

POLICY

Guidelines for the allocation of unfilled Country Station Officer and Inspector positions

1. When a country vacancy occurs and is one which is not subject to a Transfer Register or alternatively cannot be filled through a Transfer Register, such position will be advertised in In Orders and all eligible Station Officers or Inspectors may apply. A selection based on merit will be made by a selection panel in accordance with NSWFB policy. Appointment to the position will be for a minimum of two years (except as otherwise provided for in this policy).
2. Where the position cannot be filled under point 1 because there are no applicants, or because no applicant is successful, the position will be offered to employees who have successfully completed a relevant Promotional Program but, due to the lack of a vacancy, have not been promoted. The employee will be selected on merit.
3. Where the position cannot be filled under point 2 because there are no applicants, or because no applicant is successful, the position will be offered to employees who are currently completing a relevant Promotional Program. The employee will be selected on merit and will be eligible to take up the vacant position on successful completion of the Promotional Program.
4. Where the position cannot be filled under point 3 because there are no applicants, or because no applicant is successful, the position will be offered to employees whose level of achievement in the entry test means they have gained a Promotional Program position, but are yet to commence the program. The employee will be selected on merit, undertake the next available Promotional Program, and take up the vacant position on successful completion of the program.
5. Subject to point 6, where the position cannot be filled under point 4 because there are no applicants, or because no applicant is successful, the position will be offered to employees who undertook the most recent relevant entry test but did not gain a position on the Promotional Program. The position will be offered to such employees by order of merit in the entry test, and so on down that merit list. The first employee who accepts the position will then undertake the next available Promotional Program and, upon successful completion of that program, will be provided with additional training and promoted to the new rank prior to taking up the country position.
6. Where the period between the occurrence of the country vacancy and the completion of the most recent relevant entry test exceeds 12 months, the position will be advertised as one of the positions available for the next entry test and filled in accordance with points 3, 4 and 5 above.
7. Where an employee gains a Promotional Program position under point 5 but does not successfully complete that program, the employee will not be appointed to the position and, in the case of a Leading Firefighter, will revert to their former rank. The employee will still be eligible to apply for the next or any subsequent Promotional Program's entry test.

8. Subject to 9 and 10, once appointed to the country vacancy, a minimum period of service of two years will apply from the time the employee takes up the position.
9. During the first 18 months of service, employees who are appointed in terms of:
 - a) 1 or 2 above cannot apply for a transfer but may apply for any advertised vacancy for which they are eligible.
 - b) 3, 4 and 5 above cannot apply for a transfer, any advertised vacancy or promotion.

When an employee becomes eligible to apply for a transfer (ie after 18 months) and does so, they will, in ordinary circumstances, be transferred within a period of six months from the date of such application or after two years service in the current position, whichever is the later.

10. Any application of this policy is subject to and in no way limits the provision of clause 27 (3) of the *Fire Brigades (General) Regulation 2003*, which states:

A firefighter must serve wherever the firefighter is directed by the Commissioner.

In extreme unforeseen circumstances an employee may apply to the Commissioner for early release from the condition to serve a minimum of two years in the position. The Commissioner will assess such applications on a case by case basis. Where approved, the employee will be required to pay for all transfer and removal costs from the country to the greater Sydney area and, if appointed in accordance with point 5, to revert to their former rank as follows:

- a) in the case of Station Officers who were appointed from Senior Firefighter and promoted to Leading Firefighter in accordance with this policy, to the rank of Senior Firefighter; and
- b) in the case of Inspectors, to the rank of Station Officer.

Contact Officer: Superintendent Marcus Baker, Manager Operational Personnel,
(02) 9265 2869

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