

Internal Secondment Policy

Section 1 - Purpose

(1) The Australian Catholic University aspires to attract, develop and retain highly skilled and experienced staff. This Internal Secondments policy provides a transparent and equitable framework through which temporary vacancies are made available to staff as opportunities to enhance their skills and experience, and enable effective delivery of the University's Mission and strategic objectives.

(2) Temporary internal secondments strengthen organisational capability and talent retention by enabling the filling of temporary critical vacancies with staff who have knowledge of the University's operating environment and are seeking career development.

Section 2 - Application

(3) This Policy applies to temporary internal vacancies for up to two years, and to all permanent and fixed-term staff of the University who have completed a minimum of 6 months of continuous service. A maximum internal secondment period of up to three years can be offered in exceptional circumstances and with the approval of the relevant member of Senior Executive.

(4) Upon secondment completion, a permanent University staff member will return to their substantive position.

(5) Fixed term staff members who have completed at least 6 months of service may be considered for an internal secondment that does not take their overall employment period at ACU beyond two years. If the period of secondment exceeds the staff member's initial fixed term contract period, the staff member will be offered a replacement fixed term contract. If the secondment is for a lesser period than the original fixed term contract, then the staff member will return to that position upon secondment completion.

(6) External secondments are dealt with under the [External Secondment Policy](#).

Section 3 - Principles

(7) Standard Internal secondments will be for period(s) of up to 1 year and can be filled through a local expression of interest process or a university wide internal only advertisement. Direct appointments must be made in accordance with a merit based selection process as set out in the [Recruitment and Selection Policy](#) or must otherwise be informed by relevant considerations such as a staff member having been identified for a skills development opportunity through a performance development process.

(8) If a project or leave backfill requirement identifies that a vacancy is available for up to two years, then the full period must as a minimum be advertised university wide internally in accordance with the [Recruitment and Selection Policy](#). The vacancy can also be advertised externally.

(9) Secondment periods of up to three years can be approved in exceptional circumstances, such as for a major University project, by the Senior Executive of the secondment area. These vacancies must at minimum be advertised internally as a secondment opportunity for current continuing staff, and externally as a fixed term vacancy. The

supervisor of the temporary vacancy is required to discuss relevant secondment arrangements with the selected staff member's substantive supervisor prior to an offer of secondment being finalised. The staff member's substantive supervisor should not unreasonably decline any such request.

(10) A staff member undertaking an internal secondment will receive a variation to their contract of employment from People and Capability and will receive the salary and entitlements in accordance with the classification of the position to which they have been seconded.

(11) The substantive nominated supervisor may request that the staff member take up the secondment no earlier than 21 days following the date of the approved request but must not impose unreasonable delays to an approved secondment commencing.

(12) Where an internal secondment is to be extended, consultation must occur between the temporary nominated supervisor, the staff member, and their substantive position's supervisor. The approval of any secondment extension must occur prior to the expiry of the internal secondment period.

(13) Staff members undertaking a temporary internal secondment will maintain a right to return to their substantive position upon completion of the secondment period. The substantive position's supervisor must take this into account in their workforce planning considerations.

(14) Temporary internal secondment arrangements may be ended early with the provision of one month's notice by either the staff member or by the relevant delegate of the unit the seconded position is in. The substantive position's supervisor must take this into consideration in their backfill arrangements, including when offering fixed term employment to an external candidate.

(15) A staff member undertaking a secondment must be included in consultation concerning any significant change in the responsibilities of their substantive position as a result of Major Change.

Section 4 - Roles and Responsibilities

Part A - Approval Authority

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

Part B - Governing Authority

(17) The Governing Authority for this Policy is the Deputy Vice-Chancellor (Corporate).

Part C - Responsible Officer

(18) The Responsible Officer for this Policy is the Chief People Officer.

Part D - Other relevant stakeholders

Section 5 - Policy Review

(19) The University may make changes to this Policy from time to time. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

Section 6 - Associated Information

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

Status and Details

Status	Current
Effective Date	13th May 2026
Review Date	13th May 2031
Approval Authority	Governance Officer
Approval Date	13th May 2026
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability