



Police Promotions 1.1

Procedures Manual

Police Promotions 1.1 Procedures Manual	Version 3	1st Release 29/11/2012	Revision Date 11/01/2018	Printed Date 12/01/2018 09:48	Page 1 of 28
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1. SCOPE

The procedures outlined in this manual apply to the promotion of non-commissioned and commissioned officers (excluding Deputy Commissioner and Commissioner of Police) through the Police Promotions 1.1 promotion system and the *Police Act 1892*.

These procedures provide a set of guiding principles and standards for selection panels, applicants, Police Promotions Branch and all others involved in the conduct of the selection process.

The procedures have been developed using the Western Australian Public Sector Employment Standards as a guide.

The promotion system and this manual are subject to continuous improvement to ensure they are consistent with contemporary best practice, meet the needs of WA Police Force and are fair and transparent to applicants.

Police Promotions 1.1 is designed to select the most competitive applicants for promotion. Further information is available on the Police Promotions Intranet Site.

2. TERMS USED IN THIS MANUAL

Advertised Vacancy (AV) Process

A selection process to fill a vacant position(s) that cannot be filled with officers in a rank pool.

Application Form

Form utilised by applicants to register in a selection process.

Capability Framework

The WA Police Capability Framework defines the behavioural requirements for each rank of officer. It comprises of five key capability areas, which form the generic Promotion Selection Criteria of the Police Promotion System.

District/Divisional Officer Report (DO Report)

Report providing comments and ratings against the Promotion Selection Criteria for an applicant's current performance at their current substantive rank. This report is utilised by the Selection Panel in determining an applicant's competitiveness in the non-commissioned officer selection process and forms one rating at the shortlisting stage.

Brevet Positions

Positions approved by the Corporate Board as requiring specialist skills, specific qualifications and/or an attraction/retention allowance to meet specific organisational needs. Officers appointed to these positions are paid at a higher rank than the formal classification of the position and are outside of the Police Promotion System.

Officers holding Brevet positions, for example Multifunctional Police Facilities (MFPF) and Police Air Wing Pilots, are not eligible for field promotion and the appointment is applicable only to that specific position. When the officer leaves that position or when the position no longer exists, he/she will revert back to his/her substantive rank.

Compensatory Assessment

This is an approach where a selection panel considers all of the selection information (favourable and unfavourable) collected throughout a selection process. This allows the selection panel to form an overall assessment of the applicant.

Competitive/Not Competitive

The promotion system assesses applicants on merit and applicants compete for a place in a promotional pool or for a position. Those who are 'competitive' performed better than other applicants and were successful in either placement in a pool or position. Those 'not competitive' did not perform as well as others in that process and will not be considered for substantive promotion.

Curriculum Vitae (CV) Verification

Process to verify claims made by an applicant in a CV.

External Applicant

An applicant with operational experience in a compatible policing jurisdiction who holds/has held the rank of Senior Sergeant or higher/equivalent and applies for a Commissioned Officer position within WA Police Force.

Field Promotion

A temporary appointment to the rank of Field Sergeant/Senior Sergeant whereby an applicant may apply for substantive promotion following a defined development period through the field promotion process.

Formal Offer

Written offer of promotion to a specific position made to an officer within a rank pool by the Assistant Commissioner Training and Development or their nominated delegate.

Just Cause

Demonstrated hardship or exceptional circumstances provided to justify the decline of promotion to a vacant position offered via a Formal Offer.

Position Preference

Method for an applicant to nominate their desire to be considered for the vacant positions being canvassed to the Rank Pool.

Positional Promotion

Temporary appointment to a higher rank for a specified period of time, which has been approved by the Commissioner of Police.

Primary and Secondary Rank Pools

The primary rank pool is the initial pool. A secondary rank pool may be created whilst the primary rank pool is still in existence.

Process Review

A formal request from an applicant for a selection process to be reviewed on the basis that the selection process outlined herein was breached resulting in their individual skills, knowledge and capabilities not being fairly assessed.

Promotion

Advancement to the non-commissioned ranks of Sergeant and Senior Sergeant and the commissioned ranks of Inspector, Superintendent, Commander and Assistant Commissioner.

Promotion Assessment

Assessment (multiple-choice) within a selection process for non-commissioned officer ranks which determines an applicant's technical and corporate knowledge relevant to the rank applied for.

Rank Pool

A pool of officers deemed suitable and competitive for promotion. Officers in a rank pool are eligible for consideration for promotion to fill all position types including specialist positions as long as essential specialist work related requirements and/or pre-requisites are met.

Selection Process

An assessment process to select and/or promote the most suitable and competitive applicant for placement in to a rank pool or to fill a vacant position.

