

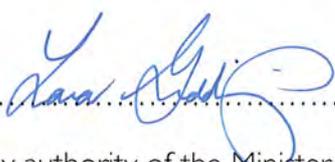
Employment Direction No. 20

APPLICATION OF MARKET ALLOWANCE

Operative date: 4 February 2013

Directive

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the arrangements and requirements, set out in this Employment Direction apply.



Issued by authority of the Minister administering the *State Service Act 2000*.

Date: 4-2-13

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1. Purpose

To provide direction on administrative requirements for approval of a Market Allowance under the Tasmanian State Service Award and the Health and Human Services (Tasmanian State Service) Award.

2. Application

This Direction applies to all State Service Agencies and persons employed under the *State Service Act 2000* for whom a classification is contained in the Tasmanian State Service Award, Health and Human Services (Tasmanian State Service) Award, and Allied Health Professionals (Tasmanian State Service) Agreement 2012.

This Direction does not apply to employees for whom a classification is contained in another Award and/or not covered by an Award.

3. Legislative/Award Basis and Related Documents

- Tasmanian State Service Award, clause 9, Market Allowance.
- Health and Human Services (Tasmanian State Service) Award, clause 10, Market Allowance; and
- Allied Health Professionals (Tasmanian State Service) Agreement 2012 (or any agreement made in replacement thereof).

4. Date of Operation

This Direction will take effect from the operative date and will remain in force until varied or revoked.

5. Direction/Requirements

Pursuant to Section 17 of the *State Service Act 2000*, I hereby direct that the administrative requirements prescribed in this Direction shall apply to the application of market allowance provisions.

5.1 Basis of Approval

Market Allowances will only be approved in exceptional circumstances where it can be clearly demonstrated the total salary and conditions package associated with the classification for the specific duties are not sufficient to attract and retain suitable persons.

5.2 Administrative Arrangements

Where a Head of Agency is satisfied that payment of a market allowance is essential for a specific group and/or individual undertaking specialist duties the approval of the Minister administering the *State Service Act 2000* is required.

A submission for that purpose is to be forwarded to the Director, State Service Management Office.

The submission must demonstrate genuine difficulty in attracting suitably qualified persons to or retaining suitably qualified employees within the State Service to undertake the duties on a group and/or individual basis.

The submission is to include the following information: -

- a. Actions taken to attract applicants or retain employees or history associated with recruitment problems relevant to the relevant occupational group or individual;
- b. Identification of highly specialised skills;
- c. Evidence that skills are scarce;
- d. Description of the critical nature of the duties and responsibilities and impact;
- e. Evidence of market rates for the particular role(s) including relevant interjurisdictional information;
- f. Justification for the proposed market allowance quantum; and
- g. Period for which the market allowance will apply and a review date.

Where cases involve more than one individual set of duties, such as an occupational group and/or involves a precedent which may impact in other areas including individual cases, the Director, State Service Management Office may seek advice from other relevant Agencies.

6. Reporting and Monitoring

A report will be provided by the Director, State Service Management Office by 30 June each year to the Public Sector Industrial Relations Committee and Cabinet Sub Committee on Industrial Relations outlining: -

- a. Number of approvals for each Agency;
- b. Duties and nature of work (or occupation);
- c. Quantum of market allowance in each case; and
- d. Date of approval and review dates for each case.

7. Review

This Employment Direction will be reviewed before 4 February 2014.

8. Attachments

Not applicable.