

AFP National Guideline on integrity reporting

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 National Manager Workforce Development and Culture 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 outlines the formal integrity reporting obligations to be followed by AFP personnel. It sets out circumstances which must be considered by AFP personnel and provides guidance to assist them in managing and reporting relationships or declarable associations that may compromise themselves, other AFP personnel and/or the AFP.

This guideline should be read in conjunction with the [AFP National Guideline on conflicts of interest](#).

4. Policy

Through various AFP governance instruments, the AFP has specific obligations which require AFP personnel to consider their personal integrity. These include matters relating to human resources (e.g. selection and recruiting processes), contracts and procurement, financial management, property and exhibits, hospitality, gifts and operational outcomes. AFP personnel must be familiar with AFP governance, policies and guidelines. AFP personnel must 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 professional standards of the AFP place expectations on AFP personnel, whether on or off duty, with regard to their integrity and conduct at all times. Breaching those expectations may limit the suitability of AFP personnel to carry out certain functions or remain in AFP employment.

AFP personnel must formally report relationships, events and situations which could give rise to a perceived, potential or actual conflict of interest (as defined in the [AFP National Guideline on conflicts of interest](#)) involving themselves, other AFP personnel and/or the AFP.

The integrity reporting requirements do not restrict contact between AFP personnel and the public, the media, suspects, criminals or any other person encountered by AFP personnel in the execution of their duties.

Where AFP personnel have their integrity questioned, the focus will be on managing those situations. In itself, identifying a potential integrity issue is not a complaint under [AFP Commissioner's Order on Professional Standards \(CO2\)](#).

5. Reporting requirements

The obligation to submit an [Integrity Report](#) is in addition to any declarations made as a part of a security vetting process or security incident reporting.

AFP personnel must submit an [Integrity Report](#) to Professional Standards (PRS) when:

- an actual, perceived or potential conflict of interest is identified
- a declarable association is identified
- the individual integrity of AFP personnel may be questioned
- other AFP personnel are suspected of having an integrity issue and that conduct or involvement does not require a complaint on CRAMS or through other reporting avenues.

Further advice and guidance is available in relation to the identification and management of conflicts of interest and declarable associations in the [AFP National Guideline on conflicts of interest](#).

AFP personnel must submit an [Integrity Report](#) as soon as practicable after becoming aware of any matter giving rise to the need for a report. The report should be submitted using the automated InfoPath [Integrity Report](#) form. If AFP personnel cannot access the automated form, the information must be emailed to the [PRS Early Intervention Team](#).

Information supplied should contain only information known to the reporting AFP personnel at the time of reporting. Indices checks must not be made to establish any other information. As much information as possible should be submitted and include:

- the time and date of the incident
- the location of the incident
- the full names of persons who are being declared or were present during the incident, including date of birth or approximate age, with accurate spelling to assist identification
- the circumstances of the integrity issue
- any conversation of interest
- a description of events/the incident
- any reference to known previous or reported incidents
- if possible, an initial assessment of consequences or impact on the AFP/AFP personnel.

Where AFP personnel inform their supervisor of a conflict of interest, this should be noted on the [Integrity Report](#) together with:

- whether a risk assessment has been conducted and if so by whom, noting the risk level identified (low/medium/significant/high/critical)
- the actions to be taken by the AFP personnel and supervisor in managing the conflict of interest utilising the option(s) from the treatments above
- whether the conflict requires ongoing monitoring, including a review date.

Further information is available in the [AFP National Guideline on conflicts of interest](#) and the Better Practice Guide on conflicts of interest.

In instances involving prolonged and/or regular contact, AFP personnel must submit one report summarising the nature of the ongoing relationship. There is no need for another report unless there is a change in the contact or relationship, in which case they must submit a report detailing the change.

5.1 Other integrity reporting requirements

Other situations may arise in the course of the personal and professional life of AFP personnel which must be reported via an [Integrity Report](#), these include:

- being served with a diversionary conference notice or other similar notice, by any law enforcement body, to attend education, assessment and treatment or counselling relating to any matter (where there has been no arrest or charge)
- being a witness or having an involvement in a criminal or civil matter outside official duties which may lead to an involvement in court proceedings and/or raise questions regarding integrity or conduct (if AFP personnel are arrested, charged or summonsed in relation to a criminal matter they must report it as a conduct issue)
- attending a location where people are suspected to be engaged in criminal activity, including 'social' drug use
- an offer of gifts, benefits, reward or money for undertaking official duties or choosing not to undertake them

- being approached for law enforcement advice on AFP or another jurisdiction's matters, outside of the execution of official duties
- unacceptable and prohibited use of information and technology systems (ICT) as outlined in the [AFP National Guideline on information security](#)
- any other situation where the professional integrity of AFP personnel may be called into question.

