

## ANNEXURE A

Information provided in response to Government Information (Public Access) Act 2009 application - Information Access Number 133158.

In response to the six (6) dot points the following information is provided:

1. *Any correspondence sent to Charles Sturt University from the NSW Police Force between 1 July 2014 and 14 August 2015. On 4 November 2015, point 1 was clarified in email / phone discussion with Mr Buckland and the NSW Police Force Information Access Unit to reflect the following clarification.*

*Correspondence in relation to levels of enrolment in the Associate Degree of Policing Practice and any requests or reasoning by NSW Police Force to suspend enrolments in this program in the period 1/7/14 to 14/8/15.*

### Documents attached in response to Point 1:

- B) Internal 2 page report Trim reference D/2014/85244 authored by Inspector Hudson dated 21 October 2014.
- C) Internal 3 page report Trim reference D/2014/85244 authored by Chief Superintendent Middlemiss dated 30 March 2014.
- D) 1 page email from Belinda Smith dated 1 April 2014.
- E) 1 page document titled "DRAFT NEMISIS FOR FRIDAY 4 APRIL 2014".
- F) 1 page document titled "WEBPAGE MESSAGE – APPLICATION SUSPENSION APRIL 2014.
- G) Internal 1 page report Trim reference D2013/235065 authored by Inspector Hudson and dated 28 November 2013.

**Documents C, D, E, F and G are outside the timeframe specified in the GIPA application and only included as a copy of documents C, D, E, F and G formed part of Trim reference D/2014/85244.**

- H) Email dated 29 September 2014. Sender Chief Superintendent Middlemiss to Inspector Hudson (NSW Police Force) and Mr Ken Probert (Charles Sturt University).
- I) Email dated 29 September 2014. Sender Chief Superintendent Middlemiss to Assistant Commissioner Corboy.
- J) Email dated 29 September 2014, Sender Assistant Commissioner Corboy to Deputy Commissioner Hudson.
- K) Internal NSW Police Force Nemisis email titled "Closure of Academic Eligibility Assessments". Dated 30 September 2014, authored by Stephen B Hudson.

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2. *How many graduates of the Charles Sturt University Associate Degree in Policing Practice lodged the on-line Police (Professional Suitability) Application in 2013, 2014 and so far in 2015?*

**In clarification, potential police applicants (students) enrol in the Associate Degree in Policing Practice with Charles Sturt University. Potential students do not commence any study until they have:**

1. **Submitted an on-line Police (Professional Suitability) Application;**
2. **Completed all of the NSW Police Force recruitment requirements (known as a professional suitability assessment); and**
3. **Offered and accepted a place to commence studying in the Associate Degree in Policing Practice (known as an 'offer' for a 'class intake').**

**Potential applicants are not 'graduates' of the Associate Degree in Policing Practice when they submit their on-line Police application.**

