

# ACT GOVERNMENT SECONDMENT POLICY

## Purpose

1. The ACT Government secondment policy articulates the overarching principles and consideration to be given by delegates when arranging secondment and job swap placements of staff into and out of ACT Government workplaces.

## Application

2. This policy contains a set of whole-of-government instructions issued by the Head of Service under the *Public Sector Management Act 1994* which binds all employees and officers engaged under that Act.

## Background

3. Secondments can be as a result of a solitary placement (secondment) or a job swap between consenting employees and employers, where an employee switches jobs with a worker in a similar employment stream in another Government, non-Government or private sector organisation.
4. Secondments and job swaps are intended as 'one off' arrangements for the purposes of providing relevant learning and development opportunities while also enhancing the depth and quality of inter-workplace relations.
5. Providing they align with the principles below, secondment or job swap opportunities are most appropriate at the Senior Officer and executive levels. Where the secondee is a senior executive the term of the arrangement is not to exceed the term of the executive's contract.

## Principles

6. Directors-General organising secondment or job swaps should give consideration to the following principles:
  - a. That the employee will be able to undertake work required of them by the receiving entity and conduct themselves in a manner consistent with that expected of an ACT Public Servant with minimal supervision while on secondment.
  - b. That the employee has capacity to manage sensitivities, issues of confidentiality, perceived or actual conflicts of interest and their manager (in their substantive organisation) has availability to support them during the period of secondment if required.
  - c. That the employee has a current performance agreement in place and the secondment placement is relevant to the employee's documented development

- priorities in their performance agreement, or, the secondment is clearly in the interests of the ACTPS to go ahead.
- d. Whether the organisation has the capacity to effectively manage the secondee's substantive work during their absence for the secondment period.
  - e. Whether there are any pre-existing commitments affecting the employee's availability during the secondment period, noting flexibility as to start and end date.
  - f. The employee's capacity to assist evaluation of the efficacy of the secondment and considerations to inform any future initiatives.

### **Responsibilities**

7. The Director-General is responsible for consideration of the above principles when determining the suitability of a secondment or job swap arrangement and ensuring completion of 'Secondment Reciprocal Agreement' and 'Application for Approval of a Second Job' documentation by the receiving organisation and secondee respectively.
8. The secondee is responsible for providing formal feedback on completion of their secondment and adhering to the terms of their agreed secondment.

### **Legislative reference**

9. Sections 120 and 121 of the *Public Management Act 1994* permit secondments for employees.
10. Employees are required to submit an application under section 244 of the Act to undertake secondary employment covering the term of secondment.

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Kathy Leigh  
Head of Service

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