Specialist Positions

Positions that have essential specialist work related requirements and/or specialist pre-requisites.

Statement of Claim

Statement on required template prepared by applicants to address the Promotion Selection Criteria.

Statement of Claim Verification

Process to verify claims made by an applicant in a statement of claim.

Substantive Rank

The actual approved rank of an officer which excludes temporary promotions/appointments, acting opportunities, field, brevet and positional promotion.

3. CONFIDENTIALITY

All matters associated with the promotion system are treated in the highest confidence with information relating to a selection process restricted to the Selection Panel, Police Promotions Branch, the Assistant Director Police Promotions, Recruiting and Deployment, Assistant Commissioner Training and Development and authorised administration staff only.

Applicants and selection panel members are required to complete and comply with confidentiality agreements. Breaches of confidentiality are viewed seriously and dealt with accordingly. Applicants and selection panel members are prohibited from divulging any information which may disclose details about selection assessments, including interview and promotion assessment questions. Any such disclosure may be subject to disciplinary proceedings as per Regulations 603 and 607 of the *Police Force Regulations 1979*.

4. RELEVANT LEGISLATION, POLICY & RESOURCES

The relevant legislation, standards and policies applicable to these procedures are listed below:

Statute Law

- Part V Police Force Regulations 1979
- Police Act 1892
- Equal Opportunity Act 1984

Other Supporting Documents/Resources

- Police Promotions Intranet Site

- Relevant Industrial Agreement
- HR-14.3 Promotions & Selection Issues
- HR 14.7 Deployment Policy
- Delegation Schedule: ADS 1 Human Resource Management and Administration – ADS – Promotions – Police Officers

5. ELIGIBILITY REQUIREMENTS

5.1. General

5.1.1. Prior to applying for promotion, officers must satisfy the prescribed eligibility requirements in Table 1 below.

5.1.2. Applicants must meet the eligibility requirements at the nominated closing date/time.

5.1.3. External applicants are eligible to apply for Commissioned Officer ranks only, subject to the eligibility requirements prescribed in Table 1 below.

Table 1

	Rank Applied For - Eligibility to Apply					
	Non-Commissioned		Commissioned			
Substantive Rank	Sergeant	Senior Sergeant	Inspector	Superintendent	Commander	Assistant Commissioner
First Class Constable	YES					
Senior Constable	YES	YES				
Sergeant		YES	YES			
First Class Sergeant		YES	YES			
Senior Sergeant			YES	YES	YES	YES
Inspector				YES	YES	YES
Superintendent					YES	YES
Commander						YES

6. ROLES AND RESPONSIBILITIES

6.1. *Police Promotions Branch*

6.1.1. The Police Promotions Branch is responsible for managing the promotion system including:

- Managing selection processes, ensuring fairness, equity and compliance with relevant policies, procedures and standards
- Provision of consultancy, advice and outcomes to parties involved in the selection process
- Implementing quality assurance and continuous improvement on all activities associated with the promotion system
- Establishing and maintaining records
- Managing process review requests
- The Executive Manager, Police Promotions Branch has the authority to determine acceptance of late applications for non-commissioned officer selection processes

6.2. *Selection Panel*

6.2.1. The Selection Panel are responsible for:

- Conducting assessments in accordance with this manual and the advice provided by Police Promotions Branch
- Making recommendations on the most suitable and competitive applicant(s) for promotion.

6.2.2. Selection panel membership is approved by the Assistant Commissioner Training and Development for non-commissioned officer selection processes and the Deputy Commissioner, Executive Director or Commissioner of Police for commissioned officer selection processes.

6.2.3. The Selection Panel comprises of a minimum of three people which includes:

- Chairperson (a commissioned officer)
- Independent panel member from outside the agency where practicable, outside the relevant portfolio (for AV processes) and/or employed specifically by WA Police Force for that purpose
- A panel member who has knowledge of the rank and role requirements including any

specialist requirements (above or equal to the rank being selected)

- The selection panel will also include a minimum of one male and one female police officer

6.2.4. Any essential specialist work related requirements and/or specialist pre-requisites will be assessed by a Subject Matter Expert Panel

6.2.5. Selection panel members are trained in the promotion system and the principles of equal opportunity and diversity.

6.2.6. All selection panel members undergo a Professional Conduct Clearance.

6.2.7. Where there are large numbers of applications, additional panel members or only two panel members may be used for the shortlisting stage. At least three panel members will be present for the further assessments.

