

# Example of a completed mobility arrangement

A mobility arrangement involving a Senior Executive Service (SES) employee performing work within a different public service entity.

A chief executive of a public sector entity may enter into a mobility arrangement as provided for under section 82 of the *Public Sector Act 2022* (the Act).

A mobility arrangement can only be made with the consent of the person undertaking the mobility arrangement, and where the work or duties are to be performed for or within another entity, the chief executive, or appropriate office holder, of the other entity.

Mobility arrangements are temporary in nature and do not change the employment relationship between an employee and their employer.

This mobility arrangement is made in accordance with section 82 of the Act and Public Sector Commissioner directive 03/25: Workforce mobility (the Directive).

## Part A - Details

1. Person undertaking mobility arrangement	Name: Employee A	Phone: xxxx xxx xxx Email: <a href="mailto:EmployeeA@gmail.com">EmployeeA@gmail.com</a>
2. Duration of arrangement	Start date	End date
	5 January 2026	27 March 2026, with the possibility of extension (subject to the agreement of the parties) until critical taskforce roles are filled.
3. Home entity	Department of ABC (public service entity)	
4. Host entity	Department of XYZ (public service entity)	

<p>5. Work or role to be undertaken and performance expectations</p>	<p>Executive Director role to assist the with the establishment of a taskforce under <u>section 195 of the Act</u> to address short falls in front line workforce attraction for uniformed public service entities.</p> <p>Performance expectations:</p> <ul style="list-style-type: none"> <li>• Adherence to Code of conduct for the Queensland public service</li> <li>• Identify any potential conflicts of interest and manage in accordance with the Act and Declaration of interests – public sector employees excluding chief executives (Directive 03/24)</li> <li>• Develop clear expectations about what the taskforce will deliver and by when</li> <li>• Build a team structure, identify required skills and subject matter experts</li> <li>• Establish a governance structure for the taskforce</li> <li>• Establish corporate and administrative structures to support the employees of the taskforce</li> <li>• Apply project management strategies</li> <li>• Develop a stakeholder engagement plan</li> <li>• Ensure effective implementation and handover of taskforce to the program owner within Department XYZ (host entity) once stood up.</li> </ul>
<p>6. Direction and supervision</p>	<p>Work will be performed within Department XYZ (host entity) under the direction and supervision of Supervisor B, Department XYZ (host entity).</p>
<p>7. Work location (including travel requirements)</p>	<p>Work will be undertaken at the office of Department XYZ (host entity) at 111 George St, Brisbane 4000.</p> <p>Secure onsite car parking for private vehicle will be provided by Department XYZ (host entity).</p> <p>Resources including ICT equipment and laptop will be provided by Department XYZ (host entity).</p>

	<p>Mobile phone from Department ABC (home entity) will be used during the mobility arrangement.</p> <p>Travel will be required across the state between regional offices. Travel and accommodation away from private residence will be arranged by Department XYZ (host entity).</p>
8. Applicable industrial instruments	Senior executive service (SES) employment conditions directive continues to apply.
9. Remuneration	<p>Employee A will maintain their current remuneration rate of SES3.2 during the mobility arrangement. However, it is noted that the host entity role is remunerated slightly lower at SES2.5.</p> <p>All expenses incurred whilst Employee A is working away from Department XYZ (host entity) offices on official travel will be paid by Department XYZ (host entity) in accordance with the Minister for Industrial Relations Directive 13/23: Domestic travelling and relieving expenses.</p>
10. Hours of work	In accordance with the SES employment conditions directive
11. Payroll arrangements	Employee A's salary will continue to be paid by Department ABC (home entity), who will invoice Department XYZ (host entity) to recover the salary costs for SES2.5 during the mobility arrangement.
12. Leave arrangements	<p>Leave will continue to be applied for in accordance with Department ABC's (home entity)'s leave policies and processes.</p> <p>Leave requests will be submitted to Supervisor C from Department ABC (home entity). Consideration and approval of leave requests will be in consultation with Supervisor B from Department XYZ (host entity).</p> <p>There is no change to leave accruals during the mobility arrangement.</p>
13. Primary duty of care under WHS legislation	Department XYZ (host entity) has the primary duty of care for the duration of the mobility arrangement, as work will be performed within and under the supervision of Department XYZ (host entity).

14. Workers' compensation obligations	<p>Department ABC (home entity) will maintain workers' compensation insurance for Employee A as a worker of Department ABC (home entity) during the mobility arrangement, in accordance with the <i>Workers' Compensation and Rehabilitation Act 2003</i>.</p> <p>Department XYZ (host entity) indemnifies Department ABC (home entity) in respect of any workers' compensation claim made by employee A for an injury sustained while performing work within Department XYZ (host entity).</p>
OPTIONAL DETAILS	
15. Contact details for person in home entity (optional)	<p>Department ABC, Supervisor C</p> <p>Ph: xxxx xxxx</p> <p>Email: xxxxxx</p> <p>HRServices@DepartmentABC.qld.gov.au</p>
16. Contact details for person in host entity (optional)	<p>Department XYZ, Supervisor B</p> <p>Ph: xxxx xxxx</p> <p>Email: xxxxxx</p> <p>EmploymentRelations@DepartmentXYZ.qld.gov.au</p>
17. Right to review of employment status by home entity during arrangement (optional)	N/A

## Part B – Agreed terms and conditions

### 1. Health and safety

Under the **Work Health and Safety Act 2011** (QLD) (WHS Act), the primary duty of care is imposed on a person conducting a business or undertaking (PCBU). The PCBU can be different from a person's employer, and includes people whose activities are influenced or directed by the PCBU.

