

Redeployment (members)

Authority and application

Practice Guides are issued to assist relevant Victoria Police employees to understand and adhere with legislation and relevant parts of the Victoria Police Manual. They are for educational and good practice purposes.

This Practice Guide is provided for reference by members from all ranks who are unattached from their position and entering redeployment. It is also intended to provide guidance to those assisting with determining suitability during the redeployment processes.

Source policy

This Practice Guide supports and must be read in conjunction with the following:

- [Victoria Police Act 2013](#) (the Act)
- [Victoria Police Regulations 2014](#) (the Regulations)
- [Victoria Police Enterprise Agreement 2019](#) (the Agreement)
- VPM – [Transfers without advertisement](#)
- VPM – [Redeployment \(members\)](#)
- VPM – [Deployment of police officers and protective services officers](#)

Definitions

The following definitions apply to this Practice Guide:

- **Delegate** – The delegate for redeployment is the Superintendent, Recruitment and Deployment Division (RDD delegate). The delegate for ill health retirement is Director, Business Partnering and Workplace Relations Division.
- **Medical Redeployee** - a member who has been referred to redeployment as a result of being medically incapacitated and unable to perform the duties of their gazetted role.
- **Non-Medical Redeployee:** a member who has been referred to redeployment as a result of being declared surplus, unqualified or unattached.
- **Police Medical Officer (PMO):** a qualified and registered medical practitioner employed by the Medical Advisory Unit to assess and determine a member's fitness for duty at Victoria Police.
- **Redeployment:** the permanent movement of a member from one position to another as a result of being declared surplus, unqualified, medically incapacitated or unattached.
- **Section 33 Transfer:** a permanent movement for a member from one position to another without going through a merit selection process in accordance with section 33 of the Victoria Police Act 2013.
- **Suitability Panel** – is the committee that will assess and make a determination on a member's suitability for role types within Victoria Police.
- **Suitability/Suitable Position:** suitability for a position or suitable position means where the

member has, or could be deemed to have with reasonable retraining, the required skills, experience and qualifications to perform the inherent requirements of the position, the duties of which comply with the stated medical limitations/restrictions (if any).

- **Surplus member:** for the purposes of this policy, a surplus member is unattached or has been declared surplus in accordance with clause 15 or clause 19.10 of the Sworn Agreement and excludes a member who has been found unfit for their position in accordance with clause 119 of the Sworn Agreement.
- **Unattachment:** the movement of a member from a funded position to a holding position.
- **Vacancy:** a position that does not have a member permanently assigned to it.

Also refer to the general VPM Dictionary for definitions and acronyms.

Purpose

The purpose of the Practice Guide is to support the implementation the new redeployment policy. This Practice Guide is intended for use in conjunction with VPM – Redeployment (members) by providing instruction and further clarification about how the redeployment process is administered.

The purpose of redeployment is to assist members to identify a suitable alternative position that meets their skills, experience, qualifications and medical limitations or restrictions (where applicable).

During the redeployment process redeployees will continue to be the responsibility of and be managed by the originating region, department or command.

The primary goal is to place members into the first available suitable position.

Redeployment (members)

Redeployment is the process of moving a member from one position to another as a result of being declared surplus, medically incapacitated or unattached.

1. Criteria for unattachment from substantive position

For non-medical redeployees

- Maximum time in position reached
- Gazetted position declared surplus
- Member on external secondment for greater than 12 months
- Member on internal assignment for greater than 12 months (under special circumstances)
- Member on leave without pay for greater than 12 months
- Other reason (outside of policy at the discretion of HRC)

For redeployees with medical limitations/restrictions

- Following advice from Police Medical Officer that the member is permanently unfit for their gazetted duties; and
- The originating Region/Department/Command is unable to accommodate limitations/restrictions

- Member is returning from a temporary pension and their originating region/department/command is unable to accommodate them.

2. Commencement of redeployment

2.1 *Commencement of redeployment*

Three months prior to either:

- returning from leave without pay; or
- secondment; or
- reaching Maximum Time in Position (MTIP), the member or their local area manager must initiate contact with Recruitment and Deployment (RDD) to commence the redeployment process. This can be done via email to HRC-REDEPLOYMENT-MGR@police.vic.gov.au

The redeployment process for medical redeployees will commence upon notification that their medical restrictions or limitations are permanent and cannot be accommodated in their substantive position or another position within their region, department or command.

Upon receiving notification, RDD will either arrange and hold a redeployment commencement meeting via Teams to discuss the process or will email the member with an outline of the process.

RDD will provide the member with the Redeployee Personal Details and Skills Profile via email. The member will have 7 days from receiving the form to complete the form and return it via email to HRC-REDEPLOYMENT-MGR@police.vic.gov.au

2.2 *Redeployee Personal Details and Skills Profile*

The Redeployee Personal Details and Skills Profile document must be submitted by the redeployee. This document will outline the redeployee's relevant work history, qualifications, internal/external secondments, upgrading and awards. The member will also be able to list role type and work location preferences and provide other relevant considerations.