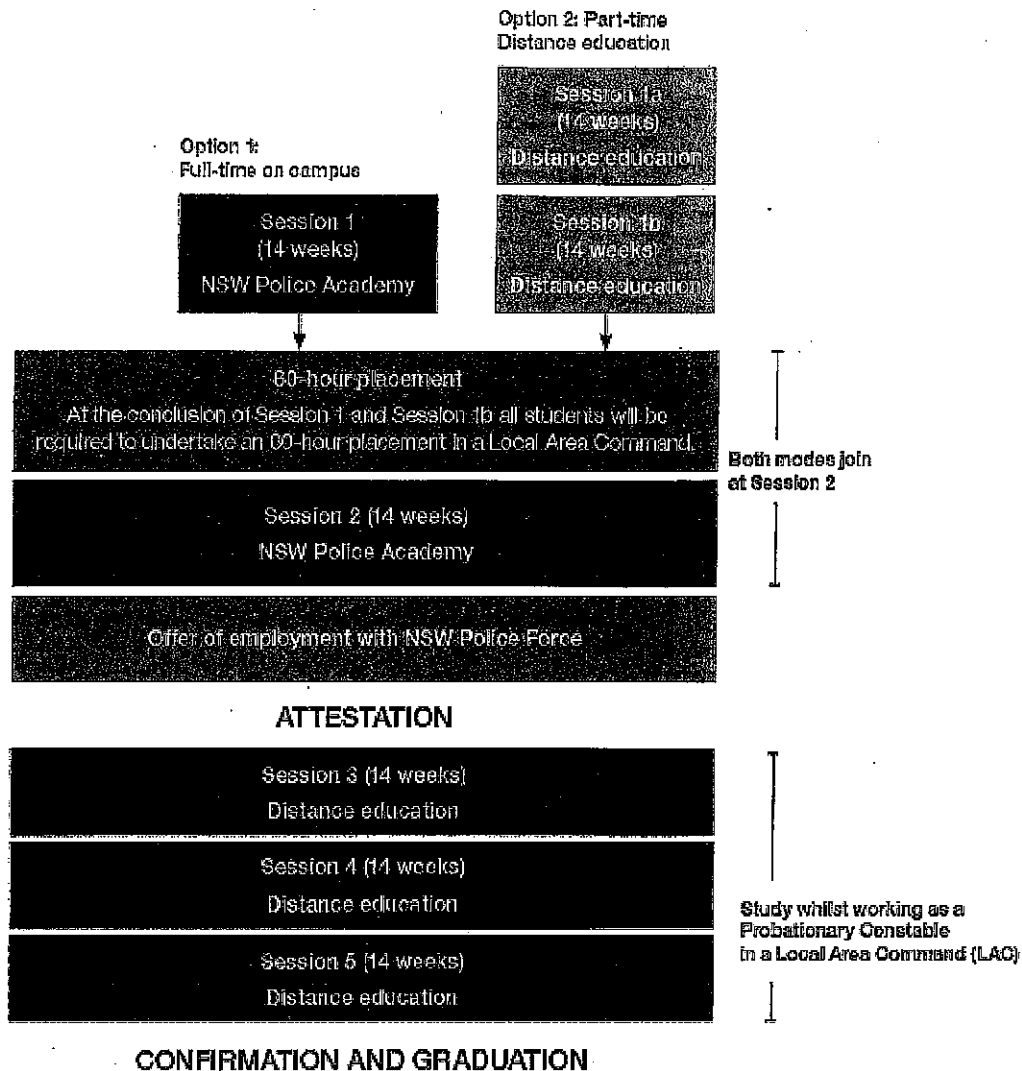
Year	Number of applications submitted
2013	270
2014	3007
2015	134

3. *How many graduates of the Charles Sturt University Associate Degree in Policing Practice were admitted to the NSW Police Force Academy in 2013, 2014 and so far in 2015?*

**In clarification, the Associate Degree in Policing Practice is the Constable Education Programme for NSW Police Force police recruits. Places (i.e. commencing students) in the Associate Degree in Policing Practice are 'employer reserved' places, hence places are restricted to people approved by the NSW Police Force (using a range of recruitment requirements known as 'professional suitability assessment'), approved applicants become eligible to be offered a place in the programme.**

**Policing students who have accepted an offer in a class intake for the Associate Degree in Policing Practice are 'technically' admitted to the Police Academy when they commence their studies. To assist understanding the Associate Degree in Policing Practice the following diagram is provided:**

ANNEXURE A



Policing Students enrolled in the Associate Degree are eligible for employment with the NSW Police Force if they successfully complete the first 2 terms (known as sessions) of study in the Associate Degree, together with other NSW Police Force 'professional suitability' requirements.

Policing students complete the final 3 terms of the Associate Degree in Policing Practice whilst employed with the NSW Police Force as Probationary Constables.

Probationary Constables *graduate* from the programme and are awarded with the degree of an Associate Degree in Policing Practice.

Individuals cannot study or graduate from the Associate Degree in Policing Practice unless they are destined for future employment with the NSW Police Force as a police officer OR remain employed as a Probationary Constable with the NSW Police Force.

