

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director People and Culture
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FUNCTIONAL GROUP(S)	Workforce Operations
KEY TERMS	Secondment, Internal Secondment, External Secondment, Secondment Form
SUMMARY	This procedure provides employees and people leaders an outline of procedures and principles in relation to secondments.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

South Eastern Sydney Local Health District (SESLHD) supports secondments wherever reasonable and practical, particularly where the secondment builds the organisational capability in developing the skills and knowledge base of SESLHD employees and contributes to a more multi-skilled and productive workforce.

Secondments are covered under the *Government Sector Employment Act 2013* (s.64), and more detail is provided in the *Government Sector Employment Rules* (part 6). The GSE Act and GSE Rules apply to secondments between SESLHD, other government sector agencies, and non-government sector bodies.

Secondments within SESLHD are covered by the NSW Health PD2017_040 Recruitment and Selection of Staff to the NSW Health Service, which provides that such secondments should be consistent with the relevant conditions set out in Part 6 (Rule 31) of the GSE Rules.

2. BACKGROUND

The purpose of this procedure is to inform employees and people leaders of the procedures and conditions of employment in relation to secondments; to ensure a consistent approach to the management of secondments is applied throughout SESLHD and to define the roles of employees, people leaders, and People and Culture staff in the management of secondments.

The procedure applies to all permanent full-time and permanent part-time SESLHD employees. It **does not apply** to casuals, temporary employees or individuals working as contractors within SESLHD or those employed by another organisation.

The procedure **does not apply** to Medical Officers employed under the Public Hospital Medical Officers Award (conditions outlined under clause 28 of that award).

Secondments can occur within SESLHD or other Health Districts/Pillars, the Ministry of Health or other public, or where appropriate, private organisations.

Secondments may be at-level, above-level or, where an employee consents, to a lower level.

Secondments can be initiated by SESLHD or the employee.

DEFINITIONS

Secondment – The temporary transfer or movement of permanent employees to another position for a fixed period of time for up to 12 months maximum (with a further extension possible for up to two years in total). On completion of a secondment the employee will return to their substantive position and salary within the organisation.

Note: An employee's request to take up a temporary position within a private sector organisation (or non-government organisation (NGO)) is **not regarded as** a secondment, but as Leave without Pay (LWOP).

Internal to NSW Health (including Ministry of Health) Secondment – Occurs between departments and facilities within SESLHD or to a different Local Health District within NSW Health Services or Ministry of Health. An internal secondment may result from both formalised recruitment and selection action or where the internal vacancy is less than 13 weeks' duration, or the position, requires specialist skills not readily available, by direct offer to the employee.

External Secondment – is the secondment of an employee for a predefined period (not exceeding two years), to a position with another NSW Government agency, which is not NSW Health eg, Public Service Commission, NSW Police.

Host Department/Organisation – The department or external organisation that is offering the secondment.

Substantive Department/Organisation – The department or external organisation with which the employee holds their substantive position prior to the secondment arrangement.

3. RESPONSIBILITIES

3.1 Employees will:

- Advise their manager of their interest in a proposed secondment as soon as possible
- Outline the developmental benefits (for the individual) of the secondment (what skills will be developed that benefit the organisation)
- Request approval to proceed on secondment and negotiate the start date of secondment with their substantive line manager
- Provide a formal handover, to their manager/colleagues, as appropriate
- Return keys, equipment and any other property of SESLHD including motor vehicles, mobile phones etc which relate to their substantive position
- If secondment is outside of NSW Health complete a [Secondment Form FM10006](#) and forward to SESLHD-Recruitment@health.nsw.gov.au
- Provide a minimum of one months' notice to their line manager if they wish to terminate the secondment early and return to their substantive position
- Apply for extension to the secondment period if applicable
- Notify their line manager if not returning to their substantive position with appropriate notice.

