



Police Promotions 2.1

Procedures Manual

(Commissioned Officers)

Police Promotions 2.1 Procedures Manual (Commissioned Officers)	Version 7.2	1st Release 26/02/2019	Revision Date May 2026	Printed Date 12/06/2026	Page 1 of 19
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CONTENTS

1.	SCOPE	3
2.	TERMS USED IN THIS MANUAL	3
3.	CONFIDENTIALITY	6
4.	RELEVANT LEGISLATION, POLICY & RESOURCES	6
5.	ELIGIBILITY REQUIREMENTS	7
5.1.	General.....	7
6.	ROLES AND RESPONSIBILITIES	7
6.1.	Police Promotions Branch	7
6.2.	Selection Panel.....	8
6.3.	Applicants.....	9
6.4.	Assistant District/Divisional Officer (ADO)/Manager or police staff equivalent.....	10
6.5.	District/Divisional Superintendent or police staff equivalent.....	11
6.6.	Portfolio Commander or police staff equivalent.....	11
6.7.	Divisional Superintendent Police Recruitment, Deployment and Retention (PRDR)	11
6.8.	Assistant Commissioner Workforce.....	12
6.9.	Assistant Commissioner Standards and Legal.....	12
6.10.	Deputy Commissioners and Executive Director	13
7.	SELECTION PROCESS FOR COMMISSIONED OFFICERS	13
7.1.	Advertising.....	13
7.2.	Applications	13
7.3.	Inspector Leadership Suitability Assessment (ILSA).....	14
7.4.	Shortlisting.....	17
7.5.	Further Assessment	17
7.6.	Recommendation	18
7.7.	Feedback.....	18
7.8.	Notice of Promotion	19
8.	VACANCY MANAGEMENT	19
9.	RANK POOLS	19
10.	SELECTION OR ADVERTISED VACANCY (AV) PROCESS	20
11.	PROCESS REVIEW	20
11.1.	General.....	20
11.2.	Requesting a Process Review.....	21
11.3.	Process Review Claim.....	21
11.4.	Resolution of Process Review.....	22
12.	DISCRETION OF THE COMMISSIONER OF POLICE	22
13.	PROFESSIONAL CONDUCT CHECK	22

1. SCOPE

The procedures outlined in this manual apply to the promotion of Commissioned Officers (excluding Deputy Commissioner and Commissioner of Police) through the Police Promotions 2.1 promotion system and the *Police Act 1892*.

These procedures provide a set of guiding principles and standards of merit, equity and probity 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 Standards in Human Resource Management (in particular, the Employment Standard) 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 the WA Police Force and are fair and transparent to applicants. The Commissioner, Executive Director, Deputy Commissioner or Assistant Commissioner Workforce have the authority to adjust any promotion assessment component, as required to meet organisational needs.

Police Promotions 2.1 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).

Application Form

Form utilised by applicants to register in a selection process.

Capability Framework

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

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 to a position. Those 'not competitive' did not perform as well as others in that process and will not be considered for substantive promotion.

External Applicant

External applicants are eligible to apply for Commissioned Officer ranks, subject to the eligibility requirements prescribed in Table 1 below, and/or those specified in advertisements.

Formal Offer

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

Inspector Leadership Suitability Assessment (ILSA)

A review completed by an applicant's substantive Inspector/Manager and District Office – or equivalent with criterium based on personal observation and knowledge of the applicant's practical experience in the workplace. The ILSA provides context for the applicant's performance and contemporary capability at their current rank, to determine if they can fulfil all requirements at the rank of Inspector.

Just Cause

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

Positional Promotion

Temporary appointment (not substantive) to a higher rank or specific position for a specified period, 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 commissioned ranks of Inspector, Superintendent, Commander and Assistant Commissioner.

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 if essential specialist work related requirements and/or pre-requisites are met.

Required Information Form (RIF)

This is not an assessable component of the promotion process and will not be utilised to rank applicant.

