

EXTERNAL SECONDMENT POLICY

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Responsible Officer:	Coordinator Organisation Development
Owner:	People and Culture
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1. PURPOSE

The purpose of this policy is to:

- 1.1 encourage and support employees to undertake an External Secondment to enhance their skills and effectiveness in their current role;
- 1.2 prepare employees for future career opportunities with the City; and
- 1.3 provide guidance to employees when applying for an External Secondment.

2. BACKGROUND

- 2.1 The City values and actively encourages employee learning and career development and is committed to enhancing the organisation's performance and reputation through the development of a highly skilled workforce.
- 2.2 The City recognises that developing its employees is integral to:
 - 2.2.1 promoting positive organisational culture;
 - 2.2.2 adhering to the City's organisational values and expected behaviours;
 - 2.2.3 achieving the City's vision;
 - 2.2.4 enhancing business performance;

- 2.2.5 the successful delivery of the *Greater Bendigo Community Plan*; and
- 2.2.6 employee retention and succession planning needs

2.3 The City also recognises that it has a role in supporting neighbouring regional and rural councils through external secondments.

3. SCOPE

This policy applies to all ongoing and temporary full-time and part-time employees who have completed their minimum employment period.

4. DEFINITIONS

In this policy:

City means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the *Local Government Act 1989* (Vic).

Host Employer means the agency or organisation where the secondment is taking place.

External Secondment means when an employee undertakes a position external to the City for a fixed period of time (up to 52 weeks).

External Secondment Agreement means the agreement between the City and the Host Employer outlining all terms and conditions.

5. PRINCIPLES

- 5.1 External secondments are undertaken for both employee development and the benefit of the City.
- 5.2 External secondments can be undertaken to assist other organisations to fill short term vacancies and/or provide expert knowledge and advice that assists in building capability.
- 5.3 The City's employee retention and succession planning needs are considered.
- 5.4 All requests for External Secondment will be considered, subject to operational considerations.
- 5.5 There is an equitable approach to supporting External Secondments.
- 5.6 Applications will be considered in terms of their individual context and relative merit.
- 5.7 A request can only be refused on reasonable grounds.
- 5.8 There is a partnership approach taken by the City and the employee regarding the opportunity to undertake an External Secondment.

- 5.9 An External Secondment should not incur additional costs for the City, other than usual backfill arrangements (where relevant), ie. employee salary and allowances (if applicable) will be paid by the Host Employer.

6. POLICY

- 6.1 An External Secondment should be:

- 6.1.1 directly related to an employee's current role;
- 6.1.2 related to another role that exists within the City; or
- 6.1.3 will prepare the employee for future career opportunities within the City.

- 6.2 Employment arrangement options are:

- 6.2.1 Employee continues to be paid by the City
- 6.2.2 NOTE: this option is only available for secondment periods up to 3 months
- 6.2.3 Employee is paid directly by the Host Employer

- 6.3 Employee entitlements and conditions while on an External Secondment include the following:

- 6.3.1 An External Secondment will be considered as continuous service with the City.
- 6.3.2 A period of secondment will not affect salary increments payable to employees who have not reached the top of their salary range.
- 6.3.3 The current process for approving salary increments will be followed for employees on External Secondment.
- 6.3.4 Employees on an External Secondment cannot accrue Flex Leave or Time in Lieu with the City.
- 6.3.5 Employees may be eligible to claim allowances while on an External Secondment. This is to be negotiated with the Host Employer and included in the External Secondment Agreement. The cost of these allowances must be covered by the Host Employer.

- 6.4 Employees must seek approval from the Unit Manager before undertaking an External Secondment.

- 6.5 An External Secondment is for a fixed period of time, up to 52 weeks.

- 6.6 An extension to an External Secondment can be requested for up to a maximum of a further 52 weeks. An extension would need to be requested, renegotiated and approved.

- 6.7 After this time an employee would be expected to return to the City or resign their position.

7. ROLES AND RESPONSIBILITIES

- 7.1 Employees are responsible for:

- 7.1.1 Seeking approval from their Unit Manager before undertaking an External Secondment.
- 7.1.2 Ensuring that all workflows are delegated to a responsible officer prior to an External Secondment commencing.

7.2 Business Unit Managers are responsible for:

- 7.2.1 Discussing an External Secondment with their Director (for both Unit members and themselves).
- 7.2.2 Discussing an External Secondment with People and Culture prior to any approval being given.
- 7.2.3 Approval of an External Secondment according to the assessment of operational requirements.
- 7.2.4 Ensuring that all terms and conditions associated with an External Secondment have been discussed and documented before the arrangement commences.
- 7.2.5 Undertaking all required employer responsibilities for an employee who continues to be paid by the City while on an External Secondment, including risk management (see Manager Guidelines).
- 7.2.6 Making arrangements for the temporary replacement, if any, of the employee on an External Secondment.
- 7.2.7 Facilitating the return of the employee to their normal position, including ensuring that they have the opportunity to utilise new knowledge and skills.

7.3 People and Culture are responsible for:

- 7.3.1 Providing advice on secondment options and the impact of these on the workplace and on the employee's conditions and entitlements.
- 7.3.2 Assisting Unit Managers in identifying and documenting all terms and conditions associated with an External Secondment.
- 7.3.3 Preparing an External Secondment Agreement.
- 7.3.4 Maintaining records of approved applications.

8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

- External Secondment Agreement template
- External Secondment Application Form
- Manager Guidelines

Further information or advice on this policy should be directed to People and Culture.

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
15/09/2020	TL	P&C	New	1	15/09/2022