



P3.2.6

Zoning and Teaming

Date of Issue 16 June 2010

Version Number 1.0

1. Purpose

- 1.1 This policy replaces Policy 6.1.2 Zoning and Staff Consolidation v1.0.
- 1.2 This policy has been developed to guide the zoning of districts or the internal re-organisation of District staff into functional positions and natural working teams to achieve organisational efficiencies, improved services to volunteers, clients and stakeholders, create the opportunity for a better work/life balance and to create career paths for staff.
- 1.3 This policy is linked, and should be read in conjunction with Policy P3.2.5 Staff Placement.

2. Policy

2.1 Definitions

(a) Zoning

- Zoning can be best described as the collation of two or more Rural Fire Districts based on Local Government Areas that are formally linked to fulfil the legislative and community obligations placed upon both the Council and the NSW Rural Fire Service (**NSW RFS**), in a more efficient and effective manner.
- Zoning remains a voluntary arrangement that is both an internal and external process to the NSW RFS and requires the agreement of all stakeholders before it can be implemented.
- Zoning requires a very high level of coordination at Group Captain and Captain levels, the sharing of infrastructure and resources and the integration of many key processes to minimise duplication of effort.

(b) Teaming

- Teaming is a process which relates to a group of defined Districts working together at the staff level to form a team.
- Teaming does not go as far as a formal zoning arrangement in terms of stakeholder approval, joint Service Level Agreement's, joint Service Delivery Model, joint budget processes among other things, yet still requires consultative input at the volunteer level.

- 2.2 Zoning is the preferred outcome for the organisation and where it is agreed to zone amongst the parties, it shall be done in accordance with the RFS Zoning Agreement Template and SOP 3.2.6-1.

- 2.3 Where zoning is not appropriate, practical or agreed amongst the parties, given local circumstances, then District teaming may be the next option. This is to be done in accordance with SOP 3.2.6-2.
- 2.4 Where zoning or teaming is deemed essential and an agreed position cannot be established within a reasonable time, the matter shall be referred to the Joint Consultative Committee and ultimately to the Commissioner for a decision.
- 2.5 Where either zoning or teaming are not viable options for whatever valid reasons, then the Commissioner may decide to consider other options or alternate arrangements, relating to district management, to achieve the outcomes outlined in the rationale for this policy.
- 2.6 The placement of staff as a result of the re-organisation brought about by zoning or teaming shall be in accordance with Policy P3.2.5 Staff Placement.
- 2.7 Further advice can be obtained about zoning or teaming by contacting the Coordinator Regional Services at Headquarters.
- 2.8 If any individual is concerned about the outcome of a zoning or teaming decision a dispute resolution may then be raised in accordance with the Grievance Procedures in the Award.

3. Links

- *Public Sector Employment and Management Act 2002*
- *Anti-Discrimination Act 1977*
- Premier's Department Circulars and Memoranda
- RFS Zone Agreement Template
- Policy P3.2.5 Staff Placement
- SOP 3.2.6 -1 Establishing Zones
- SOP 3.2.6-2 Establishing Teams

4. Who is responsible for implementing the Service Standard/Policy?

- Director Regional Services

5. Amendments

- This Policy replaces previous policy 6.1.2 version 1.0
- Complete review and update to new format 16 June 2010



