Relief and Transfer

Guidelines

Firefighter and Station Officer Rank Employees

2016

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1.0 INTRODUCTION

This document outlines the transfer and relieving conditions for Rostered Operational Personnel in the Fire & Rescue Service. The processes ensure fair and equitable decisions are made, taking into account organisational requirements and consideration of employee needs. Furthermore, it ensures effective and efficient management of relief and transfer for Rostered Operational Personnel up to and including the level of Station Officer.

The responsibilities of Staff Deployment as detailed in Section 6.2.1 will be reviewed by DFES and the UFU no later than six months after the Relief and Transfer Guidelines comes into effect to determine their suitability and effectiveness.

2.0 GUIDING DOCUMENTATION

- *Fire Brigades Act 1942;*
- *Fire Brigades Regulations 1943*;
- Public Sector Standards in Human Resource Management – Employment Standard;
- *Western Australian Fire Service Enterprise Bargaining Agreement (EBA) 2011* (or its replacement);
- *Fire Brigade Employees' Award 1990* (or its replacement).

3.0 DEFINITIONS

Associated Station: A station that is geographically close to a relief station. For each relief station, there are two (2) to three (3) of these associated stations.

Approved Position: A position approved by the WA Government as a Career FRS FTE

Core Position: A permanent position on a station. Personnel in these positions do not perform a relieving function except in circumstances outlined in the guidelines.

Metropolitan Relief Area: The area encompassing metropolitan stations, including Mandurah fire station.

Operational Requirements: The requirements needed to maintain effective operational response.

Partnering Station: A station, associated with a Relief Station, which has special competency requirements for relieving.

Relief: A period of vacancy on an approved position.

Relief Pool: Comprised of all permanent rostered operational personnel not assigned to Core Positions.

Relief Pool Service: Personnel who hold a position within the Relief Pool will accrue time spent in the Relief Pool, including any reliefs, temporary transfers, or other duties, which will be used to apply priority, in accordance with the guidelines.

Relief Station: A station, with the required facilities, within the Metropolitan Relief Area, which has personnel from the Relief Pool permanently attached to the Station.

Home Relief Station: A Relief Station that a member of the Relief Pool reports to at the start of a shift, when not on a scheduled relief or transfer.

Rostered Operational Personnel: FRS Personnel who work a rostered shift work arrangement.

Short Term Relief: A relief caused during a shift due to personnel absence.

Short Term Standby: A standby of up to one (1) hour prior to the normal commencement of shift, this time is not counted as normal shift time.

Staff and Management System (SAMS): Computerised staffing and station management application.

Station Profile: The approved staffing profile for any station platoon, including experience and competencies, which fulfils the requirements agreed to by the Union and the Commissioner.

Set of Shifts: Eight (8) day period comprising of two (2) 10 hour day shifts, and two (2) 14 hour night shifts, followed by four (4) shift leave days.

Scheduled Relief: Any period of relief of one (1) set of shifts or more, up to three (3) months, supported by written notification from Staff Deployment or the responsible District Officer.

Unscheduled Relief: Any relief that is not scheduled by Staff Deployment.

Station Preference: Refers to a nomination by personnel in the Relief Pool for their preferred stations for relieving opportunities. Personnel are able to nominate their station preference in SAMS. The employee Station Preferences is taken from SAMS at the time of advertising the relief.

Temporary Transfer: A relief that shall be for no less than three (3) months that is scheduled by Staff Deployment.

4.0 RIGHTS OF THE COMMISSIONER

The Commissioner may direct personnel in accordance with *Fire Brigades Regulation 122:* "Every officer and member of a brigade must serve wherever the FES Commissioner may direct and attend all incident calls while on duty". In exercising this right, the Commissioner will take into consideration the principles of natural justice, and make fair and equitable decisions subject to the provisions of any relevant award, industrial agreements or legislation. A record of decisions will be maintained.

It is recognised that some MRP positions will be required to be relocated by the Department based on Appendix C Profiles and its need to deliver services to the WA community. These relocations will be made subject to the appropriate infrastructure for personnel being available including but not limited to beds, lockers, hooks and positions on appliances

5.0 MAINTAINING PLATOON PROFILE

Personnel should be allocated on station according to Station Profile as recognised by the parties and authorised by the Commissioner (Annex C).

6.0 PERSONNEL COORDINATION – CORE AND RELIEF

6.1 General

6.1.1. Reliefs may not occur if during the period of relief the relief station goes below approved staffing at the time of the posting. If a posting has commenced, and the home relief station falls below approved staffing levels, the reliever will complete the full period of the scheduled relief before returning to their home relief station.

