



AFP National Guideline on managing human sources

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1. Disclosure and compliance

This document is classified **IN-CONFIDENCE** 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
DRHS	Deputy Registrar of Human Sources
HSMP	Human Source Management Program
MOI	Manager Operations Intelligence
CCS	Coordinator Covert Services
PROMIS	Police Real-time Online Management Information System
RHS	Registrar of Human Sources

3. Definitions

Advanced trained member - is a member who has completed the Advanced Human Source Handling Program (or an equivalent program).

Member - means a member of the AFP as defined in s. 4 of the [Australian Federal Police Act 1979](#) (Cth).

Coordinator Covert Services - is the person responsible for the development and direction of the Human Source Management Program (HSMP) within the AFP.

s47E(d)

Registrar of Human Sources - is the National Manager Intelligence and is corporately responsible for the HSMP.

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4. Authority to create guideline

This guideline was issued by National Manager Intelligence 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.

5. Introduction

This National Guideline outlines the administrative procedures and delegations (excluding financial) to manage a human source. It provides an operational and administrative framework aimed maintaining a robust and efficient human sources program for the AFP s37(2)(b)

6. Policy

s37(2)(b)

s37(2)(b)

7. Roles and responsibilities

All AFP members have the responsibility to recruit and handle human sources. All AFP members are responsible for collecting information in support of AFP operations and intelligence priorities.

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

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

7.6 Coordinator Covert Services

s37(2)(b)

8. Human source management framework

Human sources must be managed within the AFP Human Source Management framework.

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

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

9. Information security

Any information which could identify a human source must be classified 'Highly Protected' and the need-to-know principle applied.

s37(1)(b), s47E(d)

10. Access to information

s37(1)(b), s47E(d)

Releasing information relating to human sources

Any request to release information relating to human source under a subpoena, court direction or Freedom of Information request must be subjected to rigorous scrutiny including considering legislative requirements and government policy.

The MOI and AFP Legal must be consulted prior to any such release.

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

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

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

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

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

21. Controlled operations

Human Sources can be tasked to support a controlled operation, per Part 1AB of the [Crimes Act 1914](#) (Cth). This Act does not differentiate human sources from any other category of civilian participant. Appointees should also refer to the:

- [AFP National Guideline on controlled operations](#)
- [AFP National Guideline on conducting controlled operations under ACT law](#).

s37(2)(b)

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

22. Further advice

For more information about the content of this guideline contact the relevant Human Source Management Team or, if one is not available, National Human Source Management at AFP Headquarters.

23. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Crimes Act 1914](#) (Cth) - Parts 1AB (Controlled Operations) and 1AC (Assumed Identities).

Governance instruments

- [AFP Commissioner's Order 4 - Finance \(CO4\)](#)
- [AFP Commissioner's Order on Finance \(covert activities\) \(CO8\)](#)
- [AFP Commissioner's Order on Professional Standards \(CO2\)](#)
- [AFP National Guideline on AFP vehicles](#)

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

AFP forms

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

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

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