SOP P3.2.6-1 Establishing Zones

This SOP forms part of P3.2.6 Zoning and Teaming

Related Form(s) ▪ RFS Zoning Agreement

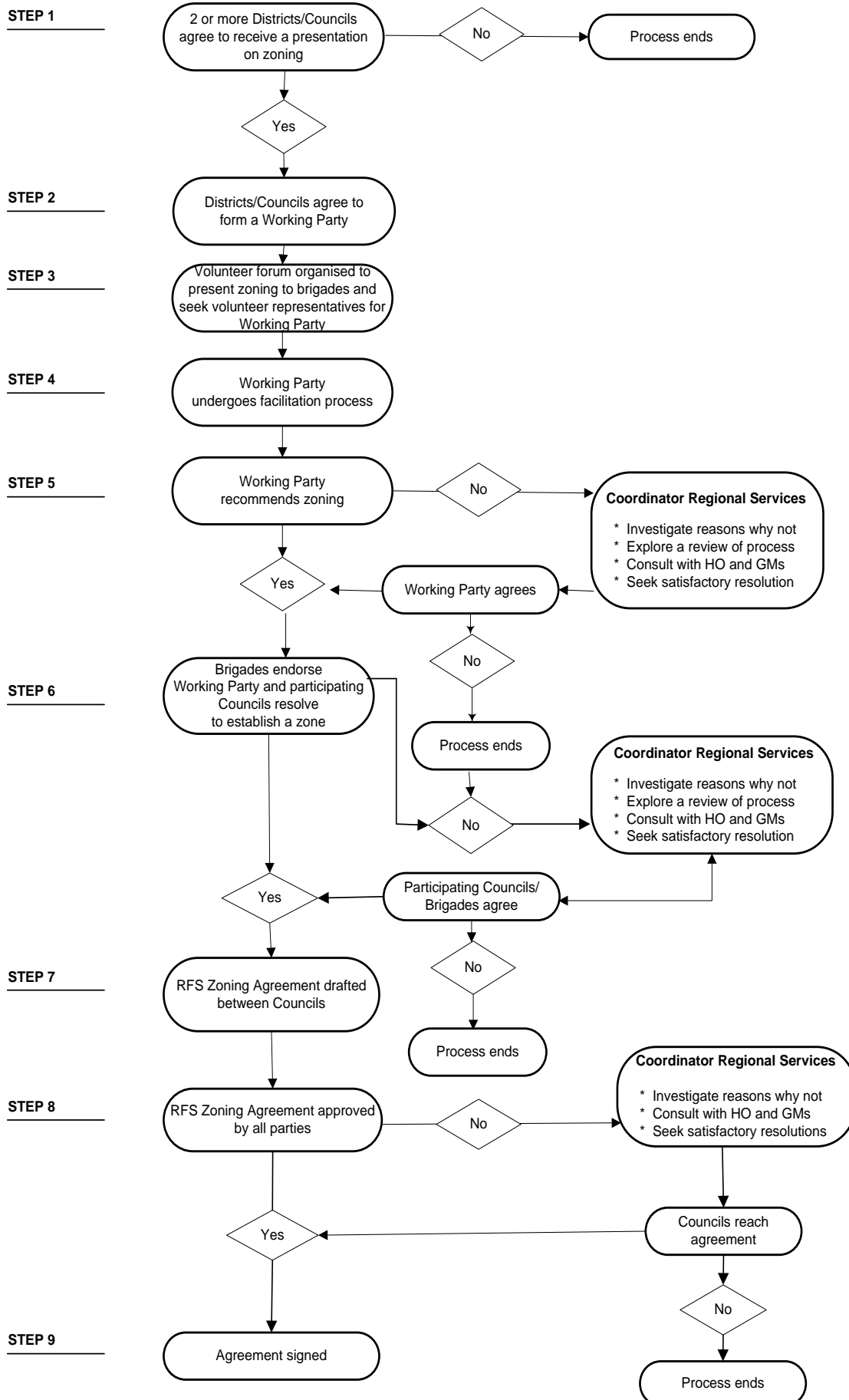
1. Purpose

This Standard Operating Procedure sets out the process to be followed when establishing an RFS Zone Agreement between Councils.

2. Procedures

The procedure for the establishment of zones is outlined in the following flowchart on the following page.

Zoning - Process of Facilitation and Implementation





SOP P3.2.6-2 Establishing Teams

This SOP forms part of P3.2.6 Zoning and Teaming

Related Form(s) ▪ None

1. Purpose

This Standard Operating Procedure sets out the process to be followed when establishing a NSW RFS Team.

2. Procedures

The procedure for the establishment of a Team is outlined in the following flowchart.

Teaming - Process of Facilitation and Implementation