6.1.2. Personnel in Core Positions at stations with a relieving component may participate in all relieving functions if agreed to by the majority of relievers on that platoon. Where this has occurred, the Core person is to notify Staff Deployment of the agreement so they can have access enabled on the 'Scheduled Reliefs' page within SAMS. Core personnel will not accrue time in the Relief Pool for this function.

6.1.3. Personnel in the Relief Pool are required to undertake both scheduled and unscheduled relief, as required.

6.1.4. All personnel in the Relief Pool are able to nominate their Station Preference in the last five calendar days of each month. This is accessed through the profile page of SAMS under the 'Relief Station Preference' tab.

6.1.5 When carrying out a scheduled relief at a station – station personnel are to deliver training to the reliever to gain the competencies the reliever needs to relieve across all the roles on the station. This does not apply where the completion of a training course is required to obtain a competency ie. Confined Space/Technical/Vertical Rescue, SET courses.

6.1.6. When allocating reliefs, the person responsible, in consultation with the Station Officer, should consider the following:

- Movement of existing personnel to cover specialist appliance / pump driver requirements;

- Competencies required for the vacant position; and
- Station profile.

And then with the relief personnel:

- Available competencies;
- Availability to complete entire period of relief;
- Proximity of Relief personnel to the station (distance and travelling time from home 'relief' station). While all attempts will be made to stay within maximum travelling limits, there may be occasions where relief personnel are required to relieve beyond their partnering and associated stations; and
- Employee Station preferences.

6.1.7. These guidelines will not prejudice career development opportunities, such as acting opportunities at rank or in a higher rank. Where operational requirements have precluded personnel from taking up an opportunity, applicants can record these details on their next application, so their preference is prioritised, subject to meeting the minimum requirements. Repeated cases of personnel being disadvantaged due to operational requirements will be open to appeal as per Section 13 of these guidelines.

6.1.8. Periods of service in the relief pool will not be affected where employees are absent for periods of up to twenty four (24) months for the following reasons:

- Employees carrying out relieving, including temporary transfers, transfers to Non-Rostered Shift work, special duties, for either personal development purposes or to assist DFES in service delivery (Annex B).
- Employees who undertake extended leave periods including all leave types except Leave Without Pay (LWOP).

Employees who undertake LWOP will not accrue time in the Relief Pool for the period they are on leave. This condition does not apply where DFES has released employees on LWOP to fulfil full time Union Executive office, or employees who have applied for an extension of Parental Leave.

6.1.9. Where a member of the Relief Pool is absent from their permanent position for a period in excess of twenty four (24) months, any period of time over that 24 months will not be counted as length of service in the Relief Pool.

6.1.10. Employees who have been absent from their permanent position, in excess of twenty four (24) months as per 6.1.8, must either return to or relinquish their position of choice within that period of time. Exception to these rules is where an employee is:

- Absent on Worker's Compensation;
- Absent for health reasons and has, in consultation with the union, an agreement with the employer;
- Completing a Return to Work program.

6.1.11. An employee who elects to return to their permanent position, after a period of service away from rostered shift work, must complete a Return to Work Program if applicable, and satisfy any other work requirements from the employer, before they are eligible to apply for another non-rostered shift position.

6.1.12. An employee who has been taken off rostered shift involuntarily for any reason excluding disciplinary action, will not have the twenty four (24) month period commence until they voluntarily cease work in any capacity, including non-rostered shift work, and take leave.

6.2 Management of Scheduled Relief

6.2.1. Staff Deployment is responsible for the overall management of scheduled reliefs and will provide a Staff Movement via email for each occurrence. It is Staff Deployment's responsibility to confirm all Staff Movements are acknowledged by the relevant personnel whilst on shift.

If Staff Deployment has not received an acknowledgement prior to the end of the shift in which the Staff Movement was sent, they will notify District Officer Perth of the non-receipt. Therefore, all MRP personnel have a responsibility to check their email and send acknowledgement of any Staff Movements at the start of shift, if practical.

The exception to this is where an employee is sent on an unscheduled relief by the DO Perth and advised, prior to leaving their home relief station, they are to continue relieving at that station for any subsequent vacancy that occurs. The DO Perth will follow the direction up with an email to the reliever for confirmation. In this situation, the remainder of the relief will not attract an unscheduled relief payment.

6.2.2. If a reliever is to be sited for a scheduled relief, the reliever must commence the prior shift leading into the first shift of that relief, at their home relief station, so that they have the opportunity to gather any PPC and personal effects required for the scheduled relief.

6.2.3. Reliefs that are determined to be scheduled reliefs by Staff Deployment will be advertised on SAMS as soon as practicable after it has been identified. Advertisements/Notifications of rostered scheduled reliefs will be as per 6.2.5.

