

Guide to Transfer and Promotion Appeals

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1 About Appeals

1.1 Introduction

The *Victoria Police Act 2013* (the **Act**) provides rights for police officers and protective services officers to appeal certain transfer or promotion selection decisions (ss.141 and 142).

The Police Registration and Services Board (**PRSB**) conducts appeals under Part 8 of the Act. The PRSB is independent of Victoria Police. The Chief Commissioner must give effect to a decision of the PRSB (s.165).

The appeal is a ‘**re-hearing**’ (s.144) meaning that the PRSB Member considers all the information in the Selection File and obtained from the hearing, then makes the decision independently and afresh.

This Guide gives information about the appeals process as it applies to police officers.

2 Lodging an Appeal

2.1 I was not successful: I’m thinking about appealing

It is disappointing when you don’t get a position you were keen on. You might feel that you are qualified, presented a strong written application, performed well when interviewed, or both, and do not understand why the panel has not short-listed or selected you.

Before you appeal, seek feedback from the **Local Panel Representative** (LPR). The LPR is the sworn employee nominated by the delegate to sit on the initial selection panel.

Constructive feedback might help you learn more about your interview performance and how the panel regarded your written application, and areas where the panel thought you needed to develop your capabilities or gain more experience. This feedback can help you improve your chances next time.

It is part of the LPR’s role to offer feedback (whether you were interviewed or not) and they will be expecting calls and emails. If the LPR is on leave or not contactable, contact the **Transfer and Promotion Unit** (TPU) for advice.

Be aware of the strict time limit for appealing (within **three days** of the selection being published in *The Gazette*). This means appeals close at **midnight on the Thursday** following publication of *The Gazette* on the previous Monday. If there is a public holiday in that week, lodgement closes midnight Friday.

2.2 Am I able to appeal?

You must have “applied for” the position to be allowed to appeal. The following transfer and promotion selection decisions **cannot** be appealed:

- transfer or promotion at the rank of superintendent, chief superintendent or commander
- transfer to a Metropolitan position of constable (general duties) or senior constable (general duties)
- promotion of a constable to senior constable (in the same position)
- transfer made under an expression of interest process agreed under an industrial instrument (that is, enterprise agreement) applying to police officers or protective service officers (s.141(2) and s.142(2)).

You may lodge a maximum of **four** appeals in one financial year (1 July to 30 June).

2.3 Qualifications, eligibility criteria and time-in-position requirements: Regulation 54

The Victoria Police Regulations 2014 (r.54) provide that **unless PRSB otherwise determines** a police officer or protective services officer is **not** entitled to appeal if that person:

- did not satisfy the qualifications, eligibility criteria or time-in-position requirements to apply for the position, or
- is a person whose application for transfer or promotion has lapsed under r.15 or 20. Under these regulations an application made for transfer lapses if you are selected for a different transfer, and any other applications for promotion lapses if you are selected for a different promotion.

Before you appeal, check whether you meet all such requirements, as set out in the **Position Description**. If you are not sure, check with the **TPU**.

Under regulation 54, you may still lodge an appeal despite not meeting these requirements.

The PRSB Member will deal with any arguments about r.54 as a preliminary issue. The PRSB Member will ask the **Chief Commissioner's Representative (CCR)** and the parties to make a submission, hear arguments, and then decide this as a preliminary issue. If the PRSB Member decides you may appeal, then the appeal will proceed to be heard in the usual way, based on efficiency. For more information about the role of the CCR see Part 3.7.

2.4 How many appeals can I lodge?

You may lodge a maximum of **four appeals in a financial year** (1 July to 30 June) including appeals withdrawn. If you appeal more than one selection in a group process, **each** appeal counts towards your limit (ss.141(3) and 142(3)).

Use your appeal rights wisely and only appeal if you feel you have reasonable prospect of success.

2.5 On what grounds can a selection be appealed?

For **police officers**, the only grounds for an appeal are:

- up to and including the rank of senior sergeant: *superior efficiency or equal efficiency and greater seniority* (s.142(4)(a)).
- at the rank of inspector: *superior efficiency* (s.141(4)(a)).

For **protective service officers**, the only grounds are:

- *superior efficiency or equal efficiency and greater seniority* (s.142(4)(b)).

2.6 What is superior or equal efficiency?

Efficiency means: *the aptitude and special qualifications necessary for the discharge of the duties of the position in question, together with merit, diligence, good conduct, quality of service, mental capacity and physical fitness* (s.4).

You can think about 'efficiency' as having two components:

- Your general merit: the quality of your service; your record of good conduct; your general intelligence (problem-solving, written and oral communication, analytical skills etc.) and fitness;
- Your suitability for the position: 'aptitude' means your suitability or natural fit, based on your capabilities, qualifications and experience, for the *specific* position. This element can be important for specialist roles.

For inspector positions the definition of efficiency includes an additional element:

- *the potential to develop the executive ability and leadership and management skills essential in senior executive positions (s.4).*

The Board has noted in past inspector appeal decisions that this final criterion is an especially important consideration, as inspectors are the pipeline of talent for promotion to more senior ranks. Also, inspectors are expected to regularly rotate across a variety of positions at the rank of inspector. This means general leadership and management skills are more important than specialist expertise.

2.7 What is greater seniority?

Seniority relates to your most recent promotion date and may not necessarily be reflected in your registered number:

Candidate A graduated one year ahead of Candidate B. Candidate B was promoted to sergeant six months before Candidate A. Candidate B is more senior.

The levels of *leading senior constable* and *first constable* are not ranks for the purpose of seniority.

If you argue **equal efficiency and greater seniority**, it is still necessary to demonstrate your efficiency. Seniority is only considered if all candidates are found to be of equal efficiency.

2.8 Can I appeal a selection if my own selection is appealed?

Yes. You might have applied for several positions where the selections were published in the **same edition** of The Gazette. If your own selection is appealed, you may appeal against your non-selection for one or more of those other positions, provided the selections were published in the same edition of The Gazette. You may seek an extension of time to lodge such an appeal (see 2.10 in this Guide).

If the appeal against your selection is disallowed, any appeals that you lodged will be treated as having been withdrawn. The withdrawn appeals still count towards your limit of **four** appeals in a financial year.

2.9 I've decided to appeal. What do I need to do?

Lodge your appeal within **three** days of the selection being published in *The Gazette* (on a Monday). The closing time and day for lodging is **midnight on the Thursday** after publication of *The Gazette*. (Where the Thursday is a public holiday, the appeal must be lodged by midnight on Friday.)

An appeal must be in writing and state the grounds of appeal, using the form published by the PRSB (r.54).

Use [VP Form 1047](#) (make sure you update your VP forms icon on your desktop) or download it from the PRSB website www.prsb.vic.gov.au. It is easy to complete an appeal form, and this can be done from home.

