



Government of **Western Australia**
Department of **Treasury**

Recruitment Freeze – Exemption Requests Guide

Version 1 (December 2015)



Recruitment Freeze

As a tool to control salary expense growth, the Government has established an immediate general government recruitment freeze from the day of announcement in the 2015-16 Mid-year Review (21 December 2015) to 30 June 2016. The objectives of the recruitment freeze are to:

- contain the growth in salary expenditure (and assist in achieving savings measures already built into the forward estimates); and
- utilise existing general government employees to meet demand for services, as and when required (rather than recruiting new public sector employees).

For further information on the recruitment freeze, please refer to the procedures document. This document sets out the process for those general government agencies that wish to request an exemption from the recruitment freeze.

Standing Exemptions

The Government has endorsed the following standing exemptions from the recruitment freeze:

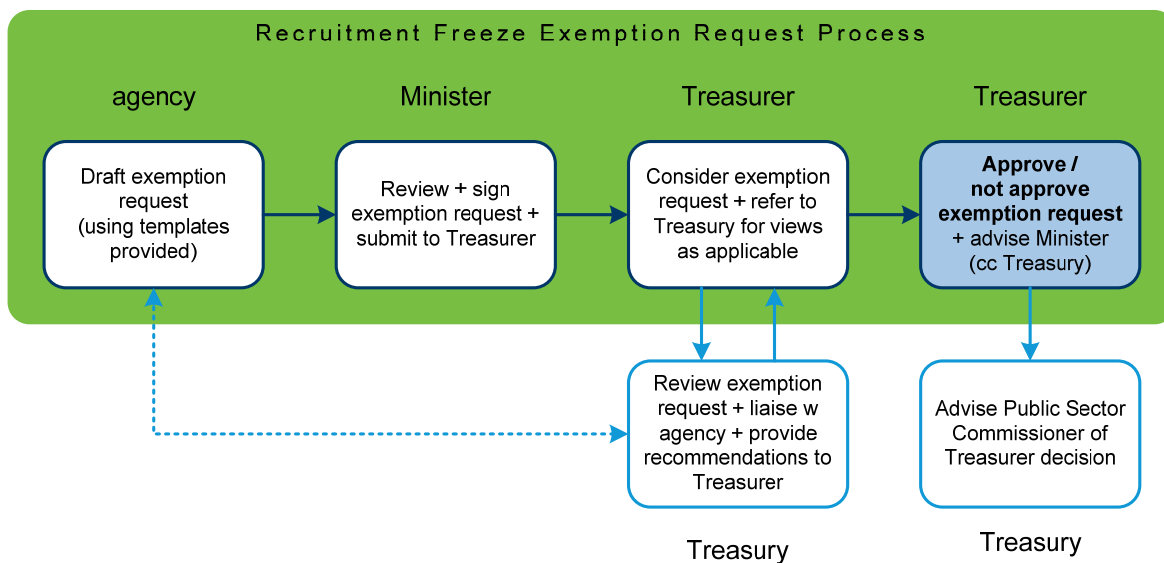
1. fixed term, project-based positions that are capitalised against a project (and do not impact the general government operating expenditure);
2. teachers, who are to be recruited for the 2016 school year; and
3. police officers, who are to be recruited as part of the election commitment to deliver an extra 550 officers by July 2017.

Agencies can continue to recruit for these positions (without needing a separate exemption approval from the Treasurer), subject to funding the expenditure associated with the positions from within approved budget allocations (including the salary cap).

Exemption Request Process

Where a position is not subject to a standing exemption and after exhausting all alternative workforce management strategies, agencies may, on a case by case basis, and with reference to the exemption criteria outlined in this document, seek the Treasurer's approval for an exemption from the recruitment freeze. Please note that agencies cannot lodge an exemption request directly with the Treasurer, but must do so via their Minister. The figure overleaf outlines the process for seeking exemptions from the recruitment freeze.

Recruitment Freeze Exemption Requests Guide



Exemption Request Criteria

To allow the Treasurer to make an informed decision, agencies must provide sufficient information to support their request for an exemption from the recruitment freeze. As a minimum, the following criteria should be addressed:

1. salary expenditure and FTEs for 2015-16 (approved budget estimate and year-to-date actuals);
2. the impact of not recruiting to fill the position, in particular:
 - a. why recruitment advertising needs to occur during the freeze and cannot be delayed until 1 July 2016, including internal workforce management and work process efficiencies to achieve required service delivery; and
 - b. the impact on the agency's published service delivery objectives; and
3. what alternative workforce management strategies the agency has implemented prior to seeking the exemption request, including:
 - a. opportunities to engage registrable or registered employees¹;
 - b. opportunities for staff to act, or be internally transferred to the position; and
 - c. opportunities for staff from other agencies in the general government sector to be seconded, or transferred at level.

It is strongly recommended that agencies use the exemption request template included in this document (Attachment A).

Please refer to the procedures for the principles of the recruitment freeze, including what type of recruitment activity is, and is not, allowed during the freeze.

¹ Refer to the definitions of registered and registrable employee in the *Public Sector Management Act 1994* section 94 (1A).

Recruitment Freeze Exemption Request Template

Part A – Recruitment Proposal	
Position Title	
Position Salary	\$ _____ per annum
Position Level	
No of FTEs to be Recruited	
Agency	

Part B – Agency Budget			
	2015-16		
	Approved Budget (salary cap)	Year-To-Date Actual	EOT Projection (incl proposed recruitment)
Salary Expenditure (\$'000)			
FTEs			
Can the position(s) salary expenditure be met from within the salary cap?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments ----- ----- -----	

Part C – Impact Statement
1. Why is permanent recruitment for this position critical in that it needs to occur during the recruitment freeze and cannot be delayed until 1 July 2016? ----- -----
2. To what extent are the agency's service delivery objectives (as published in the 2015-16 Budget Statements) affected if permanent recruitment is delayed until 1 July 2016? ----- -----

Part D – Workforce Management Strategies		
What alternative workforce management strategies has the agency pursued to avoid recruitment for this position?		
1 opportunities to achieve service delivery through improved workforce and/or operational efficiencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
2 opportunities to engage registered, or registrable employees	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
3 opportunities for staff to act, or be internally transferred	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
4 opportunities for staff from other agencies to be seconded, or transferred at level to the position	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
5 other strategies	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments

Part E – Additional Comments to Support the Request (as applicable)

Part F – Approval	
SIGNATURE MINISTER FOR DATE	SIGNATURE DR MIKE NAHAN MLA TREASURER DATE