|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| When to use this formUse this form if you have been appointed to a position that has been accepted into the Non-government Organisation (NGO) Secondment Program. This form is to seek approval from your agency to complete a secondment with the NGO sector, where the NGO becomes the employer. Refer to <https://ocpe.nt.gov.au/people-and-planning/leadership-and-capability/career-mobility> if NTG remains the employer.Background The Department of the Chief Minister and Cabinet is managing a secondment program[[1]](#footnote-1) to facilitate secondments from the NT Government out to the community services NGO sector. Job descriptions for existing NGO vacancies are submitted to the NT Government for consideration for the program. The job description for this position has been assessed by a panel and the position has been accepted into the NGO Secondment program.The decision to refuse this request by the Agency must be based on operational requirements.Standard conditionsDuring the secondment, the NGO becomes the employer of the seconded employee and is responsible for determining the terms and conditions of employment of the secondee.If the employee returns to the NTPS, the period of service with the NGO will be recognised by the NTG for the purposes of leave entitlements and increments per Determination 1002 of 2022. Refer to the Framework for NT Public Sector/NGO Secondment Program for secondment eligibility. |
| Secondment details  |
| Position title |  | Start date |  |
| Organisation |  | End date |  |
| **Employee details** |
| Full name |  |
| Position title |  | AGS # |  |
| Employee declaration |
| I have applied for and been offered the above position.I have read the secondment framework and understand and agree with my responsibilities and the terms and conditions in relation to the secondment arrangement.  |
| Do you have any non-standard entitlements negotiated for the secondment? Read the guidelines for more information. | Yes / No |
| If yes, provide details. |  |
| I therefore wish to request:* leave without pay to take up the secondment opportunity under Public Sector Employment and Management By-law 16 and
* approval for outside employment in accordance with section 61 of the Public Sector Employment and Management Act for the duration of the secondment arrangement.
 |
| Employee signature |  | Date |  |
| **Agency approval – employer to fill in this section** |
| I approve this leave without pay, in line with the NT Government NGO Secondment Program. | Yes / No |
| I approve outside employment for the duration of the secondment arrangement. | Yes / No |
| Endorsed by Unit Head |
| Name |  | Position title |  |
| Signature |  | Date |  |
| Approved by Agency Delegate, Human Resources – Secondment |
| Name |  | Position title |  |
| Signature |  | Date |  |
| The decision to refuse this request must be based on operational requirements and documented below |
|  |
| Further information |
| Submit your completed form to socialpolicy.CMC@nt.gov.au and WorkforceServices@nt.gov.au. |

1. <https://nt.gov.au/community/non-government-organisations-ngos/government-staff-secondments> [↑](#footnote-ref-1)