

PRSB PRACTICE DIRECTION: 1 JANUARY 2022

POLICE OFFICER PROMOTION AND TRANSFER APPEALS

Effective for all selections of police officers advertised in the *Victoria Police Gazette* on or after Monday 17 January 2022

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*. This Practice Direction will govern the process for all Police Officer appeals (but not Protective Services Officers) arising from selections advertised in the *Victoria Police Gazette* on or after Monday 17 January 2022.

This Practice Direction overrides anything to the contrary in the PRSB [Guide to Transfer and Promotion Appeals](#). Parties are encouraged to review the *Guide* as it contains useful advice on preparing for the appeal and how appeals are conducted.

Written submissions

- 1) Each Appellant and Selectee must provide a written submission to the PRSB by 12 noon of the 2nd Friday after the close of appeals (i.e. eight days from close of appeal lodgement).
- 2) The submission must address the questions in the table below, with a maximum page limit of:
 - one page (constable/senior constable)
 - one page to a maximum of two pages (sergeant, senior sergeant and inspector)
- 3) Use 11-point font and standard margins. Include a heading with your name, VP number, the position under appeal and the PRSB reference (e.g. "A 21/2022"). PRSB encourages the use of headings, bullet points and numbered paragraphs.

Rank of position under appeal	Questions
Constable and Senior Constable <i>(maximum one page)</i>	1) Focussing on the last two years, tell me how you have continued to develop yourself professionally? How have you continued to develop your policing skills and knowledge? 2) Provide an example which best illustrates your ability to provide excellent service to a member or members of the public. What made your service excellent? <i>Consider an example which illustrates your suitability for the position.</i>
Sergeant <i>(one to a maximum of two pages)</i>	1) The role of sergeant requires you to support, develop and manage people, and build a high-performing team. How have you developed yourself professionally and personally to be ready to take on this role? 2) What do you think the biggest challenges will be, in performing the role under appeal? How will your knowledge and experience help you to meet those challenges? <i>(Please focus on two or three challenges.)</i>

Senior Sergeant <i>(one to a maximum of two pages)</i>	<p>1) This question explores your knowledge of policing practice.</p> <p>Tell me about a major change in policing which has affected how you carry out your work.</p> <p>What is your understanding of the reasons for (or causes of) the change?</p> <p>What were the challenges and opportunities presented by the change?</p> <p>2) Tell me about a time when you were required to plan and implement a project or major change. What factors did you consider? How did you go about it? What challenges did you face?</p>
Inspector <i>(one to a maximum of two pages)</i>	<p><i>You will be advised by email of the questions for the appeal.</i></p>

- 4) Notices of appeal and submissions must be sent by email to review@prsb.vic.gov.au
- 5) The PRSB will email all parties' submissions and the selection file to the other party/parties and the Chief Commissioner's Representative, using Victoria Police email addresses. If you will not have access to your work email please advise an alternative email to review@prsb.vic.gov.au
- 6) By lodging your written submission, you are formally declaring the submission is:
 - true and accurate;
 - based on your own personal experience and reflections;
 - that you are the sole author.

Examples may be validated by the PRSB or the Chief Commissioner's Representative. False or misleading responses will be referred to Professional Standards Command.

- 7) PRSB will publish a hearing list and notify parties with instructions for the hearing (Teams or in person; time, date and location).

How the appeal will be conducted

- 8) PRSB will determine whether the appeal will be heard in-person or through Microsoft Teams, as allowed by s158A of *Victoria Police Act*.
- 9) Any party can request an appeal be conducted using Microsoft Teams. The request can be for any reason (e.g. leave, shift work, location, quarantine / self-isolation or caring responsibilities). All appellants and selectees in any one appeal will appear either in-person or by Microsoft Teams.
- 10) All parties must follow public health orders. All participants and observers attending the PRSB are required to follow directions of PRSB staff when attending PRSB premises.
- 11) Any party who is experiencing any COVID-19 symptoms or who is directed or advised to self-isolate or not attend public or police premises by order or advice of the Chief Health Officer or Victoria Police must advise the PRSB and not attend PRSB premises. The PRSB office is police premises and relevant directions given to personnel apply.

For detailed information about how hearings are conducted see the [PRSB Guide to Transfer and Promotion Appeals](#).

Chief Commissioner's Representative (usually the Local Panel Representative)

- 12) When the appeal is heard through Teams the Chief Commissioner's Representative will participate via Teams. For in-person hearings, the Chief Commissioner's Representative may be asked to participate by teleconference, Teams or in person. Instructions will be communicated to the Chief Commissioner's Representative in each situation.

Observers - Microsoft Teams appeal hearing

- 13) To request to observe a hearing on Teams, a person must email their request to review@prsb.vic.gov.au no later than 3 p.m. on the day before the hearing is scheduled.
- 14) The observer will be emailed a Microsoft Teams meeting invitation for the appeal hearing. It will enable that person to be present in the meeting as an audience member, not a participant. Observers are required to turn place themselves on mute and off their camera.

Observers – In-person hearings

- 15) Observers are permitted at in-person hearings, subject to public health orders and measures in place in relation to the COVID-19 pandemic.
- 16) Social distancing measures and capacity limits are in place. Observers must check-in using the QR code and provide evidence of their vaccination status.

Further information, contacting the PRSB

- 17) Please use only the monitored email review@prsb.vic.gov.au for all appeal communications.
- 18) For any other queries please call (03) 96004288 during office hours.

The PRSB thanks all parties for their cooperation.


Ms A. Lester
President
Police Registration and Services Board



Dated: 10 January 2022

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