**MINUTE**

**TO: COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT**

**SUBJECT:** **ATTRACTION/RETENTION *(amend as required)* ALLOWANCE FOR *(insert name, role title and classification)***

**Prepared by** …………………………………… …………..

Name Date

 **Title**

**Through** …………………………………… …………..

Name Date

 **Title**

**BACKGROUND**

**Please provide the following details:**

What type of allowance you are seeking approval for eg Attraction or Retention Allowance

Employer details

Employee details

* Name
* Role Title
* Term
* Classification

**DISCUSSION**

**The business case must include the following information**:

Rationale for offering allowance, including the way(s) in which the role has a clear and significant impact on Government priorities and/or critical service delivery. Provide objective evidence of any occupational/skill shortages or highly specialised skill sets and/or significant remuneration differentials.

Provide objective evidence demonstrating there are significant difficulties with attracting and/or retaining suitable employees to the relevant role, including (as appropriate) a detailed labour market assessment, vacancy history, location (rural or remote, if relevant) previous strategies undertaken to fill the role and associated outcomes.

For existing employee retention allowance requests, some evidence of performance should be included (eg a copy of the last performance review discussion).

Provide evidence that the role is appropriately classified including a copy of the Job Description.

For further information Commissioner’s Determination 1: Merit, Engagement, Assignment of Duties and Transfer of Non-Executive Employees: <http://publicsector.sa.gov.au/policies-standards/award-info/>

**ALLOWANCE DETAILS**

**Include the following information**:

Current Classification & Salary

Current allowances already receiving (e.g. Management Allowance)

Is there a superannuation component?

% Attraction or Retention Allowance

Total Salary (broken down into components if TRPV is stipulated)

Recommend the period the allowance should be payable (to a maximum of two years)

**RECOMMENDATIONS**

Summarise what is being requested to be approved.

**APPROVED/NOT APPROVED/NOTED**

## Erma Ranieri

## COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT

 / /2016

## Name

## CHIEF EXECUTIVE

**AGENCY**

 / /2016