3.2 People Leaders will:

- Consider requests for secondment using a balanced approach acknowledging the wishes of the employee concerned and the needs of management to meet business demands and objectives in line with their delegated authority
- Consider requests in line with the skills the employee may develop whilst on secondment

- Consider requests in line with the benefits of the secondment i.e. higher engagement levels, higher motivation levels, psychological wellbeing
- Advise the employee of the decision reached as soon as possible
- Negotiate the start date of secondment if approved
- Ensure keys, equipment and any other property of SESLHD including motor vehicles, mobile phones etc which relate to the employee's substantive position are returned
- Ensure a formal handover is completed as appropriate
- If secondment is approved and outside of NSW Health complete a [Secondment Form FM10006](#) and forward to SESLHD-Recruitment@health.nsw.gov.au
- Comply with relevant recruitment procedures and approval requirements in relation to filling a position left vacant due to a secondment
- Consider applications for extension of secondment up to a maximum in total of two years
- Provide a minimum of one months' notice to an incoming secondee if the secondment period is terminated early

3.3 Tier 2 Directors/General Managers/ Director PaCH will:

- Consider requests for secondment using a balanced approach acknowledging the wishes of the employee concerned and the needs of management to meet business demands and objectives in line with their delegated authority
- Advise the employee of the decision reached as soon as possible
- Review any disputed secondment applications in line with [NSW Ministry of Health Policy Directive PD2016_046 - Resolving Workplace Grievances](#).

3.4 Chief Executive will:

For NSW Health Service and external secondments formally request release of employee from host organisation and formally approve requests for release of employees from substantive organisation.

3.5 People and Culture will:

- Process secondments in Recruitment & Onboarding (ROB) for secondments internal to SESLHD (if secondment is within NSW Health but outside of SESLHD the host department/organisation will process secondment)
- Process [Secondment Form FM10006](#) for secondments outside of NSW Health and forward to HealthShare for processing
- Assist people leaders to apply the Secondment procedure fairly, consistently and in a supportive manner
- Assist Chief Executive with formal correspondence between the home/host organisations and approvals for release of employees for secondments (*refer to Appendix 1 – Self Initiated Brief seeking approval for a request for secondment and Appendix 2 – Letter of Approval to Employee – External Secondment*).

4. CONDITIONS OF APPROVAL

While there are obvious advantages to the employee undertaking a secondment, including career and skills development, the District will also benefit from opportunities for employees to build capability and capacity. With this in mind, the District will in principle agree to secondments provided they are not disadvantageous to SESLHD.

The extent to which the secondment will enhance the employee's future contribution to the Local Health District, including the opportunities for talent management and leadership development, will be given priority consideration in accommodating a secondment request.

Each application will be considered on its merits, and whilst the decision is discretionary, it should have regard for the following;

- The employee's length of service and past work performance
- The length of the secondment (up to a maximum of 12 months, with possible extension to a total maximum of two years)
- The impact that the absence may have on service delivery and operations of the affected department
- The need to replace the individual and what options are available if this is deemed necessary
- The potential to enhance the employee's capability and competencies in their substantive position as a result of the knowledge and experience gained in the secondment.

4.1 Retention of substantive position

In most instances, a condition of approving a period of secondment is that the employee undertakes to return to the normal duties of their substantive position on conclusion of the secondment.

4.2 Maximum length of secondment

Initial secondments must not exceed 12 months. Extensions to secondments can be made up to a maximum of two years. This two year maximum includes the initial secondment and any extensions to the secondment.

4.3 Extension of secondment

Employees should not presume that any application for a secondment or extensions to an approved period will necessarily be approved. The employee must formally apply for an extension to the secondment period in accordance with procedures as contained in this document.

4.4 Secondments not approved

If an employee's application for secondment is not approved, the employee has the option of resigning from their substantive position and commencing in the secondment as a temporary employee on a fixed term contract. If this option is chosen, the employee forfeits the right to return to their substantive position at the end of the secondment period and their employment will conclude at the end of the fixed term contract.

4.5 Early return from secondment

SESLHD may consider a request for an employee to return to their substantive position earlier than previously planned where circumstances have changed. However, SESLHD is under no obligation to meet this request. Issues to consider include possible accommodation problems and the needs of other employees including an employee on a temporary contract filling the substantive position. In this regard, it is important that all temporary letters of offer to staff providing relief for staff on secondment should contain a paragraph stating that should the person on secondment wish to return to their substantive position earlier, then reasonable notice (i.e. one month) will be provided.

The employee on secondment must notify SESLHD in writing (as per notice periods prescribed in the relevant Award), if they will not be returning to their substantive position, so that alternative arrangements can be made.

Employees who are on secondment when their positions are the subject of restructures, and where they are matched to a position, or are successful for a position through an expression of interest process, may be required to cease their secondment and return to their home department and position at commencement of the new structure. If this is required, it should be expressly communicated in the relevant restructure consultation paper.

4.6 During the Secondment

Seconded employees are to comply with the policies of both the employing and host organisations. Where there is any inconsistency, the policies of the host organisation should prevail.

Host organisations are to be responsible for setting performance development plans, and for managing any performance concerns that arise during a secondment.

5. PROCEDURE

5.1 PROCEDURE FOR APPLICATION - INTERNAL SECONDMENTS

Internal to SESLHD

A secondment that occurs between departments and facilities of SESLHD is required to be recruited via a formalised recruitment and selection action (via ROB), or if the position requires specialist skills not readily available, by direct offer to the employee.

When considering secondment applications, a balanced approach will be taken acknowledging the wishes of the employee concerned and the needs of management to meet business demands and objectives. *Refer to Section 4 - Conditions of Approval.*

If the secondee is to be replaced temporarily by the substantive department and the secondment is more than 13 weeks, the people leader is required to follow SESLHD Approval to Fill (ATF) processes in ROB. If the replacement period is shorter than 13

weeks, higher grade duties may be processed within Manager Self Service (MSS) StaffLink for staff within the same department/service or advertising may be done via the SESLHD Approval to Fill (ATF) processes in ROB.

When an employee has been advised they are the recommended applicant they are required to request and seek approval from their people leader for the secondment period.

Once people leader approval has been granted the following approvals must be requested:

- For secondments internal to SESLHD up to 12 months in duration, approval is Tier 2/General Manager/Director PaCH
- For secondments internal to SESLHD greater than 12 months, approval is Chief Executive.

The relevant people leader must advise the employee of the decision reached as soon as possible.

If the secondment is supported, the actual details of the secondment agreement will then be negotiated between the Tier 2/General Manager / Director PaCH of the substantive department and the Tier 2/General Manager /Director PaCH of the host department. This agreement should then be formalised via the finalisation of the recruitment process in ROB.

If the secondment is part of a merit process, the SESLHD Recruitment Team will make a formal offer to the employee regarding the terms and conditions of the secondment. All offers must contain advice that at the conclusion of the secondment the employee will return to their substantive position. A secondee should only receive a salary increase (other than increments) where competitive selection applies or a direct appointment is made.

Arrangements must be made by the people leader of the host department to ensure that the secondee is provided with a new identification badge, and relevant access to systems and locations.

An employee cannot absent themselves from their substantive position or accept a secondment at the host department without the prior approval of the Tier 2/General Manager/Director PaCH, or CE as appropriate.

Subject to agreement, during periods of internal secondment, the employee may be required to return keys, equipment and any other property of SESLHD including motor vehicles, mobile phones etc which relate to their substantive positions.

Approval to maintain access to and use of motor vehicles during an internal secondment period is subject to specific written approval by the Chief Executive.

The contract extension option in StaffLink eForms must be used if a decision is made and approved to extend an employee's secondment. This is required to be actioned at least four weeks prior to the secondment end date otherwise the employee will be returned to their substantive position.

