

AFP National Guideline on recruitment

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 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).

2. Definitions

Advancement – means permanent progression from one AFP band level to a higher AFP band through a selection process based on merit.

AFP appointee – means a Deputy Commissioner, an AFP employee, special member, special protective service officer and a person:

- engaged overseas under s. 69A of the [Australian Federal Police Act 1979](#) (Cth) (the AFP Act)
- seconded to the AFP under s. 69D of the AFP Act
- engaged under s. 35 of the AFP 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).

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

Base salary – is defined in s. 10 of the [AFP EA](#) and s. 8 of the [Australian Federal Police Executive Level Enterprise Agreement 2016-2019](#). Base salary is the salary band and increment point against which an employee is remunerated. Base salary does not include allowances.

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 an AFP appointee's responsibilities in serving the public interest/official AFP duties, and the AFP appointee's private interests.

Delegate – means the delegate or authorised officer as prescribed in s.5 or [Attachment 2](#) of this guideline.

Direct assignment – means the transfer of an employee at their substantive level.

Direct engagement – means the engagement of a specific individual who has been identified by the business area as the most appropriate or suitable person to perform the role. This may

include a previous appointee.

Enforced recruitment restriction – means organisational recruitment activities and priorities need to be considered holistically. During periods of enforced recruitment restrictions, approval for recruitment or engagement actions must be approved by National Manager People, Safety & Security (NMPSS).

Engagement – means permanent (ongoing) employment or employment for a fixed period or specified task (non-ongoing).

Expression of interest (EOI) – means a process open only to current internal employees used to fill temporary vacancies, for up to 24 months, or for permanent transfers where the vacancy is at the same AFP band level as the successful employee.

General recruitment – means recruitment for a specific role and includes both policing and professional roles.

Higher duties assignment (HDA) – means a short or long term temporary assignment of duties at a higher AFP band or at the executive level.

Selection advisory committee (SAC) – means an independent panel formed to establish and recommend the most suitable applicant to fill a vacant role. It must comprise a minimum of two members.

SAC chairperson – means the AFP appointee responsible for the overall running of the recruitment and selection process.

SAC member – means a member of a SAC who works either in the AFP business area or within a different business area to the advertised vacancy, OR is external to the AFP and who does not have a vested interest in the outcome of the process.

Lateral recruit – means a police officer who has completed a Diploma of Policing (or equivalent) and who is recruited as a member of the AFP.

Member – means **an employee in respect of whom a declaration under section 40B of the AFP Act is in force.**

Merit pool – means a list of applicants determined to be competent by the SAC in the selection process and approved by the delegate.

Non-ongoing employment – means contract or temporary work and is for a fixed period. The fixed period may end on a specified date, at the completion of a task or on occurrence of a particular event.

Ongoing employment – is employment that does not have a specified date of cessation. Ongoing employment continues until the employee resigns or their employment is terminated.

Recruitment request brief – means the approval process that initiates the advertising of a recruitment process, and documents delegate approval for the recruitment action.

Recruitment gateways – means the mandatory and optional stages in a recruitment process that applicants must undertake to determine overall employment suitability.

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Selection process – means a process conducted by an appropriate independent SAC to identify suitable candidates to fill a current or anticipated vacancy

Specific employment program – means an employment and/or training program for Aboriginal and/or Torres Strait Islander peoples, or another diversity employment initiative, or government-supported special employment program.

Transfer – a temporary or permanent assignment of new duties at an employee's current AFP band.

Restricted role – a role where applicants must possess prescribed characteristics.

Vacancy – means vacant or anticipated vacant FTE, that is available to be filled by transfer at level, higher duties, advancement or engagement.

Vacancy reference number (VRN) – a reference number that is specific to each internal or external recruitment action.

3. Introduction

This guideline outlines the principles and framework governing all AFP recruitment processes and selection as well as obligations for AFP appointees.

4. Guideline authority

This guideline was issued by the National Manager People, Safety and Security 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. Delegations and authorisations

The statutory delegates for the exercise of employment powers, functions and duties under the AFP Act are set out in the [Delegations and Authorisations Collection](#). These powers include:

- employment powers of the Commissioner (s. 23)
- engagement of AFP employees (s. 24)
- determination of remuneration and other conditions (s. 27)
- assignment of duties (s. 40H(1) and s. 40H(2))

Administrative delegations and authorisations under this guideline are set out at [Attachment 2](#).

Nothing in this guideline precludes the Commissioner's power under section 40H(1) of the [AFP Act](#) to undertake direct assignment to vacant roles without undertaking a selection process.

6. AFP recruitment processes

To initiate a recruitment action (internal or external), business areas must submit a recruitment request brief. The brief must be approved by the relevant delegate and forwarded to the AFPRecruitment@afp.gov.au for progressing.

There are three types of recruitment processes:

Expression of interest (EOI) – an EOI may be used internally to fill:

- temporary vacancies, for assignment of duties at level or on higher duties
- permanent vacancies if the employee is at the same substantive AFP band as the advertised position.

Vacancy reference number (VRN) process - A VRN process has a wider scope of use than an EOI, and is used to advertise and/or fill a vacancy, either internally or externally, for an ongoing or non-ongoing period by:

- employing a new external person into a vacant position
- transferring a current employee who is at the band level of the vacancy, on either a permanent or temporary basis
- advancing a current employee to the band level of the vacant position.

Direct engagement of an external applicant (including a former AFP employee) must be in accordance with s. 69 of the [AFP Act](#) and satisfy the requirements of direct engagement in accordance with this guideline.

6.1 Short-term vacancies

The filling of short-term temporary vacancies (maximum period of 6 months) can be done within a business area without an EOI or VRN being conducted. To ensure all employees get access to a diverse range of opportunities, temporary vacancies exceeding 6 months must be advertised through AFP Recruitment.

7. Selection and advancement principles

Filling vacant roles must be undertaken without patronage or favouritism in accordance with s.69 of the [AFP Act](#) and in accordance with the values of division 2.1, r.3 of the [AFP Regulations](#).

Employment decisions must be based on the following values in accordance with division 2.1, r.3 of the [AFP Regulations](#).

A decision to engage or advance a person is based on merit if:

- all eligible candidates are given a reasonable opportunity to apply
- an assessment is made of the relative suitability of candidates using a competitive selection process
- the assessment is based on the relationship between the candidate's work-related qualities and qualities genuinely required to perform the relevant duties
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties
- the assessment is the primary consideration in making the employment decision.

A selection process is deemed to be applied fairly when all the applicants for the same vacancy are each assessed against the same selection requirements, using the same selection methodology.

Selection methodologies must be determined by the selection advisory committee chair prior to advertising the vacancy.

The delegate may choose to consider relevant evidence provided, such as internal Professional Standards integrity checks and performance development agreement ratings.

All parties to selection processes and employment decisions (including applicants) must observe the principles of confidentiality and privacy in respect of the individual applicants as outlined in the [AFP National Guideline on privacy](#).

8. Notification of vacancies

All vacancies for periods of six months or longer, whether ongoing or temporary, must be advertised internally unless, in exceptional circumstances, approval to extend the period beyond the six month maximum has been granted by the delegate.

9. Employment and eligibility restrictions

Eligibility criteria should be clearly defined for all advertised roles. This includes roles requiring particular experience/qualifications such as:

- a minimum specified duration of police experience, knowledge and training
- qualifications and specialist skillsets outlined in the Job Family Model
- ongoing AFP employees or other specified categories of persons, or non-ongoing employees
- participants of specific employment programs
- residents of a specific geographical region and/or AFP function (for use only where no opportunity for higher duties is available to any candidate)
- special measures.

9.1 Former Commonwealth and AFP employees

Former Commonwealth or AFP employees, who have received a redundancy or workforce renewal payment, cannot be employed, either permanently, for a fixed term, or on a contract, for a period equivalent to the redundancy benefit period (i.e. if an employee receives a redundancy payment of 12 weeks' pay, they cannot be re-employed by the AFP for 12 weeks from the date of their cessation).