Applicants will be required to complete the declarations and provide additional information at the application stage of the promotional process. This form is intended to inform the selection panel of the applicant's capacity to serve anywhere in the state of Western Australia.

Referee Check

Process to verify claims made by an applicant and gain an independent insight.

Selection Process

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

Specialist Positions

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

Substantive Rank

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

360 Degree feedback review

Provides insight into an applicant's ability to work and interact effectively with others through an externally facilitated survey. Results are not formally weighted in the selection process. Applicants receive an opportunity to meet with the consultant to review feedback and gain guidance for ongoing professional development.

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 Divisional Superintendent Police Recruitment, Deployment and Retention, Assistant Commissioner Workforce 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
- Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal for Prescribed Office Holders
- Equal Opportunity Act 1984
- Public Sector Management Act 1994
- Racial Discrimination Act 1975 (Cth)

Other Supporting Documents/Resources

- Police Promotions Intranet Site
- Relevant Industrial Agreement
- HR-14.3 Promotions & Selection Issues
- HR 14.7 Deployment Policy
- AD 91.02 Professional Conduct Checks

- 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, and/or those specified in advertisements.

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, subject to the eligibility requirements prescribed in Table 1 below, and/or those specified in advertisements.

	Rank Applied For - Eligibility to Apply			
	Commissioned			
Substantive Rank	Inspector	Superintendent	Commander	Assistant Commissioner
Sergeant	YES			
First Class Sergeant	YES			
Senior Sergeant	YES	YES	YES	YES
Inspector		YES	YES	YES
Superintendent			YES	YES
Commander				YES
External Applicant	YES	YES	YES	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 including personal communication (verbal) with the aggrieved applicant to clarify circumstances surrounding the process review request and assess if further action is to be taken, advising the aggrieved applicant of any next steps.

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.
- Having discretion to accept both internal and external applications for further assessment.
- Making recommendations on the most suitable and competitive applicant(s) for promotion.

6.2.2. Selection panel membership is approved by the 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)
- 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
- Independent Panel Member may be used at the discretion of the Commissioner or Deputy Commissioners
- Independent Panel Member may be from outside the agency where

practicable or

- Outside the relevant portfolio (for AV file processes)
 - And/or employed specifically by WA Police Force for that purpose

6.2.4. Any essential specialist work related requirements and/or specialist pre-requisites may be assessed by obtaining additional evidence or advice from other Subject Matter Experts.

6.2.5. Selection panel members are informed/trained in the promotion system and the principles of equal opportunity, diversity and substantive equality.

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

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

6.2.8. 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 Divisional Superintendent Police Recruitment, Deployment and Retention, prior to commencement of any assessments. A decision will be made regarding their continued participation in the selection process by the Assistant Commissioner Workforce.

6.2.9. The Selection Panel will:

- Consider all 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)
- Has discretion to undertake Referee Checks to verify and substantiate claims made by the applicants
- 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.
- Always be honest and truthful; plagiarism or the provision of misleading information will be referred to Standards and Legal and will affect ratings in the assessment process.
- Sign a confidentiality declaration and keep all matters relating to the selection process confidential.
- 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. Assistant District/Divisional Officer (ADO)/Manager or police staff equivalent

6.4.1 Assistant District/Divisional Officer (ADO)/Manager or police staff equivalent:

- Accurately completes and endorses the ILSA within the defined timeframe. This will encompass the ADO/Manager's personal observation and knowledge of the applicant's consistent practical experience.
- Additionally, this includes taking into consideration the internal complaint holdings and outcomes of the applicant. For external applicants, please refer to 12.9 of this manual.
- As this is a highly competitive process, the ADO/Manager must undertake a vigorous and robust process to ensure ratings and comments given are accurate and are validated.
- Ensure there are no conflicts of interest when completing the ILSA. Submit the endorsed ILSA to the District/Divisional Superintendent.
- Ensure applicants are provided with a finalised copy of the ILSA to attach

with their application.

