

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO. 37

FILLING VACANCIES BY PROMOTION AND TRANSFER

DECEMBER 1990

1. INTRODUCTION

To achieve the best utilisation of valuable staff resources, there needs to be flexibility in the way staff can be deployed. To achieve this, appropriate arrangements are made to fill positions by way of advertising opportunities for promotion or by transfer.

2. LEGISLATIVE FRAMEWORK

The processes for filling promotional positions in the Public Sector are subject to the provisions of the Industrial Relations Act.

Positions in CALM that come under the Act's definition of "Promotional Positions" are those above Level 1 for positions covered by the Public Authorities Award (ie. salaried staff), Ranger in Charge, Senior Ranger, Overseer and Mechanic in Charge.

An employer can transfer an employee from one position to another. However, If the option to transfer is not taken and the position is advertised then it becomes appealable if it is classified Level 2 to Level 8.

The Industrial Relations Act requires the WA Industrial Relations Commission to exercise its jurisdiction "according to equity, good conscience and the substantial merits of the case".

The above requirement is brought forward to the promotion appeal processes of the Act in the following term:

The Appeal Board "shall have regard to special qualifications and aptitude for the discharge of the duties of the office to be filled together with merit, diligence, experience and good conduct".

Selection Panels in assessing applicants against Selection Criteria should therefore exercise the same considerations in making their selection. It is very much a question of judgement for each panel as no further legal guidelines are available. Position Data Forms and Selection Criteria can assist however, by listing duties, knowledge and experience in some order of priority.

The Equal Employment Opportunity Act also promotes the application of merit for promotion and prohibits procedures which are discriminatory.

3. GENERAL APPROACH

An effective promotion and transfer policy must provide for merit, managerial flexibility, staff development and personal requests. Different approaches need to be taken at different times and for different positions. Circumstances are rarely the same and individual situations can be quite complex.

4. POLICY

CALM's policy is to advertise promotional positions, while reserving the right to transfer where there is a Departmental need or to meet personal requests from staff.

5. PARTICULAR STRATEGIES

5.1 Transfers

The transfer process is used to meet Departmental requirements, for developing personnel by facilitating experience in other work locations and/or duties and to assist staff with personal requirements. Transfers can be arranged without advertising or following an invitation for expressions of interest.

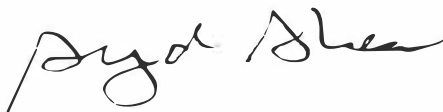
5.2 Expressions of Interest

Expressions of interest may be invited from suitably experienced and qualified officers in the following circumstances:

- . for transfers to non-promotional positions.
- . to enable National Park Rangers to obtain a transfer to another National Park where a vacancy exists (resident or mobile), as well as to facilitate the award requirement of experience in two parks for progression purposes.
- . where an experienced officer at the same level is required for a position and there may be officers wishing to transfer for personal reasons.
- . for planning purposes where a number of moves need to be examined at the same time.
- . when fixed-term assignments in specialist areas are available. (A higher duties allowance would be paid if the classification of the position is higher than that of the successful applicant).

6. ASSOCIATED PAPERS

See also Administrative Instruction No. 47, Transfer Policy - Field Staff with Certificate in Conservation and Land Management or equivalent.



Syd Shea
EXECUTIVE DIRECTOR

5 December 1990

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