6.2.8. All selection panel members are subject to a Confidentiality Declaration and sign a Declaration of Impartiality.

6.2.9. Any person involved in the selection process, who is aware of any circumstance where it may be asserted that they lack impartiality, must bring this matter to the attention of the Senior Selection Consultant and/or Executive Manager, Police Promotions Branch, prior to commencement of any assessments. A decision will be made regarding their continued participation in the selection process by the Assistant Commissioner Training and Development.

6.2.10. The Selection Panel will:

- Consider all of the information gathered from the assessment(s)
- Reach consensus on applicants to be shortlisted for further assessment
- Reach consensus on the competitive and/or recommended applicant(s)
- Submit a recommendation on the most competitive and suitable applicant(s)
- Rank competitive applicants, if applicable

6.3. Applicants

6.3.1. Applicants must:

- Be eligible to apply for the rank
- Read and comply with the advertisement, applicable instructions, policies and procedures in relation to the promotion system

- Submit an application by the stated time and date, ensuring that they allow sufficient time for electronic submission of applications and potential computer issues
- Be honest and truthful at all times; plagiarism or the provision of misleading information will be referred to Professional Standards and will affect ratings in the assessment process
- Sign a confidentiality declaration and keep all matters relating to the selection process confidential

6.3.2. Applicants are encouraged to meet with their manager/supervisor following a selection process to discuss the feedback provided, as part of the Performance Management process.

6.4. *Inspectors and Officers in Charge/Managers*

6.4.1. The Inspector and Officer in Charge (Senior Sergeant) or police staff equivalent are required to:

- Complete the District/Divisional Office Report and discuss the ratings and comments with the applicant
- Perform the process of statement of claim verification for shortlisted applicants for the ranks of Sergeant and Senior Sergeant
- Ensure the applicant is aware and prepared for all promotional requirements, which in all likelihood will involve a change of work function or location should the applicant be successful in a selection process

6.5. *District/Divisional Officer*

6.5.1. The District/Divisional Officer or police staff equivalent:

- Reviews and endorses the District/Divisional Office Report prepared by the applicant's Officer in Charge (Senior Sergeant) and/or Inspector or police staff equivalent
- Has authority to amend the District/Divisional Office Report; however, must ensure the applicant has opportunity to review the amended report, and sign
- Ensures applicants are provided with a copy of the District/Divisional Office Report

6.6. Portfolio Head

6.6.1. The Portfolio Head:

- Considers requests for the review of the District/Divisional Office Report and makes a final determination

6.7. Assistant Director Police Promotions, Recruiting and Deployment

6.7.1. The Assistant Director Police Promotions, Recruiting and Deployment:

- Approves commencement of non-commissioned officer selection processes
- Has oversight of the promotion system and all selection processes being undertaken
- Provides guidance to Police Promotions Branch and the Panel Chair during the selection process
- Approves interview questions for non-commissioned officer selection processes in consultation with the Assistant Commissioner Training and Development
- Has authority to direct the Selection Panel during the selection process in areas of compliance
- Has authority to intervene at any stage of a selection process if breaches of the process are committed
- Advises the Selection Panel on the organisational requirements regarding the estimated size of a rank pool
- Makes recommendations on breaches of confidentiality
- Is provided confidential information as required by Personnel Security Vetting Unit (PSVU)
- Approves promotions of a straightforward nature based on merit selection from a non-commissioned officer rank pool to a vacant position
- Recommends applicants for promotion of a more complex nature based on a number of factors such as job fit, organisational need, workforce diversity and merit selection from a non-commissioned officer rank pool to a vacant position to the Assistant Commissioner Training and Development

- Conducts 'Stage 2' of the Process Review process

6.8. *Assistant Commissioner Training and Development*

6.8.1. The Assistant Commissioner Training and Development:

- Approves changes to this manual
- Has oversight of the promotion system and all selection processes being undertaken
- Makes Formal Offers and considers Just Cause responses
- Refers promotions that are considered contentious and which have Agency wide across portfolio implications to the Commissioner of Police or Deputy Commissioners or Executive Director for approval
- Makes recommendations regarding the removal of officers from a rank pool

6.9. *Assistant Commissioner Professional Standards*

6.9.1. The Assistant Commissioner Professional Standards:

- Provides advice to the Assistant Commissioner Training and Development and Assistant Director Police Promotions, Recruiting and Deployment on professional conduct related matters
- In conjunction with the Assistant Commissioner Training and Development makes recommendations to the Commissioner of Police on individual selections that involve decisions regarding an applicant's professional conduct
- Through the Professional Standards Portfolio, conducts internal investigations into matters of breach of confidentiality, plagiarism or provision of misleading information

7. SELECTION PROCESS FOR COMMISSIONED OFFICERS

The following applies to selection processes for the ranks of Inspector, Superintendent, Commander and Assistant Commissioner.

