

## PRSB PRACTICE DIRECTION: 1 AUGUST 2023

### POLICE OFFICER PROMOTION AND TRANSFER APPEALS

Effective for all selections of police officers advertised in the *Victoria Police Gazette* on or after 1 August 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 all Police Officer appeals (but not Protective Services Officer appeals) arising from selections advertised in the *Victoria Police Gazette* on or after 1 August 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 2<sup>nd</sup> 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 (constable/senior constable)
  - one page to a maximum of two pages (sergeant/senior sergeant)
  - one page to a maximum of three pages (inspector)
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. 'A 21/2023'). PRSB encourages the use of headings, bullet points and numbered paragraphs.

| Rank of position under appeal  | Questions   |
|--|---|
| <b>Constable &amp; Senior Constable</b><br><br><i>(maximum 1 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 to be ready and suitable for this position?<br><br>2) Tell me about something you have done as a police officer that you are very proud of.   |
| <b>Sergeant</b><br><br><i>(1 to a max.2 pages)</i>                     | 1) What do you think your own managers and team members would describe as your three key strengths as a manager and supervisor?<br><br>2) What aspects of your management capabilities are you continuing to develop, and why? What is your plan for doing so?  |
| <b>Senior Sergeant</b><br><br><i>(1 to a max. 2 pages)</i>             | 1) Policing is evolving continuously, with new knowledge, strategies, technology, and expectations. The senior sergeant cohort has a vital role in driving and implementing these changes.<br><br>Discuss a change in strategy, policy, or organisational direction or focus that has affected your policing work. What was the purpose and impact of that change? How did you help lead and drive this change effectively?<br><br>2) Provide an example which you think best demonstrates your ability to identify ethical issues, and to respond in accordance with your values, even when it was difficult to do so. |

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| <b>Inspector</b><br>(1 to a max. 3 pages) | You will be advised by email of the questions for the appeal. |
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3. Written submissions must be sent by email to [review@prsb.vic.gov.au](mailto:review@prsb.vic.gov.au)
4. 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](mailto:review@prsb.vic.gov.au)
5. **By lodging your written submission, you are formally declaring that the contents of the submission are true and accurate, being a true account of your own experience and reflections, and that you are the sole author.**

### Additional information: Appellants who were not short-listed

6. The TPU obtains a referee report from a current or recent supervisor nominated by each short-listed candidate.
7. 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.
8. 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.
9. 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.
10. 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.
11. For privacy reasons, ROCSID reports are not provided to the other Appellants or Selectees.

### The Appeal hearing

12. You will be asked several interview questions, inviting you to draw on examples of your work and experience. Please bring notepaper and a pen. You may write down the question and ask for it to be repeated. You can take a moment to jot down notes to plan your answer.
13. **You must answer the question you are asked.** If you do not, and your response is irrelevant, you will be scored poorly. **You are strongly advised to not read out pre-prepared answers.**
14. For more guidance on preparing for the appeal see the [Guide to Transfer and Promotion Appeals](#)

  
 Ms A. Lester  
 President  
 Police Registration and Services Board



Dated: 1/08/2023

Practice Note Edition 1/2023