



## Approved Procedure 6 - Specialist Positions - Determining Remuneration

<b>Introduction:</b>	<p>Approved Procedure relates to the functions of employers (Chief Executive Officers [CEOs] or other employing authorities) as provided for in section 29(1)(h) of the <i>Public Sector Management Act 1994</i> (PSM Act).</p> <p>This Approved Procedure applies to public sector bodies defined as agencies in the PSM Act.</p> <p>CEOs, chief employees and positions included in the Special Division of the Public Service whose remuneration is determined through other mechanisms are not subject to this Approved Procedure in respect of their remuneration.</p>
<b>Objective:</b>	<p>To provide for a method of remunerating employees in specialist positions where it is determined that the market forces, uniqueness, expertise or experience required is beyond the scope of Approved Procedure 1 and is not covered by an award, order or agreement under the <i>Industrial Relations Act 1979</i> or <i>Fair Work Act 2009</i>.</p>
<b><u>Approved System and Procedures</u></b>	
<b>Authority of CEOs (or other relevant employing authorities):</b>	<p>In exercising their functions under section 29(1)(h) employers have the authority to determine remuneration in accordance with a binding award, order or industrial agreement and where applicable, the Approved classification system.</p>
<b>Authority of the Public Sector Commission:</b>	<p>Where there is a requirement to remunerate a position or individual beyond the scope of the broadbanded classification system and an award, order or industrial agreement, employers must have the prior approval of the Public Sector Commissioner.</p> <p>Where an employer anticipates the need to remunerate a position or individual requiring approval under this Approved Procedure, consultation must occur with the Public Sector Commission at the earliest possible stage, prior to the submission of any material for consideration and approval.</p>
<b>Factors in determining remuneration:</b>	<p>The remuneration of a specialist position or individual will depend on the existence of one or more of the following:</p> <ul style="list-style-type: none"><li>• Value to the state of the function to be performed.</li><li>• Possession by the relevant individual of specialised skills, expertise or experience in the context of meeting an identified government priority.</li><li>• Uniqueness of the work to be performed.</li><li>• Impact of particular recruitment and market pressures.</li><li>• An assessment of the market rate for such a position.</li></ul>
<b>Broadbanded classification system:</b>	<p>Under this Approved Procedure agencies required to use the broadbanded classification system (refer Approved Procedure 1), incorporating Levels 1 to 9 and Class 1 to 4, in accordance with Approved Procedure 1 may be authorised to remunerate a position outside of the broadbanded classification system.</p>
<b>Advertising and redeployment processes:</b>	<p>A position for which the Public Sector Commission has approved remuneration under this Approved Procedure is not required to be advertised on the WA Government Job Board website (<a href="http://jobs.wa.gov.au">jobs.wa.gov.au</a>) as required by Approved Procedures 3 and 4. Such positions will be exempt from the requirement to seek redeployment clearance.</p>

**Contract of employment:**

Determinations of remuneration in accordance with this Approved Procedure will only occur for positions of a specified duration.

Employers will be required to enter into a fixed term contract of service with the employee. This contract will be prepared for the employer by the Public Sector Commission.

**Related Information:**

The filling of a position for which remuneration has been determined under this Approved Procedure remains subject to relevant Public Sector Standards in Human Resource Management established by the Commissioner for Public Sector Standards under section 21 of the PSM Act.

Effective Date: 28 September 2010

**Public Sector Commission**

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