6.2.4. Scheduled Reliefs take priority over Unscheduled Reliefs.

6.2.5. Relief station priorities for provision of Scheduled Reliefs are:

1) The home relief station; (48 day notification)
2) A relief within the station's Partnering Stations; (40 day notification)
3) A relief within the station's Associated Stations; (32 day notification)
4) A relief at any other station within the Metropolitan Relief Area. (24 day notification)

6.2.6. Where the vacancy remains unfilled sixteen (16) days prior to the commencement of the relief, Staff Deployment will allocate a reliever to fill the scheduled relief.

6.2.7. If core personnel wish to nominate for a scheduled relief, they must acquire SAMS access as per 6.1.2. This must not affect the requirements of their home station or create a consequential vacancy.

6.2.8. A Scheduled Relief allocated to relief personnel shall be for no more than three (3) months and shall continue until:

- The period of relief is completed;
- The absentee employee returns to work;
- A cancellation of the Relief approved by the employer.

6.3 Management of Unscheduled Relief

6.3.1. The day-to-day management of unscheduled reliefs is at the direction of the District Officer (DO) responsible for unscheduled reliefs, in consultation with the Station Officer at the station where the vacancy occurs.

6.3.2. Relief station priorities for provision of Unscheduled Reliefs, are that all relievers are to relieve at:

1) The home relief station;
2) Stations based on relievers' SAMS preferences, taking into account competency requirements;
3) A relief within the station's Partnering Stations;
4) A relief within the station's Associated Stations;
5) A relief at any other station within the Metropolitan Relief Area, but not more than 50Km unless a Station/Appliance is to be decommissioned because overtime callback/holdback cannot be arranged.

6.3.3. When staffing numbers do not permit a relief, the position may be filled by either a callback in the first instance or holdback at the station where the vacancy exists. Holdbacks between rostered shifts should not occur except for operational requirements as per EBA Sections 15(2) and 15(3).

6.3.4. Surplus Core personnel at any station are available to be deployed for reliefs only after all relief stations are exhausted of relievers. The exceptions to this are:

1) Decommissioning of fire appliances;
2) Travelling distances for a reliever would exceed 50 kilometres;

6.3.5. Relief personnel may only be deployed to another station requiring relief when all relief requirements are satisfied at the home relief station. Therefore, at the time of allocating reliefs, deployments are not to create a subsequent vacancy unless it is to maintain station profile.

6.4 Short Term Standby

6.4.1. One hour prior to the commencement of shift, personnel may use Short Term Standbys to cover positions.

6.4.2. When making use of a Short Term Standby, core personnel may only be relieved by oncoming core personnel unless it is established that a core member of the oncoming platoon will be absent for that shift. In this case, relief personnel may relieve core personnel coming off shift. In all other cases, relief personnel will not take up a crew position on an appliance until shift has commenced and they are not required to undertake relieving duties away from their home relief station.

6.5 Relieving Allowances

Relieving Allowances will be paid in accordance with the relevant industrial instrument.

7.0 COUNTRY RELIEVING

7.1 General

7.1.1. Country stations have an inbuilt relief component to cover rostered staff shortages such as annual leave and most long service leave. Country stations will attempt to cover other unscheduled short and long term vacancies (scheduled reliefs) by posting the inbuilt relief component across platoons in the first instance. Movement between identified working arrangements will be by agreement between the employer and the employee. Where agreement cannot be reached the minimum notice period will be supplied in accordance with the relevant industrial agreement.

7.1.2. Where possible, station profiling will be maintained, however, the Regional District Officer of the country region, in consultation with the Station Officer, are to manage the profile.

7.2 Relieving Allowances

Where an employee is required to relieve at a country station other than their usual station, they will be paid relieving allowances in accordance with the relevant industrial instrument.

7.3 Qualifications

7.3.1. Qualifications required by personnel to be eligible to be placed on the CRR are determined by Assistant Commissioner Country (ACC).

7.3.2. An employee who has registered an interest in undertaking country reliefs, who doesn't hold the required qualifications, will be considered for a position on a future training course, before being placed on the CRR.

7.4 Country Relief Pool Roster

If a station is unable to maintain their approved operational staffing level within the allocated structure, the Regional District Officer can request a reliever through the Staff Deployment Officer (SDO).

The SDO will manage the selection and posting of personnel to country stations through consultation with the Assistant Commissioner Metropolitan (ACM), using the Country Relieving Roster (CRR).

7.5 Country Relieving Roster Selection

7.5.1. The following section details how the Country Relieving Roster (CRR) will operate. Initially Expressions of Interest (EOI) will be sought from firefighting personnel that

meet the competency prerequisites as per 8.3.1. Selection will be in the following priority:

1. Personnel from the MRP;
2. Core Metropolitan firefighting personnel;

Further EOI advertisements may occur when the CRR is unable to meet the request. The CRR shall be displayed on the DFESweb under 'Staff Deployment Resources'.

