



AFP Practical Guide on incidents involving VIPs and VIP Premises (ACT Policing)

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1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on](#)

[disclosure of information.](#)

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

AFP	Australian Federal Police
ACT	Australian Capital Territory
ACTPOPS	ACT Policing Operations
s37(2)(b), s47E(d)	
IPP	Internationally Protected Person
VIP	Very Important Person

3. Definitions

Administrator - means

- a person appointed as Administrator in the event the Governor General dies, resigns or is absent
- a person appointed as Administrator in other Australian States if the Governor dies, resigns or is absent
- in the absence of a Governor of a Territory, an Administrator can be appointed to act as an indirect representative of the Queen in that Territory

Internationally Protected Person - means

- a prescribed representative or official of Australia
- a prescribed representative or official of a prescribed state other than Australia
- a prescribed official or agent of a prescribed international organisation, where the organisation is of an intergovernmental character
- a prescribed official of a prescribed designated overseas mission
- a member of the family of a person covered as defined under Internationally Protected Person, where the family member is part of the person's household

VIP includes any of the following:

- the Prime Minister of Australia or anyone acting in that position and the immediate family of that person
- the Governor General of Australia and the Administrator, or anyone acting in those positions and their immediate families

- an Internationally Protected Person
- all Federal Government Ministers
- a member of the diplomatic community deemed by the Commonwealth to be at threat
- any other person to whom security has been afforded by AFP Protection

VIP Premises - means any of the following ACT locations:

- the Prime Minister's Lodge
- Government House
- Parliament House
- all diplomatic missions and premises occupied by heads of mission or diplomatic staff which are recognised by the Australian Department of Foreign Affairs and Trade
- any residence, building or other premises occupied at the time by a VIP.

4. Introduction

This practical guide identifies the protocols to be followed in the event of any incident occurring in the Australian Capital Territory which affects, or is likely to affect, a VIP or VIP premises.

This practical guide should be read with the [AFP National Guideline on people entitled to diplomatic immunity](#).

5. Guideline authority

This guideline was issued by the CPO for the ACT using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

6. Incidents

Members who identify that an incident involves, or may affect, a VIP or their premises must notify ACT Policing Operations (ACTPOPS) as soon as practicable.

As soon as practicable after being advised, the ACTPOPS member must ensure that notification is made to both:

- the relevant District Superintendent during business hours or the on-call Duty Superintendent after hours and

s37(2)(b), s47E(d)

Minor incidents which do not involve injury or the disclosure of an offence, whether committed by or against the VIP, may be communicated by ACTPOPS to the Duty Superintendent during the daily 0630 hours telephone briefing.

7. Communication with VIPs

All direct communication with VIPs about incidents should be

s37(2)(b), s47E(d)

8. Relocation of VIPs

s37(2)(b), s47E(d)

9. Further advice

Queries about the content of this guideline should be referred to

s37(2)(b), s47E(d)

10. References

- [AFP National Guideline on people entitled to diplomatic immunity](#)