



LOCAL GOVERNMENT SUPERVISORS **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 Supervisors Association (L.G.S.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 applications will be judged by a Committee set up specifically for this Award and the winners will be announced at the Annual Conference Dinner.

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 \$2500.00 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 Municipality 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 and upon completion of the applicants 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 a 'Host' or 'Exchange' programme will be expected to make contact and tentative arrangements 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.

KEVIN PAUST
President, LGSA of WA

APPENDIX .1.

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: You 'Exchange' positions with an actively involved Supervisory Officer from another municipality or authority, for a maximum period of one week. and carry out the duties that they would normally carry out within their organisation, while they carry out the duties that you would normally carry out in your organisation.

(The maximum period is to be of ONE week, but if just reason is given for a different time period, it will be given due consideration by the committee, although it is felt that for any body 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 THE LGSA of WA Inc.**

APPLICATION FOR AWARD

1. **NAME:**

2. **ADDRESS:**

..... **Post Code**

3. **AGE:** **DATE**

4. **SIGNATURE**

5. **MUNICIPALITY/ORGANISATION EMPLOYED BY:**
.....

6. **POSITION HELD WITH MUNICIPALITY/ORGANISATION:**
.....

7. **PARTICULARS OF YOUR MUNICIPALITY/ORGANISATION**

Location

Area

Population

TYPE OF MUNICIPALITY/ORGANISATION:

Rural Provincial City

Number of employees

Total under direction of applicant Contact Phone No:

Contact Fax No: Email:

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 Course/s are conducted

Length of Course/s

Dates when Course/s are held

Aims in attending the Training Course

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OPTION 2. ATTENDANCE AT AN APPROVED CONFERENCE WITHIN AUSTRALIA;

Name and summary of Conference Programme
(attach copy of conference program if available)

.....
.....
.....
.....

Where Conference is held

Length of Conference

Date/s when Conference is held

Aims in attending Conference

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.....
.....

OPTION 3. HOST/EXCHANGE FOR A MINIMUM PERIOD OF ONE WEEK WITH A SUPERVISOR FROM INTRASTATE OR INTERSTATE.

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

Type of programme requested Host Exchange

Name of Host/Exchange Municipality/Organisation

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Name of Host/Exchange person

.....

Brief Summary of the Host Municipality/Organisation

Location

Area

Population

Type of Municipality/Organisation

- Rural
 Provincial
 City

Number of Employees

Total employees under direction of Host Officer

Suggested Dates of exchange

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

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(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).

