



LOCAL GOVERNMENT MANAGERS AUSTRALIA
QUEENSLAND INC.

EXPRESSION OF INTEREST

FOR AN ADVERTISED SECONDMENT POSITION

This form must be completed for the secondment proposed. This form is an application only and is not the final contract arrangement which will be determined after a recruitment and selection process. This form demonstrates that the home council has given due consideration and approval to the potential secondment of the applicant.

APPLICANT DETAILS:

Title (Mr/Mrs/Ms/Miss/Dr): _____ Given Names: _____

Surname: _____

SUBSTANTIVE POSITION DETAILS:

Position Title: _____

Council: _____ Location: _____

Classification: _____ Award: _____

SECONDMENT POSITION DETAILS:

Position Title: _____

Council: _____ Location: _____

Classification: _____ Award: _____

Hours per Fortnight: _____

Commencement Date: ___/___/___ to End Date: ___/___/___

CONTACT DETAILS:

Current Supervisor:

Name: _____ Telephone: _____

Current HR/Payroll Officer:

Name: _____ Telephone: _____

APPROVAL TO APPLY FOR SECONDMENT:

Consent is given for *[name of applicant]* to apply for a secondment from *[insert home council name]* to the *[insert seconding council name]*.

It is understood that this is an expression of interest for an available secondment opportunity. A formal request to the Chief Executive Officer of the home council will be made if the applicant is successful.

Signature of direct supervisor

Position Title: _____

Name of Supervisor: _____

Signature

Chief Executive Officer

Name: _____

The following information should be attached to your application:

- Resume
- Response to the selection criteria if applicable
- 2-3 Referees contact details
- List of any policies/procedures/examples of relevant work completed in current role

Applicant to Sign:

Print Name: _____ Position: _____

Signature: _____ Date: ____/____/____

ADDITIONAL INFORMATION

- Complete all applicable sections of the form.
- Council will conduct a recruitment and selection process based on merit.
- Council may contact your supervisor or Chief Executive Officer to negotiate the arrangements, including suitable dates and arrangements for payroll and leave.
- Please note that you must liaise with your own Council before applying to ensure that a leave of absence would be approved for the period specified.
- The position offers the applicant experience working in a different local government environment.
- The applicant has read and understood all provisions of the secondment policy.

FORWARD COMPLETED AND SIGNED FORM TO:

Ms Robyn Walker
Manager Training and Development
LGMA Queensland
Level 6 Quay Central, 95 North Quay, Brisbane Qld 4000
Telephone: (07) 3174 5004
Email: robyn@lgmaql.org.au