See part **10** of this Guide for how to lodge and part **9** for an overview of the timelines involved.

2.10 Can I lodge a late appeal?

Yes. However, the PRSB can only grant an extension to lodge an appeal (or for any other step under the Act) in '**exceptional circumstances**' (s.164). This may include for example, a situation over which you have no control which prevented you appealing, like serious illness or a critical incident at work.

Apply for an extension of time by email (or telephone, if urgent) to the PRSB Secretary and provide reasons. The PRSB may seek further information or require evidence (such as a medical certificate, supervisor's confirmation or a statutory declaration).

2.11 Appeals Practice Direction

The President has published an Appeal **Practice Direction** (s.156A) which provides further requirements for appeals. The first Practice Direction was published in March 2020, to set out special procedures given the COVID 19 pandemic. It has been revised several times since then.

The Practice Direction requires parties to lodge written submissions on questions specified in the Practice Direction, of up to one page for constable/senior constable, and up to two pages for other ranks.

The Practice Direction also provides instructions for using Microsoft Teams (Teams) and pandemic-related requirements for attendance at the PRSB office.

You will be sent a copy of the Practice Direction after an appeal is lodged. Check www.prsb.vic.gov.au to read the current Practice Direction. Note that the questions in the Practice Direction will be amended from time to time.

3 After an Appeal is Lodged

3.1 What happens after the appeal is lodged?

As soon as practicable after each appeal is lodged, the PRSB notifies the **Appellants** and the **Selectee(s)** (within office hours) by email and sends the **Practice Direction** and a link to this **Guide** to all parties.

After the appeal period closes, PRSB notifies the TPU.

The President allocates members of the PRSB Review Division to hear each appeal. The hearing list is published online **by 4pm Monday** after the appeal period has closed and shows the time, date, the PRSB Member who will hear the appeal, and whether the appeal will be heard in-person or by Teams.

A copy of the relevant **Selection File** is emailed to each **Appellant**, **Selectee** and **CCR**, usually by the **Thursday** before the appeal hearing.

3.2 How will I know if my selection has been appealed?

The closing time for lodging appeals is **midnight on the Thursday** after the publication of the selection in *The Gazette* (on the Monday). If there is a public holiday that week, lodgement closes **midnight Friday**.

The PRSB Secretary will email you as soon as practicable (within office hours) after an appeal is lodged. If you are not at work and have an out-of-office email message with alternative contact details, the PRSB Secretary will attempt to telephone you or email you as advised.

3.3 My selection has been appealed. What do I need to do?

While you might feel disappointed or concerned that your selection has been appealed, it is important to remember that appeals are 'part and parcel' of the transfer and promotion process. Similar appeal rights exist in most other Australian policing jurisdictions.

If your selection is appealed, the PRSB will email you, provide the current Practice Direction and a link to this Guide, and advise the next steps. Read those documents thoroughly to help you prepare.

3.4 When will my appeal be heard?

The PRSB must hear and determine the appeal within **five business** days of the selection file being lodged.

In practice, this means appeals are typically heard on either the **Monday or Tuesday** of the fortnight following the selection being published in *The Gazette* (see part 9 in this Guide for an overview of the timelines in an appeal) and a decision is usually given by Friday of that week. (See Part 9, Appeal Timelines)

If a public holiday falls on a Monday or Tuesday, or there is large number of appeals, appeals may be heard later in the week, and decisions may be given early the week after.

The strict timelines required by the Act mean that the PRSB cannot always schedule hearings to accommodate the parties' other commitments. Please consider your work, training and other commitments in the appeal period, and plan ahead.

You can request to participate in an appeal by Teams by emailing review@prsb.vic.gov.au.

3.5 Written submissions to the PRSB

The **Practice Direction** requires that each Appellant and Selectee must provide the PRSB with a written submission, addressing the applicable questions for the rank of the position set out in the Direction.

For inspector positions, the PRSB will advise you by email of the questions for the written submission.

The submission is due by **12 noon** on the second Friday after appeals close (8 days from close of appeals).

You may seek an extension of time by email or telephone to lodge a late written submission. Please explain why you are seeking an extension (for example, illness, bereavement, critical incidents etc).

The submission is to be a maximum total page limit of one page (constable/senior constable) or one to a maximum of two pages (sergeant, senior sergeant and inspector).

Use 11-point font and standard margins. Include a heading (name, VP number, position under appeal, PRSB reference (e.g. "A 21/2022"). Failure to comply with these formatting instructions may result in the rejection of your submission.

PRSB encourages the use of headings, bullet points and numbered paragraphs.

By lodging your written submission, you are formally declaring the submission is: true and accurate; based on your own personal experience and reflections; and that you are the sole author.

The questions may change, so make sure you are using the current version of the **Practice Direction**.

Your written submission will be used to determine your efficiency, along with all the information in the selection file and your performance in the appeal hearing.

PRSB will forward copies of your written submission to the other parties and the CCR.

3.6 Referee reports for Appellants who were not short-listed

The **TPU** obtains a referee report from a current or recent supervisor nominated by each short-listed candidate. Referee reports are part of the Panel's assessment of efficiency and are used to verify information given by candidates and as a final vetting process to ensure suitability for the position.

The PRSB allows Appellants who were not interviewed to also have a referee report considered. The referee must be nominated on the **Notice of Appeal** (VP form 1047). The referee must be a current or recent supervisor with substantial time supervising you. The onus is on the Appellant to make sure the referee is available.

The PRSB will contact the referee and request a report in a form provided, which is returned directly to the PRSB by a specified date (usually **noon on the Friday** before the hearing). If a referee report is not provided in that timeframe, the PRSB may decide the appeal without it.

Consistent with TPU and PRSB practice, referee reports will not be provided to any of the parties, unless the PRSB Member considers it necessary. For example, as a matter of procedural fairness, the relevant party may be permitted to respond to adverse comments.

If a Referee Report includes significant information (for example, adverse comments relating to a person's capacity for the position) the PRSB Member will provide that person with an opportunity to respond.

3.7 The role of the Chief Commissioner's Representative (CCR)

The **TPU** coordinates representation of the Chief Commissioner. The Delegate (the person who authorises the transfer or promotion selection) nominates who will be the Chief Commissioner's Representative

(CCR). Unless there are unusual issues, this is usually the Local Panel Representative (LPR), another panel member, or the Delegate.

The **CCR's** participation is usually by Teams but be in person if required. On Teams the CCR may turn their camera off and place themselves on mute when not required to speak.

The **CCR** assists the PRSB Member with any questions about the position, location or selection process. It is valuable for the local manager to hear the appeal to understand the experiences and claims of the candidates.

