

Applicant Information

**National Water Commission Fellowship
Program**

Closing Date: Friday 11 September 2009
Commencement of Fellowships: January 2010
Note: The Commission will not accept late applications

This document has been prepared to help you to apply for a National Water Commission Fellowship.

If you have any questions about the Fellowship Program, or in relation to the procedures for submitting your application, please e-mail the National Water Commission Fellowship Manager before submitting your application at:

fellowships@nwc.gov.au

Alternatively you can ring the National Water Commission Fellowship Manager Erik Olbrei Telephone: (02) 6102 6072
National Water Commission
95 Northbourne Avenue
CANBERRA ACT 2600

About the Commission

The National Water Commission (the Commission) is an independent statutory authority reporting directly to the Minister for Climate Change and Water. The Commission is the lead Australian Government agency for driving national water reform under the National Water Initiative - Australia's blueprint for management of water into the future.

The Commission was formed in 2004 to assess the implementation, and promote the objectives of, the National Water Initiative (NWI). More information about the Commission is available at www.nwc.gov.au.

The National Water Commission Fellowship Program

The National Water Commission has opened a second call for proposals under its Fellowship Program. This Program has been established to support implementation of the National Water Initiative by developing future leaders for Australia's water sector who can advance water related knowledge and build industry capacity.

The Fellowship Program provides an opportunity for suitably qualified people to undertake research in one or more of the following areas:

- urban water (including regulation and water-sensitive cities)
- environmental water management
- innovative approaches to enforcement and compliance
- sustainable irrigation communities
- water resource impacts of climate change, and the nexus between public policies on water and policies in areas such as energy and climate change, which influence or are influenced by water availability.

Further information on these subject areas can be found in the document entitled 'Priority subject areas for the second round Fellowship Program'.

Fellowships may be awarded for terms from one month to up to a year.

Applications are invited from practitioners in the water sector, or from academic researchers with relevant qualifications and expertise. Priority will be given to innovative research directed towards finding practical solutions to improve on-the-ground water management.

The research topic, methodology, fellowship term, and the form and nature of deliverables will be agreed between the recipient of the fellowship and the Commission.

Where appropriate, consideration will be given to placement of Fellows in-house within the National Water Commission for all or part of the duration of the Fellowship. An in-house placement would be considered where opportunities exist for mutual benefit through co-location, or where the Fellow may benefit from access to the human and other resources available at the Commission.

Fellowships will be awarded on the basis of merit. To be eligible to apply, you must be an Australian citizen or resident.

Applications close on Friday 11 September 2009, and Fellowships are expected to commence in January 2010.

Eligibility

To be eligible to apply for a National Water Commission Fellowship you should be an Australian citizen or resident. Applications are welcome from practitioners at all stages in their careers.

Applications from academics or researchers will be considered but must address practical and/or innovative solutions to improve water management and use. Pure research proposals will not be supported.

Deliverables

Recipients of the National Water Commission Fellowship will be expected to produce a tangible deliverable that can be used to further levels of knowledge and capacity in the sector. This may be a report, product, tool, concept or other form of intellectual property. As noted above, proposals should include strategies for the dissemination and uptake of new approaches or ideas.

Funding

The Commission will provide eligible recipients with funding to cover salary and discretionary pre-approved expenses.

The levels and coverage of funding support provided is at the discretion of the Commission and will be discussed and agreed with applicants, on a case-by-case basis, prior to the formal offer of a fellowship.

Fellowship applications should clearly set out the level of financial support sought, together with details of how the costing has been derived. The table below sets out a number of possible fellowship components and levels of support:

Item	Length of Fellowship			
	1 month	3 month	6 month	12 month
Salary	\$8 460	\$27 500	\$55 000	\$110 000
Travel	\$1 000	\$1 500	\$3 000	\$5 000
Relocation expenses	NA	\$1 000	\$1 000	\$2 000
Consumables	Nil	\$500	\$1 000	\$2 000
Admin Support	\$4 000	\$12 500	\$25 000	\$50 000

Selection process

Fellowship awardees will be identified on the basis of a merit process taking into account the quality of the research proposal, extent of contribution to furthering knowledge in the field, capacity to advance water reform, and referee comments.

