

AFP National Guideline on secondary work or volunteering

1. Disclosure and compliance

This document is classified **OFFICIAL** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on professional standards \(CO2\)](#) outlines the conduct expected of AFP appointees. 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) (AFP Act).

2. Guideline authority

This guideline was issued by Commander Professional Standards, using power under s. 37(1) of the [AFP Act](#) as delegated by the Commissioner under s. 69C of the [AFP Act](#).

3. Introduction

This guideline details the obligations for AFP appointees applying for, engaging in or managing work or volunteering external to the AFP.

Employment with the AFP must take precedence over secondary work or volunteering. Applicants must not commence any secondary work or volunteering until approved by the delegate. Applicants should consider applying for secondary work or volunteering prior to registering a business, applying for a position or committing to a role.

4. Policy

Through various governance instruments the AFP conveys specific obligations which require AFP appointees to consider their personal integrity. AFP appointees must be familiar with AFP governance, policies and guidelines and continuously self-assess and report, as appropriate, their personal and professional relationships, including whether they create, or may be perceived to create, a conflict of interest or undermine their integrity.

The AFP is committed to ensuring both organisational and AFP appointees' integrity in order to maintain government and community support.

Applicants may be given approval to engage in secondary work or volunteering if such activities do not represent an integrity or reputational risk to the organisation or the AFP appointee, or create a work health and safety risk for AFP appointees in the performance of their official AFP duties.

5. Restrictions

5.1 Prohibited activities

Secondary work or volunteering must not involve:

- non-government employment which publicly advertises employment with the AFP
- wearing any part of the AFP uniform or use of AFP controlled items (see [AFP Security Glossary of Terms](#)) or equipment (see [the AFP Commissioner's Order on operational safety \(CO3\)](#))
- use of AFP ICT systems and/or other AFP resources, except as permitted in the [AFP National Guideline on information security](#)
- use of any classified information, intellectual property of the AFP and/or knowledge of law enforcement methodology obtained through employment, or training whilst employed, with the AFP including but not limited to:
 - the national security, criminal, intelligence or international environments
 - AFP ICT systems.
- organisations which advocate behaviour contrary to the [AFP Code of Conduct](#).

5.2 Restricted activities

Applicants requesting secondary work or volunteering for any restricted activities, regardless of frequency or their role in the AFP, must submit an application through *Insight!* to Professional Standards (PRS) via their supervisor and coordinator/superintendent for decision by PRS Coordinator Prevention and Integrity Compliance.

The applicant must complete the secondary work or volunteering application (through *Insight!*) ensuring the following are addressed:

- the impact that the secondary work or volunteering will have on the applicant's ability to undertake their AFP role
- the actual, potential or perceived conflicts of interest
- the security risks
- the damage that could be experienced by the AFP
- how these risks will be managed.

If the secondary work or volunteering application identifies conflicts of interest (actual, potential or perceived) and/or security risks, the applicant must provide

details on how these will be mitigated in consultation with their supervisor for delegate approval.

Secondary work or volunteering that presents a higher degree of risk and is considered to be a restricted activity includes but is not limited to:

