

AGENCY CHECKLIST FOR EXEMPTION APPLICATIONS

The Office of the Public Sector Standards Commissioner's Agency Exemption Application checklist (the checklist) contains some of the key actions associated with applying for an exemption under section 25 (1) of the *Public Sector Management Act 1994*.

The checklist provides a framework for agencies to incorporate their individual requirements. The checklist is not intended to be prescriptive but rather is intended for use as a guide to assist agencies structure their exemption requests.

Exemption application demonstrates consideration has been given to achieving agency objectives through other appropriate means.	<input type="checkbox"/>
Exemption application identifies which agency the exemption would apply to; or if only part of an agency is to be exempt, distinguishes that part by specifying the positions/occupational groupings sections, branches, divisions affected.	<input type="checkbox"/>
Exemption application identifies the Public Sector Standard/s requested not to apply. Where part of a standard is not to apply, the component of the standard has been specified. For example, The 'Open and Competitive' component of the Recruitment, Selection and Appointment Standard.	<input type="checkbox"/>
Agency application specifies the requested time period the exemption would commence and cease.	<input type="checkbox"/>
Exemption application provides a substantial case to show it would be to the detriment of public sector effectiveness and efficiency to apply the whole or part of a standard.	<input type="checkbox"/>
Agency application includes how the proposed exempted process will achieve merit, equity and probity. For example, if the exemption request relates to the re-engagement in the public sector of a former public service employee, the agency has documented how the person was identified and assessed against the work related requirements of the position.	<input type="checkbox"/>
Agency application includes a statement supporting the exemption request. For example, the request is in response to exceptional circumstances, not to compensate for a lack of proper planning, to address poor human resource practices or administrative convenience.	<input type="checkbox"/>

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