



The Australian Federal Police Commissioner's Order on Administration (CO1)

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Description	This Commissioner's Order gives effect to the policy of the AFP with respect to the administration of the AFP and the nomenclature to be adopted by AFP employees and special members and delegates specified powers, functions and duties of the Commissioner
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I, Tony William Negus, Commissioner of the Australian Federal Police, in the exercise of my powers under:

- sections 37, 38 and 69C of the [Australian Federal Police Act 1979](#) (AFP Act); and

- regulation 33 of the [Australian Federal Police Regulations 1979](#)

issue this revised version of Commissioner's Order 1 and the delegations and authorisations as set out in Attachment 1.

This Order takes effect from the date the signed version is published to appointees.

T W Negus
Commissioner

February 2011

1. Preamble

1. This Order:

- gives effect to Commissioner's authority under the AFP Act to administer the AFP
- establishes the administrative roles within the AFP
- establishes and provides for the titles and ranks that may be used by members, special members, protective service officers and special protective service officers
- establishes the policy regarding the declaring of members, by commission, to be commissioned police officers under s. 40D of the Act
- delegates specified powers, functions and duties of the Commissioner
- authorises an individual to act on behalf of the Commissioner in certain circumstances
- establishes a process to assign duties to AFP employees and special members.

2. This Order may be referred to as Commissioner's Order 1.

2. Interpretation

In this Order the meanings of certain terms are as follows:

the Act means the [Australian Federal Police Act 1979](#).

ACT Policing means the AFP area providing police services to the Australian Capital Territory (ACT) under [agreement between the Commonwealth Minister for Justice and Customs and the ACT Minister for Police and Emergency Services](#) to establish a framework for the provision of AFP Policing Services to the ACT.

Administrative Role means an administrative role established under s. 4.

AFP appointee is defined in s. 4 of the Act.

AFP employee is defined in s. 4 of the Act.

Airport Police Commander means the person occupying the position, or performing the duties, of airport police commander who is responsible for the day to day management of Airport Policing at a designated airport.

Airport Policing means the AFP operational area providing police and protective services at

airports which are designated as Counter Terrorism First Response Airports under the [Aviation Transport Security Regulations 2005](#).

Business area means an area of managerial responsibility and expertise.

Chief Police Officer for the ACT means the person holding the position of Chief Police Officer, established under agreement between the Commonwealth Minister for Justice and Customs and the ACT Minister for Police and Emergency Services to establish a framework for the provision of AFP policing services to the ACT.

Commander means either:

- an AFP member or special member in, or performing the duties of, the role of the head of an Australian deployment of police personnel to a foreign country through the AFP International Deployment Group; or
- an AFP member or special member performing the duties of the role of a Manager or other identified role as authorised under s. 8 of this Commissioner's Order.

Commissioner is defined in s. 4 of the Act.

Complaint Manager is defined in [The Australian Federal Police Commissioner's Order on Professional Standards \(CO2\)](#).

Deputy Commissioner is defined in s. 4 of the Act.

Manager Professional Standards means the person who, in accordance with s. 40RE of the [Australian Federal Police Act 1979](#), is the head of the unit created by s. 40RD of the Act.

Member means an AFP employee in respect of whom a declaration under s. 40B of the Act is in force.

Professional Standards Investigations means the unit constituted in accordance with s. 40RD of the [Australian Federal Police Act 1979](#).

Protective service officer means an AFP employee in respect of whom a declaration under s. 40EA of the Act is in force.

the Regulations means the [Australian Federal Police Regulations 1979](#).

Special member means a person who is appointed under s. 40E of the AFP Act as a special member of the AFP to assist in the performance of its functions.

Special protective service officer means a person who is appointed under s. 40EC of the Act as a special protective service officer to assist in performing the protective service function of the AFP.

3. Introduction

1. This Order establishes administrative roles and titles to be used by AFP employees, special members and special protective service officers. Section 37 of the Act gives the Commissioner the general administration of the AFP and control over its operations.

2. This Order delegates certain powers, functions and duties of the Commissioner to the Deputy

Commissioners and AFP employees and special members who perform administrative roles or duties listed in s. 4 of this Order.

3. This Order authorises the Deputy Commissioners and AFP employees and special members who perform administrative roles or duties listed in s. 4 of this Order to act on behalf of the Commissioner in certain circumstances.

4. Under s. 69C of the Act, the Commissioner may delegate his or her powers, functions and duties under the Act.

5. Under r. 33 of the [Australian Federal Police Regulations 1979](#), the Commissioner may delegate his or her powers under those regulations.

6. This Order establishes the process to assign duties to individual employees and special members, and to notify them of their delegations under the Act and AFP Regulations.