7.1. Advertising

7.1.1. An advertisement calling for applications will be placed in the Western Australia Police Gazette and/or any other form of printed and/or electronic media deemed appropriate.

7.2. Applications

7.2.1. Applications must comply with all the requirements as outlined in the advertisement.

7.2.2. Applications are to be submitted electronically as outlined in the advertisement.

7.2.3. All applicants will receive an auto-reply from Police Promotions Branch to verify receipt of their application. Applicants should retain this record or any delivery status notification from sent emails.

7.2.4. The application must be received no later than the published closing date and time. Police Promotions Branch will not accept or consider late applications unless approved by the Chair of the Selection Panel.

7.2.5. Late applications may be accepted where an applicant can provide clear evidence that the delay was out of their control and caused by no fault of their own. Any such request must be in writing, detailing the exceptional circumstances preventing the application from being received on time, be accompanied by evidence and be sent to the Police Promotions Station Mail attention: Executive Manager Police Promotions Branch

7.3. Shortlisting

PURPOSE: To identify those applicants who have demonstrated their suitability for further assessment.

7.3.1. The most suitable and competitive applicants will be shortlisted for further assessment based on the information requested in the advertisement or application package.

7.3.2. All applicants will be notified of the outcome of the shortlisting stage. Successful applicants will be invited to attend a further assessment.

7.4. Curriculum Vitae (CV) Verification

7.4.1. CV verification applies to applicants for the rank of Inspector and Superintendent.

7.4.2. It is the role of the relevant substantive Senior Manager (police officer or police staff equivalent) of the rank applied for to verify the CV in accordance with the guidelines provided on the Police Promotions Intranet Site.

7.5. Further Assessment

PURPOSE: To identify the most suitable and competitive applicants.

7.5.1. Shortlisted applicants will be further assessed against the Promotion Selection Criteria.

7.5.2. The Selection Panel will use assessment methods designed to assist in determining potential for the rank applied for, which may include but are not limited to any of the following:

- Interview
- Scenario based assessment
- Oral presentations
- Referee checking

7.5.3. Determination of the assessment methodology is at the discretion of the Selection Panel.

7.6. Recommendation

PURPOSE: To recommend the most suitable and competitive applicant(s)

7.6.1. All decisions made by the Selection Panel in a selection process are documented in a Recommendation Report for the approval of the Commissioner of Police.

7.6.2. Commissioned Officer appointments are forwarded for the approval of The Governor of Western Australia in Executive Council.

7.6.3. The Selection Panel will rank applicants in order of merit.

7.6.4. The Selection Panel will make recommendations for immediate appointment to vacancies, and/or rank applicants in order of merit where future vacancies may be filled and/or for the creation of a rank pool.

7.6.5. The recommendation will not be approved until the final process review period has closed.

7.6.6. All applicants, prior to being placed into a rank pool and/or prior to being promoted to fill a vacancy will undergo a Professional Conduct Clearance. Holdings identified through the Professional Conduct Clearance may prevent inclusion in a rank pool or selection to a position.

7.7. *Feedback*

7.7.1. Feedback will be provided to applicants after approval of the recommendation report and will be provided in a format as determined by the Selection Panel.

7.8. *Notice of Promotion*

7.8.1. The name(s) of the applicant(s) promoted to a position advertised through the promotion system will be published in the Western Australia Police Gazette.

8. SELECTION PROCESS FOR NON-COMMISSIONED OFFICERS

The following applies to selection processes for the ranks of Sergeant and Senior Sergeant.

8.1. *Advertising*

8.1.1. An advertisement calling for applications will be placed in the Western Australia Police Gazette, be broadcast internally and placed on the Police Promotions Intranet Site.

8.1.2. The advertisement will state the requirements for submitting an application and any other relevant information.

8.2. *Applications*

8.2.1. Applicants are required to submit a statement of claim addressing the Promotion Selection Criteria relevant to the rank for which they are applying.

8.2.2. In an AV process, applicants may also be required to address essential specialist work related requirements and/or meet specialist pre-requisites.

8.2.3. The application must comply with the requirements as outlined in the Application Instructions.

8.2.4. The application is to include any other information or forms as instructed in the

advertisement and be submitted electronically to the Police Promotions Branch via the Police Promotions Branch Station Mail.

8.2.5. All applicants will receive an auto-reply from the Police Promotions Branch to verify receipt of their application. Applicants should retain this record or any delivery status notification from sent emails.