- volunteering that advertises employment with the AFP outside of officially sanctioned voluntary service in accordance with the:
 - [Better Practice Guide on AFP support or sanctioning of events](#)
 - [Cooperation Agreement between the AFP and AFP Legacy Inc](#)
 - [Cooperation Agreement between the AFP and AFP National Sports Federation](#)
- work or volunteering for organisations that are reputed to have criminal affiliations or advocate violent confrontation or who are known to be frequented by individuals suspected of engaging in such activity, such as gyms, martial arts training or associated industries and tattoo parlours.
- work or volunteering within the international or domestic aviation industry.
- work or volunteering within any firearm related industry including sport shooting and firearm identification or similar
- work or volunteering in the transport industry including long-haul transport, tow truck operations, Uber, taxi services or similar
- participation on a TV show such as reality TV show or game show
- any role involving media industries, such as social media, radio, podcasting or internet streaming
- ownership, directorship/partnership, large shareholding or administration of a trust with involvement in the security, liquor, transport, freight movement, real estate, gaming, sex or tobacco industries
- work or volunteering with the security, liquor, freight movement, real estate, gaming, sex or tobacco industries
- work or volunteering in any capacity in the security industry, including security training or any role (however described) requiring the appointee to hold any class of a security licence
 - service of alcohol at venues including but not limited to functions, restaurants, bars and nightclubs
 - security guard and/or provision of security type services at licensed premises – in particular bars, nightclubs and other similar venues
 - providing a service as a host through Airbnb, Homestay or any other company that provides a service of a similar nature (AFP appointees who intend to engage in this industry should review the [factsheets and booklets](#) published by AFP Security, in particular the [Airbnb security advice](#))
- involvement in any capacity in the private or commercial inquiry industry, including debt collection and process serving of legal documents
- using nationally accredited qualifications funded by the AFP
- using knowledge of law enforcement methodology obtained through employment, or training whilst employed, with the AFP including but not limited to:

- personal protection
- driver training methods
- forensics
- technical activities
- surveillance
- operational safety training methods
- involvement with other Australian (Commonwealth, state or territory) or international government agencies, including law enforcement agencies, with the exception of officially sanctioned positions and secondments and voluntary service with emergency response roles and Defence Reserve Service
- government appointments or elected local council positions (Commonwealth, local or state parliamentary candidacy or territory legislative assembly candidacy is managed in a separate process outlined in the [Australian Federal Police Regulations 2018](#)).

6. Conflicts of interest

AFP appointees considering undertaking secondary work or volunteering activities must take into consideration any actual, potential or perceived conflicts of interest. A conflict of interest occurs when an individual has private interests that improperly influence, or may be perceived to improperly influence, the performance of their official duty to serve the public interest.

A situation that looks like a conflict of interest may be enough to undermine the confidence of the Australian Government and the public, even if there is no actual conflict or the conflict has been resolved.

For further information on conflicts of interest, refer to the [AFP National Guideline on conflicts of interest](#).

The following secondary work or volunteering may create an actual, potential or perceived conflict of interest and requests to engage in them must adequately address any such conflicts of interest and how they will be managed. Failure to address conflicts of interests and/or demonstrate how they can be managed may result in the application being refused. Applications that present an actual conflict of interest are assessed on a case-by-case basis but will generally not be approved.

Actual or potential conflicts

The provision of any business to the AFP

Potential or perceived conflicts

Teaching/lecturing that uses information/knowledge from

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Using any AFP resources or information (other than public information)

Using (without approval) information or knowledge obtained from any source other than public information for the purpose of gaining a financial or other benefit

Using knowledge or skills obtained through employment with the AFP, including, but not limited to:

Secondary work or volunteering in any capacity in the course of the AFP process serving, debt collection, repossession of goods, etc.

- knowledge of national security, criminal or international environments
- ICT systems

- law enforcement methodologies including:
 - personal protection
 - driving skills
 - forensics
 - technical activities
 - investigations or surveillance
 - operational safety training methods

Secondary work or volunteering with a company which has a contractual or regulatory relationship with the AFP

Justice of the Peace performing a judicial function

Secondary work or volunteering with a company which is seeking contractual or regulatory relationship with the AFP

Secondary work or volunteering with another Australian government agency (excluding formal secondment arrangements with the Australian Defence Force, volunteer service with Emergency Services Australia, AFP and/or required by law)

7. Considerations

7.1 Considerations for applicants

Considerations for applicants when applying for secondary work or volunteering include, but are not limited to, the following:

- Applicants must not commence any secondary work or volunteering until approved by the delegate (this includes PRS Coordinator, Prevention and Integrity Compliance for restricted activities).
- Approval is conditional and valid for one year.
- Applicants must seek re-approval annually.
- Applicants must submit one application for each activity.
- The application form must be completed in its entirety with sufficient information provided to allow the delegate to make an informed decision. Incomplete forms will not be processed in *Insight!* and will be returned to the applicant to resubmit.

