

AFP National Guideline on secondary work or volunteering

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) (AFP Act).

2. Guideline authority

This guideline was issued by the Chief of Staff 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.

4. Policy

Through various governance instruments, the AFP has 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.

Non-appointee contractors must manage any secondary work or volunteering through the security framework and associated processes by submitting a [change of circumstances form](#).

Employment with the AFP must take precedence over secondary work or volunteering.

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 PRS, via their supervisor and coordinator/superintendent, for decision by Commander Professional Standards.

The applicant must thoroughly 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 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:

- 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 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
- ownership, directorship/partnership, large shareholding, or administration of a trust, with involvement in the security, liquor, transport, freight movement, real estate, gaming, sex, tobacco, or illicit drug analogues and derivate industries
- work or volunteering with the security, liquor, freight movement, real estate, gaming, sex, tobacco, or illicit drug analogues and derivate 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 license
- service of alcohol at venues including but not limited to functions, restaurants, bars and nightclubs
- doorman/doorwoman 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
- performing a judicial function, including a Justice of the Peace (JP) role (AFP police volunteers who perform JP functions as part of their work are not required to submit a secondary work or volunteering application)

- 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
- work or volunteering 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 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 actual, potential or perceived 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 will be assessed on a case-by-case basis, but will generally not be approved.

Actual or potential conflicts	Potential or perceived conflicts
The provision of any business to the AFP	Teaching/lecturing that uses information/knowledge from an individual's employment with the AFP
Using any AFP resources or information (other than public information)	Using (without approval) information or knowledge obtained from employment with the AFP to publish a paper 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: <ul style="list-style-type: none"> ▪ knowledge of national security, or criminal or international environments ▪ ICT systems ▪ law enforcement methodologies including: <ul style="list-style-type: none"> ▪ personal protection ▪ driving skills ▪ forensics ▪ technical activities ▪ investigations or surveillance 	Secondary work or volunteering in any capacity in the commercial or privacy inquiry industry, including process serving, debt collection, repossession of goods, investigation of persons or surveillance of persons

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<ul style="list-style-type: none"> ▪ 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 (Commonwealth, state or territory) or international government agency (excluding formal secondment arrangements, training or duty with the Australian Defence Force, volunteer service with Emergency Services or any other situation which are authorised by the AFP and/or required by law)

7. Considerations

7.1 Considerations for applicants

- Applicants must not commence any secondary work or volunteering until approved by the delegate
- Approval is conditional and valid for one year
- Applicants must seek re-approval annually
- Applicants must submit one secondary work or volunteering 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 need to obtain 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
- Applicants must complete the secondary work or volunteering [iAspire](#) training module prior to completing the initial application and yearly (if renewing) thereafter.

7.2 Considerations for supervisors and delegates

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

- ensure the integrity and good reputation of the AFP and AFP appointees is 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
- ensure the continued effective performance of official AFP duties.

Supervisors and delegates must complete the secondary work or volunteering [iAspire](#) training module before considering any secondary work or volunteering application.

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.

Leave without pay (LWOP) and flexible workplace arrangements need to be approved **prior to** submitting a secondary work and volunteering application, and supervisors must ensure these are sighted as part of the SWV application as proof of approval. Supervisors must also ensure the applicant provides a copy of their current Responsible Service of Alcohol (RSA) certificate for their sighting if the secondary work or volunteering activity includes the service of alcohol. The LWOP approval and RSA certificate must be reviewed, endorsed and sighted by the supervisor. The applicant may seek a review of the delegate's decision in accordance with s. 18 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](#).

Non-appointee contractors must submit a [change of circumstances](#) form to [Security](#) where there has been a change in the nature of their secondary work or volunteering, or a conflict of interest arises.

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 seconded commenced duties with the AFP and the seconded declared this secondary work or volunteering through the AFP security clearance process.

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

8.3 Contractors

AFP appointee 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 line manager for approval. Where the contractor does not have an AFP line manager, 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).

Non-appointee contractors

Contractors deemed to be non-appointees are not required to submit an application for secondary work or volunteering. Any secondary work or volunteering must be declared during the AFP security clearance process, with changes during the contract period reported to [Security](#) via the [change of circumstances](#) form.

Where a non-appointee contractor has a conflict of interest or is involved in prohibited or restricted activities, their organisational suitability to provide services to the AFP will be assessed by Security. The supervisor of the non-appointee contractor must monitor and report where such matters arise.

8.4 AFP police volunteers

AFP police volunteers must apply for secondary work or volunteering in accordance with this guideline, excluding duties undertaken as a Justice of the Peace as part of their AFP police volunteer role.

Applications for secondary work or volunteering must be submitted to the delegate via the program manager of the [Volunteers in Policing Program](#).

9. 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 (3) 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](#).

10. Association or union delegate duties

AFP appointees who perform association or union duties as delegates for the Australian Federal Police Association (AFPA) or Commonwealth Public Service Union (CPSU) 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 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 line managers and AFP Industrial Relations for assistance.

