

Implementation checklist - conversion

Actions for public sector entities when implementing Directive 02/23 – Review of non-permanent employment

1. To do now	2. Ongoing activities
<p>Read the conversion sections (s111- s117) of the <i>Public Sector Act 2022</i> (the Act).</p> <p>Create or update all relevant entity policies and procedures to reflect the requirements of the Act and Directive 02/23 – Review of non-permanent employment (the Directive).</p> <p>Create or update templates to address:</p> <ul style="list-style-type: none"> • Review notifications reflecting updated terminology, changed decision-making criteria, relevant appeal rights and legislative references. • Review outcome letters reflecting requirements of the Directive, updated terminology, changed decision-making criteria, relevant appeal rights and legislative references. 	<p>Ensure relevant entity policy and procedure documents remain up to date.</p>
<p>Prepare communication information for employees and decision makers, including in relation to the following matters:</p> <ul style="list-style-type: none"> • A summary of the Directive, what it means and how it will be implemented in your department, agency or entity. • The default basis of permanent employment specified in the Act. • Roles and responsibilities for decision makers, employees, unions, and support persons. • Transitional arrangements under the Act for existing requests to review employment status or reviews of employment status. 	<p>Ensure associated resources including delegation arrangements, communication material and intranet site content remain up to date.</p>

<p>Review and amend your organisation’s human resource (HR) delegations instrument to ensure decision makers for conversions are clearly identified and appropriately authorised to act.</p> <p>Ensure processes are in place and resources readily available to enable:</p> <ul style="list-style-type: none"> • Non-permanent employees to request 12-month conversion review. • The chief executive of the entity to review the status of a non-permanent employee after 2 years of continuous employment. • Additional reviews in accordance with the Act. • Outcome notifications. <p>Build knowledge and capability building amongst decision makers, hiring managers and HR practitioners including talent acquisition and recruitment teams.</p>	<p>Continue to build knowledge and capability building amongst decision makers, hiring managers and HR practitioners including talent acquisition and recruitment teams.</p>
<p>Ensure delegated manager and decision makers are aware of obligations under the Act and the Directive relating to:</p> <ul style="list-style-type: none"> • Engagement of non-permanent employees. • Conversion criteria for non-permanent employees. 	<p>Undertake workforce planning to ensure future and ongoing compliance with provisions of the Act.</p>
<p>Review templates and resources to ensure alignment with legislation and requirements of the Directive including:</p> <ul style="list-style-type: none"> • Commencement notifications. • Outcome notifications. <p>Ensure managers are aware of their obligations under the Act in relation to permanent employment being the default basis of employment in the Queensland public sector.</p> <p>If you are an entity that is new to the legislative framework, engage with your entity’s portfolio department to obtain guidance and support for implementation.</p>	<p>Continue to ensure:</p> <ul style="list-style-type: none"> • Templates and resources remain up to date. • Managers are aware of their obligations under the Act in relation to permanent employment being the default basis of employment.
<p>Implement or review record keeping arrangements to ensure records are retained for decisions relating to employment and reviews of employment status of non-permanent employees, including deemed decisions.</p>	<p>Continue to ensure record keeping arrangements remain fit for purpose.</p>