

Fixed Term Vacancies: Guidance

Appointments to fixed term vacancies are made under [Commissioner's Instruction 49: Recruitment, Selection and Appointment to Fixed Term Vacancies](#) operating alongside applicable legislation, regulations, awards and agreements.

Stability

Under the instruction agencies must establish procedures that include prioritising permanent employment ensuring stability.

When filling fixed term vacancies and before advertising or [using limited search recruitment methods](#), agencies must, in this order of priority:

1. appoint suitable internal surplus employees
2. appoint applicants from current recruitment pools.

Agencies must state the “possibility of permanency in the future” except where filling specialist positions under [Commissioner's Instruction 33: Determining Remuneration of Specialist Positions](#).

Advertising fixed term vacancies

Advertising fixed term vacancies is mandatory unless a [limited search circumstance](#) exists and can be justified in which case one or more of the limited search recruitment methods may be used. The limited search circumstances are set out in clauses 8 and 9 in Commissioner's Instruction 49.

Appointment of acting or seconded employees to fixed term vacancies

Under [Commissioner's Instruction 50: Backfilling Temporary Vacancies](#), agencies can act or second employees to fixed term vacancies while the process of filling the vacancies through advertising or limited search recruitment methods is undertaken.

Continuing current acting and secondment arrangements

Acting arrangements and secondments in fixed term vacancies in place before 1 July 2026 may continue until the positions are filled through recruitment processes.

Fixed term contract extensions

Fixed term employees already filling positions for 12 months on initial contracts may be extended for up to 12 months to a maximum total of 24 months.

Some considerations when using limited search recruitment methods

1. Concurrent appointments

Part time employees (permanent or fixed term) can be concurrently appointed to additional fixed term vacancies at the same or a lower classification level as they currently hold. The total number of contracted hours across both positions cannot exceed 1.0 full time equivalent.

Concurrent appointments for public service officers employed under Part 3 of the [Public Sector Management Act 1994](#) to other public service positions must be approved by the Public Sector Commissioner.

Email admin@psc.wa.gov.au setting out the circumstances and seeking the Commissioner's approval.

2. Previous fixed term employees

People previously employed for a fixed term can be appointed to fixed term vacancies using limited search recruitment methods.

People previously employed permanently cannot be appointed to fixed term vacancies using limited search recruitment methods. They can be appointed to permanent vacancies in accordance with [Commissioner's Instruction 48: Recruitment, Selection and Appointment to Permanent Vacancies](#).

3. Other suitable employees

Agencies may consider applicants for fixed term vacancies who were previously assessed as suitable through recruitment processes for similar permanent and fixed term vacancies.

Appointments can be made if:

- the applicants were assessed as suitable for the same or a similar position at the same classification level
- assessment occurred in the last 12 months.