- Applicants must obtain leave without pay (LWOP) approval (if applicable) prior to submitting a secondary work or volunteering application. The LWOP approval must be provided to their supervisor for sighting as part of the approval process in *Insight!*
- Applicants must attain their Responsible Service of Alcohol (RSA) certificate and provide a copy for sighting to their supervisor if the secondary work or volunteering activity includes the service of alcohol.
- The approval to engage in secondary work or volunteering must be reviewed by the applicant and their supervisor when:
 - the applicant or the supervisor identify any adverse issues arising from the management of, or compliance with, the agreement
 - there are any changes in the nature of their secondary work or volunteering
 - there are changes to the AFP business needs
 - the applicant's personal situation changes
 - the applicant's role or responsibilities in the AFP changes.
- Applicants must submit a new application form when they identify any changes to their existing approved application during the approval period. A variation should be treated as a new application.

7.2 Considerations for supervisors and delegates

Primary considerations in supporting or approving secondary work or volunteering must be to:

- ensure the integrity and good reputation of the AFP and AFP appointees are maintained
- ensure the potential for corrupt conduct, conflicts of interest and compromise of AFP operations and information is minimised as far as possible and to an acceptable risk level
- ensure potential security implications for the AFP and the applicant are addressed
- promote the health and wellbeing of the applicant and AFP appointees
- the number of approved applications currently in place for an AFP appointee, particularly the number of combined hours per week
- ensure the continued effective performance of official AFP duties.

If a delegate, after reasonable consideration, concludes that the proposed secondary work or volunteering breaches this guideline or falls into the prohibited category, the application must not be approved.

LWOP and flexible workplace arrangements need to be approved **prior** to submitting an application, and supervisors must ensure these are sighted as part of the application process. Supervisors must also ensure they sight a current RSA certificate if the secondary work or volunteering activity includes the service of

alcohol. The applicant may seek a review of the delegate's decision in accordance with s. 19 of this guideline.

7.3 Reporting obligations

All applicants must report any actual, perceived or potential conflicts of interest related to any secondary work or volunteering to their supervisor or AFP contract manager as soon as practicable and in accordance with the [AFP National Guideline on integrity reporting](#). Applicants must comply with the requirements of [Security Incident Reporting](#) and the [AFP National Guideline on integrity reporting](#).

Further information is available regarding conflicts of interest and declarable associations in the [AFP National Guideline on conflicts of interest](#).

8. Application of this guideline

8.1 Special members

Special members are AFP appointees and are subject to the same legislative obligations as AFP appointees and must abide by AFP governance relevant to the performance of AFP duties except where specifically exempt. In addition, as they remain employed by their home agency, they must also comply with their home agency's employment and governance framework.

Special members who are not required to complete a security vetting process and do not have access to AFP premises are not required to submit an application for approval pursuant to this guideline.

Special members who hold an AFP security clearance and/or have access to AFP premises are subject in full to this guideline and must submit an application for approval to engage in secondary work or volunteering.

8.2 Secondees

A person seconded to an AFP workplace under s. 69D of the [AFP Act](#) must abide by AFP governance and reporting obligations relevant to the performance of their AFP duties.

All secondees are subject to this guideline, but are not required to submit an application in relation to:

- their home agency employment
- secondary work or volunteering which was already in place before the secondee commenced duties with the AFP and the secondee declared this secondary work or volunteering through the AFP security clearance process.

Secondees must submit an application for all new secondary work or volunteering during their secondment per this guideline to their AFP supervisor.

