



LOCAL GOVERNMENT
MANAGERS AUSTRALIA
QUEENSLAND INC.



International Manager Exchange Programme 2018/2019

INFORMATION & APPLICATION KIT

LGMA Queensland is offering the opportunity for three Members to participate in a unique professional development experience by attending a local government conference in New Zealand, California or, for the first time, Canada. In conjunction with the League of California Cities (USA), SOLGM (NZ) and CAMA (Canada), LGMA Queensland will send one lucky Member to attend the SOLGM Annual Conference which will be held in September 2018 in Rotorua, another lucky member to the League of California City Managers Conference which will be held in January - February 2019 in California and a third member to attend the CAMA Conference on 28 -30 May in Fredricton, New Brunswick.

The International Manager Exchange Programme is an opportunity to learn of the issues facing local government in these countries and the various strategies and best practice that have been employed. It is an opportunity to develop your own skills, competencies and knowledge thereby adding value to your personal performance and, in turn, your Council.

California, New Zealand and Canada will send a representative from their local governments to attend our Annual Conference from 11 to 13 September 2018 in the South East corner. This will give you an opportunity to return the hospitality and grow the relationship between our countries. Many past participants have established solid and lasting relationships with their fellow Exchangees.

APPLYING FOR A MANAGER EXCHANGE

Applications for this Programme are open to all financial Members and Fellows of LGMA Queensland with at least one year's membership.

Completed applications must be received by Sunday, 11 February 2018 and addressed as follows:

Chief Executive Officer
LGMA Queensland
Level 7, Quay Central
95 North Quay
Brisbane QLD 4000

WHAT YOU WILL NEED TO DO

As part of your Exchange, LGMA Queensland requires each recipient to commit to the following:

- Submission of a report to the LGMA Queensland Board on their Exchange learning. The report must focus on the substance of the manager exchange and management policies, techniques and community involvement ideas for potential application to Queensland local government.
- Provide a presentation on the experience as part of a future LGMA Queensland event.
- Provide a 1,200 word article to LGMA Queensland for inclusion in the LGMA Queensland publication "The Journal".
- Host the Exchangee in their home during their visit to Australia from the country you will be visiting.

APPLICANT SELECTION

Based on each applicants' objectives and visit expectations, the LGMA Queensland Board will review each application and select the appropriate recipients.

Detailed information provided in the application is crucial to recipient selection and applicants are encouraged to supply all information requested in the application form.

PRE-TRIP PREPARATION AND REQUIREMENTS

The successful applicants will be Ambassadors for their Council, LGMA Queensland, local government and Australia. This implies a high responsibility.

You must be willing to commit time to the Exchange preparation and execution as well as the time in visiting another country. It is important that the exchangee is well prepared to ensure a valuable learning experience.

Some recipients have found it helpful to discuss this opportunity with members who have already undertaken an exchange. LGMA Queensland can provide contact information if required.

PROGRAMME PLANNING

For each Exchange, careful planning and attention to detail is necessary. Each recipient will identify their needs and objectives and include them in the Exchange itinerary. Host Managers, in co-operation with the recipient, will then arrange targeted programmes.

It is important not to over-plan your visit – ensure sufficient leisure time and remain flexible should other last minute opportunities arise.

Visits to other local authorities should be included. Previous recipients have found it beneficial to compile a list of questions to be discussed during the visit. This will allow the Host to ensure appropriate staff and information is available.

The recipient's partner (if accompanying) may need a separate itinerary either as a break from Council-related activities or to cater for their own interests.

In addition to the development of exchange itineraries, both you and your Host should exchange background information on your respective local authority systems (major projects, issues and accomplishments etc.)

The recipient should make every effort to understand the current management and needs of the Host's community; and be prepared to present the Queensland situation and their own local authority and district information with a powerpoint presentation.

Although not a condition, it is not encouraged that the successful recipient takes their children overseas during the exchange. Exchange activity is intensive and tiring at times and it may not be convenient or possible for the host manager to accommodate children in such circumstances.

PROGRAMME COSTS

LGMA Queensland will meet the cost of a return economy airfare for the recipient from their home to the hosting local authority and also to the Conference in the country of the exchange. LGMA Queensland will also cover any incidental overnight accommodation associated with that travel.

LGMA Queensland will provide a \$500 expense allowance to the recipient towards incidental costs associated with the exchange. LGMA Queensland will also reimburse the cost of an adequate travel medical insurance policy taken out by the recipient.

The League of California Cities (USA) and SOLGM (NZ) will meet registration and accommodation costs related to the recipient's attendance at their Conference. CAMA (Canada) will meet the conference registration and LGMA will cover accommodation costs for the Canada exchange. Expenses not explicitly mentioned here will be the recipient's responsibility.

Each recipient will make their own flight and travel arrangements (working in close co-operation with the Host) to obtain advice on the domestic portion of the flight and/or trips they may wish to make after the conference. Overland transport by passing from one colleague to another may be possible and is encouraged.

In making travel arrangements, at least two competitive quotes should be obtained for airfares.

The recipient will be initially responsible for all costs and will then claim the portion of expenditure that is subsidised by LGMA Queensland.

The payment arrangements are:

- 70% of costs will be reimbursed to the recipient by LGMA Queensland at the commencement of the Manager Exchange; and
- 30% (the balance) will be reimbursed upon completion of the Exchange and submission of the Exchange report to the Board.

