



## 6. Related information

- The directive relating to [recruitment and selection](#) outlines the requirements for filling vacancies, including on a temporary basis. Advertising exemptions apply to temporary vacancies for less than 12 months and for temporary vacancies at entry level classifications. The directive also allows for a chief executive to exempt a role from advertising, including where that role is to be filled on a permanent basis by a temporary employee following a review of their employment status.
- The directive relating to the [conversion of casuals to permanent employment](#) provides information on the conversion of casual employees from casual employment to employment on tenure.
- The directive relating to [appeals](#) provides information about appealing a decision by an agency not to convert a temporary employee.
- The [Employment Security Policy](#) sets out the Government's commitment to security of employment in Queensland Government agencies.

## 7. Principles

- 7.1 The Employment Security Policy outlines the Queensland Government's commitment to ongoing employment and limiting the use of temporary employment. Temporary employment should only be used when ongoing employment is not viable or appropriate. Where there is a need to employ a person on an ongoing basis, the chief executive of an agency should employ a person permanently rather than temporarily. In this regard, an agency should also take steps to proactively manage its workforce, including temporary employees, to ensure that workplace change can be managed effectively.
- 7.2 Circumstances that indicate an appointment should be on a temporary rather than permanent basis include, but are not limited to:
- when an existing employee is taking a period of leave (such as parental leave) and needs to be replaced until the date of their expected return from leave;
  - when skills are required for a one-off project with a specific end date;
  - where funding for a project or program after a specific date is uncertain;
  - when an existing employee is absent from their substantive role due to secondment; and
  - when skills are temporarily required prior to a permanent appointment being made in accordance with the directive relating to recruitment and selection.

## 8. Temporary employee rights and responsibilities

- 8.1 Section 26 of the PS Act requires managers to ensure that public service employees are aware of the work performance and personal conduct expected of them and to proactively manage that performance and conduct. Temporary employees who are engaged for a period of three months or more are required to participate in the formal performance management system of their agency. Participation in the formal system where a temporary employee is engaged for less than three months is at the discretion of the agency.
- 8.2 An agency must ensure that temporary employees are provided with:





