

# PROCEDURE



## Rural and Remote Recruitment Bonus

Approved by: *Executive Director, School Workforce*

Approval date: *8 February 2019*

### **Brief Description:**

*As an incentive to attract and retain teachers, school executive, and principals to rural and remote schools, the department may pay a \$20,000 recruitment bonus to teachers who are temporarily or permanently appointed to hard-to-fill positions at 6- and 8-point rural and remote incentive or 4-, 6- and 8-point Connected Communities schools where the eligibility requirements have been met.*

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## 1. Introduction

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**1.1** The Rural and Remote Education Strategy is a comprehensive plan to improve student learning in rural and remote public schools across New South Wales. It contains a range of measures, including strengthening early childhood education, giving students access to a broad range of opportunities and better supporting schools to meet local student needs.

**1.2** The Strategy also includes incentives to attract and retain quality teachers, school executive, and principals to rural and remote schools. As a part of these incentives, the department may pay a \$20,000 recruitment bonus to eligible teachers who are appointed to hard-to-fill positions at [6- or 8-point rural and remote incentive schools or 4-, 6- and 8-point Connected Communities schools](#) where conditions as specified in this procedure are met.

**1.3** The purpose of this procedure is to outline the requirements for eligibility and the process for payment of the recruitment bonus.

## 2. Audience and application

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**2.1** This procedure is intended for the use of principals and Directors, Educational Leadership (DELs) of [6- or 8-point rural and remote incentive schools or 4-, 6- and 8-point Connected Communities schools](#). The procedure is also for the use of relevant Human Resources and Shared Services units.

**2.2** The recruitment bonus applies where a teacher is appointed to a teacher position where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful. In the case of a temporary teaching opportunity the teacher needs to be engaged for four consecutive terms or more at a 6- or 8-point rural and remote incentive or 6- and 8-point Connected Communities School to receive the bonus.

## 3. Responsibilities and delegations

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**3.1** Principals and DELs, and the department's Teacher Recruitment and Shared Services areas, are responsible for ensuring that the recruitment bonus for a permanent teaching role is offered and paid consistent with this procedure for **permanent** appointments.

**3.2** Principals and DELs, and the department's Shared Services areas, are responsible for ensuring that the recruitment bonus is offered and paid consistent with this procedure for **temporary** engagements.

## 4. Incentives for teachers in rural and remote schools

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**4.1** The department has developed a suite of incentives available to support teachers in rural and remote schools, which include:

- rural teacher incentive (\$20,000 to \$30,000 annual package)
- rural NSBTS incentive (\$20,000 to \$25,000 annual package)
- experienced teacher benefit (\$10,000 annual payment for up to 5 years)
- retention benefit (\$5,000 annual payment for up to 10 years)

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- recruitment bonus (\$20,000 one-off payment)
- rental subsidy (50 to 90% of rental costs subsidised)
- fast-tracking appointment of temporary teachers to permanent status
- priority transfer for Executive Principals at a Connected Communities School.

4.2 More information about the incentives that may be available to teachers at rural and remote schools is available on the [Rural and Remote Incentive Package](#) page.

## 5. Eligibility for recruitment bonus

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- 5.1 The department may pay the bonus as an incentive to attract teachers to hard-to-fill teacher positions. Offering the recruitment bonus to permanent or temporary teachers and school executives is at the discretion of the principal, where required to provide an incentive to accept an appointment and where conditions outlined in this procedure are met. Offering the recruitment bonus to permanent or temporary principals is at the discretion of the DEL, where required to incentivise acceptance of an appointment and where conditions outlined in this procedure are met.
- 5.2 A principal or DEL may choose to offer the \$20,000 recruitment bonus only where the requirements listed below are met.

### Eligibility requirements

- the school is a [6- or 8-point rural and remote incentive school or 4-, 6- and 8-point Connected Communities school listed in Appendix 1](#)
- the teacher is appointed to a teacher position on a permanent basis, or on a temporary engagement for four consecutive terms or more
- the teacher is appointed to a teacher position where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful.

## 6. Recruitment bonus process

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- 6.1 The steps below must be followed if a principal or DEL decides to offer the recruitment bonus as an incentive to fill a teaching position.

### Steps for payment of recruitment bonus – PERMANENT POSITION

1. Teacher Recruitment notifies and offers the principal or DEL the opportunity to include the recruitment bonus if the position is to be advertised a third time
2. The principal or DEL confirms their intention to offer the recruitment bonus and the position is advertised with the recruitment bonus.

