

MUNICIPAL ENGINEERING FOUNDATION VICTORIA

2018 OVERSEAS STUDY TOUR SCHOLARSHIP

GENERAL CONDITIONS AND SPECIFICATION OF RESPONSIBILITY

1. The primary objectives of the Foundation, relative to scholarships are:

- To monitor the present and changing science of engineering and scientific requirements of the profession and local government.
- To raise, provide, manage and allocate the funds of the Foundation and in so doing, advance the scientific management and technical knowledge and abilities of the profession.
- To encourage local government engineers and public works professionals and other persons and bodies to undertake study and research and to gain experience in the science and management of engineering practice within Australia and countries overseas.
- To provide the means whereby the benefits of study research and experience in Australia or abroad by engineers and public works professionals within local government in Victoria may be made available for the common use of the profession by persons or bodies concerned for the well-being of local government and by others who or which may have a resulting benefit.

2. The 2018 Scholarship Awards

MEF Victoria (MEFV) is making overseas study tour scholarship awards available to engineers/public works professionals who are working within local government in Victoria to participate in a Victorian group focused tour during 2018.

Nominations are now being invited for scholarships for a study tour to USA and Canada. The scholarships provide for recipients to attend the APWA International Public Works Congress and Exhibition (PWX) in Kansas City, Missouri, USA from 26th to 29th August 2018 with a further two weeks study prior to or following the Congress on an itinerary prepared by the study tour group to include municipalities in USA and Canada. The scholarships provide grants of \$11,000 to each participant selected.

3. Conditions of Application

Applicants for the scholarships are to provide the following undertaking:

- That he/she holds a position practising in local government engineering/public works in Victoria.
- That he/she has had at least three years' professional experience in local government engineering/public works.

All applicants are to:

- To accept the mode of travel that the Trustees may determine and that the Foundation be not responsible for any increase in cost of travel as a result of the use of the alternative means of travel or extension beyond the authorised time of the approved itinerary.
- That he/she will not claim from the Foundation any costs or expenses additional to the amount of his/her award.

4. Scholarship Conditions

All scholarship recipients shall make adequate arrangements for health and accident insurance to the approval of the Trustees, prior to taking up their award.

An awardee shall be expected to adhere to the details of his/her approved program and itinerary and any modification must have the prior approval of the Trustees.

Illness, which reduces the effective tenure of an award, shall not automatically entitle the awardee to an extension of the original period of tenure, but Trustees may, on application, grant any extension that they consider appropriate.

Scholarship grants may be suspended or terminated before the approved completion date if, in the opinion of the Trustees:

- the performance of the awardees is unsatisfactory; or
- he/she has failed to observe the governing conditions; or,
- he/she is guilty of misconduct.

The Trustees will withhold \$2,000 of the amount of the grant to be made until the last of the obligations of the scholarship has been completed to the satisfaction of the Trustees, except that if the awardees obligations have not been completed to the satisfaction of the Trustees within the periods specified, the Trustees may reduce the amount of the grant by an amount up to \$2,000 of the grant awarded.

Scholarships will not be made to applicants who have previously been granted an overseas study tour within the last five years.

Successful scholarship recipients are to attend any group meetings of study tour participants as required prior to departure in order to agree on an itinerary and specific responsibilities of individuals.

5. Applications

The following minimum particulars must be contained in any application:

- FULL NAME (Surname) (Other names)
- EMPLOYER
- PRESENT POSITION
- CONTACT DETAILS
- PRESENT RESPONSIBILITIES (brief description)
- MOST RECENT PREVIOUS POSITION HELD (with dates)
- OTHER RELEVANT INFORMATION
 - Details of current studies or courses being undertaken.
 - Membership of professional trade or other organisations and any offices held
 - Community service and other activities outside regular occupation
 - Details of previous overseas study experience and overseas travel experience
 - Any other relevant information to support the application. (Do not include copies of extensive organisational plans or details of projects. If relevant these can be referred to during the interview process).
- STUDY TOPIC

Applicants are to provide a 75 – 100 word synopsis of their chosen subject, including a topic title -

There are a number of important emerging issues regarding leadership in engineering/public works, community engagement, waste management, project management, the impact of climate change, and the planning and delivery of sustainable engineering/public works where the results of research overseas may significantly benefit the municipal engineering profession. The Foundation would welcome and give priority to nominations that address these important topics. This is not to exclude other study topics of choice that has been a successful feature of the program in the past and particularly if the topic is important and has specific application to municipal public works.

6. Closing Date

Applications must be submitted by email to mefvic@ozemail.com.au by close of business Friday 9th February 2018.

Enquiries to the Secretary by telephone to: 0412 115 055 or email:
mefvic@ozemail.com.au

Applicants will be required to attend a selection interview by the Trustees of the Foundation on either Thursday 22nd or Friday 23rd February 2018 at a time and location in Melbourne to be determined.

7. Notification of Scholarships

After consideration of all applicants for scholarships, the successful applicants will be notified without delay.

The Trustees reserve the right to be the sole judges of applications and will not enter into any discussion on these matters.

8. Details of Scholarship

Details of the terms and conditions applicable to the Scholarships are set out in Appendix 1.

OVERSEAS STUDY TOUR SCHOLARSHIPS**2018****TERMS AND CONDITIONS**

A successful applicant will be required to comply with the following terms and conditions:

1. Travel overseas in a group study tour to the United States of America and Canada to include attendance at the APWA International Public Works Congress and Exhibition (PWX) in Kansas City, Missouri, from 26th to 29th August 2018. Recipients travel on a group prepared itinerary for a further period to research and report on their study topic with particular relevance to Victorian municipalities. The itinerary is to be approved by the Trustees of the Foundation and by agreement may be varied to include travel prior to the Congress.
2. Meet with local government/public authorities, private sector consultants, industry and other relevant community groups as determined.
3. Travel with the group of awardees for the duration of the study tour. A mentor appointed by the Foundation will accompany the group throughout the tour.
4. The scholarships covers all directly incurred expenses including travel, accommodation, meals and fees, together with reporting requirements, up to a total of \$11,000. An amount of \$2,000 is withheld from the \$11,000 grant until completion of a study tour report. The tour may be extended at the personal expense of the individual and as agreed to by the Foundation.
5. On completion of the study tour and return to Australia, recipients of the tour are to:
 - a) Within two months of completion of the tour, compose a draft report on the study tour of not less than 3,000 nor more than 5,000 words clearly detailing the study undertaken, the findings of the study and recommendations as to applicability to Australian conditions. The report may include photographs or diagrams. The report is to initially be provided in draft form and on acceptance by the Trustees, the final report is to be provided to the Secretary on a CD-ROM/USB in PDF format suitable for display on the Foundation website together with six bound copies of the report for distribution to Trustees and the Foundation library. On completion and acceptance of the report, the amount of retention of \$2,000 withheld from the initial grant will be paid.
 - b) Provide a joint video of up to two minutes to include testimonials as to the value of the tour to scholarship recipients.

All Study Tour Recipients

- a) Are to be available to attend workshops or meetings to assist in the performance of (a) above if required.

- b) Be available for lectures as required, including to regional or special interest groups, during the year following the award and if required, provide a presentation to Victorian Local Government Conferences.
- 6. All scholarship recipients are to attend a meeting of the Trustees on completion of the tour for a debriefing and findings at a time to be determined.
- 7. The Trustees reserve the right to vary or to accept alternative proposals that generally meet the above conditions.