



# INTERNATIONAL MANAGER EXCHANGE Programme 2024

## INFORMATION & APPLICATION KIT

**LGMA is offering the opportunity for one Member to participate in a unique professional development experience by attending a local government conference in New Zealand. In conjunction with the Taituara (NZ), LGMA will send one member to attend the Taituara Annual Conference which will be held on 11-13 September in Auckland, New Zealand.**

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.

New Zealand will send a representative from their local governments to attend our Annual Conference in August. 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 with at least one year's membership.

Completed applications must be received by Sunday, 31 March 2024 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 requires each recipient to commit to the following:

- Submission of a report to the LGMA 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 event.
- Provide a 1,200 word article to LGMA for inclusion in the LGMA publication "The Journal".
- Host the Exchangee in their home during their visit to Australia from the country you will be visiting.
- Post regular social media updates during the Exchange.

### APPLICANT SELECTION

Based on each applicants' objectives and visit expectations, the LGMA 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, 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 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 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 will also cover any incidental overnight accommodation associated with that travel.

LGMA 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.

SOLGM (NZ) will meet registration and accommodation costs related to the recipient's attendance at their Conference. 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 than claim the portion of expenditure that is subsidised by LGMA.

The payment arrangements are:

- 70% of costs will be reimbursed to the recipient by LGMA 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 Local Government Conference in Cairns on 27-29 August 2024 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 event. 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 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@lgmaql.org.au](mailto:peta@lgmaql.org.au)

## APPLICATION FORM

I hereby apply for consideration for selection for the 2024 International Manager Exchange Programme.

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.

### Agreement:

- I understand and agree that the selection of Exchange Programme recipients is the decision of the LGMA 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.

I have the endorsement of my employing council to undertake this Exchange.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this application by 31 March 2024 to:

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





International Manager Exchange Programme **2024**