

IPWEA Vic in conjunction
with Greater City of Geelong Presents....



Victoria

IPWEA

INSTITUTE OF PUBLIC WORKS
ENGINEERING AUSTRALASIA

TRAINING OPPORTUNITY

Road Management Act 2004 and Related Legislation

Time: 9.00am to 4.30pm
Date: Tuesday 13th May 2014
Venue: Anakie Rd Training Rm
Greater City of Geelong,
Anakie Rd, Geelong
Cost: \$250 members
\$300 non members

WHO SHOULD ATTEND?

- Road & Traffic Engineering professionals
- Technical specialists working in road management,
Risk managers, Asset managers
- Managers / Directors involved in management of roads

PROGRAM includes:

- Introduction to relevant
 - Issues
 - Acts (state and federal)
 - Regulations
- Introduction and overview of the Road Management Act 2004
- Review of the appropriate sections of the RMA 2004
- Review and focus on appropriate sections of the associated regulations and related legislation including:
 - Telecommunications Act 2007
 - Road Safety Act 1986

To provide local government officers and nominated contractors with improved knowledge of their responsibilities under the Road Management Act 2004, the associated regulations and an understanding on where this Act and regulations interacts with Telecommunication and related legislation.



Training Provided by NMIT

Program developed through a VicRoads and NMIT partnership



The Institute of Public Works Engineering Australia (IPWEA) is a professional organisation providing member services and advocacy for those involved in and delivering public works and engineering services to the community. This workshop provides a training opportunity for those working in the public works sector.

NMIT in partnership with VicRoads have designed a RMA training program. This training is proving popular among Local Government Agencies. This is a regional workshop to be held in conjunction with City of Greater Geelong.



The roll out of the National Broadband Network (NBN) and related work is placing a heavy workload on local government to ensure that roads, roadsides, foot paths and other public amenities are restored following the NBN related activities in addition to other civil works. Local government has responsibilities under the road Management Act 2004 (RMA) to provide training for authorised officers.

WORKSHOP REGISTRATION AND PAYMENT

The fee for the 13th May 2014 Workshop is \$250 for members and \$300 for non-members.

TAX INVOICE (IPWEA (Victoria Division) • ACN: 95 088 509 399)

Name: _____

Member Non-Member

Position: _____

Organisation: _____

Contact phone: _____

Contact email: _____

Payment Method

- Purchase Order/Send me an Invoice
- Cheque made payable to IPWEA (Vic.) Ltd.
- Direct Debit to BSB 063 633 Acc. No:10145355

Dietary needs: _____

Credit Card

Visa Mastercard

Name on Card: _____

Card Number: ____/____/____/____

Expiry Date: __/__

Authorised Signature: _____

Date: _____

FAX Back to Fax No.: 03 5250 3008

or email to vic@ipwea.org.au

or ring through your details to 03 9005 0860

or post to PO Box 115 Oakleigh South, Vic, 3167.

DELEGATES ARE ALSO TO FILL IN THE NMIT REGISTRATION FORM AND SUBMIT WITH APPLICATION

Places are limited to 10 delegates

IPWEA may send registered delegates information about upcoming events. Please tick here if you do NOT want to receive information on future events.

SECTION A: STUDENT TO COMPLETE - PERSONAL DETAILS - PLEASE PRINT CLEARLY. All information must be provided or enrolment may be denied.

 Is this your first NMIT course? Yes No

 NMIT STUDENT NUMBER

 Legal Family Name Date of Birth Gender Female Male
 Legal Given Names Day Month Year

 Address Number and Street Suburb Postcode

 Phone Home Work Mobile

 Email

 EMERGENCY CONTACT Emergency Contact Phone

 Do you have a Victorian Student Number (VSN)? Yes Please specify Yes - but the VSN is unknown
 No - I have never been issued with a VSN

