

Chapter 11 Miscellaneous

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11.1 Visits to overseas law enforcement agencies

Members of the Service visiting overseas law enforcement agencies on an official basis or on a private visit which will be of significant benefit to the Service may be issued a letter of introduction under the hand of the Commissioner.

Unless otherwise stated, a letter of introduction does not imply that the members are attending or visiting at the request of the Service, nor does it indicate that the Commissioner is giving directions to a member to visit a particular organisation as a condition of employment.

ORDER

Members planning private visits to overseas law enforcement agencies are not to communicate directly with these agencies for permission to visit and/or for information on courses or seminars they might attend as communications of this nature are often in conflict with the wishes of the agencies concerned.

A member wishing to make such inquiries will do so by furnishing a report through the member's assistant commissioner or director to the Commissioner including full particulars of the information required at least 2 months before the intended travel. This matter will then be referred through suitable channels to the appropriate authority.

Letters of introduction from the Commissioner will only be given to members of the Service visiting overseas law enforcement agencies on official basis or on a private visit which will be of significant benefit to the Service.

Members of the Service requesting information from overseas law enforcement agencies regarding a private visit and/or information on courses or seminars they might attend will make such request by way of report through the Commissioner.

Based on a review of the income tax legislation, the issue of an official letter of introduction by the Commissioner of Police by itself does not enable an employee to claim a tax deduction for expenses related to a member's travel. Members should consult their tax agent or the Australian Tax Office to determine whether or not they are able to claim tax deduction for their travel expenses.

11.2 Police calling cards

Officers are to use a QP 171: 'Police calling card' or, where available, a Service business card in addition to a QP 77: 'Message card' especially when dealing with persons who are vulnerable, disabled or have cultural needs (see [s. 6.3.1: 'Circumstances which constitute a vulnerability, disability or cultural need' of the OPM](#)).

A QP 171 is to be used by officers generally, while a QP 171B: 'Police calling card – CIB' and QP 171A: 'Police calling card – CPIU' are to be used only by CIB and CPIU officers, respectively.

Police calling cards are available by requisition to Richlands Supply Services.

ORDER

Police calling cards are to be used statewide and local variations are not to be made unless specific alteration is required, and amendments are authorised. When a police calling card is left, it is to include the officer's name, rank, station and contact number.

Officers are to properly secure all calling and business cards so they are safe from unauthorised possession and possible misuse.

11.3 Police clubs, associations and affiliate organisations

11.3.1 Formation

Queensland Police clubs, associations and affiliate organisations (internal community sector) may be formed with the approval of the Commissioner. Subject to operational requirements, officers in charge will encourage interest in any such approved club and will facilitate the attendance of members.

11.3.2 Conduct

ORDER

Police clubs, associations and affiliate organisations must:

- (i) generally be for the benefit and use of members of the Service;
- (ii) have a current member of the Service on the executive at all times;
- (iii) have approval for use of, or association with, the Service brand (i.e. 'Queensland Police') and Service logo (see [ss. 10.18: 'Prohibited use of words suggesting association with police' of the *Police Service Administration Act*](#); and [9.4: 'Service logo'](#) and [9.5: 'Use of Service logo'](#) of this Manual);
- (iv) protect the Service values (see 'Queensland Police Service Strategic Plan')

- (v) comply with the 'Charter for Service clubs, associations and affiliate organisations' available on the [Clubs and Associations webpage of the Service Intranet](#);
- (vi) maintain appropriate financial records, available for inspection as requested by an authorised delegate of the Commissioner; and
- (vii) be administered ethically, honestly and lawfully.

11.4 Gifts or benefits offered to members of the Service

This section relates to offers of any cash, gifts or benefits offered to members of the Service.

For information on rewards for information see [s. 2.5.4: 'Rewards for information leading to the apprehension and conviction of offenders' of the OPM](#).

For information on sponsorship see [s. 8.3: 'Sponsorship – guidelines for management' of this Manual](#).

11.4.1 Receiving gifts and benefits

As a general principle, and barring incidental gifts (e.g. a pen, leisure cap etc.) or benefits of a nominal value (e.g. preferred seating at a work-related presentation), members of the Service shall not receive gifts or benefits.

These should be declined politely.

There may however be occasions when accepting gifts or benefits may be appropriate in the circumstances, for example, a reasonably priced bottle of wine in appreciation for giving a presentation.

Where a member of the Service is considering accepting a gift or benefit, all applicable provisions of [ss. 2.3: 'Gifts and donations policy'](#) and [2.3.1: 'Gifts and Donations Practice'](#) of the [Financial Management Practice Manual](#) are to be complied with.

Any offer of cash, or items which can be readily converted into cash, are to be refused.

