AFP Practical Guide on Project Macer AUP lateral recruitment

Metadata	
Caption	Project Macer AUP lateral recruitment
Document Identifier	PRA10041
Description	This guideline states the policies and procedures for engaging current or former Airport Uniformed Policing lateral recruits into Airport Uniformed Operations Policing roles
Governance Function	Aviation
Owned by	National Manager Aviation
Date First Approved	8/06/2010 12:00 AM
Contact Person	ProjectMacer-Feedback&FAQ's@afp.gov.au
Date Published	8/06/2010 2:45 PM
Date Modified	29/4/2011
Date Last Reviewed	8/06/2010 12:00 AM
Authorised by	National Manager Aviation
Date of Next Review	8/06/2012 12:00 AM
Review Notification	'Aviation-Governance-Team@afp.gov.au'
Instrument Type	Practical Guide
Replaces	
Stakeholders	HR, Aviation
Instrument Classification	UNCLASSIFIED

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
AUP	Airport Uniformed Police
AUPP	Airport Uniformed Police Program
PCA	Physical competency assessment

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.

AUP lateral recruit – means, in this guideline:

- an existing AUP officer of a law enforcement agency; or
- a former AUP officer currently with another law enforcement agency whose secondment to the AFP ceased not more than 24 months before submitting an application to be a member of the AFP (in accordance with this policy).

  and who has been accepted to train to become an AFP member.

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.

Constable – has the same meaning as 'constable' in s. 9 of the AFP Act.

Delegate – means a delegate of the Commissioner under s. 69C of the AFP Act and as specified in the Australian Federal Police Commissioner's Order on Administration (CO1).

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).

Special member – A person appointed as a special member under s. 40E of the AFP Act.

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

This guideline states the policies and procedures for engaging current or former Airport Uniformed Police lateral recruits into Airport Uniformed Operations Policing roles under the 'All-In' model and the process for declaring such persons to be employees and members of the AFP.

6. Policy

Any person who wishes to become a member in accordance with this policy must apply through the AFP online recruitment system.

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 of the AFP Act) and r. 3 of the Australian Federal Police Regulations 1979 (Cth).

Offers to become a member are subject to operational and other business imperatives, including vacant roles being available in particular functions or geographic areas of the AFP. If a person decides to decline such an offer, their application to become a member will lapse.

A successful applicant will be employed by the AFP from the time they commence their training program. Employment will be subject to the usual probationary and gateway requirements unless the conditions of Part 12 of this Practical Guide apply. The commencement date of employment for a successful applicant will depend on the requirement and availability of any relevant training programs.

7. Standard conditions and competencies

Standard conditions of employment will apply to any person engaged as an AFP employee and declared a member.

An offer of engagement as an AFP employee may be made subject to the following conditions as set out in s. 24 of the AFP Act. These conditions may include but are not limited to:

- Australian citizenship
- probation
- formal qualifications
- security and character clearances
- PRS integrity checks
- health clearances
- secrecy requirements.

Prior to an AFP employee being declared a member, they must meet the competency and qualification requirements set out under s. 40C of the AFP Act.

8. Training

Under this policy, an applicant who completed an Airport Uniformed Police Program (AUPP) after August 2008 (AUPP 5/2008) must undertake the Federal Police Conversion Program. This program will be about 3 weeks long and held at the AFP College in Canberra.

An applicant who completed an AUPP before August 2008 must undertake a Federal Police Lateral Program. This program will be about 6 weeks long and held at the AFP College in Canberra.

These training requirements may be varied from time to time and may be varied where an AUP lateral recruit has undertaken either a Recognition of Prior Learning process or a Recognition of Current Competencies process as directed by AFP Learning and Development.

The Commissioner, or his delegate for the purpose of s. 40B of the AFP Act, must be satisfied the person meets the requirements specified in a determination under s. 40C.

9. Initial assignment

Employees who successfully complete the required training may be declared to be members and may be deployed to an operational role as assigned by the Commissioner pursuant to his command powers under s. 40H of the AFP Act. Such members are likely, however, to be initially deployed to airport policing roles.

10. Salary

Salaries are payable from commencement of the training program and will recognise previous policing service. The lateral recruit may be paid at an appropriate increment up to and including AFP Band 5 as determined by the National Manager Human Resources.

Pay points will be as per the AFP Collective Agreement 2007-2011.

Lateral recruitment for positions above the rank of 'constable' will be subject to a merit-based selection process.

