



Forbes Shire Council Doctors & Registered Nurses - Attraction and Retention Incentives Policy

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FORBES SHIRE COUNCIL
Doctors & Registered Nurses – Attraction and Retention Incentives Policy

Revision History

Version	Date	Amended	Authorised by	Approved by	Revision Date
V1	18/05/06	24/09/07	Director Corporate Services	General Manager	27/09/09
V2	19/06/08	19/06/08	✓	✓	29/06/10
V3	18/12/08	18/12/08	✓	✓	18/12/10
V4	16/12/10	16/12/10	✓	✓	16/12/12
V5	15/08/13	15/08/13	✓	✓	15/08/15

Change History

Version	Change Details
V.1	Initial Policy
V.2	Amended Policy
V.3	Amended Policy
V.4	Amended Policy – Minute No: 62/2011
V.5	Amended Policy – Amendment to Clause 3 – Council rights – Minute No: 750/2013

Related Documents

Document Title	Location
File reference:	InfoXpert Policy Register



FORBES SHIRE COUNCIL

Doctors & Registered Nurses – Attraction and Retention Incentives Policy

1. PURPOSE:

Forbes Shire Council recognises the importance of attracting and retaining medical professionals as part of ensuring the sustainability of medical services in Forbes. Accordingly, this policy seeks to identify strategies to more effectively address the prevailing skills shortage of both medical and health professionals as well as enhance the lifestyle benefits of relocating to Forbes.

2. POLICY:

2.1 Financial Incentives Conditions:

Council offers two tiers of financial incentives to medical professionals:

i). Doctors:

Council may provide an allowance of up to \$7,000 on the following conditions:

- (a). the recipient is required to practice in Forbes for a minimum of two years.
- (b). if the recipient ceases to practice in Forbes within a two year period Council requires the allowance be refunded in full.

ii). Registered Nurses/Midwives:

Council may provide an allowance of up to \$5,000 as a means of attracting both Registered Nurses and Midwives on the following conditions:-

- (a). the recipient obtains and maintains employment with the Greater Western Area Health Service (Forbes) or Catholic Health Care (Jemalong Residential Village or Mater Nursing Home);
- (b). the employment period must be for a minimum of two years. If the recipient ceases to be employed in Forbes within the two year period, Council requires the allowance be refunded on a pro-rata basis;
- (c). any incentive payment may be aligned with employment status eg full time employment may entitle the Registered Nurse/Midwife to the full incentive payment whilst part time employment may attract partial payment.

2.2 Other Attraction and Retention Incentives for Nurses and General Practitioners:

- i. A lifestyle package to eligible applicants incorporating membership to local facilities such as the Forbes Swimming Pool and Golf Club may be negotiated;
- ii. Rental Assistance may be offered to successful candidates.

2.3 Eligibility:

To be eligible for financial incentive under this policy:

- i). the application must be received for Council's assessment and determination within one month of the commencement of employment. This policy is not intended to be applied retrospectively;
- ii). the recipient must maintain a residence within the Forbes Local Government Area; and
- iii). where applications are received under this policy by other medical or health professionals, Council may consider these requests on merit where there is a recognised skills shortage within this service area subject to Council's financial capacity.

2.4 Application and determination procedure



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- i). Doctors:
 - (a). Application for financial incentive under the Doctors' tier must be submitted in writing to the General Manager.
 - (b). Council staff will submit a report to Council for assessment against the eligibility criteria and final determination.
- ii). Registered Nurses/Midwives:
 - (a). Application for financial incentive under the Registered Nurses/Midwives' tier must be submitted in writing to the General Manager.
 - (b). An application under this tier must include a letter of support from the applicant's employer confirming their employment status, including the employment term, if employed on a fixed term contract, employment commencement date and hours of employment per week.
 - (c). Council staff will submit a report to Council for assessment against the eligibility criteria and final determination.

2.5 Payment of funds:

- i. On receipt of the successful applicants signed Financial Incentive Payment Agreement, Council will process the payment of 50% of the financial incentive.
- ii. The final 50% payment will be made on the two year anniversary of the signed Financial Incentive Payment Agreement, after confirmation from the recipient's employer of the recipient's employment status both during and at the conclusion of the two year period.
- iii. Any assistance offered under this policy will be paid in two equal instalments over two years unless otherwise approved by Council.

3. COUNCIL RIGHTS

Forbes Shire Council reserves the right to accept or reject any application for assistance and the right to vary the policy from time to time. Any decision made by Council shall be considered final.

The intention of this Policy is to attract and retain medical professionals where a skills shortage has been identified, particularly in relation to doctors and registered nurses/midwives. Accordingly application of this Policy is restricted to times where a shortage of skills in these professions has been recognised. Council reserves the right to cease accessibility to this incentive a scheme for any period of time where a skills shortage within this service area is not of issue.



FORBES SHIRE COUNCIL
REGISTERED NURSES –
FINANCIAL INCENTIVE PAYMENT AGREEMENT

I,, of,
, a Registered Nurse employed by the Greater Western Area Health Service/Jemalong Residential Village/Catholic Health Care (*Mater Nursing Home*) hereby accept the terms of Council's financial assistance pursuant to Council's Doctors & Registered Nurses Relocation Assistance Policy.

Specifically,

287 RESOLVED:

That Council approve financial assistance to both applicants, being the Nurse Practitioner and the Registered Nurse, to the value of \$5000 each, with 50% to be paid up front and the other 50% payable after two years subject to confirmation from the Greater Western Area Health Service of their continued employment. (Cr. D. Jelbart/Cr. C. Roylance)

The first part of this funding agreement (\$2,500) will be paid by Forbes Shire Council upon receipt of this signed agreement and the following conditions:-

- 1). The recipient obtains and maintains employment with Greater Western Area Health Service or Catholic Health Care (Jemalong Residential Village or Mater Nursing Home).
- 2). The employment period must be for a minimum of two years.
- 3). If employment ceases within this period the recipient will refund Council the financial assistance on a pro-rata basis.

Brian Steffen
GENERAL MANGER

Cr Ron Penny
MAYOR

Name: _____

Signature: _____

Date: _____

Witness: _____