



Continuous Learning Opportunities for all Departmental People

(Including Exchange and Placement Programs)

2005 Scholarships

Managers are requested that all Departmental people have the opportunity to view this document.

People SERVICES BRANCH

Departmental Scholarship Programme

2005

The Department of Conservation and Land Management supports continuous learning for all our people. A number of scholarships and study assistance programmes are in place to assist all Departmental people to attain recognised qualifications through formal study.

Qualifications in the workforce are increasing in importance as jobs become more complex and subject to greater change. Combining work and study has become popular and an important method of developing careers. In fact, there are now as many part-time as full-time students in many of our education institutions.

The Department recognises the significant commitment, which is needed to successfully study part-time. The Department's scholarship programme is designed to provide support, incentive and recognition for those who make the commitment.

Benefits to the Department.

Study is an important aspect of all Departmental personnel development, which helps lay the foundations for a motivated, professional and highly skilled workforce. The Department recognises this and has made a commitment to invest significantly in the education and development of all Departmental people.

Benefits to all Departmental people.

There are three main types of direct benefits available to all Departmental people;

- Study leave
- Financial assistance
- Recognition and reward

In addition to these there are also indirect benefits which relate to career prospects. In the past, having a relevant qualification has not always been taken into account when assessing people for promotion or higher duties.

Of course, merit and performance will remain the main criteria for promotion and advancement, but we have now incorporated a preference for relevant qualifications into the desirable selection criteria for most positions above level 1.

This means that, where performance is equal, preference will be given to the person who has a relevant qualification or is studying towards one.

There are a number of positions in specialist's areas, which have formal qualifications as a minimum requirement.

Please address all applications to:

Alan Byrne

Scholarship Application

CALM Training Centre

Dwellingup

All scholarship applications must be received by **1/10/04**.

To be eligible you must be a permanent employee of the Department of Conservation and Land Management, Forest Products Commission or the Western Australia Conservation Commission or have been employed for 3 consecutive years on contract.

All scholarships will be approved by the Executive Director.

The scholarships that are offered to all Departmental people are as follows;

Executive Director's Scholarship for Study Assistance

The Executive Director's Scholarship for Study Assistance (formerly, the Executive Director's Scholarship) is made available to all Conservation Employees to financially assist them in their post secondary education studies to be considered for Field Officer positions throughout the state.

Background

Since the closure of the Field Cadet Training Scholarship in December 1991, Conservation Employees have had limited opportunities to enter field officer positions. Prior to the closure, the Executive Director would offer one position per year to a Conservation Employee to enter the second-year cadetship course, at the Dwellingup Training Centre. Applicants were interviewed and assessed for suitability to complete both the second year of the two-year cadet Scholarship and approximately four units of the first-year TAFE course, via external studies. In 1996, the scholarship was reintroduced and since then ten Conservation Employees have successfully completed or are currently studying the Certificates II, III and IV in Conservation and Land Management, offered by TAFE.

In its new form, the Executive Director's Scholarship for Study Assistance is designed to encourage Conservation Employees to take on post-secondary studies, by providing the successful applicant with both financial support and study time to ease the heavy burden of combining work and study.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

Process

The scholarship is again offered for 2005 to allow Conservation Employees to enter a range of field officer positions. The process for awarding of the scholarship is as follows:

- The Executive Director's Study Assistance Scholarship will be advertised annually in September/October, inviting interested permanent Conservation Employees to apply in writing. **Applications close on 1st October 2004.**
- Applicants will be interviewed and assessed via the Australian Council for Educational Research (ACER) aptitude tests to ascertain each applicant's suitability to study at either the certificate or tertiary level.
- The successful applicant is provided with quarterly installments of \$250 over the four-year TAFE course of study, or \$333 over the six-year tertiary course of study. That is a total of \$8000 for the tertiary Scholarship and

\$4000 for the TAFE course. These installments should adequately cover campus fees, books, stationery, stamps and incidental costs associated with external study and contribute towards the cost of Higher Education Contribution Scheme (HECS).

