



Guidelines on the transfer of NSW Police Officers (Transfer Guidelines)

Recruitment, Transfers & Appointments
People & Capability Command

Summary

These guidelines were designed to ensure a fair, transparent and equitable process for the transfer of police officers within the NSW Police Force and clear instructions as to the application of tenure. The guidelines also provide advice on generic processes based on merit such as secondment opportunities and mobility programs for the movement of police officers.

These guidelines

- apply to all non-executive police officers
- establish clear principles to be applied when considering a transfer
- provide guidance to officers seeking to self-initiate a transfer
- provide guidance to commanders when seeking to transfer an officer
- detail an officer's capacity to seek review of a transfer decision
- identify officer tenure requirements
- confirm benefits/obligations applying to remote and special remote locations
- provide for local level agreements which can modify some general principles.

For support tools and related information please refer to the People & Capability intranet

Document Control Sheet

Document Properties

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1.01	20 August 2015	Workforce Management Branch	Correction to Section 7.1 dealing with reimbursement of electricity costs in Remote Locations, published in error.
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Version #	Version creation date	Author / Position	Summary of changes
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1.17	12 January 2024	P&C Recruitment, Transfers & Appointments	Amendment to ‘Command responsible’ in Document Control Sheet
1.18	24 January 2024	P&C Recruitment, Transfers & Appointments	Amendments as per the NSWPF Procedures for Corporate Policy Documents

Table of Contents

SUMMARY	2
DOCUMENT CONTROL SHEET	3
1. PURPOSE	8
2. SCOPE	8
3. DEPLOYMENT OF INJURED OFFICERS	8
4. DEFINITIONS.....	9
5. TRANSFER.....	11
5.1 Delegation and authority to approve transfers.....	11
5.2 Advertising Vacancies.....	11
5.2.1 Vacancies associated with police housing.....	11
5.2.2 Advertising for constable vacancies	11
5.2.3 Eligibility to apply for locally advertised positions	12
5.2.4 Sergeant and inspector vacancies	12
5.2.5 Senior sergeant and superintendent vacancies	12
5.3 Eligibility lists.....	12
5.4 Matters to be addressed when considering the transfer of police officers	13
5.4.1 Matters to be considered by police officers when seeking transfer	13
5.4.2 Matters to be considered by Commanders when assessing an officer initiated transfer.....	14
5.5 Local level agreements	14
5.6 Arrangements on failure to complete required training	15
5.7 Officer initiated transfer.....	15
5.7.1 Applying for transfer	15
5.7.2 Mobility programs – sergeants and inspectors	16
5.8 Management initiated transfer	17
5.8.1 Management initiated transfer – officers subject of a formal management plan	18
5.8.2 Command obligations on approval of management initiated transfer.....	18
5.8.3 Transfers under section 173 of the <i>Police Act 1990</i>	18
5.9 Exceptional circumstances.....	19
5.10 Police spouse transfers.....	19
5.10.1 Change in non-police spouse employment.....	20
5.11 Desirable locations and desirable commuter locations.....	20
5.12 Transfer related costs and allowances.....	21
5.13 Resolving command disputes relating to a proposed transfer	21
5.14 Police officers seeking review of transfer decisions	22
5.15 On loan agreements	23
5.16 Temporary transfers.....	23
5.17 External secondments	23
6 TENURE	24
6.1 Tenure and promotion	24
6.2 Minimum tenure at location.....	24

6.3	Maximum tenure.....	25
6.4	Probationary constables - tenure	26
6.5	Special remote locations - tenure	26
6.6	Extensions to tenure – additional tenure training agreement	26
6.7	Extensions to tenure – tenure in duty type.....	27
6.8	Rejoinees and professional mobility program - tenure	28
7	REMOTE AND SPECIAL REMOTE LOCATIONS	28
7.1	Incentives terms and conditions	28
7.2	Remote locations.....	30
7.3	Special remote locations	32
7.4	Remote offshore location	33
7.5	Transitional arrangements	34
7.6	Hard to fill	35
7.7	Capability development and rotation travel	36
7.8	Commander / Manager responsibilities.....	36
7.9	Consultation and review.....	36
8	ADDITIONAL INCENTIVES AND BENEFITS.....	37
8.1	Preferential transfer after minimum tenure at special remote location	37
8.2	Private accommodation rental	37
8.3	Financial assistance for medical and dental services.....	39
9	REGIONAL ONE AND TWO UNIT (NON REMOTE AND SPECIAL REMOTE) ALLOWANCE...	40
10	STANDARD OPERATING PROCEDURES	40
10.1	Processing a transfer	41
10.1.1	How to apply for an advertised vacancy	41
10.1.2	How to lodge an expression of interest for Permanent transfer	41
10.2	Mobility programs.....	41
10.2.1	Mobility expressions of interest.....	41
10.2.1	Preferencing vacancies	43
10.2.3	Mobility ranking	43
10.2.4	Mobility offers.....	43
10.2.5	Mobility review procedures	44
10.3	Management initiated transfer	44
10.4	Exceptional circumstances transfer applications	44
10.5	Transfer administrative procedures.....	45
10.5.1	Region (or equivalent) Human Resources Manager – consideration of expressions of interest....	45
10.5.2	Advertising vacancies.....	45
10.5.3	Local and region (equivalent) expressions of interest	45
10.5.4	Statewide advertisements	45
10.5.5	Advertising vacancies as hard to fill	46
10.5.6	Selection process – advertised vacancies	46
10.5.7	The selection panel	47
10.5.8	Recommending the applicant	47

10.5.9	Post section procedures – all transfer procedures	47
10.5.10.	Transfer costs	48
11	FURTHER INFORMATION	49
11.1	Advice and support.....	49
11.2	References.....	49
12	ANNEXURES	50

1. PURPOSE

NSW Police Force is required to provide a policing service to the community of NSW. As head of the NSW Police Force, the Commissioner of Police is granted statutory power to deploy personnel across the State to meet the needs of the NSW community.

These guidelines were designed to ensure a fair, transparent and equitable process for the transfer of police officers within NSW Police Force and clear instructions as to the application of tenure. The guidelines also provide advice on generic processes based on merit such as secondment opportunities and mobility programs for the movement of police officers.

Officers must recognise that personal preferences, while taken into account, may not always be achievable and the interests of the NSW community will be given priority. The transfer of an officer will be considered in light of the principles detailed in this document.

These guidelines have been revised to accommodate the needs of all commands and will provide Human Resource Managers with support in their role in accordance with the relevant industrial provisions.

2. SCOPE

These guidelines apply to non-executive commissioned and non-commissioned police officers. Tenure does not apply to members of the Police Senior Executive Service.

These guidelines deal with the mechanisms used to affect any transfer but exclude those business processes resulting in a transfer for disciplinary reasons. Questions of conduct and performance are managed by the Internal Review Panel.

These guidelines should be read in conjunction with referenced parts, sections and clauses of the *Police Act 1990*, the *Police Regulation 2008*, and the *Crown Employees (Police Officers – 2021) Award*.

Should a conflict arise between those documents and these guidelines, interpretation should rely on the authority of each in the order listed.

These guidelines replace the Transfer & Tenure Policy. Where the Transfer & Tenure Policy is referenced by external documents, for example in the Award, these guidelines should be taken to be the Transfer & Tenure Policy.

3. DEPLOYMENT OF INJURED OFFICERS

Before consideration is given to the filling of a suitable vacancy by way of transfer, mobility or promotion, commanders/managers must consider whether the position is suitable for the deployment of an injured police officer.

In this regard the *Deployment Policy and Guidelines* for the Injury Management of all NSWPF Employees and the *Deployment of Injured Police Officers* should be consulted.

4. DEFINITIONS

Award: means the *Crown Employees (Police Officers – 2021) Award*, or any *Award* replacing this *Award*.

Desirable commuter location: means a location nominated as such in the *Award* which includes the following Police Districts:

- Brisbane Water PD
- Tuggerah Lakes PD
- Wollongong PD
- Lake Illawarra PD

Desirable location: is as defined by the *Award* and means a location where demand for placements exceeds the available positions to accommodate them. These locations are:

- Northern Region – all Police Districts except for the following locations; Branxton, Bulga, Cassillis, Denman, Jerrys Plains, Merriwa, Moonan Flat, Murrurundi, Muswellbrook, Scone and Singleton within the Hunter Valley PD and Nimbin and Tabulam within Richmond PD
- Southern Region – includes Wollongong PD, Lake Illawarra PD, South Coast PD, and the Queanbeyan Police Station within Monaro PD
- desirable commuter locations, and
- other commands with units located in the locations outlined above

Hard to fill: means a position remaining vacant after two attempts to fill it by way of statewide advertising within the previous six months, or a position within a location where all positions have this status for a defined period by way of a local level agreement.

Inter region/equivalent command transfer: means a transfer between different regions or equivalent commands.

Intra region/equivalent command transfer: means a transfer within the same region or equivalent command.

Local level agreement: means a set of written guidelines that identify specific conditions affecting the transfer of officers into and out of a given command.

Location: means a work environment under the auspices of a single commander.

“Location” within the metropolitan area includes duty at a Police Area Command or duty in a working environment under the auspices of a Region Commander, other Command or a Branch, Squad or Directorate.

“Location” outside the metropolitan area includes duty at a police station within a Police District or duty based at a specific workplace as part of a Region office, Field, Specialist or Corporate Services command.

Management initiated transfer: means a transfer resulting from a request from a command to transfer an officer.

Merit based transfer: means a transfer obtained following a merit based selection process and includes transfers obtained as a result of an application following advertisement of a vacant suitable position, application through a mobility program, and promotion. A transfer arising from an acting, temporary or provisional appointment of a person nominated to a promotional position will be treated as a merit based transfer.

Metropolitan area: means the Sydney region but also includes the area referred to as the Central Coast on the northern line as far as Gosford, the area on the western line as far as Mount Victoria and on the Illawarra line as far as Wollongong, as defined by the *Award*.

Officer: means a police officer employed under the *NSW Police Act 1990*.

Officer initiated transfer: means a transfer resulting from a request for transfer made by the officer.

Official police residence: means a residence owned or provided by the NSW Police Force subject to an allowance in lieu of quarters (3% salary deduction). Unless otherwise specified, reference to official police residences in these guidelines are generally limited to special remote locations.

Promoted officer tenure: means a period of time that a promoted officer must remain in the promotional position before seeking transfer to another position.

Specialist command: means any command other than a Police Area Command or Police District.

Specialist position: means a position of any rank identified by the Commissioner as requiring specialist qualifications or unique knowledge, skills or experience.

Suitable vacancy: means an identified permanent and funded NSW Police Force position that is not subject to any other recruitment action. A vacancy is not considered suitable if the officer does not possess requisite knowledge, skills or experience.

Tenure at location: means a period of time that a police officer must work at a location (as defined in the *Award*) before they can seek transfer to another location. Tenure at location affects eligibility for costs and allowances upon transfer (see clause 77 of the *Award*) and entitlements arising from service at special remote and remote locations.

Tenure in duty type: means a period of time that a police officer must work in that duty type before they can seek transfer to another duty type. This form of tenure runs separately to other forms of tenure.

Transferred officer: means an officer who meets the definition of “transferred officer” at section 7 of the *Award* and has been transferred (and the transfer has been processed by Transfers, Mobility & Secondments) with a confirmed transfer date. If Officers relocate prior to the written confirmation of a transfer, transfer costs generally will not apply.

Vacant position / vacancy: means a position established on SAP and which is not occupied, or if occupied is subject to a future transfer approved by Transfers, Mobility & Secondments.

5. TRANSFER

5.1 Delegation and authority to approve transfers

The authority to approve transfers is vested in the Commissioner under the provisions of section 69 of the *Police Act 1990*.

Commissioner’s Delegation HR05 lists those positions to whom authority to approve transfers of non-executive police officers has been delegated. The Commissioner’s Human Resources delegations can be accessed by alphabetical or numerical index from the [People & Capability Intranet Site](#).

Transfers to or from non-metropolitan locations have the potential to create an eligibility for entitlements/compensation under the *Award*. Calculation and payment of entitlements is determined by Transfers, Mobility & Secondments. For this reason, all transfers involving nonmetropolitan locations or movement in to or from an official police residence must be approved by the Manager, Transfers, Mobility & Secondments.

5.2 Advertising Vacancies

5.2.1 Vacancies associated with police housing

Vacant positions associated with the provision of police housing will not be advertised until the relevant Police Area/District Commander confirms the availability of suitable accommodation.

5.2.2 Advertising for constable vacancies

A constable level vacancy may be advertised where no other suitable means of filling a vacancy exists.

When seeking to advertise a vacant, permanent and funded NSW Police Force constable position, other than at a desirable location, a Police Area Command/Police District (or equivalent) may advertise locally but must advertise to their region (or equivalent) by calling for expressions of interest, then by statewide advertisement and finally by statewide advertisement as hard to fill (after the position is advertised twice statewide in the previous six months without success).

Hard to fill status may be maintained by way of a Local Level Agreement.

Before statewide advertising may be sought, a position must remain vacant after having been advertised by expression of interest at region level.

Requests for advertising a lateral transfer opportunity statewide are initiated at the commander/manager level in the first instance. Before a position can be advertised statewide it must be approved by the Manager Transfers, Mobility & Secondments.

Desirable locations must be advertised on a statewide basis in the first instance (see section 5.11 of these guidelines).

5.2.3 Eligibility to apply for locally advertised positions

All Constables may apply for locally advertised positions with their current Command.

In addition, constables attached to specialist commands at locations outside the metropolitan area may apply for locally advertised positions at the Police District within which their current substantive position is located providing that:

- a) the officer's principle place of residence is within commutable distance of the subject position; and
- b) the officer satisfies all relevant tenure requirements (tenure may be reduced in some cases by way of a local level agreement).

Police Districts must ensure that local advertisements are made available to relevant specialist commands.

5.2.4 Sergeant and inspector vacancies

Vacant sergeant and inspector authorised positions will in the first instance be filled by applicants under the mobility program (see section 5.7.2 of these guidelines). If not filled by an officer under mobility, vacancies may be filled by promotion. Vacant authorised positions at this rank will not generally be advertised unless exceptional circumstances exist.

5.2.5 Senior sergeant and superintendent vacancies

Vacancies for positions at these ranks will be filled pursuant to agreed business rules. These are available on the [People & Capability intranet site](#).

5.3 Eligibility lists

When a suitable vacancy is advertised and a selection committee is convened, an eligibility list may be created by the selection committee. This list will be retained by the command where the advertised position was located and may be utilised to fill a position that is substantially the same at the same location. Use of an eligibility list is optional.

A position is substantially the same if the key competencies are common; the accountabilities are similar; attributes/qualifications and capabilities are similar; and the positions are of the same rank.

An eligibility list remains current for a period of six months from the date it was created.

The Manager Transfers, Mobility & Secondments will consider a request to fill a new vacancy from the eligibility list after confirming that the position is vacant and the authorised strength of the command (Equivalent Full Time occupancy), allows the position to be filled.

A request to fill a new vacancy from an eligibility list must specify the vacant SAP position number.

Tenure requirements, at the time the original position was advertised, apply for the duration of the eligibility list. If an eligibility list is created for a position/location classified as hard to fill, any tenure concessions initially allowed may apply to a subsequent position being filled from an eligibility list but only with the approval of the Manager Transfers, Mobility & Secondments.

5.4 Matters to be addressed when considering the transfer of police officers

The Commissioner carries a legislative responsibility under section 8 of the *Police Act 1990* to provide effective, efficient and economical management of the functions and activities of the NSW Police Force.

The following factors are to be considered when the transfer of an officer is assessed:

- (a) the officer's tenure (including any formal return on training investment agreements) for the form of transfer under consideration
- (b) the NSW Police Force's interests including effective and efficient service delivery within individual commands
- (c) training and development provided to the officer in the current place of attachment
- (d) a balance of experience levels across commands
- (e) equity in approach, where transfers are dealt with consistently (exceptional circumstances are dealt with on a case-by-case basis)
- (f) provision of opportunities for officers to follow career paths within desirable locations and sought after duty types
- (g) the qualifications, technical skills and/or the extensive experience of the officer that can be utilised for the broader organisational needs
- (h) the nature of duties and the work environment of officers, particularly those who are exposed to duties which:
 - i. increase the risk of corruption
 - ii. create a stressful work environment
 - iii. present greater danger than usual
 - iv. limit career development/opportunity
 - v. are isolated and in special remote locations

5.4.1 Matters to be considered by police officers when seeking transfer

When considering their own transfer options, officers need to consider

- (a) the need to enhance their skills and experience by facing new challenges
- (b) the career opportunities and benefits available in various locations and phases of duty
- (c) their preferred career paths, family, carer and lifestyle needs.
- (d) the undertaking provided that they will perform service anywhere in the state

- (e) the capacity to safely perform the inherent requirements of the position sought.

5.4.2 Matters to be considered by Commanders when assessing an officer initiated transfer

In determining the outcome of an officer initiated transfer, the following issues are to be expressly considered and addressed in the decision in addition to the factors listed above:

- (a) *Commissioner's Delegation HR05* as to authority to approve the transfer
- (b) section 69(2) of the *Police Act* - officer remuneration (note officer consent is required for transfer to lower level of remuneration)
- (c) section 69(4) – a transfer may be made only if the officer possesses the qualifications determined by the Commissioner
- (d) both the receiving and relinquishing commanders involved in the transfer of an officer should consider the officer's documented record of complaints/managerial action/performance issues
- (e) whether the transfer may incur costs pursuant to the *Award*
- (f) special remote/remote location incentives
- (g) the need for the transfer in light of the transfer principles in these guidelines
- (h) when the officer was last promoted or transferred
- (i) staffing implications of the transfer at both current and proposed locations/duty types
- (j) the experience levels of locations and the skill level of the officer
- (k) operational efficiency and experience mix, relative to the commands in question (to be determined in consultation with the Region (or equivalent) Human Resource Manager)
- (l) the number of officers wishing to serve at both affected locations
- (m) the availability of a suitable vacancy

In the case of a management initiated transfer (see section 5.8 of these guidelines), the following additional information must be expressly considered and addressed in the transfer decision:

- (n) the officer's personal circumstances including spousal needs; and
- (o) a written response by the officer affected by the proposal

Upon the approval of a transfer request, the involved commanders must, within 28 days of approval, negotiate a suitable transfer date.

Officers and commanders may not enter into agreements to exchange or swap positions with another officer to affect a transfer outside of the transfer process.

5.5 Local level agreements

A local level agreement is a set of written guidelines that identify specific conditions affecting the transfer of officers in to and out of a given command.

A local level agreement may include guidelines on tenure, additional tenure training agreements, movement within a command and/or any other specific requirement of the command.

Local level agreements consistent with the arrangements contained in these guidelines may be developed in consultation with the Commander Recruitment, Transfers & Appointments, the Manager Transfers, Mobility & Secondments and the Police Association of NSW. Final approval of any local level agreement rests with the Commander Recruitment, Transfers & Appointments.

Local level agreements in these guidelines are not local agreements described in the *Award*.

Current local level agreements are annexed to this document at *Appendix 1 – Local Level Agreements*.

Local level agreements will be subject to review at least every two years.

5.6 Arrangements on failure to complete required training

In some circumstances an officer may fail to complete the required training for a position they have obtained transfer to. Before an officer is required to relinquish such a position the relevant command must have exhausted all reasonable avenues in assisting the officer in meeting training requirements. Officers required to relinquish a position due to inability to complete required specialist training will have the following placement entitlements if such transfer occurs within twelve months of commencement of tenure at the subject position.

If transferred officer entitlements have not been incurred as a result of the transfer:

- (a) initial consideration for placement will be at the officer's previous command in a suitable vacancy; and
- (b) if unable to be accommodated at the officer's previous command, the officer will be placed within their previous region/equivalent command

If transferred officer entitlements have been incurred as a result of transfer:

- (a) where the position to be relinquished is located within the metropolitan area, initial consideration for placement will be within the metropolitan area; and
- (b) where the position to be relinquished is located in a non-metropolitan area, the officer's current command will be responsible for coordinating a subsequent suitable placement in consultation with the affected officer.

5.7 Officer initiated transfer

An officer initiated transfer is a transfer application initiated by an officer at their own volition and request.

5.7.1 Applying for transfer

A transfer for an advertised vacancy is initiated by the lodgment of a P447 transfer application/nomination form.

An officer must meet all applicable tenure requirements before seeking to initiate a transfer (that is as at the date of their application). If tenure requirements are not met the application

will not progress further. The officer's command will inform the officer of the outcome. If tenure requirements are met, the officer's commander must forward the application to the subject command for consideration notwithstanding the application may not be supported.

An officer at the rank of constable who has satisfied tenure requirements may seek transfer to a specified location, position or command where a vacancy currently exists through the submission of an expression of interest.

The purpose of an expression of interest is to allow an officer to notify a command of their interest in seeking transfer to a position at a location, duty type or command where that position has not been advertised.

An expression of interest may not be submitted for a desirable location or desirable commuter location as these vacancies must be advertised statewide.

Officers should not assume that a transfer will be forthcoming and relocate on that basis expecting that they will be entitled to transfer costs. Officers will only become eligible to access transfer costs set out in section 7 of the *Award* once a transfer has been confirmed in writing by Transfers, Mobility & Secondments to the officer.

Officers may be entitled to reimbursement costs under clause 90.2.1 of the *Award* up to 6 months prior to a transfer (subject to the definition of a Transferred Officer). If the relocation (including out of their residence), sale /or purchase of a residence occurs prior to the written confirmation of a transfer, officers will generally not be entitled to transfer costs.

5.7.2 Mobility programs – sergeants and inspectors

Officers at the rank of sergeant and inspector who have satisfied all tenure requirements are afforded the opportunity to enter the Mobility process. Officers will be able to preference published vacancies within the Mobility system, once they have an active application.

For the purposes of this section, officers at the rank of sergeant and inspector includes any officer who sought transfer to a lower ranked position pursuant to an agreement under section 69(2)(a) of the *Police Act 1990* and is now seeking restoration to previous rank in accordance with the terms of that agreement.

The Mobility Program allows officers to self-initiate a lateral transfer by preferencing published vacant positions. An officer enters the process via the SAP portal. This application becomes 'active' once the officer's current Commander has reviewed the application. Officers with an active status become what is referred to as a Transfers list (T-List). Vacant positions are then published within the Mobility system, as per the schedule. Officers on the T-list are then able to preference any published vacancy they would like to be considered for.

For each published vacancy there will be attached a Role Description and two targeted questions. Officers will be required to prepare and attach a Covering Letter, their response to two targeted questions and a Role Specific CV. A merit based selection process is then undertaken. Offers will then be made after a matching process is undertaken. The resulting transfer is considered to be a transfer at the officer's own request for the purposes of the *Award*.