10. Publication and advertising

Recruitment processes are advertised by AFP Recruitment in accordance with the delegate decision and in a manner consistent with the [Whole of Australian Government Recruitment Advertising Policy](#), which:

- outlines the Government's mandatory requirements in relation to recruitment advertising
- assists non-corporate Commonwealth entities to achieve value for money in recruitment advertising by:
 - encouraging the use of online recruitment advertising over print media advertising
 - restricting the use of major metropolitan and national newspapers for recruitment

advertising (unless exemption is granted by the non-corporate Commonwealth entities accountable authority, or an official at the appropriate level of seniority)

- mandating maximum sizes and placement of recruitment advertisements in limited print media (such as regional, periodic publications or specialist media such as indigenous)
- mandating that colour must not be used in print media advertisements where the cost is higher than black and white print.

Vacancies should be open for a minimum of 14 days to enable a good candidate field to be established. All external costs associated with advertising the vacancy must be met by the business area advertising the position.

11. Role scope and selection criteria

All role descriptions must include:

- an outline of the role's scope and responsibilities, essential requirements (if applicable) and any demonstrated work related qualities genuinely required and critical to performing the role
- selection criteria
- any role restrictions (e.g. whether the role requires the exercise of police or protective service officer powers).

Selection criteria relevant to the role should be provided to candidates at the time of advertising. All selection criteria must be assessed equally within the selection process, unless the delegate has approved weighting of the criteria, in which case candidates must be advised of the weighting in the role documentation (i.e. the candidate pack).

11.1 Minimum eligibility requirements

- All candidates must be Australian citizens and gain and maintain an AFP security clearance. Under very limited circumstances, as outlined in the [AFP Commissioner's Order on Security \(CO9\)](#), these requirements may be waived by the Commissioner.
- Any other minimum requirements are outlined on the vacancies section of the [AFP website](#).

12. Recruitment gateways

Mandatory gateways apply for all recruitment processes. Where appropriate, a business area may also request the inclusion of additional optional gateways within a recruitment process. Where an optional gateway is included all candidates must meet the gateway requirements to progress in the process.

All mandatory and optional gateway options can be found in [Attachment 1](#) of this guideline.

12.1 Employment character standards

All external applicants undergo pre-employment screening by completing an employment suitability questionnaire assessed against the [AFP Character Guidelines](#). AFP Recruitment facilitates this gateway in collaboration with AFP Professional Standards (PRS).

After assessment of candidates' responses, PRS must notify AFP Recruitment of the outcome approved by the delegate. AFP Recruitment will advise the candidate if they are unsuccessful in the process.

Internal applicants who apply to be a protective service officer or police recruit may be required to complete the employment suitability questionnaire and will be subject to integrity checks.

12.2 Failure to meet gateway requirements

If an applicant does not attempt a gateway within the specified timeframe and does not receive an extension prior to the gateway being conducted, they will be withdrawn from the process.

If an applicant attempts a gateway, but does not meet the standards for the gateway, they will be deemed unsuccessful and will not progress any further in the process. The applicant will be advised accordingly by AFP Recruitment.

12.3 Validity of gateway results

Some assessment methods, particularly psychometric tests, have exclusion periods. For these assessments, the score achieved in an initial attempt remains valid until the exclusion period expires. Until that time, an applicant will be unable to reattempt the gateway assessment. AFP Recruitment provides advice to the selection advisory committee chair of any exclusion periods specific to assessments at these gateways.

Some gateway results may also have a limited validity period. If a previously completed assessment is no longer valid, the applicant will be required to complete the assessment again in order to continue their application. In circumstances where the validity of an assessment is not the fault of the applicant, the SAC chair may choose to consider the prior assessment.

13. Selection advisory committee (SAC)

A SAC must be formed for all internally and externally advertised vacancies.

Members of a SAC must ensure they possess the skills, knowledge and demonstrate impartiality to perform their role in accordance with this guideline and are required to have completed the SAC iAspire training.