The following matters must also be reported to PRS via an [Integrity Report](#) form. In these specific situations AFP personnel must inform their supervisor and note the details of that advice in the integrity report form. Where AFP personnel are:

- convicted of a traffic offence which results in the suspension or disqualification of their driver's licence
- summonsed or issued with a traffic infringement notice for an offence which accrues 6 or more demerit points or may result in their driver's licence being suspended or revoked.

In both these circumstances a supervisor must review the suitability of the AFP personnel to continue to drive AFP vehicles against the requirements of the [AFP National Guideline on AFP vehicles](#).

5.2 AFP personnel subject to The AFP Commissioner's Order on Operational Safety (CO3)

AFP personnel must immediately inform their supervisor and PRS and comply with the provisions of [CO3](#) (specifically relating to operational safety qualifications and the ability to use or carry any AFP equipment) in circumstances where they are subject to the provisions of CO3 and are:

- served with an interim domestic violence order, domestic violence order, restraining order, protection order or family violence order, apprehended violence order, prohibition order or other similar order
- served with any court order relating to the possession of an official or private firearm or other equipment.

In these specific instances the submission of an [Integrity Report](#) satisfies reporting requirements. If required, PRS will inform security of the matter.

Supervisors and managers must ensure compliance with the reporting obligations in [CO3](#).

The supervisor or manager may seek advice from PRS through the [PRS Early Intervention Team](#) to determine appropriate action. The supervisor must notify AFP personnel of the outcome.

PRS action

PRS will liaise with Security to ensure matters are properly assessed and actioned. If the AFP appointee is not an AFP employee (e.g. an AFP special member), PRS will also liaise with the appropriate contact as required (e.g. an AFP special member's supervisor and the home jurisdiction).

5.3 AFP personnel not subject to The AFP Commissioner's Order on Operational Safety (CO3)

AFP personnel must immediately submit a [Security Incident Report \(SIR\)](#) and inform their supervisor and PRS in circumstances where they are **not** subject to the provisions of [CO3](#) and are:

- served with an interim domestic violence order, a domestic violence order, a restraining order, protection order or family violence order, apprehended violence order, prohibition order or other similar order
- served with any court order relating to the possession of a private firearm or other equipment.

In these specific instances, the submission of an [SIR](#) satisfies reporting requirements and the submission of an [Integrity Report](#) is not required. Security will inform PRS of the matter which discharges any obligation to inform PRS.

The supervisor of any AFP personnel subject to this section must immediately on becoming aware of the circumstances advise in writing:

- the relevant manager
- PRS
- Security.

The supervisor or manager may seek advice from PRS through the [PRS Early Intervention Team](#) to determine appropriate action. The supervisor must notify the AFP personnel of the outcome.

PRS action

PRS will liaise with Security to ensure matters are properly assessed and actioned. If the AFP appointee is not an AFP employee (e.g. a contractor or secondee), PRS will also liaise with the appropriate contact as required (e.g. AFP contract manager, AFP contract supervisor or home jurisdiction).

PRS may seek further details from the reporting AFP personnel or take further steps, independently or with the line manager, to resolve any identified issues in accordance with the [AFP National Guideline on conflicts of interest](#).

6. Management of integrity reporting matters

Reporting conflicts of interest, declarable associations and other matters is an integral part of the integrity and security framework of the AFP; however, equally important is the management and appropriate risk mitigation that accompanies any identification and reporting.

Supervisors and AFP personnel must carefully manage any integrity issue and work collaboratively to ensure conflicts of interest are appropriately identified, reported and managed. Supervisors must make decisions about the risks posed by any identified matter and take steps to manage the individual, organisational and operational risks.

Management strategies and supporting material is available for supervisors and AFP personnel in the [AFP National Guideline on conflicts of interest](#) and associated better practice guide.

7. Other forms of reporting

AFP personnel must routinely consider and determine whether there is a reporting obligation under this guideline or under another governance instrument. Contact with suspects and offenders as part of the day to day duties of AFP personnel does not normally require an [Integrity Report](#), particularly in normal operational circumstances. PROMIS and other reporting systems and methods are available for routine matters.