Unless specifically agreed in writing, only substantive sergeants and inspectors are eligible to apply in this process and must be able to satisfy any job specific selection criteria.

Positions not filled via the mobility process will be forwarded for consideration of promotional appointment from the relevant promotion list (P-List) unless exceptional circumstances exist.

Note: Special remote location preferential transfers, officers subject to deployment under the Deployment Guidelines and applications for exceptional transfers (including spousal transfers) will be considered before mobility lateral transfer offers are made.

5.8 Management initiated transfer

A management initiated transfer occurs when a commander considers it necessary to move an officer from their current position/location. All transfers of non-executive officers are in the interests of the NSW Police Force pursuant to section 69 of the *Police Act*.

Such transfers may be initiated:

- in the interests of the NSW Police Force to meet operational needs
- to better deploy experience
- if present location and/or individual circumstances of an officer present an increased risk of corruption or workplace safety, or
- where the officer's presence in the command is not in the interests of policing the local community

Management initiated transfers should not occur if the same outcome could be achieved by way of an officer initiated transfer.

Unlike officer initiated transfers, management initiated transfers can be undertaken even if an officer does not meet tenure requirements providing there are cogent reasons for waiver of tenure. If tenure is to be waived for a management initiated transfer, reasons for such waiver must be given in the transfer decision.

Together with consideration of factors set out in section 5.4 of these guidelines, the application for transfer must contain supporting documentation setting out the circumstances, reasons and conditions of the proposed transfer.

The affected officer must be advised of the reasons for the proposed transfer and given the opportunity to provide written submissions on any proposed management initiated transfer (which may include issues relating to officer tenure or other conditions of the proposed transfer). These submissions are to be considered when reaching a final decision on the proposed transfer.

Proposed transfers to desirable locations or desirable commuter locations must follow relevant procedures set out at Part 5.11 of these guidelines.

Where the delegation to approve the transfer lies with the Commander Recruitment, Transfers & Appointments, the P447 and annexed report/submission is to be forwarded through the Region (or equivalent) Human Resource Manager to the Manager Transfers, Mobility & Secondments.

5.8.1 Management initiated transfer – officers subject of a formal management plan

For information regarding formal NSW Police Force management plans, refer to the *NSWPF Guidelines for Police Remedial Performance Programs and Conduct Management Plan Guidelines* on the [Professional Standards Command intranet site](#).

It is the responsibility of commanders and managers to manage the performance and conduct of their officers. There may be rare instances where it is in the interests of the NSW Police Force to transfer an officer to a new location while they are subject to a formal and current management plan.

When considering a transfer in these circumstances the commander receiving the officer must be aware of and accept responsibility for maintaining the conditions of the management plan through to completion. A transfer in this circumstance must be approved by the Manager Transfers, Mobility & Secondments or the Commander Recruitment, Transfers & Appointments.

Together with consideration of section 5.4 of these guidelines, the application for transfer must contain:

- an explanation as to why other management options are not viable, and
- acknowledgements from both the sending and receiving commanders.

5.8.2 Command obligations on approval of management initiated transfer

The command initiating a management initiated transfer must provide to the affected officer:

- (a) adequate notice about the date they are required to complete duty in their present command
- (b) adequate notice about the date they are to take up duty at their new location (clause 75 of the *Award* requires not less than 14 days notice in writing)
- (c) where residential relocation is required at least 28 days notice.

Any additional training or support agreed to be provided to the transferred officer, must be attended to by the receiving command.

5.8.3 Transfers under section 173 of the *Police Act 1990*

A transfer for disciplinary reasons generally occurs when an officer is directed to be transferred as a consequence of a determination made under Part 9 of the *Police Act 1990* (section 173).

These transfers are actioned through the Complaint Handling Guidelines but are facilitated administratively through these guidelines. Section 5.14 of these guidelines does not apply in the case of a transfer under section 173 of the *Police Act 1990*.

Any decision to direct the transfer of an officer for disciplinary reasons will be actioned under the provisions of section 173 of the *Police Act 1990*. Where a transfer is made under this provision transfer costs are not payable. Clause 76 of the *Award* states that an officer transferred for disciplinary reasons under section 173 of the *Police Act 1990* is not considered a transferred officer for the purposes of transferred officers' entitlements.

A management initiated transfer for disciplinary reasons cannot proceed without the approval of the Internal Review Panel.

5.9 Exceptional circumstances

In some circumstances an officer's personal situation may require that they relocate on a long term basis where they may not meet the normal requirements for transfer.

Before an application for transfer based on exceptional circumstances is considered, the officer and their commander must demonstrate that the officer's situation cannot be suitably managed by alternative means.

In this regard periods on loan are a viable alternative to transfers in most circumstances. Transfers will only be approved to requested locations if suitable vacancies exist at the location. The ability to transfer to locations where such vacancies are scarce, such as desirable locations, even where exceptional circumstances exist, is very limited.

The following circumstances are generally not considered exceptional:

- (a) unsubstantiated medical applications
- (b) separation from spouse/family
- (c) voluntary or self-initiated residential re-location
- (d) distance of travel to and from place of attachment
- (e) financial difficulties due to travel from place of residence and associated issues

Previous decisions regarding transfers of officers do not set a precedent in determining exceptional circumstance applications. Each matter is dealt with on a case-by-case basis. Applications will be considered by the Manager Transfers, Mobility & Secondments.

Please note that transfers under exceptional circumstances do not automatically attract costs (refer to section 7 of the *Award*).

5.10 Police spouse transfers

Where an officer with a spouse, who is also an employee of the NSW Police Force (including administrative staff), obtains a merit based transfer to another location necessitating a change of residence, the transferred officer's spouse may also wish to be transferred to that location.

For the purpose of this section, a spouse is a person to whom the subject officer is legally married, in a registered relationship (pursuant to the *Relationships Register Act 2010*) or with whom the officer has a de facto relationship.

A person is in a de facto relationship with another person if they:

- (a) have a relationship as a couple living together, and
- (b) are not married to one another or related by family

Section 21C of the *Interpretation Act 1987* applies when determining whether a de facto relationship exists.

Applications for police spouse transfers will be considered in the first instance by the Manager Transfers, Mobility & Secondments. Officers may seek a review of a transfer decision. Such review will be undertaken by the Commander Recruitment, Transfers & Appointments.

An officer who has accepted a merit based transfer to another location is to advise the appropriate commanders of their spouse's intention as soon as possible. If the transferred officer's spouse intends to relocate also, they are required to submit a P447 transfer form and report addressing the issue of the transfer of their spouse, through the chain of command to the Manager Transfers, Mobility & Secondments.

Unless there are other compelling circumstances, the transferred officer's spouse will be given priority for transfer to a suitable vacancy at the same location or a suitable neighbouring location.

Where no suitable vacancy exists, the transferred officer's spouse will be placed in the first available suitable vacancy as and when it arises. Until such time as a suitable vacancy becomes available, the transferred officer's spouse will remain in their existing position and location.

Where a transfer occurs as a result of a merit based promotion, and the transferred officer's spouse (who is also a police officer) is unable to be placed into a suitable vacancy within a reasonable period of time, the Commander Recruitment, Transfers & Appointments may, in demonstrated cases of hardship, authorise the placement of the spouse into a temporary overstrength position pending their transfer to the first available suitable vacancy.

Officers are reminded that the relocation of their spouse or partner due to employment circumstances does not automatically guarantee them a transfer. Before committing themselves to move with their spouse, officers should seek advice from their Region (or equivalent) Human Resource Manager. Officers and their spouses should be aware that suitable vacancies are very limited in some locations, particularly for administrative staff, and they should give serious consideration to the availability of suitable vacancies for an officer's spouse before applying for a transfer or accepting promotion.

5.10.1 Change in non-police spouse employment

The NSW Police Force is committed to the equitable treatment of all officers and seeks to support their families/spouses as far as practicable.

Police are reminded that the relocation of their spouse/partner due to employment does not guarantee a transfer. It is therefore recommended, that officers seek advice from their respective Human Resource Manager in regard to the likelihood of a transfer to the nominated location prior to making any commitment which may adversely affect the family/partnership should a transfer not be approved.

Transfers, Mobility & Secondments reviews applications for transfer in these circumstances in line with these guidelines and considers the specific circumstances, vacancies and experience/skill levels at nominated locations.

5.11 Desirable locations and desirable commuter locations

Desirable locations and desirable commuter locations are identified at Part 7 of the *Award*. Desirable locations are those where demand for placements exceeds the available positions to accommodate them.

Desirable commuter locations are locations where large numbers of police reside but there are insufficient local positions to accommodate them.

Any constable vacancy created in a desirable location or desirable commuter location will be filled by way of statewide advertisement or by an officer requesting a transfer from a special remote location, as a consequence of a police spouse transfer, by management initiated transfer or in other exceptional circumstances.

Requests to advertise these positions will be considered by the Manager Transfers, Mobility & Secondments, who will take into account the current overall strength positions of the relevant command/region. When a vacancy is advertised, an eligibility list may be created for other positions at the same rank and location in accordance with section 5.3 of these guidelines.

Any vacancy at sergeant or inspector rank created in a desirable location or desirable commuter location will be filled through the mobility process in accordance with section 5.7.2 of these guidelines.

5.12 Transfer related costs and allowances

If an officer, as a consequence of transfer to or from a non-metropolitan location or an official police residence, finds it necessary to leave their existing residence to seek or take up a new residence, Part 7 of the *Award* details entitlements and compensation.

Transfers cannot be approved on the basis that an officer must not claim costs or allowances that they would otherwise be entitled to.

Transfers, Mobility & Secondments is responsible for the assessment and determination of compensation and entitlements under the *Award*. All transfers involving non-metropolitan locations or movement to or from an official police residence must be referred to the Manager Transfers, Mobility & Secondments for approval.

Officers should not assume that a transfer will be forthcoming and relocate on that basis expecting that they will be entitled to transfer costs. Officers will only become eligible to access transfer costs set out in section 7 of the *Award* once a transfer has been confirmed in writing by Transfers, Mobility & Secondments to the officer.

Officers may be entitled to reimbursement costs under clause 90.2.1 of the *Award* up to 6 months prior to a transfer (subject to the definition of a Transferred Officer). If the relocation (including out of their residence), sale /or purchase of a residence occurs prior to the written confirmation of a transfer, officers will generally not be entitled to transfer costs.

Where an officer is entitled to removal costs under the *Award*, an officer is not to make their own arrangements for removal under any circumstances.

Transfers, Mobility & Secondments arranges removalists through the government contract process. Where removal expenses under the *Award* are payable, Transfers, Mobility & Secondments will advise the government contractor to make arrangements for the officer. All arrangements for removal become the responsibility of that contractor.

5.13 Resolving command disputes relating to a proposed transfer

Where commands do not agree on a proposed transfer or are unable to negotiate an acceptable transfer date, commanders are encouraged to seek resolution of transfer related disputes in the first instance by local discussion and negotiation.

In the event that local resolution is not successful, the matter should be referred to the Region (or equivalent) Human Resource Manager for negotiation/resolution at the region (or equivalent) level.

Intra-region disputes are expected to be resolved by the Region Human Resource Manager or commander pursuant to Commissioner's delegation HR05.

For inter-region disputes where respective commands do not reach agreement, the matter is to be determined by the Manager Transfers, Mobility & Secondments (for constable level transfers), or otherwise by the Commander Recruitment, Transfers & Appointments.

An attempt should be made to resolve a disputed transfer at the lowest level possible. However, if commands cannot reach a satisfactory resolution within seven days of the disputed decision the matter should be referred to the next level for consideration.