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### Steps for payment of recruitment bonus – PERMANENT POSITION

3. The principal or DEL follows the merit selection process, as outlined in the [Teacher Staffing Procedure](#) and Merit Selection Procedure.
4. Once the permanent appointment is completed, Recruitment notifies EDConnect to complete the payment of the bonus. Notification of the payment of the bonus is to be sent to [EDConnect.Wollongong.Forms@det.nsw.edu.au](mailto:EDConnect.Wollongong.Forms@det.nsw.edu.au) using the form in this procedure.
5. EDConnect processes the payment as a four part payment on a quarterly basis and NOT as a lump sum. Payments are in advance for the quarter involved.
6. EDConnect will only process each quarterly payment if the teacher continues to be appointed to the position and there is no completion date or the completion date does not predate the last day of the quarter's payment.

### Steps for payment of recruitment bonus – TEMPORARY POSITION

1. Principal or DEL completes the "Recruitment Bonus" form to declare that they are advertising the role for a third time and would like to add the recruitment bonus to the advertisement.
2. The role is advertised through whatever means necessary as determined by the principal (advertisement must include JobFeed as a minimum)
3. The principal or DEL follows the merit selection process, as outlined in the [Teacher Staffing Procedure](#) and Merit Selection Procedure.
4. Once the temporary appointment is confirmed, the principal or DEL notifies EDConnect of payment of the bonus. Notification of the payment of the bonus is to be sent to [EDConnect.Wollongong.Forms@det.nsw.edu.au](mailto:EDConnect.Wollongong.Forms@det.nsw.edu.au)
5. EDConnect processes the payment as a four part payment on a quarterly basis and NOT as a lump sum. Payments are in advance for the quarter involved.
6. EDConnect will only process each quarterly payment if the teacher is continuing in the temporary engagement and the cessation date for the temporary engagement has not been changed to be a date predating the last day of the quarter's payment.

## 7. Record keeping

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- 7.1 Copies of documentation from the principal informing Teacher Recruitment or Shared Services that the recruitment bonus should be paid and any Teacher Recruitment or Shared Services responses must be kept on the teacher's digital personnel file.
- 7.2 Further information on records management can be found in the Department's [Records Management Policy](#) and [Records Management Procedures Manual](#), which are available on the Intranet.

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## 8. Monitoring, evaluation and reporting requirements

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**8.1** The Executive Director, School Workforce, or nominee, is responsible for the review of the procedure. The review must take place at least annually or sooner if required (for example, as a result of legislative changes). The Executive Director, School Workforce, or nominee, is also responsible for the revision of the procedure, as required.

## 9. More information

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**9.1** For further information please contact EDConnect Human Resources on 1300 32 32 32 (Option 3, then 2) or log an [online query](#).

## 10. Document history

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### 10.1 Document information

Procedure title	Rural and Remote Recruitment Bonus Procedure
Current version	1.2
Procedure number	DOC18/252157
Approved by	Executive Director, School Workforce
Approval date	26 March 2018
Implementation date	26 March 2018
Date of last update	10 November 2021
Next scheduled review date	8 February 2020
Audience	Principals, Directors, Educational Leadership, permanent and temporary Teachers, Human Resources units, Payroll Publicly available
Location in taxonomy	Procedure Recruitment
Subject keywords	Procedure, recruitment, rural and remote, incentive, recruitment bonus, temporary teacher, permanent teacher

## 10.2 Document accountability

Role	Name
Procedure Owner	Executive Director, School Workforce
Procedure Advisor	Director, HR Operations, Policies and Systems
Procedure Facilitator	Manager, HR Policy & Compliance
Procedure Contact	Manager, HR Policy & Compliance

## 10.3 Document version history

Version	Date	Author	Change description
0.1	21/12/17	HR Policy	First draft
1.0	26/03/18	Director, Strategy and Governance	Document approved
1.1	08/02/19	HR Policy	Changes for consistency across rural and remote strategy documentation
1.2	10/1/2021	HR Policy	Changes made to eligibility criteria and bonus amount increased from \$10,000 to \$20,000

