



AFP Practical Guide on Project Macer PSO redeployment

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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
FPTP	Federal Police Transition Program
NMHR	National Manager Human Resources
OCAT	Online Cognitive Assessment Test
PSO	Protective Service Officer
UPM	Unified Policing Model

3. Definitions

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

AFP Collective Agreement 2007-2011 – means the collective agreement made under the [Workplace Relations Act 1996](#) (Cth) and any subsequent replacement enterprise agreement made under the [Fair Work Act 2009](#) (Cth).

AFP employee – means a person engaged under s. 24 of the AFP Act.

AFP member – has the same meaning as 'member of the Australian Federal Police' as defined in s. 4 of the AFP Act and includes an AFP employee declared to be a member (police officer) of the AFP under s. 40B of that Act.

Potentially excess – means an employee who has been notified in writing that their position is potentially excess, pursuant to clause 33.180 of the AFP Collective Agreement 2007 – 2011.

PRS integrity check – means a check conducted by AFP Professional Standards to ascertain if an AFP appointee has an established serious conduct issue which constitutes a contravention of the professional standards of the AFP as defined in s. 6 of the [Australian Federal Police Commissioner's Order on Professional Standards \(CO2\)](#).

Protective Service Officer – means an AFP employee declared to be a protective service officer under s. 40EA of the AFP Act.

PSO lateral recruit – means an existing PSO who successfully applies to become an AFP member.

4. Authority to create guideline

This guideline was issued by the National Manager Aviation 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

In 2009 Roger Beale AO conducted the Federal Audit of Police Capabilities. One of the key recommendations of Beale was Recommendation 7.5 regarding the replacement of the UPM with an "All In" model of Aviation policing. This recommendation was accepted by the Federal Government on 18 December 2009.

This guideline outlines the Project Macer policy for engaging PSO Lateral Recruits as AFP members and subsequent potential deployment to Uniformed Operations Policing roles predominantly at the major airports. The guideline establishes differing engagement arrangements for PSOs in the Aviation airport environment that are potentially excess against PSOs external to Aviation airports.

This guideline should also be read in conjunction with the:

- AFP National Guide on managing excess employees (draft)
- [AFP Practical Guide on PSO lateral recruitment \(organisational\)](#).

6. Policy

In transitioning to the 'All-In' model, PSO's roles currently performed across the 11 major airports will over time be declared excess to requirements. As a result consideration will need to be given to redeployment opportunities for Aviation Airport PSOs. Redeployment into a policing role is considered a suitable option for Aviation Airport PSOs that are potentially excess pending successful completion of training and assessment requirements.

7. Managing workforce adjustment

PSO roles at airports will be phased out over several years. New uniformed policing roles are being instituted under the transition to the 'All-In' model which will be staffed by AFP members.

If a PSO role is deemed to be potentially excess to requirements the affected employee must be either:

- redeployed to a suitable role at their substantive classification
- reduced to a lower classification
- if redeployment or reduction is not viable, be determined to be actually excess to requirements and have their employment with the AFP terminated and subject to a redundancy payment.

The above options will be considered in accordance with the workforce adjustment provisions set out in the Australian Federal Police Collective Agreement 2007 – 2011 and any associated governance instruments.

7.1 Redeployment into policing roles

Any existing PSO intending to become an AFP member in accordance with this document must:

- apply through the AFP online recruitment system
- successfully progress through the recruitment gateways
- successfully complete the required training and the Australian Federal Police Workbook.

The AFP may deploy training program graduates to a policing role and classify them according to the [AFP Practical Guide on PSO Lateral Recruitment \(organisational\)](#). Where this results in reduced classification those PSOs who are declared potentially excess under the workforce adjustment provisions of the [AFP Collective Agreement 2007 - 2011](#) will maintain their former PSO salary until, due to pay rises and incremental advancements, the new nominal salary catches up to their maintained salary.

All Aviation airport PSOs electing to pursue a career in policing through the redeployment provisions will continue to have full access to the Workforce Adjustment Clause under the Australian Federal Police Collective Agreement 2007—2011 if they:

- cannot meet training requirements, or
- cannot meet workbook requirements, or
- elect to return to their former PSO role.

Assignment to a policing role will initially be for a 12 month period, which may be extended to allow the PSO to develop the experience needed to pass the workbook.

7.2 Redeployment into other roles

Reasonable redeployment options will vary for each individual.

To ensure that potentially excess employees are redeployed as quickly as possible Aviation will:

- notify their HR Business Advisor to enable consideration to be given to organisation wide deployment
- facilitate the redeployment process
- release employees for any redeployment opportunities that are identified.

Potentially excess employees should:

- participate fully in the redeployment process and continue to be proactive in searching for another position
- be available for consideration in relation to redeployment to a vacancy that has been identified by Aviation or HR
- consider reduction opportunities if no acceptable redeployment opportunity arises.

A reduction opportunity relates to redeployment into a role at a lower pay point level than the employee's current position. If the potentially excess employee wishes to progress with this option, they must acknowledge their acceptance in writing and must be aware that this will require them to reduce in classification.

In instances where potentially excess employees are allocated work of a lower classification they will maintain their former substantive salary. This means that the employee will not

receive any pay rises or incremental advancements until the dollar value of the employee's new classification reaches their former base salary dollar value.

8. PSOs external to the airport environment

Under clause 33.180(b) of the [AFP Collective Agreement 2007—2011](#) (Redeployment, Reduction or Redundancy) roles may be potentially excess if '...the services of the employee cannot be effectively used because of technological or other changes in the method or changes in the nature, extent or organisation of the functions of the AFP'. Under the 'All-In' model this provision does not apply to any PSO working outside the airport environment.