Disputes will be resolved by the delegated officer after taking into account:

- the principles set out in these guidelines
- the Equivalent Full Time calculation and operational capacity of the sectors/units, Police Area Commands/Police Districts and regions
- comparative experience levels of the sectors/units, Police Area Commands/Police Districts and regions
- pending transfers and promotions in/out of regions/Police Area Commands/Police Districts
- re-deployment of probationary constables
- placement of rejoiners
- tenure of the officer
- relevant skills held by the officer, e.g. cultural, language, specialist training etc
- corporate needs which include political climate, special remote locations etc.

5.14 Police officers seeking review of transfer decisions

If a police officer wishes to contest a transfer decision (a decision to either approve or decline a transfer) they must, within seven days of notification of a transfer decision notify by email their commander and the Manager Transfers, Mobility & Secondments (email: #PCCTransfer) of their intent to lodge an application for review. The email will specify the transfer decision to be reviewed and advise whether the officer will provide their own submission or a submission through the Police Association of NSW (PANSW).

A submission on the review, including a submission made on behalf of the officer by the PANSW or other external source, must be received by their Police Area/District Commander (or equivalent) not later than 21 days from the date of notification of the transfer decision.

The submission will be forwarded as a priority with commander comment through the following management hierarchy:

- (a) Region (or equivalent) Human Resource Manager
- (b) Manager Transfers, Mobility & Secondments
- (c) Commander Recruitment, Transfers & Appointments
- (d) Commander People and Capability Command (if necessary)

The Commander Recruitment, Transfers & Appointments generally determines applications for a review of a transfer decision. The review will be referred to the Commander People and Capability if the transfer was initiated at the request of a Region Commander or equivalent, or a member of the Commissioner's Executive Team.

The factors considered in determining the appropriateness of a transfer under this section are the same as those set out at section 5.4 of these guidelines.

5.15 On loan agreements

An officer is considered on loan when they are temporarily placed at a work location pursuant to an on loan agreement between commanders.

On loan agreements are to be determined against the following criteria:

- (a) agreement period not to exceed six months
- (b) agreements create no entitlement to permanent transfer
- (c) agreements may be terminated at the discretion of any party if the circumstances forming the basis of the agreement have changed
- (d) agreements are to be negotiated between affected commanders in consultation with the Region Human Resource Manager
- (e) agreements do not create an entitlement to transferred officer costs.

5.16 Temporary transfers

A temporary transfer occurs when an officer is, for a specified and finite period of time, moved to a different NSW Police Force position pursuant to sections 66A and 67 of the *Police Act 1990*.

In the absence of any specific agreement to the contrary, an officer temporarily transferred on the basis of an acting appointment (s66A) will retain a right of return to their original NSW Police Force command/business unit in the same duty type.

An officer temporarily transferred on the basis of a temporary appointment (s67) will be required to agree before the temporary transfer occurs where they will be placed if the temporary appointment does not result in permanent appointment.

Any other form of temporary transfer should be managed as an on loan agreement in accordance with section 5.15 of these guidelines.

If an officer returns from a period of temporary transfer to their former location, tenure will not restart at that location.

5.17 External secondments

An external secondment occurs where an officer is deployed by the NSW Police Force to an agency external to the NSW Police Force for a specified and finite period of time under the provisions of section 95A of the *Police Act 1990*.

The secondment will be managed under the External Secondment Business Rules available on the [People & Capability Intranet Site](#).

Arrangements to provide NSW Police Force staff other than under section 95A of the *Police Act 1990* can only occur when a formal agreement is in place to do so and all administrative arrangements including invoicing and special conditions are agreed.

An external secondment is generally based on an arrangement to provide relevant policing experience to another agency. Individuals identified to participate in such arrangements should be selected on merit.

Should an officer apply for an advertised position with another agency or be approached directly by another agency with a view to employment, that option will not be accommodated by way of external secondment. An exception to this may be where a formal secondment agreement is progressed, and the officer is selected for the opportunity on merit.

A career break taken for the purpose of other employment is not considered an external secondment. Career breaks are managed under the *Full Time Leave Without Pay Policy* available on the [People & Capability Intranet Site](#).

6 TENURE

6.1 Tenure and promotion

Periods of tenure do not affect an officer's entitlement to take up a merit based promotional position. Tenure only applies where a transfer is sought at existing rank.

Officers appointed under merit based promotion commence a period of tenure from the date of permanent appointment to the position regardless of any prior service in that workplace. The period of promotional tenure in the subject position will be a period of three years from that officer's date of appointment or in the case of a position at a special remote location, the specific period of tenure at location required by the particular location and set out in section 7.2 of these guidelines.

6.2 Minimum tenure at location

The purpose of setting a minimum period of tenure at a location is to provide staffing continuity and stability, which in turn minimises workplace disruption and officer turnover.

For clarity it is noted that in the event an officer is required to move to a different SAP position due to organisational restructure, tenure under this section will not recommence if the officer remains at the same location. Agreed changes in location caused solely by the change of organisational boundaries (i.e., PAC/D amalgamations; boundary changes; movement of address of commands or similar) will not cause a recommencement of location tenure.

All officers will serve at a location for three years before seeking a transfer unless an exemption applies or there are exceptional circumstances that would warrant reduction of an existing period of tenure.

As a general exemption to the above, an officer initiated transfer may be sought at any time within the current command providing that the proposed transfer is not to a desirable location and no eligibility would be created for costs/entitlements as a transferred officer.

Exemptions to tenure requirements may be granted for officers seeking a transfer to a special remote location or to a vacancy advertised as hard to fill. In such circumstances tenure will be

reduced to two years at current location. Other exemptions may apply as a consequence of a local level agreement.

Extensions to minimum tenure may occur if an officer is subject of a formal (written) return on training investment agreement (see section 6.6 of these guidelines). In addition, some duty types attract additional tenure requirements (see section 6.7 of these guidelines).

An officer holding extensive experience, technical skills, qualifications and/or training in a particular specialist area, may be considered for a transfer into a specialist position in the area of his or her expertise without meeting tenure at their present location.

In any such case the officer in question:

- (a) must have acquired a minimum of three years tenure in the former specialist position, or
- (b) hold a skill and/or qualification needed in the specialist position applied for, and
- (c) not be subject to promoted officer tenure, and
- (d) be transferred into a vacant position equal to that of their current rank.

In the absence of exceptional circumstances, an officer who applies for an advertised lateral vacancy without first having satisfied tenure, including any additional tenure training agreement, will not be selected for the position.

6.3 Maximum tenure

In most cases there is not a legitimate need to consider maximum tenure. The length of time spent in a single position, location or duty type can be taken into account when determining a transfer decision and in any review of that decision because each case is considered on its merits. Lengthy tenure should not alone be used to require an officer to transfer to another position, location or duty type.

Extended tenure in locations that potentially expose officers to higher than usual levels of potential corruption, stress and/or danger should be addressed more formally. An officer initiated transfer, or a management initiated transfer can take into account these increased risks.

Where it is considered necessary to determine a maximum tenure for a position, location or duty type based on higher than usual levels of potential corruption, stress and/or danger, a period of maximum tenure can be set out in a local level agreement.

Where an officer remains in such a position for the period determined to be the maximum tenure, it is expected the officer will be transferred to an alternate suitable position in accordance with the provisions of the *Award*.

In these cases, a local level agreement might also set out additional concessions available to the officer, if not already set out in these guidelines, in order to facilitate such a transfer. A reduced period of minimum tenure may apply in some cases.

The section does not apply to special remote locations.

6.4 Probationary constables - tenure

A probationary constable is subject to tenure as is the case for other officers. An officer subject of an approved accelerated recruitment program will be transferred into the relevant specialist command after the successful completion of their probationary period.

6.5 Special remote locations - tenure

Special remote locations have variable tenure requirements depending on the particular location. See section 5.11 and Part 7 of these guidelines for detailed information on eligibility and responsibilities in this regard.

Tenure at special remote locations does not include absences due to extended periods of leave or leave without pay, with the exception of approved parental leave.

Providing that minimum tenure is completed, a preferential transfer from a special remote location is subject to satisfactory performance.

Upon completion of tenure, a transfer to a location where an allowance in lieu of quarters is available is not guaranteed.

Officers are encouraged to remain at special remote locations for a period of five years consistent with the allowance structure. After the conclusion of the minimum tenure period (as specified by location in section 7.3 below) officers may submit an expression of interest to transfer to three preferred Police Area Commands (PACs) or Police Districts (PDs). This entitlement becomes available to the officer after minimum tenure has been completed and can be used at any time from that date. **Note:** This is a location-based entitlement.

In anticipation of completing the minimum tenure period, officers may submit their expression of interest six months prior to their completion of minimum tenure for the final approval of the Manager, Transfers. Placements are considered based on existing vacancies at the time of expression of interest (refer 8.1).

6.6 Extensions to tenure – additional tenure training agreement

Officers, who undertake approved courses of training that incur expense and/or absence from a workplace, are expected to provide the benefits of that training back to the command. Before appropriate training is provided, a commander/manager may make such training contingent on the officer agreeing to a period of additional tenure.

The additional tenure period should take into consideration the duration and cost of the training, the need for the skills in the command and tenure already held in location.

Any additional tenure will commence once the officer completes the training course.

An additional tenure training agreement must be in writing and signed by the subject officer – see form available on the [People & Capability Intranet Site](#).

An officer subject to an additional tenure training agreement is not eligible to transfer outside their command until the end of the agreed additional tenure training period.

Commanders should exercise their discretion as to the period of additional tenure agreed with the course participant. The Return on Investment Additional Tenure Table below is a guide.

Return on Investment Additional Tenure Table Course:	Suggested Return on Investment Tenure
Operational Safety – Weapons Instructor	0-24 Months
Bikes	0-24 Months
OSG	0-24 Months
Intelligence Program	0-24 Months
Trail Motorcycle Course	0-24 Months
EDO	0-24 Months
Solo Cycle Course	0-24 Months

6.7 Extensions to tenure – tenure in duty type

An officer who undertakes a course from the tenure in duty type table (below) will be subject to tenure in duty type specified in the table. The officer may seek (subject to other tenure requirements) transfer to other positions of the same duty type during the period of tenure in duty type.

This additional period of tenure in duty type runs separately to location tenure. An officer may satisfy location tenure requirements while still being subject to tenure in duty type or vice versa.

The following conditions apply to additional tenure in duty type:

- (a) the additional tenure period commences from the date the course certification is awarded
- (b) tenure in duty type requires the officer to work solely in that duty type for the stipulated period
- (c) if an officer transfers while subject to tenure in duty type they must transfer to the duty type to which the tenure in duty type relates
- (d) where an officer is subject to tenure in duty type, this does not prevent that officer from being required to perform duties outside that duty type for operational contingencies
- (e) tenure in duty type does not prevent an officer from applying for permanent positions advertised under merit based promotion
- (f) an officer may only apply for lateral transfer or temporary appointment to the duty type to which the tenure in duty type relates
- (g) an officer who is subject to tenure in duty type cannot be released to a position that is advertised as hard to fill unless the vacancy is of the same duty type.

Tenure in Duty Type Table Course	Duty Type	Tenure
Detectives Education Program	CI	2 years
Highway Patrol Education Course	HWP	2 years
Prosecutor Education Program	PROS	3 years

6.8 Rejoiners and professional mobility program - tenure

Officers re-joining the NSW Police Force or entering NSW Police Force employment under a Police Professional Mobility Program are subject to the normal command tenure provisions.

