used to elementise defences to an offence.
VARIOUS EVIDENCE MATRICES	These matrices are pre-filled to save time and ensure a uniform approach to addressing common offences like late lodgement of an audit report. They should be used whenever possible.
FILE INDEX	A standard requirement for any investigation beyond a simple, short enquiry or matter.
FILE INDEX COMPLX	Allows for the file index to be categorised according to source.
COMPLAINANTS	Enables entry of complainants' details into a single record for quick access.
WITNESSES	Enables entry of witness details into a single record for quick access.
SPARE	A spare workheet for other work useful to include in the CPRM
FORM ADMIN	Not a worksheet as such as it contains background data enabling the other worksheets to function. The contents are locked and hidden to prevent change which may impair or disable the functionality in other worksheets.
NB ACTIVITY / RUNNING SHEET EXCLUDED	No activity or running sheet is included as the Case Management Manual requires these details to be directly entered into MACS. The data can be downloaded from MACS into the hard copy case file as required.







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3 Using the Workbook

- i. First save the workbook into the folder supporting the investigation and give it a suitable name.
- ii. Click on the Case Instructions worksheet. Read the instructions if they are available. If they were separately provided to you by email, file note or by TAU etc., read them and then put a summary and reference note into this worksheet and upload the original instructions into MACS.
- iii. Next complete as much of the Case Plan as possible. It is the key part of managing a case and source of much data used in the other worksheets.
- iv. Keep the case plan details up-to-date so it gives an accurate read out of case progress and maintains the accuracy of the data used in other worksheets.
- v. The Checklist is compulsory. Use the other worksheets as required but you should have a good reason for not using a worksheet appropriate to the case.
- vi. If you can't enter data into a locked cell, try completing that cell in the Case Plan worksheet as it is the primary data source for the other worksheets.
- vii. If you overtyping cells containing pre-filled data, these cells may not autofill again. If so use manual data entry.
- viii. Only cells intended to be accessed are unlocked so data can be entered. In other words, if you can't enter data into a cell, it is likely to be locked.
- ix. To preserve autofilling, cells in rows above the purple line and all columns are locked. Cells in rows below the purple line can be formatted to the extent Excel allows protected cells to be formatted. Adding and deleting rows is possible but may alter the pagination and printing and require use of the Format Painter tool.
- x. When printing, check how many pages are selected, especially with the File Reviews, Evidence Matrix, Defences, Index, Complainant and Witness worksheets. Note, print sheet selections carry across from worksheet to worksheet. If you print 3 pages of the File Index, printing 3 pages will become the default for all worksheets.
- xi. The default setting for printing is the first sheet only so adjust to suit requirements. Adjust in print copies under the file/print tabs.
- xii. Make the tool your servant, not master. Use the worksheet/s to suit the needs of the case, not just because they are there.
- xiii. The forms available in the workbook can be complemented by Word documents or other Excel based files. In other words, use this tool as a basis or spine for the investigation and use other documents where required.

4 Colour coding

Colours are used to highlight required date entry fields or to provide a quick visual appraisal of the case:

-  Indicates data entry or a signature is required
-  Indicates a key name, date or time
-  Indicates the activity or case is/was on time
-  Indicates the activity or case is/was outside time or plan

5 Common offences

An evidence matrix is available for the more common offences. They are described by offence. For example, the worksheet called s35(2) elementises section 35(2) of the *Agents Financial Administration Act 2014*. Please use these prefilled matrices as they save time and ensure a uniform approach to elementising the offence. Note, the offence to be proven is shown in a pale blue box. Other relevant parts of the legislation are listed below it to help you identify whether a breach has occurred. Not all this information needs to be elementised - only the parts relevant to the breach. You can adjust the elements as required but check with your team leader first.

6 Defences

Defences to an offence should be elementised where it is likely the accused will raise them or where the case might proceed to court. They can follow the elements of the offence or have their own evidence matrix. Defences can be found in three places. First, adjacent to the legislation that was allegedly breached. For example, section 172(2) of the *Property Occupations Act 2014*. Second, in a Chapter, Part, Division or the definitions of the legislation being applied. For example, section 12 (2) of the *Motor Dealers and Chattel Auctioneers Act 2014* effectively excludes offences involving motorised golf buggies, scooters and wheelchairs. Third, in section 24 of the *Criminal Code Act 1899*.