- Ensure the applicant is aware and prepared for all promotional requirements

6.5 District/Divisional Superintendent or police staff equivalent

6.5.1 District/Divisional Superintendent or police staff equivalent:

- Reviews and endorses the ILSA within the defined timeframe and conducts due diligence in validating the accuracy of the ratings. This includes taking into consideration the internal complaint holdings and outcomes of the applicant.
- Ensure there are no conflicts of interest when completing the ILSA
- As this is a highly competitive process, the Superintendent must undertake a vigorous and robust process to ensure ratings and comments given are accurate and are validated.
- Submits the endorsed ILSA to the Commander for final review, comment and approval.

6.6. Portfolio Commander or police staff equivalent

6.6.1 Portfolio Commander or police staff equivalent:

- Reviews, comments and prior to approving the ILSA, conducts due diligence in validating the accuracy of the ratings recorded in the ILSA. This includes taking into consideration the internal complaint holdings and outcomes of the applicant.
- Has authority to amend the ILSA, however must ensure the applicant has the opportunity to review and sign the amended report.
- Ensures there are no conflicts of interest when completing the ILSA.
- Returns approved ILSA to the ADO.

6.7. Divisional Superintendent Police Recruitment, Deployment and Retention (PRDR)

6.7.1 Divisional Superintendent Police Recruitment, Deployment and Retention:

- 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.
- Will advise the Assistant Commissioner Workforce at any stage of a selection process if breaches of the process are committed.
- Makes recommendations on breaches of confidentiality.
- Is provided confidential information as required by Personnel Security Vetting Unit.
- Conducts an objective and independent assessment of an applicant's Process Review request.

6.8. Assistant Commissioner Workforce

6.8.1. The Assistant Commissioner Workforce:

- Approves commencement/schedule of Commissioned Officer selection process.
- Approves changes to this manual.
- Has oversight of the promotion system and all selection processes being undertaken.
- Recommends the size of a rank pool.
- Makes recommendations regarding the removal of officers from a rank pool.
- Determines the appropriate alternative representative to conduct an objective and independent assessment of an applicant's Process Review request, if this is not to be carried out by the Divisional Superintendent Recruitment, Deployment and Retention.

6.9 Assistant Commissioner Standards and Legal

6.9.1 The Assistant Commissioner Standards and Legal:

- Provides advice to the Assistant Commissioner Workforce and Divisional Superintendent PRDR and on professional conduct related matters.

- In conjunction with the Assistant Commissioner Workforce makes recommendations to the Commissioner of Police on individual selections that involve decisions regarding an applicant's professional conduct.
- Through the Standards and Legal Portfolio, conducts internal investigations into matters of breach of confidentiality, plagiarism or provision of misleading information.

6.10 Deputy Commissioners and Executive Director

6.10.1 Deputy Commissioners and Executive Director:

- In consultation with the Commissioner, advises the Minister of Police of the commencement of a Commissioned Officer selection process.
- In consultation with the Commissioner, approves Commissioned Officer selection panel membership.
- Authority to determine the size of a rank pool.

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

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

7.2.3 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.

7.2.4 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 mailbox attention: Divisional Superintendent Police Recruitment, Deployment and Retention, who will make the final determination as to whether the application will be accepted.

7.3 *Inspector Leadership Suitability Assessment (ILSA)*

7.3.1 An ILSA is required for applicants in the Inspector Promotion Process.

7.3.2 The ILSA is a confidential document, completed by an officer's substantive Inspector/Manager and DO or equivalent, with criterium based on personal observation and knowledge of the applicant's practical experience in the workplace.

7.3.3 The ILSA provides context for the applicant's performance and contemporary capability at their current rank, to determine if they can fulfil all requirements at the rank of Inspector.

