

Permanent Way Institution Young Achiever Award Rules and Procedures

1. INTRODUCTION

This award is for excellence and innovation and is granted to an eligible young rail specialist in the rail infrastructure industry (who is not necessarily an engineer) to recognise and encourage their contribution to their field, or generally in areas that are relevant to the objectives of the Permanent Way Institution (PWI).

The intention of the prize is to encourage the professional development of the recipient. The prize usually covers attendance at a major overseas rail industry event that is of relevance to both the PWI and the recipient such as a conference or exhibition, as approved by the PWI Management Committee.

The prize includes conference fees plus all reasonable costs for travel, accommodation and expenses totalling an amount up to \$10,000.

The Award must be taken within two (2) years of being presented. If the recipient wishes for an extension of this two (2) year period then special approval is required from the PWI Management Committee.

Unless otherwise approved by the PWI Management Committee, the following rules shall apply for the winner:

1. A fully costed plan detailing the proposed program and budgeted costs shall be submitted to the Management Committee for approval within the (3) months of award announcement.
2. The plan must be approved prior to any reservations and payments being confirmed.
3. All travel arrangements shall be made by agreement between the candidate and the Chairperson of the Award.
4. Air travel shall be Economy Class. If the duration of the flight exceeds 8 hours nonstop, consideration will be given to premium economy class.
5. Rail travel shall be First Class, where available.
6. All hotels shall be of a reasonable standard that is similar and/or compatible with the accommodation of other attendees and colleagues to the event.
7. Reasonable costs will be covered for relevant technical excursions or field visits.
8. All other travel expenses, such as transfers, meals, etc., are covered.

9. Incidental costs for items such as visas, travel insurance, medicals etc. are covered.
10. All accounts for travel, accommodation and incidental expenses shall be submitted for approval to the Chairperson of the Young Achiever Award judging panel and must be supported by receipts or by explanatory memos or travel diary notes.
11. A cash advance to cover out-of-pocket expenses may be issued on request and approved by the PWI Management Committee. Any remaining unaccountable funds must be returned to the PWI.
12. The PWI provides a per day allowance of \$50 AU to cover incidental expenses like coffee, local taxi fares, etc.
13. The recipient of the award will be requested to sign a declaration that the expenses have been incurred on behalf of the PWI and that none of these have been included in previous vouchers or reimbursed to the recipient by other parties (including his/her employer).
14. The award recipient will be required to submit a full written report on the value and benefits of the trip and recommendations for management and future recipients. The report shall be submitted within 2 months of the conclusion of the trip.
15. The award recipient may also be required to prepare a presentation on the trip and be prepared to deliver the presentation at a PWI function (e.g. Technical meeting, breakfast/dinner networking meeting, conference).
16. The award recipient will be invited to join the PWI Annual Convention Sub Committee for a period of twelve (12) months to foster young achievers in rail as our Champion for Young Members.

2. JUDGING PANEL

- Julian Sharp, CPB Contractors
- Zane Sell, Transport for New South Wales
- David Spiteri, Asset Standards Authority
- Prath Nanthakumaran, Transport for New South Wales



3. PRIZES

The Winner:

Up to \$10,000, to cover:

- Transport, registration, insurances and accommodation to a relevant railway conference (PWI approves the attendance at the nominated conference).
- Award must be taken within 2 years of being presented or agreement reached with the PWI Committee to be deferred for a longer period.
- The award may not be presented in a given year if entries are not considered suitable.

4. CONDITIONS

Previous winners of this Award (or similar such Awards, e.g. the RTAA Frank Franklyn Award) will be excluded from re-submitting an application for this Award for a period of no less than five years from the time of submitting their application for their winning Award.

The subject of the Award must relate to the Applicant's current employer who will be required to provide a reference.

The successful Candidate will be required to submit a proposed itinerary for attendance at the proposed conference to the Judging Committee for endorsement, prior to funding being approved.

The successful Candidate will present at the next relevant Technical meeting or the Annual Convention, a summary of the attended conference and any associated industry visits.

Late or incomplete applications may incur a scoring penalty and will only be accepted at the discretion of the judging panel.

5. APPLICATIONS

The application is to be in the form of a written submission.

Applications must be provided in hard and electronic copy with the following information:

1. Application Form (latest version from 2017).
2. A detailed CV (including date of birth, nationality, residency status, contact details including address, phone number and email).
3. A brief statement of ambitions.
4. A description of Project and/or copy of written Paper/Presentation.
5. A current photo (Remember, this will appear in the Convention Journal).
6. A short summary of your project or paper (no more than 400 words) which will be placed in the PWI Journal.



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7. A letter of support from your employer or sponsor.
8. Reference(s) from other work related contacts e.g. Supervisors, Employees, Clients or Supplier (minimum of two references, with one to be from current employer).

The Hard Copy should be bound and one (1) copy shall be provided.

The electronic application should be a single word doc. or .pdf file of a maximum size 10MB.

Late Applications may incur a scoring penalty and will only be accepted at the discretion of the Award Panel.

Applications are to be lodged as follows:

The Bound Application is to be mailed to:

Julian Sharp
CPB Contractors
Level 2, 177 Pacific Highway,
North Sydney
NSW 2060
AUSTRALIA

One Electronic Application emailed to: julian.sharp@cpbcon.com.au or supplied on a USB with hard copy.

CLOSING DATE: COB Friday 20 April 2018.

For any queries, please contact Julian Sharp, julian.sharp@cpbcon.com.au or 0437 638 398.

6. AWARD ANNOUNCEMENT

The prize winners will be announced at the Australasian Rail Industry Awards Dinner 2018 which will be held on 5 July 2018 at the Palladium Room, Crown Towers, Melbourne.

The winner will be invited to attend the Australasian Rail Industry Awards Dinner 2018, as a guest of the PWI and the Awards Committee. Partners may also attend at their own cost.