# External Secondment Policy

# Section 1 - Background Information

(1) This Policy has been developed to formalise the arrangements for a person to be seconded to the University from an external organisation and for a staff member from the University to be seconded to an external organisation.

# Section 2 - Policy Statement

(2) The University recognises that benefits for a person and the University can be gained from the secondment of a person either 'to' or 'from' the University. Potential benefits include:

a. sharing of expertise across organisations;
b. development / fostering of strategic alliances, cross-organisational links and relationships;
c. provision of expertise to address temporary skill gaps in an organisation; and
d. career development through the enrichment of professional experience.

# Section 3 - Policy Purpose

(3) This Policy outlines the arrangements to be undertaken to formalise the secondment of a person to the University from an external organisation and for the secondment of a staff member from the University to an external organisation.

# Section 4 - Application of Policy

(4) This Policy applies to all continuing and fixed-term staff members of the University, who have completed at least three years continuous service with the University. A staff member who is employed on a fixed-term contract who wishes to enter into an external secondment arrangement must be employed on a contract which has an end date that extends at least six months after the end date of the proposed secondment.

(5) The University will not be bound by any external secondment proposal which has not been formally approved. Any discussions or exploration of a secondment by the proposed secondee or representative of the University must not commit the University to any external secondment proposal prior to formal approval being obtained from the relevant delegated officer.

(6) Typical external secondment arrangements entered into at the University include:

a. a staff member is seconded to work in an external organisation; or
b. a person from an external organisation is seconded to work at the University; or
c. a staff member is seconded to work at an external organisation and in exchange a person from the external organisation is seconded to work at the University.

(7) Requests for a staff member to be seconded to an external organisation will normally only be approved where it is

demonstrated in a written proposal that the activities to be undertaken by the staff member at the external organisation, will provide a developmental opportunity for the staff member and supports the Mission, Strategic Plan and / or operational needs of the University.

(8) External secondment arrangements should only be established for periods of time no greater than 12 months.

(9) Where there is scope for the secondment arrangements to be extended beyond their current term, a review must be completed by at least 2 months prior to the expiry of the current term as a precursor to formalising any arrangements for any future agreement between the University and the external organisation.

(10) An external secondment term for a period of more than 1 year, may be granted subject to the staff member agreeing to the following in writing:

a. that they will become unattached from they substantive position at ACU;
b. that they will confirm their interest in returning to work by providing at least 2 months written notice to the Chief People Officer; and
c. that their return to the University from a period of external secondment will be managed in accordance with provisions of the Management of Staff Unattached from Substantive Position Policy.

(11) The period of secondment for an Academic Staff member should normally correspond with Semester 1 and / or Semester 2 to ensure minimal disruption to teaching and research programs.

# Section 5 - Procedures

(12) Requests for the University to enter into an external secondment arrangement must be submitted in writing to the relevant Executive Staff member for consideration. The request for the proposed external secondment arrangement should include the following information:

a. the staff member and details of the organisation involved;
b. a description of the position to which being seconded to including the grade of the position and the salary;
c. the period of the proposed external secondment;
d. the suitability of the secondee for the position and information about any potential replacement arrangements;
e. the proposed benefits to the staff member and the University;
f. the proposed financial arrangements (including salary, on-costs for payroll tax, superannuation, annual leave loading, long service leave, workers' compensation insurance and any financial assistance); and,
g. any other relevant matters pertaining to the external secondment arrangements.

(13) Following consideration of the proposal the Executive Staff member may either recommend or not recommend the proposed external secondment arrangement to the relevant Member of the Senior Executive.

(14) If the Executive Staff member does not recommend that the proposed external secondment arrangement be approved, they will return the proposal to the staff member with an outline of the reasons for their decision not to support the proposal.

(15) If the Executive Staff member recommends that the proposed external secondment arrangement be approved, they will endorse the proposal and forward it to the Member of the Senior Executive for their consideration and decision.

(16) If the Member of the Senior Executive does not recommend that the proposed external secondment arrangement be approved, they will return the proposal to the staff member with an outline of the reasons for their decision not to

support the proposal.

(17) If the Member of the Senior Executive approves the proposed secondment arrangement, People and Capability will prepare an External Secondment Agreement to formalise the secondment arrangements.

(18) The External Secondment Agreement will formally set out the conditions of secondment and the contractual arrangements between the University and the external organisation, including:

a. contractual arrangements (such as duration, procedures for variation, dispute settlement procedures, applicable law and termination);
b. payment arrangements (such as salary, PAYG tax, on-costs for payroll tax, superannuation, annual leave loading, long service leave, workers' compensation insurance, GST, if applicable, and invoicing arrangements);
c. legislative compliance arrangements (such as WHS, equity, induction, child protection, immigration requirements, workers' compensation and industrial coverage);
d. company compliance arrangements (such as financial assistance, employment service and leave arrangements, position description, professional indemnity, supervision, applicable policies and procedures); and
e. the extent to which the application of the seconding organisation's policies and procedures apply to the secondee during the term of the secondment.

(19) Once the External Secondment Agreement has been formalised and signed by the appropriately Delegated Officers, People and Capability will write to the staff member to confirm the details of the secondment. There will be a variation to the staff member's contract of employment detailing the secondment arrangements.

(20) The following conditions will apply to an ACU staff member who is granted approval to proceed on an external secondment for a fixed period:

a. the periods of time spent on an approved external secondment will count as service with the University, except where the staff member has been unattached from their position under Section 4 of this Policy;
b. the staff member on external secondment will normally maintain their substantive position at the University, except where they have been unattached from their position under Section 4 of this Policy;
c. the staff member will continue to accrue leave entitlements in accordance with the conditions of employment applicable to the staff member's substantive position. The staff member will be required to apply for leave in accordance with the policies and procedures of the University, and the application must be approved by the staff member's ACU supervisor following consultation with the external organisation;
d. all annual leave accrued during the period of the external secondment will normally be taken prior to the staff member's resumption of duty with the University;
e. Long service leave will not normally be granted during a period of secondment;
f. the staff member will continue to be subject to and is required to abide by the ACU Mission, Identity and Values, Code of Conduct for Staff, and its other policies and procedures; and
g. the staff member will normally be responsible for their own travel and other incidental costs associated with the external secondment.

# Section 6 - Approvals

(21) All decisions in relation to the application of this Policy must be in accordance with the Delegations of Authority Policy and Register.

# Section 7 - Policy Review

(22) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

# Section 8 - Further Assistance

(23) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

# Section 9 - Associated Information

(24) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

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| **Status** | Current |
| **Effective Date** | 16th February 2024 |
| **Review Date** | 30th April 2024 |
| **Approval Authority** | Vice-Chancellor and President |
| **Approval Date** | 16th February 2024 |
| **Expiry Date** | Not Applicable |
| **Responsible Executive** | Angelle Laurence<br>Chief People Officer |
| **Responsible Manager** | Angelle Laurence<br>Chief People Officer |
| **Enquiries Contact** | Bernardine Lynch<br>ER and Safety Committees and Policy Officer<br><br>People and Capability |