7 Change in plan, investigator, etc.

The case plan and its various data fields and worksheets should reflect what has happened in the case and who has done what. If a case transfers to another investigator, the work to date done by the departing investigator should be saved and printed and a new version of the CPRM made ready to record future work. The same method can be used where there is a significant change in the investigation plan or similar event. NB A more descriptive or date based file name than simply 'version 2' should be used to denote the status of the case status at change over.

8 Statute barred date/s and last day/s for action

A statute barred date is particular to each offence. It can be 1, 2 or 3 years after the date of offence or based on when an authorised OFT inspector first has knowledge of (i.e. can prove) all elements of an offence. This means an investigation involving two offences can have two separate statute barred dates. The statute barred date displayed in MACS should be the date for the (most) substantive breach. All statute barred dates should be reviewed and updated by applying the relevant legislation and calculator in this tool as the investigation progresses. If there is any uncertainty, discuss it with your team leader.

Note, the last day for action is the day before enforcement action becomes statute barred.

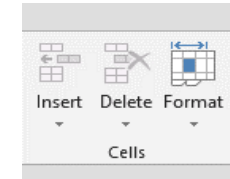


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9 Need more space? If more space is needed in a data entry cell or area, there are several options available as explained below:

Note, do not insert a row above the purple line on any worksheet as this will affect the pre-fill coding. You cant add any columns to any worksheet as it risks dismantling the auto-filling and pagination set ups.

- i. Select the cell/s and increase the cell height or use a smaller font. Increasing row height is often the best option though check pagination.
- ii. Try to insert an extra row or rows using the insert rows option in the Home tab at the top of the page. Note, it will need formatting. This can be done by selecting the cell , row or column that has the desired format, then clicking on the Format Painter in the Home menu and then clicking on the cell, row or column to be formatted.
- iii. Create a duplicate worksheet (for example with the file reviews)
- iv. Use space below or to the side of the worksheet.
- v. Copy the rows containing the existing area and paste below the last row of data within the worksheet
HINT: Use the Paste Special 'keep column widths' option to paste the rows.



10 If you break it!

The workbook's reliability is limited to what is possible with Excel. This is achieved by locking all the cells where data entry is not required or not possible. Some time saving functionality may become disabled through deleting data you've already entered or from using the 'clear contents' function or delete key. If this occurs, manually enter the data.

If you have somehow managed to disable a worksheet or the whole workbook, there are two options:

- i. Create a replacement from the file template and start again but save time by copying in the data previously entered.
- ii. Start again with a new workbook. (Again copy in as much of the data that you previously entered or generated).

11 User feedback

User feedback can be sent to the Program Strategy and Development Unit in Brisbane, where the tool was developed using in-house resources.



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2021

2020

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2014

2013



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worksheet where you wish to use it and type over the contents of the unlocked cell that appears. If i