- The successful applicant will receive the support of the District/Branch manager in approving five hours per week for study leave during college semesters. Office space and access to a Departmental computer will be provided if available.

For further information on the Executive Director's Study Assistance Scholarship, interested wages employees should contact the Training Centre, Dwellingup on (08) 95381200 or fax (08) 95381244 or alanby@calm.wa.gov.au

**EXECUTIVE DIRECTOR'S SCHOLARSHIP STUDY
ASSISTANCE**

APPLICATION FORM

Please support your application with documented evidence of enrolment and course fees.

PERSONAL DETAILS:

NAME:
SURNAME:
DATE OF BIRTH:
YOUR POSITION TITLE:
YOUR LEVEL:
YOUR LOCATION

ACADEMIC DETAILS:

HIGHEST LEVEL OF SCHOOLING (eg. Year 10):
COMPLETED COURSES (eg. Cert. In Horticulture):
CURRENT COURSE:
EXPECTED COMPLETION:

EMPLOYMENT REFERENCES:

1. SURNAME	OTHER NAMES:
CONTACT TELEPHONE NO:	
2. SURNAME:	OTHER NAMES:
CONTACT TELEPHONE NO:	

Please attach your Resume and further particulars as to suitability for the scholarship. Completion of this application alone will not be sufficient for an interview.

I declare all statements to be true in all respects.

.....

Signature of Applicant

Date

Leadership Scholarship

In Memory of Statement

The scholarship is in memory of the late Seamus Mulholland who passed away in January 1997 at the relatively young age of 32. Seamus was a brilliant economist and was heading the important plantations strategy aimed at industry development as well as helping to fight the state's salinity problems. Seamus successfully completed joint Bachelor of Science and Bachelor of Economics degrees beginning at the University of Western Australia and finishing at the Australian National University. He returned to UWA to complete his Masters of Science in Natural Resource Management.

Seamus was a well-respected leader who demonstrated a delicate balance of courage, wisdom and integrity. It is this leadership quality that is to be fostered and nurtured with the scholarship.

The Leadership Scholarship is designed to provide continuing education opportunities in a range of **management/leadership** disciplines and is available to all Departmental people.

The Scholarship is designed to provide continuing education opportunities in the leadership or management study discipline for both undergraduate and postgraduate studies. The scholarship has a monetary value of up to \$20 000.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

All Departmental personnel interested in applying should follow the steps below;

1. Complete the Leadership Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
3. Attach a minimum of one page outlining your proposed area of study.
4. Have your manager endorse your application.
5. Have your application forwarded to your Director for his support.
6. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- CALM Training Centre, Dwellingup no later than **1st October 2004**.
7. Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval.

All applicants will be notified in writing by 1st December 2004.

Past Recipients.

1998 Stev Slavin
1999 Peter Dans
2000 Kellie Agar
2001 Nigel Sercombe
2002 Andrew Hill

2003 Gae Mackay & Cliff Gillam
2004 Robyn Wilson

APPLICATION FOR LEADERSHIP SCHOLARSHIP

IN MEMORY OF SEAMUS MULHOLLAND

Please support your application with documented evidence of enrolment and course fees. A schedule outlining how the scholarship funds will be spent must also be attached.

Please return this form to:-
 Co-ordinator Organisational Learning and Development
 Scholarship Application
 C/- CALM Training Centre
 Dwellingup.

PERSONAL DETAILS
MR/MS/MISS/MRS
NAME
SURNAME
LOCATION
CONTACT NUMBER
E-MAIL
YOUR PRESENT POSITION
DUTIES (give a brief outline of your current duties)
BACKGROUND INFORMATION
HIGHEST ACADEMIC LEVEL ACHIEVED
CURRENT/PROPOSED AREA OF STUDY
INSTITUTION WHERE STUDYING
UNITS COMPLETED TO DATE (Please attach a copy of your academic statement)
LIST PROPOSED SCHOLARSHIP UNITS BELOW

Acceptance of Terms and Conditions.

I understand and agree to the terms and conditions detailed below. Upon acceptance of the application I will become liable for the scholarship and will be bound by the terms and conditions.

Terms and Conditions.

