

# POLICY



**Date adopted:** 30/05/2017  
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**Policy title:** EMPLOYEE EXCHANGES  
**Directorate:** ORGANISATIONAL SERVICES  
**Branch:** PEOPLE & CULTURE  
**Policy objective:** To provide exchange opportunities for Council employees to develop their expertise and awareness by working in another Council, either intrastate, interstate or overseas.

**Policy scope:**

This policy is to be used to assist in providing Council employees with opportunities for employee exchange.

**Definitions:**

TERM	DEFINITION
Maximum term of exchange	Maximum term of exchange is 12 months. Only Council or organisations that perform work identical to Council ie. Boroughs may be identified for exchange.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. The Council will accept applications on the prescribed form, from permanent, full time employees wishing to be considered for employee exchanges, provided the exchange is accomplished without direct cost to the Council.
2. The employee applying for an employee exchange will be termed "the applicant". On granting of the exchange, the employee will be termed "the exchangee".
3. The minimum age for an applicant undertaking an overseas exchange will be twenty-one (21) years.
4. No age restriction will apply to exchanges undertaken within Australia.
5. The applicant will have satisfactorily completed one year of continuous employment with the Council before application can be made for exchanges of less than three months' duration, and two years' continuous satisfactory employment for exchanges of more than three months' duration.
6. Applicants placed on exchange will formally be on secondment to the Council in which they are placed but will continue to receive their salary and other benefits from their employing Council.
7. Exchanges will be between employees in similar classifications who are performing duties at comparable levels of responsibility.

8. The managers of the host and home Councils will be fully aware of the duties and conditions of employment of the exchange position. Both the applicants concerned and their respective managers shall fully agree that the proposed employee exchange should take place.
9. Prospective host Councils will supply duty statements for positions being offered, together with a statement of conditions of employment.
10. The manager will endorse the application for an employee exchange and sign approval in principle, subject to satisfactory final arrangements for the two-way exchange being concluded.
11. A local exchange is one that does not require applicants to relocate their place of residence.
12. Applicants for local exchanges are liable to meet the costs of travel and out of pocket expenses arising from the exchange. Applicants will not be entitled to any allowance relevant to the location of the host Council such as the allowance under section 12 (Allowances) of the Queensland Local Government Officers Award 2009.
13. A distant exchange is one so distant from the applicant's normal place of residence that relocation must take place.
14. Applicants for a distant exchange are liable to meet the costs of travel, travel documents, work permit, departure tax, insurance (every kind), accommodation and out of pocket expenses arising from the exchange. Applicants will not be entitled to any allowance relevant to the location of the host Council such as the allowance under section 12 (Allowances) of the Queensland Local Government Officers Award 2009.
15. Travelling time to take up or return from a distant exchange appointment will be the subject of negotiation between the Councils concerned and the exchangees.
16. Employees, while on an exchange appointment, will continue to accrue leave entitlements and all other benefits from their home Council.
17. Recreational leave may be applied for and granted while on exchange, provided such leave has been accrued and the host Council supports the request.
18. All leave (recreation, annual, sick, special) will be applied for to the home Council subject to prior approval being obtained from the host Council.
19. Applicants will advise prior to the commencement of the exchange, the leave intended to be requested during the period of the exchange.
20. The managers, in consultation with the People & Culture branch for each Council will clearly define the arrangements that will apply in relation to weekend or evening work - with particular attention paid to the hours of work, remuneration and the allowances paid for such rosters.
21. The exchangee should not suffer any less favourable conditions of employment than at the home Council. Inconsistencies in hours of work etc will be the subject of negotiation between the host and home managers before the exchange is ratified.
22. Should a person on exchange resign, or be unable to continue the exchange for its full term, the host Council has the right to cancel the exchange and recall its employee.
23. Four weeks' notice of the intention to terminate the exchange before its scheduled completion is required by the host and home Councils. Should an emergency occur which requires the exchangee to cancel the exchange immediately, the host and home Councils have the right to cancel the exchange and recall each employee immediately.

- 24. The home Council may, however, offer an alternate employee to complete the remainder of the exchange, subject to the acceptability of the proposed new arrangement to the host Council.
- 25. Unsatisfactory conduct of service by a person on exchange will be reported to the home Council and may result in disciplinary action and/or termination of the exchange.
- 26. The exchangee will be advised that failure to report for duty on the agreed date at the conclusion of the exchange will result in disciplinary processes being commenced unless;
  - (a) the exchangee is certified by a medical practitioner as being unfit to report for duty; or
  - (b) the exchangee’s confirmed travel arrangements were disrupted due to external influences beyond the exchangee's control.
- 27. At the conclusion of the exchange, the home and host Councils and the exchangee's will prepare and exchange reports on the effectiveness or otherwise of the exchange. All reports will be submitted to the Council.
- 28. The Council will delegate authority to approve employee exchanges of less than three months duration to the Chief Executive Officer.
- 29. Exchanges of greater duration than three months will be the subject of a report to the Council.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME