



AFP National Guideline on advancement and transfer effective dates

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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
HDA	Higher Duties Assignment
ISAP	Independent Selection Advisory Panel

3. Definitions

Appointee – means an AFP employee as defined in s. 4 of the [Australian Federal Police Act 1979](#) (Cth).

Assignment - means an assignment of duties under s. 40H(1) of the Act and includes advancement and transfer.

Delegate - means a delegate of the Commissioner specified in the [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#).

Merit list – means a list of suitable applicants for a vacant position, ranked in order of suitability.

Merit pool – means an unranked list of suitable applicants for a vacant position.

4. Authority to create the National Guideline

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

5. Introduction

This instrument is a guide to processes to ensure that advancements and transfers occur within a reasonable timeframe.

6. Policy

All parties to a recruitment process must ensure that the resulting assignment of duties occurs within a reasonable timeframe and on an effective date as outlined in this guideline.

7. Advancement

Advancement of an employee following a competitive merit based selection process is not appealable.

The effective date of an employee's advancement will be 14 calendar days from the date the delegate approves the advancement.

This will be the date from which an employee is entitled to receive any salary progression attached to their advancement.

7.1 Release date

If a losing area cannot release the appointee within 14 days due to operational requirements it may seek to extend the release date to 28 days. The 14 day advancement date remains, but the losing area is responsible for paying the appointee's salary at the higher level (and any composite due in the new role) until the appointee takes up the new role on the agreed date.

Delay in releasing an employee to take up their advancement may only occur if the losing area's organisational/operational priorities are greater than those of the gaining area. If so, the losing area

must minimise disruption to the gaining area by reassigning the responsibilities of the advanced employee as quickly as possible.

If the advancement involves an AFP funded relocation, the advancement will take effect on the 14 day effective date, even though the appointee may still be:

- working in the losing area
- in transit
- on leave to effect the removal.

7.2 Exceptions to the 14 day rule

If the advancement role is in the same business area, or the employee is performing the role already on Higher Duties Assignment, the effective date from the delegate's endorsement of the ISAP report, thereby effecting the advancement immediately.

For an employee returning from overseas liaison officer duties, the effective date of an advancement will be the date the employee is to commence duty in the new role.

Where an employee returns from a United Nations mission, or external policing duties, the effective date of the advancement is the next available working date after any overseas accrued leave commitment is exhausted.

If the appointee recommended for advancement declines the offer, or if subsequent vacancies arise, the delegate may advance another employee under the order of merit principles. The subsequent advancement will take effect 14 days after the appointee notifies their acceptance of the offer of advancement.

If an appointee is deemed suitable for advancement but no current vacancy exists, the appointee will be placed on either a merit list or in a merit pool. The date of advancement, after a delegate chooses to fill a vacancy using a merit list or merit pool, will be 14 days after the appointee accepts the offer of advancement.

8. Transfer

Transfers are re-assignments at the same band level (or broadband level), and have no net effect on an appointee's salary. The effective date of transfers will therefore depend upon negotiation between the relevant business areas.

The effective date of the transfer will be the negotiated date of release, having regard to operational requirements and any approved leave.

For example, if a period of leave has been granted by the:

- losing area prior to transfer, the effective date should be the next available working day after that leave period
- gaining area prior to transfer, the effective date will be the first day of the approved leave.

The transferring appointee or their current supervisor must process the transfer through the [Insight!](#) 'Forms Menu'. The *Insight!* record must stipulate the release date agreed between the business areas.

9. HDA for a fixed period

9.1 Period less than 6 months

If Higher Duties Assignment (HDA) is offered by another business area for less than 6 months, the effective date for the appointee to take up the HDA role will be a matter for the losing and gaining areas to negotiate.

The appointee's commencement of HDA in another business area will be conditional upon the member being released by the losing area to take up the HDA role. Business areas are not obliged to release appointees for HDA opportunities of less than 6 months.

9.2 Period greater than 6 months

Business areas must release an appointee to take up an HDA opportunity if the offer:

- results from the outcome of a competitive merit based selection process (e.g. Expression of Interest)
- is for a period of 6 months or longer.

The effective date of this release will be 14 days from the date the delegate approves in writing the selection of the recommended applicant.

If a losing area cannot release the appointee in 14 days due to operational requirements, it may seek to extend the release date to 28 days. The 14 day date of effect remains, but the losing area will pay the appointee's salary at the HDA level (and any composite due

in the new role) until the appointee takes up the new role on the agreed release date.

The transferring appointee or their current supervisor must process HDA via the [Insight!](#) 'Forms Menu'. The *Insight!* record must stipulate the release date agreed between the business areas.

10. Systems processing of assignments of duties

AFP Recruitment commence initial processing of advancements after receiving the Independent Selection Advisory Panel (ISAP) report from the delegate. AFP Recruitment actions include:

- completing the offer to the successful candidate
- receiving the appointee's acceptance
- forwarding documentation to the Pay Team for processing.

Paperwork must show a date of effect as either:

- 14 days from the delegate's approval of an ISAP recommendation or
- 14 days from the applicant's acceptance (for an order of merit advancement).

AFP Recruitment must be notified if the actual movement date is different from the date of effect of the advancement.

AFP Recruitment does not action transfers and Higher Duties Assignment movements. These must be processed through *Insight!*

11. Further advice

Any queries about advancement or transfer effective dates may be referred to AFPRecruitment@afp.gov.au.

12. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)

Governance instruments

- [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#)
- [Australian Federal Police Commissioner's Order on Selection for Vacant Roles \(CO7\)](#)

- [AFP National Guideline on Selection for Vacant Roles.](#)

Other sources

- [*Insight!*](#)