

PRSB PRACTICE DIRECTION: 1 MAY 2023

PROTECTIVE SERVICES OFFICER (Sergeant and Senior Sergeant) - PROMOTION AND TRANSFER APPEALS

**Effective for all selections of PSO Sergeants and PSO Senior Sergeants advertised in the
Victoria Police Gazette on or after 8 May 2023**

This Practice Direction is made by the President of the Police Registration and Services Board (**PRSB**) under s.156A of the *Victoria Police Act 2013* (the **Act**). This Practice Direction will govern the process for Sergeant and Senior Sergeant Protective Services Officer appeals arising from selections advertised in the *Victoria Police Gazette* on or after Monday 8 May 2023.

Please review the PRSB [Guide to Transfer and Promotion Appeals](#) for further advice.

Written submissions

1. Each Appellant and Selectee must provide the PRSB with a written submission, addressing the questions below, by 12 noon of the 2nd Friday after the close of appeals (i.e. eight days from close of appeal lodgement). The submission is to be a maximum total page limit of:
 - one page to a maximum of two pages (PSO sergeant and PSO senior sergeant)
2. 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. "A21/2023"). Failure to comply with these formatting instructions may result in the rejection of your submission.
3. PRSB encourages the use of headings, bullet points and numbered paragraphs.

Rank of position under appeal	Questions
PSO Sergeant <i>(1 to a maximum of 2 pages)</i>	1) The role of PSO sergeant requires you to support, develop and manage people and resources, and build a high-performing team. How have you developed yourself professionally and personally to take on this role? 2) What do you think the biggest challenges will be in performing the position under appeal? How will your knowledge and experience help you to meet those challenges? <i>(Please focus on two or three challenges.)</i>
PSO Senior Sergeant <i>(1 to a maximum of 2 pages)</i>	1) 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? 2) The role of PSO senior sergeant requires you to support, develop and manage people and resources, and build a high-performing team. How have you developed yourself professionally and personally to take on this role?

4. Written submissions must be sent by email to review@prsb.vic.gov.au

5. The PRSB will email the written submissions and the selection file to the other 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; and that you are the sole author.

Additional information: Appellants who were not short-listed

7. The TPU obtains a referee report from a current or recent supervisor nominated by each short-listed candidate.
8. Appellants who were not interviewed may also have a referee report considered by the PRSB. 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.
9. 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.
10. 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.
11. The PRSB receives the ROCSID reports for those parties who were short-listed (interviewed), in the Selection File. The PRSB will obtain a ROCSID report for any Appellant who was not short-listed. The PRSB will email any such report to the relevant Appellant and to the CCR before the appeal, so they can consider its contents, correct any errors and make relevant submissions.
12. For privacy reasons, ROCSID reports are not provided to the other Appellants or Selectees.



Ms A. Lester

President

Police Registration and Services Board



Dated: 1/05/2023

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