## 10.4 Document linkages

### Legislation

Year of enactment	Title of legislation
1980	Teaching Service Act

### Policies and procedures

Type	PD number	Title
Procedure	DOC17/122214	Priority Transfer of Connected Communities Executive Principal Procedure
Procedure	DOC18/1228257	Rural and Remote Rental Subsidy Procedure
Procedure	DOC18/218387	Rural and Remote Retention Benefit Procedure
Procedure	DOC18/1228244	Rural Teacher Incentive and Experienced Teacher Benefit Procedure
Procedure	DOC16/247505	Staffing Procedure for the Teaching Service in NSW Public Schools
Procedure	DOC19/79881	Rural and remote NSBTS Incentive

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## 11. Terms and definitions

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Term	Definition
<b>Connected Communities</b>	a whole-of-government reform to drive improved education outcomes for Aboriginal children and young people in some of the state's most complex and disadvantaged communities.
<b>Department</b>	means the NSW Department of Education.
<b>DEL</b>	Director, Educational Leadership
<b>Eligible School</b>	6- or 8 point rural and remote incentive school or 4-, 6- and 8-point Connected Communities school listed in <a href="#">Appendix 1</a> .
<b>Eligible Teacher</b>	members of the teaching service who are appointed to a teacher position at an eligible school where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful, and in the case of a temporary teaching opportunity, where the teacher is to be engaged for four consecutive terms or more.
<b>Incentive School</b>	a school in a rural or remote area which offers a range of incentives designed to attract and retain teachers and leaders to rural and remote schools.
<b>Rural and Remote Strategy</b>	a NSW Department of Education plan to improve student learning in rural and remote public schools across New South Wales. It contains a range of measures, including strengthening early childhood education, giving students access to a broad range of opportunities and better supporting schools to meet local student needs. It also includes incentives to attract and retain teachers and leaders to rural and remote schools.
<b>School Executive</b>	includes Head Teacher, Assistant Principal, and Deputy Principal.
<b>Teacher Position</b>	classroom teacher (including school counsellors, teacher librarians, careers advisers, learning and support teachers and itinerant teachers), school executive and principal positions in a school.



## 12. Recruitment Bonus Form

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### Recruitment Bonus Form

Please fill in the details below to arrange payment of the recruitment bonus.

#### Section 1 – Personal Details

Employee ID	
Last name	
First name	

#### Section 2 – Position Details

Position Number	
Position Title	
School Name	

#### Section 3 – Declaration to be signed by the Principal or Director, Educational Leadership

(All boxes must be ticked to satisfy eligibility for the recruitment bonus)

I declare all of the following:

- The teacher is eligible for the \$20,000 recruitment bonus as this role has had at least two consecutive attempts to fill the position, including at least one merit selection process, that have been unsuccessful.
- The position is in a listed 6- or 8-point rural and remote incentive or 4-, 6- or 8-point Connected Communities school
- The appointed teacher is being engaged permanently or, if temporary, for a minimum of four consecutive terms

Name (of signing officer)	
Position (of signing officer)	
Signature	
Date	

**Scan and email completed form to EDConnect once recruitment action has been completed to generate payment: [EDConnect.Wollongong.Forms@det.nsw.edu.au](mailto:EDConnect.Wollongong.Forms@det.nsw.edu.au)**

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## Appendix 1 – Schools eligible for the recruitment bonus

### CC – Connected Communities school

School name	School code	Transfer points	Location information
<a href="#">Alma Public School</a>	1028	6	<a href="#">Broken Hill area</a>
<a href="#">Balranald Central School</a>	1115	6	<a href="#">Balranald area</a>
<a href="#">Barham High School</a>	8461	6	<a href="#">Edward River area</a>
<a href="#">Barham Public School</a>	1135	6	<a href="#">Edward River area</a>
<a href="#">Bellata Public School</a>	1175	6	<a href="#">Narrabri area</a>
<a href="#">Boggabilla Central School</a>	1275	6 (CC)	<a href="#">Far North area</a>
<a href="#">Bonshaw Public School</a>	1296	6	<a href="#">Far North area</a>
<a href="#">Booligal Public School</a>	1303	8	<a href="#">Hay area</a>
<a href="#">Boomi Public School</a>	1307	8	<a href="#">Far North area</a>
<a href="#">Bourke High School</a>	8355	6 (CC)	<a href="#">Bourke area</a>
<a href="#">Bourke Public School</a>	1326	6 (CC)	<a href="#">Bourke area</a>
<a href="#">Bourke-Walgett School of Distance Education</a>	4644	8	<a href="#">Bourke area</a>
<a href="#">Brewarrina Central School</a>	1350	8 (CC)	<a href="#">Brewarrina area</a>
<a href="#">Broken Hill High School</a>	8105	6	<a href="#">Broken Hill area</a>
<a href="#">Broken Hill North Public School</a>	1371	6	<a href="#">Broken Hill area</a>
<a href="#">Broken Hill Public School</a>	1369	6	<a href="#">Broken Hill area</a>
<a href="#">Bullarah Public School</a>	4228	8	<a href="#">Moree area</a>
<a href="#">Burke Ward Public School</a>	1432	6	<a href="#">Broken Hill area</a>
<a href="#">Buronga Public School</a>	1688	6	<a href="#">Sunraysia area</a>
<a href="#">Burren Junction Public School</a>	1447	8	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Cabramurra Public School</a>	3928	6	<a href="#">Snowy Valleys area</a>
<a href="#">Carinda Public School</a>	1507	8	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Carrathool Public School</a>	1517	8	<a href="#">Hillston area</a>
<a href="#">Clare Public School</a>	4565	8	<a href="#">Hay area</a>
<a href="#">Cobar High School</a>	8356	6	<a href="#">Cobar area</a>
<a href="#">Cobar Public School</a>	1578	6	<a href="#">Cobar area</a>
<a href="#">Collarenebri Central School</a>	1589	8	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Condobolin High School</a>	8346	6	<a href="#">Condobolin area</a>