13.1 Forming a SAC

Before a SAC is formed, the:

- the relevant delegate must nominate SAC members with names provided in the recruitment request brief (applications will not be released to the SAC until all members have been confirmed and completed the iAspire training)
- the SAC must comprise a minimum of two SAC members with a gender balance. All SACs must include an independent member (this must be someone either external to the AFP or from a different business area than that of the advertised role; and
- the SAC chairperson may engage the services of an external provider for scribing and preparing the delegate report or to perform the role of the independent SAC member. No

one person may undertake the role of both scribe and independent SAC member. All costs associated with scribing and preparing the report must be met by the business area advertising the vacant position.

All SAC members must:

- be at least one level above the substantive band level of the advertised vacancy
- not assess a spouse, partner, family member or close friend. AFP appointees who suspect they may have an actual, perceived or potential conflict of interest must advise the SAC chairperson or delegate prior to final formation of the SAC (refer to the [National Guideline on conflicts of interest](#)).

13.2 Role of a SAC

The function of a SAC is to recommend to the delegate the applicant(s) most suitable to fill the advertised vacancy, create an order of merit and/or merit pool. SAC members, including the independent member, must have an equal contribution to the process and assessments.

SAC members must:

- understand the requirements of the role(s)
- have the appropriate security clearance
- have the skills necessary to conduct a valid and fair assessment of each applicant's relative suitability using an appropriate combination of selection tools
- use unbiased selection methods that provide for transparent and effective decision-making
- be able to make a selection recommendation to the delegate that is capable of withstanding independent scrutiny
- observe privacy obligations
- make decisions based solely on the evidence acquired from the assessment process, and:
 - according to merit
 - independently and impartially
 - in accordance with the principles of fairness and relevant legislative requirements, including anti-discrimination legislation
 - as quickly as possible whilst maintaining the standards referred to in this guideline.

The SAC chairperson must:

- ensure availability of SAC members to ensure timely recruitment outcomes
- determine if there are any actual, perceived or potential conflicts of interest for SAC members
- lead the selection process and manage SAC members
- perform the role of the contact officer, or identify an alternative subject matter expert, for the duration of the recruitment process
- make the decision on whether to accept late applications and/or extension requests
- liaise between the delegate and SAC members
- confirm that applicants possess prerequisite requirements.

SAC members must assess the suitability of the applicants for the advertised role, order of merit and/or merit pool and make recommendations to the delegate.

The role of a scribe is to document the recruitment process and to perform other administrative

tasks such as referee checks, etc.

If a SAC member is unable to complete SAC duties at any stage due to personal leave, the delegate must nominate a replacement of the same gender and at the same level. The new SAC member must review all the processes undertaken. If the new SAC member does not agree with the findings, the delegate must either cancel the SAC or find a new SAC member. Where a SAC is cancelled, a new SAC will be formed to complete the process.

14. Direct engagement

Direct engagement of external applicants may be appropriate in certain circumstances, including where a former AFP employee is re-engaged. In such cases, a SAC process is not required. Circumstances where direct engagement can apply are:

- re-engagement of a former employee within two years of separation from AFP or Commonwealth
- a fixed-term employment contract
- targeted employment where an advertised selection process has failed to produce a field of suitable applicants
- the engagement of fixed-term (non-ongoing) employees and trainees to ongoing employees after at least six months from the date of initial engagement
- where the delegate is satisfied that the required skill set cannot be sourced internally, and is in limited supply externally.

A proposal for direct engagement should satisfy the delegate in relation to:

- application of the selection and advancement principles
- satisfactory performance and integrity of the individual identified for direct engagement, as a fixed-term (non-ongoing) employee or trainee
- prior performance, integrity, skills and knowledge and internal referee comments for a former employee separated from the AFP for a period of less than two years.

15. Recruitment methodology

Applicants must be assessed against the selection criteria and established standards for the band level aligned to the advertised role(s). While the SAC may determine the specific selection methodologies, each applicant must be assessed on merit and suitability for the role(s) through the evidence acquired during the assessment process only and using the AFP recruitment rating scale provided in the SAC pack.