8.3 Contractors

Contractors deemed to be AFP appointees are subject in full to this guideline. Contractors must submit the secondary work or volunteering application through *Insight!* to their AFP supervisor for approval. Where the contractor does not have an AFP supervisor, the delegate for approval of applications for secondary work or volunteering is Manager Infrastructure and Logistics.

AFP appointee contractors are not required to submit an application in relation to secondary work or volunteering which was already in place before the contractor commenced duties as long as the contractor declared it through the AFP security clearance process.

Further information can be found in the [AFP Appointee \(Contractors\) Toolkit](#) (AFP Hub).

8.4 AFP police volunteers

AFP police volunteers are not required to submit a secondary work or volunteering application. If they have any conflicts of interest they are to discuss these with the program manager of the [Volunteers in Policing Program](#).

8.5 AFP Reserves

AFP Reserves must submit a secondary work or volunteering application in accordance with this guideline through *Insight!*. Applications for secondary work or volunteering must be submitted to the delegate through the program manager of the AFP Reserve Team.

Where an AFP Reserve member is offered assignment with a business area, the member must discuss with their appointed supervisor details of their approved secondary employment or volunteering, including all potential perceived or actual conflicts of interest and the time commitment it involves.

If an AFP Reserve member is offered a non-ongoing contract or secures permanent employment with the AFP, the member must submit a new secondary work or volunteering application through *Insight!* to their gaining AFP supervisor for approval as their new AFP duties must be considered alongside the secondary work or volunteering application.

AFP appointees undertaking secondary work or volunteering while a member of the AFP Reserve are required to submit a formal secondary work or volunteering application every 12 months or if the secondary work or volunteering has changed since the original application.

Where a member of the AFP Reserve has permanent full-time or part-time employment outside the AFP, they may seek exemption from the following obligation in s. 4 of this guideline, 'Employment with the AFP must take precedence over secondary work or volunteering'. This exemption must be sought through the AFP Reserve Team and approved by Commander PRS.

8.6 Defence Reserve

Before applying to join the Defence Reserve, AFP appointees must submit a secondary work or volunteering application in accordance with this guideline through *Insight!*. The AFP is committed to its obligations under the *Defence Reserve Service (Protection) Act 2001* (Cth). Supervisors and delegates should not unreasonably hinder or decline an application.

AFP appointees undertaking Defence Reserve service are only required to submit a formal secondary work or volunteering application form every three years.

Where the nature of the Defence Reserve service changes, including the hours required, if any conflicts of interest or security concerns arise, the AFP appointee must discuss this with their supervisor. Further, where the AFP appointee has a new supervisor they must ensure that supervisor is aware of their Defence Reserve service and the commitment it involves.

Defence Reserve activity is treated as a non-restricted activity under this guideline.

Further guidance can be found in the [Better Practice Guide on leave management](#).

9. Association or union delegate duties

AFP appointees who perform association or union duties as delegates for the Australian Federal Police Association or Commonwealth Public Service Union are not required to obtain approval through the secondary work or volunteering process.

However, AFP appointees, if requested by their supervisor, must provide information regarding the nature of the duties they will be undertaking and the anticipated number of working hours these duties will require.

The duties of an association or union delegate must not interfere with the AFP appointee's ability to appropriately perform their AFP duties.

The AFP is supportive of AFP appointees undertaking reasonable paid time during normal working hours to consult with association or union members. If a supervisor is concerned that a delegate's association or union responsibilities are impacting upon their ability to perform their AFP duties, they should discuss this with the delegate in the first instance to resolve the situation. Supervisors should

remain conscious of their responsibility as AFP leaders to manage their teams effectively and equitably when undertaking these conversations. If the matter cannot be resolved, the supervisor should engage with their supervisors and AFP Industrial Relations for assistance.