All National Water Commission Fellowships will be awarded on the basis of merit.

Privacy

The Commission understands and respects the right to privacy and has introduced privacy safeguards. The information provided in National Water Commission Fellowship applications will only be used for the fellowship selection process and related procedures.

Personal information collected by the Commission will not be disclosed without your consent except where authorised or required by law. Non-identifying information may be used for statistical purposes.

Confidentiality

All applications will be treated in confidence. The Commission reserves the right, however, to seek independent advice on applications as it believes necessary for the assessment of the Fellowship application.

How to Apply for a National Water Commission Fellowship

If you decide to apply for a National Water Commission Fellowship, your application should contain:

- A completed application form (see Annex 1)
- A Description of your proposal (see Annex 2)
- Names and contact details of two referees who are able to knowledgeably provide comments on your suitability for qualifications (see Annex 3).
- A resume (or CV) which includes your personal particulars, employment history and relevant qualifications.
- A statement of compliance with the proposed Fellowship Agreement (see 'Draft Fellowship Agreement' below).

If you are going to be absent from work and/or home at any time within one month following closure of the application period, please note this on your application and provide alternative contact details.

The Selection Process in the National Water Commission

National Water Commission Fellowship applications will be assessed by a qualified panel against the following criteria:

1. merit and relevance of the fellowship proposal (weight 40%)
2. quality of the research plan or approach (weight 20%)
3. personal qualifications and experience of the applicant (20%)
4. value for money (20%).

Interviews

The selection panel may decide to seek further information from applicants including through an interview.

Draft Fellowship Agreement

The Commission will execute Fellowship Agreements with the successful applicants' host agency, or where appropriate, directly with the Fellow. These agreements comprise:

1. The Fellowship Agreement itself (containing general material common to all agreements). If directly with the Fellow, an alternative agreement will be established;
2. Fellowship Agreement Schedule A (containing information relating to a particular fellowship); and
3. Fellowship Agreement Schedule B (a specific fellowship proposal which has been accepted).

To obtain these documents, please e-mail the Commission at

fellowships@nwc.gov.au

Compliance: You will need to include with your fellowship application a statement signed by yourself and your host agency indicating that the proposed agreement text is acceptable, or setting out any specific areas where you have any difficulties with the text of the Agreement. The Commission in its sole discretion will determine whether any variations to the Fellowship Agreement will be made.

Lodging your Application

Your full application must be submitted by the closing date of Friday 11 September 2009 to:

fellowships@nwc.gov.au.

The Commission will not accept late applications.

Receipt of your application will be acknowledged.

Selection Results

Applicants will be advised of the outcome of the process by letter or e-mail.

Provision for review of outcomes

An applicant may contact the Fellowships Manager to request advice of the reasons for the Selection Panel's decision in relation to their application. In such cases, the Fellowships Manager will advise of the reasons for the Selection Panel's decision.

If the applicant requests further advice, the Manager will consult with the Selection Panel to decide an appropriate person to arrange a telephone discussion with the applicant.

If an applicant requests a review of the decision in relation to his or her application, the Commission's Deputy Chief Executive Officer will consider the request for review and take action as appropriate. The applicant will be formally advised of the outcome of this action within 30 days of receipt of the request.

Provision to make complaints

If you are not satisfied with the way in which the Fellowship process has been handled, you may wish to lodge a formal written complaint. Formal complaints must:

- Be made in writing and lodged with the Senior Manager, Corporate Management either via mail or e-mail as per below.
- Be from an identified individual or organisation. The NWC does not act on anonymous complaints.
- Provide specific details about the nature of your complaint.
- Provide mail, telephone and (where available) e-mail contact details.
- Identify whether there are any aspects of the complaint that you wish to be treated as confidential. If confidentiality is requested with regard to the matter as a whole please ensure that mailed complaints are marked clearly on the envelope as 'CONFIDENTIAL'. Emailed complaints should include the words 'CONFIDENTIAL COMPLAINT' in the subject box.