7.5.2. The Staff Deployment Officer shall maintain the roster and allocate all country reliefs based on the following process:

- ACM approves release of personnel from Metropolitan area; it is recognised that when country stations call for reliefs, it is because they cannot reasonably maintain station coverage and reliefs may be provided after due consideration.
- MRP personnel shall be requested in the first instance to perform the relief from the CRR. Core personnel from the CRR shall be requested second to perform the relief. If all requests are denied MRP CRR personnel shall be directed to perform the relief;
- Relievers shall be contacted via staff nominated preferred contact, sequentially, starting from the first CRR position.
- If no contact leave message and expected time for response. If sufficient lead time until the relief required, the reliever has 24 hours to respond.
- If the relief is requested on short notice (less than 16 days) a maximum of four hours to respond will be given.
- Where contact is not made the position on the CRR is maintained
- Decline of relief from personnel shall see the individual placed at the bottom of the CRR list;
- Acceptance of relief from personnel shall see the individual placed at the bottom of the CRR list; and
- Inability of personnel to complete relief due to being on annual or long service leave, extended workers compensation or performing day duties shall see employees maintain their position on the CRR.
- Should a reliever be sent without all the competencies required, the reliever is to be supernumerary and trained as a priority upon arrival at the station.

Country relief vacancies will be for the period of the relief, unless otherwise agreed (through negotiation) between the parties.

7.6 Regional District Officer Responsibility

7.6.1. The Regional DO will manage station leave and the inbuilt relief component efficiently and identify vacancies that cannot be filled from existing country personnel, as soon as possible to enable sufficient time to organise a reliever.

7.6.2. Cancel reliefs in Non Rostered Shift (NRS) positions. (Filling on-shift positions takes priority over NRS positions).

7.6.3. Where identified, the DO will notify the SDO of the situation and any special requirements.

7.7 Staff Deployment Officer Responsibility

7.7.1. The SDO will notify ACM of each relief request from Country Operations.

7.7.2. Contact the CRR personnel when a vacancy becomes available via the individual preferred contact option.

7.7.3. Update CRR each time a relief has been filled.

8.0 VOLUNTARY TRANSFERS

8.1 General

8.1.1 A voluntary transfer that creates a vacancy shall only occur when that consequential vacancy is filled.

8.1.2 A voluntary temporary transfer shall be for a period of no less than three (3) months.

8.2 Temporary Cross Transfer

8.2.1. Personnel in Core Positions may voluntarily opt into the Relief Pool through a Temporary Cross Transfer with a reliever for a period of twenty four (24) months. At the completion of the 24 months, both personnel will return to their permanent positions. The core person may apply for another temporary Cross Transfer into the Relief Pool with a different relief person.

8.2.2. For any subsequent time in the Relief Pool to be cumulative, the core person must apply and be successful for another transfer within twelve (12) months, otherwise, any time spent in the Relief Pool will expire.

8.2.3. If, during the Cross Transfer period, either staff member applies and is successful for a permanent transfer, the Temporary Cross Transfer will cease and the other staff member will return to their permanent position. The position that is vacated will be advertised as per 8.3.

8.2.4. Core personnel who have taken up a voluntary transfer into the Relief Pool will accrue time in service and be entitled to the same rights as a member of the MRP. MRP personnel temporarily transferring into the core position will be subject to the conditions under 6.1.8 and 6.1.9.

8.2.5. A Temporary Cross Transfer is exempt from any appeal from a third party, and will only be approved subject to station profile.

8.2.6. An Employer Initiated Transfer (EIT) will override any transfer under 8.2 and all personnel involved will revert to their permanent functions as core and relief personnel.

8.3 Advertising Vacancies

8.3.1. Where a vacancy has been identified, either on a permanent basis, or on a temporary basis, DFES will advertise the vacancy as soon as practical.

8.3.2. A Job Opportunity will be published on the DFESweb calling for expressions of interest for the position.

8.3.3 All vacant positions not filled by voluntary transfer will be posted via the DFESweb under the EIT process.

8.4 Pre-registration for Expression of Interest (EOI) during Extended Periods of Absence

8.4.1. As all Job Opportunities are advertised on Employee Kiosk via the 'Current Job Opportunities' tab, DFES will not be required to offer alternative notification of Job Opportunities that may arise during an employee's absence from work for any reason.

8.4.2. Employees may, prior to proceeding on leave, register an expression of interest, should any specific positions be advertised while the employee is on leave. Pre-registration of expressions of interest should be made by emailing Staff Deployment, outlining the period of leave, and the specific positions the employee would like to be considered for if they arise.

8.4.3. Pre-registration should only be made for positions where there is a genuine desire to take up that position when it becomes available. Pre-registration for any position only lasts for the duration of that instance of leave and further registrations must be made to be considered for future vacancies.

8.4.4. If an employee, via pre-registration, is successful in their application for any job opportunities, but is unable to be contacted, the position will be held vacant until they contact Staff Deployment to accept or reject the position. This is applicable for all permanent operational positions.

8.5 Temporary Transfers (by application)

8.5.1. When a temporary vacancy has been identified of three (3) months or greater in duration, DFES will advertise the position as soon as practical. A Job Opportunity will be published, including any profile requirements, on the DFESweb, calling for expressions of interest (EOI).

8.5.2. A temporary transfer shall be for no less than three (3) months and shall continue until:

- The period of transfer is completed;
- The absent employee returns to work; or
- A cancellation of the transfer approved by the employer.

8.5.3. Once the EOI has closed and all applications, including pre-registrations, the applicants will be given priority for the temporary transfer in the following order:

1) A member of the Relief Pool;
   - If more than one relief personnel apply, the person with the longest service in the relief pool gaining experience will be given preference; or
   - If this time is equal, the successful applicant will be chosen by the drawing of lots.

2) Applicants from core positions.
   - If more than one core personnel apply, the applicant with the longest time since their last voluntary transfer will be given preference; or
   - If this time is equal, the successful applicant will be chosen by the drawing of lots.

8.5.4. The personal circumstance of the employee may be taken into consideration along with the above factors.

8.5.4. Where a temporary vacancy of six (6) months or greater is advertised, and Staff Deployment identifies the position is required to fulfil initial deployments of graduate firefighters, the graduate firefighter will complete three (3) months of the vacancy. Any remaining time for that vacancy either before or after the graduate deployment, will have priority for the position assigned as per 8.5.3.

8.6 Permanent Transfers

8.6.1. Once the EOI has closed all applications, including pre-registrations, will be reviewed and a suitable applicant will be selected in accordance with these guidelines outlined below.

8.6.2. It is recognised that operational firefighting personnel meet the minimum operational requirements on stations. Subject to the station profile, applicants will be given priority for a permanent transfer in the following order:

1) A person who has completed six (6) months of an EIT in that vacant position. This does not include initial deployments of graduate firefighters.

2) A relieving person (R Person) at the station where the vacancy occurs:
   - If more than one R person applies, the person with the longest service in the relieving position will be given the preference.

3) A member of the Relief Pool:
   - If more than one Relief Pool employee applies, the employee with the longest service in the relief pool gaining experience will be given preference.
   - Where length of service in the relief pool is equal, the person with the longest time since they have undergone a voluntary transfer; or
   - If these factors are all equal, the successful applicant will be chosen by the drawing of lots.

4) Applicants from core positions:
   - If more than one applicant meets this criterion, the person with the longest time since they have undergone a voluntary transfer will be given preference; or
   - If more than one applicant meets this criterion, the successful applicant will be chosen by the drawing of lots.

For Vacancies on Country Stations:

1) A relieving person (R Person) at the station where the vacancy occurs:
   - If more than one R person applies, the person with the longest service in the relieving position will be given the preference.

2) The fifteenth (15th) firefighter on station.

3) Applicants from the Metropolitan Relief Pool:
   - If more than one relief personnel apply, the person with the longest service in the relief pool gaining experience will be given preference;
   - Where length of service in the relief pool is equal, the person with the longest time since they have undergone a voluntary transfer; or
   - If these factors are all equal, the successful applicant will be chosen by the drawing of lots.

4) Applicants from core positions:
   - If more than one applicant meets this criterion, the person with the longest time since they have undergone a voluntary transfer will be given preference; or
   - If more than one applicant meets this criterion, the successful applicant will be chosen by the drawing of lots.

For Permanent Cross Transfers:

- All applications for a permanent Cross Transfer between personnel must meet station profile requirements in the first instance.
- Before processing the transfer, the application will be advertised via the DFESWeb to allow other employees the right of objection based on priority as per 8.6.2.

8.6.3. For all permanent vacancies that have a rank requirement, a successful applicant will either already be of the appropriate rank, or be granted a six (6) month period to attain that rank. This does not apply for firefighters undertaking SODP.

9.0 DEPLOYMENT OF FIREFIGHTER AND STATION OFFICER GRADUATES

Overall management of new Recruits and Station Officers is the responsibility of the ACM and ACC, where appropriate, in conjunction with the District Officer Staff Deployment.

9.1 Initial Deployment of Graduates

9.1.1. Graduates who are subject to a targeted recruitment campaign (eg. local recruitment), will take up a position at the station they were recruited for upon completion of any necessary training courses and inductions.

9.1.2. All identified vacant positions, together with positions filled through EITs, are to be advertised a minimum of six (6) weeks prior to the completion of a school. All personnel, including Trainee Firefighters, may apply for these vacancies. If a Trainee Firefighter or new Station Officer is successful in obtaining the position, subject to and upon graduation from the school, they will be placed into the position on a permanent basis.