10. AFP-related activities

AFP appointees do not require formal approval through the secondary work or volunteering process to be involved in AFP-related activities; however, they must discuss the nature of their involvement with their supervisor, including the role they are undertaking and the anticipated number of hours. Involvement must not interfere with the AFP appointee's ability to appropriately perform their AFP duties. AFP-related activities are defined as any events or activities supported or endorsed by the AFP or directly related to AFP core functions, for example:

- AFP People Networks:
 - Gay and Lesbian Liaison Officers
 - Malunggang Indigenous Officers Network
 - Women's Network
 - AFP Ability Advisory Network
 - AFP Sergeants Mess
 - Culturally and Linguistically Diverse Network
- AFP Legacy
- AFP National Sports Federation
- Think U Know
- AFP-sanctioned events.

11. Voluntary activities

11.1 Voluntary activities requiring approval

Formal approval is required in cases where the voluntary activity is likely to require the AFP appointee to provide an ongoing commitment at a level that could affect their capacity to perform their official duties and/or require leave from the AFP to fulfil their voluntary obligations. This is to ensure that consideration is given to whether or not the activity will impact the AFP appointee's official duties, give rise to a conflict of interest or present a security concern.

Examples of voluntary activities requiring approval are:

- serving as an unpaid elected member on a committee of any community, church, religious group or sporting group
- those requiring the AFP appointee to be involved in the serving of alcohol or performing security duties

- coordinating or undertaking charity work being delivered by a community organisation on a rostered or regular and ongoing basis that could conflict with an appointee's role within the AFP
- undertaking volunteer activities through special interest groups or volunteer organisations on a rostered or regular and ongoing basis (e.g. providing telephone counselling, mentoring young people through an established program).

11.2 Emergency service voluntary work

Any AFP appointee wishing to volunteer in emergency response roles, such as a volunteer fire fighter or State Emergency Service member, must submit a secondary work or volunteering application through *Insight!* in accordance with this guideline. Voluntary service in the emergency service field is treated as a non-restricted activity under this guideline.

11.3 Voluntary activities not requiring approval

In most cases, voluntary work will not affect an AFP appointee's capacity to perform their official duties or present a real, potential or perceived conflict of interest. Where no issues or conflicts are present and the activity does not fall within the restricted activity category or give rise to a security or integrity risk, approval is not required. If an AFP appointee has any concerns about the voluntary activity, they should discuss this with their supervisor.

Examples of voluntary activities not requiring approval are:

- assisting with children's sporting teams (e.g. coaching)
- collecting for a registered charitable organisation event (e.g. Salvation Army)
- assisting people with disabilities or the aged
- participating in a school parents and citizens committee
- assisting at a school or community group fundraising (sausage sizzle, trivia night, canteen).

12. Justice of the peace

A secondary work or volunteering application through *Insight!* to undertake a justice of the peace role must be submitted by all AFP appointees except AFP appointees for whom the AFP has paid the registration fee and/or there is endorsement by their Command (in writing).

Justice of the peace activity is considered to be a non-restricted activity under this guideline.

13. Media

Secondary work or volunteering with any media outlet is considered to be a restricted activity under this guideline, this includes but is not limited to, participation in:

- radio programs
- television programs
- news reports
- commentaries
- TV shows (reality TV shows or game shows), including advertisements
- podcasts/video interviews (posted to YouTube etc.)
- social media advertising or promoting.
- Internet streaming
- Modelling

All media related applications will be provided with media and security advice by PRS relating to risk mitigation for this restricted industry.

14. Political activity

AFP appointees may participate in or support political activities, join political parties or hold office in political parties as private citizens. AFP appointees must ensure there is no conflict between their AFP role and their participation in political activities.

AFP appointees who participate in or support political activities, join political parties or hold office in political parties, regardless of whether the activity is paid work, voluntary, ongoing or during the election period, must submit a secondary work or volunteering application through *Insight!*.

In general, these applications will be treated as non-restricted under this guideline; however, the AFP appointee's duties must be considered to establish whether it would raise an actual, potential or perceived conflict of interest.

