

# How – to create reports for Commissioner’s Instruction 39

[Commissioner’s Instruction 39: Interim Arrangements to Fill Public Sector Vacancies](#) was issued to respond to the competitive employment market and help agencies more efficiently access and appoint staff.

Minor amendments have been made in RAMS to gather data on recruitment across the sector – including:

- updated vacancy categories and subcategories to capture data on use of Commissioner’s Instruction 39 and [Commissioner’s Instruction 2: Filling a Public Sector Vacancy](#).
- new reporting fields to capture data on time to recruit.

This guide demonstrates how to generate reports in RAMS incorporating new and existing data fields.

## Commissioner’s Instruction Report

### GENERATE IN RAMS

New reporting options have been added to the **Reports** tab under **Commissioner’s Instruction Report**.

RAMS system administrators and superusers can generate reports by entering the desired date range (up to 6 months) and filtering by **Date Request to Fill Approved** or **Date of Appointment Decision**.

- **Date Request to Fill Approved**

The date the agency’s delegated authority signs the request to fill or request to advertise form.

- **Date of Appointment Decision**

The date the agency’s delegated authority signs the selection report. If the recruitment process does not require a selection report, this is the date the delegated authority approves the decision to finalise the recruitment process.

**Commissioners Instruction Report**

Date From:  (yyyy-mm-dd)

Date To:  (yyyy-mm-dd)

[DOWNLOAD FROM DATE REQUEST TO FILL APPROVED](#) [DOWNLOAD FROM DATE OF APPOINTMENT DECISION](#)

**Note:**

- Only one user to generate the report at any time
- Please wait until the report has finished generating before you generate another report
- Allow 1-2 minutes for the report to finish
- Only select up to 6 months for date range between From and To Date

## DOWNLOAD TO EXCEL

Reports are generated in CSV format and include data from new and existing fields, as well as the **Total Number of Days** and **Average Time to Fill**.

- **Total Number of Days**

Number of calendar days to finalise a recruitment process calculated from **Date of Request to Fill Approved** to **Date of Appointment Decision**. This will automatically fill as N/A if the **Date of Appointment Decision** field is not completed.

- **Average Time to Fill**

Average number of calendar days to finalise recruitment processes within the desired date range. All processes with N/A for **Total Number of Days** will be excluded when the average is calculated.

Agency	Vacancy ID	Job Title	Agency FII	ANZSCO C	Vacancy C	Vacancy C sum	Custom1	Custom2	Vacancy T	Vacancy S	Duration	Specified	Level	Region	Salary	Date Reque	Date Create	Date of api	Vacancy F	Vacancy A	Advert Po	Advert Ex	Time to Fill	Vacancy
Public Transport	703143	1 - KK test	11111	General	Non-Shari	1	Advertised	Permaner	Stored	No	Level 1	Perth Me	\$20 000	1/01/2023	1/03/2023	1/03/2023	Complete					60		
Total Vacancy		1																						
Average Time to Fill		60																						

## REPORT ON PROGRESS

The Commissioner's Instruction Reports are intended to support chief human resource officers (CHROs) to provide progress updates to their agency's corporate executive on use of the provisions in Commissioner's Instruction 39 and time to fill vacancies.

## Terminology

### Acting

The temporary movement of an employee to a vacancy with the same or a higher classification level within the same public sector body.

### Appointment pool

A pool of people assessed as being suitable for an advertised vacancy. Pools can be used to make subsequent appointments to same or similar vacancies within the same public sector body or a different public sector body.

### Fixed term appointment

The appointment of a person to a vacancy for a fixed period by a public sector body's CEO/employing authority under section 64(1)(b) of the Public Sector Management Act 1994.

### Genuine occupational qualification

Refer to [guidance](#) on the exceptions in the *Equality Opportunity Act 1984*.

### Measure to achieve equality

Refer to [guidance](#) on the exceptions in the *Equal Opportunity Act 1984*.

### Permanent appointment

The appointment of a person to a vacancy for an indefinite period by a public sector body's CEO/employing authority under section 64(1)(a) of the *Public Sector Management Act 1994*.

**Public sector employee**

An employee of a public sector body not appointed by the CEO/employing authority under Part 3 of the *Public Sector Management Act 1994*.

**Public service officer**

An officer of a public sector body appointed by the CEO/employing authority under Part 3 of the *Public Sector Management Act 1994*.

**Recruitment**

The process used by a public sector body to attract, assess, and select a person to fill a vacancy.

**Regional vacancy**

A vacancy located in any region (except the Peel region) listed in Schedule 1 of the *Regional Development Commissions Act 1993*.

**Same vacancy**

A vacant position with the same classification level and identical work-related requirements.

**Secondment**

The temporary movement of an employee to a vacancy in a different public sector body or outside of the public sector.

**Similar vacancy**

A vacant position with the same classification level and comparable work-related requirements.

**Specialist position**

A position deemed to require specialist skills, knowledge, abilities and/or qualifications by a public sector body's CEO/employing authority.

**Subsequent appointment**

The appointment of a person assessed as being suitable for an advertised vacancy (external process) to a same or similar vacancy within the same public sector body.

**Suitability list**

A list of people assessed as being suitable for an advertised vacancy. Suitability lists can be used to make subsequent appointments to same or similar vacancies within the same public sector body or a different (external) public sector body.

**Transfer**

The permanent movement of an employee to a vacancy with the same classification level within the same public sector body or a different public sector body.

**Vacancy**

A vacant position within a public sector body resulting from the creation of a new position, or the temporary or permanent movement of another employee.