7.3.4 The ILSA is further designed to assist in shortlisting applicants for promotion to Inspector rank. It evaluates leadership capability across four assessment criteria: People, Partnerships, Performance and Leadership.

7.3.5 As this is a highly competitive process, a vigorous and robust process must be undertaken to ensure ratings and comments given are accurate and are validated.

7.3.6 The applicant sources this document via the intranet and provides it directly to their Assistant Divisional/District Officer (ADO) or Police Staff equivalent (Manager) via email.

7.3.7 If either the applicant or their ADO/Manager has recently transferred to the business area, and this impacts the ability to confidently provide an accurate review of all the assessment criteria on the applicant, there should be consultation and negotiation with the previous line management. This will

ensure the applicant's appraisal can be accurately completed by the current ADO/Manager before proceeding through the applicant's current chain of command.

7.3.8 When completing the assessment, the ADO/Manager must be honest and accurate with their answers based on evidence. They are required to rate the applicant on assessment criteria by taking into consideration:

7.3.9 The ADO/Manager equivalent observation of the applicant at their current rank. This is the ADO's personal observation and knowledge of the applicant's consistent practical experience in the workplace

7.3.10 The ADO's equivalent's knowledge and experience of the rank of Inspector to determine if the applicant can fulfil the requirements at rank of Inspector.

7.3.8 It is imperative that ratings are a true reflection of the applicant's capability for the rank of Inspector. The ADO/Manager may be called upon to justify their ratings recorded in the ILSA; therefore, evidence should be kept supporting the claim of actual knowledge. Actual knowledge may consist of one or more of the below:

- o Documented evidence;
- o Performance agreements; and
- o Workplace observations linked to specific examples.

7.3.9 If some of the assessment criteria can be rated through discussion (and verified via email) with a previous ADO/Manager, then this option can be used if the rating is still considered contemporary (within the last 24 months).

7.3.10 Once completed, the ADO/Manager equivalent forwards this document as an attachment via email to the Divisional/District Superintendent (DO) or Police Staff equivalent for their review, comment and endorsement.

7.3.11 The Superintendent reviews, comments and endorses the ILSA. This includes taking into consideration the internal complaint holdings of the applicant. In the event the Superintendent does not agree with the ratings, they are to liaise with the ADO/Manager and any amendments to the ratings are then to be made. The Superintendent sends the ILSA as an attachment

via email, to the Portfolio Commander for their review, comment and final approval.

7.3.12 The Commander reviews, comments and approves the ILSA. The Commander must undertake due diligence in validating the ratings recorded in the ILSA. This includes taking into consideration the Internal Complaint Holdings of the applicant. In the event the Commander does not agree with the ratings they are to liaise with the Superintendent and any amendments to the ratings are then to be made. The Commander then sends the document by email via the chain of command to the originating ADO.

7.3.13 The ADO/Manager is to return the completed document (with DO approval) to the Applicant and discuss any changes to the comments and/or ratings that may have occurred.

7.3.14 The Applicant reviews the document and selects one of three options including whether they accept the ratings/comments; disagree but will accept them; or disagree and intend to submit a request for review.

7.3.15 The applicant attaches their DO approved version of the ILSA, along with their current work history from RMIS/SIMR Lite and their application and forwards via email to Police Promotions Branch prior to the closing date.

7.3.16 Should an applicant indicate they intend to submit a request for an ILSA review, Police Promotions Branch will manage the review process with the relevant Portfolio Assistant Commissioner (AC) who will undertake an independent review. The determination made by the relevant AC will be final and used to determine progression to the next stage in the promotion process. Upon completion of the review, the relevant AC will communicate the outcome directly to Police Promotions Branch who will formally advise the applicant and any relevant parties.

