



AFP Practical Guide for police technical team advancement arrangements

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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
CRP	Competency Review Panel
PDA	Performance Development Agreement
PTT	Police Technical Team

3. Definitions

Assignment of duties – means a determination in writing in accordance with s. 40H of the *Australian Federal Police Act 1979* (Cth) specifying the duties of an AFP employee and the place or places at which the duties are to be performed.

Broadband – means the combination of two or more classification levels into a single, broader designation. A broadband encompasses the full range of work value and work level standards of the classification it reflects.

Collective Agreement – means the [AFP Collective Agreement 2007-2011](#).

Employee - has the same meaning as under s. 4 of the [Australian Federal Police Act 1979](#).

Police officer – is an AFP employee who is declared to be a police officer under s. 40B of the *Australian Federal Police Act 1979*.

Police technical team operative – means a police officer who is assigned to a police technical team operational role.

Work level standards - means what is expected of employees in terms of their behavioural expectations and management and leadership at each band level.

4. Authority to create the guideline

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

5. Introduction

This guideline outlines the overarching policy principles and supporting administrative procedures for police technical team advancement arrangements.

6. Application

This guideline applies to those specified employees (and facilitating team leaders and coordinators) covered within the provisions of Attachment B Clause 2 of the [AFP Collective Agreement 2007-2011](#).

7. Context

A police technical team (PTT) operative's career is managed by the Competency Review Panel (CRP) having regard to the principles of the people development framework (work level standards).

The CRP convenes once a year and comprises of the PTT operative's team leader, a PTT technical standards and logistics member, a PTT team leader (other than the PTT operative's team leader) and a person outside the AFP with a technical surveillance background.

An expression of interest for PTT operatives to advise their intention to apply for advancement will be called every 6 months. If there is any interest, a date will be set and notified via email.

Corporate assessment and monitoring of the PTT advancement arrangements will occur.

8. Advancement arrangement principles

The advancement arrangements allow for the transition through the police technical team (PTT) broadband 3-6 and reflects a PTT operative's increasing capability to autonomously perform the full range of police technical team duties.

Entry into the PTT broadband is subject to a minimum of 3 years experience in a policing team member/constable role.

The following principles will guide the application of the advancement arrangement process and recognise the unique nature and evidence/capability requirements of a PTT operative advancing through the broadband from AFP Band 3 to Band 6.

Advancement from Band 3 to Band 4 will take place by annual increments in accordance with sub-clause 13.2 of the Collective Agreement.

Advancement from Band 4 to Band 5 is subject to satisfying the competency review panel (CRP) of the following:

- progressed to the Band 4 classification
- a minimum of 3 years experience in a PTT operational role
- successful completion of the evidence guide requirements in accordance with agreed timeframes
- successful completion of the Capability/Behavioural Assessment in accordance with agreed timeframes
- a current Performance Development Agreement (PDA).

Salary upon advancement to an AFP Band 5 pay point will be determined in accordance with sub-clause 13.1 of the Collective Agreement.

Band 5 salary increments will take place annually in accordance with sub-clause 13.2 of the Collective Agreement.

Advancement from Band 5 to Band 6 is subject to satisfying the CRP of the following:

- a minimum of 2 years experience in a PTT operational role at the Band 5 classification
- successful completion of the evidence guide requirements in accordance with agreed timeframes
- successful completion of the Capability/Behavioural Assessment in accordance with agreed timeframes
- a current PDA.

Salary upon advancement to an AFP Band 6 pay point will be determined in accordance with sub-clause 13.1 of the Collective Agreement.

Band 6 salary increments will take place annually in accordance with sub-clause 13.2 of the Collective Agreement.

9. Advancement requirements

Performance Development Agreement (PDA).

All AFP employees should have a current PDA at all times.

The PDA will clarify performance expectations and objectives, identify individual development needs and areas for performance improvement against a clear framework in line with AFP objectives, as well as highlight broader organisational development requirements.

Police technical team (PTT) operative's PDA objectives must be framed against relevant evidence guides, capability requirements and key business area outputs.

The team leader and PTT operative have joint responsibility for identifying ongoing development needs and/or skill gaps.

Should a current PDA feedback exchange conflict with the capability/behavioural assessment outcomes, the PTT operative should seek to resolve any disparity in accordance with Section 13 of this guideline.

Performance issues identified after the completion of the advancement criteria should be reflected and managed through the normal PDA process.

Advancement will be deferred or suspended if there is a remedial PDA in place. Advancement will take effect the date the remedial objective/s is/are met.

Capability/Behavioural Assessment.

This assessment captures feedback, and reflects the behavioural capabilities expected at the next classification level. Any identified skill gaps and/or development needs will be reflected through the PDA.

Evidence Guide.

This guide is designed to demonstrate to the competency review panel evidence of skills, knowledge and behavioural requirements relevant to the PTT operative at the next classification level.

10. Timing

There is a mutual obligation between the police technical team (PTT) operative and the AFP to address all steps necessary for a timely assessment to take place.

The earliest a PTT operative may apply to advance, is upon completion of the minimum period at the lower level. No applications will be considered in anticipation of completing the minimum period.

