



**New South Wales
Police Force**

Placement Strategy Re-engineering NSWPF - Administrative Officers

**Workforce Relations & Strategy
Human Resources Command**

Document Control Sheet

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1. Introduction

This placement strategy is for the re-engineering of the NSW Police Force and relates to all affected administrative officers.

The placement strategy will provide opportunities for:

- Placement of permanent employees at their substantive grade
- Relocation to available work for permanent employees
- Employment of current temporary employees
- Promotional opportunities in accordance with standard merit based recruitment processes, and
- Management of any excess employees

This strategy does not apply to contingent workers

2. Definitions

1. **Permanent employee:** an administrative officer other than a police officer or temporary employee (as defined in Section 3 of the Police Act 1990).
2. **Temporary appointment:** a permanent employee appointed to act in a vacant administrative officer position under the provisions of sections 82D or 95 of the Police Act 1990.
3. **Temporary employee:** a person temporarily employed by the NSW Police Force for a specific purpose or period of time under the provisions of sections 90/91 of the Police Act 1990.
4. **Appointment of an external long-term temporary employee to a permanent position (91A Police Act):** A long-term temporary employee is a temporary employee whose employment as such an employee falls within a continuous employment period of at least two years for a non-executive administrative officer position. Conditions in respect to duties, employment on merit, ongoing work, skills, qualifications, experience, work performance and personal qualities are to be met.
5. **Higher Duties Allowance (HDA):** Relieving opportunity for positions which does not involve open merit selection process.
6. **Affected Officer:** Employee, whose position has been deleted, altered or moves as a result of the organisational change.
7. **Relocation of available work:** If work is no longer available at an officer's current location, the Commissioner may require the employee to relocate to an area where there is available work. The position at the new location must be at the same salary level as the previous position. The officer must possess the skills and qualifications required to perform the job. Where the work is different, the officer will be provided with necessary support, including staff development or training.
8. **Relocation provisions:** Officers within the Sydney metropolitan area may be transferred to suitable available positions elsewhere within the metropolitan area. Personal circumstances will be reviewed on a case by case basis.

Note: There is no provision under the Police Act to directly appoint permanent officers on Higher Duties Allowance arrangements (paragraph 5 above) and appointments under Sections 82D or 95 of the Act, (paragraph 2 above).

3. Placement strategy

This process will apply to the proposed structural changes to administrative services across the NSW Police Force and relates to all affected administrative officers.

Permanent employees whose positions are not significantly affected by the structural changes will remain within the new structure in their role and at their substantive grade. This may include remaining in the same position albeit with a different reporting line but substantially the same duties and skill set. All affected officers will be priority assessed for remaining vacancies prior to advertising.

Permanent employees (equivalent to Clerk 11/12 and below) who's substantive positions are directly affected by structural changes will follow the below process.

1. Where there is only one **substantive permanent employee** for a particular position within a Command and the employee demonstrates that their skills and capabilities match the requirements for the position, the employee is automatically placed;
2. Where the number of positions in the new structure *is less* than the number of permanent employees at that grade, priority assessments against the capability requirements for the position will be co-ordinated by the implementation team involving independent officers, senior in grade to the position in question.
3. Where a permanent employee is not placed via either point 1 or 2, they will be deemed to no longer hold a substantive position. Affected Officers will have priority for advertised available vacancies at their substantive grade across NSW Police Force. (Refer Section 5 for ongoing management of unattached affected officers not placed).

Senior Executive Service and Senior Officer Positions will be managed in accordance with the senior executive reforms and implementation program. Note that the HR Reforms team within the Human Resources Command are responsible for the implementation of GSELA reforms and can provide advice and support in relation to the management of Senior Officers and Senior Executive Service staff.

4. General placement strategy

This process will be applied at the conclusion of the placement strategy

Phase 1 - Appointment of long term temporary employees:

A review will be undertaken to identify long term temporary employees that satisfy the necessary criteria to be permanently appointed.

Phase 2 - Internal advertisement:

Remaining vacancies (equivalent to Clerk 11/12 and below) will be filled by merit based recruitment, advertised internally within NSW Police Force (where appropriate). All permanent employees and temporary employees (who have completed a minimum of 2 years service at the time of advertisement and were employed via an open merit selection process) will be eligible to apply.

Phase 3 – External advertisement:

Any vacancies not filled during Phase 1-2 will be advertised externally and filled by merit based recruitment. Current excess officers across the NSW Public Sector will be considered for matching to vacant positions at this time.

Consequential vacancies as a result of Phase 2 recruitment will also be filled during this phase.

5. Affected Officers

Any permanent employees not placed in the new structure will be declared an "Excess Employee" and managed in accordance with the NSW Government Managing Excess Employees (MEE) Policy.