

Permanent Vacancies: Guidance

Permanent appointments can be made under [Commissioner's Instruction 48: Recruitment, Selection and Appointment to Permanent 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 vacancies and before advertising or using limited search recruitment methods, agencies must, in this order of priority:

1. appoint suitable internal surplus employees
2. review and appoint fixed term and casual employees eligible for conversion
3. 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](#).

Agencies can make fixed term employees permanent in the positions they hold without the need to advertise if the positions become ongoing.

Conversion to permanency

Provisions for eligible fixed term and casual employees to become permanent are contained in industrial awards and agreements.

Advertising permanent vacancies

Advertising permanent vacancies is mandatory unless the following applies:

- the vacancy is filled by a person from the [priority list](#)
- a limited search circumstance exists and can be justified in which case one or more limited search recruitment methods may be used. The limited search circumstances are set out in clauses 6 and 7 in Commissioner's Instruction 48.

Permanent appointment of fixed term and casual employees

Under [Commissioner's Instruction 49: Recruitment, Selection and Appointment to Fixed Term Vacancies](#), agencies may appoint suitable fixed term or casual employees as permanent after advertising or limited search recruitment methods. This is not conversion to permanency.

Under Commissioner's Instruction 49, agencies may use limited search recruitment methods to appoint suitable fixed term and casual employees to other permanent vacancies where:

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

Permanent appointment of acting and seconded employees

Agencies may act or second employees to temporarily fill permanent vacancies during recruitment processes under [Commissioner's Instruction 50: Backfilling Temporary Vacancies](#).

Under Commissioner's Instruction 49, agencies may permanently appoint suitable employees acting in or seconded to backfill temporary vacancies after advertising or using a limited search recruitment method.

Some considerations when using limited search recruitment methods

1. Concurrent appointments

Part time employees (permanent or fixed term) can be concurrently appointed to additional permanent vacancies at the same or a lower classification level as they currently hold. The total number of contracted hours in 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 another public service position 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 permanent employees

People previously employed permanently can be appointed to permanent vacancies using limited search recruitment methods in accordance with Commissioner's Instruction 48.

People previously employed permanently cannot be appointed to fixed term vacancies using limited search recruitment methods. They can be appointed to fixed term vacancies in accordance with Commissioner's Instruction 49.

3. Other suitable employees

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

Appointments can be made if:

- the vacancies were advertised with the possibility of permanency
- applicants were assessed as suitable for the same or a similar position at the same classification level
- assessment occurred in the last 12 months.

4. Probationary period

Confirmation of permanency may be subject to satisfactory performance during a period of probation. The inclusion of a probationary period must be in accordance with the relevant industrial agreement.