| FORUM NOMINATION – 2018 |
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|  NTPS Aboriginal Employee Forum  |

| **Venue**  | **Nominations Close** | **Date** | **Cost**(GST excl) |
| --- | --- | --- | --- |
| Rydges Palmerston,15 Maluka Drive, Palmerston | 1 October 2018 | 21-22 November 2018 | $200 |
|  |
| **Applicant Information** |
| **AGS Number:** |       | **Classification:** |       | **Gender:** |       |
| **Mr/Mrs/Ms/Miss:** |       | **First Name:** |       |
|  | **Surname:** |       |
| **Position Title:** |       |
| **Agency:**       |
| **Location/Region:**  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Darwin | [ ]  | Katherine | [ ]  | Tennant Creek | [ ]  | Alice Springs | [ ]  Nhulunbuy |

**Other:** |
| **Email:** |       |
| **Telephone:** |       | **Mobile:** |       |

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|  **Remote Sponsorship** |
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| [ ]  | Forum Cost Only ($200) ***Please note: Sponsorship is for Remote Employees ONLY e.g. Borroloola, Wadeye, Tiwi, Maningrida etc.*** |

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| **Equal Employment Opportunity Information** |
| ***Please note this Forum is for NTPS Aboriginal employees only. In order to be eligible to attend you must be an NTPS Aboriginal employee and have identified as such using MyHR.****This will assist in more accurate reporting of Aboriginal employment within the NTPS. Participants will be automatically added to the new ‘NTPS Aboriginal Employee Mailing List’.*  |
| **Do you identify as:**

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| --- | --- | --- | --- | --- | --- |
| [ ]  | Aboriginal | [ ]  | Torres Strait Islander | [ ]  | Both Aboriginal and Torres Strait Islander |

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| **Have you identified your EEO details on MyHR?** |

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| [ ]  | Yes | [ ]  | No |

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| **Special Needs** |
| **Physical, Dietary or Other:** |       |

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| **Selection Process** |
| **As places are limited, please explain in 50-100 words why you would like to attend the *NTPS Aboriginal Employee Forum*:** *(if not enough space, please attach additional page)*

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**Please select which initiatives/priorities you are interested in:**

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| [ ]  | Mentoring | [ ]  | Coaching | [ ]  | Professional Development |
| [ ]  | Career Progression | [ ]  | Secondment / Mobility | [ ]  | Performance Management Conversations |
| [ ]  | Policy | [ ]  | Special Measures | [ ]  | Cross Cultural Training |

**Do you have a Career Development Plan in place?** *(e.g. MyPlan, WPP, CEP, MyDP etc.)*

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| [ ]  | Yes | [ ]  | No | [ ]  | Unsure what a Career Development Plan is |

Nominations close **Monday 1 October 2018**. Please forward completed nomination form to the Aboriginal Employment & Career Development (AECD) Division at: aecds.ntg@nt.gov.au. Please note this Forum is limited to 100 places and will be a workshop forum. Please see Agenda for further details. |

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| **Applicant’s Commitment** |
| Taking responsibility for your own learning begins with a commitment to attend and participate in order to make the program as enjoyable as possible for you and other participants. I understand that I must:* Attend the full two day event
* Commit to actively participate and provide feedback
 |
| **Signature** |       | **Date:**       /       /       |

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| **Line Manager Endorsement** |
| I endorse this application and agree to support the applicant’s participation in the Forum by:* Ensuring release time from the workplace for the applicant to attend the Forum

I understand that:* If this applicant withdraws after invoicing or prior to the commencement of the forum, agencies are able to provide a replacement; and
* There is no refund if this applicant fails to attend.
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| **Name** |       |
| **Position Title** |       |
| **Signature** |       | **Date:**       /       /       |

| **Northern Territory Government Agency** (Note the applicant and the approved financial delegate cannot be the same) |
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| **Forum Cost: $200.00 excluding GST**  In authorising this payment I understand that:* **Agencies are responsible for covering any additional costs (travel, accommodation, TA etc);**

• An invoice (LTF) will be issued after applications close; and • Program fees are to be paid in full prior to commencement of the Forum.• As the financial delegate I am authorised to approve the nominated monetary amount. |
| **Authority To Pay** |
| Agency Name: |       |
| ORG Code: |       | ABN: |       |
| For GST Purposes: Non GBD [ ]  GBD\* [ ]  | \*GST will be added at the time of issue, only once per organisation based on all nominated employees attending the Forum. |
| Financial Delegate’s Name: |       | Position: |       |
| Financial Delegate’s Signature: |       | Date: |       /       /       |
| **Please forward this invoice to:       for processing / coding.** * This person is **not the financial delegate** authorised to approve the invoice
* This person is authorised to process/code invoices for payment and submit to the financial delegate for approval
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| **Contact**  |
| Further information can be found at Office of the Commissioner for Public Employment, Aboriginal Employment and Career Development **Email:** aecds.ntg@nt.gov.au  **Phone:** 8999 4118  **Facsimile**: 8999 4186  **Postal:** GPO Box 4371, Darwin NT 0801 **Street:** Level 10, Charles Darwin Centre 19 Smith Street Mall Darwin NT 0800 |
| **PRIVACY STATEMENT:** All information collected from the nomination will be treated in accordance with the NT Information Act. It will be used by the OCPE Aboriginal Employment and Career Development Division to assist in processing nominations. |