



RFSA

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PRESIDENT'S SCHOLARSHIP

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POLICY STATEMENT

The Association is committed to enhancing professional and personal development of its members not only for their individual benefit but for the benefit of the Rural Fire Service and the broader community.

PURPOSE

To assist members who are considered to be outstanding representatives of both the RFS and the RFSA to further their individual knowledge in the hope that it will improve their career development and provide a high level of professional service to the community of NSW.

BACKGROUND

The Association provides an annual President's Scholarship for members. To be eligible, nominees must be a member of the NSW Rural Fire Service Association.

- Nominees can be either Volunteer or Salaried Staff.
- Nominees must agree to the Terms and Conditions of the Scholarship.
- Nominees must agree to submit progress reports.
- Successful nominees must Report any problems or issues to the President's Scholarship Committee.

1. SPONSORSHIP

Each Scholarship Nominee must elect a sponsor. It is the sponsor's responsibility to act as the nominees "buddy" through the nomination process.

If the applicant's nomination is successful, then the sponsor is expected to act as a mentor and monitor the progress of the studies and/or project. The President's Scholarship

Committee will also monitor progress through the Scholarship Progress Reporting mechanisms.

The sponsor is also expected to:

- Be prepared to second the applicant's nomination.
- Ensure that the Nomination Form is completed by all parties and submitted by the due date.
- Act as the Nominee's mentor.
- Report any problems or issues to the President's Scholarship Committee.

In any unforeseen circumstances or by mutual agreement any person can remove themselves from the sponsor's role. It is the responsibility of the nominee to source another sponsor to continue this role. If no other sponsor is nominated then the President may appoint a stand-in sponsor.

2. NOMINATION FORM

The Nomination Form is attached to this document (Annexure A). All sections of the Nomination Form are to be completed unless specifically marked as optional.

3. INTERVIEWS

The RFSA President's Scholarship Committee reserves the right to conduct Scholarship Interviews when it is deemed necessary.

Nominees will be notified within a minimum of 5 working days of the pending interview and the location and time of the interview.

All travel costs to any such interviews will be met by the RFSA.

4. NOTIFICATION

The successful and unsuccessful nominees will be notified at least 14 days prior to the RFSA AGM.

5. DISPUTES

Any disputes arising from the nomination process are to be directed immediately to the RFSA Chief Executive Officer. An appropriate dispute resolution process will then be determined.

6. PRESIDENT'S SCHOLARSHIP COMMITTEE

6.1 Establish the RFSA President's Scholarships Committee which will comprise the following:

- Three members selected by State Council

- 6.2 The RFSA President's Scholarships Committee is responsible for recommending to the State Board the approval of centrally funded scholarship proposals.
- 6.3 The President's Scholarships Committee will determine any eligibility conditions and selection criteria associated with each scholarship.

7. STATE BOARD

- 7.1 The State Board will determine any eligibility conditions and selection criteria associated with each scholarship.
- 7.2 The State Board is responsible for determining and approving RFSA funded scholarships.

8. FUNDING

President's Scholarship Committee will review the value of centrally funded scholarships on an annual basis to ensure appropriate distribution and allocation of scholarships.

9. CATEGORIES

- 9.1 Staff Advancement scholarships will be awarded to a member who is:
- A Registered Member of the Association;
 - A Permanent Employee of the NSW Rural Fire Service;
 - The Application meets all criteria and
 - The Scholarship outcomes are beneficial to the RFS as well as the individual
- 9.2 Volunteer Advancement scholarships will be awarded to a member who is:
- A Registered Member of the Association;
 - An Active Volunteer member of the NSW Rural Fire Service;
 - The Application meets all criteria and
 - The Scholarship outcomes are beneficial to the RFS as well as the individual
- 9.3 Invention / Program Development scholarships will be awarded to a member or Group who are:
- A Registered Member/s of the Association
 - An Active Volunteer or Staff Member of the NSW Rural Fire Service;
 - The Application meets all criteria and
 - The Scholarship outcomes are beneficial to the RFS as well as the individual
- 9.4 Cadet (1) scholarship will be awarded to a Cadet Member who is:
- A Registered Junior Member of the Association;
 - An Active Junior Member of a Brigade or Cadet Brigade;
 - The application meets all criteria and
 - The Scholarship outcomes are beneficial to the RFS as well as the individual
- 9.5 Equity scholarships will be awarded to members who come from one or more of the following defined equity or personal disadvantaged groups:

- Members of Australian Indigenous descent
- Members from rural and isolated areas
- Members with a disability
- Members from a non-English speaking background

9.6 Proposals to establish new scholarships must be made using an approved format and are submitted to the Chief Executive Officer and or President's Scholarship Committee for approval.

9.7 Proposals must include:

- Type of scholarship to be awarded
- Proposed eligibility conditions and selection criteria
- Value and duration of scholarship or bursary

10. AWARDING OF SCHOLARSHIP

10.1 Each application must be assessed in terms of the prescribed eligibility requirements before the applicant can be considered for selection to receive a scholarship.