The SAC must undertake all mandatory selection methods required for the process and also use a minimum of one optional form of selection methodology. Selection methodologies are provided in [Attachment 1](#) of this guide.

15.1 Applicants with a disability

The AFP is committed to attracting applicants that reflect the diverse nature of the broader population. It is recognised that there may be circumstances that preclude a candidate from attempting a gateway.

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Online cognitive assessment (if applicable)	If an applicant cannot attempt online cognitive testing due to learning or language/comprehension difficulties and provides evidence of this, the AFP will determine an appropriate methodology to assess this applicant.
Other gateways	Applicants must meet all other mandatory selection gateways applicable to the role and be assessed against the selection criteria unless determined by the delegate.

15.2 Shortlisting

The SAC must use the relevant work level standards to ensure a consistent approach to determine whether applicants meet requirements prior to shortlisting. The SAC may only have regard to elements detailed in the advertisement, such as:

- role scope/responsibilities
- selection criteria
- work level standards/work related qualities
- skill requirements or essential qualifications/industry experience; and
- any other considerations referenced in the advertisement.

The outcome of the SAC shortlisting assessment must determine whether an applicant proceeds to the next stage of the selection process.

After shortlisting has concluded and been agreed upon by the SAC, assessments of written applications must not be modified. Justifications for shortlisted outcomes must be included in the selection report.

Prior to interviews commencing, the SAC must inform AFP Recruitment of the applicants deemed unsuccessful at the shortlisting stage. AFP Recruitment should notify unsuccessful applicants via email within two business days that their application has not progressed to the next phase and be invited to receive feedback.

15.3 Online testing

The purpose of online testing is to assess a candidate's abilities and skills prior to inviting them to an interview or assessment centre.

The delegate may request any of the following assessment be used in a process:

- emotional intelligence
- cognitive assessment
- psychological testing
- literacy testing
- interview.

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15.4 Physical competency assessment (PCA)

The PCA is a requirement for sworn recruits and specialist sworn roles. The physical competency requirements for specialist sworn roles vary depending on the requirements of the advertised role. Applicants for sworn recruit roles must meet minimum PCA benchmarks.

15.5 Assessment centre

The delegate may approve the use of an assessment centre to evaluate candidates' abilities and skills highlighted through the application process and validate initial online testing (if applicable).

15.6 Interview

The purpose of conducting interviews is to afford an applicant the best opportunity to further enhance their claims against the selection criteria and to provide the SAC the opportunity to clarify claims made during the application process.

Applicants must be provided with a reasonable amount of time, usually at least two days' notice, for a scheduled interview. If an applicant is unavailable for the initial interview time, the SAC must consider reasonable steps to facilitate an alternative date and/or time; however, where a SAC is unable to accommodate an alternative date (e.g. due to the availability of the SAC members or in bulk recruitment processes), the SAC chairperson may elect to withdraw the candidate.

The SAC must also endeavour to ensure all applicants feel comfortable during an interview. At the conclusion of the interview, the SAC must use the assessments of all selection methodologies used to determine the applicant's overall suitability.

If an applicant has identified as having a disability, the SAC must make contact, prior to the interview, to ascertain if any reasonable adjustments are required for the interview and must ensure those adjustments are made.

Questions asked within the interview must be relevant to the advertised vacancy and role scope and responsibilities and be assessed accordingly.

15.7 Referee reports

The purpose of obtaining referee reports is to gain further clarification on an applicant's employment history, qualifications, experience and/or assessment of role suitability. The SAC should use them to seek clarification on matters discussed during the interview. If referee report(s) have been sought, the SAC must use them when determining the overall rating on the SAC report.

If a SAC chooses to obtain referee reports, they must be aware that there may be sensitivities in approaching referees and therefore must clarify the applicant's referee contact details prior to contacting them. This is often best done at the end of interviews if they are held.

Referees should be a current or previous supervisor or someone who is in a position to establish the applicant's job suitability for the relevant vacancy.