- 1. Labor Force Status** Please circle the most appropriate box.
- | | | | |
|--|-----------------------------|---------------------------------------|-----------------------------|
| Full-time employee | <input type="checkbox"/> 01 | Part-time employee | <input type="checkbox"/> 02 |
| Self-employed - not employing others | <input type="checkbox"/> 03 | Employer | <input type="checkbox"/> 04 |
| Employed - unpaid family business worker | <input type="checkbox"/> 05 | Unemployed - seeking full-time work | <input type="checkbox"/> 06 |
| Unemployed - seeking part-time work | <input type="checkbox"/> 07 | Not employed - not seeking employment | <input type="checkbox"/> 08 |

2. Are you still attending secondary school? Yes No

- 3. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? Tick ONE box only.**
- | | | | |
|----------------------------------|-----------------------------|-------------------------------------|-----------------------------|
| To get a job | <input type="checkbox"/> 01 | To develop my existing business | <input type="checkbox"/> 02 |
| To start my own business | <input type="checkbox"/> 03 | To try for a different career | <input type="checkbox"/> 04 |
| To get a better job or promotion | <input type="checkbox"/> 05 | It is a requirement of my job | <input type="checkbox"/> 06 |
| I want extra skills for my job | <input type="checkbox"/> 07 | To get into another course of study | <input type="checkbox"/> 08 |
| Other reasons | <input type="checkbox"/> 11 | Personal interest/self development | <input type="checkbox"/> 12 |

- 4. Have you SUCCESSFULLY completed any of the following qualifications in Australia?** Yes If yes, tick ANY applicable boxes below. No
- | | | | |
|------------------------------|------------------------------|--------------------------------|------------------------------|
| Bachelor or Higher Degree | <input type="checkbox"/> 008 | Adv Diploma or Ass Degree | <input type="checkbox"/> 009 |
| Diploma or Ass Diploma | <input type="checkbox"/> 010 | Cert IV or Adv Cert/Technician | <input type="checkbox"/> 011 |
| Cert III or Trade Cert | <input type="checkbox"/> 012 | Cert II | <input type="checkbox"/> 013 |
| Cert I or VCE or VCAL Senior | <input type="checkbox"/> 014 | Cert other than above | <input type="checkbox"/> 015 |

5. Secondary school attended and in which state/territory State/Territory

6. Please circle the highest level of formal schooling completed?
 12 11 10 09 or equivalent 08 or lower 02 - Did not go to school

7. In what year did you complete that school level?

8. In which country were you born?
 Australia Other - Please specify

9. Do you speak a language other than English at home?
 Yes, Other - Please specify No, English only

10. How well do you speak English?
 1 - Very well 2 - Well 3 - Not well 4 - Not at all

11. Are you of Aboriginal or Torres Strait Islander origin?
 1 - Aboriginal 2 - Torres Strait Islander
 3 - Both (Aboriginal and Torres Strait Islander) 4 - Neither

12. Do you consider you have a disability, impairment or long-term condition? If yes, indicate condition below. Yes No

Hearing/Deaf	<input type="checkbox"/> 11	Physical	<input type="checkbox"/> 12	Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14	Mental Illness	<input type="checkbox"/> 15	Acquired Brain Impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17	Medical Condition	<input type="checkbox"/> 18	Other	<input type="checkbox"/> 19

SECTION B: STUDENT/ENROLLING OFFICER TO COMPLETE THIS SECTION - Course and Payment details

 Course Name

 Internal Course Code Campus Fund Source Start Date
PAYMENT DETAILS - ENROLMENTS CANNOT BE ACCEPTED WITHOUT PAYMENT

 Cash Money Order Cheque Visa Mastercard EFTPOS **NMIT - ABN 502 301 652 43**
 NO Diners/AMEX

 Credit Card No: Expiry Date: \$

 Cardholder's name Cardholder's signature
Invoice company (Subject to approval.)

 Company Name

 Company Address Number and Street
 Suburb Postcode

 Company Phone Work
 Mobile

 Company Email

 NMIT enrolling officer name: p:

NMIT enrolling officer signature: _____ Date: _____

ESTIMATED FEES *	Materials CODE	AMOUNT
Institute Accredited Course		
Materials & Ancillaries		
Other		
TOTAL		

SECTION C: INFORMATION SERVICES OFFICER to complete this section.