Any disputed secondment application should be settled with reference to the [NSW Ministry of Health Policy Directive PD2016_046 - Resolving Workplace Grievances](#). In particular, staff have the right to discuss their concerns with the next level people leader/Director.

Internal to NSW Health Service (external to SESLHD)

Approval for secondments external to SESLHD must be granted by the Chief Executive before proceeding.

The relevant people leader must advise the employee of the decision reached as soon as possible.

If the secondment is approved, the details of the secondment agreement will then be negotiated between the Tier 2/General Manager / Director PaCH of the substantive department and the relevant people leader of the host organisation.

If approved the host department/organisation must make arrangements via their Workforce Units to process the secondment and update StaffLink accordingly.

When an employee changes their substantive contract on a temporary basis for the purpose of a secondment they will appear in StaffLink as "Internal Seconded". At the completion of a secondment the employee will automatically return to their substantive position.

An employee cannot absent themselves from their substantive position or accept a secondment at the host organisation without the prior approval of the Chief Executive.

The employee will be required to return keys, equipment and any other property of SESLHD including motor vehicles, mobile phones, laptops etc which relate to their substantive positions, for the duration of the secondment.

Any disputed secondment application should be settled with reference to the [NSW Ministry of Health Policy Directive PD2016_046 - Resolving Workplace Grievances](#). In particular, staff have the right to discuss their concerns with the next level people leader/Director.

5.2 PROCEDURE FOR APPLICATION – EXTERNAL SECONDMENTS

External Secondment is the secondment of an employee for a predefined period, to a position with another government agency, which is not NSW Health Service eg, Public Service Commission, NSW Police.

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When an employee has been advised they are the recommended applicant they are required in the first instance to request and seek approval from their people leader for the secondment period. When considering secondment applications, a balanced approach will be taken acknowledging the wishes of the employee concerned and the needs of management to meet business demands and objectives. *Refer to section 4 - Conditions of Approval.*

All applications for external secondments require approval from the Chief Executive.

The host organisation is to contact the Chief Executive (of SESLHD) and formally request the release of the employee.

If approved, both parties will negotiate relevant release dates. Formal documentation should be provided to the Chief Executive of SESLHD for approval, and a copy of this correspondence should be forwarded to the relevant Human Resources Advisor, who will document the terms and conditions of the secondment and forward to the employee. All such correspondence is also to be placed on the employee's personnel file.

The Chief Executive of SESLHD is to formally advise the host organisation of the approval (*refer to Appendix 2 – Letter of Approval to Employee – External Secondment*).

If the secondment is refused, the employee should be informed by the Chief Executive of the decision and the reasons for this.

If approved the [Secondment Details Form](#) must be completed. The following fields are required to be completed:

- Assignment Number and Employee Name
- Facility/Location of Secondment position
- Tick "replace existing assignment"
- Tick "new" or "extended"
- Start date and end date
- Tick Internal (paid) if another LHD
- Tick External (paid) if to be paid by SESLHD (attach supporting documentation) or (unpaid) if being paid by secondment facility

All Secondment Details Forms must be forwarded to: SESLHD-Recruitment@health.nsw.gov.au. Documentation supporting the secondment is required to be attached to the form.

When an employee changes their substantive contract on a temporary basis for the purpose of an external secondment and remains being paid by SESLHD they will appear in StaffLink as "Secondee Paid".

When an employee changes their substantive contract on a temporary basis for the purpose of an external secondment and will be paid by the other Agency they will appear in StaffLink as "Secondee Unpaid".

At the completion of a secondment the employee will automatically return to their substantive position.

If a temporary position is required for a secondment position where SESLHD will continue to pay the employee on StaffLink the process for [Create a New Position in StaffLink Form](#) will need to be completed and emailed to SESLHD-PositionMaintenance@health.nsw.gov.au. The position will be set up as 0 FTE and will have an end date in line with the secondment period.

