



## Nomination Form

Nominations close 24 November 2017

### SECTION ONE (to be completed by the NOMINEE)

Nominee's Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

Position: \_\_\_\_\_

Council: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Special Dietary/Mobility Requirements: \_\_\_\_\_ (put nil if not applicable)

Age Range:     18-25         26-35         36-45         46-55         56+

Gender:         Female         Male

### Why the Ignite Programme?

*Please provide a short summary outlining why you wish to participate in the LGMA Queensland Ignite Programme. (What do you want to achieve as a result of this programme)?*

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### Why You?

*Please provide a short summary as to why you believe you should be selected to participate in the LGMA Ignite Programme, outlining the benefits to you personally and to your Council.*

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**How many staff do you currently supervise? What are your current challenges in managing/leading this team?**

*Please provide specifics rather than general information.*

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**What are your most important leadership objectives?**

*Provide three of **your** most important leadership objectives. Be specific and describe behavioural outcomes by completing this sentence – “As a leader I want to be able to...”*

1. 

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2. 

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3. 

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**Educational Qualifications and Professional Development?**

*Please provide a short summary outlining your educational qualifications and professional development courses including any courses **currently being undertaken or pending**.*

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**Brief Work History?**

*Participants in the Ignite Programme benefit from the diverse experiences and approaches of other participants. Therefore, LGMA Queensland seeks to select participants in each intake to achieve this goal.*

<b>Employer</b>	<b>Responsibility/Title</b>	<b>Period</b>	<b>Achievements/Reason for Leaving</b>
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## Programme Time Commitment

In addition to the scheduled sessions of the Programme, participants will need to contribute additional time in developing and implementing a workplace project (2 page report) in line with the learning outcomes of the Programme. Participants will also need to schedule the one-hour coaching session with at least one being face-to-face with the coach. To meet this requirement, the participant may need to schedule travel to include a coaching session on the day before or after a session of the Programme.

These time commitments do not include incidental requirements, such as travel considerations which will vary for every participant. Please note that it may be necessary to travel during personal or weekend time.

Councils, and in particular direct managers, need to be supportive of the overall time commitment of the Programme.

## Nominee Acceptance

- I am aware of the time and travel commitments required to participate in this Programme.
- I am aware that **all six days and one coaching session is mandatory** (the second coaching session is optional) and that I will need to contribute additional time outside work hours for travel and in preparation for workshop and coaching sessions.
- I am aware that a 2 page report (based on workplace project) is required on day 6.
- I am aware that a Certificate of Completion will only be issued on completion of 6 workshop days, 1 coaching session and 2 page report.
- I give my permission for photographs that are taken throughout the duration of the Programme to be used in advertising future programmes, in PowerPoint presentations on the Ignite Programme and any other use that LGMA Queensland deems appropriate.

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION TWO (to be completed by the nominees MANAGER/SUPERVISOR)

### Why Them?

*Please provide a short summary outlining why you believe the Nominee should be selected to participate in the LGMA Queensland Ignite Programme (approx. 150 words).*

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### What specific skills, knowledge or behaviours do you think the Nominee would benefit from developing?

*Be as specific as possible.*

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## Manager/Supervisor's Information:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Council: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Nominee: \_\_\_\_\_  
Time Known Nominee: \_\_\_\_\_

## Programme Time Commitment

In addition to the scheduled requirements of the Programme (see page 3), participants will incur travel time and be required to contribute additional time towards leadership goals, which is undertaken in consultation with their Manager/Supervisor.

These time commitments do not include incidental requirements such as travel considerations which will vary for every participant. Councils, and in particular direct managers, need to be supportive of the overall time commitment of the Programme.

## Nomination Approval

Nomination Approved By: \_\_\_\_\_  
Position: \_\_\_\_\_  
(This individual must be the Nominee's direct Manager/Supervisor)  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The LGMA Ignite Programme is an initiative of LGMA Queensland. The Selection Panel's decision will be final and no correspondence will be entered into regarding their decision.**

If you have any queries regarding the programme, please contact Robyn Walker on the contact details below.

## Nominations

Completed Nomination Forms, authorised by the nominee's Manager/Supervisor, should be forwarded by close of business Friday 24 November 2017 to:

Robyn Walker  
Manager Training and Development  
Local Government Managers Australia (Qld)  
Level 7 Quay Central, 95 North Quay, Brisbane Qld 4000  
Tel: 07 3174 5004 Email: robyn@lgmaql.org.au