todays date	todaydates	offencedates	Type	number
11/03/2022	01-Jan-18	01-Jan-16	Report	1
	02-Jan-18	02-Jan-16	Email	2
datesign	03-Jan-18	03-Jan-16	Bank record	3
	04-Jan-18	04-Jan-16	Bank statement	4
28-Aug-18	05-Jan-18	05-Jan-16	Case plan	5
29-Aug-18	06-Jan-18	06-Jan-16	Complainant mngt record	6
30-Aug-18	07-Jan-18	07-Jan-16	Complainant statement	7
31-Aug-18	08-Jan-18	08-Jan-16	Court brief	8
01-Sep-18	09-Jan-18	09-Jan-16	Court record	9
02-Sep-18	10-Jan-18	10-Jan-16	Correspondence	10
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26-Oct-18	05-Mar-18	04-Mar-16	64
27-Oct-18	06-Mar-18	05-Mar-16	65
28-Oct-18	07-Mar-18	06-Mar-16	66
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30-Oct-18	09-Mar-18	08-Mar-16	68
31-Oct-18	10-Mar-18	09-Mar-16	69
01-Nov-18	11-Mar-18	10-Mar-16	70
02-Nov-18	12-Mar-18	11-Mar-16	71
03-Nov-18	13-Mar-18	12-Mar-16	72
04-Nov-18	14-Mar-18	13-Mar-16	73
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06-Nov-18	16-Mar-18	15-Mar-16	75
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24-Nov-18	03-Apr-18	02-Apr-16	93
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15-Jan-24	25-May-23	24-May-21
16-Jan-24	26-May-23	25-May-21
17-Jan-24	27-May-23	26-May-21
18-Jan-24	28-May-23	27-May-21
19-Jan-24	29-May-23	28-May-21
20-Jan-24	30-May-23	29-May-21
21-Jan-24	31-May-23	30-May-21
22-Jan-24	01-Jun-23	31-May-21
23-Jan-24	02-Jun-23	01-Jun-21
24-Jan-24	03-Jun-23	02-Jun-21
25-Jan-24	04-Jun-23	03-Jun-21
26-Jan-24	05-Jun-23	04-Jun-21
27-Jan-24	06-Jun-23	05-Jun-21
28-Jan-24	07-Jun-23	06-Jun-21
29-Jan-24	08-Jun-23	07-Jun-21
30-Jan-24	09-Jun-23	08-Jun-21
31-Jan-24	10-Jun-23	09-Jun-21
01-Feb-24	11-Jun-23	10-Jun-21
02-Feb-24	12-Jun-23	11-Jun-21
03-Feb-24	13-Jun-23	12-Jun-21
04-Feb-24	14-Jun-23	13-Jun-21
05-Feb-24	15-Jun-23	14-Jun-21
06-Feb-24	16-Jun-23	15-Jun-21
07-Feb-24	17-Jun-23	16-Jun-21
08-Feb-24	18-Jun-23	17-Jun-21
09-Feb-24	19-Jun-23	18-Jun-21
10-Feb-24	20-Jun-23	19-Jun-21
11-Feb-24	21-Jun-23	20-Jun-21
12-Feb-24	22-Jun-23	21-Jun-21
13-Feb-24	23-Jun-23	22-Jun-21
14-Feb-24	24-Jun-23	23-Jun-21
15-Feb-24	25-Jun-23	24-Jun-21
16-Feb-24	26-Jun-23	25-Jun-21
17-Feb-24	27-Jun-23	26-Jun-21
18-Feb-24	28-Jun-23	27-Jun-21
19-Feb-24	29-Jun-23	28-Jun-21
20-Feb-24	30-Jun-23	29-Jun-21



21-Feb-24

01-Jul-23

30-Jun-21



FOLDER MAINTENANCE HELP

t is a work

Password = George Romeo

YNoNa?	years	Formulae used
Y	1	"AND"
No	2	all conditions (tests) must be met for true (the first response) to be shown in th
Na	3	https://www.techonthenet.com/excel/formulas/and.php
?		example: =(and(condition, condition,...) response if true, response if false) Tip: The spaces and brackets are critical. Also excel works from left to right whe "OR" any one o the conditions must be met for true to be shown in the cell selected https://www.techonthenet.com/excel/formulas/or.php example: =or(condition, condition...) response if any condition true, otherwise 1 Nb Up to 30 conditions can be applied "IF" If the condition is met, it will show the true or first response, otherwise it will sl https://www.techonthenet.com/excel/formulas/if.php example: =IF(condition, "excellent", "bad luck") or think of it like this =if(test, if Tip: Sometimes IF isn't needed though it may appear so; a simple AND or OR wi previousoffences yes no na "IF" and "AND" in same formula Looks complicated but simply means that multiple conditions must be met befc https://www.techonthenet.com/excel/formulas/if.php example: =IF(AND(condition, condition,) "excellent", "bad luck") IF and OR in same formula Same logic and syntax as IF and AND only any one of the conditions needs to be https://www.techonthenet.com/excel/formulas/and.php example: =IF(OR(condition, condition,) "excellent", "bad luck")



ISBLANK

Is a condition asking whether a cell is empty i.e. it literally means "is empty"

<https://www.techonthenet.com/excel/formulas/isblank.php>

example: =ISBLANK(F4)

Tip: An alternative to ISBLANK is ="" or " ", example: =IF(f4="")

CONDITIONAL FORMATTING

11

Does a number of great things like colour cells for emphasis but can get very m

<http://spreadsheets.com/conditional-formatting/#highlightcells>

To show the conditional format selected, the condition needs to be true, other

Unlike standard formula, it just needs to show the condition or conditions, not

TIP: Practice on a "development" or separate version of the Excel spreadsheet

NESTED IF

Allows a series of tests and their sequential results to show.