During periods of external secondment the employee must return all keys, equipment, identification badge and any other property of SESLHD including motor vehicles, mobile phones etc.

Approval to maintain access to and use of motor vehicles during an external secondment period is subject to specific written approval by the Chief Executive.

Accounting and payroll arrangements for secondees must be determined during the course of negotiations. Section 7 of this policy, Accounting and Payroll Requirements, outlines the preferred arrangements of SESLHD, however negotiations in this regard can occur on a case by case basis.

5.3 PROCEDURE FOR APPLICATION – PRIVATE ORGANISATIONS

Employees may apply for secondment to private organisations. Each application will be considered on its merits taking into consideration the nature of the secondment, the organisation concerned and the impacts upon SESLHD.

Secondments to private organisations will be treated as **Leave without Pay** and the usual arrangements for such leave will apply (refer to [NSW Ministry of Health Policy Directive PD2019_010 - Leave Matters for the NSW Health Service](#)). HealthRoster entry will require Leave without Pay (LWOP) to be entered.

The Chief Executive must approve all secondments to private organisations for any period. Such applications will be vetted to ensure they comply with 'conflict of interest' tests and other ethical considerations.

5.4 AUTHORITY TO APPROVE

The relevant Tier 2 Director/General Manager/Director PaCH has delegation to approve applications for secondment within SESLHD up to 12 months in duration.

The Chief Executive has authority to approve applications for secondment within SESLHD greater than 12 months.

The Chief Executive has authority to approve applications external to SESLHD (internal or external to NSW Health).

In exercising these authorities, officers of SESLHD must not approve any permanent changes to conditions of employment or approve extensions to secondment periods that are outside their authority to do so.

5.5 MONITORING OF SECONDMENTS

All secondments within SESLHD must be monitored in line with all other temporary appointments (via the contract end date report in Manager Self Service (MSS) StaffLink). The relevant people leader should ensure that secondments do not extend beyond the agreed length, without the appropriate approval.

5.6 EARLY TERMINATION OF SECONDMENT PERIOD

Secondments may be terminated early for a number of reasons including the early return of the substantive position holder or resignation of the secondee. As much notice as possible should be provided by the secondee and/or people leader when a secondment is terminated early, with a minimum of one month unless otherwise negotiated and agreed by all parties.

6. CONDITIONS OF EMPLOYMENT - SECONDMENTS

6.1 INTERNAL SECONDMENTS

All service during the secondment period counts as service.

An employee who is appointed into a seconded role is entitled to carry across any leave accruals from the substantive role, enabling the employee to take leave whilst in the seconded role.

All leave taken whilst on secondments (over 13 weeks) is paid at the seconded role rate.

On completion of the secondment period, it is expected that the employee will return to their substantive role.

Employees of NSW Health are able to hold multiple roles at a time. For example, an employee holds both a substantive role (part time) and a seconded role (also part time).

NSW Health is able to cease the internally seconded role prior to the contracted end date.

During the first 40 weeks of a period of internal secondment, the substantive department will remain financially responsible for any Maternity Leave which may commence during those 40 weeks. However, if an employee is still on secondment and they commence Maternity Leave after 40 weeks, then the host department becomes financially responsible for any Maternity Leave applicable.

6.2 EXTERNAL SECONDMENTS

An employee who is appointed into an externally seconded role is entitled to carry across any leave accruals from the substantive role, enabling the employee to take leave without having to accrue leave whilst in the seconded role.

All leave taken whilst on external secondment is paid at the seconded role rate.

Employees of NSW Health are able to hold multiple roles at a time. For example, an employee holds both a substantive role (part time) and a seconded role (also part time).

Externally seconded employees who are paid via an External Agency are required to have their leave accruals suspended within StaffLink for the duration of the external secondment period.

