

Aboriginal Drug and Alcohol Residential Rehabilitation Network (ADARRN)

ACN: 634 286 061 ABN: 89 634 286 061

W: www.adarrn.org.au

Secondment Policy and Protocol

The Aboriginal Drug and Alcohol Residential Rehabilitation Network (ADARRN) is passionate about supporting The Aboriginal Community Controlled Drug and Alcohol Rehabilitation sector to create better pathways of care for clients, and to support staff training and professional development.

ADARRN believe that the uniqueness of each service is an asset to the clients who access our services. We also believe that staff from one member service spending time at other member services will help create opportunity for staff and organisations to have a natural skills transfer and learn from each other. This will create more capable services for the vulnerable people who need to access our services.

This document should be read in conjunction with the following:

- ADARRN Secondment application form
- ADARRN Secondee Report Template

Who is eligible for a secondment?

Any staff member from an Aboriginal Community Controlled Drug and Alcohol Rehabilitation Services is eligible to apply to the board of ADARRN for a secondment. The secondee request form should be filled out and then submitted to the ADARRN board via email for approval. If approval is granted than ADARRN will book Accommodation and travel.

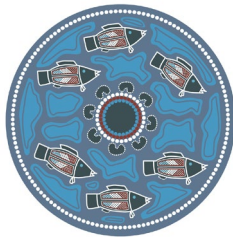
Insurance

All secondees are continued to be employed by their full-time employer and all responsibility for their workers compensation and other insurance coverage stays with the employer of the secondee. It is important that all safety and other relevant policies be relayed to secondees within an organization as appropriate.

Secondees Duties:

The secondee and the host organization should communicate and plan the secondment beforehand. This will include but is not limited to the starting and finishing times, with consideration being taken into how the best skills transfers can take place between the secondee and the host organisation.

If there is a problem or issue with the performance of a secondee than the host organisation has the right to end the secondment immediately.



Aboriginal Drug and Alcohol Residential Rehabilitation Network (ADARRN)

ACN: 634 286 061 ABN: 89 634 286 061

W: www.adarrn.org.au

The host organisation is liable for the competent management of the Secondees (including proper direction, supervision and control). There is also an expectation of reasonable support, including administrative and technical support, resources, protective clothing and equipment, plant and facilities. There is also an expectation of the host organisation in regards to the performance of all statutory duties usually owed by an employer to an employee, such as those imposed by the Health and Safety at Work legislation (i.e. to ensure the health, safety and welfare of employees and other people effected by their work). All instructions to the secondee are expected to be lawful.

Length of Secondment:

This can be negotiated in the application process but it is considered appropriate for secondments to be 3 days in length (with an additional 2 days travel time or as required).

Costs:

Any approved secondments will be eligible for ADARRN to pay the following costs:

- Accommodation,
- Travel costs or reimbursement
- Daily meal allowance.

All other costs are to be paid by the employer of the Secondee.

Client Confidentiality:

All secondees are expected to respect the confidentiality of the host organisation and sign confidentiality forms.

Copyright:

All participating organisations are presumed to be happy to share information within the ADARRN group and members and if this is not the case should communicate this specifically.

Recruitment Restrictions:

All participating organisations understand that staff may move between organisations as opportunities arise. There are no recruitment restrictions between ADARRN members.

Report:

All secondees and host organisations should complete a report (available on www.adarrn.org.au) at the end of the secondment, which will be reported back to the ADARRN board and kept on file for the ADARRN website and reporting to NSW Health. ADARRN would like to acknowledge and thank NSW Health for funding this secondment program.