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Under a mobility arrangement, both the home entity and the host entity have obligations under the WHS Act.

The primary duty of care will be on the entity who has the day-to-day responsibility for the person's work, while the person is working. The host entity will ensure the person is properly inducted with the host entity including the host entity taking steps to ensure the person understands the host entity's workplace health and safety policies, and any other policies or procedures that would normally be communicated to new employees of the host entity including emergency evacuation procedures for the location at which the person will be working for the host entity during the mobility arrangement.

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## 2. Workers' compensation and rehabilitation

The home entity will maintain workers' compensation insurance for the person as a worker of the home entity.

The host entity indemnifies the home entity in respect of any workers' compensation claim made by the person for an injury sustained while performing work in the host entity.

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## 3. Confidentiality

Each party to the mobility arrangement agrees that it will maintain, and will ensure it or its employees, agents, contractors and associates maintain the confidence of the Confidential Information of the other party.

Confidential Information means information that is by its nature confidential, is designated by the party as confidential and which the person or entity knows or ought to know is confidential. This includes Personal information under the *Information Privacy Act 2009*.

Each party will ensure that it and/or its employees, agents, contractors and associates do not disclose any Confidential Information of the other party to any person, except:

- a. with the prior consent of the other party
- b. where it is necessary to fulfil and perform the duties under this arrangement, or
- c. where required by law or an order of the court.

Each entity party to the mobility arrangement acknowledges and accepts that the other entity may be required to disclose information, including Confidential Information, pursuant to the *Right to Information Act 2009*.

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## 4. Liability and indemnity

Where the mobility arrangement has the effect of the person performing work or duties within another entity, the host entity acknowledges that:

- a. it accepts the person to perform work within the host entity at the host entity's own risk; and
  - b. the home entity is not responsible for the standard of work carried out by the person for the host entity.
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Despite any other section of this mobility arrangement, the home entity will not be liable for any claim, in contract, tort, or otherwise, to the host entity arising from any act or omission of the home entity or the person in connection with the person's work for the host entity under this mobility arrangement, including any liability by way of negligence or arising from any duty of care which may exist. This paragraph does not apply to any liability arising under statute (including under the WHS Act) to the extent it cannot be limited or excluded.

The host entity indemnifies the home entity in respect of any claim made by, or liability to, any third party in connection with this mobility arrangement or the person's work for the host entity on a full indemnity basis, except to the extent that the claim or liability is occasioned by fraud, serious misconduct or deliberate breach of duty on the part of the home entity.

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## 5. Conduct, behaviour and/or performance

Where the person is employed by a home entity to which the Code of Conduct for the Queensland Public Service (the Code) applies, the Code will continue to apply to the person for the duration of the mobility arrangement unless otherwise stated in the mobility arrangement. For example:

*If the host entity has a different (or additional) code of conduct or standard of practice, or additional policies or procedures that govern a person's conduct and behaviour in their work for the host entity, those different (or additional) codes or standards may apply to the person for the duration of the mobility arrangement and should be provided for in the additional conditions of the mobility arrangement.*

Where the work performed by the person for the host entity under the mobility arrangement is being performed in a public sector entity, the person's performance for the host entity will be managed in accordance with the positive performance management principles set out under the Act and the directive issued by the Public Sector Commissioner relating to positive performance management.

During the mobility arrangement the host entity may obtain from the home entity and provide to the home entity relevant information concerning the person's work performance and conduct, subject to compliance with any relevant laws.

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## 6. Termination of mobility arrangement

The person's chief executive, or the chief executive (or appropriate office holder) of the other entity may end the mobility arrangement, subject to the relevant notice period required in accordance with the Directive.

If, at any time, during the mobility arrangement, the person ceases to be employed by the home entity, the person's mobility arrangement with the host entity automatically terminates on the date the person ceases employment with the home entity.

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## Part C – Additional conditions

### 1. Condition: Delegation

Details: The functions of Executive Director are delegated to Employee A in accordance with Department XYZ's (host entity) Human Resources Management Delegations and section 282(1) of the Act.

### 2. Condition: ANZSOG leadership development course

Details: Employee A will continue their existing ANZSOG leadership development course and costs will continue to be paid by Department ABC (home entity). Department XYZ (host entity) will support in person attendance at training (5 days) during February 2026.

## Part D – Signed by the parties to the mobility arrangements

Party	Signature	Date
I, Chief Executive, Department ABC (home entity), agree to enter a mobility arrangement in accordance with the details, terms and conditions set out in this document		
I, Chief Executive, Department XYZ (host entity), consent to the mobility arrangement in accordance with the details, terms and conditions set out in this document		
I, Employee A, consent to the mobility arrangement in accordance with the details, terms and conditions listed above		