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School name	School code	Transfer points	Location information
<a href="#">Condobolin Public School</a>	1609	6	<a href="#">Condobolin area</a>
<a href="#">Coomealla High School</a>	8494	6	<a href="#">Sunraysia area</a>
<a href="#">Coonamble High School</a>	8451	6 (CC)	<a href="#">Coonamble area</a>
<a href="#">Coonamble Public School</a>	1631	6 (CC)	<a href="#">Coonamble area</a>
<a href="#">Croppa Creek Public School</a>	3717	6	<a href="#">Moree area</a>
<a href="#">Dareton Public School</a>	1732	6	<a href="#">Sunraysia area</a>
<a href="#">Darlington Point Public School</a>	1736	6	<a href="#">Murrumbidgee area</a>
<a href="#">Emmaville Central School</a>	1838	6	<a href="#">Glenn Innes area</a>
<a href="#">Enngonia Public School</a>	3626	8	<a href="#">Western plains area</a>
<a href="#">Euabalong West Public School</a>	1867	6	<a href="#">Condobolin area</a>
<a href="#">Euston Public School</a>	1885	6	<a href="#">Balranald area</a>
<a href="#">Fairfax Public School</a>	1894	6	<a href="#">Narrabri area</a>
<a href="#">Garah Public School</a>	1956	6	<a href="#">Moree area</a>
<a href="#">Girilambone Public School</a>	1986	6	<a href="#">Western plains area</a>
<a href="#">Gol Gol Public School</a>	2027	6	<a href="#">Sunraysia area</a>
<a href="#">Goodooga Central School</a>	2033	8	<a href="#">Brewarrina area</a>
<a href="#">Goolgowi Public School</a>	2035	6	<a href="#">Hillston area</a>
<a href="#">Gravesend Public School</a>	2068	6	<a href="#">Moree area</a>
<a href="#">Gulargambone Central School</a>	2094	6	<a href="#">Coonamble area</a>
<a href="#">Gwabegar Public School</a>	2115	8	<a href="#">Narrabri area</a>
<a href="#">Hay Public School</a>	2145	6	<a href="#">Hay area</a>
<a href="#">Hay War Memorial High School</a>	8119	6	<a href="#">Hay area</a>
<a href="#">Hermidale Public School</a>	2155	6	<a href="#">Western plains area</a>
<a href="#">Hillston Central School</a>	2165	6	<a href="#">Hillston area</a>
<a href="#">Ivanhoe Central School</a>	2213	8	<a href="#">Central Darling area</a>
<a href="#">Khancoban Public School</a>	4270	6	<a href="#">Snowy Valleys area</a>
<a href="#">Lake Cargelligo Central School</a>	2359	6	<a href="#">Condobolin area</a>
<a href="#">Lightning Ridge Central School</a>	2395	8	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Louth Public School</a>	3594	8	<a href="#">Western plains area</a>
<a href="#">Mallawa Public School</a>	4262	8	<a href="#">Moree area</a>
<a href="#">Marra Creek Public School</a>	4454	8	<a href="#">Western plains area</a>