<http://www.excel-easy.com/examples/nested-if.html>

example: =if(test, true, if(test, true, if(test, true, false)))

TIP: Each successive if replaces the false result for another true/false test and r



(just capitals)

ie cell selected, otherwise the false or second response will be shown.

en applying formula.

this response will be shown

how the second or false response.

test true shows what is here, if false shows what is here)

ill give the desired result

ore the true response show in the selected cell

e satisfied for true to be shown in the selected cell



the responses e.g. =Ab41>10 . In other words, the conditional format is the rue value and the existing fc



format is the false value.



Information requirement notice

The information described in this notice is required to be produced by the identified person to the issuing inspector as and when described within this notice. The identified person to whom this information requirement is presented must comply with the requirement unless the person has a reasonable excuse.

This information requirement notice is issued by the inspector named herein with the reasonable belief that an offence has been committed against the *Fair Trading Inspectors Act 2014* or a primary Act (as listed in the offences section below), and that the identified person may be able to provide information about the offence.

<p>Identified person A post office box address is not acceptable.</p>	<p>Name.....</p> <p>Address</p> <p>SuburbState <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Offences List all offences including section, short title and act.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Information required (description of information)

If more space is required, continue overleaf

Note 1: under the provisions of s. 61 (1) of the *Fair Trading Inspectors Act 2014*, a person of whom an information requirement is made must comply with the requirement unless the person has a reasonable excuse. Maximum penalty—200 penalty units.

Note 2: under the provisions of s. 61 (2) of the *Fair Trading Inspectors Act 2014*, it is a reasonable excuse for an individual not to give the information if giving the information might tend to incriminate the individual or expose the individual to a penalty.

For further information about complying with this requirement contact the inspector who issued this notice or seek independent legal advice.

Information required (description of information) *continued*

To be produced on or before (date) / / between the hoursam/pm to..... am/pm
D D / M M / Y Y Y Y

Delivery method to: in person
 post
 email

Inspector name	Telephone
Identification number	Email
Signature	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D / M M / Y Y Y Y</small>



Document production requirement

An inspector may require a person to make available for inspection by an inspector, or to produce to the inspector for inspection, at a reasonable time and place nominated by the inspector.

The document/s described in this notice are required to be produced to the issuing inspector as and when described within this notice. You are not required to furnish the documents if you have a reasonable excuse. Under s. 58 of the Act it is not an excuse to fail to produce the document/s on the basis these documents may tend to incriminate or expose the named person to a penalty. Under s. 71 of the Act there is limited immunity against the future use of the information or document given in compliance with this requirement.

Identified person

A post office box address is not acceptable.

Name.....

Address

SuburbState Postcode

Document/s required (description of documents*)

If more space is required, continue overleaf

Note 1: under the provisions of s. 58 (1) of the *Fair Trading Inspectors Act 2014*, a person of whom a document production requirement has been made must comply with the requirement unless the person has a reasonable excuse. Maximum penalty—200 penalty units.

Note 2: under the provisions of s. 58 (2) of the *Fair Trading Inspectors Act 2014*, it is not a reasonable excuse for a person to fail to comply with a document production requirement on the basis that complying with the requirement might tend to incriminate the person or expose the person to a penalty.

Note 3: under the provisions of s. 71(2) of the *Fair Trading Inspectors Act 2014*, any information or document given in compliance with this requirement, is not admissible against the individual in any proceeding to the extent it tends to incriminate the individual, or expose the individual to a penalty.

For further information about complying with this requirement contact the inspector who issued this notice or seek independent legal advice.



Document/s required (description of documents*) *continued*

*The above mentioned document/s being document/s required to be kept under a primary Act, namely (Act):

.....

To be produced on or before / / between the hoursam/pm to..... am/pm

D D / M M / Y Y Y Y

Delivery method to: in person

post

email

Document Certification Requirement. *Fair Trading Inspectors Act 2014 ss. 57(5) & 57(6).*
Where a document is copied and the original is being immediately returned to the person in control of the document, an inspector may require the person to certify the copy as a true copy of the original document. The inspector may keep the original document until the copy is certified.

Inspector name	Telephone
Identification number	Email
Signature	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<small>D D / M M / Y Y Y Y</small>	