In the event that I am unsuccessful in completing a semester's Scholarship or in the event that I leave the Department's employment before completion of that semester's study, repayment of financial support given for that semesters study is to be made as follows,

- ♦ By deduction from my pay on a fortnightly basis with full payment to be made within two months or
- ♦ Should I leave the Department's employment, the amount outstanding is to be deducted from my final pay.

SIGNATURE**DATE**

Nominator's Support.

This section is to be completed only by the applicant's Manager/Supervisor, who is familiar with the applicant and can provide a detailed appraisal.

The following information will ensure that the applicant obtains maximum benefit from the Scholarship.

NAME

SURNAME

POSITION

PLEASE COMMENT ON THE APPLICANT'S ABILITY TO STUDY AT THIS LEVEL

SIGNATURE

DATE _____

Sciences Scholarship

In Memory of Statement

The scholarship is in memory of the late Dr George Malajczuk who passed away in January 1997 at the age of 52. George had a distinguished career with the Department. On completing his undergraduate degree with the University of Western Australia he began his career at the Harvey Office. He completed his Masters and Doctorate at Yale University. His Doctorate in applied mathematical programming techniques set the standard for many land management planning activities throughout the State.

Later, he was appointed regional leader (planning) for the Swan Region before being appointed principal economist and subsequently Director of Economics.

George was the scientific excellence underpinning a number of the Department's initiatives. It is this scientific excellence that is to be fostered and nurtured with the scholarship award.

The Sciences Scholarship is available to all Departmental people every year who have as a minimum a tertiary qualification, such as a degree or diploma. People with a higher degree such as Honours or a Masters are strongly encouraged to apply. The Scholarship is designed to provide continuing education opportunities in a range of science disciplines and has a monetary value of up to \$20 000.

Successful applicants who make the decision to withdraw from their course of study may be required to make a pro-rata refund of the monies allocated by the Department.

All Departmental personnel interested in applying should follow the steps below;

1. Complete the Sciences Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
3. Attach a minimum of one page outlining your proposed area of study.
4. Have your manager endorse your application.
5. Have your application forwarded to your Director for his support.
6. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- CALM Training Centre, Dwellingup no later than **1st October 2004**.

Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval. All applicants will be notified by 1st December 2003.

Past Recipients.

1998 Kevin Crane
1999 Nick D'Adamo
2000 Mike Meinema
2000 Peng Soong

2001 John Lloyd
2002 Stephen White
2003 Nicole Noakes & Kylie Ryan
2004 No recipient

APPLICATION FOR THE SCIENCES SCHOLARSHIP IN MEMORY OF DR GEORGE MALAJZCUK

Please support your application with documented evidence of enrolment and course fees. A schedule outlining how the scholarship funds will be spent must also be attached.

Please return this form to:-
 Co-ordinator Organisational Learning and Development
 Scholarship Application
 C/- CALM Training Centre
 Dwellingup.

PERSONAL DETAILS
MR/MS/MISS/MRS
NAME
SURNAME
LOCATION
CONTACT NUMBER
E-MAIL
YOUR PRESENT POSITION
DUTIES (give a brief outline of your current duties)
BACKGROUND INFORMATION
HIGHEST ACADEMIC LEVEL ACHIEVED
CURRENT/PROPOSED AREA OF STUDY
INSTITUTION WHERE STUDYING
UNITS COMPLETED TO DATE (Please attach a copy of your academic statement)
LIST PROPOSED SCHOLARSHIP UNITS BELOW

Acceptance of Terms and Conditions.

I understand and agree to the terms and conditions detailed below. Upon acceptance of the application I will become liable for the scholarship and will be bound by the terms and conditions.

Terms and Conditions.

In the event that I am unsuccessful in completing a semester's Scholarship or in the event that I leave the Department's employment before completion of that semester's study, repayment of financial support given for that semester's study is to be made as follows,

- ♦ By deduction from my pay on a fortnightly basis with full payment to be made within two months or
- ♦ Should I leave the Department's employment, the amount outstanding is to be deducted from my final pay.

SIGNATURE**DATE**

Nominator's Support.

