



LG Works Study/Research 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 of the two awards available through the LG Works by completing the application form (p 3–5).



Application process

Applicants are encouraged to ensure that all the information requested in the application form is provided.

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 and support to submit their application.



Value

The Award will be up to \$1,500 for financial members of the Association. It is to be used towards the cost of travelling, accommodation (including meals), course fees, or conference costs.

The amount may not be sufficient to cover the total cost of the educational proposal submitted.

The successful applicants granted an Award in any year, will need to keep all receipts and records of all monies expended. All receipts or excess money will need to be returned.

Opportunities

Training programmes and conferences should be targeted towards enhancement of the applicant's career.

Applicants for the Host or Exchange programme will be expected to make contact, and tentative arrangements to be made with the intended host local government 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).

As part of the application, it is envisaged that the successful applicant will present a report to LG Works.

Ken Markham
President, L G Works

Award Categories

Option 1: **Attendance at an approved training course, such as:**

- 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.
- LG Works e-learning course.

Option 2: **Attendance at an approved conference within Australia**

Option 3: **Host or Exchange**

Host Programme

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 you when you carry out your normal duties within your organisation.

Exchange Programme

The exchange position with an actively involved Supervisory Officer from another municipality or authority, for a maximum period of one week. You will accompany 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.

[Application form >](#)



Application for Award

Name:

Address:

Post Code:

Municipality/Organisation employed by:

Position held: Years in position:

Email: Mobile:

Signature

Cost Estimate of Study Award Application Please complete this section with a realistic costing

Amount	\$	Meals	\$
Travel	\$	Other expected expenses	\$
Accommodation	\$	Total	\$

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

Attend an Approved Training Course

Title of course/s:

Where the course will be conducted:

Length of course/s: Date of course/s:

Aim in attending the training course/s:

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Option 2

Attendance at an Approved Conference within Australia

Title and Summary of conference programme (please attach a copy of the program):

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Where the conference is to be held:

Length of conference: Date/s of conference:

Aims in attending the conference:

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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 LGA.

Type of programme requested: Host Exchange

Name of Host/Exchange Organisation:

Name of Host/Exchange Person:

Location of Host Organisation:

Number of employees: Employees under the direction of Host Officer:

Suggested dates of Exchange:

Note: 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.

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