AFP appointees must discuss the nature of their political involvement with their supervisor, including the role they are undertaking, the anticipated number of hours involved and any conflicts of interest or security concerns.

For further information please refer to the [Participating in political activities \(Commonwealth or State Parliament\) Factsheet](#).

15. Responsibilities

The applicant must:

- consider whether tasks or activities undertaken outside their AFP official duties meet the definition of secondary work or volunteering

- consider any actual, potential, or perceived conflicts of interest (see [AFP National Guideline on conflicts of interest](#))
- consider any security risks (contact Security Triage and Training)
- ensure the secondary work or volunteering is not a prohibited activity as outlined in this guideline
- consider whether the secondary work or volunteering is a restricted activity as outlined in this guideline
- complete the AFP secondary work or volunteering application through *Insight!*, including a detailed declaration addressing:
 - actual, potential or perceived conflicts of interest
 - security risks
 - the damage that could be experienced by the AFP
 - how these risks will be managed
- submit the application through *Insight!* to their supervisor for consideration and progression
- seek and obtain approval for LWOP prior to submitting the secondary work or volunteering application (provide a copy to their supervisor for sighting)
- provide a copy of the approved flexible workplace arrangement (if applicable) to their supervisor for sighting
- provide a copy of their RSA certificate (if applicable) to their supervisor for sighting
- not commence any secondary work or volunteering until the delegate has approved the application
- discuss any changes to the nature or circumstances of secondary work or volunteering with their supervisor, in accordance with this guideline.

The supervisor must:

- consider the application in accordance with this guideline and sight relevant documents as part of the approval process
- forward the application to the delegate through *Insight!*, with recommendations, in a timely manner
- where the application is for restricted or prohibited activities, follow the provisions of this guideline
- consider the application in conjunction with any other approved applications for the AFP appointee

The delegate must:

- consider the application in accordance with this guideline
- consider whether the application creates an actual, potential or perceived conflict of interest
- ensure appropriate treatments can be implemented to manage the secondary work or volunteering

- consider whether the secondary work or volunteering will adversely affect the ability of the AFP appointee to perform their official duties
- determine whether the application constitutes a prohibited or restricted activity as outlined in this guideline
- assess whether the secondary work or volunteering negatively impacts the safety or wellbeing of the individual or other AFP appointees (the applicant's supervisor or the delegate may seek further information from the applicant or may consult with ^{s 47E(d)} Security Triage and Training or SHIELD for further advice)
- provide adequate reasons for approval or refusal on the *Insight!* Form.
- Consider the application in conjunction with any other approved applications for the AFP appointee

The delegate has the responsibility for the final decision. Approval for secondary work or volunteering may be varied or revoked by the delegate or Commander PRS at any time.

PRS must:

- on receipt of an application for restricted secondary work or volunteering, conduct an assessment of the application for integrity and risk considerations and conflicts of interest and provide the application to PRS Coordinator Prevention and Integrity Compliance for decision
- ensure all application forms, approved or refused, are uploaded and maintained in PROMIS Integrity.

Security Command must:

- on receiving an enquiry, provide advice on whether an applicant's secondary work or volunteering is likely to have a security risk for the AFP, the applicant or other AFP appointees.

AFP contract managers must:

- inform all contractors of their obligations under this guideline
- monitor contractor compliance with this guideline.

SHIELD must:

- on receiving an enquiry, provide advice on whether an applicant's secondary work or volunteering is likely to have a negative impact on the health, wellbeing and/or safety of the applicant or other AFP appointees

Payroll Services must:

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- ensure all application forms, approved or refused, are uploaded and maintained in the AFP Human Resource system.
- provide reports to the delegate as requested.

16. Leave and suspension

16.1 Suspended AFP appointees

Secondary work or volunteering applications from AFP appointees who are under suspension, with or without pay, must be referred to Commander PRS via the AFP appointee's PRS case officer for assessment. An AFP appointee with an approved secondary work or volunteering agreement is not permitted to continue the activity until a review assessment has been completed and a decision granted by Commander PRS.