11. Workplace assessment

Nothing in this policy prevents workplace assessments to determine:

- probationary employment outcomes
- ongoing employment suitability
- assessing competencies and qualifications for member declarations.

A member who cannot demonstrate the required competencies and qualifications to be a member may have their member declaration revoked. An employee who has their member declaration revoked may be reassigned to a role outside the policing stream, having regard to their demonstrated skills and experience. Those employees who are reassigned will be entitled

to the pay and conditions as set out in the AFP Collective Agreement 2007 – 2011.

12. Recruitment and transitional arrangements

AFP Recruitment generally and centrally manages application processes.

To apply, an Airport Uniformed Police lateral recruit must have at least 2 years contemporary policing experience and not be subject to probationary restrictions.

Applicants must be interviewed and meet mandatory eligibility requirements, including:

- drug testing
- aptitude testing
- a physical competency assessment
- a medical assessment
- a security clearance.

Successful applicants would normally be placed on probation, however in recognition of service the probation period does not apply to a:

- current AUP applicant who has worked under the AFP framework for a period of 1 or more years
- previous AUP member who worked under the AFP framework within 24 months prior to the time of application.

12.1 Transitional arrangements

Lateral applicants may not retain the rank they obtained from their previous jurisdictions. Upon successfully completing the required training program a member will normally be classed as a 'constable' within the appropriate band level as follows

Years of policing experience	AFP band level
3 years	AFP Band 3.2
4 years	AFP Band 3.3
5 years	AFP Band 3.4
6 years	AFP Band 4.1
7 years	AFP Band 4.2
8 years	AFP Band 4.3
9 years	AFP Band 4.4
10 + years	AFP Band 4.5
15 + years	AFP Band 5.2

From the commencement of training an AUP lateral recruit will be paid at an appropriate increment up to and including AFP Band 5.2 as determined by the National Manager Human Resources and based on the applicant's years of policing experience.

Lateral recruits joining the AFP from a state or territory police service retain the benefits accrued throughout their career, such as personal leave and long service leave.

Lateral recruits are not entitled to a composite allowance for the duration of their required training program.

After successfully completing the training program, composite allowances will reflect the working pattern of their assigned role.

Salary increments will occur annually as per sub-clause 13.2 of the AFP Collective Agreement 2007 - 2011.

13. Recruitment process

Existing or former Airport Uniformed Police (AUP) officers who intend to become an AFP member must apply through the online recruitment system.

Former AUP officers can only apply under this policy if they have completed their secondment to the AFP within the past 24 months.

All applications will be assessed on merit, individually and competitively, subject to the AFP Act and Australian Federal Police Regulations 1979 (Cth).

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.

Applications will be accepted through the online recruitment system during the intake period.

Laterals will be notified when recruitment begins by a publicly advertised vacancy.

Applicants must undertake these standard AFP recruitment gateways:

- application
- Online Cognitive Assessment Test
- manual vetting of application
- Mayer-Salovey-Caruso Emotional Intelligence Test
- survey of life experience
- interview
- Physical Competency Assessment
- Online Cognitive Assessment Test verification
- medical assessment/psychological assessment
- providing certificates (educational, swimming and first aid)
- Physical Competency Assessment verification
- PRS integrity check and Professional Development Agreement check.

14. Reapplication policy

If an applicant fails to achieve the required recruitment gateways, the applicant can re-apply in the following intake, subject to meeting the definition of 'AUP lateral recruit'.

However, specific to the Physical Competency Assessment (PCA) recruitment gateway, an applicant who does not meet the benchmark will have the opportunity to resit as follows:

Gateway	Resit timeline if unsuccessful
Physical Competency Assessment (PCA)	Applicants cannot resit the PCA within 6 weeks of an unsuccessful attempt. Applicants are eligible to resit the PCA test an unlimited number of times within a recruitment intake period

15. Deployment

The AFP will endeavour to deploy members (after they successfully complete the Federal Police Conversion Program or Federal Police Lateral Program) to their geographic location of choice. It will consider each member's location preference(s), however applicants should be aware that the AFP Commissioner may exercise his command power to deploy members at any time to any place as required to meet the operational needs of the AFP.

16. Further advice

Queries about the content of this guideline should be referred to the Project Macer Team via email at: mailto:ProjectMacer-Feedback%26FAQ's@afp.gov.au

17. 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
- Australian Federal Police Commissioner's Order on Administration (CO1)
- Australian Federal Police Commissioner's Order on Professional Standards (CO2).