7.3.17 On receipt of the completed ILSA the Workforce Portfolio will convene a review panel consisting of:

- Commander Workforce
- Superintendent - Police Recruitment, Deployment and Retention Division

7.3.18 The review panel will compare all ratings against the work history and Internal Complaint Holdings of the applicant in line with the ILSA requirements of 24 months. Any inconsistency will be referred back to the Commander of the relevant portfolio for review. If changes are made to the ILSA, the applicant shall be afforded the opportunity to review and acknowledge those changes.

7.3.19 Progression to the next stage of assessment will only occur for applicants who are shortlisted after assessment of the ILSA and their written application.

7.4 Shortlisting

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

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

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

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 may use 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
- 360 - degree feedback review
- Oral presentations
- Discretion to undertake referee checks to verify and substantiate claims made by the applicant

- 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 The Selection Panel will rank applicants in order of merit in a rank pool however, applicants may be selected for substantive promotion taking into consideration competitiveness in the rank pool, organisational requirements, job fit, workforce diversity, professional development needs and career path preferences.
- 7.6.2 The Selection Panel will make recommendations for immediate appointment to current vacancies, and/or rank applicants in order of merit where future vacancies may be filled and/or for the creation of a rank pool for a finite period.
- 7.6.3 The recommendation will not be approved until the final process review period has closed.
- 7.6.4 All applicants, prior to being promoted to fill a vacancy or being placed into a rank pool will undergo a Professional Conduct Check. Holdings identified through the Professional Conduct Check may affect the assessment of the ratings of the Promotion Selection Criteria and therefore prevent inclusion in a rank pool or selection to a position.
- 7.6.5 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.
- 7.6.6 Commissioned Officer appointments are forwarded for the approval of The Governor of Western Australia in Executive Council.

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 Force Gazette.

8. VACANCY MANAGEMENT

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

- 8.1 The Deputy Commissioners or Commissioner of Police determine which applicant will be appointed to a vacancy.
- 8.2. An officer who has received a Formal Offer is required to respond in writing to the Deputy Commissioners or Commissioner of Police via the Divisional Superintendent PRDR to either accept the Formal Offer or provide Just Cause for their decline.
- 8.3 Determination of sufficient Just Cause is at the discretion of the Deputy Commissioners or Commissioner of Police.
- 8.4 Any officer who declines a Formal Offer and cannot demonstrate Just Cause to the satisfaction of the Deputy Commissioners or Commissioner of Police 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 or selection process/file.

9. RANK POOLS

PURPOSE: To fill vacancies through the Rank Pool.

- 9.1 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 or until the rank pool expires as specified in the advertisement.
- 9.2 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.
- 9.3 The number of officers to be placed in a rank pool is based on forecasting.

The number of applicants placed in a rank pool may differ to the original estimated number based on a reassessment organisational need or where applicants have not been considered suitable and/or competitive.

- 9.4 Should the number of applicants initially placed in a rank pool from a promotion process need to be increased following re-assessment of organisational need (at any stage of the process or prior to the rank pool formally closing i.e. through the life of the rank pool) the Commissioner may add further applicants to the rank pool given their previously assessed suitability and competitiveness.

10. SELECTION OR ADVERTISED VACANCY (AV) PROCESS

PURPOSE: To fill commissioned officer vacancies through a selection or AV process.

- 10.1 Suitable applicants from a selection or AV process may be promoted to fill similar vacancies for a specified period (from the date of approval by the Commissioner of Police) as outlined in the advertisement.

11. PROCESS REVIEW

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

11.1 General

- 11.1.1 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.
- 11.1.2 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).
- 11.1.3 There is one process review (generally following the interview stage).
- 11.1.4 The selection process will not proceed until all process review requests have been resolved or a determination by the Assistant Commissioner Workforce is made to continue.
- 11.1.5 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.

11.2 Requesting a Process Review

- 11.2.1 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.
- 11.2.2 Applicants must clearly identify where they consider a breach in the process has occurred which has resulted in a detriment to them.
- 11.2.3 To initiate a formal review, an applicant shall lodge a 'process review' request on the relevant form, with the Superintendent, PRDR.
- 11.2.4 Police Promotions Branch will initially contact the aggrieved applicant through personal communication (verbal) to clarify circumstances surrounding the process review request and assess if further action is to be taken, advising the aggrieved applicant of any next steps.