The extent to which an employee on external secondment retains the benefits associated with continuous employment varies from case to case and is dependent on the specific agreed negotiation made with SESLHD. The following costs are to be met by the external institution:

- Salary
- Employer's Superannuation Contribution
- Annual Leave Loading
- Workers Compensation (% of salary)
- Provision for Annual Leave (% of salary)
- Provision for Long Service Leave (% of salary) - Long Service Leave to be costed out to non-government organisations only
- Administrative costs (% of salary)
- Any other negotiated costs, eg, motor vehicle, mobile phone etc
- GST

The employee will be entitled to the relevant conditions applicable to the host organisation, i.e. annual leave, FACS leave etc during the period of the secondment.

During the first 40 weeks of a period of external secondment, SESLHD will remain financially responsible for any Maternity Leave which may commence during that 40 week period. However, if an employee is still on secondment and they commence Maternity Leave after 40 weeks, then the host organisation becomes responsible for any Maternity Leave provisions applicable.

7. ACCOUNTING AND PAYROLL REQUIREMENTS

Secondments within SESLHD do not require any leave liability transfers.

Where a secondment is to another legal employer, the leave liability will be transferred to the home cost centre at the end of the secondment period.

The secondee is required to advise the external organisation/other legal employer (not including private organisations) that they are coming from SESLHD. The external

organisation/other legal employer is required to prepare a Details of Previous Employment (DOPE) form and send directly to HealthShare via HSNSW-Payroll@health.nsw.gov.au

Accounting and payroll arrangements for secondees must be determined during the course of negotiations. Below are the preferred costing arrangements of the SESLHD.

- **Internal Secondments:** Secondment arrangements should be made to place the employee into the secondment position for the period of the secondment.
- **Ministry of Health Secondments:** The secondee is to be paid via the payroll of the Ministry of Health.
- **Other Public Sector Secondments (eg, Minister's Office, NSW Police, etc):** The secondee is to be paid via the payroll of the host organisation. The period of secondment is classified as Leave without Pay (LWOP) and the secondee is suspended on the SESLHD Payroll. Upon completion of the secondment, the employee should supply verification of service at the host organisation to the pay office, so that their length of service can be adjusted. LWOP may have implications for the accumulation of Long Service Leave. Employees are therefore requested to seek advice from their local Human Resources Advisor.
- **Private Sector Secondments:** The secondee is to be paid via the payroll of the host organisation and employees from such bodies who are seconded to SESLHD will conversely be paid through the SESLHD Payroll. The period of secondment is classified as Leave without Pay (LWOP) and the secondee is suspended on the SESLHD Payroll. Upon completion of the secondment, the employee should supply verification of service at the host organisation to the pay office, so that their length of service can be adjusted. LWOP may have implications for the accumulation of Long Service Leave. Employees are therefore requested to seek advice from their local Human Resources Advisor.
- **Conditions of Subsidy in relation to an Administrative Charge for Seconded staff – up to 7.5%**

a) Public Health Organisations may levy an administrative charge to recover costs associated with:

- i. The support of projects and programs funded by the Ministry of Health
- ii. The management of Restricted Financial Assets
- iii. The recouping of seconded employee costs and on-costs.

b) Public Health Organisations are to ensure:

- i. The overhead charge is commensurate with the marginal cost of providing the support
- ii. The overhead charge is determined in a transparent manner (based upon an estimate of actual effort required)
- iii. The overhead charge applied to funding is communicated to the budget holder in a timely manner

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iv. The overhead charge applied to Restricted Financial Assets is transferred as an expense offset to the General Fund.

c. In recouping overheads, the maximum rate to be applied is 7.5 per cent.

For further information in relation to administrative charges for seconded staff, contact your Business Partner, or Director of Finance.

