



Department of
Education

Secondment Policy

Effective date: 11 December 2018

Version: 4.0

Accurate at the time of printing 29/07/2021.

Table of contents

1. Policy statement	3
2. Policy rules	3
3. Responsibility for Implementation and Compliance	3
4. Scope	3
5. Supporting Procedures	3
6. Definitions	4
7. Related documents	5
8. Contact information	6
9. History of changes	6
10. More information	8
Policy review date	8

1. Policy statement

The Department of Education permits the secondment of permanent employees in accordance with governing legislation, Commissioner's Instructions, and Department policy and procedures.

2. Policy rules

Secondment decisions will be made by principals and line managers in accordance with the Secondment Procedures.

Guidance

The Director General has the power to second employees provided under the School Education Act 1999 and Public Sector Management Act 1994 and has delegated this authority to principals or line managers of employees seeking secondment.

3. Responsibility for Implementation and Compliance

Principals and line managers are responsible for implementation of the policy.

The Executive Director, Workforce is responsible for compliance monitoring.

4. Scope

This policy applies to all permanent employees.

5. Supporting Procedures

Secondment Procedures

6. Definitions

Secondment

The temporary movement of an employee to a different employing authority or outside of the public sector.

Secondment agreement

An agreement outlining specific conditions of the secondment as agreed to by all parties.

7. Related documents

Relevant legislation or authority

[Commissioner's Instructions No. 1 – Employment Standard](#)

[Commissioner's Instructions No. 2 – Filling a Public Sector Vacancy](#)

[Equal Opportunity Act 1984](#)

[Public Sector Management Act 1994](#)

[Public Sector Management \(Breaches of Public Sector Standards\) Regulations 2005](#)

[Public Sector Management \(General\) Regulations 1994](#)

[School Education Act 1999](#)

Related Department policies

[Leave Management](#)

[Managing Breach of Public Sector Standard Claims](#)

[Recruitment, Selection and Appointment](#)

[Staff Conduct and Discipline](#)

Other documents

[Financial Administration Bookcase: Treasurer's Instructions 520 Transfer of Employees](#)

8. Contact information

Policy manager:

Director, Workforce Policy and Coordination

Policy contact officer:

Secondment Officer, Staff Recruitment and Employment Services

T: (08) 9264 4412

For further information on unauthorised absences beyond the secondment period:

Labour Relations Branch

T: (08) 9264 4921

9. History of changes

Effective date	30 November 2012
Last update date Policy version no.	2.0
Notes	This policy replaces Secondment of Staff: Public Service, Other Officers and Teaching Staff. D12/0538594.

Effective date	30 November 2012
Last update date	11 July 2013
Policy version no.	2.0
Notes	Amendments of references to documents as per D13/0222254.

Effective date	18 October 2016
Last update date Policy version no.	3.0
Notes	Major review undertaken and reformatted into policy and procedures. Approved by Director General at Corporate Executive meeting on 31 August 2016.

Effective date	11 December 2018
Last update date Policy version no.	4.0
Notes	Major review of the Secondment policy and procedures undertaken. Approved by Director General at Corporate Executive on 31 October 2018.

10. More information

Supporting content

Procedure

[Secondment Procedures](#)

Policy review date

11 November 2021
