

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

CORPORATE EXECUTIVE

ADMINISTRATIVE INSTRUCTION NO. 47

Ref: 028472F0507

TRANSFER POLICY - FIELD STAFF WITH CERTIFICATE IN CONSERVATION AND LAND MANAGEMENT QUALIFICATIONS OR EQUIVALENT

This Instruction has been issued to satisfy requests by field staff for information concerning CALM practices and procedures relating to transfers. It should be read in conjunction with Policy Statement No. 37.

The Department has, on occasions, transferred staff from Operations to "Specialist" Branches or to remote areas. There has been some perception that these transfers can sometimes disadvantage officers in respect to later promotional prospects. On the other hand, it is unrealistic to expect that all officers will remain competitive for every field staff position as each occupational group in the Public sector specialises to a greater or lesser degree. Total flexibility or a guarantee of promotional prospects should not be an expectation of any officer in any occupational group.

The general guidelines which apply to field staff transfers are:

1. Postings into Specialist Branches, regardless of the classification level, will be advertised unless management has a specific reason to effect a transfer. Positions of Forest Ranger Level 1 or 2 in Specialist Branches will be advertised for expressions of interest.
2. Levels 3, 4 & 5 positions in operations and Specialist Branches will be advertised as promotional positions unless management has a specific reason to effect a transfer.
3. The selection criteria for Levels 3 and 4 positions in Operations will be standardised in respect to essential criteria. The job descriptions developed for the training and development model will form the basis of the essential selection criteria. Desirable criteria will contain more specific content, but Selection Panels should not use this to overlook applicants who have strong claims on essential criteria.
4. On occasions, after occupying a promotional position for only a short period of time, an officer may apply for another position at the same level. This can penalise certain localities and makes for extra work, but the rights of individuals, under the Industrial Relations Act, to apply for promotional positions or to exercise appeal rights cannot be limited. Applications of this nature can, however, be considered by Selection Panels in the context

of "merit". It is quite legitimate for Panels to question the sincerity or dedication of persons attempting to move too quickly from one position to another for purely personal reasons.

5. Transfers for either development or personal reasons will be facilitated through the performance appraisal system. Where field staff have been transferred into a Specialist Branch and have career aspirations in operations, a request to transfer back will be given high priority in the context of the provisions outlined in paragraphs 7 and 8.
6. Because the process of filling vacancies is often subject to lengthy promotion processes the General Managers Attached List exists to "hold" officers, pending the occurrence of an appropriate vacancy. This mainly affects graduating cadets, but it can apply to other staff. Persons placed on the Attached List can expect to remain on it for up to 12 months, although the time is usually shorter.
7. Officers can expect to have a minimum of three postings during their first eight years of service at Levels 1 and 2. This provides them with a range of experience and is designed to assist their development. Generally they can expect to spend between one and three years in their first posting, although officers who are initially held on the Attached List may spend less than one year in their first posting. The two subsequent postings will generally result in periods of between two and four years, providing them with experience in different areas of work.
8. The current procedure for dealing with the annual transfer process is as follows:
 - Details of vacancies and requests for transfer (for whatever reason) are sought from Regions and Branches in September/October each year.
 - Staff are consulted by their Regions and Branches in respect to their preferences. This will have already been covered to some extent by performance appraisal and general management practices, but circulating staff at this time is necessary.
 - Responses from Regions and Branches are forwarded to Human Resources Branch and a meeting of Regional Managers and Branch Managers is held in October/November to plan moves based on Departmental needs, personal development and personal requests.
 - A report received from OIC Cadet School in early December is considered in respect to examination results, general performance and personal preferences of cadets.
 - The placement of cadets is incorporated into the plan previously formulated with Regional and Branch Managers and sent to Regions for review. (As far as possible, preference is given to higher performing cadets in meeting the ranked order of preference placements nominated by each cadet).

- A final recommendation is sent to the General Manager for approval in mid December.
- Notices of appointment for cadets and transfers for other staff are sent out before the end of December.

Syd Shea
EXECUTIVE DIRECTOR

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