8.2.6. The application must be received no later than the published closing date and time. Late applications will not be accepted or considered unless approved by the Executive Manager Police Promotions Branch

8.2.7. Late applications may be accepted where an applicant can provide clear evidence that the delay was out of their control and caused by no fault of their own. Any such request must be in writing, detail the exceptional circumstances preventing the application from being received on time, be accompanied by evidence and sent to the Police Promotions Branch Station Mail attention: Executive Manager Police Promotions Branch

8.3. *District/Divisional Office Report*

8.3.1. The District/Divisional Office Report (DO Report) is a report which comments on the current performance of an applicant at their current substantive rank. The report includes ratings and comments against each of the five Promotion Selection Criteria. This information is used by the Selection Panel as a referee report throughout the selection process. An overall current performance rating is also provided, which forms one of the ratings used to determine the shortlist for further assessment.

8.3.2. The applicant's Officer in Charge (Senior Sergeant)/Inspector/Manager or police staff equivalent complete the DO Report in accordance with the instructions provided.

8.3.3. The District/Divisional Officer or police staff equivalent endorses the rating and comments and may make additional comment where required.

8.3.4. Following endorsement by the District/Divisional Officer, the contents of the DO Report must be discussed with the applicant. The discussion may involve the relevant OIC/Manager or Inspector/Police Staff Level 7 (or both). The District/Divisional Officer may also be involved with the discussion but it is not a requirement.

8.3.5. Applicants have the right to make comment on the DO Report following the District/Divisional Officer or police staff equivalent endorsement and must indicate whether they accept the rating and comments provided. Applicants have the right to request a review of the DO Report by the relevant Portfolio Head. In this instance, the determination of the Portfolio Head will be final and will be the DO Report used in the

selection process.

8.3.6. Upon completion of the review, the Portfolio Head will communicate the outcome directly to Police Promotions Branch who in turn will advise relevant parties

8.4. Shortlisting

PURPOSE: To identify those who have demonstrated their suitability for further assessment.

8.4.1. The most suitable and competitive applicants will be shortlisted for further assessment based on:

- Specialist work related requirements and pre-requisites (AV processes only)
- Application
- DO Report

8.4.2. The Selection Panel will individually consider each application and DO Report. The Selection Panel then reach a consensus on the ratings of each applicant for the Promotion Selection Criteria.

8.4.3. The Selection Panel determine the most competitive applicants to progress for further assessment based on:

- The overall DO Report rating for current performance at substantive rank
- The comments and ratings in the DO Report against the Promotion Selection Criteria
- The consensus ratings of the Selection Panel for the Promotion Selection Criteria

8.4.4. All applicants will be notified of the outcome of the shortlisting stage. Successful applicants will be invited to attend a further assessment.

8.5. Statement of Claim Verification

8.5.1. It is the role of the relevant substantive Senior Manager (police officer or police staff equivalent) to verify the statement of claim in accordance with the guidelines provided on the Police Promotions Intranet Site.

8.5.2. Statement of claim verification will only be undertaken for those applicants shortlisted.

8.6. Further Assessment

PURPOSE: To identify the most suitable and competitive applicants.

8.6.1. Shortlisted applicants will be further assessed against the Promotion Selection Criteria. Ratings from the shortlisting stage of the selection process are not considered at the further assessment stage of the process.

8.6.2. The Selection Panel will use assessment methods designed to assist in determining potential for the rank, which may include but are not limited to any of the following:

- Interview, encompassing behavioural and scenario interview questions
- The DO Report and referee checking to verify examples provided at interview.
- Promotion Assessment

8.7. Promotion Assessment

8.7.1. Shortlisted applicants undertake a promotion assessment testing technical and corporate knowledge.

8.7.2. Applicants are not permitted to utilise notes or other materials during the promotion assessment.

8.7.3. The promotion assessment is completed under supervision.

8.7.4. Applicants may only take the promotion assessment once per a selection process.

8.7.5. The mark obtained in the promotion assessment is represented as a percentage and converted into a rating.

8.7.6. The rating achieved in the promotion assessment is used to reach a final selection recommendation. The promotion assessment mark, expressed as a percentage (%), is used to rank applicants who have equal ratings across the Promotion Selection Criteria and promotion assessment.

8.8. Recommendation

PURPOSE: To recommend the most suitable and competitive applicant(s)

8.8.1. All decisions made by the Selection Panel in a selection process are documented in a Recommendation Report for the approval of the Commissioner of Police.

8.8.2. The Selection Panel will rank applicants in order of merit and make recommendations for either:

- Placement in to a rank pool
- A field promotion for a defined period
- Immediate promotion to fill a vacancy (AV Process)
- Not filling the vacancy through the selection process due to the unsuitability of all applicants.

