

PRSB PRACTICE DIRECTIONS: HEALTH STATE OF EMERGENCY

These practice directions are 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 appeals under Part 8 of the *Victoria Police Act 2013* until further notice.

The purpose of these special Practice Directions is to ensure the safety of staff, members and parties during the COVID-19 health state of emergency, while establishing a process to allow appeals to continue to be heard and determined. PRSB staff will be working remotely with access to the internet and email systems.

The following directions apply:

- 1) The PRSB will not be conducting hearings in person, but by written submissions.
- 2) All documents are to be lodged by email to be sent to review@prsb.vic.gov.au
- 3) The usual timelines for lodging appeals will apply. There is capacity to seek extensions of time in exceptional circumstances. Any application should be by email and provide reasons.
- 4) During this period of public health emergency, police time is especially valuable. You are encouraged to consider whether you have reasonable prospects of succeeding in an appeal. You are encouraged to seek feedback from the Panel Representative and your manager before lodging. If you decide to withdraw your appeal after reviewing the selection file, you are encouraged to do so promptly.
- 5) Parties will be provided with the Selection File by email only to their Victoria Police email address unless other arrangements are made with the PRSB Secretary (for example, due to health isolation).
- 6) Appellants and Selectees are each required to provide a written submission of a **maximum of three pages in total** containing the following:

a) Headed with your name and contact details

Include:

- Your work phone number and email
- Your personal mobile phone number and a non-Victoria Police email address where you can be reached in the event you are required to be isolated.

The hearing officer may need to contact you if they require more information or clarification about any part of your submission.

b) A short CV:

A dot point overview of your most relevant work experience, qualifications and professional development (no more than 1/2 page).

c) Your claims to the position:

A written submission setting out your claims to being of superior efficiency for the position.

d) Interview-style questions

Provide a written response to the two interview-style questions below. You are encouraged to use different examples to your written KSC and use dot points and short headings.

Question 1: Managing work and resources

- **For sergeants and above:** *Provide an example which best illustrates your capabilities in allocating resources and prioritising the work of your team/unit: How did you prioritise the teams' goals and activities to meet wider unit or organisational goals? What were your considerations in deciding what to do? What methods did you use? What was the outcome?*
- **For constable and senior constable:** *Tell me about a time when you had a number of competing priorities and limited time. How did you go about deciding what to do? What were your considerations in deciding how to prioritise? What was the outcome?*

Question 2: (all ranks) Learning and adaptability

- *Tell me about a time in your career when you needed to learn something new. Can you explain how you went about learning, acquiring and applying your new knowledge and expertise at work?*
- 7) By lodging a written submission, you declare your submission is a true and accurate and you are the sole author. Examples may be validated by the PRSB Hearing Officer or Local Panel Representative. Misleading responses will be referred to Professional Standards Command.
 - 8) Local Panel Representatives will be emailed the Selection files and the written submissions of each party to their Victoria Police email address. The Panel Representative is not required to make any submission, unless the submissions or the File disclose concerns which should be brought to the PRSB member's attention. The PRSB member will rely on the Position Description and Position Profile and will make contact only if required.
 - 9) The PRSB Member may seek further information or clarification from any party by telephone or email, or may proceed to decide the appeal on the written submissions.
 - 10) The decision will be issued by email to both your work and personal email addresses.
 - 11) These Special Practice Directions will override anything to the contrary in the PRSB Guide to Appeals. Parties are nonetheless encouraged to review the Guide which contains advice on preparing your claims to the position and responding to interview questions. The President will continue to monitor the public health emergency and may make further Practice Directions or orders.



Ms A. Lester

President

Police Registration and Services Board



Dated 23 March 2020