The role of the **CCR** is to:

- assist the PRSB by answering questions about the Position Profile, the duties and needs of the position, the local area and the selection process
- check that Appellants hold the required qualifications, meet any specified eligibility or time-in-position requirements for the position and if not, to make submissions
- provide (or facilitate) the provision of information and submissions on behalf of the Chief Commissioner, where there are matters relating to probity/conduct of any Appellant or Selectee (arising from ROCSID Reports, Referee Reports or otherwise) or on procedural matters
- raise any relevant issues concerning the security of information relating to the position, the selection or the holding of hearings in public (such as for covert positions)
- alert the PRSB about any inaccurate or misleading information provided by any party in the appeal.

3.8 Who will notify me about the hearing?

The PRSB notifies Appellants and Selectees by email about the hearing date, time and the PRSB Member hearing the appeal. The hearing list is published on the PRSB website by 4pm on Monday (a week after publication of the selection in The Gazette.)

The TPU contacts the delegate to let them know about the appeal. The delegate will nominate who will be the Chief Commissioner's representative (CCR). The PRSB Secretary will notify the CCR of the hearing date and time. If a CCR becomes unavailable, they should contact the TPU and also advise the PRSB.

3.9 What if I won't have access to my Victoria Police email?

All PRSB communications are sent to your Victoria Police email address. If you are not going to be at work during the appeal period, please include alternative contact details on the appeal form or phone or email to advise the PRSB Secretary of an alternative email address and telephone number.

Due to the strict timeframes, if you are already away at the time the appeal is lodged, the PRSB Secretary will contact you according to instructions in your out-of-office email message.

3.10 Can I apply for other positions while my selection is appealed?

Yes. Contact the TPU to arrange to submit your application. Your new application will only progress if the appeal against your selection is allowed (see Regulation 15).

3.11 Can I withdraw my appeal?

You can withdraw an appeal at any time before the decision is given by notifying the PRSB Secretary in writing (by email). The withdrawn appeal still counts towards your maximum of four appeals in a financial year.

You are encouraged to review the selection file and consider if you have a reasonable prospect of winning your appeal. If you decide to withdraw it is appreciated if you do so promptly to minimise inconvenience to others.

3.12 What documents are included in the selection file?

PRSB will provide the Appellants, Selectees and the CCR with a copy of the Selection File by the Thursday before the appeal hearing.

You may print the documents if you wish. The documents are however confidential, (security classification **OFFICIAL: Sensitive**) must not be distributed and must only be used only for the purpose of preparing for and participating in the appeal.

The following documents from the Selection File are provided to Appellants, Selectees and CCR:

- **Position Description:** Sets-out the qualifications, eligibility, time-in-position requirements and Key Selection Criteria (KSC).
- **Position Profile:** Prepared by the local manager and describes the local environment; any specific needs or challenges for the position; and the experience and attributes of the desired candidate.
- **Selection Panel Report:** Includes the reasons for the selection decision; the interview questions, panel comments and scoring; and short-listing scoring.
- **The Gazette:** Refers to the advertisement and publication dates of the relevant selection(s).
- **KSC Submission Form:** Includes applicant details; career overview; education, qualifications and professional development; claims to being best suited to the position; three KSC responses, and a validation and declaration section.
- **Seniority Report** (which is only considered if candidates are found to be of 'equal efficiency'.)

The PRSB Member is also provided with the following documents, which are treated as confidential:

■ **Referee Reports**

Referee reports are considered by the Panel for each short-listed (interviewed) party and are included in the Selection File provided to the PRSB.

A referee report is also obtained by the PRSB for any Appellant who was not interviewed (see 3.6 of this Guide and the Practice Note) and is provided by the PRSB to the CCR.

Referee reports are treated as confidential and will not be provided to any of the appellants or selectees, unless the PRSB Member considers it necessary as a matter of procedural fairness. For example, if a Referee Report includes adverse comments relating to a person's suitability, the PRSB Member will provide the person with an opportunity to respond.

■ **Register of Complaints, Serious Incidents and Discipline (ROCSID) Reports**

'Good conduct' is part of the definition of 'efficiency'. This means a party's record of discipline or complaints and compliments is relevant to the initial selection decision and to the appeal.

The Panel reviews ROCSID reports for all interviewed candidates. Each person interviewed is given their own ROCSID report prior to the interview and is invited by the Panel to respond to relevant matters. The ROCSID reports for each short-listed (interviewed) party are included in the Selection File.

A ROCSID report is also obtained by the PRSB for any Appellant who was not interviewed. This is sent to that Appellant and the CCR by separate email. The Appellant is requested to consider its contents and if necessary, correct any errors.

The CCR is requested to consider the ROCSID report and make any relevant submissions. (See part 4.14 of this Guide).

For privacy reasons, ROCSID reports are not provided to the other Appellants or Selectees.

For more information on how the PRSB considers discipline matters, see parts 3.7 and 4.14 of this Guide.

4 About the Appeal Hearing

4.1 Will the appeal be heard in person or by Teams?

The decision to hold an appeal in person or by Teams will be made by the President, after considering:

- the number of parties
- the location of the parties, and the inconvenience and impost of travel to Melbourne
- availability and location of PRSB Members
- whether the appeal raises unusual or complex matters
- any request that the appeal be heard using Teams

Currently, most appeals are heard using Teams, which has proved to be effective and efficient.

You may request a Teams hearing at any time by emailing review@prsb.vic.gov.au (for example, if you have to self-isolate due to COVID, are on afternoon or night shift, on leave, or have caring commitments.)

The PRSB Hearing Room is equipped for high quality Teams meetings. If you are required to make a last minute request to attend by Teams this can be facilitated without impacting the fairness of the appeal hearing.

Please note the PRSB office does not offer wheelchair accessible toilets (they are inside a stairwell). If you require accessible facilities, please request a Teams hearing.

CCRs will always attend Teams unless there are special reasons for attending in person (for example, submissions about eligibility or conduct/probity).

4.2 What if I am unavailable on the day of the appeal hearing?

If you are rostered for duty, speak to your supervisor as soon as possible about arrangements for your attendance.

If you are on afternoon or night-shift, you are encouraged to request a hearing by Teams, to help manage fatigue. It is important you do not drive when tired and that you are adequately rested before your next shift. Before the appeal is listed, you can express a preference for the appeal to be heard on either Monday or Tuesday, or in the morning or afternoon, by emailing the PRSB Secretary. The PRSB will try to accommodate such requests.

If you are the **Appellant** and cannot attend an appeal hearing for which reasonable notice has been given, whether in person or by Teams, the Act provides you may either: elect to either withdraw the appeal, or have it determined in your absence. If you fail to make an election, the Board may hear and determine the appeal in your absence. (See s.145(4) and (5) of the Act).

If you are the **Selectee**, and an unforeseen event (such as illness, emergency, bereavement) prevents your participation, please call or email the PRSB Secretary as soon as possible. You can:

- Ask for the appeal be re-scheduled, or changed from an in-person hearing to Teams
- Ask to make a written submission instead of appearing

Please note that due to the strict timelines in the Act, and the importance of vacant positions being filled promptly, the PRSB will not defer the appeal because you are on planned leave or training. Please consider the possibility of an appeal when making such arrangements.