This section is to be completed only by the applicant's Manager/Supervisor, who is familiar with the applicant and can provide a detailed appraisal.

The following information will ensure that the applicant obtains maximum benefit from the Scholarship.

NAME

SURNAME

POSITION

PLEASE COMMENT ON THE APPLICANT'S ABILITY TO STUDY AT THIS LEVEL

SIGNATURE

DATE _____

Executive Director's Career Development Scholarship

All Departmental people are encouraged to study and complete formal qualifications relevant to their position within the Department. To assist Departmental people to enter post secondary education qualifications, Corporate Executive has allocated funds totaling up to \$20,000 to be made available annually for undergraduate and postgraduate study assistance. A further amount up to \$10,000 is available for Career Development opportunities, including but not limited to tertiary studies, for people from a range of Diverse groups within the Department. Applicants must clearly indicate within the application intent of the application, ie study or diversity. Administration of the funds and the scholarship scheme is the responsibility of People Services Branch.

Departmental people are requested to apply using the Application for the Executive Director's Career Development Programme form. The applicant must indicate the units they propose to study for that given year. All applicants must provide a signature from a nominator (someone who is familiar with the applicant and can provide a detailed appraisal) supporting their application and **must support your application with documented evidence of enrolment and course fees.**

Departmental people wishing to embark on undergraduate studies are encouraged to pursue courses that offer the study material in external study mode. However, Career Development and time off to attend lectures may be granted to Departmental people subject to the course of study not being available in external study mode or after work hours.

Study leave provisions are detailed in awards as appropriate.

The relevance of the course of study to a future career within the Department and the merit of the application will be the main criteria used by a panel which will be assessing and making recommendations on the application. The selection panel will also ensure that the number of people attending the courses of study at any one time shall not unduly interfere with the work of the district, region, branch or business unit. Scholarship funds will only be made available to those people studying an award course i.e. Certificate IV, Undergraduate course. No funds will be made available for short courses (i.e. Time Management) or similar courses. The Department may pay in advance financial support, to a **maximum** of \$1,000 per semester as assistance, to each applicant on an approved study Scholarship.

Sufficient documentary evidence of fees associated with the course of study **must** accompany the Executive Director's Career Development Form. Upon completion of each semester's Scholarship the employee is to provide adequate proof of completion, i.e. a Statement of Academic Record.

Successful applicants who make the decision to withdraw from the course of study may be required to make a pro-rata refund of the monies allocated by the Department.

The Executive Director's Career Development Scholarship also caters for the range "Diverse Groups", within the Department. The Australian population includes indigenous people, people from racially and ethnically diverse backgrounds, including

non-English-speaking backgrounds, and people with disabilities. Overall the Department's workforce, particularly at senior levels and the wages workforce have much less diversity than the Australian population. Diversity is important if the Department is to reflect the full range of positive values held by society and serve all our customers well.

The Department is statistically not alone as this problem exists across government. State Government policy on increasing diversity in the public sector workforce obliges the Department to put in place strategies which will support cultural change such as increased diversity.

A proportion of the available funds within the Executive Director's Career Development Scholarship will be committed to support development opportunities for people from a range of diverse groups. This is consistent with Government policy requiring the Department to have strategies in place to meet objectives set by the Government's Equity and Diversity Plan 2001 – 2005. This is achieved by providing Career Development opportunities for our people from diversity groups, including (but not limited to) Indigenous Australians, people with disabilities, people from culturally diverse backgrounds, and youth (people aged under twenty-five years). The allocated funding could be used to encourage and support people to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it would provide an opportunity to develop, reward and retain knowledgeable and capable people from diversity groups in the Department.

In offering this Career Development opportunity, the Department recognises that historical practices have contributed to a lack of diversity in the workplace and this opportunity provides a means by which such inequities can be appropriately addressed.

Successful applicants who make the decision to withdraw from their course of study or development opportunity may be required to make a pro-rata refund of the monies allocated by the Department.