Security incident reports

Security incident reporting is a critical component of the AFP's security framework and contributes to the security posture of the AFP. Security incident reporting is used to identify, report and manage the risks posed by security incidents. For further information see the [AFP National Guideline on personnel security](#) and [Security Incident Reporting](#).

Mandatory reporting is required for matters related to the operational competency of AFP personnel to carry or use AFP equipment pursuant to [CO3](#). AFP personnel, supervisors and managers one removed must be aware of those provisions and submit an [SIR](#) as appropriate. An [Integrity Report](#) is not required in matters related to [CO3](#) and where an [SIR](#) is submitted.

AFP personnel with doubts over whether an issue should be reported as a security issue or an integrity issue should seek advice from either the [PRS Early Intervention Team](#) or [Security Reporting and Referrals](#).

8. Complaint management

The circumstances and behaviours considered in this guideline may give rise to a complaint. AFP personnel must report breaches of the professional standards of the AFP by any AFP personnel pursuant to [CO2](#). Submitting an [Integrity Report](#) does not satisfy the complaint reporting requirements of [CO2](#).

[CO2](#) and the [AFP National Guideline on complaint management](#) set out the procedures for dealing with complaints.

9. Further advice

Any queries relevant to the content of this guideline should be referred to Coordinator PRS Prevention and Integrity Compliance, through the [PRS Early Intervention Team](#)

10. References

Legislation

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

AFP governance instruments

- [AFP Commissioner's Order on Operational Safety \(CO3\)](#)
- [AFP Commissioner's Order on Professional Standards \(CO2\)](#)
- [AFP National Guideline on AFP vehicles](#)
- [AFP National Guideline on complaint management](#)
- [AFP National Guideline on conflicts of interest](#)
- [AFP National Guideline on information management](#)
- [AFP National Guideline on personnel security](#)

Other sources

- [Integrity report form](#)
- [Security Incident Reporting](#)

11. Shortened forms

AFP	Australian Federal Police
CO2	The Australian Federal Police Commissioner's Order on Professional Standards (CO2)
CO3	The Australian Federal Police Commissioner's Order on Operational Safety (CO3)
CRAMS	Complaint Recording and Management System
OMC	Operations Monitoring Centre
PROMIS	Police Real-time Online Management Information System
PRS	Professional Standards
SIR	Security Incident Report

12. 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 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 Act to be an AFP appointee

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

AFP conduct issue has the same meaning as s. 40RH of the [AFP Act](#).

AFP equipment means any item of equipment approved by the Commissioner or Operational Safety and Security Working Group delegate and recorded on the AFP Approved Equipment Register (AER) including batons, handcuffs and other restraints, chemical agents, oleoresin capsicum canisters, shields, ballistic vests, holsters, official firearms, firearm accessories, conducted electrical weapons, weapons and munitions.

(See [The Commissioner's Order on Operational Safety \(CO3\)](#))

AFP personnel means AFP appointees, contracted service providers, AFP volunteers and other persons who provide services to the AFP.

Complaint means the giving of information pursuant to s. 40SA of the [AFP Act](#).

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 AFP personnel in serving the public interest/official AFP duties, and the private interests of AFP personnel. 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](#).)

Declarable association means a private affiliation with an individual (including a family member), a group, an event or organisation that could adversely impact the reputation and/or integrity of AFP personnel or the AFP or affect AFP activities.

Declarable association is further defined in the [AFP National Guideline on conflicts of interest](#).

Family member includes a spouse, partner, children, siblings, parents and extended family.

Indices are those databases, including PROMIS, NPRS, CRIMTRAC, AUSTRAC, MASCOT, any state or territory police database, relevant licence and vehicle registration database, or any restricted government database, which are made available to AFP personnel to fulfil their AFP duties.

Line manager is a manager, office manager, commander, airport police commander, International Operations contingent commander or station manager where the station manager is the most senior AFP appointee in that geographical location.

Manager one removed means a supervisor's supervisor, usually a coordinator/Band 9, senior executive employee or a statutory office holder under the Act.

Probity is the evidence of ethical behaviour and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process.

(See [AFP National Guideline on procurement and contracting](#)).

Professional Standards (PRS) the business area referred to as 'PRS' that has the responsibility for managing the professional standards framework of the AFP and investigating Category 3 conduct issues and corruption issues, relating to conduct engaged in by AFP appointees.

(See [AFP Commissioner's Order on Professional Standards \(CO2\)](#)).

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