Members will use Section B of the form to list the following:

- Substantive gazetted positions
- Temporary duties
- Formal upgrading
- Any other positions/portfolios held within Victoria Police
- Tertiary or other relevant qualifications or awards
- External secondments or assignments.

If the member is in redeployment due to medical limitations/restrictions, they will have the opportunity to attach the medical advice issued by the Police Medical Officer (PMO). This will be factored into the suitability assessment for a role type.

The redeployee must nominate at least two role type preferences to be considered when a position is identified for matching. These will be considered by RDD when matching the redeployee to a position. This is not guaranteed and is subject to position availability.

The redeployee must nominate at least three location preferences to be considered when a position is identified for matching. These are based on divisional location only and not specific to a work unit. Redeployees will be matched to a position within or near their nominated

location preferences, however this is not guaranteed, and is subject to position availability.

Notwithstanding the redeployee's nominated preferences, they may also be considered for other suitable roles that become available.

The Redeployee Personal Details and Skills Profile will form part of the assessment by a Suitability Panel (The Panel).

3. Suitability Assessment

3.1 *Suitability Panel*

The redeployee will be assessed by a panel comprising of 1x HRC (member, inspector or above), 1x Superintendent from a region, 1x Superintendent from a specialist area, and 1x HRC redeployment administrator (acting as scribe only).

The Panel will be provided with the member's Redeployee Personal Details and Skills Profile, the PMO report (if applicable), and the capability profile of the redeployee's substantive rank.

The Panel will make a paper-based assessment of the redeployee's suitability for the following role types:

- General duties
- Detective
- Highway Patrol
- Training Officer/Educator
- Prosecutions
- Project Officer
- Specialist Roles (Search & Rescue, SOG, Forensics etc.)
- Intelligence Officer
- Corporate Roles
- Crime Scene Services
- Proactive Policing
- Other (recommended by The Panel)

The Panel will assess each role type taking into consideration any details listed in the Redeployee Personal Details and Skills Profile including any additional considerations (where applicable) and advice from the PMO report (where applicable).

Redeployees seeking to be matched to a detective role will be assessed on a case by case basis. Consideration will be given to the redeployee's detective experience including temporary duty roles, upgrading and their qualifications. Generally, members will not be redeployed to a detective role unless they have detective experience at the rank of the vacant position.

The Panel may request to meet the redeployee in person or via Teams if they feel more information is required.

The Panel's sole role is to produce a suitability report. It will not be assessing the member's suitability for a specific position and will have no involvement in position matching.

3.2 Suitability Report

A suitability report will be prepared which will document the Panel's assessment, including the identified suitable role types. This will be provided to the redeployee via email.

The redeployee will have 7 calendar days to make a written application for review to the RDD delegate (Superintendent, Recruitment and Deployment) if any aspect of the suitability assessment was not considered reasonable.

If an application for review is submitted, the RDD delegate will make the final determination. The redeployee will be notified via email of any revised assessment, including any updated list of suitable role types.

4. Matching to a Suitable Position

Medical Redeployees – Matching to a suitable position

Redeployees with medical restrictions or limitations who have been assessed by the Panel and where a suitable position has been identified, will be referred ahead of a non-medical redeployee. Only one medical redeployee will be referred to a vacancy and in the case of multiple redeployees, time on redeployment (i.e., the longest) will determine who is assessed for suitability.

Redeployees with medical limitations or restrictions will have three months of redeployment assistance. A second period of three months may be granted at the discretion of the Superintendent of the redeployee's originating area.

If, at the conclusion of the redeployment process, a suitable position that complies with the prescribed medical limitations or restrictions is unable to be identified, and the situation is likely to continue indefinitely, the redeployee's Superintendent (or equivalent), or Assistant Commissioner for redeployees at Superintendent or Commander rank, may make a recommendation that the member be ill health retired subject to the requirements of clause 119.17 of the Sworn Agreement.

Where a recommendation for ill health retirement is made, the redeployee will have 21 days to make a written application to the delegate (Director, Workplace Relations and Business Partnering Division) to review the decision.

Non-medical Redeployees – Matching to a suitable position

Non-medical redeployees may be referred to a vacancy if no medical redeployee is found suitable.

Should a non-medical redeployee not have been placed within three months, RDD will contact the member to discuss strategies to enable a placement.

In the case of multiple non-medical redeployees, time on redeployment (i.e., the longest) will determine who is referred to the vacancy.

4.1 Referrals

Stage 1

Each fortnight RDD will:

- email each redeployee with a full list of vacant positions raised to be advertised in the upcoming gazette. The list of positions will be at the redeployee's substantive rank.

- review the list of positions and identify suitable position/s for each redeployee. RDD may identify more than one suitable position.
- identify position/s that:
 - align with the suitability assessment provided by the Suitability Panel, or the revised assessment approved by the RDD delegate
 - align with the redeployee's location and role preferences (where possible).