4.3 Who will hear and decide the appeal?

The President allocates PRSB Members to hear and determine each appeal, usually to a single Member of the PRSB Review Division, sitting alone. For senior or specialist positions, complex or multi-party

matters or for training of PRSB Members, an appeal may be heard by two Members, at least one of whom is the President or Deputy President. (s.143).

The PRSB Member hearing the appeal will make sure they do not have any conflict of interest. The hearing list is published online and shows which PRSB Member has been allocated to your appeal. This may be subject to late change for example, due to illness.

4.4 Can I be represented by another person?

The **Chief Commissioner** is entitled to be represented in the appeal by any person other than a legal practitioner (s.158). A legal practitioner means any person who is admitted to legal practice, whether they hold a current legal practising certificate or not.

Appellants and **Selectees** cannot be represented by any other person (s.158(1)).

4.5 Where will in-person appeals be heard?

In-person hearings are held at the PRSB office at Level 6, 155 Queen Street Melbourne (corner of Bourke Street). There is a waiting area and adjoining conference room that you may use.

4.6 How do I participate in an appeal hearing on Teams?

Appellants, **Selectees** and **CCRs** will be sent a Teams meeting invitation with a link to the appeal hearing and instructions.

Please make sure you have access to a working computer (with microphone and camera) and a reliable internet connection. Find a private space to participate, where you won't be distracted. Check the lighting and camera angle. You may wish to consider using a screen wallpaper or blurring the background.

You don't need to be in uniform: neat workplace attire is appropriate.

Have the appeal documents with you (printed or able to be read on a screen) and a pen and paper.

Please join the Teams meeting at the allotted time. Keep your phone close by in case of technology issues.

The PRSB Secretary will admit parties and any observers then the PRSB Member hearing your appeal. Observers will be 'on mute' with cameras off.

Make sure your microphone and camera are on, then follow the PRSB Member's instructions.

If you need any assistance to use Teams, please contact the PRSB prior to your hearing day.

4.7 Can I record the proceedings?

No, you are not permitted to record the hearing, but you may take notes. Failure to comply with this direction may be in contempt of the PRSB (s.162). The PRSB may record in person or Teams hearings for its own use in writing the decision. The recording will not be retained or distributed.

4.8 How long will the hearing take?

Hearings usually take between **45 to 90 minutes** but may take longer if there are unusual issues or several Appellants and Selectees.

4.9 Do I have to wear my uniform?

No, you do not need to attend in uniform. Neat workplace attire is entirely appropriate.

If your hearing is in person consider attending in 'plain clothes', so you do not need to attend your workplace first or carry operational equipment.

Members attending in uniform with operational equipment must present to PRSB reception on arrival. You will **not** be disadvantaged regardless of your choice of dress code.

4.10 I have accessibility requirements

The PRSB office does not have accessible toilets (they are in a stairwell). If you require accessible facilities, please contact the PRSB Secretary when you are notified of the appeal to request a Teams hearing.

4.11 Who can attend or observe the appeal hearing?

All appeals must be held in public, meaning observers are allowed, unless the PRSB Member orders the hearing (or part of it) to be closed (s.157).

The hearing might be closed if the position is sensitive (e.g. a covert position) or if there is to be a discussion of a sensitive matter (such as a security issue, a probity or personal health issue, or a matter affecting another person's privacy). You can ask the PRSB Member to close the hearing at any time.

The appeals hearing list is published at www.prsb.vic.gov.au and is subject to change.

Any person wishing to observe an appeal in person can attend at the PRSB premises, provided they meet entry requirements to Victoria Police premises (for example, vaccination status).

Any person wishing to observe an appeal being conducted on Teams can do so by requesting the PRSB send a meeting invitation. They may observe the Teams hearing with microphone and camera off.

Police officers who are not parties and who are on duty who wish to attend in support of a colleague are required to seek approval from their local management.

4.12 Can I watch an appeal to observe and help me prepare?

Yes, however if you are on duty you will need to obtain approval from your supervisor.

Find the latest hearing list at www.prsb.vic.gov.au. The list is subject to change without notice, including changing appeals from in-person to Teams, or the reverse. To avoid disappointment, anyone planning to observe a hearing should check the website as close as possible to the scheduled time.

There may not be any appeals in a given fortnight.

If the hearing you wish to attend is being heard on Teams, please email review@prsb.vic.gov.au with the time and date of the appeal and you will be sent a meeting invitation. When observing an appeal on Teams please ensure your microphone is on mute and your camera is off.

4.13 Can I get copies of previous decisions?

Appeal decisions are not published. Sample decisions are available at www.prsb.vic.gov.au. Remember that every position and appeal is different with different questions asked, so do not rely too much on the sample decision.

4.14 What if I've had a discipline issue? How will this be raised?

The Selection Panel is provided with summary probity reports of short-listed candidates using the *Register of Complaints, Serious Incidents and Discipline* (ROCSID). This information helps the panel to assess 'good conduct', which is part of the test of 'efficiency.'

Short-listed candidates are provided with their own ROCSID report prior to the panel interview to review it for accuracy and provide explanations or comments on any matters.

Before approval by the Delegate, a further check for any current investigations is undertaken of the preferred candidate. For high-risk positions, a more detailed form of probity check is also undertaken.

The PRSB receives the ROCSID reports for those parties who were short-listed (interviewed), in the Selection File. Because the PRSB could overturn the selection, PRSB also obtains a ROCSID report for any Appellant who was not short-listed. The PRSB emails any such report to the relevant Appellant and to the CCR before the appeal, so they can consider it, correct any errors and make relevant submissions.

For privacy reasons, ROCSID reports are **not** provided to the other parties (Appellants, Selectees). They are provided to the CCR.

Generally, unless a submission is made on behalf of the Chief Commissioner, the PRSB gives no weight to any discipline allegation which has been found not proven.

If there is anything adverse in a ROCSID report, the PRSB Member may close the hearing and will provide an opportunity for the relevant person to explain the matter.

The CCR will remain present for this part of the hearing and will be asked for their views on the relevance of the information. The CCR may make a submission and submit information about any party's record of 'good conduct' or concern about the person's suitability for the position or rank based on a discipline matter, a high number of complaints, or a yet to be finalised discipline matter or complaint.

The PRSB Member may seek further information, documents or decisions from Professional Standards Command or refer to previous PRSB decisions.

If you've had a discipline matter, it's not necessarily the end of your advancement opportunities. Many good people have made mistakes and have gone on to have great careers.

The PRSB Member will ask you about the matter and will be looking for you to show how you have reflected upon and learned from it.