3 REMOTE AND SPECIAL REMOTE LOCATIONS

The NSW Police Force has identified some locations as Remote, Special Remote and Remote Offshore locations. The *Police Award* at clause 12 provides for a remote area – living allowance for the locations specified for officers who are attached and living in these locations (whether as a member of a Police Area Command/Police District or otherwise). These allowances are in addition to the incentive/s set out below.

In February 2023 the NSW Government announced additional funding to enable a reform of existing attraction and retention incentives provided to officers in remote/special remote locations. Commencing 1 July 2023, the new incentive scheme consolidated existing arrangements (annual incentive payments) and includes a bonus payment (as approved/funded for a five year period to 30 June 2028).

The incentives have modernised historical incentives (such as laptops, internet connections, spousal gift, one off payments and extension of tenure payments) by providing a lump sum annual payment over a five year period. Additionally, commencing 1 July 2023 for a five year period, officers will also receive a bonus payment over the same five year period. Refer to the tables in section 7.2, 7.3 and 7.4 below for further information. This is in recognition of the ongoing impact of working in isolated locations and to encourage officers to pursue their career options following that period.

From 1 July 2023 officers will not be able to claim the historical incentives specified above. In circumstances where officers have incurred expenses (for example internet connections) this will be reimbursed consistent with reasonable claims timeframes.

In consultation with the Police Association of New South Wales (PANSW), the Modified Monash Model (MMM) (as amended/updated) will be used to inform the NSWPF classification of a location as remote or special remote. Consideration will also be given to local knowledge and any other relevant factors as part of the classification process.

7.1 Incentives terms and conditions

The incentive structure includes an annual incentive and bonus (as approved/funded for a five year period to 30 June 2028) incentive payment (“incentives”). The following terms apply:

- (a) Incentives are payable for each year of tenure in accordance with the applicable table based on years at location and officers can move between any locations within Remote and/or Special Remote locations, subject to existing transfer and tenure provisions.
- (b) Payments will be made after six weeks at the location for the first year of tenure and at the commencement of years two and three. In years four and five, the bonus payment will be paid at the commencement of the tenure year and the annual incentive paid six months thereafter.

- (c) Police districts/specialist commands will be responsible for the facilitation of incentive payments to eligible officers. Officers do not need to do anything/submit a claim for payment.
- (d) The incentives are regarded as income and are taxed at the officer's marginal tax rate. Officers should seek independent financial advice regarding any implications of this.
- (e) Should an officer move prior to minimum tenure the applicable table continues into the next year if they move into another remote or special remote within their minimum tenure period.
- (f) At the completion of minimum tenure at a remote or special remote location, should an officer transfer to another remote or special remote location, the payments recommence from first year in accordance with the applicable table.
- (g) Should an officer attached to a remote or special remote location be promoted to a position at the same location, the payment will recommence at year one upon appointment to the higher rank.
- (h) The incentive is to be paid to officers who are attached to a location including probationary constables.
- (i) It is generally expected that officers continue to reside in the location (noting some officers reside in the proximity of the specific location of attachment) for payment of the incentive to continue (there may be some exceptions to this – for example in medical circumstances or other organisation initiated movements, these will be considered on a case by case basis).
- (j) The intent of the incentives is to encourage attraction and retention. Officers who relocate from the location prior to completing the tenure period related to the payment made will have the matter reviewed by the Manager, Transfers. The Manager, Transfers in consultation with the Director, Employee Relations and Policy will consider the reasons for the officer leaving the location and determine if the officer is required to repay any/part of the payment.
For example: an officer has been at the location two years and 10 months. The officer received the third year payment on the commencement of year three. As part of the transfer process, the officer submitted their three preferences for transfer. One of these was accepted and the officer is leaving the location as part of the usual process. In this case, no repayment would be required.
- (k) If an officer has an overpayment, the amount owing will be calculated by Payroll Services, Shared Services, and the officer will be advised. The repayment process will then be managed in accordance with the applicable NSW Police Force overpayment policy. Officers should contact Payroll Services, Shared Services, for further information regarding overpayments.
- (l) Years of service for the purpose of tenure (and related payment) will be in accordance with recognised forms of service for the purpose of incremental progression from the *Crown Employees (Police Officers – 2021) Award* (e.g., periods of LWOP would not be recognised as service).
- (m) If a payment has been made at the commencement of the tenure year and the officer is then suspended without pay or on a period of leave that is not recognised as in the point (l) (above) the matter will be reviewed by the Manager, Transfers and future

payments may be deferred as determined appropriate by the Manager, Transfers in consultation with the Director, Employee Relations and Policy and the officer.

For example: an officer has been at the location two years and two months, having recently been paid the third year payment. The officer is subsequently suspended without pay. The officer is suspended for a period of 15 months and would have otherwise been entitled to a further payment at the commencement of year four. This payment was deferred pending the outcome of the suspension and made after the 15 months when the officer returned to work.

- (n) An officer terminated as part of a section 181D (of the *Police Act 1990*) process, any payments made for time not served performing duties will be recouped in accordance with the applicable NSW Police Force overpayment policy. For example: if the officer in the example at (m) above had been terminated, the portion of the year three payment made for tenure not completed whilst suspended without pay not performing duty at the location would be recouped (i.e., 10/12 months).
- (o) Officers who are the subject of a section 173 (of the *Police Act 1990*) reviewable action may be required to pay back the portion of payments made at the commencement of the tenure year where this year is not completed. This is in circumstances where the Internal Review Panel (IRP) has considered the impact of any decision, including that of the incentive/s. That decision will be determined by that process on a case by case basis.

7.2 Remote locations

The following locations are classified remote locations:

Region	Police District	Sector
Southern	Murray River	Moulamein
	Murrumbidgee	Coleambally, Goolgowi, Hay, Rankins Springs, Ungarie
Western	Barrier	Balranald, Broken Hill, Buronga, Dareton, Euston, Wentworth
	Central West	Condobolin, Peak Hill, Tullamore
	New England	Ashford, Garah, Moree, Pallamallawa, Warialda, Yetman, Gravesend
	Orana-Mid Western	Baradine, Coonabarabran, Warren
	Oxley	Wee Waa, Bellata

The tenure at Remote locations is three years.

The following incentives are paid (subject to the terms and conditions of section 7.1 above) to officers attached to remote locations:

Payment	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual incentive (taxable)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000

Bonus incentive and retention payment (taxable)	\$5,000	\$4,000	\$4,000	\$5,000	\$3,000	\$21,000
Total	\$8,000	\$7,000	\$7,000	\$8,000	\$6,000	\$36,000

Please note:

- The incentives are regarded as income and are taxed at the officer’s marginal tax rate.
- Police in remote locations do **not** gain priority or other benefit for future transfers.
- In years four and five, the bonus payment will be paid at the commencement of the tenure year and the annual incentive paid six months thereafter.

Officers attached to **Wee Waa** prior to 30 June 2023 will continue to receive special remote incentives as follows:

- a) police occupying Lockup Keeper positions and positions at single unit stations will be eligible for reimbursement of 25% of electricity charges for their police residence
- b) an allowance in lieu of quarters being a deduction from salary of 3% (and where an official police residence is not available, reimbursement of accommodation costs over and above the allowance in lieu of quarters may be considered)
- c) financial assistance for certain expenses necessarily incurred by officers and their dependents in obtaining medical and dental services outside of their location
- d) Officers are encouraged to remain at special remote locations for a period of five years consistent with the allowance structure. After the conclusion of the minimum tenure period (as specified by location in section 7.3 below) officers may submit an expression of interest to transfer to three preferred Police Area Commands (PACs) or Police Districts (PDs). This entitlement becomes available to the officer after minimum tenure has been completed and can be used at any time from that date. **Note:** This is a location-based entitlement.

In anticipation of completing the minimum tenure period, officers may submit their expression of interest six months prior to their completion of minimum tenure for the final approval of the Manager, Transfers. Placements are considered based on existing vacancies at the time of expression of interest (refer to section 8.1 for further information).

This is having regard for the classification of the location as special remote at the time the officers transferred to the location. Officers who transfer to the location on and from 1 July 2023 will receive the Remote location entitlements as set out in this section.

7.3 Special remote locations

The following locations are classified as Special Remote locations:

Region	Police District	Location	Tenure
Western	Barrier	Ivanhoe	2 years
		Menindee	3 years
		Tibooburra	2 years
		Wilcannia	2 years
	Central North	Bourke	3 years
		Brewarrina	2 years
		Burren Junction	3 years
		Carinda	3 years
		Cobar	3 years
		Collarenebri	3 years
		Enngonia	2 years
		Goodooga	2 years
		Lightning Ridge	3 years
		Nymagee	3 years
		Nyngan	3 years
		Walgett	3 years
		Wanaaring	2 years
	Central West	Lake Cargelligo	3 years
		Tottenham	3 years
	New England	Boggabilla	3 years
		Boomi	3 years
		Mungindi	3 years
	Orana Mid-Western	Coonamble	3 years
Gulargambone		3 years	
Oxley	Gwabegar	3 years	
	Pilliga	3 years	
Southern	Murrumbidgee	Hillston	3 years

The following incentives will be paid (subject to the terms and conditions of 7.1 above) to officers attached to Special Remote locations:

Payment	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual incentive (taxable)	\$3,000	\$3,000	\$3,000	\$3,500	\$3,000	\$15,500
Bonus incentive and retention payment (taxable)	\$3,000	\$3,000	\$3,000	\$3,500	\$3,000	\$15,500
Total	\$6,000	\$6,000	\$6,000	\$7,000	\$6,000	\$31,000

Please note:

- The incentives are regarded as income and are taxed at the officer’s marginal tax rate.
- In years four and five, the bonus payment will be paid at the commencement of the tenure year and the annual incentive paid six months thereafter.

Additionally, officers located in Special Remote locations will receive the following benefits:

- a) police occupying Lockup Keeper positions and positions at single unit stations will be eligible for reimbursement of 25% of electricity charges for their police residence
- b) an allowance in lieu of quarters being a deduction from salary of 3% (and where an official police residence is not available, reimbursement of accommodation costs over and above the allowance in lieu of quarters may be considered)
- c) financial assistance for certain expenses necessarily incurred by officers and their dependents in obtaining medical and dental services outside of their location
- d) Officers are encouraged to remain at special remote locations for a period of five years consistent with the allowance structure. After the conclusion of the minimum tenure period (as specified by location in section 7.3 below) officers may submit an expression of interest to transfer to three preferred Police Area Commands (PACs) or Police Districts (PDs). This entitlement becomes available to the officer after minimum tenure has been completed and can be used at any time from that date. **Note:** This is a location-based entitlement.

In anticipation of completing the minimum tenure period, officers may submit their expression of interest six months prior to their completion of minimum tenure for the final approval of the Manager, Transfers. Placements are considered based on existing vacancies at the time of expression of interest (refer to section 8.1 for further information).

7.4 Remote offshore location

Lord Howe Island is classified as a remote offshore location. Minimum tenure is three years. Should an officer remain at Lord Howe Island beyond a period of five years tenure, each year thereafter the District Commander, in consultation with the officer will determine if the officer should remain beyond this period.

Region	Police District	Location	Tenure
Northern	Mid North Coast	Lord Howe Island (remote offshore location)	3 years

Officers located at a remote offshore location will receive the following incentives:

Payment	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual incentive (taxable)	\$3,000	\$3,000	\$4,000	\$4,000	\$5,000	\$19,000

Please note:

- The incentives are regarded as income and are taxed at the officer’s marginal tax rate.
- In years four and five, the bonus payment will be paid at the commencement of the tenure year and the annual incentive paid six months thereafter.