Stage 2

The redeployee will receive the full list of vacant positions each fortnight applicable to their rank.

The position/s that align to their suitability assessment report will be highlighted. If only one position is highlighted, the redeployee will be referred to that position for placement.

Where RDD has identified and highlighted more than one suitable position, the redeployee must within 5 calendar days notify RDD in writing which position they wish to be referred to.

The redeployee must select one of the highlighted positions.

Where the redeployee fails to respond to a placement or fails to nominate which of the identified suitable positions they wish to be referred to, RDD will make contact to confirm receipt of correspondence.

If the redeployee does not nominate a preference, RDD may make a formal referral to the most suitable position that aligns to the redeployee's suitability assessment.

Position descriptions and position profiles can be provided upon request.

Where RDD have not identified any suitable positions, each redeployee will continue to receive the full list of vacancies applicable to their rank. For these redeployees, RDD may consider referral to one non-highlighted position under special circumstances. The redeployee must notify RDD of this request within 5 calendar days. RDD will consider the request.

Stage 3

In the case of multiple redeployees, time on redeployment (i.e., the longest) will determine who is referred to the vacancy.

RDD will notify the redeployee in writing if they formally refer the redeployee to a position.

Upon notification of the proposed transfer, the redeployee will have 7 calendar days to make a written application for review to the delegate as per 5.3 of this Practice Guide.

Stage 4

Once a suitable position is identified, RDD will also make a formal referral to local position management (Superintendent or equivalent).

RDD will provide local management with the redeployee's details. If applicable, the restrictions or limitations on the redeployee's PMO report will be provided at this time.

Local management cannot decline the transfer except on the grounds of health and safety only or that the work unit cannot accommodate additional redeployees. If local management believe that the redeployee cannot be accommodated, they will be required to provide written evidence to the delegate that the placement of the redeployee will adversely impact the health

and wellbeing of the redeployee and/or the work unit; or provide written evidence why the work unit cannot accommodate additional redeployees.

In conjunction with above, the redeployee will receive notification that their placement in the identified position is currently being assessed.

The RDD delegate will review the factors and consider any concerns raised by local position management and give a final determination on whether the position is found suitable for redeployment and determine whether the redeployee will be placed into the position.

5. Transfer of Redeployee into Suitable Position

5.1 *Suitability*

The delegate will have regard to the following factors when considering placement of a redeployee:

- organisational requirements
- the member's knowledge, skills and experience
- the member's preferences
- the member's suitability to perform the duties and meet the inherent requirements of the vacant position
- the member's personal circumstances
- the number of positions recently filled at a location by placement of other redeployees
- any specific circumstances of the workplace, such as:
 - size of the work unit
 - skills, experience and qualifications of the work unit
 - time to reach competency
 - number of existing work unit members who have restrictions that are being permanently accommodated
 - organisational priority, urgency or where a highly specialised skill set is required for work being undertaken by the work unit
 - ability of the local area to safely accommodate restrictions considering the redeployee, the work unit and the community.

5.2 *Final Determination*

If any application for review is received, the RDD delegate will consider the factors and make a final recommendation as to whether the transfer will proceed.

Where no concerns are raised within 7 calendar days, or if the delegate determines that any factors raised can be effectively managed, the redeployee will be transferred into the position pursuant to s.33 of the Victoria Police Act.

If the transfer does not proceed, the position will be offered to any other suitable members in

the redeployment pool. If there are no suitable members in the redeployment pool, the position will be released back to the Transfer and Promotion Unit to advertise in the next available gazette.

5.3 *Review*

Upon notification of the proposed transfer, the redeployee will have 7 calendar days to make a written application for review to the delegate. Where no submission is made, or having considered the written application for review and the delegate determines the transfer will proceed, the redeployee will be transferred to the position pursuant to section 33 of the Victoria Police Act.

A redeployee notified of a transfer by direction through the redeployment process may lodge an appeal (application for review) under the Victoria Police Act with the PRSB.

5.4 *Transferring into a Matched Position*

If approved by the delegate, the redeployee will be transferred via s.33 and published in *The Gazette* as a transfer into a non-advertised position.

The transfer will not be subject to minimum time in position, and the redeployee may apply for positions advertised in *The Gazette*.

Where maximum time in position is assigned to the selected position, the redeployee must be advised of the MTIP requirements and acknowledge receipt of that advice in writing prior to the transfer.

Effective date will be negotiated by the sending and receiving areas.

5.5 *Special circumstances*

It is recognised that some members may need to raise personal circumstances that might affect either the role type or work location of the position they preference or are selected for. The Redeployee Personal Details and Skills Profile makes provision for such for matters to be listed. Any circumstances raised will be taken into consideration.

5.6 *Reinstated members*

Where a member is re-instated due to a decision handed down by a recognised industrial body or court, including the Fair Work Commission and Police Registration and Services Board (PRSB), the member will be returned to their former position as ordered by the court or tribunal. If the order of the court or tribunal is silent on the return location, the member will be returned to their former position unless it is not reasonably practicable to do so.