11.3 Process Review Claim

PURPOSE: Review of claim and determination by Divisional Superintendent Police Recruitment, Deployment and Retention or nominated representative.

11.3.1 On receipt of the notification, the Divisional Superintendent PRDR or nominated representative, will review the selection process at the point where the breach is alleged to have occurred. Divisional Superintendent PRDR 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

11.3.2 On completion of the review, the Divisional Superintendent PRDR will consider the findings and decide if there has been a breach. The Divisional Superintendent PRDR or nominated representative, will notify the aggrieved applicant of the final outcome. No further assessment of the process review will be conducted.

11.4 Resolution of Process Review

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

- The applicant withdraws the claim
- The applicant is advised of the determination from the Divisional Superintendent PRDR or nominated representative that no breach occurred
- It is determined at any stage that a breach has occurred and, where possible, action is taken to address the breach

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

12. DISCRETION OF THE COMMISSIONER OF POLICE

12.1.1. 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)
- Make changes to selection processes to meet the needs of the WA Police Force.

13. PROFESSIONAL CONDUCT CHECK

13.1.1. A Professional Conduct Check 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 Check assessment may include, but is not limited to, an internal Risk Assessment, Equal Opportunity and/or Corruption and Crime Commission check.

13.1.2. In circumstances where the Professional Conduct Check process demonstrates that a recommended officer's professional conduct is in doubt, the Assistant Commissioner Workforce, will notify the officer and provide the officer the opportunity to respond.

13.1.3. 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.

- 13.1.4. Adverse holdings identified through a Professional Conduct Check for an officer within an existing rank pool may prevent promotion at that time.
- 13.1.5. An officer under investigation will not be considered for promotion whilst in an existing rank pool until a supported Professional Conduct Check is provided.
- 13.1.6. Adverse findings, managerial or criminal, examined under the Professional Conduct Check may result in the removal from a rank pool, selection or AV file. The below table articulates the impact on the time an applicant is ineligible for promotion, in conjunction with the determining authority (AD-91.02 Professional Conduct Checks).

Promotions PCC	
Managerial or Criminal Outcome	Eligibility Timeframe & Determining Authority
Verbal Guidance or Improvement Action or Managerial Notice	Not applicable
Assistant Commissioner's Warning Notice	Ineligible for 12 months. May be reviewed by the Executive Manager PSVU on appeal.
Section 23 Discipline Charge	Ineligible for 24 months. May be reviewed by the Detective Superintendent IAU on appeal.
Court imposed penalty (related to a traffic or criminal charge)	Ineligible for 24 months from date of penalty imposition. May be reviewed by Commander Standards & Legal on appeal. Assistant Commissioner Standards & Legal may determine that applicant is permanently ineligible dependant on severity of criminal outcome.
Loss of Confidence	Permanently ineligible. May be reviewed on appeal by the Commissioner if outcome is not dismissal.
Dismissal	Not Applicable

- 13.1.7. AD-91.02 Professional Conduct Checks states that if an applicant is not satisfied with the outcome of their PCC, they can request a review of the decision. In some instances, the outcome of a review may be reversed in the applicant's favour.

Should an applicant desire a review, they are to personally request this by email direct to the relevant WA Police Force requesting area who will then onforward this to the OIC PSVU-ICC.

Once a review has been completed, the result will be returned to the applicant via the WA Police Force requesting area. The Commissioner of Police retains the ability to override any result issued by the PSVU-ICC OIC.

- 13.1.8. Any external applicant applying for promotion to a Commissioned Officer rank will need to consent to the Western Australia Police Force Standards and Legal Portfolio having access to all available background data held in the serving/served jurisdictions.