The following benefits are also available for the position at Lord Howe Island:

- (a) furnished residence of reasonable quality which does not attract rent - the officer will supply household linen
- (b) the cost of utilities used by the residence
- (c) a motor vehicle sourced by Fleet Management Services which is also for reasonable personal use on the island
- (d) return economy airfares for the officer and their family in residence once per year (e) a Grade C – Remote Area – Living Allowance.

7.5 Transitional arrangements

For officers who have been attached to remote/special remote/remote offshore locations prior to 1 July 2023, the following transitional arrangements will apply from 1 July 2023 for eligible officers for the payments specified only, for all future payments refer to the tables at 7.2, 7.3 and 7.4:

Remote/Special Remote - Tenure at current location	Applicable payment from 1 July 2023
0 – 1 year of tenure	If transferred <u>prior</u> to 24 February 2023: Year 2 payment on commencement of 2 nd year of tenure, after 1 July 2023 (per ‘1 – 2 years tenure’ below) (Note: these officers would have received the \$5k under the previous incentives scheme)
	If transferred <u>after</u> 24 February 2023 – either: <ul style="list-style-type: none"> • Year 1 payment (paid 6 weeks after commencement), • payment of difference between \$5k and Year 1 payment (if already processed)

<p>1 – 2 years tenure</p>	<p>Officers who have completed 1 year of tenure but who have completed less than 1.5 years of tenure at the location as of 30 June 2023 will receive the Year 2 Annual incentive payment only.</p> <p>Officers who complete 1.5 years to 2 years of tenure from 1 July 2023 will be paid the Year 3 Annual and Bonus payments on commencement of their 3rd tenure year.</p>
<p>2 – 3 years tenure</p>	<p>Officers who have completed 2 years of tenure but who have completed less than 2.5 years of tenure at the location as of 30 June 2023 will receive the Year 3 Annual incentive payment only.</p> <p>Officers who complete 2.5 years to 3 years of tenure from 1 July 2023 will be paid the Year 4 entitlements on commencement of their 4th tenure year.</p>
<p>3 – 4 years tenure</p>	<p>Officers who have completed 3 years of tenure but who have completed less than 3.5 years of tenure at the location as of 30 June 2023 will receive the Year 4 Annual incentive payment.</p> <p>The Year 4 Bonus payment will then be paid upon completion of 3.5 years of tenure.</p> <p>Officers who have completed 3.5 years to 4 years of tenure as of 30 June 2023 will be paid the Year 4 Annual and Bonus payment.</p> <p>Officer will then be paid the Year 5 entitlements on commencement of their 5th year of tenure.</p>
<p>4 – 5 years tenure</p>	<p>Officers who have completed 4 years of tenure but who have completed less than 4.5 years of tenure at the location as of 30 June will receive the Year 5 Annual incentive payment.</p> <p>The Year 5 Bonus payment will then be paid upon completion of 4.5 years of tenure.</p> <p>Officers who complete 4.5 years to 5 years of tenure from 1 July 2023 will be paid the Year 5 Annual and Bonus payment</p>
<p>More than 5 years tenure</p>	<p>Officers who have completed greater than 5 years tenure and are not entitled to any of the payments above will receive a one off payment of \$4,300 prior to 30 June 2023.</p> <p>A date of payment will be confirmed and communicated to the officers.</p>

The above table outlines transitional arrangements only.

A summary of each cohort of officers and the specific transitional arrangements that apply as at 30 June 2023 is attached at Appendix 1.

7.6 Hard to fill

The NSW Police Force acknowledges that in some circumstances, roles within remote and special remote locations may remain hard to fill. The Region Commander (Western or

Southern Region) will also consider any available funding that may be utilised on a one-off basis to address these matters.

The NSW Police Force will engage and consult with the PANSW regarding remote/special remote/remote offshore locations that have generally been vacant greater than 180 days/in circumstances considered necessary based on local policing knowledge of crime and contextual issues.

7.7 Capability development and rotation travel

Funding has been allocated to be used across the Regional Field Operations Command (Northern, Southern and Western regions) to fund travel costs for officers to participate in capability and rotation opportunities.

These funds will be administered by the Assistant Commissioner, People & Capability Command and assessed based on officer application, career goals and commander support. (Refer to the [Capability Development Opportunity Policy](#) for further information).

7.8 Commander / Manager responsibilities

- Understand the entitlements, provide advice to staff regarding entitlements.
- Manage the payment process and ensure payments are paid to officers in a timely manner.
- Monitor payments and ensure overpayments are identified in a timely manner.
- Liaise with Payroll Services to ensure overpayments are actioned in a timely manner.
- Maintain appropriate records of payments and any associated variations on the officers e-P File.

7.9 Consultation and review

The NSW Police Force in consultation with the Police Association of New South Wales (PANSW) will review remote, special remote and remote offshore incentives on a regular basis. The first review will be conducted after the new arrangements have been in place for 12 months and then again after three years to determine if the new arrangements have resulted in intended outcomes.

The review may consider factors such as:

- Number of vacancies relative to broader NSW Police Force vacancies
- Average tenure prior to the commencement of the new incentives relative to the tenure following the introduction of the new incentives
- Officer feedback
- Use of available funding and other ways any unspent funding may be used within each financial year (for example, additional funding to be allocated to the Capability Development and Rotation travel arrangements) that maintains the overall budget position.
- Any other factor considered relevant.

8 ADDITIONAL INCENTIVES AND BENEFITS

8.1 Preferential transfer after minimum tenure at special remote location

Officers are encouraged to remain at special remote locations for a period of five years consistent with the allowance structure. After the conclusion of the minimum tenure period (as specified by location in section 7.3 below) officers may submit an expression of interest to transfer to three preferred Police Area Commands (PACs) or Police Districts (PDs). This entitlement becomes available to the officer after minimum tenure has been completed and can be used at any time from that date. **Note:** This is a location-based entitlement.

In anticipation of completing the minimum tenure period, officers may submit their expression of interest six months prior to their completion of minimum tenure for the final approval of the Manager, Transfers. Placements are considered based on existing vacancies at the time of expression of interest.

This expression of interest of up to two pages should contain the following information:

- (a) Confirmation of the period of tenure served and completion date.
- (b) A short summary of their service history, together with any internal or external courses undertaken.
- (c) Information regarding the duties performed while in the special remote location and any benefit they can provide to their new requested location.
- (d) The three commands to which they request a transfer.
- (e) Evidence of satisfactory performance during their tenure at the special remote location as documented in the My Performance system.

The Police District Commander will forward all applications to the relevant Region (or equivalent) Human Resource Manager to which their expression of interest is directed.

The Human Resource Manager will distribute the expression of interest to the commands nominated and liaise with those commanders regarding selection and, where possible, the next available authorised vacant position within one of those commands will be offered to the applicant.

If the officer accepts the position the commander at the officer's special remote location will negotiate a release date with the receiving commander in due course.

Upon being advised of a pending vacancy at a nominated location, the applicant will complete and forward to the relevant command a P447 transfer application form. The commander at the officer's special remote location will negotiate a release date with the receiving commander.

8.2 Private accommodation rental

Officers who are eligible for special remote location incentives and who are required to occupy private rental accommodation due to an official police residence being unavailable will receive reimbursement of the difference between the cost of the private rental paid by them and an allowance in lieu of quarters (3% salary deduction) subject to the following:

- (a) If a suitable official police residence (as determined by the Police District Commander or equivalent) is available and the officer elects not to occupy this accommodation, no reimbursement of accommodation costs is payable.
- (b) Reimbursement of private accommodation costs is restricted to those costs that the Police District Commander (or equivalent) considers to be reasonable for accommodation at the location and at a standard deemed by the Police District Commander to be consistent with and equivalent to existing official police residences at the location.
- (c) Where an official police residence is shared between two or more police officers, reimbursement payable to each officer will be limited to the proportional share payable to a single officer.
- (d) Where an officer shares private rental accommodation due to no official police residence being available, reimbursement payable to the officer will be limited to the proportional share payable to a single officer.
- (e) Where an officer enters into a boarding arrangement due to no suitable official police residence being available, reimbursement payable to the officer will be limited to the difference between the actual accommodation component of the board payment (i.e. exclusive of any sustenance payments) and the allowance in lieu of quarters (3% salary deduction).
- (f) Where an officer occupies private rental accommodation due to no suitable official police residence being available and at a later date a suitable official police residence becomes available, the Police District Commander shall, where reasonable, require the officer to take up occupancy of the official police residence within a reasonable period (normal removal costs apply per *Award*).
- (g) Where an officer declines to occupy an official police residence upon it becoming available, all reimbursements in respect of private rental accommodation shall cease immediately.
- (h) The NSW Police Force is not responsible for any costs incurred in respect of a bond for private rental accommodation or for any damage caused during occupancy.
- (i) claims made under this provision are payable at the end of each four week period and are only payable after the rental cost has actually been incurred
- (j) The officer seeking reimbursement must certify that the amount being sought is the difference between the rent actually paid by them at that time and the allowance in lieu of quarters (3% salary deduction).
- (k) The difference between the rental paid on private accommodation and the officer's gross salary will be reviewed and recalculated on 1 April of each year and also upon the alteration of the rental amounts payable.
- (l) Claims for reimbursement are to be supported for the first claim by sighting of the actual lease agreement and for subsequent claims by copies of rental receipts for the period.

8.3 Financial assistance for medical and dental services

Officers who are eligible for special remote location incentives and who are required to seek medical or dental treatment outside of their employment location either for themselves or their dependents because the required treatment is not available at their location are entitled to reimbursement of certain travel and accommodation costs incurred in obtaining treatment subject to the following:

- (a) The medical or dental treatment must be obtained from the nearest available duly qualified practitioner. Reimbursement is limited to treatment sought within the State of NSW unless the nearest available duly qualified practitioner is located within an immediately adjoining state or territory of the Commonwealth.
- (b) Reimbursement of costs for travel and accommodation incurred in respect of dependants is limited to those dependants actually residing with the officer.
- (c) Reimbursement of travel and accommodation costs is limited to those costs actually incurred by the person seeking medical or dental treatment, or in the case of a dependent child the costs actually incurred by the child and one accompanying adult (in exceptional circumstances the Police District Commander may (in advance) approve reimbursement of travel and accommodation costs for additional dependant members of the household where an inability to accompany the person requiring treatment would cause undue hardship).
- (d) Reimbursement of travel costs is limited to the casual mileage rates as notified from time to time by Commissioner's Notice for the actual distance travelled or the cost of rail fares – whichever is the lesser amount. Where actual travel costs exceed the above the Police District Commander may approve the greater actual cost where the commander is satisfied that the costs incurred were as a result of the only available transport at the time.
- (e) Accommodation costs are limited to actual expenses reasonably and necessarily incurred for accommodation and meals and is restricted to a maximum of the travelling allowance rate current at the date incurred.
- (f) Accommodation costs reimbursed are limited to the costs incurred during the time actually required in travelling to and returning from the nearest available duly qualified practitioner and the time reasonably required in actually obtaining the medical or dental treatment (meal costs are not payable in respect of trips that do not require overnight stays).
- (g) Where accommodation costs will be incurred for a period in excess of three days the officer must obtain the prior approval of the Police District Commander.
- (h) Where the commander considers that accommodation in excess of three days is due to an ongoing medical condition which will result in the prolonged absence of the officer or a dependent, the commander will bring the matter to the attention of the Commander Human Resources for determination as to whether the ongoing costs should continue to be met by the NSW Police Force.
- (i) Reimbursement of accommodation and travel costs under these provisions does not apply in instances where the officer or dependent(s) are entitled to have costs met as a hurt on duty or worker's compensation claim.

