

## CIRCULARS TO DEPARTMENTS AND AUTHORITIES

### **POLICY OBJECTIVE**

To provide a mechanism for circulating instructions, information and advice that facilitates a consistent and coordinated approach to labour relations across the WA public sector.

### **POLICY PRINCIPLES**

- Commerce will issue Circulars to Departments and Authorities that support the coordination of public sector labour relations, as provided for in Premier's Circular 2009/01 Coordination of Public Sector Labour Relations.
- Circulars to Departments and Authorities will be utilised to provide the following types of labour relations instructions, information and advice:
  - Instructions on how to respond to specific labour relations issues.
  - Guidelines to support the implementation of Commerce Policy Statements or other Government labour relations policy.
  - As the authority to pay entitlements provided for by industrial instruments or Government policy.
  - Clarification on the application of public sector entitlements.
  - Legal compliance matters with industrial implications.

### **APPLICATION**

- All Public Sector Agencies are required to comply with Circulars to Departments and Authorities.

### **GUIDELINES**

- Indexes and the full text of Circulars to Departments and Authorities are available electronically at <http://www.commerce.wa.gov.au/LabourRelations> (select Public Sector - Resources).
- Updates to Circulars to Departments and Authorities can be received via the subscriber service also available at the website above.

### **REVIEW DATE**

- *August 2013*

### **RELATED INFORMATION**

- Premier's Circular 2009/01 Coordination of Public Sector Labour Relations