



LOCAL GOVERNMENT WORKS ASSOCIATION OF W.A. (INC.)

STUDY AWARD

This award has been developed for the benefit of furthering the educational and development needs of Supervisory Officers in Western Australia.

Supervisory Officers have the opportunity to apply for one (1) of the two (2) Awards available through the Local Government Works Association (L.G.W.A.) of Western Australia Inc., by completing the appropriate application form attached.

Applicants are encouraged to ensure that all the information requested in the application form is provided in total, together with any other relevant information in support of the application (it is advisable to keep a copy of your application).

The success of each application will be judged on the appropriateness of the information supplied, the proposed achievement and reasons for applying for the award of the individual. The application will be judged by a Committee set up specifically for this Award and the winner announced at the Annual Works and Parks Conference.

All applicants are encouraged to discuss their applications with their Senior Officer, to obtain the necessary agreement, support and encouragement to submit their application.

While the value of the Award will be up to \$1,500.00 for financial members of the Association, and up to \$600.00 for non-members, it is to be used towards the cost of travelling, accommodation including meals, course fees, or conference costs, which ever is relevant.

The amount may not be sufficient to cover the total cost of the educational proposal submitted, and the support of the applicant's Shire may be necessary for any shortfall in this area.

The successful applicants granted an award in any year, will need to keep all receipts and records of any areas in which the money had been expended. Upon completion of the applicant's programme, all receipts or excess money will need to be sent to the Association for its financial records.

Award proposals are expected to be of short duration to minimise intrusion into normal working time. It is envisaged that training programmes will not exceed one week and host/exchange programmes will not exceed two weeks.

AWARD CATEGORIES

Applications for one of the Awards will be accepted in the following categories:

- (a) Attendance at an approved training course.
- (b) Attendance at an approved conference within Australia.
- (c) Host or Exchange for a minimum period of one week with a Supervisor either from Intrastate or Interstate.
- (d) A combination of any of the above, or any other proposals.

OPPORTUNITIES:

Training programmes and conferences should be targeted towards enhancement of the applicant's career. It should be noted that in this context, there are several organisations that provide a number of courses specifically aimed at increasing the skills of Supervisory Officers.

There may be others offering similar criteria that you may consider worthy. In any event the intending award applicants would be wise to assess all/any areas prior to finalising their application. Also, it will be necessary to include the course contents, outcomes and resultant benefits with the application, for assessment by the committee.

Applicants for the host or exchange programme will be expected to make contact, and tentative arrangements to be made with the intended host council or authority prior to submitting a Host or Exchange programme application.

It is envisaged that a successful applicant for an Exchange programme will be actively involved in a supervisory role with a host municipality or authority. Ideally, but not necessarily, they will exchange jobs with a counterpart in a host organisation. In any event, the exchange applicant will be expected to trade skills and techniques with management in the host organisation. Applicants for the exchange programmes should identify one or two 'Key Issues' to be studied i.e. their primary interests. Issues identified at some past conference may be worthy of consideration.

As part of the application, it is envisaged that the successful applicant/s will present a report at the following year's Annual State Supervisors Conference.

Ken Markham
President, L G Works

HOST PROGRAMME:

Host: To host another Supervisory Officer who is actively involved in a supervisory role in another municipality or authority, for a maximum period up to one week. This person will accompany or shadow you when you carry out your normal duties within your organization.

EXCHANGE PROGRAMME:

Exchange: The exchange position with an actively involved Supervisory Officer from another municipality or authority, for a maximum period of one week. You will accompany or shadow the other person as they carry out the duties that they would normally carry out within their organisation.

(The maximum period is to be of ONE week, but if a just reason is given for a different time period, it will be given due consideration by the committee. Although it is felt that for anybody to be able to obtain the best out of these programmes, the time period needs to be at least one week, to be of most benefit to both the applicant and their employer).

EXAMPLES OF POSSIBLE TRAINING COURSE VENUE OPTIONS:

- * Technical and Further Education (T.A.F.E.) Colleges.
- * Australian Institute of Management (A.I.M.).
- * Some University courses.
- * Some other Private accredited Training Providers.



STUDY / RESEARCH AWARD PROGRAMME FOR LG WORKS

APPLICATION FOR AWARD

Name _____

Address _____

_____ Post Code _____

Age _____

Municipality / Organisation employed by _____

Position held _____

Years in position _____

Location of your organisation _____

Rural

Provincial

City

Please circle which applies

Number of Employees _____

Total under direction of applicant _____

Email address _____

Mobile _____

Signature _____



CATEGORY OF AWARD APPLIED FOR

(Complete relevant category you are applying for, plus the proposed goals section at the end of the application for all categories)

Option 1. ATTENDANCE AT APPROVED TRAINING COURSE:

Name of course/s _____

Where the course will be conducted _____

Length of course/s _____

Date of course/s _____

Aim in attending the training course/s _____

Option 2. ATTENDANCE AT AN APPROVED CONFERENCE WITHIN AUSTRALIA:

Name and Summary of conference programme _____
Please attach a copy of the program

Where the conference is to be held _____

Length of conference _____

Date/s of conference _____

Aims in attending the conference _____

Option 3. HOST/EXCHANGE

(It is preferred under this award that the successful applicant would be able to Host or Exchange with another Supervisory Officer at some mutually convenient time in their Municipality / Organisation).

Type of programme requested _____ Host _____ Exchange _____

Name of Host/Exchange Organisation _____

Name of Host/Exchange Person _____

Location of Host Organisation _____

Type of Organisation _____ Rural _____ Provincial _____ City _____

Number of employees _____

Employees under the direction of Host Officer _____

Suggested dates of Exchange _____

Indicate whether you are able to host the other Supervisory Officer at _____ your Organisation in exchange

There is the double benefit of the host/exchange programme – you see how another supervisory Officer executes their job, as well as being able to obtain comments on how you operate

COST ESTIMATE OF STUDY AWARD APPLICATION

(Please complete this section with a realistic costing)

Amount \$

Travel \$

Accommodation \$

Meals \$

Other expected expenses \$

Total \$