8.8.3. The recommendation will not be approved until the final Process Review Period has closed.

8.9. *Feedback*

8.9.1. Feedback will be provided to applicants after the acceptance of the recommendation by the Commissioner of Police.

8.9.2. Feedback will be provided in a written report. Verbal feedback will not be provided to applicants by the Selection Panel.

8.9.3. Applicants are encouraged to discuss written feedback with their manager/supervisor as part of their ongoing development and the performance management process.

9. VACANCY MANAGEMENT

PURPOSE: To fill a non-commissioned officer vacancy through the promotion system

9.1. *The Canvass Process*

9.1.1. Vacancies will be canvassed to all officers in the rank pool on a regular basis. It is the responsibility of applicants in the rank pool to ensure they have provided Police Promotions Branch with current email addresses, view the email canvass and respond within the identified timeframe.

9.1.2. Officers in the rank pool are eligible to nominate in the canvass for specialist positions. Selection for specialist positions is dependant upon the applicant meeting the essential specialist work related requirements and/or specialist pre-requisites for that particular vacancy.

9.1.3. Officers who submit a vacancy preference are accepting the terms of that vacancy as advertised.

9.1.4. Where multiple officers nominate for a vacancy, the Executive Manager Police Promotions Branch will recommend an applicant taking into consideration competitiveness in the rank pool, organisational requirements, workforce diversity, professional development needs, career path preferences and job fit. Promotions of a straight forward nature, based on merit selection are approved by the Assistant Director Police Promotions, Recruiting and Deployment.

9.1.5. The Assistant Director Police Promotions Recruiting and Deployment recommends promotions of a more complex nature based on a number of factors such as job fit, organisational need, workforce diversity and merit selection to the Assistant Commissioner Training and Development for approval.

9.1.6. The Assistant Commissioner Training and Development refers promotions considered contentious which have Agency wide implications to the Commissioner of Police or Deputy Commissioners or Executive Director for approval.

9.2. *Notice of Promotion*

9.2.1. The name of an officer(s) promoted to a vacancy advertised through the promotion system is published in the Western Australia Police Gazette.

9.3. *Inability to Fill a Vacancy*

9.3.1. Should there not be officers within the rank pool prepared or suitable to be appointed to a vacancy, the Assistant Commissioner Training and Development has the discretion to make Formal Offers to those officers in the rank pool at any time.

9.3.2. A vacancy may be filled via an AV process if:

- Officers within the rank pool are not suitable for appointment to a vacancy
- Just Cause to decline Formal Offers has been accepted
- Police Promotions Branch are not scheduled to commence a rank pool process
- Field promotion development options have been considered and are not viable

9.4. Formal Offers

- 9.4.1. An officer who has received a Formal Offer is required to respond in writing to the Assistant Commissioner Training and Development via the Executive Manager Police Promotions Branch to either accept the Formal Offer, or provide Just Cause for their decline.
- 9.4.2. Determination of sufficient Just Cause is at the discretion of the Assistant Commissioner Training and Development.
- 9.4.3. Any officer who declines a Formal Offer and cannot demonstrate Just Cause to the satisfaction of the Assistant Commissioner Training and Development will again be provided the opportunity of the promotion. The officer may then reconsider and either accept the promotion or be removed from the rank pool.

10. RANK POOLS

PURPOSE: To fill vacancies through the Rank Pool.

- 10.1. Applicants placed into a rank pool remain in the pool until such time as they have accepted a promotion, declined a Formal Offer without Just Cause or withdraw their application for promotion.
- 10.2. There may be instances where there is more than one rank pool in existence. Officers in the Primary Pool will be given preference over officers in the Secondary Pool when considering recommendations for promotion.
- 10.3. The number of officers to be placed in a rank pool is based on forecasting and an estimated number will be communicated to applicants. The actual number of applicants placed in a rank pool may differ to the estimated number based on a reassessment of organisational need or where applicants have not been considered suitable and/or competitive.
- 10.4. Officers placed in a rank pool are ineligible to apply for transfer to a Regional WA location or move between districts within Regional WA however, are able to transfer from Regional WA to locations within the Metropolitan Region.