THE RECIPIENT'S RESPONSIBILITY AS QUEENSLAND HOST

Each recipient will host the Exchangee from the country to which they have been aligned. Each Queensland Host is required to attend the LGMA Queensland Annual Conference in South East Queensland on 11 to 13 September 2018 and host the visiting Exchange Manager (and partner if required). This enables them to enjoy the local culture by staying in the host's residence. The reverse arrangements apply when the Queensland recipients go abroad. Once dates for the visit are agreed upon, the Queensland Host should be in a position to give maximum attention to their Exchange Manager at our event and in their community. Therefore, they should have the support of their Manager and/or CEO.

Most Exchange Managers have preferred spending time with their Queensland Host prior to attending the Annual Conference. This provides a better understanding of the country, the local government system and the issues likely to be discussed at the conference.

ONCE THE EXCHANGE MANAGER ARRIVES

The Queensland Host is to meet their Exchange Manager upon arrival in Queensland whether they are coming directly to the Queensland Host's community or attending the LGMA Queensland event in the Gold Coast. As a matter of courtesy, the Queensland Host should meet the arrival of the international flight. If the arrival of the international flight is some distance from the Queensland Host's community, arrangements are to be made for a LGMA Queensland colleague in that location to meet the overseas Exchange Manager.

Arrangements should be made for the visiting participant to meet with the Mayor, members of the council, staff, media, other local authorities, community groups and any appropriate service clubs etc.

ADDITIONAL INFORMATION

Should you have any questions or require further information about the International Manager Exchange Programme please contact:

Chief Executive Officer
LGMA Queensland
Level 7, Quay Central
95 North Quay
Brisbane QLD 4000

T 07 3174 5006
E peta@lqma.qld.org.au

APPLICATION FORM

I hereby apply for consideration for selection for the 2018-19 International Manager Exchange Programme.

My preference is: New Brunswick, Canada (May 2018) New Zealand (Sep 2018) California, USA (Jan - Feb 2019)

NAME _____

POSITION _____

COUNCIL _____

ADDRESS _____

WORK _____

MOBILE _____

EMAIL _____

Please detail the responsibilities of your current position within council and attach a copy of your resume to the application:

What special issues or professional interests would you like to pursue as part of this Exchange Programme and, in the context of Queensland local government, what do you see the benefits being? (Provide a separate sheet if necessary)

Additional Information (please provide as an attachment and limit to 1 page)

- Please provide information on three (3) of your most significant professional achievements.
- Please provide any additional information or comments in support of your suitability to undertake this exchange.

Do you intend to take your partner with you?

Yes No

Name (if applicable) _____

Agreement:

- I understand and agree that the selection of Exchange Programme recipients is the decision of the LGMA Queensland Board and their decision is final.
- If successful, I agree to comply with the conditions outlined in the International Manager Exchange Programme Information & Application Kit.
- In the normal course of events, I expect to remain within the employ of local government for at least the next 5 years.
- I agree if required, to produce a satisfactory medical certificate upon selection.

Signed _____ Date ____/____/____

Please return this application by **Sunday, 11 February**

2018 to:

Chief Executive Officer
LGMA Queensland
Level 7, Quay Central
95 North Quay
Brisbane QLD 4000



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CERTIFICATE OF EMPLOYING COUNCIL

I hereby certify that _____ is making this application with the full knowledge and approval of this Council and, if selected, no objection will be made to absence from duty for the period of the International Manager Exchange Programme.

In addition to leave with pay the Council offers the following support additional to that being provided by LGMA Queensland.

Signed _____ Date ____ / ____ / ____

(Mayor/Chief Executive Officer)

TESTIMONIALS - LGMA Queensland International Manager Exchange Programme

Nick Clarke – Redland City Council California Exchange 2016

My visit to California occurred in January and February 2016, following my exchange partner's visit to Queensland in September 2015. Kurt Wilson is the City Manager at the City of Stockton, a city that lies about 45 minutes' drive south of the Californian capital, Sacramento.

My objectives for the exchange were broadly-based. From a professional perspective, I was keen to see how the city had dealt with bankruptcy and to look at how the city manages its core responsibilities and services. In doing so, I acknowledge that while there are several key differences between local government here in Queensland and in California, there are also many similarities.

Of course, there should be more to an exchange than just personal learnings. The transfer of thoughts, ideas and practices into discussions back on home soil are important to ensure that we (my council in particular) can also benefit from this investment.

There is much more to the exchange than professional learning though. It presents an opportunity to represent our profession overseas, to contribute ideas about how we do things differently and provides an opportunity for personal growth.

I crammed a lot into the two weeks that I spent in California. The hospitality that I received throughout the exchange was exceedingly generous. So many people went out of their way to provide me with their time and access to colleagues, facilities and other resources. Socially, I was never at a loose end, spending time with really interesting and interested people from our early morning starts through to the late hours of the evening. Taking time after the exchange to have some vacation time there was really beneficial to allow me to gain a better understanding of the culture and broader environment.

Mark Griffioen – Scenic Rim Regional Council California Exchange 2012

A number of years ago when working in Local Government in New Zealand, I was awarded the International Managers Exchange position to attend a conference in Manchester in the United Kingdom. Prior to undertaking the trip I returned to Australia to work and never undertook the exchange. I promised myself that one day I would apply to undertake such an exchange and this year I found myself fortunate enough to be awarded the Exchange position to attend the League of California Cities 2012 City Managers Department Meeting in Indian Wells.

The friendships forged during this exchange will last a lifetime. The professional development that was gained has already started to reap rewards for my Council and I am sure will do well into the future.

Valuable lessons were learnt into programmes that have been implemented to attract and retain staff, develop the internal skills we already have and innovative ways to get your community involved in having a say in their future.

If you ever doubted the benefits of such an exchange, think again. Please apply to participate in the exchange and you too can experience what I believe has been one of the best experiences in my 16 year Local Government career.