The SAC must only use referees nominated by the applicant or advise the applicant if they are

going to contact someone else.

Where a member of the SAC is a nominated referee for an applicant, they must submit a written referee report to the SAC chairperson in advance of the selection process commencing.

The SAC may use referee reports to gather information on an applicant's:

- work performance
- character
- experience
- qualifications
- skill sets
- other relevant work-related qualities.

Referee reports may be given verbally; however, they must be documented and then verified by the referee.

The SAC may ask the referee subsequent questions and/or verify claims made by the applicant; however, all subsequent questions must align to the selection criteria.

15.8 SAC recommendations

The SAC report must be submitted to the delegate via AFP Recruitment as soon as possible following the conclusion of the process. The SAC must ensure the report is endorsed by each of the SAC members and clearly outlines the recommendations including preferred candidate(s).

AFP Recruitment will submit the SAC report, with supporting documentation, to the delegate for approval within three business days of being received.

If agreement cannot be reached by the SAC, the delegate must be provided with the details and areas of disagreement, including outcomes, to determine either:

- a selection decision based on the evidence/material provided by the SAC
- direct that a new SAC be convened and the selection process re-commenced.

The report for a SAC process must include any relevant selection methodology documents for the delegate's consideration including:

- role scope
- full list of applicants with comments supporting non-progression
- individual assessments for applicants shortlisted and progressed
- conflict of interest declarations
- referee reports (if sought).

15.9 Review of SAC process

Following completion of a SAC report, any internal applicant at the executive level and below has a period of seven calendar days to request a review of the process by directly contacting the delegate. **This review is limited to VRN processes.** EOIs are exempt from the review process. The seven day review period commences from the date that the signed SAC report is provided to AFP Recruitment. Internal applicants must be notified of the review period opening date.

A request for review from an internal applicant is based on either an apparent or perceived:

- breach of the application of r.3 of the [AFP Regulations](#)
- significant departure from the merit selection process as set out in this guideline.

The delegate's consideration and determination of the SAC report and recommendations must not be finalised prior to the conclusion of the review period and notification of the outcome of the review being made in writing to the applicant(s) requesting the review.

An independent person may be selected by the delegate to undertake the review on behalf of the delegate.

If the delegate determines that there has been a significant departure from the principles set out in r.3 of the [AFP Regulations](#), the delegate may:

- direct the SAC to take specific action considered necessary to remedy any defect in the selection process raised during the delegate review
- direct that the selection process be abandoned and recommend that a new SAC be formed
- refer the matter to Professional Standards in accordance with the [AFP Commissioner's Order on Professional Standards \(CO2\)](#).

15.10 Delegate's role

In accordance with this guideline, an existing order of merit list must not be reordered; however, the delegate may disregard a list or place a condition on a selection decision (e.g. offering positions to internal applicants first due to full time equivalent constraints after recruitment has concluded). Where this occurs, the delegate must document the reasons for this decision.

The delegate must not make any decision and/or sign off on the SAC report until the following responsibilities and requirements have been met:

- consideration of integrity check outcomes provided by Professional Standards and Safe Place (where applicable)
- conclusion of the seven day review period (VRN processes)
- all requests for a review have been addressed and finalised to the satisfaction of the delegate.

15.11 Orders of merit and merit pools

After assessing all candidates' performance against the pre-determined gateways, candidates who are rated suitable are placed on an order of merit or merit pool. An order of merit ranks the candidates in order of performance and offers must be made in accordance with the order listed in the SAC report. A merit pool is an unranked list of suitable candidates, and roles may be allocated to any candidate from the pool.

Where an order of merit contains additional competent candidates, over and above those required for filling the advertised vacancy, the process may be made available to fill vacancies with like or similar skill sets and requirements. In accessing an existing order of merit, or merit pool, the delegate must ensure that merit principles are applied. This may include re-validating expired gateways.

