
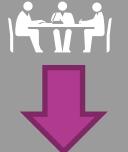




# SECURE WORKFORCE CONVERSION



**ACT**  
Government

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WHAT	Deliverable	Description	Delivery Method	Frequency	Responsibilities
<b>Letters / Information</b> 	A. Provided to casual employees on commencement (and those who have not yet worked 12-months).	ACTPS Factsheet Understanding Casual Employment + Fair Work Casual Employment Information Statement.	Email or post	Once	Sent by employer (Directorate or Public Sector agency).
	B. Provided to casual employees on their 12-month anniversary.	Letter advising not being converted under FW Act, but considered under ACTPS Secure Workforce Conversion Policy.	Email or post	<ul style="list-style-type: none"> <li>Receive report from SSHR fortnightly outlining casual employees reaching 12-month anniversary.</li> <li>Send letter to employees upon receipt of fortnightly report.</li> </ul>	Sent by employer (Directorate or Public Sector agency).
<b>Assessment</b> 	Secure work conversion assessment: all temporary and casual employees to be assessed.	Quarterly assessments of temporary and casual employees; annual once a conversion to permanent is declined.	Complete response spreadsheet quarterly and provide to WCAG.	Quarterly	Directorates and Public Sector agencies assess.
<b>Recommendation to Head of Service</b> 	<ul style="list-style-type: none"> <li>WCAG arranged consultation with unions.</li> <li>Check with recommended candidates whether they wish to be converted.</li> <li>Conversion recommendations prepared by Directorates and agencies to be forwarded to the HoS.</li> </ul>	Head of Service considers the recommendations prepared by Directorates and agencies.	<ul style="list-style-type: none"> <li>Directorates and agencies confirm interest in conversion in writing (email).</li> <li>WCAG collates recommendations for HoS and sends to HoS.</li> <li>HoS recommendations provided by WCAG to Directorates and agencies.</li> </ul>	Quarterly as required	Directorates and Public Sector agencies confirm with employees.
<b>Conversion</b> 	Conversion to permanent employment.	Appointment by Delegate following the recommendation of the Head of Service that an employee be converted to permanent under this policy.	Delegate authorised request to Shared Services recruitment.	Quarterly as required	Delegate with appropriate delegation to appoint without merit on the recommendation of the Head of Service.