

The Victoria Police Manual is issued under the authority of the Chief Commissioner 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.

Recategorisation of positions

Context

In an environment with changing demands, it is critical that Victoria Police can flexibly adapt to ensure our service delivery is responsive to community needs, the changing environment and patterns of offending.

In some cases, the organisational response to these changing circumstances may include the recategorisation of certain roles or positions. This may be in response to a range of factors, including:

- the need for specialist skill sets
- demand for police resources to be redeployed to the frontline or other specialist police positions, or
- changing community expectations about who could/should perform the role.

This policy sets out the considerations, eligibility and process for recategorisation of positions.

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Definitions

Recategorisation – the conversion of certain roles or positions, from one employment category to another.

Scope and application

This instruction applies to all managers considering recategorisation of a position.

Policy

The decision to recategorise a position or class of positions should be guided by consideration of the following factors:

- appropriate workforce mix to support Victoria Police's operating model, community safety expectations and the need for a visible police presence
- costs and benefits of maintaining a police workforce and opportunities to gain specialist Victorian Public Service (VPS) or Forensic Officer (FO) capabilities or skillsets
- funding stream availability
- welfare impact of recategorisation and redeployment
- whether legislative or policy reform would be required, for example, where statute anticipates only a police member will perform the role even when it does not otherwise require the use of police powers.

Specific considerations for recategorisation of police positions

A police position may be recategorised when it does not require police powers and expertise to perform the role. This may occur as a result of organisational change where a function previously performed by a police member, has been revised and may now be performed by a VPS employee or FO.

Recategorisation should be considered except where the position:

- requires that the incumbent has status under local State or Federal statute – for example, where the position requires the incumbent to hold a legislated delegation to perform the role
- requires that the incumbent exercise police powers and authority normally exercised by a police employee – this includes where the role requires the exercise of full or partial police powers
- requires that the incumbent possess expertise which can only be acquired through actual field experience as a police employee
- is considered by Executive Command as contributing significantly to the professional development of police employees or is appropriate to maintain a police employee in the position for a specified period.

Specific considerations for recategorisation to a Forensic Officer

A position may be recategorised when it requires the application of relevant qualifications, training and experience to aid the investigation of, and assist with criminal, coronial and civil matters in a recognised forensic discipline. A recognised forensic discipline is one that has been accepted by the Court as an area in which a qualified practitioner is permitted to give evidence. Where the recategorisation of a police position to a forensic officer position is being contemplated, the above considerations for recategorisation of police positions must also be considered.

Responsibilities and procedures

1. Recategorisation process

1.1 Authority

A department head may recommend a position or class of positions for recategorisation at any time, regardless of whether the position is owned or occupied.

1.2 Process

- The department head recommending the position or class of positions for recategorisation must first submit a briefing for Executive Command seeking their approval to proceed with the change process.
- If Executive Command approves the briefing, a copy of the extract from the minutes should be sent to Business Partnering and Workplace Relations Division (BPWRD), attached to the completed Organisation Change Initiation Form.
- BPWRD will support the business area to develop a change proposal that must contain the following information:
 - position or class of position details, including whether it is currently occupied
 - background to the proposal including any intended benefits of the change
 - rationale for the proposed change and evaluation of position
 - proposed employment category, including the classification level or rank
 - proposed position description
 - budget impact and approval
 - staff transition plan if the position/s is currently occupied by an employee.
- The change proposal should be submitted to BPWRD for review before it is finalised. Once BPWRD has completed its review, the proposal, along with a covering briefing, must be submitted for approval via the department head and the Assistant Commissioner, Human Resources Command (HRC) to Executive Command.
- If Executive Command approves the proposal, a formal consultation process may commence with the relevant unions in accordance with the relevant enterprise agreement. Consultation must occur within a reasonable timeframe and in accordance with the consultation principles detailed in the **Implementation of Change Management guidance**.
- Recategorisation will not proceed if consultation results in a reversal of a decision made by the department head. In these circumstances, the department head must appropriately brief Executive Command of the decision to not proceed with the recategorisation of the position or class of positions. This decision should be endorsed by the relevant Executive Command member before briefing Executive Command.

2. Impact on position

- During consultation, affected employee/s must be advised of their options verbally and in writing, which may include:
 - redeployment to another position (same employment category), or
 - transition to the new employment category (if the affected person holds the relevant skills, qualifications and experience) accepting the salary terms and

conditions of the new position and employment category. This offer of employment is subject to the discretion of the department head.

- In the case of redeployment, the position remains in the same employment category until the substantive occupier is redeployed.

3. Review of actions (grievance)

- Should an employee disagree with the decision to recategorise their position, they should seek local resolution through the consultation process.
- Failing that, an employee may consider lodging a general review of actions application in accordance with the process outlined in the **VPM Review of actions (grievance)**.

Related documents

- Victorian Public Service Enterprise Agreement 2024 (or its successor)
- Victoria Police (Police Officers, Protective Service Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025 (or its successor)

Further advice and information

For further advice and assistance regarding this policy, contact BPWRD, HRC by email to PBEA: WRD-GENERAL-MGR.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
27/07/20	Replaces VPM 306-3 Recategorisation of positions and policy and context sections added.	FF-150467
20/10/2020	Minor updates to incorporate changes to enterprise agreement titles.	Nil
02/07/2025	Minor updates to incorporate changes to <i>Victoria Police (Police Officers, Protective Service Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025</i> and <i>Victorian Public Service Enterprise Agreement 2024</i> .	FF-272216