5 What will happen during the hearing?

5.1 General approach

The appeal is a 're-hearing' (s.144) meaning that the PRSB Member considers all the information in the Selection File, written submissions to the PRSB, and the appeal hearing. The PRSB Member then makes the selection decision independently and afresh.

It is important to note that the PRSB's role is not to make findings about whether there were errors in the initial selection process.

The PRSB is not a court and is required to act with as little formality and technicality and as much speed as the Act requires and proper consideration of the subject matter (s.156). Rules of evidence and the practices of courts do not apply (s.159).

The appeal hearing will not be unduly formal or 'court-like': it will be similar to the panel interview.

The PRSB Member's aim is to learn as much as possible about each of the parties to decide who is of superior efficiency (see 2.6 of this Guide). This includes information about your education, career experience, quality of service, capabilities and approaches to police work, and how this best equips you for the rank and the position applied for.

The PRSB Member will not try to 'trip you up' and will give you a fair opportunity to put forward your claims and demonstrate your capabilities for the position and rank.

The PRSB Member will aim to put everyone at ease, and will be fair and equitable in the way they deal with each of the parties.

You can ask questions or seek to clarify any matters with the PRSB Member at any time.

5.2 Starting the appeal hearing

If the appeal is in person, please come to the foyer at level 6, 155 Queen Street, Melbourne. There may be another hearing underway so please keep noise down. The PRSB Secretary will place a sign on the table showing you where to sit. Parties usually stand when the PRSB Member enters the room, but there is no need to bow. The PRSB Member will address parties by rank and surname and you may address the Member as Mr. or Ms.

If the appeal is by Teams, please join the meeting at the allotted time. Keep your phone close by in case of technology issues. The PRSB Secretary will admit parties and any observers, and then the PRSB Member hearing your appeal. Observers will be 'on mute' with cameras off. Make sure your microphone and camera are on, then follow the PRSB Member's instructions.

The appeal hearings will then be conducted in the same way, as follows.

5.3 Stage 1: Introduction and questions for the CCR

The PRSB Member will welcome participants, make introductions and provide a brief outline of the process and order of questioning.

The PRSB Member will then ask the CCR about the location, nature, duties and needs of the position and may ask about the selection process.

5.4 Stage 2: Preliminary issues

Preliminary issues may include argument about whether an Appellant meets eligibility and other requirements to apply for the position, and if not, whether they should be permitted to appeal (Regulation 54; see 2.2 of this Guide). In such a case, the PRSB Member will: invite the Appellant to argue why they should be allowed to appeal; ask the CCR to respond, then determine whether the Appellant will be allowed to continue their appeal.

If the Selection File raises probity or conduct issues, these may be dealt with at the preliminary or final hearing stage. The hearing will usually be closed, and the issue raised with the relevant party and the CCR.

If there are no preliminary issues, the matter will proceed directly to the interview-style questions.

5.5 Stage 3: interview-style questions

The PRSB Member will remind the parties to listen carefully to the question, write it down and pause to think before answering; to make sure your answer is relevant and responds to the question asked, and to not speak too quickly.

What order will the parties speak in?

The Appellant(s) will go first, then the Selectee(s). If there are several Appellants or Selectees, they will proceed in alphabetical order. The PRSB Member will address each person in turn and ask a series of questions, outlined below.

Will I make an opening submission?

No. You will **not** be asked to present an opening statement or submission addressing your claims to being best suited to the position. (This was past PRSB practice, but this information is now contained in the written application.)

The PRSB Member may ask you to expand upon or clarify matters from your written application or your written submission to the PRSB, including questions about your personal and professional experience, positions held, upgrading, work experience outside Victoria Police, qualifications, professional development undertaken, awards or volunteer activities.

I notice you have a Graduate Diploma in Management. Tell me more about this course of study, and how it assists you in your role as a sergeant.

Tell me about your upgrading in the Senior Sergeant position: how did that come about?

I see you are a captain in the CFA. What training have you undertaken in that capacity? How have you applied what you have learnt in your work as a sergeant?

How many questions will be asked?

The PRSB Member will ask each Appellant and Selectee between two and four interview-style questions. The number of questions will depend on the seniority and nature of the position, and the number of parties. If any Appellant was not interviewed, there are likely to be at least three questions to ensure the same kind of rigorous questioning as occurred during the panel interview.

The PRSB Member will decide the number, nature and order of the questions having regard to the duties and seniority of the position.

Will the same questions be asked of each party?

No. Questions in the appeal will focus on the same broad capability or topic but there will be **different questions for each candidate**. So don't start preparing your answers assuming you will be asked the same questions.

The questions will not be the same as those asked by the Panel and may cover the same or different areas of capability.

Care is taken to make the questions of equal complexity. The questions will relate to the needs of the position and be aligned with the capabilities expected for the rank. Questions are likely to focus on the most important needs for the position as flagged in the Position Profile.

You will not be told in advance which topics will be chosen.

You may be asked follow-up or clarification questions.

In unusual cases with many parties, a special Practice Direction may be issued so that each party is interviewed one at a time, and the same questions are asked of each party.

Part 5.8 of this Guide provides information on the kinds of questions which will be asked.

5.6 Stage 4: Final issues

Probity or conduct matters are generally raised as a final issue (with the hearing closed) (see part 4.14).

There will be an opportunity for parties to raise any final issues in response but no closing statements. The PRSB Member will outline what will happen next and the likely timeframe for giving the decision.

5.7 Should I respond to what the other party says?

The appeal is not an adversarial process where you are asked to critique the other party's presentation, or respond to what they say, or to directly compare yourself to them.

A better way to establish your 'superior efficiency' is to set out your own skills, education, capability and experience and show how this equips you to perform the requirements of the specific role and the rank, as set out in the Position Description, Position Profile and Rank Capability Profile.

If you believe (based on direct knowledge) that another party has misled the PRSB Member by providing false information (for example, by claiming to have performed a particular role they did not) then you should raise this in the hearing. The PRSB Member will ask the person to respond and may make further enquiries.

5.8 What kinds of questions will be asked in the appeal?

Parties will be asked questions similar in style to those asked by the Selection Panel. The questions may be in one or more of the following styles.

Behavioural Questions (using the 'STAR' method)

	The question asks:	Your answer should:
Situation or Task	<p>Asks for an example of a situation that shows you have applied a specific capability</p> <p><i>Q Tell me about a time when you were required to.....</i></p> <p><i>Q Tell me about a situation when you were faced with....</i></p>	<p>Give the context</p> <ul style="list-style-type: none"> • Why was it a problem? How big? • Why was it something that was important to address? • What was your role and responsibilities?
Action	<p>What did you do in the situation to accomplish the task or deal with the situation?</p> <p><i>Q How did you address this situation?</i></p> <p><i>Q How did you go about...?</i></p>	<p>Explain your thinking</p> <ul style="list-style-type: none"> • What factors and issues did you consider before deciding? • How did you come up with the idea or response that you did? • Who did you consult? • Was there more than one option? How and why did you choose the option that you chose? • What were your considerations and concerns? <p>What action did you take?</p>
Result	<p>Explore the result or outcome.</p> <p><i>Q What difference did the action make?</i></p> <p><i>Q What was the outcome?</i></p>	<p>Explain the impact</p> <ul style="list-style-type: none"> • What changed? What was the impact? • What were the benefits achieved? • Was this what you expected? • What did you learn? On reflection, would you do anything differently?