Applicants should discuss applications for secondary work or volunteering with their PRS case officer in the first instance.

16.2 Undertaking secondary work or volunteering while on leave

Applicants must not undertake secondary work or volunteering while on personal leave for a medical condition, except in circumstances outlined in this guideline, or otherwise in accordance with prior approval from the applicant's supervisor.

An applicant must seek approval from the appropriate delegate if they wish to undertake secondary work or volunteering during any other period of leave.

16.3 Health considerations

Non-compensable

For applicants who are currently on long-term personal leave, consultation must occur with SHIELD in the first instance prior to approval.

If an individual who has approved secondary employment produces a medical certificate stating they are unfit for work for an extended period of time, there is a high probability that they will be unable to undertake secondary employment. Consultation between the applicant and their supervisor must occur with SHIELD on the implications and appropriateness of continuing the arrangement.

Workers compensation

Applicants who are on leave with an open compensation claim are required to lodge an application for all secondary work or volunteering activities except where the activity relates to a work trial under an approved Comcare rehabilitation program.

Where the activity relates to a work trial under an approved Comcare rehabilitation program, the delegated rehabilitation case manager must progress the necessary paperwork for an external work trial placement for approval in lieu of an application for secondary work or volunteering.

17. Review of delegate's decision

AFP appointees may seek a review of the delegate's decision to withdraw or deny approval to engage in secondary work or volunteering.

The request must be made in writing to PRS within 30 calendar days of receipt of the final outcome of the submitted application.

The request for review must be submitted to PRS via [s 47E\(d\)](#)

The Head of Unit or Commander PRS may review the decision or nominate a senior executive AFP appointee who was not involved in the original decision making process.

The review request must articulate the grounds on which the review has been requested and provide sufficient details to enable the Head of Unit or Commander PRS to make an informed decision about whether a review should occur.

Withdrawal or denial of approval to engage in secondary work or voluntary service is effective immediately.

During any review period, AFP appointees must not engage in secondary work or volunteering that has not been approved or where approval has been withdrawn.

A secondary work or volunteering application may only be reviewed once.

18. Further advice

Any queries relevant to the content of this guideline should be referred to [s 47E\(d\)](#) [@afp.gov.au](mailto:prsa@afp.gov.au).

19. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Australian Federal Police Regulations 2018](#) (Cth)
- [Defence Reserve Service \(Protection\) Act 2001](#) (Cth)

AFP governance instruments

- [AFP Commissioner's Order on professional standards \(CO2\)](#)

- [The AFP Commissioner's Order on operational safety \(CO3\)](#)
- [AFP Commissioner's Order on security \(CO9\)](#)
- [AFP National Guideline on conflicts of interest](#)
- [AFP National Guideline on information management](#)
- [AFP National Guideline on information security](#)
- [AFP National Guideline on integrity reporting](#)
- [Australian Federal Police Enterprise Agreement 2017–2020](#)
- [Better Practice Guide on AFP support or sanctioning of events](#)
- [Better Practice Guide on leave management](#)
- [Cooperation Agreement between the AFP and AFP Legacy Inc](#)
- [Cooperation Agreement between the AFP and AFP National Sports Federation](#)

Other sources

- [AFP Appointee \(Contractors\) Toolkit](#)
- [Airbnb Security Advice: secondary employment – Airbnb](#)
- [Secondary employment and volunteering application](#) (through *Insight!*)

20. Shortened forms

LWOP	leave without pay
PRS	Professional Standards
RSA	Responsible Service of Alcohol (certificate)

21. Definitions

AFP appointee means a deputy commissioner, AFP employee, special member or special protective service officer and includes a person:

- engaged overseas under s. 69A of the [AFP Act](#) to perform duties as an AFP employee
- seconded to the AFP under s. 69D of the AFP Act
- engaged under s. 35 of the Act as a consultant or contractor to perform services for the AFP and determined under s. 35(2) of the AFP Act to be an AFP appointee.

