



Message from the  
**Deputy Director-General**  
**People and Corporate Services**

10 November 2021

Dear colleagues

I want to ensure everyone is mindful of our critical obligations as an employer. Permanent employment is the default. In addition, it is now a legal requirement that eligible temporary and casual staff with two years' or more of service must be offered conversion to permanent employment unless there are genuine operational reasons not to do so. This means:

- **The valid use of temporary and casual employees (less than 12 months) is limited to:**
  - **genuine backfill of another employee absent for a known period**
  - **a specific piece of short-term work or project with a known end date**
  - **meet an unexpected short-term increase in workload;**
- In the same manner, where a permanent staff member is otherwise engaged in additional temporary hours, these hours will be converted and included in their total permanent hours;
- recurring funding such as Investing for Success (I4S), Administrative Assistant Enhancement Program (AAEP) and school funded initiatives **are not valid reasons for ongoing temporary engagements;** and
- temporary and casual employees should only be engaged where additional hours are unable to be fulfilled by permanent employees.

To ensure the department complies with government policy and practice directives, the following program of work has been initiated:

**Phase 1 (completed) – Review of temporary employees with 4 or more years' service (completed Term 3, 2021)**

During Term 3, 2021 temporary staff with greater than 4 years' service were offered permanent employment.

Throughout the two rounds of offers made, 1148 employees were converted to permanent status.

**Phase 2 – Further review of non-teaching school-based employees with 2-4 years' service:**

Commencing Term 4 2021, the Department with the United Workers and Together Queensland unions have agreed to commence a review of the following cohorts:

- long-term temporary hours arrangements for existing permanent non-teaching school-based staff; and
- temporary non-teaching school-based employees with greater than 2 years' service.

## **What this means for schools**

Human Resources will work with schools directly throughout Term 4, 2021 to review and identify opportunities for conversion of temporary hours and appointments.

We recognise that schools will already have formulated planning for 2022 based on anticipated enrolments and resources. A key consideration for 2022 includes adjustments to resourcing levels which may be required where enrolment predictions vary from 2021.

Additionally, the employment status of employees (i.e. permanent as the default position in preference to temporary employment) is required to be a key component of that planning based on the above principles.

Legislation requires that schools undertake the conversion of temporary employees to permanent with greater than 2 years' service.

To ensure continuation of employment is assured non-teaching, school based temporary staff with more than 2 years' service (effective today) will be retained until the end of Term 1 2022.

This decision is made on the assumption that the financial position of schools exist to extend temporary employees already employed for greater than 2 years.

Extension of these employees will be uploaded automatically through the Temporary Engagement Management Portal (TEMP PORTAL) by 10 November 2021.

The only exception to this is where a temporary employee has given notice of intention to leave prior to the end of Term 1 2022. In this latter case, the employee's notified completion date will be taken to be their finish date. Subsequent amendment of affected employee's temporary end date will be required and should be arranged by the Principal or their delegate in TEMP portal.

Schools should expect to be contacted shortly by the regional Human Resources team regarding employees in either of the defined cohorts.

If you wish to lodge an exception, or require further advice regarding the extension of temporary workforce identified through this process please contact our HR Advisory Service via [HRAdvisoryServices@qed.qld.gov.au](mailto:HRAdvisoryServices@qed.qld.gov.au) .

regards

**Shannon Cook**  
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**People and Corporate Services**