- (j) The officer and/or dependent must in the first instance seek recovery of expenses under any private health insurance scheme or under the Isolated Patient's Travel and Accommodation Assistance Scheme administered by NSW Health.
- (k) Any reimbursement for travel and accommodation costs subsequently made to the NSW Police Force will exclude those costs already recovered or eligible to be recovered under another scheme or policy of insurance.

For claims made under this provision:

- i. travel claims must be accompanied by fare receipts or in the case of a claim for use of a private motor vehicle, supporting details required for such claims
- ii. accommodation claims must be supported by actual receipts for accommodation and meals incurred
- iii. where the commander requires supporting documentation that medical or dental treatment was actually obtained and that the treatment was not available at the officer's location, the claimant must provide appropriate evidence.

9 REGIONAL ONE AND TWO UNIT (NON REMOTE AND SPECIAL REMOTE) ALLOWANCE

In recognition of the unique operating environment and community engagement requirements of one and two unit stations, officers attached to one unit and two unit police stations that are **not** classified remote, special remote and/or remote offshore locations will receive an annual allowance (paid fortnightly in line with the pay cycle) of \$1,397 commencing from 1 July 2023 (increased in line with *Police Award* increases).

Officers at these locations prior to 1 July 2023 may be entitled to grandfathering arrangements, refer to the table at appendix 1 for further information.

10 STANDARD OPERATING PROCEDURES

These standard operating procedures form part of the '*Guidelines on the transfer of NSW police officers*'. If published separately, the standard operating procedures should be read in conjunction with these guidelines.

These standard operating procedures comprise the administrative procedures relating to:

- processing a transfer
- the approval process for transfer requests
- administrative mechanisms for benefits and entitlements.

10.1 Processing a transfer

10.1.1 How to apply for an advertised vacancy

- All transfers are to be initiated by submission of a completed P447 transfer application/nomination form.
- Current NSW Police Force positions advertised as lateral transfer opportunities are listed on the [People & Capability Intranet Site](#).
- To apply for lateral transfer through advertisement an officer must utilise the form located on the [People & Capability Intranet Site](#).
- Applications must be forwarded through the submitting officer's chain of command.
- If any applicant officer in a selection process has concerns with the procedure employed in any case the convenor of the relevant selection committee is to be notified immediately.
- The process employed to select a successful applicant for an advertised vacancy is detailed at section 8.5 of these guidelines.

10.1.2 How to lodge an expression of interest for Permanent transfer

An expression of interest for transfer will consist of:

- A completed P447 application form.
- A manuscript report of no more than two pages.
- A finalised My Performance system review completed within 12 months of the expression of interest submission date.
- A copy of the officer's individual profile from SAP.
- An expression of interest is to be forwarded to the officer's substantive commander/manager for relevant comment.
- The officer's substantive commander/manager will forward the expression of interest through the chain of command to the relevant Region (or equivalent) Human Resource Manager for consideration, unless the officer has not satisfied all relevant tenure requirements.
- A transfer obtained as a consequence of the submission of an expression of interest is considered a transfer at the request of the officer for the purpose of determining eligibility for transfer entitlements under the *Award*.

10.2 Mobility programs

10.2.1 Mobility expressions of interest

The NSWPF maintains a Mobility Program for the ranks of Sergeant and Inspector. This program facilitates the self-initiated lateral transfer of officers into current vacancies.

A transfer obtained as a consequence of a mobility application is considered a transfer at the request of the officer for the purpose of determining eligibility for transfer entitlements under the *Award*.

When an officer has met all tenure requirements (both promotional tenure and tenure at location), they can apply for inclusion in the Mobility Program.

An application for inclusion in the Mobility Program is made via the SAP Portal >NSWPF Systems > Transfers Management System (TMS) > Mobility under Employee Self- Service > Mobility

EOI Application. SAP will calculate an officer's tenure at location and, if tenure is complete, allow the officer to access the Mobility system. Access to the TMS can be given by Transfers, Mobility & Secondments to officers if there is a supported discrepancy with tenure or exceptional circumstances.

- Applicants complete the online application.
- Applications are work-flowed to the officer's own Commander who reviews the application. Seven days would be considered a reasonable timeframe to allow Commanders to complete the review.
- After reviewing the applicants details the Commander completes the "Risk Assessment" and the "Cmdr/Mgr Recommendation". Applications become active the day after the Commander has completed the review.
- An application will be active for 12 months from the day after the date of entry of the Commander/Manager's recommendation.
- Only applicants with an active Mobility status the day prior to publishing will be eligible to view and preference vacancies.
- Applicants can only have one application active at any point in time.
- Active applications form the basis of an ongoing Transfer List (T-List). Applicants remain on the live Master T list until matched, withdrawn or no longer eligible.
- An application can remain on the T-List for 12 months at which point an applicant will be required to create a new application if they wish to remain on the list.
- Applications can be removed from the T-List by Transfers, Mobility & Secondments at the request of a Region HRM or the Manager Transfers, Mobility & Secondments in the event that an officer, as a consequence of promotion or transfer, no longer holds appropriate tenure.

Transfers, Mobility & Secondments compile a list of applicants whose preference(s) match the vacant position(s). This list is made available to the Region or Specialist Command Human Resource Managers. The selection committee will review all information for each applicant. The selection committee may choose to interview or call for additional information.

Transfers, Mobility & Secondments will contact the commander and advise them of the highest ranked officer on the T-List. Offers will be made in order of the officer's preferences on their expression of interest and the Region or Specialist Command ranking. If an officer is matched to two or more positions within the same month the offer will be made in order of the officer's preferences on their expression of interest.

An officer is entitled to seek feedback relevant to their mobility suitability and ranking determination from the relevant Human Resources Manager. The responsibility for the provision of timely feedback rests with the Region or equivalent HR Manager.

10.2.1 Preferecing vacancies

Transfers, Mobility & Secondments will generate a vacancy list for each rank on a scheduled date. The vacant positions will then be posted on SAP. Those on the Mobility T-List will then be able to preference any desired vacancies within the time frame specified in the schedule.

The schedule is available on the [intranet](#) under Transfers and Mobility.

For each published vacancy there will be attached a Role Description and two targeted questions. Officers will be required to prepare and attach a one page Covering Letter, their response to two targeted questions (maximum 500 words per answer to each question) and a Role Specific CV and preference in priority order each vacancy they wish to apply for.

Officers last three finalised My Performance reviews and their Individual Profile are automatically attached to their application in SAP.

10.2.3 Mobility ranking

Transfers, Mobility & Secondments compiles a list of applicants whose preference(s) match the vacant position(s). This list is made available to the Region or Specialist Command Human Resource Managers.

The Region or Specialist Command Human Resource Manager will convene a selection committee which will also comprise of:

- a commissioned officer from the region or equivalent command who is senior by at least one rank to the applicants being considered, and
- the region (or equivalent) Professional Standards Manager.

In all cases the receiving commander or equivalent should be consulted and provided the opportunity to sit on the selection committee.

The selection committee will review all information for each applicant. The selection committee may choose to interview or call for additional information. The selection committee must rank all applications for each vacancy within the time frame specified in the schedule.

The selection committee must document their recommendations and rankings. The Region or Specialist Command Human Resource Manager must input the rankings and enter all relevant information into the notes field in the Transfers Management System for that round of Mobility.

10.2.4 Mobility offers

Transfers, Mobility & Secondments will contact the commander and advise them of the highest ranked officer on the T-List. The offers should be made within 24 hours of receiving the offer email.

Offers will be made in order of the officer's preferences on their expression of interest and the Region or Specialist Command ranking.

The Commander, once advised, may formally offer the position (but where the vacancy is associated with the provision of police housing, the Commander must first confirm the availability of suitable accommodation).

The officer has 48 hours to accept or decline the offer and reply by email to the Commander.

Once the position is accepted the respective commanders will negotiate a transfer date within 14 days. The transfer date must be in line with the transfer calendar (published on Transfers, Mobility & Secondments intranet site). Commands must comply with the cut off dates specific to the transfer date nominated. Commanders are required to update the negotiated transfer date in SAP.

In circumstances where a transfer date cannot be negotiated or the transfer is disputed, the transfer will be dealt with in accordance with section 5.13 of these guidelines.

If an officer is matched to two or more positions within the same month the offer will be made in order of the officer's preferences on their expression of interest.

Cost entitlements are as per the Award; any transfer entitlements and SAP transactions will be coordinated by Transfers, Mobility & Secondments.

10.2.5 Mobility review procedures

An officer is entitled to seek feedback relevant to their mobility suitability and ranking determination from the relevant Human Resources Manager.

The responsibility for the provision of timely feedback rests with the Region or equivalent HR Manager.

Where an officer is of the opinion that there has been a failure to accord procedural fairness in the mobility process, an officer may take action under existing NSW Police Force Grievance procedures.

10.3 Management initiated transfer

A management initiated transfer may only be made to an identified suitable vacancy.

- Prior to submitting an application for management initiated transfer the relevant commander will:
 - if the suitable vacancy is within their own command, notify the Region (or equivalent) Human Resource Manager of the proposed transfer,
 - if the suitable vacancy is within another command in the same region, consult with the Region (or equivalent) Human Resource Manager and the other commander,
 - if the suitable vacancy is outside the region or equivalent, consult with each Region (or equivalent) Human Resource Manager and the other commander.
- The completed report and all associated documents, including any submissions by the subject officer, are to be submitted through chain of command to the appropriate Commissioner's delegate for determination.

10.4 Exceptional circumstances transfer applications

- All exceptional circumstances applications must be submitted with full details and reasons together with supporting documentation relied upon to support the application for transfer.
- Upon receipt of an exceptional transfer application, commander/managers are to provide appropriate comment on the merits of the application.

- Exceptional circumstances applications are then to be forwarded to the Manager Transfers, Mobility & Secondments via the chain of command.

10.5 Transfer administrative procedures

10.5.1 Region (or equivalent) Human Resources Manager – consideration of expressions of interest

- The region Human Resources Manager responsible for the position or location sought will determine whether a suitable vacancy exists and whether such vacancy is appropriate to be filled by way of transfer.
- If no suitable vacancy exists the region Human Resources Manager will advise the officer and return the application to the officer through the chain of command.
- If a position appears suitable for filling by way of transfer, the region Human Resources Manager will then contact the relevant commander regarding the request.
- The relevant commander will consider the application and determine whether the command supports the transfer of the officer into the identified suitable vacancy.
- If the commander determines not to support a transfer, the commander will advise the officer and return the application to the officer through the chain of command.
- If the command supports the proposed transfer, the P447 form together with associated documents will be referred to the appropriate delegate for approval.

10.5.2 Advertising vacancies

Only funded NSW Police Force vacancies may be advertised for transfer. Overstrength positions may be advertised for acting or temporary appointment.

10.5.3 Local and region (equivalent) expressions of interest

- A local or region level expression of interest must include:
 - details of the suitable vacancy including SAP number
 - location
 - relevant qualifications, skills and experience required
 - suitability for officers with medical restrictions
 - contact person for enquiries and submission of applications
 - date of advertisement
 - other relevant information
- The expression of interest must be circulated in such a manner that allows eligible officers in the command/region a reasonable opportunity to apply.

10.5.4 Statewide advertisements

- Application forms for statewide advertisement can be found on the People and Capability Intranet Site.

