

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Redeployment (members)

Context

This policy outlines the redeployment process across Victoria Police for members covered by the *Police Officers, Protective Services Officers, Police Reservists and Police Recruits Enterprise Agreement 2025* (hereafter referred to as the Sworn Agreement).

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

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).

Policy at a glance

This policy includes:

- preparation for redeployment including:
 - suitability panel
 - suitability assessment
- deployment process involving:
 - identification of a suitable position
 - referral
 - assessment of suitability on health and safety grounds
 - suitability for transfer
 - seeking a review
- considerations for redeployment for members with medical limitations or restrictions
- MTIP exemptions and requirements attached to transfers through redeployment
- a redeployee's right to a review and appeal a redeployment placement.

Contents

Context	1
Policy at a glance	1
Contents	1
Definitions	2
Scope and application	2
Responsibilities and procedures	3
1. General redeployment provisions	3
2. Preparing for redeployment	3
3. Redeployment Process	5
4. Redeployees with medical limitations or restrictions	7
5. Non-medical Redeployees	8
6. Temporary Duties and Secondment whilst in Redeployment	8
7. Time in position	8
8. Right of review and appeal for redeployment placements	8

Related documents.....	8
Further advice and information.....	9
Update history.....	9

Definitions

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 the *Victoria Police Act 2013*.

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 of the Sworn Agreement, and excludes a member who has been found unfit for their position in accordance with clause 125 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.

Scope and application

This policy applies to all Victoria Police employees covered by the Sworn Agreement.

The following rules operate when applying this policy:

- redeployment is to positions at rank and is not intended as an opportunity for members to seek promotion or pursue a career change
- transparency of principles, processes and outcomes when making transfer decisions
- members will have access to reasonable retraining if required for the position
- the primary goal is to place members into the first available suitable position that occurs within Victoria Police and will not be expected to compete against members who are not subject to this policy
- all information will be managed in accordance with relevant privacy and confidentiality legislation.

Responsibilities and procedures

1. General redeployment provisions

- Redeployees will continue to be the responsibility of and be managed by their region, department or command during the redeployment process.
- Three months prior to returning from either leave without pay or secondment or upon reaching Maximum Time In Position (MTIP), the member or their local area manager should initiate contact with the Recruitment and Deployment Division, Human Resources Command to commence the redeployment process.
- Where it is not appropriate for a member undergoing redeployment to remain or return to the workplace during the process, their absence should be managed in accordance with **VPM Leave** or other relevant policy.
- The redeployment process for medical redeployees will commence upon notification that their medical restrictions or limitations cannot be accommodated in their substantive position or another position within their region, department, or command.
- Redeployee's may list their preferences for positions, and these will be considered throughout the redeployment process. Notwithstanding the redeployee's nominated preferences, they may be considered for other suitable roles that become available.
- Redeployees with medical restrictions or limitations have priority access to available positions. Only one medical redeployee will be referred to a vacancy and in the case of multiple medical redeployees, time on redeployment (i.e. the longest) will determine who is assessed for suitability. See section 4 of this policy for further information.
- Non-medical redeployees may be referred to a vacancy if no medical redeployee has been referred.
- In the case of multiple non-medical redeployees, time on redeployment (i.e. the longest) will determine who is referred to the vacancy.
- The delegate for the redeployment process is Superintendent, Recruitment and Deployment Division.
- The delegate for ill health retirement is Director, Business Partnering and Workplace Relations.

2. Preparing for redeployment

2.1 *Suitability Panel*

Prior to formally commencing the redeployment process, the redeployee must complete and submit a Redeployee Personal Details and Skills Profile which will form part of the assessment by a suitability panel. This form is an opportunity for the redeployee to present their work history, skills, experience, and qualifications and to demonstrate suitability for positions within Victoria Police.

The suitability panel will:

- meet fortnightly (or as required) to review and objectively assess the redeployee's skills, experience, qualifications, probity report and PMO report (if applicable)
- consist of the following representatives:
 - HRC (member, Inspector or above)

- a superintendent from a region
- a superintendent from a specialist area
- HRC redeployment administrator (scribe only).

2.2 Suitability Assessment

The suitability panel will assess and make a determination on a member's suitability for positions within Victoria Police.

- The suitability panel must be provided with the following documents:
 - Redeployee Personal Details and Skills Profile
 - Capability profile for the redeployee's substantive rank
 - Probity Report
 - PMO report (if applicable)
- The suitability panel may undertake a paper-based assessment or invite the redeployee to attend an interview.
- The suitability panel must prepare a suitability report which will document their assessment including the roles the redeployee may be referred to as part of the redeployment process.
- The redeployee must be provided with a copy of the suitability report.
- The redeployee will have seven calendar days to make a written application for review to the delegate (Superintendent, Recruitment and Deployment Division) where the suitability assessment was not considered reasonable.

2.3 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.

3. Redeployment Process

3.1 *Identification of a suitable position*

Recruitment and Deployment will identify vacant positions due to be advertised in the Gazette, including non-advertised positions that are typically filled through Expressions of Interest (EOI) which may be suitable to be offered to redeployees at their substantive rank. The identified position will comply with the recommendations made by the suitability panel in the suitability report.

- 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 court or tribunal does not specify a return location, the member will be reinstated to their former position. However, if it is not reasonably practicable to do so, considering the local area's capacity to safely accommodate the member's restrictions, an alternative approach will be taken.
- In such cases, the individual must be placed in another position of the same rank within the same division, in accordance with the requirements of clause 102, Excess Travel Time and Costs of the Sworn Agreement.

3.2 *Referral and assessment of placement*

Recruitment and Deployment will make a formal referral to position management (Superintendent or equivalent) and the redeployee's details will be provided. Position management will be requested to undertake a review of the placement.

The only grounds on which local management may assess the incoming member as unsuitable are health and safety grounds. Health and safety grounds includes evidence that the placement of the redeployee will adversely impact on the health and wellbeing of the redeployee and/or the work unit.

If local management believe that the placement is unsuitable, they will be required to provide written evidence.

The redeployee will receive notification that their placement in the identified position is currently being assessed.

Recruitment and Deployment will review the factors and consider any concerns raised by local position management and give a final determination on whether:

- The position is suitable for filling by a redeployee.
- the redeployee will be placed into the position.

3.3 *Suitability for transfer and seeking a review*

- Where no health and safety concerns are raised by position management, or the delegate considers that the health and safety concerns can be safely managed, the redeployee must be informed in writing of their suitability for transfer to the position.
- Upon notification of their suitability to transfer, the redeployee will have seven calendar days to make a written application for review to the delegate about the

proposed transfer. Where no submission is made, or the delegate determines the redeployee is still suitable for transfer after considering their written application for review, the redeployee will be transferred to the position pursuant to s.33 of the *Victoria Police Act*.

- Where the delegate determines that the redeployee is not suitable for placement after considering their written submission, the position will be offered to another suitable redeployee, or if there are no suitable redeployees the position will be released for advertising in the next available Gazette and the redeployee will continue the redeployment process.
- If the delegate is satisfied that there are genuine health and safety concerns and determines the redeployee is not suitable to transfer to that position, the redeployee must be notified in writing of the reasons for their non-suitability.
- The redeployee will have seven calendar days to make a written application for review to the delegate about a finding of non-suitability. Where the redeployee makes a review submission, the delegate reserves the right to consult with position management prior to making a final decision. If the delegate considers the redeployee is suitable for the position after reviewing the submission, the redeployee will be transferred into the position pursuant to s.33 of the *Victoria Police Act*.
- Upon assessment of the application for review, if the delegate determines that the redeployee is not suitable for placement, the position will be offered to another suitable redeployee or if there are no suitable redeployees the position will be released for advertising in the next available Gazette and the redeployee will continue the redeployment process.

3.4 *Probity checks*

- Where a complaint against a member is current and the investigation is proceeding but is not finalised and no charges have been laid, and the member is not the subject of interim action, the redeployment may proceed in the normal manner. The member may be advised, however, that the redeployment may be reviewed, subject to the determination of the investigation.
- It is the responsibility of the releasing area to promptly notify the receiving area of any ongoing welfare or Professional Standards Command matters requiring continued management support for the member.
- Where a member has been charged with a criminal offence or a discipline offence, the Superintendent, Recruitment and Deployment Division, Human Resources Command will consult with Professional Standards Command to consider the nature and seriousness of the charge, the likelihood and impacts of any risks should the redeployment proceed.
- Where the final outcome of the charge has not been determined, and the member has not been suspended from duty under Part 7 of the Act, the Superintendent, Recruitment and Deployment Division, Human Resources Command may allow the transfer to proceed, noting that Part 7 of the Act provides for subsequent disciplinary action to be taken (including dismissal, adjournment bonds, periods of ineligibility for promotion). After full consideration of the circumstances of the matter the Superintendent, Recruitment and Deployment Division, Human Resources Command may determine that the redeployee is not a suitable match and advise the member that the position is no longer available for their

redeployment.

4. Redeployees with medical limitations or restrictions

4.1 *Referral process*

- Redeployees with medical restrictions or limitations who have been assessed by the Panel and identified as suitable for a position will be referred ahead of non-medical redeployees.
- Only one medical redeployee will be referred to a vacancy. If there are multiple medical redeployees, the one with the longest time on redeployment will be prioritized for assessment.

4.2 *Redeployment assistance*

- Redeployees with medical limitations or restrictions will have access to three months of redeployment assistance.
- Similarly, should a non-medical redeployee not have been placed within three months, Recruitment and Deployment will contact the member to discuss strategies to enable a placement.
- This period may be extended by an additional three months at the discretion of the Superintendent, Recruitment and Deployment Division, Human Resources Command, in consultation with the Superintendent (or equivalent) from the redeployee's originating region, department, or command.

4.3 *Changes in medical restrictions*

- If a redeployee's medical restrictions or limitations change during the redeployment process, the redeployee must inform the Workplace Relations Division and consult with their own treating practitioner to obtain an updated medical report.
- Upon receiving the medical report, the Workplace Relations Division will forward it to the PMO for review.
- The PMO will reassess the previous decision on the redeployee's final advice and work capacity based on the new medical information.
- Workplace Relations Division will notify Recruitment and Deployment that a redeployee has submitted a request for review, and the redeployment process will be paused until the PMO completes the review.
- Upon completion of the review, the PMO will produce an updated report. If there are changes in the redeployee's medical suitability, the suitability panel will reassess the case.
- The three-month redeployment period will recommence based on the new medical advice provided in the updated PMO report.

4.4 *Recommendation for ill health retirement*

- If, at the conclusion of the redeployment process, a suitable position that complies with the prescribed medical limitations or restrictions has not been identified, and the situation is likely to continue indefinitely, a recommendation that the member be retired due to ill health, subject to the requirements of clause 125.17 of the Agreement may be made by:

- the redeployee's Superintendent (or equivalent); or
- the Superintendent, Recruitment and Deployment Division, Human Resources Command.
- Where a recommendation is made to ill health retire and the delegate accepts the recommendation, the member must be notified of Victoria Police's intention to retire them on the grounds of ill health.
- If a recommendation for ill health retirement is made, the redeployee may submit a written application to the delegate (Director, Business Partnering and Workplace Relations and Business Partnering Division) to review the decision. The written submission must be made within 21 days of the member being notified of the intention to retire them on the grounds of ill health.

5. Non-medical Redeployees

- Non-medical redeployees may be referred to a vacancy if no medical redeployee is identified as suitable beforehand, as medical redeployees take priority.
- If a non-medical redeployee is not placed within three months, Recruitment and Deployment will contact the member to discuss strategies to enable a placement.
- A non-medical redeployee will be matched to an identified position based on preferences and a suitability assessment by the redeployment panel.
- If no suitable position is found, the full list of available positions is to be provided to the member. Refer to the Victoria Police Practice Guide (VPPG) – Redeployment (members).

6. Temporary Duties and Secondment whilst in Redeployment

- A member may undertake temporary duties or a secondment during the redeployment process.
- Once a suitable and endorsed position is found any temporary assignment or secondment will be terminated, and the member will be directed to the new position.

7. Time in position

A redeployee who is transferred via s. 33, *Victoria Police Act* to a position through redeployment will not be subject to minimum time in position requirements.

MTIP requirements still apply, where relevant to the position. The redeployee must be advised of the MTIP requirements and acknowledge receipt of that advice in writing prior to the transfer.

8. Right of review and appeal for redeployment placements

A redeployee notified of a transfer by direction through the redeployment process may, after seeking an internal review by the delegate, lodge an appeal under the *Victoria Police Act* with the PRSB.

Related documents

- Victoria Police (Police Officers, Protective Service Officers, Police Reservists and Recruits) Enterprise Agreement 2025

- *Victoria Police Act 2013*

Further advice and information

For further advice and assistance regarding this policy, contact the Recruitment and Deployment Division by email at HRC-REDEPLOYMENT-MGR.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
27/09/2023	Rewrite to contemporise and reflect the new process and updates from the 2019 Agreement. Redeployment and Mobility processes have been separated and are now stand-alone policies.	FF – 130739 & FF – 152968 1
02/10/2023	Inclusion of delegates for the redeployment process and ill health retirement. Clarification on the process where a member is re-instated due to a decision handed down by a recognised industrial body or court.	FF – 130739 & FF – 152968 1
08/01/25	Updates to definitions, incorporation of probity check requirements, and amendments regarding redeployment suitability panels and placement of redeployees. Amendment to redeployees with medical limitations or restrictions.	FF – 242419 & FF – 152968 1
15/07/25	Minor administrative amendments to correct references	FF-273676