

# Secondments

Key information on secondment stages

## On this page

[Secondments - GSE Act s64, GSE Rules Part 6](#)

[Pre secondment](#)

[During a secondment](#)

[Secondment to a different location](#)

## Secondments - GSE Act s64, GSE Rules Part 6

A secondment is a time-limited movement of a government sector employee from one government sector agency (the employing organisation) to another government sector agency (the host organisation). Secondments are for a maximum period of two years.

Assessment and advertising requirements for secondments are set out in **[Part 6 of the GSE Rules](#)**.

Secondment of employees to staff of members of Parliament roles can be dealt with under section 64 of the GSE Act.

## Pre secondment

Secondments may be at-level, above-level or, where an employee consents, to a lower level. Secondments can be initiated by the employer or employee. An employee may initiate a secondment by requesting a period of secondment in another NSW government sector agency. This does not need to be in response to the advertising of a secondment opportunity in the other agency.

The remuneration of an employee who is seconded is not to be reduced without the approval of the employee.

A secondment agreement between the agency heads is required by rule 31 of the GSE Rules. A copy of the agreement must be provided to the employee. GSE rule 31 outlines the information that is to be included in the secondment agreement.

For information on probity and screening checks prior to a secondment see the probity screening section of these guidelines.

## **Non-executive secondment to senior executive roles**

Non-executive employees seconded to senior executive roles do not require senior executive contracts. Rather, a secondment agreement between the agency heads is required under rule 31 of the GSE Rules. A copy of the agreement must be provided to the employee. A record of the secondment should be retained in the employee's records.

## **During a 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 any performance management concerns that arise during a secondment.

Prior to the end of a secondment, the agencies involved should discuss arrangements for the employee to return to the employing organisation. The manager of the employee in the employing organisation should consider roles or positions (as relevant) suitable for the employee to return to at the conclusion of the secondment and discuss this with them ahead of their return to the employing organisation. Among other factors, in determining suitable roles for the employee, it is appropriate to consider the capabilities required of different roles, the employee's capabilities, the career preferences of the employee, and the staffing needs of the agency.

## **Secondment to a different location**

An employer or employee may initiate a secondment to a role or position in another agency which involves a move to another geographical location. Where this is the case the usual consideration is to be given to workforce needs and options to fill roles, and consultation is required.

In particular cases, the provisions of the Crown Employees (Transferred Employees Compensation) Award may apply to non-executive employees.