Orders of merit remain valid for 12 months from the date the SAC report is signed by the delegate. The delegate may extend the expiry date beyond 12 months at their discretion. Alternatively, a delegate may choose to close a pool. In this case the delegate must document the reason(s) for their decision, such as organisational restructures, role sizing of positions, or that the requirements of the advertised vacancy have evolved.

16. Finalising the recruitment process

16.1 Commencement date

The commencement date of employment or duties for a successful applicant depends on the completion of mandatory employment requirements, availability of a suitable role, and/or the commencement date of any required training program.

Mandatory gateways for external candidates include:

- security clearance and integrity checks
- drug testing
- fingerprinting.

Internal applicants are subject to the release provisions outlined in section 17 of this guideline.

16.2 Retracting an offer

An offer of employment made to a successful applicant may be retracted if the applicant:

- fails to respond to an offer of employment made by AFP Recruitment within the required timeframe
- has not met the requirements of all gateways before the commencement date of the offered role or training course.

16.3 Feedback

All applicants are to be invited by AFP Recruitment to register their interest in receiving feedback. If feedback is requested, the SAC must provide feedback to all applicants after the conclusion of each gateway.

Where a delegate decides that it is not feasible to provide feedback on a specific gateway or process (such as bulk rounds), this outcome must be communicated in the advertisement. Where a decision has been taken to limit feedback, no exceptions are permitted.

17. Advancement and transfer effective dates (internal applicants)

The delegate and line managers must ensure that employees who have been offered a role as a part of a selection process involving advancement, transfer or higher duties are released and the resulting assignment of duties occurs on an effective date as outlined in this guideline.

17.1 Advancement

Effective date of advancement – the 14 day rule

The effective date of the successful employee's advancement will be 14 calendar days from either the date the applicant accepts the offer (as the direct result of a SAC process or for merit pool advancement) or the date the offer is accepted where the employee is on higher duties at the level they are to be advanced to.

Note: An employee has seven working days to accept the offer of advancement. If the offer is not accepted within seven working days then it will be deemed that the employee has declined the offer.

A successful applicant is entitled to receive any salary progression attached to their advancement from the effective date.

Exceptions to the 14 day rule

Exceptions to the 14 day rule are:

- if the advancement role is in the same business area, or the employee is performing the role already on higher duties, the effective date is the date of the delegate's endorsement of the SAC report, thereby effecting the advancement immediately
- for an employee returning from overseas liaison officer duties, the effective date of advancement will be the date the employee is to commence duty in the new role
- where an employee returns from an international posting where they were covered by Determination 1 (Overseas Terms and Conditions of Service), the effective date of the advancement is the next available working date after any overseas accrued leave commitment is exhausted.

Release date

Before assigning new duties to an employee, the delegate assigning the duties must agree on a release date with the employee's current line management. The release date is the day on which an employee commences the new duties.

If the employee's current line management cannot release the employee by the effective date they may seek to extend the release date by an additional 14 days. The effective date remains, and the losing area is responsible for paying the employee's new salary until the date the employee takes up the new role.

Delay in releasing an employee may only occur where there is clear evidence that the losing area's organisational/operational priorities are greater than those of the gaining area. If so, the losing area must minimise disruption to the gaining area by reassigning the responsibilities of the employee as quickly as possible.

If the advancement involves an AFP funded relocation (paid for by the gaining area), the advancement will take effect on the effective date, even though the appointee may still be in transit to their new work location or on leave to effect the relocation.

If the delegate assigning the duties and the employee's current line management are unable to agree on a release date, the matter is to be referred to Manager People Strategies, who will consider the matter and determine a release date.

17.2 Transfers

An employee has seven working days to accept the offer of transfer. If the offer is not accepted within seven days then it will be deemed that the employee has declined the offer.

Transfers are re-assignments at the same band level, and have no effect on an employee's base salary. The effective date and release date of transfers will therefore depend upon negotiation between the relevant business areas.

The effective date of the transfer will be the release date negotiated between the delegate assigning the duties and the employee's current line management, having regard to operational requirements and any approved leave.

The transferring employee or their current supervisor must process the transfer through the [Insight!](#) 'Forms Menu'. The [Insight!](#) record must stipulate the release date agreed between the business areas.

