

The National Works Officers Association and the organising Committee for the National Works & Engineering Conference in conjunction with The Cat Institute are proud to call for applications for "The Cat Institute-International Study Tour Award" for practicing Works Officers/Supervisors who have had three years minimum experience in a supervisory capacity.

The award shall be open to a natural person or organisation / company who coordinates Supervisors / Managers resources of employees engaging in/or associated with Local Government or allied works.

The study award provides for attendance to an approved conference in England, America or New Zealand and a one-week study tour to investigate one of the following subjects:

- o Information Technology
- l Case Study or Innovation
- C Road Safety and Traffic Management
- R Asset Management
- A Fleet/Plant Management
- F Or other

The awardee would be expected to produce documentation in writing and present a paper at the National Conference.

The awardee would be required to make a presentation to The Cat Institute if required. The awardee to be announced at the Conference Dinner and presented with a plaque for their achievement.

The decision will be made by the National Works Officers Association Executive Director and Committee

General Conditions and Specification of Responsibility

The primary objectives of the National Works Officers Association (NWOA) relative to the award are:

- A To monitor the present and changing requirements of the profession and the Local Government Industry in general.
- g To encourage Local Government Supervisors / Works Officers and other persons to undertake study and research and to gain experience in the field and management areas within Local Government in Australia and overseas countries.
- A To provide the means whereby the benefits of the study research and experience be made available for the common use of the profession by persons or bodies concerned for the well-being of local government and by other persons who or which may have a resulting benefit.

The Award

The National Works Officers Association have determined that one award to the value of \$7,000 be made available for a Supervisor/Works Officer who is a current financial member of one the following associations.

- o Municipal Works Officers Assoc – Victoria.
- M Local Government Supervisors Assoc – WA.
- L Local Government Supervisors Assoc – NSW (Sydney metro).
- m Tasmanian Assoc of Municipal Supervisors.
- T Municipal Works Officers Association - Qld.

The award shall be open to a natural person or organisation / company who coordinates supervises, manages, resources or employees engaged in/or associated with local Government or allied works.

Condition of Application

Each applicant must provide the following:

- E Evidence that he/she holds a position practicing in or for Local Government.
- f Evidence that he/she has had at least three years professional experience in a supervisory capacity either in Local Government or in work associated with Local Government.
- L An undertaking that he/she will not claim any costs or expenses additional to amount of his/her award.
- e The reason why he/she should be awarded the study award, how it would benefit him/her and the Local Government industry.
- G Provide a program and itinerary.

Award Conditions

The awardees shall make adequate arrangements for health and accident insurance prior to taking up their award.

The awardees shall be expected to adhere to the details of his/her approved program and any modification must have prior approval from the NWOA.

Grants may be suspended or terminated before the approved completion date if in the opinion of the NWOA.

- a) the performance of the Awardees is unsatisfactory, or
- b) he/she has failed to observe the governing conditions, or
- c) he/she is guilty of misconduct.

The NWOA will withhold twenty percent of the amount of the grant to be made until the last of the obligations of the awardees has been completed to the satisfaction of the NWOA, except that if the Awardees obligations have not been completed to the satisfaction of the NWOA within the periods specified, the NWOA may reduce the amount up to twenty per cent of grant awarded.

Five copies of the application must be received by 1st July 2008 in order that it may be considered.

Notification of Award

After consideration of all applications, the successful applicant will be notified without delay and will receive the appropriate recognition at the National Conference.

The NWOA Executive Director and Committee reserve the right to be the sole judges of all the applications, and will not enter into any discussion on any of these matters.

The successful applicant will be required to comply with the following terms and conditions.

Be available to attend workshops and or the National Works and Engineering Conference during the year and deliver a presentation.

A copy of the paper to be given to the NWOA covering any possible benefits, comparisons, or otherwise, that may be valuable to the Local Government Industry in Australia.

Applications

The following minimum particulars must be contained in any application:

- a FULL NAME
- F ADDRESS
- A CONTACT TELEPHONE / FAX NUMBERS AND EMAIL ADDRESS
- E PRESENT POSITION
- P PREVIOUS THREE POSITIONS HELD
- P OTHER INFORMATION;

- a) Membership of professional trade or other organisations and any officers held.
- b) Community service and other activities outside regular occupation.
- c) Details of previous overseas study and travel experience.
- d) Samples of previously prepared articles of a technical nature.
- e) Any other information submitted in support of application.

Study Topic

Applicants are to provide a topic of study, together with a written summary of their chosen subject from the list below.

Applications to be submitted to:

Stephen M Robertson
Executive Director
National Works Officers Association
PO Box 1254
Geelong Vic 3220
Or "e-mail" stephen@mwoa.com.au
Enquiries by telephone on 0418 144 460



**National Works Officers
Association
and the
National Works &
Engineering Conference
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