



Approved Procedure 7 - Attraction and Retention Incentives

Introduction:	<p>This Approved Procedure relates to the functions of 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>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.</p>
Objective:	<p>To provide a procedure for agencies within the Public Sector facing skills shortages in critical roles to offer an attraction and retention incentive (ARI) in order to attract and retain skilled staff.</p> <p>In this context, this Approved Procedure will be applied in those instances where cases have a significant impact on Government priority services (e.g. statutory obligations). This is expected to include where agencies can demonstrate significant difficulties in attracting and retaining employees for positions that are in remote areas, specialist or critical in nature, subject to market rates and/or for which there is a clear public interest.</p>
Approved System and Procedures	
Authority of CEOs (or other relevant employing authorities):	<p>In exercising their functions under section 29(1) (h) CEOs (or other relevant employing authorities) have the authority to determine remuneration in accordance with a binding award, order or a state or federal industrial agreement and, where applicable, approved classification systems and procedures.</p>
Authority of the Public Sector Commission and the Department of Commerce:	<p>CEOs (or other relevant employing authorities) must have the approval of the:</p> <ul style="list-style-type: none">• Public Sector Commissioner to provide an ARI under this Approved Procedure to SES employees; or• Executive Director, Public Sector Directorate, Department of Commerce to provide an ARI under this Approved Procedure to non-SES employees.
Application of an ARI:	<p>SES employees</p> <p>All proposals to provide an ARI to SES employees (or prospective employee) under this Approved Procedure must be submitted to the Public Sector Commissioner. Consultation must occur with the Public Sector Commission prior to the submission of any material for consideration.</p> <p>Non-SES employees</p> <p>All proposals to provide an ARI under this Approved Procedure to non-SES employees are to be submitted to the Public Sector Directorate of the Department of Commerce. Consultation must occur with the Executive Director, Public Sector Directorate, Department of Commerce at the earliest possible stage, prior to the submission of any material for consideration and approval.</p>
Approval of an ARI:	<p>This Approved Procedure should be read in conjunction with the “<i>Guidelines for Attraction and Retention Incentives in the WA Public Sector</i>”, as revised from time to time.</p> <p>Consideration of an incentive under this Approved Procedure will be made with regard to one or more of the following criteria, dependent on the nature of the request:</p>

	<ol style="list-style-type: none"> 1. Employees are engaged in key or critical roles (e.g. with statutory and/or regulatory responsibilities) that have a clear and significant impact on specific Government endorsed priority services. 2. There is a clear significant public interest to ensure that Government has the necessary skilled and experienced employees to deliver services (e.g. public safety). 3. Specific industry labour market linked operational attraction and retention issues can be demonstrated. 4. The incentive is provided for a predetermined and finite period. 5. A remuneration incentive in full or part is to be aligned to the attainment of predetermined milestones and/or operational/project targets. <p>The provision of an incentive under this Approved Procedure does not constitute an ongoing entitlement.</p>
Approved Timeframe	An ARI in accordance with this Approved Procedure will only occur for a specified duration. CEOs (or other relevant employing authorities) will be required to apply and withdraw the incentives as the demonstrable need arises or reduces.
Related Information	<p>This Approved Procedure does not remove any obligations that might be conferred upon an agency by Approved Procedures 3 and 4.</p> <p>The filling of a position 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.</p>
<p>See the Public Sector Commission website for:</p> <ul style="list-style-type: none"> • Guidelines for Industry Attraction and Retention Incentives in the WA Public Sector • Attraction and Retention Options – Remote Areas, Appendix 1 	

Effective Date: 2 May 2010

Public Sector Commission
www.publicsector.wa.gov.au