

INTERNATIONAL STUDY TOUR

GENERAL CONDITIONS AND RESPONSIBILITIES

1. The primary objectives of the Foundation are:

To provide and administer the funds necessary to enable study and research which will benefit the science and knowledge of Public Works Engineering and to disseminate that information to members.

2. Conditions of Application

Applicants are required to –

- a)
 - i) Be at least 21 years of age, and be a divisional member of the Institute of Public Works Engineering Australasia in the State in which he/she resides;
 - ii) Be a person who will further the science and knowledge of Public Works Engineering.
 - iii) Have had at least two (2) years practical experience in a middle-to-senior capacity either in Public Works Engineering, or in work associated with Public Works Engineering; and,
 - iv) Undertake to continue in Local Government service for at least one (1) year after the period of the Fellowship expires.
- b) Undertake that the Trustees may determine his/her mode of travel and that he/she shall take advantage of any concessional rates which may be available to the Foundation provided, however, that the Trustees may permit the grantee to use alternative modes of travel upon the grantee bearing the difference in cost.
- c) Undertake that he/she will not claim from the Foundation any cost or expenses additional to the amount of the Fellowship Grant awarded.
- d) The successful applicant shall agree to submit to the Foundation Secretary, within six (6) months after the period of the Fellowship, a detailed report on the work, study and research carried out during his/her Fellowship – including a detailed description of all practices and techniques of interest and value to Public Works.

The grantee shall also undertake to accept that the copyright of the report shall be vested in the name of the Trustees of the Foundation.

- e) Since the Study Tour includes overseas travel, the applicant will be required to:
 - i) Prepare a paper for presentation at a State or National Conference following, or at a public works workshop organised by the Institute.
 - ii) Prepare an article on the subject for the Public Works magazine – or similar- with appropriate photographs and illustrations.

3. Tour Conditions

- a) The candidate shall make adequate arrangements for personal health and accident insurance acceptable to the Trustees, prior to taking up their Fellowship.
- b) A candidate shall be expected to adhere to the details of his/her approved programme. Any variation or modification must have the prior approval of the Trustees.
- c) Illness, which reduces the effective tenure of Fellowship, shall not automatically entitle the candidate to an extension of the original period of tenure. The Trustees may, on application, grant an extension that they consider to be appropriate under the circumstances.
- d) Grants may be suspended or terminated before the approved completion date if, in the opinion of the Trustees:
 - i) the performance of the candidate is unsatisfactory; or
 - iii) he/she has failed to observe the governing conditions; or,
 - iv) he/she is guilty of misconduct.
- e) The Trustees will withhold thirty (30%) percent of the value of the grant until the last of the obligations of the Fellowship has been completed to the satisfaction of the Trustees.

4. Applications

- a) The following *minimum* particulars must be contained in your application:
 - i) Full Name (Surname) + (Other names)
 - ii) Address (Permanent) & (For correspondence) including email and phone contacts.
 - iii) Date & Place of Birth (Day) (Month) (Year) (Place)

- iv) Marital Status (in case the spouse is accompanying the grantee)
- v) Current Employer and Position
- vi) Current Responsibilities (brief description)
- vii) Previous Positions (with dates)
- viii) Other Information
 - aa) Membership of professional, trade, or other organisations and any office-bearer positions held
 - bb) Participation in community service and other activities outside regular occupation
 - cc) Details of any previous overseas study experience and overseas travel experience
 - dd) Other Information
 - i) Details of Fellowship being sought and outcomes expected.
 - ii) What information is available to indicate to the Trustees that the Fellowship application is appropriate to be considered – having regard to its value to the science and knowledge of Public Works Engineering in Western Australia.
 - iii) Details of how the Fellowship funds will be spent, and what additional funds and other sources of financial support will be provided by the applicant's employers.
 - iv) A programme of activities to be undertaken and an expenditure schedule.
 - v) Any other information submitted in support of the application.

b) Study Topic

Applicants are to provide a topic of study together with a 75-100 word summary of their chosen subject together with reasons supporting places to be visited.

A candidate shall, upon return from his/her tour,

- i) Within two weeks, deposit with the Foundation a chapter index of the proposed report, with a short description of the chapter material.

- ii) Progressively supply chapter material in draft form so as to complete the full draft within five (5) months. During this period, he/she shall regularly report to the Foundation on the progress being made in the preparation of the balance of the report.

Applications must be submitted in writing to -

**The Foundation Secretary
(International Study Tour Grant)
Public Works Engineering Foundation Western Australia
PO Box 8187
PERTH BC WA 6849
Email: foundation@ipwea.asn.au
Enquiries by telephone (08) 9321 5306**

[Applicants *may be required* to attend a selection interview with the Trustees of the Foundation.]



Western Australia

IPWEA

PUBLIC WORKS
ENGINEERING FOUNDATION

GRANT APPLICATION FOR THE INTERNATIONAL STUDY TOUR

Full Name: Mr/Mrs/Ms _____

Private Address: _____

Phone No: _____ Mobile: _____ Email: _

Date & Place of Birth:
(Day) (Month) (Year) (Place) _____

Marital Status: _____

Employer: _____

Employer's Address: _____

Phone No: _____

Present Position: _____

How long in this role? _____

Present Responsibilities:
(brief description) _____

Previous Positions Held:
(with dates) _____

Other Information:

Membership of professional, trade or other organisations and any offices held:

<hr/>	IPWEA Membership	<input type="checkbox"/> Y	<input type="checkbox"/> N
<hr/>	Grade:		
<hr/>	Since when?	<hr/>	
<hr/>			
<hr/>			

Community service and other activities outside regular occupation:

Details of any previous overseas study experience and overseas travel experience:

Details of Grant being sought and outcomes expected:

What information is available to indicate to the Trustees that the Grant application is appropriate to be considered – having regard to its value to the science and knowledge of Public Works in Western Australia?

Details of how the Fellowship funds will be spent and what additional funds and other sources of financial support will be provided by the applicant's employers:

A programme of activities to be undertaken and an expenditure schedule:

Any other information submitted in support of this application:

Employer Organisation Support

Since this entails overseas travel, applicants are required to provide a written statement from the applicant's manager/director confirming the employer's agreement to your participation in the tour, along with a commitment from the employer to meet the 50% cost-sharing associated with your participation in this study tour.

Applicant's Undertaking

I have read the guidelines applicable to the Foundation's Study Tour Grant and agree to abide by all rules and accept the judging panel's decision on the outcome of this application.

Applicant's Signature: _____ Date: _____

Applications must be submitted in writing to -

**The Foundation Secretary
(Application for International Study Tour)
Public Works Engineering Foundation Western Australia
P O Box 8187 PBC
WA 6849**

**Email: foundation@ipwea.asn.au
Enquiries by telephone to (08) 9321 5306**