All Departmental personnel interested in applying should follow the steps below;

Managers must ensure that **all** Departmental people have the opportunity to view this document. Applications must be forwarded the Co-ordinator Organisational Learning and Development, at the Training Centre, Dwellingup **no later than 1700hrs on 1st October 2004**. All enquiries should be directed to the Training Centre, Dwellingup on 08 95381200 or Fax 08 95381244 or e-mail alanby@calm.wa.gov.au

Departmental people interested in applying should follow the steps below;

1. Complete the Executive Director's Career Development Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the course of study. A short summary justifying your expenditure is also required.
3. Attach a summary justifying the area of study you have chosen.
4. Indicate **clearly** that you are applying for the "Diversity Funds" within the Career Development Scholarship
5. Have your manager endorse your application.

6. Have your application forwarded to your nominator for his/her support.
7. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- CALM Training Centre, Dwellingup no later than **1st October 2004**.
8. All applicants will be notified by 1st December 2004
Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval.

I understand and agree to the terms and conditions detailed below. Upon acceptance of the application I will become liable for the scholarship and will be bound by the terms and conditions.

In the event that I am unsuccessful in completing a semesters Scholarship or in the event that I leave the Department's employment before completion of that semester's study, repayment of financial support given for that semester's study is to be made as follows,

- I would like to be considered for the Diversity Funding Yes No**
Please state reasons for consideration;

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing or drawing. There are no margins, text, or other markings on the page.

Scholarship for all Departmental Women

In Honour of Statement

This scholarship honour's the work of June Craig, Western Australia's first female Minister with a conservation related portfolio and second ever female Cabinet Minister. This scholarship is designed to encourage, support and facilitate *all* women in the Department to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it is an opportunity to develop, reward and retain knowledgeable and competent women in the Department.

It was June's life in the rural town of Dardanup, as a mother, farmer and employer of new migrants that brought to her attention the disturbing lack of community support, both materially and emotionally, for migrants and rural women. In 1972 June established the Citizens' Advice Bureau and Good Neighbour Council in Bunbury. In 1974, she became the Liberal member for the former seat of Wellington and went on to become Minister for Lands and Forests in 1977-78. She went on to become Minister for Local Government and Urban Development and Town Planning until 1983. Her strong community involvement continues to this day and has included becoming Australia's first woman National President of Save the Children Fund and Chairman of Presbyterian Ladies College. June strongly supports an education system that can encourage women to express themselves, use technology as a positive learning mechanism and provide them with the confidence to achieve their highest aspirations. In 1994 June was awarded an AM (Member in the Order of Australia) to honour her contribution to community and charities.

June Craig is a notable example of a Western Australian woman for whom contributing to the community and conserving the environment has been a way of life, a means of self-expression, and a career. This scholarship has been developed to encourage, support and facilitate all women within the Department to enhance and develop their careers and increase their contribution to the Department's mission. Furthermore, it is an opportunity to develop, reward and retain knowledgeable and competent women in the Department.

History of the Scholarship

In 1999 Western Australia celebrated one hundred years of women's suffrage. At the same time, equally to be celebrated was the achievement of women in the environment - the story of conservation ethics in this state belongs as much to women as to men. As the fight went on to bring true representation to the Western Australian people, women continue to live and care for the environment as they always have done.

In July 1999 the trust was established and formally announced by the Minister for the Environment.

Objectives of the Scholarship

The Scholarship aims to provide financial assistance towards travel or study assistance opportunities (**NOT TERTIARY**) for women in the Department of Conservation and Land Management.

The scholarship has a monetary value of up to \$20,000 per year and can be awarded to an individual or a number of Departmental women who wish to further their study assistance opportunities. Applications shall be accepted for the following areas;

- ♦ Continuous learning via undergraduate or post graduate studies
- ♦ Study or sabbatical leave
- ♦ Attending professional development Scholarships such as the Leadership Development Scholarship conducted at Monash University in Mt Eliza, Victoria
- ♦ Research funding
- ♦ Participating in seminars or workshops
- ♦ Participating in exchange scholarships at the national and international level

All women within the Department are encouraged to apply for the Award regardless of their academic background or current position within the Department. To encourage women within the Department to develop their careers corporate funds totalling up to \$20 000 will be made available annually for the scholarship.