4. Administrative roles

1. The following administrative roles are established:

- Airport Police Commander
- Chief Finance Officer
- Chief Information Officer
- Chief Operating Officer
- Chief Police Officer for the ACT
- Commander
- Coordinator
- Coordinator Corporate Services
- Coordinator Human Resources
- Deputy Chief Police Officer ACT
- Deputy Office Manager
- Director Australian Bomb Data Centre
- Director Chemical, Biological, Radiological and Nuclear Data Centre
- Director Corporate Services ACT
- Executive Director of the Australian Institute of Police Management
- External Policing Team Leader
- First Constable
- IDG Contingent Commander
- Leading Senior Constable
- Manager
- Manager Human Resource Strategies
- National Manager
- National Manager Human Resources
- Protective Service Officer Grade 1
- Protective Service Officer Grade 2
- Protective Service Sergeant
- Protective Service Superintendent
- Senior Constable
- Senior Liaison Officer
- Senior Business Advisor (Human Resources)
- Senior Protective Service Officer

- Station Manager (Protective Service)
- Superintendent
- Team Leader.

5. Delegation and authorisation

1. Under s. 69C of the Act, the Commissioner's powers, functions or duties specified in Attachment 1 are delegated as follows: a Deputy Commissioner or any AFP employee or special member performing the duties of the role listed in column 2 may exercise the powers, functions or duties specified in column 1, with respect to the area of responsibility specified in column 3.
2. Under certain provisions of the Act (identified in Attachment 1) the Commissioner may authorise a Deputy Commissioner or any AFP employee or special member performing the duties of the role listed in column 2 to act on behalf of the Commissioner in relation to the powers, functions or duties of the section specified in Column 1, with respect to the area of responsibility specified in column 3.
3. Under r. 33 of the [Australian Federal Police Regulations 1979](#), the Commissioner's powers, specified in Attachment 1 are delegated as follows: a Deputy Commissioner or any AFP employee or special member performing the duties of the role listed in Column 2 may exercise the powers specified in Column 1, with respect to the area of responsibility specified in Column 3.
4. The columns referred to in paragraphs 1, 2 and 3 are the columns set out in Attachment 1.
5. Delegates shall have regard to any relevant governance instruments or other business rules before exercising any delegation or authorisation conferred upon them. If no such instrument or rule exists, the delegate may, as required in the circumstance, obtain advice from a relevant Manager or National Manager before exercising a delegation or authorisation.

6. Assignment of duties

1. Under s. 40H(1) of the Act, the Commissioner may, from time to time, determine in writing the duties of an AFP employee, and the place or places at which the duties are to be performed. An assignment of duties instrument may also specify the:
 - role to be performed by the AFP employee
 - powers, functions or duties conferred upon the AFP employee or that position by way of delegation or authorisation.
2. Under s. 40E(1) of the Act, the Commissioner may appoint a special member on such terms and conditions as specified in a determination issued under that section. In respect of special members attached to the AFP, the determination may specify the:
 - administrative role to be performed by the special member
 - the place or places at which the duties are to be performed
 - powers, functions or duties conferred upon the AFP Special Member by way of delegation or authorisation
 - the title and insignia that may be used by the special member.
3. Under s. 40EC of the Act, the Commissioner may, from time to time, determine in writing

the duties of an AFP special protective service officer, and the place or places at which the duties are to be performed.

7. Commissioned police officer

1. In accordance with s. 40D of the Act, the Commissioner may by commission, declare a member to be a commissioned police officer.
2. As a general principle, members who are engaged or advanced to the role of Coordinator and above will be declared to be a commissioned police officer.
3. Commissions will generally only occur where the member is declared under s. 9 of the Act to be of or above the rank of Superintendent.

8. Titles and ranks

1. Members at or below the rank of Superintendent shall use the title Federal Agent to describe their designation as members, unless they are undertaking uniformed duties or in circumstances that require the use of rank and/or designation or as otherwise authorised to use a rank title under paragraphs 2, 3 and 4 below.
2. Members deployed to Airport Policing, ACT Policing, Jervis Bay Territory, an external territory or other role which requires the use of a rank or the wearing of a uniform, are entitled to use the rank designation, uniform or insignia specified in an instrument declaring their rank under s. 9(2A) of the Act or in accordance with the National Guideline on Constable and Protective Service Officer Titles; and the [National Guideline on Uniform and Standards of Dress](#).
3. Members deployed to a UN mission or International Deployment Group mission are entitled to wear rank designation, uniform or insignia specified in an instrument declaring their rank under s. 9(2A) of the Act or any other guideline or instrument issued by the National Manager International Deployment Group.
4. A protective service officer or special protective service officer is entitled to use rank, uniform and insignia in accordance with the National Guideline on Constable and Protective Service Officer Titles; and the [National Guideline on Uniform and Standards of Dress](#).
5. A special member attached, seconded or deployed to an AFP operational area, including attachments to Airport Policing and the International Deployment Group, will use the rank designation, uniform and insignia specified in their instrument of appointment under s. 40E of the Act
6. This section should be read in conjunction with the National Guideline on Constable and Protective Service Officer Titles and the [National Guideline on Uniform and Standards of Dress](#).

Attachment 1 - Schedule of Delegations

- [Schedule of Delegations \(DOC, 230KB\)](#)