The responsibility to initiate the advancement process lies with the PTT operative. Eligible PTT operatives are required to:

- advise their team leader of their intention to apply for advancement
- prepare their case as per the relevant evidence guide
- present their case to their team leader.

Team leader recommendation

The team leader will review the case prepared by the PTT operative and recommend the case to the team leader technical standards and logistics who will arrange for a Capability/Behavioural Assessment of the PTT operative. The PTT operative will then be required to meet with the Competency Review Panel (CRP) and present their case.

If the PTT team leader identifies skill or capability/behavioural shortfalls and does not recommend the case, they will notify the PTT operative and a development plan will be initiated through the PDA process.

CRP recommendation

The CRP will jointly review the requirements and determine whether the PTT operative:

- has sufficient evidence to meet the requirements to advance to the next level
- or
- will not advance to the next level due to skill, knowledge and/or capability/behavioural shortfalls.

Successful advancement

Where a PTT operative is successful in meeting the advancement criteria advancement to the next level will occur.

The decision of the CRP shall be in writing confirming the band level, pay point and date of effect.

Unsuccessful advancement

If skill, knowledge and/or capability/behavioural shortfalls are identified by the CRP, the PTT operative will not advance.

The decision of the CRP shall be in writing and identify the skill, knowledge and/or behavioural shortfalls. These shortfalls will be reflected through the PDA.

Where a PTT operative is unsuccessful in advancing to the next level through this advancement arrangement, that employee will advance in accordance with the requirements of [sub-clause 13.2 of the Collective Agreement](#).

11. Assignment of duties outside the advancement arrangements

Police technical team (PTT) operatives that apply for, and are assigned to, non-PTT operational roles are not eligible for advancement in accordance with these advancement arrangements. Salary advancement will occur in accordance with the provisions of Clause 13 of the Collective Agreement.

If the employee later seeks assignment to a role within the PTT broadband, the re-entry band level and pay point will be determined in accordance with Section 12 of the [National Guideline for role classification principles](#).

12. Higher duties

No capacity exists to pay employees higher duties within a broadband.

Employees within the police technical team (PTT) advancement arrangements may be placed on higher duties to non-PTT operational roles. The substantive salary of employees assigned to non-PTT operational roles on higher duties will not advance in accordance with the advancement arrangements.

13. Review mechanism

Any employee who does not agree with assessment outcomes may use the settlement procedure as outlined below.

Step 1

If an employee disagrees with the broadband advancement outcome they should raise the matter with their manager/supervisor. The manager/supervisor has the responsibility to look into and attempt to resolve the matter. The response will normally be within 14 days.

Step 2

If the matter is not resolved at the manager/supervisor level, it should be referred to the employee's senior manager. The senior manager then has the responsibility and authority to look into and attempt the resolution of the matter to the satisfaction of all parties. The senior manager will normally respond within 14 days of receiving the notice.

Step 3

If the matter is unable to be resolved it should be referred to the National Manager Human Resources for consideration.

14. Further advice

Any queries relevant to the content of this guideline should be referred to the Coordinator Capability and Performance, People Strategies.

15. References

- [Australian Federal Police Act 1979](#)
- [AFP Collective Agreement 2007-2011](#)
- [AFP National Guideline for role classification principles](#)

16. Attachments

Attachment 1: Process for Capability/Behavioural Assessment

The police technical team (PTT) team leader standards and logistics will provide (via email) the Capability/Behavioural Assessment to the eligible PTT operative's team leader, who is responsible for the dissemination of this document to team members/peers.

The operative's team leader and team members/peers are required to confidentially complete the Capability/Behavioural Assessment as soon as practicable. Completed Capability/Behavioural Assessments should then be electronically forwarded to the PTT team leader standards and logistics.

The competency review panel (CRP) is responsible for reviewing all assessment material. The CRP will consider the alignment of the Performance Development Agreement (PDA) feedback and assessment outcomes.

When the PTT operative presents their case to the CRP, the CRP will discuss any/all capability and or behavioural shortfalls (e.g. behaviours identified as occurring 'rarely' or 'sometimes'). As a result of these discussions, the CRP may seek further feedback/information from relevant team members/peers and or the team leader in order to validate final recommendations.

If the CRP is satisfied that the PTT operative has satisfactorily met the Capability/Behavioural Assessment, no targeted developmental action is required.

If the CRP is not satisfied that the PTT operative has met the Capability/Behavioural Assessment, target development will be initiated through the PTT operative's PDA, in concert with the team leader.

Attachment 2: Capability/Behavioural Assessment AFP Band 4 to AFP Band 5

Use this link to open [Attachment 2](#) in MS Word.

Attachment 3: Capability/Behavioural Assessment AFP Band 5 to AFP Band 6

Use this link to open [Attachment 3](#) in MS Word.

Attachment 4: Evidence guide AFP Band 4 to AFP Band 5

Use this link to open [Attachment 4](#) in MS Word.

Attachment 5: Evidence guide AFP Band 5 to AFP Band 6

Use this link to open [Attachment 5](#) in MS Word.