This type of question asks you to give a real-life example demonstrating your application of a particular capability.

You will be asked to demonstrate a particular capability, value, personal quality or approach.

You should choose an example which showcases this. Your answer must be relevant to the question.

Example question:

"Tell me about a time when you had to implement a change in policy or procedure in your team and met with resistance. How did you go about achieving the desired change?"

Write down the key words so that you remember to respond to them in your answer:

- *"Implementing a change - policy or practice"*
 - What was the change you had to implement?
 - Why was it important?
- *"Resistance"*
 - What was the resistance?
 - What were the causes of the resistance?

- How did you find out?
- *“How I overcame the resistance”*
 - What was your strategy to overcome resistance?
 - What did you do? How did you go about it?
 - What worked? What would you do differently?

The PRSB Member wants to understand how you think and problem-solve and how you go about things: how approach a situation, and the kinds of steps and enquiries you undertake

You need to describe *how* and *why* you decided what you would do, and *how* and *why* you went about it in the way you did.

Remember, you need to show the approach expected at the rank, so make sure your example is sufficiently complex.

See Part 6 of this Guide (Appeals Tips and Traps) for suggestions, including on how to structure a response.

Values-based Questions

Values-based questions seek to test values and behaviours. These questions focus on *how and why* a person works in the way that they do, and on what *drives and motivates* them in their choices and actions (values), rather than just *what* is done (skills and competencies).

Values-based questions will be open and probing. They will invite you to reflect on and describe *how* you go about doing your work, and *why* you do it that way.

In asking these kinds of questions, the PRSB Member will be looking for you to show self-awareness and to show that you understand the impact and importance of *how* you go about your work.

Examples of values-based questions

- *Being objective and impartial is important in policing. Can you give me an example of a time when being objective and impartial was important in getting an appropriate outcome?*
- *Tell me about a time when you acted respectfully to a member of the public, even though your patience was being severely tested. How did this affect the situation?*
- *Police have duty of care towards people in police custody or control. Tell me about your understanding of that duty of care, and how you fulfill that duty in your day-to-day work.*

See Part 7 of this Guide for more information on the Victoria Police Values

Scenario or Hypothetical Questions

You might be asked what you would do in a hypothetical scenario. The Panel uses at least one “scenario” question in the initial panel process.

This could be to test your understanding of policies, protocols or technical policing knowledge which is relevant to the position. Scenario questions can also be used to test your thinking in areas where it might be inappropriate to give a real-life example, such as management of welfare or ethical issues.

You might be asked a longer form of scenario question which tests your technical policing knowledge. You may be provided with the scenario in writing and given a few minutes to consider your response.

Examples of scenario questions

- *What would be expected of you if a suspicious vehicle appeared to be engaged in surveillance of your station?*
- *How would you respond to the following scenario: A constable comes to you and asks that he not be teamed with a particular senior constable saying he feels uncomfortable working with him. What are the possibilities you would need to consider here? What would you do?*
- *You are a senior sergeant checking a brief. You are concerned that a witness statement included in the brief was not declared on the date stated, as you know the person was away on leave at that time. What are your obligations? What would you do?*

Organisational Engagement Questions

The PRSB Member may explore your knowledge and application of Victoria Police policies and strategies. Questions might explore policing strategies, internal policies and organisational knowledge relevant to the position, as well as the expected approach to leadership and management in Victoria Police.

The **Capability – Strategies** page on the Victoria Police intranet contains links to key strategies in priority areas: Community Safety, Reduce Crime, Reduce Road Trauma, and Service Delivery Excellence. You are encouraged to be familiar with the policies and strategies relevant to the position.

Examples of organisational engagement questions

- *Tell me about what is expected of you as a leader to make sure development opportunities are offered fairly and equitably to employees?*
- *Community engagement is a vital component of the new Victoria Police Neighborhood Policing Strategy. What does community engagement mean to you, and how will you engage with the community in this role?*
- *The Strategy for addressing Sex Offences on Public Transport seeks to improve safety for women and girls. As a sergeant in Transit, what is your role in implementing this strategy, and how will you go about it?*

6 Appeal ‘Tips and Traps’

6.1 How should I prepare for the hearing?

- **Read this Guide carefully, even if you have been involved in an appeal before.** Some practices have changed. This Guide will help you put your best case forward.
- **Read the Position Profile and the relevant rank capability profile.** Think about what kinds of experience, capabilities and personal qualities are being sought in the successful candidate.
- **Refresh your knowledge** of relevant Victoria Police strategies and Values.
- **Practise answering interview questions.** The *Transfer and Promotion Unit Guide to Behavioural Interviews* includes sample questions (see the Victoria Police intranet or contact the TPU). Ask a colleague, friend or family member to help you practise answering the sample questions and seek their feedback.

6.2 Some ‘tips and traps’

The PRSB has heard many appeals against transfers and promotions.

PRSB Members have put together the following suggestions to assist you, noting some common pitfalls.

Listen carefully and write down the question

Listen carefully to the question asked.

Write down the key words. What ability is the question asking you to showcase?

Feel free to ask for the question to be repeated.

Think before you answer (it is fine to take a minute to gather your thoughts).

Before you finish your answer, look at the question again. Have you addressed it?

Answer the question you were asked

Answer the question you were asked. You will be assessed on relevance. If you go off-track or do not answer the question asked (no matter how impressive your example) you will not rate well.

You can refer to notes but are strongly discouraged from reading from a script. You might be tempted to give the same answer you gave in a previous panel, or to prepare a script beforehand that you give regardless of what you are asked. If you fail to answer the question you were asked you will be scored poorly.

The PRSB Member wants to know how well you listen, respond and think on your feet.

Slow down

Talking too fast makes it hard for the PRSB Member to follow what you are saying and to take notes. You risk losing the 'pearls' of important information.

A good idea is to follow the PRSB Member's pen: if you can see them racing to take notes, you are speaking too quickly.

Pause and emphasise important points.

Use your best examples from your whole experience

Use the best example that answer the question. This is usually an example from your recent work (the last few years).

You may use relevant examples from your career outside Victoria Police or volunteer or community work, for example, to demonstrate leadership, problem-solving or initiative.

