

# Changes to Commissioner's Instruction 12: Redeployment and Redundancy – Guidance

[Commissioner's Instruction 12: Redeployment and Redundancy](#) sets the procedural requirements agencies must follow on matters involving redeployment and redundancy. It ensures fairness, consistency and compliance with legislation.

It applies to all agencies and employees covered under the [Public Sector Management Act 1994](#) (PSM Act) except those listed under Regulation 5 of the [Public Sector Management \(Redeployment and Redundancy\) Regulations 2014](#) (excluding privatisation and contracting out).

## Changes from 1 July 2026

To reflect industrial awards and agreements a new definition of “surplus employee” combines the previously used terms ‘registrable’ and ‘registered’ employee.

From 1 July 2026 the severance and redeployment functions in the Recruitment Advertising Management System (RAMS) are no longer available to agencies.

This impacts the following:

- **3 day redeployment clearance:** Vacancies no longer need to be cleared on RAMS to provide priority access for surplus employees. Instead, agencies are required to follow the Priority External Referral Process (set out below). Jobs will be posted on [WA Government Jobs](#).
- **Record keeping:** Information on RAMS about surplus employees is not accessible after 1 July 2026. Users should relocate relevant information about surplus employees from RAMS before this date. Agencies are required to keep records of surplus employees and severance payments, and provide this information to the Public Sector Commission when requested. More details are coming about the information the Commission needs and by when.

Under Commissioner's Instruction 48 and 49 (see Resources below) surplus employees have priority access to permanent vacancies and vacancies for periods longer than 12 months (increased from 6 months under the existing Commissioner's Instruction 12). Before using [limited search recruitment methods](#), agencies must first appoint suitable internal surplus employees. However, they are not required to consider external surplus employees once they have decided to use limited search recruitment methods.

## Continuing arrangements

Agencies continue to support surplus employees by providing:

- interim duties to maintain skills
- case manager assignment
- efforts to place them in suitable positions internally
- retraining options if no vacancies exist
- voluntary severance if no placements occur.

## Suitable positions

Suitable positions are those that are consistent with employees' skills, experiences and classification levels and are described in s94(6) of the [PSM Act](#) and in [Regulation 7\(1\)\(a\)](#).

## Suitable internal vacancies

If there are no suitable internal vacancies for surplus employees, agencies need to create suitable positions, explore retraining or look at external placement opportunities.

## Priority external referral process

- Case managers monitor [WA Government Jobs](#) to identify vacancies potentially suitable for surplus employees they manage. Case managers no longer receive job alerts through RAMS.
- When potentially suitable vacancies are identified, case managers refer relevant surplus employees to hiring managers as soon as possible. Referrals received after the closing date of advertisements are not considered by hiring managers.
- Hiring managers prioritise referred surplus employees and consider:
  - if surplus employees can fulfill the requirements of the position with their current skills and experience; if yes, hiring managers must appoint surplus employees
  - if surplus employees could potentially fulfill the requirements of the position in a reasonable timeframe with appropriate training; if yes, training arrangements must be discussed with case managers.
- The process of considering surplus employees' suitability can include interviews/meetings with them. Regulation 7 of the [Public Sector Management \(Redeployment and Redundancy\) Regulations 2014](#) has more information on assessment requirements.
- While considering referred surplus employees, hiring managers can continue main recruitment processes or decide to delay recruitment activities such as shortlisting and interviews.
- If hiring managers decide to appoint referred surplus employees, recruitment processes can be ended and applicants advised.
- Hiring managers complete and return to case managers formal assessments of the suitability or non-suitability of referred surplus employees within 10 working days of receiving referrals (unless agreed otherwise with case managers).
- Case managers inform their human resources teams of outcomes as soon as practicable.

Regardless of whether referred surplus employees are appointed or not, hiring managers document all activities and decisions in selection reports.

## Appointing to fixed term vacancies

Under [Commissioner's Instruction 49](#), the appointment of surplus employees to fixed term vacancies must not change their underlying permanent employment status.

Agencies are encouraged to seek legal advice when considering appointing surplus employees to fixed term vacancies.

## Record keeping

Records must be kept of all consultations, notifications, case management plans, job matching efforts, retraining agreements, payments offered, payments made and communications with unions and employees.

## Resources

- [Public Sector Management \(Redeployment and Redundancy\) Regulations 2014](#)
- [Commissioner's Instruction 48: Recruitment, Selection and Appointment to Permanent Vacancies](#)
- [Commissioner's Instruction 49: Recruitment, Selection and Appointment to Fixed Term Vacancies](#)