11. FIELD PROMOTION

PURPOSE: To fill non-commissioned officer vacancies through field promotion

- 11.1. Applicants may be provided a field promotion opportunity where they require further development prior to substantive promotion.
- 11.2. Applicants who applied in the most recent rank pool process, who were shortlisted for interview but not selected for inclusion in the rank pool may be invited to fill a vacant position through a field promotion opportunity.
- 11.3. Applicants may undertake further assessment which may include addressing the essential specialist work related requirements and/or specialist pre-requisites.
- 11.4. A Subject Matter Expert Panel will assess essential specialist work related requirements and/or specialist pre-requisites.
- 11.5. The Compensatory Panel will determine who will be offered a field promotion opportunity and the defined period of the field promotion
- 11.6. The defined period may be from 6 months up to 2 years depending on the level of development required.
- 11.7. At the conclusion of the defined development period, Field Sergeants/Senior Sergeants are required to provide satisfactory evidence that, given this development opportunity, they now meet the requirements of the rank as defined in the Promotion Selection Criteria and the essential specialist work related requirements and/or specialist pre-requisites (should they apply for the vacant position).
- 11.8. Field Sergeants/Senior Sergeants will be considered for substantive promotion subject to:
 - Successful completion of the defined development period and ongoing satisfactory performance
 - Assessment and endorsement by the District/Divisional Officer
 - Assessment and recommendation by the Executive Manager Police Promotions and/or Assistant Director Police Promotions, Recruiting and Deployment (and the Selection Panel if required)
 - Recommendation by Assistant Commissioner Training and Development
 - A successful Professional Conduct Clearance

- Approval of the Commissioner of Police (Section 7 of the Police Act 1892)
- 11.9. Should a Field Sergeant/Senior Sergeant not be recommended for promotion at the conclusion of the defined development period, an extension may be provided as determined by the Assistant Director Police Promotions, Recruiting and Deployment and approved by the Assistant Commissioner Training and Development.
- 11.10. A Field Sergeant/Senior Sergeant not able to demonstrate competency against the Promotion Selection Criteria and/or the essential specialist work related requirements and/or specialist pre-requisites may be removed from the field promotion process. Removal from the field promotion process must be approved by the Assistant Commissioner Training and Development. These officers must seek a position at their substantive rank through the transfer process.
- 11.11. A Field Sergeant/Senior Sergeant may apply for promotion through a rank pool process during the defined period of the field promotion. Should they be successful in the rank pool process they may choose to be substantively promoted to their present field promotion position or express interest in another position through the vacancy canvass process.

12. ADVERTISED VACANCY (AV) PROCESS

PURPOSE: To fill non-commissioned officer vacancies through an AV process.

- 12.1. A vacancy may be filled via an AV process if:
- Officers within a rank pool are not suitable for appointment to a vacancy
 - Just Cause to decline Formal Offers has been accepted
 - Shortlisted applicants within the current rank pool process are deemed unsuitable or not competitive for a field promotion opportunity
 - Police Promotions Branch are not scheduled to commence a rank pool process at that vacant rank
- 12.2. The AV process will be as per the relevant rank pool selection process outlined herein, however will include the following:
- Any essential specialist work related requirements and/or specialist pre-requisites will be assessed by a Subject Matter Expert Panel. Only those applicants deemed to have been competitive will be eligible to have their applications shortlisted for further assessment by the Rank Pool Selection Panel

- The method of feedback will be determined by the Executive Manager, Police Promotions Branch.
- 12.3. Suitable applicants from an AV process may be promoted to fill similar vacancies for a period of 12 months (from the date of approval by the Commissioner of Police) or a lesser period as outlined in the advertisement.

13. PROCESS REVIEW

PURPOSE: To identify breaches of the selection process which have caused detriment

13.1. General

13.1.1. Applicants may lodge a request for a process review if they believe the selection process outlined herein has been breached resulting in their individual skills, knowledge and capabilities not being fairly assessed.

13.1.2. An applicant cannot lodge a request for process review on the basis that they consider they are a better applicant than those selected (on merit).

13.1.3. There may be up to two process review periods within a selection process. In the case of two process review periods, they will be held:

- Prior to notification of shortlisted applicants
- After the completion of the further assessment stage and prior to notification of the successful applicant(s)

13.1.4. In the case of two process review periods only shortlisted applicants will be eligible to lodge a request for a Process Review after the completion of the further assessment stage.

13.1.5. The selection process will not proceed until all Process Review requests have been resolved or determined.

13.1.6. Applicants may not request an In House Grievance in relation to any Promotion System selection process issue, which could have been raised through the Process Review Process.

13.2. Requesting a Process Review

13.2.1. Prior to lodging a written request for process review, the applicant's concern must be raised with the relevant Selection Consultant in the first instance. If the matter is unresolved, a formal request for process review may be lodged.

13.2.2. Requests for process review will only be accepted when lodged prior to the specified closing date and time. Applicants will be notified of the closing date and time of the process review period. No late requests will be accepted.

13.2.3. Applicants must identify where they consider a breach in the process has occurred which has resulted in a detriment to them.

