



## NTPS SECONDMENT APPLICATION

### ARAFURA GAMES 2019

Please read the Secondment information Fact Sheet before completing this application.

The Commissioner for Public Employment has provided approval for NTPS employees to be seconded to the Arafura Games from their usual agency without having to access accrued leave or salary reimbursement.

Such secondments are subject to approval from immediate supervisors and agreement between the respective Chief Executive Officers. All secondees must have an Ochre card/Working with Children clearance or the ability to attain one.

#### Roles Related to Preparation and Delivery of the Games

There are a number of specific areas targeted for secondment including human resources, media, health, protocol, information technology, communications, venue management, project management, transport and logistics with the majority of roles being 2 weeks duration and a small number of roles up to 16 weeks duration.

All secondees must be available on all days from **22 April - 5 May 2019** inclusive, and must be happy to work on a shift basis *including weekends*. Secondees must be willing to re-locate and work from the NTMEC Arafura Games 2019 office, which is located at Energy House, Ground Floor, 18-20 Cavanagh St, Darwin.

#### Roles Assisting in Delivery of the Games

Sports Technical Officials and Sport specific volunteers who are NTPS employees involved in the delivery of the Arafura Games are eligible to volunteer for the Arafura Games, for up to two weeks, without having to access leave entitlements subject to meeting the same approvals of supervisors and Chief Executives. For employees who volunteer their time outside of the employee's normal working hours no special arrangements are necessary.

NT Public Servants seeking secondment to the Arafura Games 2019 are advised to speak to their immediate supervisor. If the supervisor agrees in principle, please complete the details below, obtain all signatures and email a scanned copy to [AGSecondment@nt.gov.au](mailto:AGSecondment@nt.gov.au)

The Department of Tourism and Culture will contact the respective Chief Executives confirming arrangements of successful secondees.

I, (print name)..... have read, understood and agree to all requirements set out above.

Signature..... Dated: ...../...../.....

Employee's Name: .....  
 Current Job Title: ..... Employee's NTPS Level: .....  
 Departmental Agency: ..... Work Location: .....  
 Immediate Supervisor Name: .....

- Are you available 22 April – 5 May 2019 and willing to work shifts including weekends? Yes / No
- Are you available for any additional weeks before 22 April? (*This work would be considered a standard work week rather than shift*). Yes / No
- If Yes, please specify a date that you could be available to start .....
- Do you have a current Ochre card? Yes / No
- If you have lodged an application for an Ochre card please provide application reference number. .....
- Do you have a current first aid certificate? Yes / No
- Are you involved in the delivery of the Arafura Games as a Technical Official or sports specific volunteer? If Yes, which sport? Yes / No
- Please advise the areas you are either qualified or interested in working in.  
 .....

AG2019 Volunteer Position Title:	Period required to volunteer:
Employee signature:	Date:
<b>Approved/Not Approved</b>  <u>Supervisor/Delegated Officer</u>  Name: .....  Signature:  Date: .....	<b>Approved/Not Approved</b>  <u>Chief Executive</u>  Name: .....  Signature:  Date: .....