The GIPA application (points 3, 5 and 6) appear to be similar. As explained above, applicants seeking to join the NSW Police Force (via an on-line police application) AND enrolment applications submitted to Charles Sturt University AND a confirmed

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enrolment in the Associate Degree in Policing Practice AND commencing at the Police Academy (known as a class intake) are the same set of circumstances.

Please see point 6 for the overall statistical data response.

- 
4. *Is there any record of students who have completed the Charles Sturt University Associate Degree in Policing Practise waiting to be admitted to the NSW Police Force? If so, please provide that record.*

**There are no individuals in the scenario described in point 4.**

- 
5. *How many people were granted entry into the NSW Police Force Academy in 2011, 2012, 2013, 2014, 2015.*

See Point 3 above and point 6 below

- 
6. *How many people were granted entry into the Charles Sturt University's Associate Degree in Policing Practice in 2011, 2012, 2013, 2014, 2015 and are planned to be granted entry in 2016?*

Year	Number of students commencing in the Associate Degree in Policing Practice (data obtained from Charles Sturt University)	Number of students who completed 2 terms of study and were sworn in as Probationary Constables with the NSW Police Force (data obtained from the NSW Police Force)
2011	1188	732
2012	1108	1051
2013	534	520
2014	582	665
2015	409	250**

**\*\*This figure will increase on 11 December 2015 with approximately 100 students progressing to complete 2 terms of study and be eligible to be sworn as Probationary Constables.**

The number of students commencing in the Associate Degree in Policing Practice provided in the above table, include both fulltime students and distance education students.

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### Projections for 2016

The NSW Police Force has not determined the final number of all students who will commence for the planned intakes into the Associate Degree in Policing Practice for 2016. Generally intakes for the Associate Degree in Policing Practice occur during mid January, early May and late August of each year.

Based on the future human resource requirements of the NSW Police Force, it is estimated sufficient policing students will commence in the 3 x Associate Degree in Policing Practice intakes to achieve a total of 510 Probationary Constables for the 2016 year.

Document prepared by:

Chief Superintendent Julie Middlemiss  
Commander  
NSW Police Force Academy

**ISSUE:**

Ministerial update on the on-going closure of applications to join the NSW Police Force.

**BACKGROUND:**

The Police Recruitment Branch reopened for applications in January, 2014 following a twelve month cessation accepting applications. At the time of reopening, the NSW Police Force implemented a strategy of alternate opening and closure periods in an attempt to manage the anticipated large number of applications. As at October 2014, the Police Recruitment Branch is processing in excess of 1800 new applications with approximately 230 in the current eligibility pool<sup>1</sup>.

On 31 September 2014, at the request of the NSW Police Force, Charles Sturt University temporarily ceased accepting new applications with an anticipated reopening period to occur during November 2014. The closure periods are detailed in the attached file D/2013/235065.

**COMMENT:**

The overwhelming interest to join the NSW Police Force has not abated, despite enhancements to our recruitment processes and competitive selection. The current application numbers, 1800+, will be sufficient to service the anticipated class intakes for 2015 given the projected human resources requirements for 2015.

In addition, the current contract with Charles Sturt University ceases on 31 December 2015 with the NSW Police Force preparing tender specification documents for release to the market in the coming weeks. Given the uncertainty with our future service provider, I believe it is prudent to manage our recruitment application numbers to ensure minimal impact in the event changes are required due to the tender and subsequent new contract arrangements.

**RECOMMENDATION:**

It is recommended the current closure of applications be extended for an undetermined period and reviewed on a bi monthly basis. Forwarded for information and consideration.

*Stephen Hudson*

S.B Hudson  
Inspector  
General Manager  
NSW Police Recruitment  
Branch  
21 October, 2014.