(See s. 4 of the [AFP Act](#).)

AFP police volunteer means a person who provides services to the AFP without remuneration on the terms set out in a written agreement between the AFP and the person.

Applicant means the AFP appointee or AFP police volunteer applying for secondary work or volunteering.

Conflict of interest means a conflicting obligation, loyalty or other improper influence to which an individual is subject in the course of a relationship or activity. It may involve an actual, perceived or potential conflict between the responsibilities of an AFP appointee in serving the public interest / official AFP duties and the private interests of the AFP appointee. Conflicts of interest can arise from both avoiding personal losses and gaining personal advantage – whether financial or otherwise. (See [AFP National Guideline on conflicts of interest.](#))

Delegate means a coordinator/superintendent or above, or for 'restricted activities' (see s. 5.2) PRS Coordinator Prevention and Integrity Compliance.

External work trial means an arrangement through an approved rehabilitation provider which allows an injured employee to work with a host employer for a defined period of time while retaining employment with their pre-injury employer.

Head of the Unit means the position instrumented as the Head of the Unit constituted under s. 40RE of the Act. Refer to AFP [Delegations and Authorisations Collection.](#)

Intellectual property means intangible property that attracts rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields. Property protected includes:

- literary, artistic and scientific works
- performances of performing artists, phonograms and broadcasts
- inventions in all fields of human endeavour
- scientific discoveries
- industrial designs
- ICT software and hardware
- trademarks, service marks, and commercial names and designations.

(See [AFP National Guideline on intellectual property, commercialisation, logos and insignia.](#))

Judicial function includes the responsibilities and powers to facilitate, arbitrate, preside over and make decisions and directions in regard to the application of the law.

Manager/Commander means an AFP appointee declared at the Senior Executive Service Band 1 in accordance with s. 25 of the [AFP Act.](#)

SHIELD refers to the health and wellbeing services delivered by Organisational Health via National HQ and SHIELD's regional locations to current or former AFP appointees and reservists and their family members / support network.

Professional Standards (PRS) means the business area with responsibility for managing the professional standards framework of the AFP and investigating Category 3 conduct issues and corruption issues relating to AFP appointees. (See [AFP Commissioner's Order on professional standards \(CO2\)](#).)

Professional standards of the AFP has the meaning given by Part A of [CO2](#).

PRS case officer means the assigned investigator managing the investigation of a Category 3 conduct or corruption issue.

Secondary work means work or duties external to the AFP which AFP appointees undertake in addition to their official duties. This may involve:

- paid work
- activities where there is an actual, potential or perceived conflict of interest
- voluntary service
- circumstances where time spent has the potential to adversely impact on an AFP appointee's official duties.

Seconded means a person seconded from another agency to the AFP under s. 69D of the [AFP Act](#).

Security Triage and Training is the contact point for requests for security advice from AFP personnel, including secondary work or volunteering applications requiring security input.

Special member means a person appointed under s. 40E of the [AFP Act](#).

Supervisor means a team leader or above.

Volunteering is an activity that occurs on one or more occasions, takes place through an organisation, community group or association and is undertaken:

- to be of benefit to the community and/or the volunteer
- of the volunteer's own free will and without coercion
- for no financial payment.

Volunteering includes work experience or placement external to the AFP undertaken as part of tertiary or vocational study, irrespective of whether the course of study is approved under the [AFP Tertiary Study Assistance Scheme](#).

This definition excludes voluntary service with the [AFP employee networks](#) or other voluntary roles as may be created by the AFP from time to time, or the acceptance of elected union positions. It also excludes voluntary service with AFP Legacy and the AFP National Sports Federation as incorporated associations.

Work means any task or activity for which an individual receives benefit in the form of salary, wages, commission or other things of value.

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