

PUBLIC SECTOR COMMISSIONER'S CIRCULAR

Enquiries To: Workforce Performance
Public Sector Commission
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**TITLE: 2015-16 BUDGET: ADDITIONAL CORRECTIVE MEASURES –
RECRUITMENT FREEZE**

POLICY

Cabinet has announced an immediate freeze on external recruitment by general government sector agencies until 30 June 2016. This policy is part of budgetary corrective measures designed to control public sector expenditure

All public sector bodies are required under the above policy to not advertise vacancies outside of the parameters set out in the attached *Recruitment Freeze – Procedures for agencies* ('the procedures').

The arrangements apply to all job vacancies in the public sector including appointment pools, regional vacancies, fixed-term, casual or permanent, except those that are exempted under the procedures.

Vacant public sector and any newly established positions may only be filled by existing employees within the public sector; or where an exemption exists, in accordance with the procedures.

Internal public sector recruitment to fill vacancies can continue to be facilitated between agencies, or from within an agency under the established processes of acting, secondment, transfer or the appointment of a registered employee under the *Public Sector Management (Redeployment and Redundancy) Regulations 2014*, not by promotion.

Where a public sector body is seeking to fill a vacancy they can do so by posting their vacancy on RAMS as a transfer, secondment or acting opportunity. These vacancies are then able to be posted on Jobs WA provided it is clearly specified that the opportunity is for current permanent public sector employees only.

However, these constraints will not apply to those public sector bodies where an exemption exists under the procedures to allow them to advertise a position to be filled externally.

Where permitted to advertise a vacancy under the terms of the procedures, Commissioner's instruction No.2 *Filling a Public Sector Vacancy* will continue to provide the procedural requirements placed on public sector bodies when undertaking permitted recruitment activities. Recruitment activities can only be undertaken if it is within the scope of this circular and the procedures.

All public sector bodies are to continue to comply with the general principles under sections 8 and 9 of the *Public Sector Management Act 1994* as well as the public sector standards in human resource management, the public sector code of ethics and relevant codes of conduct.

BACKGROUND

The objective of the recruitment freeze is to contain growth in general government salaries expenditure and achieve the savings measures already built into the forward budget estimates. At the same time, the Government also aims to increase workforce mobility and encourage flexible deployment of existing employees (including registered employees) across the sector.

M C Wauchope
PUBLIC SECTOR COMMISSIONER

Other relevant Circulars:	N/A
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