- When seeking statewide advertising a commander/manager must confirm that the position is an authorised position and is vacant.
- The commander/manager must ensure that requests are consistent with the current command authorised strength and Equivalent Full Time calculation.
- Once the commander/manager has completed the request to fill vacancy form, it is forwarded to the Region (or equivalent) Human Resource Manager who will consider the request in line with the prevailing deployments/strategies in their area.
- If approved at region or equivalent level, the Human Resources Manager will forward the request to fill lateral vacancy form to the Transfers Officer (Advertising) Transfers, Mobility & Secondments. The form must be signed by the Police Area/District Commander (or equivalent) and the Region (or equivalent) Human Resources Manager.
- Request to fill lateral vacancy forms are referred to Transfers, Mobility & Secondments (using shared mail file #PCC-ADVERTS) for assessment by the Manager Transfers, Mobility & Secondments. The requests are assessed on a fortnightly basis and placed on a final advertising schedule which is circulated to the Human Resource Managers.

10.5.5 Advertising vacancies as hard to fill

- A request to have a vacancy advertised under the classification of hard to fill is approved on a case by case basis. The classification only relates to the vacancy that is the subject of the request. It does not create an ongoing classification of hard to fill for the subject position or the location.
- A request for a hard to fill advertisement will take the form of a request to fill vacancy form together with a comprehensive submission addressing the following:
 - why the vacancy should be classified as hard to fill
 - the number of times the position/s have been advertised (within the last six months); attach a copy of all previous attempts to advertise statewide
 - if the position has previously been considered as hard to fill attach a copy of the previous statewide advertisement
 - the status of all occupied overstrength operational police positions attached to the location

The completed documentation is to be forwarded to the Manager Transfers, Mobility & Secondments by email to #PCC- ADVERTS [PCC-ADVERTS@police.nsw.gov.au].

When a commander/manager wishes to fill a suitable vacancy by way of statewide advertisement (hard to fill) the following text will be included in each advertisement:

Denotes position deemed Hard to Fill. Generally tenure will be an issue. However officers may be considered with a minimum of two years tenure at their present location other than a Special Remote Location.

10.5.6 Selection process – advertised vacancies

- Applications are submitted in accordance with the instructions contained in the advertisement.

- An application for an advertised lateral opportunity is forwarded through the chain of command for comment regarding suitability, integrity, tenure and other relevant issues. Commanders/managers should provide copies of their comments to the applicant.
- The application is then forwarded to the location specified in the advertisement.
- A selection panel is then convened at the command where the transfer opportunity arises in consultation with the Region (or equivalent) Human Resource Manager.

10.5.7 The selection panel

- A selection committee will comprise as a minimum; a convenor and second member and will apply the principles of merit based selection including its form and deliberations. A selection committee will appropriately manage questions of equity and conflict of interest.
- The convenor will generally be:
 - for local expressions of interest – a nominee of the commander of higher rank than the advertised position
 - for region expressions of interest and statewide advertisements - the Region (or equivalent Human Resource Manager with responsibility for the position advertised
 - for superintendent vacancies - an officer at the rank of Assistant Commissioner or above

For vacancies in desirable locations, the selection committee must include an official nominated by an executive member of the Police Association of NSW.

10.5.8 Recommending the applicant

- The selection panel does not make the final decision whether to appoint an applicant.
- The selection committee will recommend the applicant with the highest merit to the Commissioner's delegate for consideration.
- The recommended applicant is not to be informed that they have been recommended for the position until a decision has been made by the delegated officer to transfer the applicant.
- The convenor of the selection committee is to inform unsuccessful applicants and provide any requested feedback.
- It is the responsibility of the relevant selection committee to conduct any review required as a consequence of any officer enquiries.
- There is no right of review on the basis of merit. Where an officer is of the opinion that there has been a failure to accord procedural fairness, an officer may take action under existing NSW Police Force Grievance procedures.

10.5.9 Post section procedures – all transfer procedures

- The new (receiving) command is to forward to Transfers, Mobility & Secondments a completed and signed P447 transfer application form. Commanders/managers are to

ensure that prior to forwarding any transfer application form, the P447 cover sheet is completed with correct details including:

- SAP codes
 - agreed transfer date (all transfers will have a maximum 12 week negotiated transfer date, unless otherwise agreed upon between the Commands)
 - signature of confirmation by both commanders/managers (email confirmation acceptable)
 - comment by Human Resource Managers of the relevant Regions or equivalent Commands
 - all transfers that result from an advertisement require a copy of the advertisement to be forwarded with transfer papers
 - all transfers that result from activation of an eligibility list require a copy of the list (including details of commencement and position for which the list was created) to be forwarded with transfer papers
 - relevant SAP printouts must also be attached to the P447 form before the transfer application or expression of interest is forwarded to Transfers, Mobility & Secondments
- Transfers occur according to the transfer calendar published by Transfers, Mobility & Secondments. Cut off dates specific to the transfer date nominated must be complied with. The transfer calendar is available on the People & Capability Intranet Site.
 - The transfer process is not completed until the subject officer receives notification via SAP.
 - Upon SAP notification of the transfer, the officer's current (relinquishing) command is to forward any personnel documents to the new (receiving) command. The officer's Electronic Personnel File will be transferred automatically once the transfer is updated in SAP.
 - The receiving command must check personnel records (including SAP) to determine that the officer is receiving appropriate allowances and that increment details are correct. This includes ensuring that allowances for leading senior constables and Detectives are correctly applied or removed.
 - For Intra Region transfers of Constables (and Senior Constables) the P848 Intra Region Transfer Form is to be completed and forwarded to Shared Services as required.
 - If necessary, advice is to be sought from Shared Services with respect to any error.

10.5.10. Transfer costs

- Calculation and authorisation of costs may only be made by Transfers, Mobility & Secondments.
- Any transfer that may create an entitlement to a costs claim under the Award must be reviewed by the Manager Transfers, Mobility & Secondments prior to approval.

11 FURTHER INFORMATION

11.1 Advice and support

Information regarding these guidelines can be obtained by contacting the Manager Transfers, Mobility & Secondments on Eaglenet: 39748.

11.2 References

Legislation:

Police Act 1990

Interpretation Act 1987

Relationships Register Act 2010

Policy and guidelines:

Management & Storage of Employee Health Records - Guidelines (NSWPF) Deployment Policy (NSWPF)

Award:

Crown Employees (Police Officers – 2021) Award

12 ANNEXURES

ANNEXURE 1

Cohort	Current entitlements	Entitlements from 1 July 2023
1. Officers seeking transfer to a remote location	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> New Remote incentives model (section 7.2 above)
2. Officers seeking transfer to a special remote location	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> New special remote incentives model 9 section 7.3 above) LUK or 1 unit stations 25% electricity Medical and dental reimbursement 3% rent Preferential transfer after minimum tenure
3. Officers at a remote location (as at 30 June 2023) that has been reclassified to a special remote location	<ul style="list-style-type: none"> One-off \$5k incentive Computer reimbursement (once every 5 years) Internet reimbursement (max \$28.95/month) Spousal allowance (if eligible) 	<ul style="list-style-type: none"> Officers receive 5-year incentive model above for special remote locations based on current service period at location (refer to section 7.3 above for further information) LUK or 1 unit stations 25% electricity Medical and dental reimbursement 3% rent – further discussions with PPG how to facilitate this Preferential transfer after minimum tenure
4. Officers at a special remote location (as at 30 June 2023) that has been reclassified to a remote location	<ul style="list-style-type: none"> One-off \$5k incentive Computer reimbursement (once every 5 years) Internet reimbursement (\$28.95/month) Spousal allowance (if eligible) LUK 25% electricity 3% rent Medical and dental reimbursement Preferential transfer after minimum tenure \$5,000 extension of tenure payment 	<ul style="list-style-type: none"> Officers receive 5-year incentive model above for remote locations based on current service period at location (refer to section 7.2 above for further information) Grandfathered entitlements (existing officers only): <ul style="list-style-type: none"> LUK or 1 unit stations 25% electricity (will continue for all officers moving forward) 3% rent Medical and dental reimbursement Preferential transfer after minimum tenure

OFFICIAL: Sensitive

Cohort	Current entitlements	Entitlements from 1 July 2023
<p>5. Officers attached to an existing remote classification (no change to classification) – < 5 years’ service</p>	<ul style="list-style-type: none"> • As in 2 above for Remote 	<ul style="list-style-type: none"> • Officers receive 5-year incentive model above for remote locations based on current service period at location (refer to section 7.2 above for further information) • For officers who are in their 5th year at location as at 30 June 2023, the year 5 payment will be made.
<p>6. Officers attached to an existing special remote classification (no change to classification) – < 5 years’ service</p>	<ul style="list-style-type: none"> • As in 3 above for Special Remote 	<ul style="list-style-type: none"> • Officers receive 5-year incentive model above for special remote locations based on current service period (refer to section 7.3 above for further information) • LUK or 1 unit stations 25% electricity • Medical and dental reimbursement • 3% rent • Preferential transfer after minimum tenure
<p>7. Officers currently attached to one- and two-unit police stations that are not classified remote/special remote</p>	<ul style="list-style-type: none"> • Spousal allowance (if eligible) (even if payment was not yet made) • No payment (No spouse) 	<ul style="list-style-type: none"> • Officers receive the greater of: <ul style="list-style-type: none"> o Spousal allowance (based on current rate of payment as at 30 June 2023), or o Regional one and two unit (non remote and special remote) allowance (\$1,397)
<p>8. Officers not currently attached to one- and two-unit police stations that are not classified remote/special remote – who become attached after 1 July 2023</p>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Regional one and two unit (non remote and special remote) allowance of \$1,397

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Cohort	Current entitlements	Entitlements from 1 July 2023
9. Officers attached to a remote/special remote location with > 5 years' service not attached to a one or two unit police station	<ul style="list-style-type: none"> • As in 2 above for Remote • As in 3 above for Special Remote 	<ul style="list-style-type: none"> • A one off payment of \$4,300 paid in the 2022/23 financial year (date TBC) and • As in 3 above for special remote locations (excluding 5-year incentive payments)
10. Officers currently attached to one- and two-unit police stations that are classified remote/special remote with >5 years' service	<ul style="list-style-type: none"> • Spousal allowance (if eligible) (even if payment was not yet made) • No payment (No spouse) 	<ul style="list-style-type: none"> • A one off payment of \$4,300 paid in the 2022/23 financial year (date TBC) and <ul style="list-style-type: none"> • Spousal allowance (based on current rate of payment as at 30 June 2023) OR– • For officers at these locations not entitled to the spousal allowance an allowance of \$1,235
11. Officer attached to a Remote Offshore Location	<ul style="list-style-type: none"> • Furnished residence • Cost of utilities used by the residence • Use of motor vehicle for personal use • Computer reimbursement (once every 5 years) • Internet reimbursement (max \$28.95/month) • Return economy airfares once per year Grade C remote area living allowance • Ex-gratia spouse payment 	<ul style="list-style-type: none"> • Officer receives 5-year incentive model above for Remote Offshore Locations above (refer to section 7.4 above for further information) • Furnished residence • Cost of utilities used by the residence • Use of motor vehicle for personal use • Return economy airfares once per year for the family Grade C remote area living allowance

Transfer of NSW Police Officers

Local Level Agreement: (command)

Commencement date of Agreement:

Expiry date of Agreement:

Positions/Locations Affected:

Selection Criteria / Specialist Qualifications:

Tenure:

Training Requirements:

Internal Arrangements:

Approved: _____
Commander People and Capability

Date: