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OUTSMART CRIME: TAKE THE NEXT STEP NOW

CANDIDATE INFORMATION PACK

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AFP

AUSTRALIAN FEDERAL POLICE

JOIN OUR TEAM

The Australian Federal Police (AFP) is Australia's national policing agency and has established itself as a key player in the Australian security landscape, rising to complex challenges and staying a step ahead of new and emerging risks. Our role is to protect Australians and Australia's interests from serious criminal threats, complex, international and organised crime.

In a time of rapidly evolving criminal activity, we take a leading-edge approach to law enforcement; working in Australia and internationally with our partners and global networks to outsmart crime through intelligent action.

The AFP offers world-leading expertise across multiple areas – from forensics and intelligence to investigations – to provide specialist protective services, international police assistance and community policing in the Australian Capital Territory (ACT) and external Australian territories, including Norfolk Island and Christmas Island.

LATERAL COMMUNITY POLICING PROGRAM

The Australian Federal Police is committed to developing a workforce that is inclusive and reflects all elements of the communities we serve. The AFP strives for a gender balanced and diverse workforce embracing all cultures, religions and backgrounds.

The AFP is seeking current and former Police Officers to undertake Community Policing roles to support AFP operations within ACT Policing. ACT



Policing's mission is to keep the peace and preserve public safety within the ACT. We strive to deliver a professional and effective service to the people of Canberra in all that we do. This candidate pack provides information in relation to ACT Policing Plans, ACT Criminal Law, advice on Traffic policing, Crime prevention activities and the use of Intelligence services.

Community policing in the ACT offers a diverse range of operational opportunities across all facets of law enforcement including General Duties. Few jobs can match the diversity and excitement of community police work. Moreover, community Police Officers in the ACT are offered opportunities not normally available to other Australian jurisdictional police forces, surging into National operations to support our External Territories, as required to enforce Commonwealth criminal law in addition to maintaining the peace in the Australian Capital Territory.

Community Policing brings with it exciting challenges, a diverse range of possibilities for your future, and the opportunity to develop personally and professionally as an important contributor to the community. Every day, you will face decisions that make a positive difference to the lives of people in the ACT.

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We welcome applications from candidates who have:

- A minimum of three years operational policing experience (post probation/workbook requirements) in an Australian jurisdictional police force.
- Not been out of an operational policing role for more than two years.
- A formal policing qualification such as a Diploma of Public Safety (Policing) or equivalent.

Desirable requirements:

- Formal qualifications in investigations (Detective Designation or equivalent) are highly desirable.

Additional Requirements

In order to be considered for these positions you must:

- Be an Australian Citizen.
- Be physically fit, healthy and self-motivated.
- Be able to acquire and maintain a Negative Vetting 1/Negative Vetting 2 security clearance (facilitated by the AFP) and undertake required assessment gateways that will be used to determine overall suitability.
- Hold a Senior First Aid Certificate (valid for entire training period) and current driver licence.
- Provide evidence of your ability to swim 100 metres freestyle non-stop and unaided (on request).

ASSESSMENT STAGES AND GATEWAY REQUIREMENTS

You will be required to successfully complete the following selection gateways before selection to the Lateral General Duties Policing Program:

1. Online Application – including current resume and completion of application questions
2. Detailed Application and Integrity check
3. Panel and or video Interview – facilitated by experienced AFP members;
4. Medical and Psychological assessments – undertaken by medical and allied health professionals;
5. Security Vetting process; and
6. Drug Testing.

This recruitment process is being used to create a pool for future vacancies that may arise over the next 12 months.

Step 1: Online application

Registration is easy and takes a few minutes. All you need to provide is:

- Your name and some personal details
- your current resume
- written application

Step 2: Detailed Application and Integrity Check

You must provide evidence that you meet the eligibility requirements for a Lateral Recruit role at the time of application.

This includes evidence that you;

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Meet the AFP character standards.

You will submit an Employment Suitability Questionnaire (ESQ) which aids the assessment of your character and your ability to comply with the AFP's professional standards in both an official and private capacity. All applicants wishing to gain employment with the AFP are assessed against the AFP Character Standards and these standards reflect the AFP's Commissioner's, and the community's expectations that all AFP employees are held to the highest level of integrity, both on and off duty.

The AFP Character Standards are assessed throughout the application process (including when you submit security vetting documents) and into your career should you be employed by the AFP. It is important that you are truthful and clear when completing your application and that failure to disclose information may be at a detriment to your application.

For more information on the AFP's Character standards and to assess your eligibility can be found [here](#).

Hold Australian Citizenship.

This may be in the form of an Australian birth certificate, valid Australian passport or Australian citizenship certificate.

Hold a current and valid Australian drivers licence.

Your licence can be provisional or automatic and you must include **both** the front and back of your licence in your application upload.

Have provided a copy of your traffic history for all Australian States/Territories that you have held a licence in over the last 10 years.

Traffic History must be dated no earlier than 3 months prior to the date of submission and cover the last 10 years. If you have held a licence in one or more States/Territories during this time, the copies you hold must be consecutive, with no lapse in licence dates.

Have a current First Aid Certificate (including CPR) and have evidence you have the ability to swim, freestyle, and non-stop for 100 metres

Your First Aid Certificate must be valid for a minimum of 12 months (including the CPR component) and it is your responsibility to ensure, if selected for a Federal Police Lateral program, that your certificate will be valid for the duration of the training program. First Aid expires every three (3) years, and CPR every 12 months.

NOTE: You do not need to upload these certificates to your application at this stage. The Recruitment Team will provide you with a copy of the AFP Swim Certificate and request your first aid certificates when you are required to complete these gateways.

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Step 3 – Interview

The interview is a structured conversation where the AFP will ask questions and allow you to put your best foot forward for the positions and describe in detail how you perform as a Police Officer. The interview may be virtual or face to face.

Step 4: Medical and Psychological assessment

To be a Police Officer, you are required to meet the AFP inherent medical requirements for an operational role.

These assessments will be held in most capital cities, and comprise of two separate assessments – a Medical and Psychological assessment through external providers. The AFP covers the costs associated with these assessments.

Please note: It may be a requirement through the Organisational Health gateway for you to travel, provide additional information and/or attend specialist appointments in order for the external provider to complete your individual reports. Any costs associated with any of the above mentioned requirements are covered by and are the responsibility of the individual.

Following the instructions provided by Recruitment, upon calling to arrange your appointment/s you will be provided with the available appointment times/dates in your location. In order to progress at this stage, you must complete the assessments within the timeframe provided.

There are certain medical conditions and diagnosis that will not meet the inherent requirements of the AFP. This also includes taking any form of psychotropic medication. It is recommended you consider whether you should progress your application as those who do not meet the health standards mentioned will not be considered for Federal Police Lateral Program.



The following are the most common reasons of applicants failing at the Organisation Health Gateway:

Vision

- Distance vision of 6/9 or better in each eye when reading with one eye at a time (glasses or contact lenses can be worn)
- Distance vision of 6/6 or better with both eyes reading together (glasses or contact lenses can be worn)
- Distance vision of 6/36 or better, in each eye and together, (with no glasses or contact lenses)
- Near vision N8, aided or unaided.

Hearing

- Hearing level averaging 25dB or less between 0.5KHz and 3KHz in both the left and right ear without a hearing aid
- Hearing level of 40dB or less at 40KHz in either ear without a hearing aid.

BMI

- Your BMI must be between 18.5 and 33. You can easily check your BMI by taking your height and weight and entering those details at this [BMI Calculator](#)

Additional Documentation

Please be aware that if you are requested to complete a medical assessment and you have any pre-existing medical conditions or significant injuries you will need to provide relevant medical reports from your GP or specialist. This would include documentation from any previously accepted worker's compensation claim.

It is recommended that you obtain a full copy of your medical and psychological records from your current police jurisdiction (where applicable).

Additional information on the Organisational Health gateway, including medical/ psychological conditions that may impact your ability to meet the inherent requirements of an operational role can be found on the [AFP Jobs page](#).

Step 5: Security Vetting assessment

The Security Vetting gateway will assess your suitability to access official and classified information within the Australian Federal Police and you must be able to obtain, at a minimum a Negative Vetting Level 1 Security Clearance.

The Recruitment Team will send you a copy of the AFP Negative Vetting Level 1 Security Clearance Pack. This is the only security pack that will be accepted, however if you currently hold an Australian government security clearance it may be recognised by the AFP. In this instance, you can advise the Recruitment Team when requested so we can look further into your individual circumstances.

You will be required to carefully read through the pack and answer all questions, even if you feel they don't apply to you. You will also be required to upload specific documentation for yourself and Partner, Spouse, De-Facto, significant other, boyfriend/girlfriend if you have been in a relationship exceeding 6 months. The pack will need to be returned to the AFP Recruitment team via the instructions sent to you at this stage.

Gaining an AFP Security Clearance can take a few months depending on your personal situations so please wait patiently while this step is underway. If you are requested to provide further documentation or information, the sooner you action these requests, AFP Recruitment will be able to continue progressing your application on successful security clearance screening.



Step 6: Drug Testing

Upon commencement all AFP appointees are required to undertake drug testing as a condition of their engagement with the AFP, and may be directed to undertake drug testing throughout their employment with the AFP. Bodily samples must be provided as part of mandatory testing which can include but is not limited to urine, saliva and hair collection for analysis. Should you refuse to provide a sample, or have a sample verified as positive, your suitability for employment with the AFP may be considered.

IMPORTANT INFORMATION YOU NEED TO CONSIDER BEFORE APPLYING

As a successful applicant you:

- Must undergo a training course reflective of your previous policing experience, knowledge and skill level;
- Will commence with the AFP rank of up to Leading Senior Constable with recognition of previous police service where appropriate;
- Will be deployed to ACT Policing roles in Canberra ACT.

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Remuneration and benefits

- Starting salary range of \$69,851- \$96,049 at commencement (Band 3.3 to Band 5.3).
- A working pattern allowance of 22% (after successful training completion).
- Superannuation contribution of 15.4%.
- Generous conditions of six weeks annual leave plus additional rest days, personal leave, paid maternity and adoption leave and access to compassionate leave. Refer to the [AFP Enterprise Agreement](#).
- Supplied uniform – for ceremonial purposes and when deployed in a uniformed capacity.
- Potential future opportunity to multi-skill and access career opportunities in local, national and international law enforcement.

WORKING AND LEAVE ARRANGEMENTS

While on an 8-10 week Federal Police Lateral Program (FPLP), the AFP will ensure that candidates that accept an offer of employment are supported throughout the course. The training program generally runs from Monday to Friday, with out-of-hours work generally required for assignments and study. The AFP College is a Registered Training Organisation (RTO) under the ASQA and offers further training programs and courses throughout your career for AFP appointees.

There are no opportunities to utilise annual leave whilst at the College.

Officer working arrangements

ACT Police Officers are required by the community and organisation as a 24 hour 7 day a week emergency service. Work rostered shifts (subject to posted command and station) typically with Police Officers working 10 hour shifts as part of the Rostered Operations and working pattern. A standard operations working pattern comprises of working 40 hours per week averaged over a Three Month Averaging Period.

An employee working in a role assigned to the Operations working pattern is required to demonstrate flexibility and to work the hours and patterns of attendance as directed by their Supervisor on a 24 hour, seven (7) days a week basis (including designated public holidays). Please refer to the [AFP Enterprise Agreement](#) for further information on Rostered Operations and working patterns.

Leave arrangements

Standard Annual leave

The standard Annual Leave entitlements allow an employee to accrue 228 hours (six weeks) Annual Leave per year of service progressively. Employees may apply to purchase additional Annual Leave in 38 hour blocks up to a maximum of four weeks (152 hours) once per financial year in return to a pro-rata deduction from their fortnightly base salary.

Mandatory Rest Days

Employees will be entitled to receive four Mandatory Rest Days (MRD) per year.

Please refer to the [AFP Enterprise Agreement](#) for further information on Mandatory Rest Days.



Personal Leave with Pay

Personal Leave with Pay allows employees to be entitled to 136 hours and 48 minutes (18 seven hour, 36 minute days) and will accrue progressively. An employee may take personal/carers leave in the following circumstances:

- a) Where the Employee is not fit for work because of a personal illness, or personal injury;
- b) To provide care or support to a member of the Employee's immediate Family or a member of the Employee's household who requires care or support because of:
 - i. A personal illness, or personal injury
 - ii. An unexpected emergency

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Maternity Leave

Employees who have completed 12 months of service with the AFP, or with a qualifying agency, are entitled to maternity leave. An employee covered by the AFP Enterprise Agreement will have up to 52 weeks (12 months) of maternity leave starting 6 weeks before the baby is due and comprised of:

- a) 16 weeks of maternity leave on full pay; or
- b) 32 weeks of maternity leave on half pay; and
- c) The remaining of either leaves service paid out for the remaining balance up until 52 weeks (12 months) as maternity leave without pay.

Employees who do not meet the qualifying service requirements are not eligible for paid maternity leave, however they will be provided with maternity leave without pay and unpaid parental leave.

*Please visit the AFP Enterprise Agreement for full disclosure on employee entitlements regarding Leave arrangements. Leave arrangements include the above and Personal Leave Without Pay; Long Service Leave; Compassionate Leave; Paid Supporting Partner Leave; Adoption Leave; AFP Tertiary Study Assistance Scheme Leave; Miscellaneous Leave; Defence Reserve Service Leave.

MORE INFORMATION

Position contact:

For specific questions contact the AFP Recruitment Team on:



email: afprecruitment@afp.gov.au



phone: (02) 5127 2555

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FREQUENTLY ASKED QUESTIONS

1. Will my years of policing service be considered when determining the classification and increment point I will be engaged at in the AFP?

Yes. Your commencement salary will be based on your years of experience as an operational Police Officer. The following table in Q. 4 below outlines tenure in a policing role and the corresponding pay point.

2. Will I keep my current rank?

Once you commence with the AFP, you will be declared in at a rank that aligns with the AFP rank structure.

3. What type of job opportunities are available?

On successful completion of the program you will be assigned to the ACT Policing. You will be assigned a role based on organisational priority.

4. Can I negotiate my starting salary?

Your commencement salary will be based on your years of experience in a policing role. There is no ability to negotiate outside of the table below.

Refer to the [AFP Enterprise Agreement 2017-2020](#) for details of Classification Structure Base Salary Rates

AFP Band and Pay Point	Years of relevant Policing experience	Base Salary
Band 3.1		
Band 3.2		
Band 3.3	3 years	\$69,851
Band 3.4	4 years	\$72,638
Band 3.5	5 years	\$75,420
Band 4.1	6 years	\$75,420
Band 4.2	7 years	\$78,498
Band 4.3	8 years	\$81,571
Band 4.4	9 years	\$84,974
Band 4.5	10 years	\$88,661
Band 5.1 – 5.3	15+ years	\$88,661 - \$96,049

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Note: to be eligible to commence at an AFP Band 5, the applicant will need to have worked in an operational policing role for a minimum of 15 years. This does not include any time worked in a non-policing role.

5. Can I transfer over my leave balances including Long Service Leave from my current jurisdiction?

The AFP will recognise your prior service in relation to Long Service Leave (LSL), noting that there should not be a break in service of longer than 12 months as per Commonwealth legislation. The AFP is unable to accept a transfer of unused annual/recreational/personal leave.

6. Is there any recognition of prior training for the purposes of Recognised Prior Learning (RPL)?

No. You will be required to complete the course which is currently up to 10 weeks in duration. Recognition of your experience will be considered in your commencement salary.

7. What is the duration of the Course?

The duration of the bespoke training program is dependent on your policing experience, but is generally a 10 week course which is held in the ACT. More detailed information will be provided closer to training commencement.

8. Once engaged with the AFP can I apply for any promotional opportunities?

There is nothing to stop you from applying for promotional opportunities understanding that the AFP would expect a minimum of four years tenure if you are successfully engaged through the course.

9. If I am required to relocate geographically, will the AFP pay for the relocation?

The positions available are located in Canberra. Should you accept a role in Canberra and you do not reside in that geographical location, the AFP will pay reasonable relocation costs.

10. Do I have to be an Australian citizen?

All AFP employees are required to be Australian citizens.

11. I was medically discharged from a policing agency, will this prevent me from applying?

Your medical history will be considered in determining your suitability for appointment to the AFP and you should take this into consideration when determining whether to apply.

12. I have worked for an international Police force, am I eligible to apply?

You should take into consideration the minimum eligibility requirements. If these can still be met then there is no reason why you would not be able to be considered for the program.

13. Does the 3 year minimum period include my time at the academy/probationary period?

The 3 year period is deemed to commence following completion of all training and probation.

14. Is there a fitness program that I can use to assist me with my fitness levels to ensure I am at the required standard?

Yes, the AFP has a [pre-course fitness program](#). Details of this program, warm-ups, strength and stretch details and videos on correct form are available.

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