A PSO working outside an airport may apply to become a PSO lateral recruit in accordance with the [AFP Practical Guide on PSO Lateral Recruitment \(organisational\)](#). To be subject to the Project Macer PSO Redeployment Policy a PSO must be in a role determined to be potentially excess to requirements. Any PSO who is not in a potentially excess position but intends to become an AFP member and be considered eligible under this policy may request to be transferred into an excess Aviation airport role. This will only be facilitated through a 'one-for-one' swap where that opportunity exists. The Macer Redeployment Committee will consider and decide on such transfers.

A PSO in a role deemed potentially excess to requirements who is unsuccessful in meeting training or workbook requirements must be returned to their former substantive position (that was deemed potentially excess) and either be:

- redeployed to a suitable role at their substantive or lower classification
- if redeployment or reduction is not viable, be determined to be actually excess to requirements and have their employment with the AFP terminated and subject to a redundancy payment.

9. Recruitment process

Any existing PSO who intends to become an AFP member must apply through the online recruitment system.

If a PSO intending to become an AFP member does not meet the minimum educational requirements identified in the [AFP Practical Guide on PSO Lateral Recruitment \(organisational\)](#), the PSO can submit a business case to National Manager Human Resources (NMHR) requesting a review of their circumstances. NMHR may decide to progress an application after assessing, amongst other criteria: the PSO's knowledge, skills and abilities obtained through previous work experience.

All applications are competitive and will be assessed on their own merit on an individual basis, subject to the provisions of the [Australian Federal Police Act 1979](#) (Cth) (including s. 69) and r. 3 of the [Australian Federal Police Regulations 1979](#) (Cth).

Applications will be accepted over a 4-week period on an annual basis through the online recruitment system. PSOs will be notified when recruitment action begins by an internally advertised vacancy.

10. Recruitment gateways

PSOs must successfully undertake the below AFP Recruitment Gateways or other Gateways as set from time to time.

The gateways will occur in the following sequence where practicable:

1. application
2. Online Cognitive Assessment Test (usually supervised)
3. Physical Competency Assessment
4. Online Cognitive Assessment Test verification, where applicable
5. medical assessment
6. provision of swimming and senior first aid certificate
7. PRS Integrity Check and Performance Development Agreement check.

During the recruitment process, applicants will be required to successfully complete each gateway before proceeding to the next.

11. Resit policy

A PSO applicant who does not meet relevant recruitment gateway benchmarks will have the opportunity to resit the relevant gateway 'subject' element as follows:

Gateway	Resit timeline if unsuccessful
Online Cognitive Assessment Test(OCAT)	Applicants who fail an OCAT in a recruitment intake period will be eligible to resit after 3 months. An applicant may resit the OCAT up to 2 times in 12 months following their initial attempt.
Physical Competency Assessment (PCA)	Applicants cannot resit the PCA within 6 weeks of the unsuccessful attempt. Applicants are eligible to resit the PCA an unlimited number of times within a recruitment intake period.
OCAT verification	During the next intake period.
Medical assessment	The decision on whether the applicant is allowed to resit depends upon the medical reasons surrounding why the benchmark standard was not attained. AFP Medical Services makes these decisions.

An applicant may attempt to pass the gateways in each intake period, noting that an intake may be open each year but will be determined by organisational workforce planning requirements.

If an applicant cannot achieve the OCAT benchmark within the 12 month period, they will need to reapply in the following intake and attempt the OCAT again.

Where an applicant has successfully achieved the OCAT benchmark, the OCAT result will remain valid for 3 years.

12. PSO gateway assistance package

Serving PSOs considering applying for transition into a policing role should refer to the '[Gateway Assistance Package](#)' available via the Project Macer website.

Undertaking the package activities does not guarantee employment, but may help PSOs to understand the recruitment process requirements and improve their chance of satisfying recruitment gateway benchmarks.

13. Training

In order to be declared as an AFP member, a PSO must successfully complete the Federal Police Foundation Program. This program is approximately 16 weeks live-in at the AFP College in Canberra and combines:

- theory
- practical application of knowledge
- team projects
- individual research
- simulations
- officer safety training
- physical fitness training.

The training is competency based and involves regular feedback and assessment. Some evening and weekend work is required. Course modules include:

- law
- evidence
- procedure
- investigation techniques
- police powers
- the intelligence process
- driver training
- preparing and giving evidence at court.

At the successful completion of training, a PSO may then be declared to be an AFP member (sworn police officer).

14. Deployment

The AFP will endeavour to deploy members, who successfully complete the Federal Police Transition Program (FPTP), to an airport in their geographic location of choice after considering the requirements for a mix of police officer experience and workforce requirements at each airport location.

PSOs who are potentially excess will have priority to be deployed to airport stations, but the AFP Commissioner can and may deploy members at any time to any place considered appropriate to perform AFP functions.

AFP Recruitment must provide PSO lateral recruits with a letter of offer before they start a FPTP. This letter of offer will state:

- deploying AFP members depends upon organisational needs; and
- the intended deployment location of the member after successfully completing the program.

15. Further advice

Queries about the content of this guideline should be referred to the National Coordinator Project Macer via email at:

ProjectMacer-Feedback&FAQ's@afp.gov.au

16. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Australian Federal Police Regulations 1979](#) (Cth)
- [Fair Work Act 2009](#) (Cth)
- [Workplace Relations Act 1996](#) (Cth).

AFP governance instruments

- [AFP Collective Agreement 2007 - 2011](#)
- AFP National Guide on Managing Excess Employees (draft)
- [AFP Practical Guide on PSO Lateral Recruitment \(organisational\)](#)
- [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#)
- [Australian Federal Police Commissioner's Order on Professional Standards \(CO2\)](#).