Where a gift or benefit is given to a member of the Service, the member should furnish a report for forwarding through the usual channels to their assistant commissioner or executive director to make claim to all or part of the gift or benefit.

11.4.2 Offers – district officers to inquire whether improper

Members of the Service are not to solicit, directly or indirectly, cash, gifts or benefits.

District officer or supervising commissioned officer responsibilities

District officers or supervising commissioned officers will, if it is considered advisable, cause inquiry to be made to satisfy themselves that no solicitation, direct or indirect, has been made in connection with the offer of any cash, gifts or benefits to a member. When furnishing their relative reports, commissioned officers will state therein if they are not so satisfied, or if there are any circumstances which make it improper for any member of the Service to receive such cash, gifts or benefits.

See also 'Standard of Professional Practice' on the [ESC Knowledge Hub webpage on the Service Intranet](#).

11.5 Passports

Every Australian citizen intending to travel to an overseas destination, including New Zealand, is required to be in possession of a current passport, issued by the Commonwealth Department of Foreign Affairs and Trade.

A person leaving Australia on official business on behalf of the Commonwealth, a State or Territory Government, or a Local Government Authority, may be issued with an official passport, for which the standard passport fee is payable, however the Service will need to satisfy the delegate of the Minister for Foreign Affairs that the issue of an official passport is justified in each case.

It will be necessary to explain how travel would be facilitated by the issue of an official passport, and to demonstrate that possession of an official passport is essential to fulfil the assignment.

Sponsoring agencies should consider whether possession of a letter of introduction setting out the purpose of the visit, or an appropriate visa from the country to be visited in an ordinary passport, would not achieve the same objective.

11.5.1 Overseas travel – official business

When a member is required to travel overseas, the district officer or commissioned officer in charge is required to forward a report to the Commissioner's Office with a suitable recommendation. On obtaining approval for the member to travel overseas, the district officer or commissioned officer in charge is to consider whether to apply for an official passport for the member.

In deciding whether to apply for an official passport for the member, the district officer or commissioned officer in charge should consult the:

- (i) 'Ministerial Guidelines for the issue of a Diplomatic and Official Passport';
- (ii) 'Sponsorship Letter' and the 'Conditions for the Issue of a Diplomatic or Official Passport' contained within; and
- (iii) 'Responsibilities of the sponsoring authority: Diplomatic & Official Passport';

available on the [website of the Commonwealth Department of Foreign Affairs and Trade](#).

If it is decided that an official passport is necessary, a 'Sponsorship Letter' document should be completed and forwarded to the Canberra Passport Office, together with an 'Australian Passport Application', which is available from post offices throughout Australia, or from the [website of the Passport Office](#). The standard passport fee will be payable.

The Commissioner's Office is to maintain a 'Register of Official Passports' sponsored by the Service.

If an official passport is issued, the member is required to promptly forward a report through the usual channels to the Commissioner's Office providing the following details for updating of the register:

- (i) full name of member;
- (ii) document number of the official passport;
- (iii) date of issue; and
- (iv) date of expiry.

11.5.2 Overseas return

Official passports will generally be valid for the duration of the assignment requiring official travel plus 6 months. On return from overseas, the member is to furnish a comprehensive report on the official business conducted overseas. If an official passport was issued and is not required for future travel, the passport is to be attached to that report for forwarding to the Commissioner's Office for updating of the register and the cancellation of the passport.

For more information on international travel, refer to [Travel Management webpage of the Service Intranet](#).

11.6 Contract management

Contract owners are to nominate a suitable contract manager.

Where a contract manager cannot continue the role for any reason, the contract owner and contract manager are to make arrangements for handover in accordance with the process outlined in the [QPS Contract Management Framework \(QPSCMF\)](#) available from the [Contract Management webpage on the Service Intranet](#).

ORDER

All Service contracts are to be managed in accordance with the QPSCMF by an appropriately appointed contact manager. The contract manager will:

- (i) manage contracts through post-award lifecycle as the single point of contact for suppliers on all contract matters;
- (ii) be responsible for monitoring supplier performance and compliance;
- (iii) be responsible for the outcome of the contract;
- (iv) add contract management to their performance development agreement (see Development and Performance of the [QPS HR Policies & Procedures](#));
- (v) have the experience and skills, or the ability to acquire the skills; to undertake the contract management role;
- (vi) have completed or will complete the recommended contract management training provided by Contract Management Centre of Excellence (CMCoE);
- (vii) use the resources provided by CMCoE and [Procurement Services Group \(PSG\)](#) for support and advice;
- (viii) be a representative who understands the business they are representing and has the relevant technical and subject matter expertise; and
- (ix) liaise with the PSG during the project lifecycle.