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School name	School code	Transfer points	Location information
<a href="#">Menindee Central School</a>	2523	8 (CC)	<a href="#">Central Darling area</a>
<a href="#">Mingoola Public School</a>	4115	6	<a href="#">Far North area</a>
<a href="#">Morgan Street Public School</a>	4232	6	<a href="#">Broken Hill area</a>
<a href="#">Moulamein Public School</a>	2632	6	<a href="#">Balranald area</a>
<a href="#">Mungindi Central School</a>	2675	8	<a href="#">Far North area</a>
<a href="#">Naradhan Public School</a>	2701	6	<a href="#">Hillston area</a>
<a href="#">Niangala Public School</a>	2748	6	<a href="#">Mid North area</a>
<a href="#">North Star Public School</a>	2765	6	<a href="#">Far North area</a>
<a href="#">Nowendoc Public School</a>	2768	6	<a href="#">Mid North area</a>
<a href="#">Nyngan High School</a>	8353	6	<a href="#">Nyngan area</a>
<a href="#">Nyngan Public School</a>	2785	6	<a href="#">Nyngan area</a>
<a href="#">Oaklands Central School</a>	2791	6	<a href="#">Wagga Wagga area</a>
<a href="#">Palinyewah Public School</a>	3912	6	<a href="#">Sunraysia area</a>
<a href="#">Pilliga Public School</a>	2870	8	<a href="#">Narrabri area</a>
<a href="#">Pomona Public School</a>	2893	6	<a href="#">Sunraysia area</a>
<a href="#">Pooncarie Public School</a>	2895	8	<a href="#">Sunraysia area</a>
<a href="#">Quambone Public School</a>	2919	8	<a href="#">Coonamble area</a>
<a href="#">Railway Town Public School</a>	4233	6	<a href="#">Broken Hill area</a>
<a href="#">Rankins Springs Public School</a>	2935	6	<a href="#">Hillston area</a>
<a href="#">Rowena Public School</a>	3580	8	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">School of the Air</a>	5302	6	<a href="#">Broken Hill area</a>
<a href="#">Tallimba Public School</a>	3153	6	<a href="#">West Wyalong area</a>
<a href="#">Tibooburra Outback Public School</a>	3211	8	<a href="#">Tibooburra area</a>
<a href="#">Tingha Public School</a>	3218	6	<a href="#">Glenn Innes area</a>
<a href="#">Tooleybuc Central School</a>	3235	6	<a href="#">Balranald area</a>
<a href="#">Toomelah Public School</a>	3239	8 (CC)	<a href="#">Far North area</a>
<a href="#">Tottenham Central School</a>	3249	6	<a href="#">Condobolin area</a>
<a href="#">Trundle Central School</a>	3259	6	<a href="#">Parkes area</a>
<a href="#">Tullamore Central School</a>	3270	6	<a href="#">Parkes area</a>
<a href="#">Tullibigeal Central School</a>	3272	6	<a href="#">Condobolin area</a>
<a href="#">Tulloona Public School</a>	4225	8	<a href="#">Far North area</a>

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School name	School code	Transfer points	Location information
<a href="#">Ungarie Central School</a>	3311	6	<a href="#">West Wyalong area</a>
<a href="#">Urana Public School</a>	3314	6	<a href="#">Wagga Wagga area</a>
<a href="#">Wakool Burraboi Public School</a>	3336	6	<a href="#">Edward River area</a>
<a href="#">Walgett Community College - High School</a>	8475	8 (CC)	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Walgett Community College - Primary School</a>	3342	8 (CC)	<a href="#">Lightning Ridge and Walgett area</a>
<a href="#">Walhallow Public School</a>	3343	6	<a href="#">Mid North area</a>
<a href="#">Wanaaring Public School</a>	3365	8	<a href="#">Bourke area</a>
<a href="#">Weethalle Public School</a>	3415	6	<a href="#">West Wyalong area</a>
<a href="#">Weilmoringle Public School</a>	4305	8	<a href="#">Brewarrina area</a>
<a href="#">Wentworth Public School</a>	3421	6	<a href="#">Sunraysia area</a>
<a href="#">White Cliffs Public School</a>	3435	8	<a href="#">Central Darling area</a>
<a href="#">Wilcannia Central School</a>	3442	8 (CC)	<a href="#">Central Darling area</a>
<a href="#">Willyama High School</a>	8491	6	<a href="#">Broken Hill area</a>
<a href="#">Wyaliba Public School</a>	4556	6	<a href="#">Glenn Innes area</a>
<a href="#">Yetman Public School</a>	3559	6	<a href="#">Far North area</a>

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