9.1.3. Where a position has not been filled following advertisement outlined above, a graduate may be placed into that position for a period of up to twenty four (24) months following the EIT process, if the graduate does not attain a permanent position upon graduation. All other conditions apply as though the graduate is in the relief pool. On completion of the period, the firefighter or Station Officer can choose to accept the core position or return to the relief pool.

9.1.4. All graduates who have not gained a permanent position on a station, or have not been placed into a vacant position using the above processes, will be assigned permanent relief positions at a station with the required facilities that is as close to their place of residence as possible.

Graduate firefighters in these positions will only undertake scheduled annual or long service leave reliefs for the first 6 months.

Graduate Station Officers may be assigned a temporary core position for their first month of duty at stations that have the capacity for the core personnel to temporarily undertake relieving duties. This may be facilitated as per the instructions contained under 6.1.2.

10.0 EMPLOYER INITIATED TRANSFERS (EIT)

10.1 General

10.1.1. Where an operational rostered shift vacancy has not been filled by way of the voluntary transfer process (including temporary transfer) and, where a firefighter school has not commenced, DFES will fill the position by EIT.

10.1.2. Where a firefighter school has commenced the vacancy is to be filled by reliefs, unless due to station profile requirement, the position is then filled by EIT.

10.1.3. The duration of an EIT is no less than six (6) months and no more than twenty four (24) months, unless an extension is necessary pending a subsequent EIT. Any transfer less than six (6) months is to be filled by scheduled relief. Any transfer over 3 months shall be filled by temporary transfer in the first instance, in accordance with 6.2.8 and 8.5.1 respectively.

10.1.4. A position being filled by an EIT is considered vacant for the purpose of re-advertising in accordance with these guidelines. Personnel (core or relief pool) can make application at any time to the Staff Deployment Officer to fill the vacant core position. This will cause re-advertising of the EIT in accordance with these guidelines.

10.1.5. Whenever an EIT is to be implemented, the employee to be transferred will be formally notified of the EIT. The employee will be given the opportunity to raise any concerns or reasons they should not be required to undertake the EIT. These circumstances will be given consideration prior to a final decision being made.

10.2 EIT Selection Process

10.2.1. DFES will select an employee in the following priority:

(a) A graduate firefighter who has not attained a permanent position upon completion of the Trainee School, who is:

The least disadvantaged geographically (ie. the person whose travel distance from their place of residence to the EIT station is the least). The graduates' place of residence is taken from SAMS staff details at the time of allocating the EIT, or;

- Where more than one graduate firefighter is least disadvantaged geographically, the EIT will be determined by the drawing of lots.

(b) An employee from the Relief Pool who has not previously undertaken an EIT where:

- More than one employee has not undertaken an EIT, the employee who is least disadvantaged geographically will be selected, or;

- More than one employee is least disadvantaged geographically, the EIT will be determined by the drawing of lots.

(c) If all Relief personnel have previously undertaken an EIT, the employee who has served the longest time in the relief pool since their last EIT:

- If the longest time since last EIT is equal, the EIT will be determined by the drawing of lots.

10.2.2. In addition to the above selection process, the station profile will be considered and DFES will adjust the selection of the EIT to ensure the profile is maintained.

10.2.3. Should an employee who is selected to undertake an EIT not wish to perform the role, they may submit their reasons to the Commissioner, who will consider the employee's personal circumstances in relation to the selection, and may make a further selection if deemed appropriate.

10.3 Continuation of Service – EIT

10.3.1. Relief Personnel undertaking an EIT continue to accumulate service in the relief pool and are eligible for transfers during the period of the EIT. Additionally, employees are able to make application for any vacant core position.

10.3.2. An employee undertaking an EIT who is selected to work in a developmental position may be required to return to complete the EIT after the developmental opportunity is complete. The time spent in the developmental opportunity will not count as time toward the EIT.

10.3.3. If an EIT is cancelled by the Commissioner, the EIT is deemed to have been served by the employee, in respect of selection for future EITs, unless the cancellation is for disciplinary reasons.

10.4 Completion of EIT

On completion of an EIT, the employee can choose to accept the vacant position, or return to their position in the relief pool. If the employee accepts the vacant position, this becomes their permanent position and they relinquish their position in the relief pool.

11.0 STAFF MOVEMENT FOR OTHER REASONS

The Commissioner may transfer personnel subject to the Guiding documentation in the following circumstances:

- To enable an employee to enhance their personal/professional development;
- Personal circumstances of an employee;
- Discipline; and
- An outcome of a grievance process.

Where employees have been transferred as a result of discipline or a grievance, the employee is not eligible for voluntary transfers during the period of transfer and the period of transfer will not be included as service in the relief pool. The employee may make application to the Commissioner to be considered for a voluntary transfer which will be considered on a case by case basis.

12.0 STATION CLOSURES / APPLIANCE RELOCATION / STATION COMPETENCIES

12.0.1. Personnel who are required to move as a result of station closures or appliance relocation, which results in a consequential EIT, will be provided with the following:

- The ability to transfer back to that worksite when the first vacant position becomes available; or

- Move with the appliance to its new worksite. Priority for transfers will be for the core personnel assigned to the station or appliance in the first instance using the priority listed at 8.6.2(4);

- Attachment to a station of preference as a reliever, subject to that station having the required facilities available. This station will be treated as the home relief station for these personnel until such time that they are able to relocate back to the original worksite or appliance.

- Movement to a vacant MRP position. For the purposes of applying for transfers from the relief pool, the length of service for these employees will be the greater duration of either:
    - The length of service in their permanent core position; or
    - The length of service in the relief pool immediately prior to gaining the permanent core position.

12.0.2. If a station acquires new competencies that are agreed, by the parties (station personnel, union, employer), to have a significant change on the work requirements of the current personnel permanently assigned to that station, those personnel will have the right to:

- Undertake the qualification training to retain their permanent posting at the station; or

- Opt into the Relief Pool permanently at the earliest opportunity as per 8.1.1, with all the associated rights, in addition and subject to any other conditions agreed to via a separate agreement.

13.0 FEEDBACK, APPEAL AND REVIEW

13.1 Feedback

Personnel who are directly affected by a decision arising out of these guidelines, either by application or direction, are entitled to seek feedback on the relief or transfer decision. Requests for feedback should be in writing to the District Officer Staff Deployment (DOSD).

13.2 Appeal

13.2.1. Individual personnel have the ability to appeal a decision arising out of the implementation of these guidelines. Appeals shall be dealt with in accordance with the following process:

1) The appeal should be lodged with the DOSD, in writing, within seven (7) calendar days of the decision being announced. The appellant should briefly outline the grounds for their appeal.

2) The Superintendent State Coordination (SSC) will review the decision, taking into account the grounds for the decision and the process outlined in the guidelines. If further information is required, this will be sought from the appellant. The SSC will provide a written response to the appellant within seven (7) calendar days of the receipt of the appeal, or the receipt of further information, if this is required.

3) If the determination of the SSC is not accepted by the appellant, they may refer the matter to the Chief Superintendent State Operations (CSSO), within seven (7) days of receipt of the determination by the SSC, and request a panel be convened to review the decision of the SSC.

4) The CSSO shall convene the panel to review the determination of the SSC.

   The panel shall consist of:

   i. The Assistant Commissioner Metropolitan/Country, or their delegate, and;

   ii. A representative of the appellant, selected by the appellant.

13.2.2. Personnel who believe there has been a breach of the Relief and Transfer Guidelines may refer the matter to the SSC at any stage of this process. Additionally, they may also seek advice from, or appoint a representative to assist them in the appeal.

13.2.3. Any outcomes at the conclusion of the panel will be considered final and binding for all parties involved with the decision in question. The outcomes that arise may be subject to a review to provide clarification where necessary.

13.3 Review

If, as a result of an appeal, it has been identified that the Relief and Transfer Guidelines are unclear or incorrect, a review panel shall be convened by the District Officer Staff Deployment to review the Relief & Transfer Guidelines. The review panel shall consist of the Assistant Commissioner Metropolitan/Country, a Union representative, and the Chief Superintendent State Operations. Any recommendation arising out of the panel shall be forwarded to the Deputy Commissioner Operations for approval.

14.0 ADVISORY PANEL

From time to time, an Advisory Panel will be convened to interpret any unintended or unforeseen consequence of these guidelines. The Advisory Panel will assist in the selection of staff transfers when these guidelines are silent on a particular circumstance. Any recommendation arising out of the panel shall be forwarded to the Deputy Commissioner Operations for approval.

14.1. Advisory Panel Delegates

The Advisory Panel will include equal numbers of delegates from DFES and the Union, with DFES providing staff to support the panel's operation. DFES delegates will include:

- Assistant Commissioner Metropolitan
- District Officer Staff Deployment
- District Officer Perth representative

Annex A – Associated and Partnering Stations Matrix
Relieving Stations

Correct Appendix to be inserted by Chief Superintendent State Operations following further discussion with the UFU.

