

Victoria Police Manual – Policy Rules

One-member stations

Context

Members performing duties at a one-member station are responsible for providing an effective policing service to their local community. To do this, members must work with neighbouring stations to ensure that a sufficient police response is available, despite the unique resourcing arrangements inherent to one-member stations.

While a member is performing duty at a one-member station they will hold the position title of the Officer in Charge of that station.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the **Professional and ethical standards** to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to:

- Local Area Commanders
- Cluster supervisors
- OIC, One member stations

Rules and Responsibilities

1. Clusters

To provide effective police services to each response zone, Local Area Commanders must ensure that one-member stations are part of a cluster group. Each cluster must include a cluster supervisor as described by **VPMG One member stations**. Also, refer to these guidelines for the configuration of a cluster.

2. Cluster supervisor responsibilities

2.1 General

Cluster supervisors must:

- be aware of the performance and welfare of their cluster members and take remedial action where required.
- regularly visit each of the respective cluster members, including a monthly station

visit. Refer to **VPMG One member stations** for the process for recording cluster supervisor visits

- ensure that the Police Communications and community are informed if there is a vacancy at a one-member station. Refer to **VPMG One member stations** for details on the information that must be provided.

2.2 Rostering

- Cluster supervisors must ensure that an adequate police response is available to the community for the duration of the rostered period.
- When preparing the roster for one-member stations, the cluster supervisor must ensure that the requirements of the **Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2019** (Sworn Agreement) are met and the Local Area Commander approval is obtained where necessary.
- Cluster supervisors must have regard to **VPMG One member stations** and **CCI 03/24 General duties rostering** when rostering members in their cluster.

3. Leave

3.1 Recreation leave

Local Area Commander must ensure that the recreation leave taken by members at one-member stations is managed so that all areas within a cluster can be adequately policed.

3.2 Sick leave

- When a member at a one-member station is unable to perform duty due to illness, they must advise the Police Communications and the cluster supervisor.
- Where necessary, the Local Area Commander will arrange:
 - for an alternative police member to perform relieving duty at the one-member station; and
 - welfare for the ill member.

4. Work returns

Members at one-member stations must complete a Patrol Duty Return [Form 501] for a 24 hour period commencing at 0000 hours each day. After hours callouts must be recorded; see **VPMP Operational duties and responsibilities**.

5. After hours contact

- Members receiving the one-member station allowance must advise the cluster supervisor of any intended absences from their response zones, except on days of recreation leave.

- Where the cluster supervisor or Local Area Commander requires a member to remain in the response zone during periods of leave, the member must be placed on availability for that period.

6. Allowances

- Members at one-member stations are paid a one person station allowance in lieu of overtime (refer to the Sworn Agreement).
- Where a member at a one member station is required to perform the out of hours duties associated with their one member station during a period of upgrading, they will be entitled to the one person station allowance in addition to any higher duties allowance.

7. Communications

- Members at one-member stations must notify the Police Communications when they:
 - exit their police vehicle while on duty;
 - are called out after hours to advise them of the nature and location of the call.
- The Police Communications is to conduct regular welfare checks of members performing duties at one-member stations.

8. Telephone access and rentals

Refer to **VPMG One member stations** for services which will be paid for by the Region.

Quick Links

- [VPMG One member stations](#)

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact your cluster supervisor or Employee Relations, HRD.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
28/02/23	Updated to reference CCI 03/24 General duties rostering and amend outdated references to reflect the current Sworn Agreement.	FF-221918

29/02/24	Updates to reflect CCI 03/24 General Duties Rostering.	FF-221918