



CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 2 of 2009

INTRODUCTION OF FIXED TERM CONTRACT CATEGORIES FOR THE RECRUITMENT ADVERTISING AND MANAGEMENT SYSTEM (RAMS)

From Monday 30 March 2009, the Recruitment Advertising and Management System (RAMS) will include an additional field to record the reason for using a fixed term arrangement when requesting approval to advertise. This will only apply to Civil Service Association (CSA) covered positions.

The advertising employer will be required to select one of the categories listed below. This information is for reporting purposes only and will not appear in the advertisements or be otherwise publicly available.

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| Relief | = | A one-off period of relief. |
| Project | = | Work on a project with a finite life and/or finite funding. |
| Seasonal | = | Work that is seasonal in nature. |
| Skills | = | Where an officer with specific skills is not readily available and is required for a finite period. |
| Agreed | = | Any other situation as agreed between the employer and the CSA. |
| SES | = | Senior Executive Service. |

The categories included in the mandatory field are consistent with the *Public Sector Management Act 1994*, the terms of CSA industrial instruments and the Government's Modes of Employment Policy.

Agencies are reminded to ensure that all fixed term arrangements comply with Government policy and the relevant award and agreement. For further information regarding the use of fixed term arrangements, please refer to the relevant industrial instruments and the Modes of Employment Policy available from: www.commerce.wa.gov.au/LabourRelations.

If you require further information regarding this circular please contact your agency's Labour Relations Adviser.

BOB HORSTMAN
A/EXECUTIVE DIRECTOR
LABOUR RELATIONS

17 March 2009

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