Choose a contemporary example with enough complexity to showcase the higher-level skills and approaches expected for the relevant rank.

Show a diversity of examples

The PRSB Member has your application and the Panel report. You can re-use a KSC example from your application or interview, if it is relevant to the question asked. If you explore the same incident or project, make sure you highlight different capability aspects involved in the example, in a way which answers the question you were asked.

Remember the PRSB Member has already read the Selection File, so repeating information does not add anything new. If you can, use a different example to show diversity in your experience.

Evidence, evidence, evidence!

It is easy to make sweeping claims (I'm an excellent mentor; I'm the go-to person at the station; I'm a welfare-focused leader) but without evidence to back it up, claims to 'greatness' don't count for much.

The PRSB Member is looking for you to show real life examples of when and how you have demonstrated your capabilities.

The PRSB member might ask you for the name of a manager who can verify an example you have given.

Higher duties, secondments and showing leadership

If you have had periods of higher duties, formal up-grading or secondments, especially for long periods, show how you used that opportunity to learn and develop your leadership capabilities.

Did you just 'keep the seat warm' or did you actively engage with the responsibilities of the position and higher rank? How has this equipped you for the position you are seeking now?

Higher duties are a good opportunity to acquire leadership and management skills and experience which can help you achieve promotion. We know there may be barriers to accessing these assignments. Remember there are other ways to show your abilities and leadership potential. Natural leaders don't wait for promotion; they show initiative, innovation and problem-solving all the time.

Demonstrate your leadership qualities, showing how you use your initiative, solve problems, go 'above and beyond', develop yourself and others, and model Victoria Police values.

Structure your answer by telling the story

The PRSB Member wants to understand how you approach a situation or task and solve problems. You will be asked to demonstrate a particular capability or quality.

Make sure the example you choose showcases this capability or quality. Your answer must be relevant to the question asked.

The STAR (Situation/Task/Action/Result) method of answering questions gives you the opportunity to show your thinking.

Remember, you need to show the approach expected at the rank, so make sure your example is sufficiently complex.

A good way of structuring your answer is to 'tell the story':

Explain the situation or task

- Give the context.
- Why was it a problem? How big?
- Why was it something that was important to address?

Explain your thinking

- What factors and issues did you consider before deciding what to do?
- How did you come up with the idea or response that you did?
- Was there more than one option? How and why did you choose the option you did?
- Who did you consult?
- What were your considerations and concerns?

What actions did you take?**What was the result (impact)?**

- What changed?
- Was this what you expected?
- On reflection, would you do anything differently?

Structure your response and use linking phrases

Structure your answer by pausing between the points you are making and using “linking phrases” showing how your actions flowed in sequence. This helps the listener follow your story.

Examples of linking statements are: “*The situation that faced me was...*” “*My first step was to consider ...*” “*The next step was to...*” “*I had three main considerations: The first was... the second was... the final was...*” “*I then...*” “*The outcome was...*” “*My reflections are....*”

Keep a record of your achievements

Keep a record of your work and personal achievements, to draw on in applications, interviews and appeals. This could be a diary, an excel spreadsheet or a physical or electronic notebook. This record will help you prepare your application. Read over it before your appeal so you have some examples fresh in your mind.

Practise and seek feedback

Practise answering interview questions with a colleague, friend or family member. Sample questions can be found on the relevant [Capability Profile](#). Ask for feedback.

Check your work

Proof read your application and written submissions carefully. Stick to the page limits. Do not adjust the margins. Ask a friend, manager or mentor to review your application and provide feedback.

Don't exaggerate or minimise your achievements

Don't be tempted into exaggerating the role you played in an outcome.

Never claim credit for something you didn't do, and don't provide misleading information. PRSB Members are good at sensing this and will question you and seek to verify information (for example, by asking the CCR or your manager).

If you are caught out, it will cause you embarrassment and damage your reputation (this has happened to others). Serious incidents of seeking to deceive in the selection or appeal process will be referred to Professional Standards Command for investigation.

On the other hand, don't sell yourself short by being too modest about your achievements. Sometimes people seek to emphasise good teamwork by discussing the matters as "we did " or "we decided." This can make it hard to understand your specific contribution.

Be specific, clear and honest about the role you played and the level of your responsibility and where you made your contribution.

Dealing with nerves

Everyone feels a bit nervous in an interview type process: butterflies are normal.

The PRSB Member is interested in what you have done and what you have to say. They will not try and trip you up, and they want you to feel comfortable and able to put your best examples and achievements forward. The aim is to choose who will succeed in the position, and that doesn't necessarily mean the person who is the best public speaker.

If you lose your train of thought or go blank, ask for a moment to collect your thoughts. Don't worry, this can happen to anyone.

Consider seeking professional help if you have struggled with interviews in the past (the Employee Assistance Program is a good place to start).

How long should you speak for?

There are no fixed time limits or recommendations.

Your response should not be too short

Sometimes people say very succinctly what they did, but don't explain their thinking about why they chose the action that they did, or how they went about it. This doesn't show the PRSB Member their thinking or the capability.

The response should not be too long

Sometimes people go right off track and talk about matters which are not relevant to the question. Sometimes people can ramble or provide too much background information. Sometimes people try and add in a lot of other things they have done that are irrelevant to the question.

A good response addresses the question asked. It will be well-structured, so it is easy to follow. You will say what you did, and explain *how* and *why* you did that, and the outcome.

If the PRSB Member feels you are repeating things or have covered the question, they will ask you to "wrap up" your answer. Before you close off your response: check your note of the question, and ask yourself, *have I answered the question I was asked?*

7 Victoria Police Values and Strategies

Take some time to reflect on the values and leadership behaviours that Victoria Police expects in all its members.

These values define what Victoria Police stands for and should guide you in all your actions and decisions. The PRSB will be looking for you to demonstrate these values in your activities.

