

Arafura Games 2019 Secondment Information Fact Sheet

The Arafura Games are returning to Darwin, 26 April – 4 May 2019. The Commissioner for Public Employment has approved short term secondment opportunities for NTPS employees.

A strong team is critical to delivering a successful Games and these roles provide development opportunities together with a great overall event experience.

Secondments are only possible with the support of your supervisor and/or delegated officer and approval from your Chief Executive Officer.

Conditions of the secondment:

As a secondee you are employed to work a minimum of 7 hours 21 minutes per day, Monday to Friday (please note there will be some roles that will need to be working on the weekend). Part time employees are also encouraged to apply. If your agency agrees to the secondment, you will continue to be paid by your home agency at your current level.

It is important that applicants understand that co-ordinating a large sporting event such as the Arafura Games will require a commitment to manage their own time, often working extended hours and weekends. Time-off in lieu or other flexible working arrangements can be negotiated with the Arafura Games Manager(s) if you work excessive additional hours, however time accrued can only be taken during the secondment period, it cannot be transferred back to the home agency.

Any individual agreements or benefits that an employee may usually receive in addition to their base pay, such as overtime and/or shiftwork penalty rates, is to be agreed to and managed by the employee and home agency.

The Application Process:

- Details of available roles can be located on <https://arafuragames.nt.gov.au/opportunities/>. (All roles require a high level of flexibility, taking on tasks and responsibilities that may not be in an individual's NTPS or Arafura Games job description.)
- Speak with your immediate supervisor regarding the secondment opportunity, provide them with as much information as possible about the role, how it could assist your development and seek their support.
- Complete an application form and ask your supervisor/delegated officer to sign and approve your secondment and to pass it on to the Chief Executive Officer to approve.
- Once you have obtained all signatures send the Secondment Application form to AGSecondment@nt.gov.au
- The Director, Arafura Games will send confirmation to you and your Chief Executive Officer if your secondment application is successful.

If you have questions not answered in the following FAQ's please email us your questions to AGSecondment@nt.gov.au

Arafura Games 2019 Frequently Asked Questions

Q: I am a part-time employee, can I apply?

A: We encourage all applications. If you are a part-time employee and wish to convert to full-time hours for the secondment, this can only be done with the approval of your Chief Executive Officer. We cannot top up part-time hours to full-time. If you, as a part-time employee, elect to work above your contracted hours, those additional hours will be paid according to your enterprise agreement. Any additional hours worked will need to be approved by your home agency.

Q: Will I be paid extra for any duties and responsibilities above my current role/designation?

A: Secondments are offered to NTPS staff at your current level only.

Q: If additional hours are required will I receive overtime or shift penalty payments?

A: The payment of your salary, penalties and allowances during your secondment is the responsibility of your home agency. Therefore, if overtime payments and/or shift penalties are applicable to the work you are required to perform during the secondment the potential for such payments must be discussed with your supervisor and approved by your Chief Executive Officer. Information can be provided to assist employees to discuss the work commitments required. Flexible work arrangements and time in lieu can be negotiated with the Games Managers.

Q: Can I take any time in lieu back to my designated role after the Games?

A: Time in lieu must be taken during the period of your secondment and must be agreed to by your Arafura Games Manager. Please note that any time in lieu already accrued in your current position (either through overtime worked or a flex time arrangement) cannot be taken whilst seconded to the Arafura Games.

Q: Where is the Arafura Games Office?

A: The office will be situated on the Ground Floor of Energy House, 18 – 20 Cavanagh St.

Q: Can I work from my current office?

A: Due to the requirements for integrated planning all Arafura Games team members will be based at Energy House and it's expected all staff will work from this office.

Q: Can I work flexible hours, and from home?

A: Due to the roles we perform and the hours we work there is flexibility. If you need to start/finish earlier/later or take work home to care for children, this can be negotiated.

Q: Are there parking facilities at Energy House?

A: Energy House staff use two all day council car parks, the car park in McMinn St and also the Courts car park depending on the time of day they arrive. Charges differ by location.

Q: Will a uniform be provided?

A: We suggest the use of normal office wear within the office. A Games time uniform will be provided for all Arafura Games workforce.

If you have any questions or concerns regarding additional hours and time in lieu please drop us a line and one of our team will give you a call. Send all enquiries to AGSecondment@nt.gov.au