1. Principal, NSW Police Academy

*Forwarded for consideration*

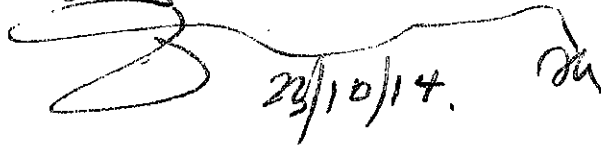
*Julie Middlemiss*  
Det Superintendent

*21/10/14*

<sup>1</sup> Approximately 170 of these applicants will be offered a position in the January 2015 training class.

2. Commander Education & Training Command

Reviewed. Further advice will  
be provided in January 2015.

  
23/10/14. JH

3. Deputy Commissioner, Corporate Services

4. Police Commissioner

5. Minister Police and Emergency Services

D/2014/85244

## ISSUE

Suspension of Charles Sturt University admission services for the Associate Degree in Policing Practice commencing on Friday 4 April 2014 through until June 2014.

## BACKGROUND

The application process to join the NSW Police Force consists of two different applications:

- 1) Stage 1 - Academic application to Charles Sturt University<sup>1</sup> and
- 2) Stage 2 - Police application through JOBSNSW.

The current (old) eligibility pool has 282 applicants waiting to commence at the Police Academy. The May 2014 has been finalised with all places for this intake completed. Consequently the remaining 282 applications in the current (old) eligibility pool should be finalised with the future intake for August 2014.

As per the attached report (copy attached). The Police Recruitment Branch and Charles Sturt University reopened accepting new applications on 31 January, 2014. The Education and Training Command intends advising Charles Sturt University to cease accepting new applications from 4 April 2014. The suspension will not affect any applicant who has already lodged a Charles Sturt University application; individuals who are academically cleared by the University will be able to continue to Stage 2 and lodge a police application with JOBSNSW. The suspension will be temporary with Charles Sturt University reopening accepting applications during June 2014.

## COMMENT

At 28 March 2014, Charles Sturt University has provided the following statistical data from their Admissions Office.

1600 successful academic applications – received and assessed prior to 28 November 2012.	Applicants are <u>eligible</u> to lodge a police application. These people were on hold during 2013 and were unable to lodge a police application until Police Recruitment reopened on 31 January 2014.	1600
1248 academic applications – received and assessed since 31 January 2013.	Applicants are <u>eligible</u> to lodge a police application	1248
996 academic applications – received and pending assessment or awaiting further information from applicants.	Pending assessment by Charles Sturt University.	996
251 new academic applications have been rejected by Charles Sturt University since 31 January 2014.	Applicants are <u>ineligible</u> to lodge a police application	N/A
<b>Total of potential police applications to be submitted with JOBSNSW (Recruitment Branch)</b>		<b>3844</b>

<sup>1</sup> Assesses an applicant's academic eligibility.



Since reopening accepting Stage 2 – online police applications on 31 January 2014, the Police Recruitment Branch has received the following:

Police applications received by the Police Recruitment Branch.	Initial applications lodged via JOBSNSW since 31 January 2014.	888
Police applications rejected by Police Recruitment Branch.	Rejected since 31 January 2014 for a range of reasons such as traffic record, criminal history or failing mandatory requirements.	66
Current police applications being processed by the Police Recruitment Branch.	Applications being processed or waiting to undertake Literacy / reasoning assessments.	822
<b>Number of police applications yet to be lodged with JOBSNSW<sup>2</sup>.</b>		<b>3022</b>

Based on the above statistical date, the current and projected number of stage 2 police applications is sufficient to meet the future needs of the NSW Police Force. A temporary suspension of Charles Sturt University applications from 4 April 2014 – June 2014 will not prevent the remaining 3022 applicants from lodging their police application and the Police Recruitment Branch will continue to process all received applications through all stages of the NSW Police Force recruitment requirements.

A communication plan will be implemented on Friday 4 April:

1. Notification message of the NSW Police Recruitment website (internal and external).  
A copy of the draft message is provided at annexure 1.
2. Nemesis for circulation to all employees of the NSW Police Force.
3. Message posted on the Police Academy Facebook page.
4. Generic letter emailed to all applicants who successfully completed their academic application and yet to lodge their police application. The purpose of this communication is to encourage each individual to lodge their police application.

#### **RECOMMENDATION**

Forwarded for the information of the Minister for Police and Emergency Services.



J.A. Middlemiss  
Commander  
Police Academy  
Education and Training  
30 March 2014

<sup>2</sup> Based on Charles Sturt University statistics (page 1) with the number of academic applications received, the 3022 are yet to lodge their police application. We anticipate these people to complete the online application progressively over the following weeks.

1. Assistant Commissioner Corboy – Commander Education and Training Command.

*Model of future*

*[Signature]*  
31/3/14

2. Deputy Commissioner Hudson – DCOP Corporate Services.

*For information. There is still significant interest in joining the NSWPF, and the proposed "deferring" of acceptance of applications is in accordance with previous advice. For information.*

*[Signature]*  
D.W. Hudson 31/3/14

Rec'd 1/4

3. Office of the Commissioner of Police.

*Noted. Due to the timeframe - this will not occur on 4/4/14, however it is recommended that it occur in the very near future.*

*4/4/14*

*[Signature]*  
Nicole Rose  
Director  
Office of the Commissioner

4. Ministry for Police and Emergency Services.

*Approved by the Minister*  
*- see attached.*

5. E+T



**Suspension of CSU admissions**  
**Belinda Marie Smith to: ministerial**

01/04/2014 17:58

Please find attached an advance copy of NSWPF advice. Original to follow.

Thank you.



DOC010414.pdf

Belinda Smith  
Executive Officer  
Office of the Commissioner  
Phone: 02 8263 6425 (e/n 45425)  
Mobile: 0448 933 477

## **DRAFT NEMISIS FOR FRIDAY 4 APRIL 2014**

Due to an overwhelming response from individuals seeking to join the NSW Police Force, Stage 1 - applications with Charles Sturt University for the Associate Degree in Policing Practice (recruit training program) has closed effective from 12 midday Friday 4 April 2014.

The Police Recruitment Branch will continue to receive and process the 2<sup>nd</sup> stage of the recruitment process, on-line police (professional suitability) applications. For further information please visit the Police Recruitment Branch web-pages

### **INTRANET**

[http://intranet.police.nsw.gov.au/organisational\\_units/corporate\\_services/education\\_training/nsw\\_police\\_academy/recruitment](http://intranet.police.nsw.gov.au/organisational_units/corporate_services/education_training/nsw_police_academy/recruitment)

### **INTERNET**

<https://www.police.nsw.gov.au/recruitment>

If you require further information, please contact the Police Recruitment Branch on EN 29877 (Monday – Friday 8am to 5pm)

Regards

Steve Hudson  
Inspector  
Police Recruitment Branch

## **WEBPAGE MESSAGE – APPLICATION SUSPENSION APRIL 2014**

### **Main home page**

We have received an overwhelming number of applications since we reopened on 31 January 2014 and we thank everyone who applied during this period.

Stage 1 of applying to join the NSW Police Force through submitting an academic application through Charles Sturt University for the Associate Degree in Policing Practice closed at 12md on Friday 4 April 2014 and will reopen during June 2014.

Stage 2, on-line police (professional suitability) applications will continue to be accepted through JOBSNSW- this only applies to individuals who have successfully completed their academic eligibility application in the past 2 months.

*(READ MORE BUTTON)*

### **Application reopening page**

Stage 1 of our recruitment process, academic eligibility with Charles Sturt University, is closed - effective from 12 midday Friday 4 April 2014.

Academic eligibility applications will reopen in June 2014.

For applicants who submitted their academic application with Charles Sturt University, before 12 midday Friday 4 April 2014, the University will continue to process your application and you will be notified of the outcome.

Stage 2 of our recruitment process, on-line police application remains open. If you have been assessed as academically eligible and received a Charles Sturt University student number within the preceding 2 months you are encouraged to submit your on-line police (professional suitability) application as soon as possible.

The on-line police (professional suitability) application can be accessed via the link located in the Application Process Stage 2 web page. Stage 2 applicants are reminded to scan and submit all required mandatory documents including the Consent and Declaration form at the time of lodging your on-line police (professional suitability) application.

Please continue to monitor this web site and the NSW Police Force Academy facebook page for updates.

00009535

**COPY**

D/2013/235065

**ISSUE:** Ministerial Update - Changes to the Police Recruitment Process in 2014.

**BACKGROUND:**

The Police Recruitment Branch ceased accepting applications from prospective police recruits in November 2012 to allow a comprehensive review of the recruitment process. Despite this, 762 applicants remain in the Eligibility Pool. Charles Sturt University has confirmed that 1700 potential applicants are currently assessed as academically suitable. It is expected the majority of these will lodge a Professional Suitability application in 2014 when the recruitment process re-opens.

**COMMENT:**

In developing an improved recruitment process, the Police Recruitment Branch consulted internal and external stakeholders including other Australian policing jurisdictions, Charles Sturt University, Bond University and the Police Association of NSW.

The improved recruitment process uses a staged approach designed to progress those applicants with greater merit through each stage. Information will be published on both the NSW Police Force and Charles Sturt University websites in coming weeks.

To support the new staged process new applications will initially be accepted within three (3) separate recruitment periods: 28 January - 31 March, 2 June - 1 August and 29 September - 28 November 2014.

This will ensure the Eligibility Pool reflects the projected needs of the NSW Police Force. Application periods may be extended should there be a need. This will also provide more certainty to applicants in terms of their progression to commencement of training.

**RECOMMENDATION:**

Forwarded for information of the Minister for Police and Emergency Services.

S.B Hudson  
Inspector

General Manager, Recruitment Branch  
28 November 2013.

1. Principal, NSW Police Academy *Suggested. A media holding statement has been prepared in advance of the public information release. Miller/SPT. 28/11/13.*

2. Commander, Education and Training Command  
*Approved as per previous document.*

3. Deputy Commissioner, Corporate Services  
*For information. [Signature] 28/11/13 [Signature]*

4. Commissioner on behalf of *[Signature] 4/ Director, Office of Commissioner 2/12/*

5. Ministry

5. Minister for Police *[Signature]*  
*HFN & standard response has been updated*

6. Commander - Education & Training  
7. GM - Recruitment Branch.



*2 reads note*

*[Signature] 12*

*13/11*



**SUSPENSION OF ADPP / RECRUITMENT APPLICATIONS - EFFECTIVE  
TUESDAY 30 SEPT 2014**

Julie Middlemiss to: Stephen B Hudson, kprobert  
Cc: Kellie Macquire, Leisa Ingram

29/09/2014 15:59

Steve and Ken,

After discussions today - can we please arrange to close off Charles Sturt University on-line applications effective from Tuesday 30 September 2014.

Steve the recruitment website web link for CSU will have to be removed and an appropriate message for the website will have to go up tomorrow along with a statewide Nemesis message.

For applicants that have already completed the CSU process and are yet to lodge their police application - I think we do the same as the last occasion and leave the JOBSNSW site open for those that are yet to lodge their police application.

Ken - I tried to ring you to discuss so you can notify Admissions in Wagga.

Julie

**Julie Middlemiss | Chief Superintendent**  
New South Wales Police Force  
Education and Training Command Goulburn  
McDermott Drive, Goulburn NSW 2580  
Ph: +61 2 4828 8635 | E/N 24635 | Mobile 0417 402 080  
Fax: +61 2 4828 8674 | E/N 24674  
NSW Police Force Email: [midd1jul@police.nsw.gov.au](mailto:midd1jul@police.nsw.gov.au)



**SUSPENSION OF CSU / ADPP APPLICATIONS - EFFECTIVE FROM  
TUES 30 SEPT 2014**

Julie Middlemiss to: Michael Corboy  
Cc: Paul Bousfield

29/09/2014 16:02

MJC,


As discussed today and as per the previous pink - we are arranging to close off Charles Sturt University applications for the ADPP, effective from Tuesday 30 September 2014.

We will keep the on-line police application open on the JOBSNSW site to allow people (who have already lodged / completed their CSU application) time to complete that part of the process.

We are processing over 1900 applications at the Recruitment Branch. Steve Hudson will arrange a nemesis and web message for tomorrow.

regards

Julie



**Julie Middlemiss | Chief Superintendent**  
New South Wales Police Force  
Education and Training Command Goulburn  
McDermott Drive, Goulburn NSW 2580  
Ph: +61 2 4828 8635 | E/N 24635 | Mobile 0417 402 080  
Fax: +61 2 4828 8674 | E/N 24674  
NSW Police Force Email: [midd1jul@police.nsw.gov.au](mailto:midd1jul@police.nsw.gov.au)





**Fwd: SUSPENSION OF CSU / ADPP APPLICATIONS - EFFECTIVE FROM TUES 30 SEPT 2014**

Michael Corboy to: David Hudson, Anthony Jenkins  
Cc: Paul Bousfield, Julie Middlemiss, Stephen B Hudson

29/09/2014 16:40

Deputy

As per our discussion and in complying with the "pink" previously submitted for the information if the Commissioner and Minister, police recruitment will close for two months from tomorrow.( see below)

In terms of the pink, the agreement is that during 2014 that recruitment would open for two months and close for two months on a continuing basis.

We will report prior to the two months on the state of the "pool" and we will also know by that stage the recruitment requirements for 2015.

The Recruitment Branch will ensure communication through Facebook and the website of these arrangements.

Thank you

Michael

Michael Corboy  
Assistant Commissioner  
New South Wales Police Force

Begin forwarded message:

**From:** "Julie Middlemiss" <[midd1jul@police.nsw.gov.au](mailto:midd1jul@police.nsw.gov.au)>  
**Date:** 29 September 2014 16:02:16 AEST  
**To:** "Michael Corboy" <[corb1mic@police.nsw.gov.au](mailto:corb1mic@police.nsw.gov.au)>  
**Cc:** "Paul Bousfield" <[bous1pau@police.nsw.gov.au](mailto:bous1pau@police.nsw.gov.au)>  
**Subject:** **SUSPENSION OF CSU / ADPP APPLICATIONS - EFFECTIVE FROM TUES 30 SEPT 2014**

MJC,


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regards

Julie



**Julie Middlemiss | Chief Superintendent**  
New South Wales Police Force  
Education and Training Command Goulburn  
McDermott Drive, Goulburn NSW 2580  
Ph: +61 2 4828 8635 | E/N 24635 | Mobile 0417 402 080  
Fax: +61 2 4828 8674 | E/N 24674  
NSW Police Force Email: [midd1jul@police.nsw.gov.au](mailto:midd1jul@police.nsw.gov.au)



Statewide document: Event : NON EVENT -- Relates

**Message** | Message Details

Subject : Closure of Academic Eligibility Assessments  
Event : NON EVENT Relates  
Category : ADMINISTRATIVE  
Author : Stephen B Hudson  
Contact : 29880  
Phone :  
Date: 30/09/2014

Message Content :

Due to the overwhelming number of applications currently on hand at the Police Recruitment Branch, the acceptance of New Academic Eligibility applications in respect to Police Recruitment by the Charles Sturt University has temporarily close.

All current applications in process will continue as normal. Applications for Academic Eligibility will resume in the near future. All staff are advised to review the Recruitment Branch Website at <http://www.police.nsw.gov.au/recruitment> for further information

If you have any inquiries or concerns please contact the Recruitment Branch on 1800 222 122 or E/N 29881

Inspector Steve Hudson  
General Manager  
Police Recruitment

Attachment :

Mail sent :30/09/2014 04:36 PM