

PRSB PRACTICE DIRECTION: 13 January 2021

Promotion Appeals: PSO Sergeant (Supervisor)

Effective for all selections of PSO Sergeants/Supervisors advertised in the *Victoria Police Gazette* in 2021

This Practice Direction is made by the President of the Police Registration and Services Board (PRSB) under section 156A of the *Victoria Police Act 2013* and establishes a special process for appeals arising from selections as Protective Services Officer Supervisor (Sergeant) advertised in the *Victoria Police Gazette* after 1 January 2021.

This Direction will apply until further notice and overrides anything to the contrary in the PRSB *Guide to Transfer and Promotion Appeals*.

The purpose of this Direction is to provide an efficient and fair process for these appeals having regard to current COVID-19 health orders as well as the large number of appeals for multiple PSO Sergeant positions.

Lodging an appeal – PSO Sergeants

- 1) The usual three-day time limit for lodging appeals applies¹. (See s.141(5)). You can ask for an extension of time in exceptional circumstances by emailing the PRSB and providing reasons.
- 2) During the COVID-19 emergency Victoria Police staff time is especially valuable. You are encouraged to consider whether you have reasonable prospects of succeeding in your appeal and may seek feedback from your manager. If you decide to withdraw your appeal after reviewing the selectee's selection file, please do so as soon as possible.

When will I receive the Selection File for the other party?

- 3) You will be provided with the relevant Selection file(s) in the week of 11 January 2021 together with the Chief Commissioner's submission outlining the duties and needs of the position and the process followed.

I wasn't short-listed for interview: Can I provide a referee report?

- 4) The PRSB will allow Appellants who were *not* interviewed to lodge a referee report, if:
 - a) The Appellant indicates on the Notice of Appeal that they were not interviewed and gives contact details for an available referee.
 - b) The PRSB will contact the referee and request the report, to be returned directly to the PRSB by a specific time. (For appeals arising from the Gazette of 4 January 2021, the referee report is due by 15 January 2021).
 - c) Referee reports will not be provided to any of the parties, unless the PRSB Member considers it is necessary.

Appeal interviews will be held using Microsoft Teams videoconferencing

- 5) There will not be written submissions nor a hearing with all parties present.
- 6) Instead, each Appellant and Selectee will be interviewed by a member of the Review Division of the PRSB using Microsoft Teams videoconferencing. The interview will be between 15 and 25 minutes.
- 7) You will be sent a calendar invitation by the PRSB to your Victoria Police email account for a Microsoft Teams meeting. Please accept the invitation. The meeting invitation will include instructions on logging in to the meeting.
- 8) You can participate in your interview from work or from home, and do not need to be in uniform.

¹ Appeals are due by midnight on the Thursday after the Monday on which the selection was published in the Gazette.

- 9) You must arrange before your interview to have access to:
- a. A Victoria Police computer or IRIS device which is set up ready to use Microsoft Teams. If you do not have a suitable device, you can contact the PSO Project team on TRANSIT-STRATEGIES-AND-PROJECTS-TEAM-OIC@police.vic.gov.au to gain access to a laptop; or
 - b. A personal computer, tablet or Smartphone which has a camera and microphone (headset is preferred) and is ready to connect to Microsoft Teams. You will need to have downloaded the Microsoft Teams App from your App store (available free for Apple and Android devices).
 - c. You will need a reliable internet connection and (ideally) a private space without interruption.
- 10) Join the meeting at the appointed time by clicking on the link in the meeting invitation.
- 11) If you will be on leave, please advise PRSB of an alternative email address to send the invitation.
- 12) If you are working in the hotel quarantine program and have restrictions on your access to police premises, please contact the PRSB to make suitable arrangements.
- 13) If there are significant technical problems with Microsoft Teams during your interview, the PRSB Member will telephone you. Please make sure you have a telephone with you.

Who will be involved in the interview?

- 14) To ensure the efficient running of these appeals given the large number of parties and the current health orders, the interview for this appeal will not be held in public nor open to be observed by others.²
- 15) A representative of the Chief Commissioner (usually a local manager or panel member) will be invited to join the interview using Microsoft Teams. The Chief Commissioner's representative may raise any concerns about the accuracy of information given in the interview, or any issues regarding probity (good conduct) or eligibility/qualifications. The Representative will be off-camera and on mute unless speaking.
- 16) The Chief Commissioner has provided a written submission in all appeals outlining the process followed in the PSO sergeant selection process and setting out the most important attributes for candidates. A copy of the submission will be provided to all parties with the selection file.

What will happen during the interview?

- 17) The PRSB Member may ask you to clarify anything from your written application, career history or written KSCs. Please have a copy of this with you.
- 18) You will be asked four interview-style questions. Some questions will ask you to give an example of having done something. One question will ask you to explain how you would deal with a situation (a scenario question). You can ask for the question to be repeated and pause to think before you answer.
- 19) Make sure you answer the question you were asked (you will be assessed on the relevance of your answer). Make your key points clearly and concisely (noting there are time limits). For guidance on interviews, see the *PRSB Guide to Appeals* (www.prsb.vic.gov.au) and the briefing information provided by Transit Safety Command.

Will I have the interview questions in advance?

- 20) No. To make sure the appeal process is fair to everyone, you must not discuss or disclose the questions you were asked to any other person until the appeal has been decided. You will be asked to formally confirm your agreement to this instruction and a breach of this instruction will be referred to Professional Standards Command.

Will the interview be recorded?

- 21) Yes. Your Microsoft Teams interview will be digitally recorded. The recording will be available for use only by the PRSB for the purpose of deciding the appeal and will also be made available to the Transfer and Promotion Unit.

² Pursuant to section 157 of the *Victoria Police Act 2013*.

22) At the conclusion of all interviews relevant to the appeal in which you are involved, and if the PRSB Member considers it necessary as a matter of procedural fairness, parties may be offered an opportunity to view the interview of the other appeal party. Candidates may then have an opportunity to raise relevant issues by email for consideration by the PRSB Member.

PRSB’s decision-making and contact information

- 23) Different PRSB Members will decide appeals for each of the relevant regions (north, south, east, west, central).
- 24) Each Appellant will only be interviewed once, even if they lodged several appeals. If you appealed selections from more than one regional panel (north, south, east, west, central) the PRSB Member who interviews you may not be the decision-maker on other appeals you lodged. The recording of your interview will be provided to each PRSB Member deciding the appeals.
- 25) The PRSB Member or PRSB Staff may seek further information or clarification from any party by Microsoft Teams, teleconference, direct telephone call or email.
- 26) The decision will be issued by email to both your work and (if nominated by you, your personal email address).
- 27) PRSB staff may be working remotely. Email contact is preferred.
- 28) Please use only the monitored email review@prsb.vic.gov.au for all communications regarding appeals.
- 29) The PRSB may make further revisions to this Practice Direction.

The PRSB thanks all parties for their cooperation in this process.

Dated: 13 January 2021



Ms A. Lester
President
Police Registration and Services Board