11. 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 (GLLO)
 - Malunggang Indigenous Officers Network (MION)
 - Women's Network
 - AFP Ability Advisory (AAA) Network
 - AFP Sergeants Mess
 - Culturally and Linguistically Diverse Network
- AFP Legacy
- AFP National Sports Federation
- Think U Know
- AFP sanctioned events.

12. Voluntary activities

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

12.2 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.

12.3 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).

13. Justice of the Peace

AFP appointees must submit a secondary work or volunteering application through *Insight!* to undertake a Justice of the Peace role, except:

1. ACT Policing volunteers who undertake Justice of the Peace activities as part of their volunteering with ACT Policing are not required to submit an application
2. where the AFP has paid the registration fee, and/or there is endorsement by your Command (in writing) and the AFP appointee's name will not appear on a public register.

Justice of the Peace activity is considered to be a restricted activity under this guideline.

14. Media

AFP appointees must submit a secondary work or volunteering application through *Insight!* for work or volunteering with any media outlet including as a radio host, television host, news reporter or correspondent, commentator or participation on a TV show such as a reality TV show or game show. The AFP appointee and their supervisor must also consult with [AFP Media](#) and [AFP Security](#). Applications will be treated on a case-by-case basis.

Secondary work or volunteering with any media outlet is considered to be a restricted activity under this guideline.

15. 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 if 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](#).

16. Responsibilities

The applicant must:

- consider whether tasks or activities undertaken outside of 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 (see [AFP Security](#))
- 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 online [iAspire](#) training module

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- 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
- if the application identifies a conflict of interest, security risk or restricted activity, include a management strategy, prepared with supervisor consultation
- 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 Responsible Service of Alcohol (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:

- complete the online [iAspire](#) training module
- 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
- return the application form, either approved or refused, to the applicant.

The delegate must:

- complete the online [iAspire](#) training module
- consider the application in accordance with this guideline
- ensure appropriate treatments can be implemented to manage the secondary work or volunteering
- consider whether the application creates an actual, potential or perceived conflict of interest

- 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 [PRS](#), [Security](#) or [Organisational Health](#) for further advice)

- return approved applications to the supervisor to provide to the applicant
- provide refused applications, with reasons, to the supervisor to return to the applicant.

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 Professional Standards at any time.

Professional Standards must:

- on receipt of an application for restricted secondary work or volunteering, conduct an assessment of the application for integrity and risk considerations or conflicts of interest, and provide the application to Commander Professional Standards for decision
- where appropriate, refer the application to the PRS Operations Committee (OC) if issues are identified during the assessment that require consideration by OC members
- return approved or refused applications to the supervisor
- ensure all application forms, (approved or refused, are uploaded and maintained in PROMIS Integrity).

AFP Security must:

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- 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
- if requested to review any change of circumstances for non-appointee contractors who engage in secondary work or volunteering, make an organisational suitability assessment in relation to the delivery of services by the non-appointee contractor to the AFP.

AFP contract managers must:

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

Organisational Health 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 safety of the applicant or other AFP appointees
- submit 'external work trial' paperwork relating to a Comcare return to work plan to PRS for review, where the trial activity is considered a restricted activity.

Payroll Services must:

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

Assistant Commissioner People & Wellbeing must:

- on request from an applicant, review (or nominate an independent senior executive AFP appointee to review), in accordance with this guideline, a decision to refuse secondary work or volunteering.

17. Leave and suspension

17.1 Suspended AFP appointees

Secondary work or volunteering applications from AFP appointees who are under suspension, with or without pay, must be referred to Commander Professional Standards, or the delegate who suspended the individual, via the AFP appointee's PRS case officer for assessment.

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

17.2 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.

17.3 Health considerations

Non compensable

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

Should an individual who has approved secondary employment produce 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 and consultation must occur with Organisational Health 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.

18. 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 the Assistant Commissioner People & Wellbeing through [PRS](#).

The Assistant Commissioner People & Wellbeing must review the decision or appoint a senior executive AFP appointee, independent from the initial decision, to undertake a review.

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.

19. Further advice

Any queries relevant to the content of this guideline should be referred to PRS-SecondaryWorkVolunteering@afp.gov.au.

20. 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 work or volunteering application (through *Insight!*)

21. Shortened forms

AFP	Australian Federal Police
PRS	Professional Standards

22. Definitions

AFP appointee means a Deputy Commissioner, an 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 Security means the business area that develops and maintains security capabilities sufficient to support AFP operational and business requirements.

(See [AFP Commissioner's Order on Security \(CO9\)](#).)

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

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.

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 manager or above, or for 'restricted activities' (see s. 5.2) is Manager Professional Standards.

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.

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.

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Law enforcement agency means any Australian or foreign law enforcement agency.

Line manager is the immediate supervisor or the most senior AFP appointee in a geographic location.

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

National Manager/Assistant Commissioner means an AFP appointee declared at the Senior Executive Service Band 2 in accordance with s. 25 of the [AFP Act](#).

Non-appointee contractor is any person involved in the delivery of services to the AFP who has not been determined to be an appointee under s. 35(2) of the [AFP Act](#).

Organisational Health means the business area that sets and implements national work health, safety and rehabilitation strategic direction through policy, guidance, advice, reporting and case management.

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](#).

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 that 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 \(ATSAS\)](#).

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.