Women within the Department will be requested to apply in October, for the following calendar year, using the scholarship Application Form. The applicant must clearly indicate the purpose and intent of the Award and provide documentation supporting their application. **The scholarship will not be offered to previous recipients in consecutive years.**

Sufficient documentary evidence of fees associated with the proposal must accompany the application form. Successful applicants who make a conscience decision to withdraw from their course of study maybe required to make a pro-rata refund on the monies allocated by the Department.

Recipients will be required to submit to their Director and the Dwellingup Training Centre a 1500-word report on the outcomes of the award within three months of return and will be encouraged to give a presentation where appropriate.

Departmental women interested in applying should follow the steps below;

1. Complete the Scholarship Application form.
2. Attach a schedule with a breakdown of all costs associated with the proposal. A short summary justifying your expenditure is also required.
3. Prepare a minimum of one page outlining your proposal.
4. Have your application forwarded to your nominator for his/her support.
5. The application is then forwarded to Co-ordinator Organisation Learning and Development, C/- CALM Training Centre, Dwellingup no later than **1st October 2004.**

Applications are then collated and assessed by the Training Centre and then forwarded to the Executive Director for approval. Applicants both success and unsuccessful will be informed by mid December 2004.

PAST RECIPIENTS

2000

JUNE ELLIS CAROL DYMOND DR JAY GOMBOSO
DONNA GREENE ELIZABETH MOORE

2001

CHRISTINE GILBERT JENNIE CARY DR JAY GOMBOSO
ANNE COCHRANE ANN-MARIE O'CALLAGHAN

2002

TAMMIE REID INGRID HUNT CHERYL COWELL
LAURA BECK. DR MARGARET BYRNE

2003

BRENDA SMITH TIFFANY ABERINE KATH WHITE
STELLA KING CHONTARLE PITULEJ LENIE MONKS

2004

ALICIA TAYLOR

NOMINATOR'S SUPPORT

This section is to be completed only by the applicant's Nominator, who is familiar with the applicant and can provide a detailed appraisal.

The following information will ensure that the applicant obtains maximum benefit from the Scholarship.

NAME _____

SURNAME

POSITION

**PLEASE COMMENT ON HOW YOU CONSIDER THIS SCHOLARSHIP
WILL ASSIST THE APPLICANT TO ENHANCE THEIR CAREER
DEVELOPMENT**

SIGNATURE

DATE _____

Exchange and Placement Program.

The Department has recently developed policy guidelines on Exchange and Placement Programmes. These programmes are available to all departmental people and aim to provide an opportunity for people to expand their professional and personal experience through working in other relevant agencies (local, interstate or overseas).

People Services Branch will be administering both programmes and will assist in identifying placement and exchange opportunities. Advertising of the programme will coincide with the advertising of the Scholarship and Awards programmes.

Full details of the programmes are available from the policy guidelines. The policies are available through the People Services Manual on the People Services Homepage of the CALMweb. Click on the links below for direct access.

http://calmweb.calm.wa.gov.au/drb/csd/hrb/epople/1_4_16/exchange-policy.pdf

Connections for CALMWeb Mirror Sites:

https://www.naturebase.net/calmweb.calm.wa.gov.au/drb/csd/hrb/1_4_16/exchange-policy.pdf

http://calmweb.calm.wa.gov.au/drb/csd/hrb/people/1_4_16/placement-programme.pdf

Connections for CALMWeb Mirror Sites:

https://www.naturebase.net/calmweb.calm.wa.gov.au/drb/csd/hrb/people/1_4_16/placement-programme.pdf

Alternatively the People Services Manual can be accessed at:

<http://calmweb.calm.wa.gov.au/drb/csd/hrb/people/index.html>

Connections for CALMWEB Mirror Sites:

<https://www.naturebase.net/calmweb.calm.wa.gov.au/drb/csd/hrb/people/index/html>

For further information regarding both programmes please contact the Co-ordinator Organisation Learning and Development, Alan Byrne on 9538 1200 or via email alanby@calm.wa.gov.au