10.2 Selection for scholarship will be based on the published selection criteria.

10.3 A rank order list of eligible applicants based on the selection criteria will be created and awards will be offered to the highest ranked applicants.

10.4 Where a successful applicant is permitted to defer their scholarship, that scholarship will be reoffered and the resulting deferment will be part of the following year's scholarship pool.

10.5 Offers for a scholarship or bursary must be in writing and include:

- The scholarship eligibility criteria
- Terms and conditions
- Value and duration of the scholarship
- Contact details of the recipient
- Details for accepting, rejecting or deferring the scholarship.

10.6 Where an applicant becomes ineligible for, or rejects the offer of a scholarship, an offer will be made to the next ranked candidate.

10.7 A report will be provided to the President's Scholarship Committee, the State Board and State Council on the progress of each current scholarship.

10.8 Each recipient will be assessed at least annually to ensure he/she remains eligible for a scholarship.

10.9 Recipients who fail to meet continued eligibility must be notified in writing and may have their scholarship terminated or may be placed on probation.

11. ADMINISTRATION OF SCHOLARSHIP

- 11.1 A report will be provided annually to the President's Scholarship Committee, the State Board and State Council outlining information on the number and progress of scholarships supported on a yearly basis.
- 11.2 Each scholarship must be administered in accordance with the conditions set out in the "Terms and Conditions".
- 11.3 Recipients accepting an offer of a scholarship must confirm their agreement by the due date to abide by the scholarship terms and conditions or risk losing their award.
- 11.4 Payments to successful scholarship recipients will be made in a timely way and may be:
- Paid directly to the recipient (in the form of money or voucher)
 - Indirectly in the form of a financial obligation paid on behalf of the recipient (student fees).
- 11.5 Scholarships will normally be paid in two equal payments per year following progress reports.
- 11.6 Recipients who are enrolled part time will be required to complete specific taxation related forms and may be taxed on their scholarship in accordance with Australian Taxation regulations.

12. APPROVAL

This document and all other documents associated with the RFSA President's Scholarship are to be endorsed by the State Board and approved by the President of the day.

Source of Funding:

NSW RFSA (ACN 154 998 320) was established to promote the objectives of the Association and provide funding to the Association to achieve common objects. The [payments made under this policy] may be made by NSW RFSA or be funded by NSW RFSA.

PRESIDENT'S SCHOLARSHIP NOMINATION FORM

All nominations are to be forwarded by COB **xx** to:
RFS Head Office – Scholarship Nomination
 PO Box 845 PENRITH BC NSW 2751

1. Nominee Details and Appraisal

Nominees Name					
Signature			Date	/ /	
Brigade Name					
District / Team / Zone					
Telephone (W)		Fax		Mobile	
E-mail Address					
Postal Address	Street Address or PO Box Number				
	Town			Postcode	
Nominee Appraisal (Mandatory)	Each nomination is to be accompanied by a brief, but concise appraisal of the nominee's activities, details of the proposed development endeavour and support information which will assist in the selection process				

Background - (include previous studies, training etc.)



Claim for Scholarship – *(include personal benefits and benefits to the RFS and the NSW RFS)*

Summary – *(brief summary of the proposed study, training and/or project)*

Costs - *(estimated cost of the proposed study, training and/or project, include estimated travel and other associated costs)*



3. Nomination for scholarships is to be seconded by a nominees sponsor.

Sponsors Name	Title		Given Name		Last Name	
Position						
Signature					Date	/ /
Telephone (W)		Fax		Mobile		
E-mail						
Sponsors Brief (Mandatory)	Each nomination is to be accompanied by a sponsors brief, but concise appraisal of the nominee's activities, details of the proposed development endeavour and support information which will assist in the selection process					

4. Nominations for scholarships must be validated by the nominees Supervisor or Manager

Supervisor / Manager	Title		Given Name		Last Name	
Position						
Signature					Date	/ /
Telephone (W)		Fax		Mobile		
E-mail						
Supervisor / Managers Comments (Optional)	The Supervisors / Managers comments and support information will assist in the selection process					

5. Nominations for scholarships must be endorsed by the RFSIA Divisional Chairperson

Divisional Chairperson	Title		Given Name		Last Name	
RFSIA Division						
Signature					Date	/ /
Telephone (W)		Fax		Mobile		
E-mail						
Chairpersons Comments (Optional)	The Chairpersons comments and support information will assist in the selection process					



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6. Nominations for scholarships are to be submitted to the RFSA President's Scholarship Committee for consideration and recommendation to the President.

Meeting Date	/ /	Meeting Number	
	Name	Signature	
Member			
Member			
Member			
Chief Executive Officer			
RECOMMENDED		NOT RECOMMENDED	
Committee / President's Comments	The Committee and/or the President may offer comments regarding this nomination.		