



VICTORIA POLICE

MEMBER MOVEMENT FORM

APPLICATION FOR HIGHER DUTIES / ASSIGNMENT

SWORN AND UNSWORN PERSONNEL

VP Form 41B

SECTION 1 - APPLICATION**DETAILS OF MEMBER TO BE APPOINTED**

Reg No. [REDACTED] Employee No. [REDACTED]

Name [REDACTED] Rank/Level [REDACTED]

Position No. [REDACTED] Position / Title [REDACTED] Position Location [REDACTED] Source Development Unit [REDACTED]

Does OWNED position carry a Financial Delegation for occupant to commit or incur expenditure, and/or to certify or authorise electronic timesheets? **Yes / No****DETAILS OF HIGHER DUTIES / ASSIGNMENT**

Position Number (To Be Occupied) [REDACTED] Rank / Level to be Assigned [REDACTED] Region / Department [REDACTED]

Branch / Station [REDACTED] Work Centre / Unit Code [REDACTED]

Position Title [REDACTED]

Does ASSIGNED position carry a Financial Delegation for occupant to commit or incur expenditure, and/or to certify or authorise electronic timesheets? **Yes / No**

Allowances Payable

One Person Station	No	Remote Site	No
Commuted Overtime	No	Rental Property	No

Does member possess skills / qualifications for upgrading? **Yes**

Is position owned by another member? **Yes** If Yes, also provide position owner's details below. Otherwise leave blank.

Name [REDACTED] Reg No. [REDACTED]

Rank / Level [REDACTED] Employee No. [REDACTED]

Reason for owner's absence [REDACTED] % Higher Duties [REDACTED]

Period of Assignment / Higher Duties [REDACTED] to [REDACTED]

HOT E-MAIL BUTTON

IMPORTANT: Also complete section 2 if OIC or Unit Manager is approval person who is completing section 3.

SECTION 2 - RECOMMENDATION

Note: Recommending person must be the OIC or Unit Manager unless note above applies

Supervisor Name [REDACTED] Rank / Level [REDACTED]

Position [REDACTED] Employee / Reg No. [REDACTED]

Date [REDACTED]

HOT E-MAIL BUTTON

NOTE: The Approval person will not approve this application unless e-mailed by the OIC/Unit Manager named in this application.

SECTION 3 - APPROVAL

Note: Approval person must be an authorised HR delegate

Approved in accordance with Schedule 2 of the Personnel Delegations Manual by (AS 9.1) & (DU 9.1)

Name [REDACTED] Rank / Level [REDACTED]

Position [REDACTED] Employee / Reg No. [REDACTED]

Date [REDACTED] Send this application to the HR Personnel Officer and also to the PERFORMANCE MGT-OIC

HOT E-MAIL BUTTON

NOTE: The HR Personnel Officer will not process this application unless e-mailed by the Delegate named in this application.

SECTION 4 - HR PERSONNEL OFFICER CERTIFICATION

HD allowances and Position relationship recorded by:

Name [REDACTED] Date [REDACTED]

SPECIAL INSTRUCTIONS WHERE A TEMPORARY ASSIGNMENT INVOLVES A MEMBER MOVING TO AND/OR FROM A POSITION THAT CARRIES A FINANCIAL DELEGATION AND/OR CERTIFYING TIMESHEETS

In these circumstances, this Form is to be completed for both paid and unpaid Assignments and be approved by the relevant Delegate no later than the Assignment start date;

AND

Position occupancy files in the HR:M system are to be updated by an HR Personnel Officer on a timely basis to enable the current occupant to also be recorded in the Oracle system as an Approver for the purposes of authorising personal expenses and requisitions, and certifying/authorising electronic timesheets.