

APPENDIX A

Human Resource Transactions: The Employment Standard applies to all of the following transactions	What advertising can be undertaken?	Do breach claim rights apply?	Is notification of breach claim rights required?	Does the breach claim stop the decision from being implemented?
A vacancy is advertised on the basis it is for more than six months or for six months or less if there is the possibility of an extension or permanency. The purpose of advertising is to recruit to the vacancy.	General or targeted advertising	Yes	Notification is provided to unsuccessful applicants	Yes
A vacancy is advertised on the basis it is for six months or less with no possibility of extension. The purpose of advertising is to recruit to the vacancy.	General or targeted advertising	No	Not applicable	Not applicable
An expression of interest is circulated for an acting opportunity for six months or less, with no possibility of an extension or permanency. The purpose of advertising is to provide existing employees with an internal acting opportunity.	Expression of interest (internal)	No	Not applicable	Not applicable
An expression of interest is circulated for an acting opportunity for more than six months, with no possibility of permanency. The purpose of advertising is to provide existing employees with an internal acting opportunity.	Expression of interest (internal)	Yes	No	No
Quarantined advertising is an invitation for permanent employees to apply for particular vacancies at their substantive level. This is used to minimise the potential for displacement of existing permanent Public Sector employees which may result from a restructure or amalgamation.	Internal An invitation for existing permanent employees to apply at level	No	No	No
A vacancy is not advertised and is filled by an individual assessment of merit in accordance with Part 4 <i>Commissioner's Instruction No. 2 - Filling a public sector vacancy</i> . Applies where one person only is assessed and appointed to a vacancy.	Not applicable	No	Not applicable	Not applicable
A transfer occurs for a permanent employee at level, with no right of return.	No advertising required	Only where the employee has had a transfer request declined, or has been told they will be transferred at the initiative of the agency.	No	Yes
A secondment or acting opportunity is advertised on the basis it could later become permanent.	General or targeted advertising	Yes	Yes. Notification is provided to unsuccessful applicants.	Yes
A fixed term contract opportunity is advertised on the basis it could later become permanent.	General or targeted advertising For the permanent appointment of a fixed term contract employee to a public service vacancy (employed under Part 3 of the PSM Act) the vacancy must have been advertised on Jobs WA (s.64.4 of the Act).	Yes	Yes. Notification is provided to unsuccessful applicants.	Yes