17.3 Higher duties assignment (HDA) for a fixed period

Period of less than 6 months

If HDA is offered by another business area for less than six months, the effective date and release date for the employee to take up the HDA role are a matter for the delegate assigning the duties and the employee's current line management to negotiate.

The employee's commencement of HDA in another business area is conditional upon them being released to take up the HDA role. Business areas are encouraged, but not obliged, to release employees for HDA opportunities of less than six months; however, it is recommended, where possible, employees are provided every opportunity to undertake HDA to assist in their personal development and career progression and to stimulate continued workplace engagement.

Period greater than 6 months

Business areas must release an employee to take up an HDA opportunity if the offer:

- results from the outcome of a competitive merit-based selection process (e.g. expression of interest)
- is for a period of six (6) months or longer.

The timing of the effective date and release date of these HDA opportunities is subject to the same principles that apply to advancements, as set out in section 17.1.

The transferring employee or their current supervisor must process HDA via the [Insight!](#) 'Forms Menu'. The [Insight!](#) record must stipulate the release date agreed between the business areas.

For delegations on higher duties refer to [Determination 3 of 2017: Instrument of Delegations and Authorisations, AFP Enterprise Agreement 2017-2020](#).

17.4 System processing of assignment of duties

Processing advancements

AFP Recruitment commences initial processing of an advancement after receiving the SAC report from the delegate. AFP Recruitment actions include:

- completing the offer to the successful candidate
- receiving the employee's acceptance
- forwarding documentation to the Pay Team for processing.

Documentation must show a date of effect as 14 days from either (as applicable) the:

- applicant's acceptance (as the direct result of a SAC process or for a merit pool advancement)
- delegate's approval (where an employee is currently undertaking the duties of the position).

AFP Recruitment must be notified by the receiving business area if the actual movement date is different from the date of effect of the advancement.

Processing transfer and higher duties assignments

AFP Recruitment does not action transfers and higher duties assignment movements. These must be processed through [Insight!](#) either by the employee or the relevant business area.

18. Commencement salary (external applicants)

AFP appointees, other than lateral recruits, will be engaged, advanced or transferred to a position at the band level advertised for the role and will be remunerated accordingly.

The minimum increment point of each salary band will be used when a person is engaged from outside the AFP or on promotion or advancement across a hard barrier where an internal applicant is not already on that increment point.

External applicants who wish to commence on a pay increment above the base increment must seek approval through a business case submitted to Manager People Strategies. The business case is to be submitted by the business area and must include a minimum of two pay slips, with evidence of annual earnings, from the external applicant as evidence to their claims of engagement at the higher increment point.

In exceptional circumstances, the starting salary may be determined by the Commissioner on the recommendation of the Remuneration Committee. These circumstances include where the new employee is an acknowledged expert in their field, or has other critical qualifications or attributes required by the AFP.

Details on remuneration structure can be found in the current [AFP Enterprise Agreement 2017-2020](#) or the [AFP Executive Level Enterprise Agreement 2016-2019](#).

19. Further advice

Queries about the content of this guideline should be referred to AFP Recruitment at afprecruitment@afp.gov.au.

20. References

Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Australian Federal Police Regulations 1979](#) (Cth)

AFP governance instruments

- [AFP Enterprise Agreement 2017-2020](#)
- [AFP Executive Level Enterprise Agreement 2016-2019](#)
- [AFP Commissioner's Order on Governance \(CO1\)](#)
- [AFP Commissioner's Order on Professional Standards \(CO2\)](#)
- [AFP Commissioner's Order on Security \(CO9\)](#)
- [AFP National Guideline on personnel security vetting](#)
- [AFP National Guideline on privacy](#)
- [AFP National Guideline on integrity reporting](#)

Other sources

- [Whole-of-Australian Government Advertising Arrangement](#) (Department of Finance).

21. Attachments

- [Attachment 1 – Recruitment gateways and assessment methods](#)
- [Attachment 2 – Schedule of Recruitment Delegations.](#)

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