Register Operator: _____ Date: ____/____/____ Receipt No: _____

Enrolled on Strata by: _____ Date: ____/____/____

SECTION D: STUDENT TO READ - Terms and Conditions
PAYMENT

Enrolment cannot be accepted without payment.
 You can pay by cash, EFTPOS, cheque, money order, Visa or MasterCard.
 Please note Diners and AMEX are not accepted. Write your name on the back of your cheque or money order. Make cheques payable to NMIT. Full payment of fees is required before classes commence.

GST

Where GST is applicable it is included in the fee and also shown separately in brackets next to the fee amount.

WHO CAN ENROL?

Anyone 16 years and over. No prerequisite qualifications are required unless specified in the course description. Some courses may require you to be over 18 years old.

REFUNDS

A handling charge of 10% (maximum \$50) of the advertised course fee may be deducted from each refund. Under normal circumstances requests for refunds less than five working days prior to the course commencement cannot be considered.

TRANSFERS

Under normal circumstances requests for transfers less than five working days prior to the course commencement cannot be considered.

COURSE CANCELLATION OR POSTPONEMENT

Courses with low enrolment may be cancelled or deferred. You will be notified of this 48 hours prior to course commencement.
 In case of cancellation you will be offered a transfer, or full refund, which may take up to three weeks.

PLEASE NOTE

Classes do not run on public holidays or during NMIT Semester Breaks (unless otherwise advised).

Course locations are included in course information. Campus locations can be found at www.nmit.edu.au/campuses/

A letter confirming your enrolment including date, time, course, location, receipt and parking permit will be mailed to you prior to the commencement of your course.

Materials and Textbooks: Bring a notepad and pen to all courses. Materials and texts specified in course descriptions may be bought at NMIT Bookshops at all campus libraries. Bring materials and text books to first session.

ENROLMENT FORM

To enrol in more than one course, photocopy the form or phone for more. Please ensure you fill in all contact details as we may need to contact you regarding changes to the course.

CLASS SIZES

Class sizes are limited. Early payment of fees is advisable.

SECTION E: STUDENT TO COMPLETE - Student Declaration
I understand that:

NMIT is required to provide the Victorian Government, through the Higher Education and Skills Group, with student and training activity data which may include information given on this form in accordance with the Victorian VET student statistical collection guidelines (which are available at www.skills.vic.gov.au/corporate/providers/data-collection). The Higher Education and Skills Group may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes the Higher Education and Skills Group may also disclose information to its consultants, advisers, other Government agencies, professional bodies and/or other organisations.

I authorise NMIT to:

- Provide information about my enrolment to any government department.
- Provide details on my progress and attendance to my employer.

I acknowledge that:

- I may be contacted with regards to a student survey.
- I am expected to abide by the standards of conduct and the regulations and rules of NMIT.
- This enrolment is not accepted until receipted.

I acknowledge and agree to the terms described on this student declaration. I declare that the information supplied by me on this form is true and correct.

Student signature: _____ **Date:** _____

For more information in relation to how student information may be used or disclosed please visit www.nmit.edu.au/privacy or email NMIT Privacy Officer: info@nmit.vic.edu.au

HOW and WHERE TO ENROL
PHONE

Enrolments by credit card.
 Visa or Mastercard ONLY.
 (Diners and AMEX not accepted.)

p:

FACSIMILE

Enrolments by credit card or invoice to company (with authorisation letter or Purchase Order).
 Visa or Mastercard ONLY.
 (Diners and AMEX not accepted.)

f:

MAIL

Mail completed enrolment application to:

Cheque or money order payable to NMIT, must accompany form.

IN PERSON

Bring enrolment application and payment to any NMIT campus.
 Hours: Mon-Fri 8.45am-5.00pm

EMAIL