 <h2>RESPECT</h2> <p>Everyone is treated fairly and with dignity, and feels valued and included.</p>	<p>What does Respect look like in Victoria Police?</p> <ul style="list-style-type: none"> • Treating each other and every community member with respect and understanding • Celebrating and valuing equity, diversity and inclusion • Valuing the unique place of Aboriginal and Torres Strait Islander peoples, as first nations people, and their rich history and culture, along with the diverse backgrounds of other community members
 <h2>INTEGRITY</h2> <p>Acting with honour, being fair and respectful of both the law and human rights.</p>	<p>What does Integrity look like in Victoria Police?</p> <ul style="list-style-type: none"> • Being honest, objective and impartial • Respecting and championing human rights and being committed to lawful and fair processes • Placing the community good before our own interests
 <h2>LEADERSHIP</h2> <p>Being people-focused, confident but still humble and committed to living our values.</p>	<p>What does Leadership look like in Victoria Police?</p> <ul style="list-style-type: none"> • Being trustworthy, approachable and treating everyone with compassion • Making decisions that reflect our values and build community trust and confidence • Being inclusive, progressive and prepared to acknowledge and learn from mistakes
 <h2>PROFESSIONALISM</h2> <p>Being accountable, transparent and committed to maintaining the highest standards of conduct.</p>	<p>What does Professionalism look like in Victoria Police?</p> <ul style="list-style-type: none"> • Behaving in a manner that reflects positively on ourselves and our organisation • Being open, consistent, and valuing collaboration and teamwork • Providing services that are engaging, accessible and equitable
 <h2>SUPPORT</h2> <p>Having empathy and being genuinely committed to responding to the needs and wellbeing of others.</p>	<p>What does Support look like in Victoria Police?</p> <ul style="list-style-type: none"> • Being committed to understanding and considering the experiences and needs of others • Reaching out to those in need, encouraging them and being prepared to offer help • Being committed to connecting people in need with high-quality care and services
 <h2>FLEXIBILITY</h2> <p>Providing a service that is agile and evolves with the community's needs.</p>	<p>What does Flexibility look like in Victoria Police?</p> <ul style="list-style-type: none"> • Being open-minded, creative and adaptable • Being innovative and committed to continually improving • Being connected to and working with the community
 <h2>SAFETY</h2> <p>Safety is at the heart of our purpose, it is fundamental to, and underpins, everything we do.</p>	<p>What does Safety look like in Victoria Police?</p> <ul style="list-style-type: none"> • Being committed to a safe, secure and orderly society • Being committed to a safe, inclusive and respectful workplace • Safety is always front of mind and underpins every decision we make

You are encouraged to stay abreast of important Victoria Police strategies and policies, especially those relevant to the role you are applying for.

The [Capability – Strategies](#) page on the Victoria Police intranet contains links to key strategies and action plans in priority areas: Community Safety, Reduce Crime, Reduce Road Trauma, and Service Delivery Excellence.

8 After the Hearing

8.1 When will I get the decision?

At the end of the hearing, the PRSB Member will explain the likely timing of the decision.

PRSB Members try to complete their decisions as soon as possible, while taking the time needed to consider all the issues carefully.

Most decisions are finalised by the Friday of the week of the hearing. In weeks with public holidays, in complex matters with many parties, or if the PRSB Member is ill, has unavoidable commitments or has heard several appeals, the decision may take a little longer (see part 9 of this Guide: Appeal Timelines).

If the decision in your appeal is going to be delayed, the PSRB will let you know.

The decision will not unnecessarily repeat the information in the Selection File or given in the hearing. It will set-out the PRSB Member's key reasons for the decision and aim to provide you with constructive feedback to assist your career development and performance in future selection processes.

The PRSB website carries a sample decision to assist participants in an appeal. Remember that every appeal is different, so do not place too much reliance on the issues in the sample decision.

You will receive the PRSB decision by email. If you will not be contactable through your Victoria Police email address in this timeframe, please advise the PRSB Secretary of an alternative email.

8.2 Who is sent the decision?

Appeal decisions are not published on the PRSB website but are provided to relevant Victoria Police managers, the CCR and the parties. If an appeal is allowed, the outcome will be published in *The Gazette*.

The appeal decision will also be forwarded to The Police Association Victoria (TPAV) so that TPAV can monitor the overall functioning of the transfer and promotion and related appeal systems in Victoria Police and represent members' interests. The PRSB has entered into an agreement with TPAV which ensures that appeal decisions are only used for these purposes, are treated confidentially, and are not distributed beyond the small number of TPAV staff members who need the information for this purpose. A copy of the Memorandum of Agreement with TPAV can be viewed at www.prsb.vic.gov.au/resources. If you don't wish your appeal decision to be forwarded to TPAV, you may request this in writing by emailing review@prsb.vic.gov.au before or immediately after the hearing of your appeal.

8.3 Can I appeal a PRSB decision?

PRSB decisions are subject to Supreme Court review (*Administrative Law Act 1978 (Vic)*) or the Court's original jurisdiction under Order 56 of the *Supreme Court (General Civil Procedure) Rules 2015 (Vic)*.

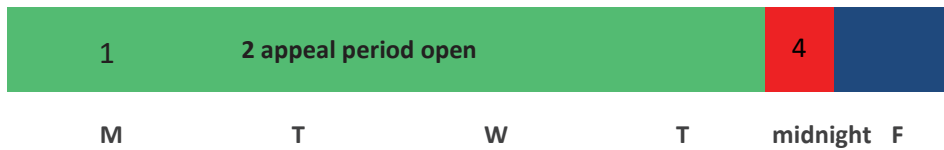
9 Appeal timelines

WEEK 1 LODGEMENT

- 1 **MONDAY** selections appears in *The Gazette*.
- 2 Appeals can be lodged within 3 business days of the selection being published in *The Gazette*.
- 3 **MIDNIGHT THURSDAY**: appeal applications close.

(Where there is a public holiday in the relevant period, the appeal period is extended).

The PRSB **will notify you** if your selection has been appealed, as soon as practicable.



WEEK 2 PREPARATION

- 1 **MONDAY**: Parties notified of the hearing details. Hearing List published at www.prsb.vic.gov.au
- 2 **By THURSDAY**: Copies of the Selection File sent to Appellants, Selectees and the CCR.
- 3 **FRIDAY 12 NOON**: Appellants' and Selectees' written submissions due
- 4 **FRIDAY 12 NOON**: Reference checks for non-interviewed Applicants due
- 5 **FRIDAY AFTERNOON**: Written submissions forwarded to all parties



WEEK 3 HEARING AND DECISION

- 1 **MONDAY and TUESDAY**: PRSB conducts hearings. If the Monday or Tuesday are public holidays, hearings may be listed on the Wednesday.
- 2 **FRIDAY**: The PRSB Member will endeavour to give their decision by the Friday of the same week. Decisions may be given early the following week if needed.



10 Contacting the PRSB

10.1 How do I lodge my appeal form and other documents?

Download the **VP Form 1047** (Appeal Form) from the PRSB website www.prsb.vic.gov.au or the Victoria Police intranet (make sure you update your VP forms using the icon on your desktop).

You **do not** need to sign the appeal application form or send it to any other participants.

Use the position-based (monitored) email address below to:

- Lodge your written submission
- Indicate any preference for a hearing day or time
- Seek an extension of time for any step
- Withdraw an appeal
- Advise an alternative email address or mobile number
- Make general queries

Email

PRSB-REVIEWDIVISION-MGR (on Victoria Police Outlook)
or review@prsb.vic.gov.au

10.2 PRSB contact details

Contact the PRSB between **8am and 4pm Monday to Friday** (excluding Public Holidays).

Telephone

(03) 8602 7515

Appeals & Reviews

review@prsb.vic.gov.au

Registration

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The PRSB welcomes your feedback on this Guide.



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