Formal complaints by mail should be addressed to:

The Senior Manager, Corporate Management
National Water Commission
95 Northbourne Avenue
CANBERRA ACT 2600

Or via e-mail to enquiries@nwc.gov.au

All formal complaints will be acknowledged by mail, telephone or email within one week of receipt.

A written response to your formal complaint will be provided by mail or e-mail within one month of receipt. In the event that this time-frame cannot be complied with the reasons for the delay and an expected response time will be communicated to you in writing.

In some cases further information may be requested from you, or a meeting or teleconference arranged to discuss your complaint, prior to a written response being provided to you.



Australian Government
National Water Commission

2009-10 Fellowship Application Form

Please complete this form and attach it to the front of your application.

Personal Details

Surname		
First Name(s)		
Postal Address		
Telephone	(Work)	(Home)
	(Mobile)	
Email		
Date of Birth		
Name of Employer		
Your position in the organisation		
Length of service	Years	Months
Alternate contact details if away		

May we contact you at work? Yes No
 Are you an Australian Citizen? Yes No
 If no, do you have permanent residency status? Yes No

Referees

Name 1	
Contact details	
Name 2	
Contact Details	

Signature **Date** / /
 (If sending electronically, signature is not required)

Proposal Description

Please provide the following information in **no more than 10 A4 pages**. The text is to be in Arial 11 point format or Times New Roman 12 point format.

1 Proposal title

Write the title of your project.

2 Aims and objectives

Describe the aims and objectives of the proposal clearly and concisely. Include summary information about recent Australian and international progress in the field and the relevance of this proposal.

3 Significance and innovation

Describe the significance of the proposal in addressing an important water problem. Describe how the anticipated outcomes will advance the knowledge base of the sector, including any innovative aspects. Detail any new methods or technologies that will be developed.

4 Approach

Outline the conceptual framework, design and methods of the fellowship project and demonstrate that they are adequately developed and appropriate to the aims of the Proposal.

5 Outputs

Describe the expected outputs or deliverables from the project (e.g. report, scientific publication, new practices, new technologies, models, practitioner guides, workshops).

6 National benefit

Describe the expected outcomes and the likely impact of the proposed research on sustainable water management and use in Australia and whether the research addresses any of the Commission's identified Priorities for 2007-08.

6 Communication of results

Outline plans for communicating the results of the proposal to the water sector.

7 Location and Role of personnel

Indicate where the work will be undertaken eg from applicant's premises, at a university/research location, employer's address or other location. Summarise the roles, responsibilities and contributions of each staff member to be funded under the fellowship proposal.

8 Applicant's expertise

List details of your experience in this or related fields, including journal references where relevant. Where the proposal involves more than one person, please list the skills and level of contribution (percentage of time) contributed by each other person.

9 Funding

Provide details of all funding you are seeking from the Commission under the Fellowship Program. Please identify any other third party source of funding and its quantum that will be used to undertake the fellowship project or proposal.

10 References

Include a list of all references within the page limit of ten A4 pages.

Annex 3: Referee Reports

Referee Report—referee number 1

APPLICANT NAME	

REFEREE NAME	RELATIONSHIP TO APPLICANT

Ratings against each selection criterion
(1—Excellent, 2—Very good, 3—Good, 4—poor, 5—not ratable)

SELECTION CRITERION NUMBER	RATING	ADDITIONAL COMMENTS (if any)

Signature:Date

Annex 3: Referee Reports

Referee Report—referee number 2

APPLICANT NAME	

REFEREE NAME	RELATIONSHIP TO APPLICANT

Ratings against each selection criterion
(1—Excellent, 2—Very good, 3—Good, 4—poor, 5—not ratable)

SELECTION CRITERION NUMBER	RATING	ADDITIONAL COMMENTS (if any)

Signature:Date