13.2.4. To initiate a formal review of the specified selection stage, an applicant shall lodge a 'Process Review' request on the relevant form, with the Executive Manager Police Promotions Branch.

13.3. Process Review Stage 1

PURPOSE: Review of claim and determination by Executive Manager, Police Promotions Branch

13.3.1. On receipt of the notification, the Executive Manager Police Promotions Branch will review the selection process at the point where the breach is alleged to have occurred. The Executive Manager Police Promotions Branch will review the facts and circumstances of the claim. This may include, but is not limited to:

- Reviewing any documentation relating to the selection process
- Contacting any person(s) associated with the selection process

13.3.2. On completion of the review, the Executive Manager Police Promotions Branch will consider the findings and make a determination if there has been a breach. The Executive Manager Police Promotions Branch will notify the aggrieved applicant of the outcome.

13.4. Process Review Stage 2

PURPOSE: Review by Assistant Director Police Promotions Recruiting and Deployment

13.4.1. Where an applicant is not satisfied with the outcome of 'Stage 1', the applicant may request a further Process Review, 'Stage 2'.

13.4.2. To initiate a 'Stage 2' Process Review, the applicant must notify the Executive Manager Police Promotions Branch within the time frame specified in the outcome notification of the 'Stage 1' Process Review.

13.4.3. The Assistant Director Police Promotions Recruiting and Deployment will review the 'Stage 1' determination made by the Executive Manager Police Promotions Branch. The Assistant Director Police Promotions, Recruiting and Deployment will make a determination based on the report and any other relevant information.

13.4.4. The Assistant Director Police promotions, Recruiting and Deployment will seek the endorsement of this determination from the Assistant Commissioner Training and Development. The outcome will be communicated to the aggrieved applicant in writing by the Assistant Director Police Promotions, Recruiting and Deployment.

13.5. *Final Determination by Director Human Resources*

13.5.1. If the applicant is not satisfied with the determination of the Assistant Director Police Promotions, Recruiting and Deployment, the applicant may request a final determination by the Director Human Resources.

13.5.2. The Director Human Resources will review the 'Stage 2' determination made by the Assistant Director Police Promotions, Recruiting and Deployment and consider any other relevant information to make a determination.

13.5.3. The determination by the Director Human Resources will be final and no further reviews can be requested.

13.6. *Resolution of Process Review*

13.6.1. The Process Review will be resolved if any of the following occur:

- The applicant withdraws the claim
- The applicant accepts the determination of the Executive Manager Police Promotions Branch that no breach occurred
- The applicant accepts the determination of the Assistant Director Police Promotions, Recruiting and Deployment that no breach occurred
- The applicant, having received a notification at 'Stage 1' or 'Stage 2' does not lodge a further request for review
- The Director Human Resources determines that no breach occurred

- It is determined at any stage that a breach has occurred and action is taken to remedy the breach

13.6.2. The action required to remedy a breach will be determined by the position with resolving authority at the stage where the breach is identified.

14. DISCRETION OF THE COMMISSIONER OF POLICE

14.1. The Commissioner may, in respect to organisational needs or special skills and qualifications of an officer, elect to:

- Recommend to the Governor of Western Australia the appointment of a member to the rank of commissioned officer (Section 6, Police Act 1892)
- Promote a member to the rank of non-commissioned officer (Section 7, Police Act 1892)
- Approve a Positional Promotion for a period of time considered appropriate

15. PROFESSIONAL CONDUCT CLEARANCE

15.1. A Professional Conduct Clearance will be undertaken on all recommended applicants prior to being placed in a rank pool or promoted to fill a vacant position. This Professional Conduct Clearance assessment may include, but is not limited to, an internal Risk Assessment, Equal Opportunity and/or Corruption and Crime Commission check.

15.2. In circumstances where the Professional Conduct Clearance process demonstrates that a recommended officer's professional conduct is in doubt, the Assistant Director Police Promotions, Deployment and Recruiting, will notify the officer and provide the officer the opportunity to respond.

15.3. The Commissioner of Police is responsible for making the final decision as to whether an officer is to be excluded or removed from a rank pool.

15.4. Adverse holdings identified through a Professional Conduct Clearance for an officer within an existing rank pool may prevent promotion at that time.

15.5. An officer under investigation will not be considered for promotion whilst in an existing rank pool until a supported Professional Conduct Clearance is provided.

15.6. Adverse holdings examined under the Professional Conduct Clearance process may result in removal from a rank pool.

- 15.7. Any external applicant applying for promotion to a commissioned officer rank will need to consent to the Western Australia Police Professional Standards Portfolio having access to all available background data held in the serving/served jurisdictions.