Annex B – Other Duties Positions

a) Fire Investigation Officer;
b) Applied Training Officer, Applied Training;
c) Training Officer, Career Training;
d) Breathing Apparatus (BA) Training Officer;
e) Training Officer, Commercial Training;
f) Training Officer, Volunteer Training;
g) General Instructor, Career Training;
h) Air Operations Officer, Air Services;
i) HAZMAT and CBR Officer, Special Risks;
j) Rescue Officer, Special Risks;
k) USAR Officer, Special Risks;
l) Building Fire Safety Officer, Built Environment Branch;
m) Operations Information Officer;
n) Staff Deployment Officer;
o) Health and Safety Officer;
p) Welfare Officer;
q) Exercise Development Writer;
r) Urban Capability Officer;
s) Heavy Industry Liaison Officer;
t) Operational Communications Officer;
u) Station Officer Capability Planning; and
v) Any other duties agreed to by the parties.

Annex C – Station Profile

After consultation between Operations (Ops') and UFU of WA representatives Capability Command has recognised that the variation between Ops' and UFU positions on Station Profiling varies only around wording that recognises Senior Firefighters (SFF) as opposed to FF 2nd Class or above and whether this should be a minimum or preferred standard.

It's a UFU requirement that all appliance types should at a minimum have a SFF attached to the vehicle. It can be proven by Operations that this would cause an additional cost on single pump platoon profiles for a percentage of time.

Operation can prove that by using terminology of "FF 2nd Class or above" it will prevent any additional cost and meet UFU minimum requirements for a large percentage of time.

A study completed in Jan 2015 (see table below) identified that 70% of all FF were SFF's and 12.5% are 2nd to 1st Class FF's. If you consider the 519 FF's above 2nd Class as a whole to fill positions then 85% of the time a SFF would be available to fill the positions allocated to this group of staff.

To further improve the percentage of time to 100%, 2nd and 1st Class FF should be allocated to station that have larger numbers of SFF in comparison. The Station matrix provided demonstrates this concept and falls in line with the proposed crew profile.

It must be recognised that staff numbers and Classifications within these numbers constantly change and it is a requirement to set aside positions to maintain a crew profile plus ensure advertisement process supports the profile.

Years in CFRS	Rank (FDP Qualification completed)	Total Number	%
less than 1	FF 5th Class	40	6.38%
1 - 2	FF 4th Class	18	2.87%
2 - 3	FF 3rd Class	50	7.97%
3 - 4	FF 2nd Class	37	5.90%
4 - 5	FF 1st Class	41	6.54%
5 or greater	Senior FF (SFF)	441	70.33%
Total		627	100%

Conclusion

DFES acknowledges 2nd Class FF's as fully qualified in Certificate III in Public Safety (Firefighting & Emergency Operations), competent to complete the work requirements in a semi-autonomous manner. Whilst supervision for tasking is required 2nd Class FF are deemed competent to be given direction and complete that direction within approved doctrine without the constant supervision that an apprentice would require. This allows for the "Minimum Crew Profile" to be accepted in unforeseen situation.

Under current and potential staff levels it is possible to achieve a preferred crew profile at least 90% to 100% of the time if the proposed Crew Profiles was adopted. See over for the minimum and preferred crew profiles.

Minimum Crew Profile
(due to unknown events)

Appliance Type	Number of Staff	Rank / Classification
Pump & LT / Pump	1	SO
	2	FF 2nd Class or above
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Medium / Heavy Tankers & POD Carrier	1	FF 2nd Class or above
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Specialist with OIC	1	SO
	2	FF 2nd Class or above
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Aerial	2	SFF

Preferred Crew Profile
(a selection process)

Appliance Type	Number of Staff	Rank / Classification
Pump & LT / Pump	1	SO
	1	SFF
	1	FF 2nd Class or above
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Medium / Heavy Tankers & POD Carrier	1	SFF
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Specialist with OIC	1	SO
	1	SFF
	1	FF 2nd Class or above
	1	FF below 2nd Class

Appliance Type	Number of Staff	Rank / Classification
Aerial	2	SFF

Principles

1. One FF below 2nd Class will be allocated to each SO position, SET appliance can't have a 5th Class FF
2. One SFF will be allocated to each SO position
3. One FF 4th or 3rd Class can be allocated to each Medium/Heavy Tanker/POD Carrier ONLY when all other below 2nd Class FF position are filled as per point 1, preferably with a SFF
4. Staff are suitable trained on the relevant appliances
5. Unforeseen short term absences can be filled by minimum crew profile.
6. Positions will be advertised and filled by preferred crew profile in the first instance
7. That 144 under 2nd Class and 96 2nd to 1st Class positions are maintained in structure, any staff that exceed these levels will be used to backfill these position, undertake additional training or development opportunities.

Signature: L Anderson **Date:** 25/8/2016

Lea Anderson
Secretary
United Firefighters Union of Australia

Signature: **Date: 23 August 2016**

Darren Klemm
Assistant Commissioner
Department of Fire Emergency Services