8. DOCUMENTATION

- Written applications from staff
- [Secondment Details Form](#)
- Appendix 1 – Self Initiated Brief seeking approval for a request for secondment
- Appendix 2 – Letter of Approval to Employee – External Secondment

9. AUDIT

Not required

10. REFERENCES

10.1 Internal References

[SESLHD Delegations of Authority Manual](#)

10.2 External References

[NSW Ministry of Health Policy Directive PD2017_040 - Recruitment and Selection of Staff to the NSW Health Service](#)

[Health Industry Status of Employment \(State\) Award](#)

[Awards and Conditions](#)

[NSW Health Policy Directive PD2019_010 - Leave Matters for the NSW Health Service](#)

HealthShare Business Process - [Secondment Internal](#)

HealthShare Business Process - [Secondment External](#)

11. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
July 2015	0	Kelly Crawford, A/Manager Recruitment and Workforce Transaction Services, SESLHD. Endorsed by A/Director Workforce Services, SESLHD
August 2015	1	Draft for Comment
September 2015	1	Minimal changes made following Draft for Comment. Endorsed by Executive Sponsor to publish.
November 2016	2	Minimal changes to update links and include information for early termination of secondments
November 2016	2	Updates endorsed by Executive Sponsor
November 2017	3	Updates made to system names, departments names and links

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December 2020	4	Major review commenced. Draft for comment period. Updates to positions/directorates. Addition of GSE Act and GSE Rules governance. Addition of administrative charges for secondments.
February 2021	4	Approved by Executive Sponsor. To be tabled at Corporate Executive Council for approval to publish.
March 2021	4	Approved at Corporate Executive Council pending a position policy on the Non-Government Organisation (NGO) secondments.
March 2021	5	Additional information included and approved by Executive Sponsor.



Appendix 1

INTERNAL BRIEFING
Self-Initiated Briefing

Purpose:

To provide advice to the Chief Executive concerning the request for secondment of <EMPLOYEE NAME>, <ASSIGNMENT NUMBER>, <POSITION> to <HOST ORGANISATION>.

Background and Key Issues:

-
-

Risk

This brief does not identify unmitigated risks.

Recommendation:

That the above information be noted.
(insert if appropriate) That the attached letter be signed if approved.

Author:
Title:

Phone:

Date:

Consultation: (List officers consulted)

Approval: 1. Director (Tier 2)

Submit electronically to SESLHD-Mail@health.nsw.gov.au

2. Manager Executive Services
3. Chief Executive

Executive Services, for noting, dispatch and file

4. Return to Author



Appendix 2

T1x/xxxx

<NAME>
<TITLE>
<ORGANISATION>
<ADDRESS>

Dear Mr/Ms

I refer to your letter of <DATE> concerning the secondment of <EMPLOYEE NAME> to the <UNIT, ORGANISATION>.

I have carefully considered your request and wish to advise that I have approved the secondment of <EMPLOYEE NAME> to the <UNIT, ORGANISATION> from <DATE> to <DATE>. This secondment is in accordance with section 64 of the *Government Sector Employment Act 2013*.

CHOOSE OPTION A OR B

OPTION A – DELETE IF NOT APPLICABLE

I understand that the <UNIT, ORGANISATION> will reimburse the South Eastern Sydney Local Health District <EMPLOYEE NAME>'s salary plus leave entitlements during the period of his/her secondment. I have also approved for <EMPLOYEE NAME> to remain on our payroll for the duration of this secondment. Invoices will be forwarded to you on a monthly basis. <EMPLOYEE NAME> will be recorded on StaffLink as External Secondee (Paid).

OPTION B – DELETE IF NOT APPLICABLE

I understand that the <UNIT, ORGANISATION> will pay via their payroll the South Eastern Sydney Local Health District <EMPLOYEE NAME>'s salary including leave entitlements during the period of his/her secondment. <EMPLOYEE NAME> will be recorded on StaffLink as External Secondee (Not Paid).

Should you require further information, please do not hesitate to contact <HR CONTACT/COST CENTRE MANAGER> on <CONTACT DETAIL>

Yours sincerely

Chief Executive
DATE: