

Policy

Function:	CORPORATE SERVICES – GOVERNANCE
Policy:	CONSTITUTION OF GUNNEDAH SHIRE COUNCIL COMMUNITY SCHOLARSHIP FUND COMMITTEE
Objective:	The purpose of the Committee is to consider matters related to: <ul style="list-style-type: none"> a) Establishing and maintaining a Scholarship fund for the benefit of local students. b) Encouraging and assisting local students to continue their education at a tertiary level. c) Assessing applications received for Community Scholarship Fund and determining allocations.
Adopted:	<i>MINUTE 70.3 – Ordinary Meeting held on 21 September 2011</i>
Rescinded:	
Revision:	Minute 300.1 – Ordinary Meeting held on 18 June 2008
Review:	Annually
Pages:	7

This Committee is established under Section 355 of the Local Government Act, 1993. All references to the “Council” shall mean the Gunnedah Shire Council, “General Manager” shall mean the General Manager of such Council; and “Resident of Gunnedah Shire” shall mean a person enrolled to vote at Local Government elections within the Shire.

1. NAME

This is a Committee of Gunnedah Shire Council and shall be called the “Gunnedah Community Scholarship Fund Committee”.

2. ADDRESS

The address of the Committee will be: PO Box 63, GUNNEDAH NSW 2380.

3. MISSION STATEMENT OF THE FUND

Gunnedah Shire Council established this Scholarship Fund to encourage local students to embark on a journey of learning. Through this Scholarship Fund, Council hopes to encourage students to aspire to be all that they can. Offers of financial assistance are given on the basis of need and are not tied to any particular educational institution or academic scoring system. Students must have the scholastic capacity to complete a tertiary course. Merit will then be based on the applicants’ motivation, ambition and likelihood of returning to a rural area and the needs of the Gunnedah Shire Community.

4. PURPOSE OF THE COMMITTEE

The purpose of the Committee is:

- a. Application of the objectives and eligibility criteria contained in the Gunnedah Shire Council Community Scholarship Fund Policy. See Policy at Attachment 1.
- b. Responsibility for calling, accepting and ranking submissions for Council’s “Community Scholarship Fund”.

The areas which fall within the scope of this Committee are:

- Responsibility for seeking additional contributions from the community to the Scholarship fund.
- Calling, and processing applications for the Gunnedah Community Scholarship from intending tertiary students.

Function:	CORPORATE SERVICES – GOVERNANCE
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- Annually assessing the preferred method of distribution of the available funds.
- Arranging for the publicity, promotion and community awareness of the Scholarship Fund, including public presentation to recipients.
- Reviewing and ranking all applications in accordance with the intent of the policy.
- Ensuring via statutory declaration that the funds shall be spent in accordance with the intent of the policy.

5. ROLES AND REPONSIBILITIES

The responsibility of this Committee is to advise Council in relation to those matters placed before the Committee that are outlined in Section 3. The Committee has no specific delegations under Section 377 of the Local Government Act, 1993.

The Committee must at all times recognise that the primary responsibility for the management of Council rests with the General Manager. Those matters that are of an operational nature that fit within staff delegations and Council policy, regular practice or Plan of Management will fall outside the scope of the Committee. Matters of an operational, non-strategic nature will normally be dealt with under delegation or by report to the Ordinary meeting of Council.

The focus of the Committee is limited to, application of the Community Scholarship Fund policy, calling and assessing applications and allocation of the Community Scholarship Funds.

6. MEMBERSHIP

The Committee shall consist of:

- 1 x Councillor Representative
- 1 x Gunnedah High School representative
- 1 x St Mary's College representative
- 1 x TAFE representative
- 1 x Gunnedah District Development Board representative
- Manager Community Services

* By agreement the Committee can request special representation from selected staff as appropriate.

* Council reserves the right to amend the number of Committee members and category of representation.

7. ELECTION OF COMMITTEE MEMBERS

Members will be appointed to the Committee in the following manner:

- a. The Councillor and staff delegate will be nominated by the Council annually.
- b. A call for nominations will be made to the representative agencies (GDDB, Gunnedah High School, St Mary's College and TAFE) and such nominees will be appointed by the Committee.

8. SUB-COMMITTEES

The Committee can establish sub-committees to assist in carrying out Committee business. These sub-committees are to consist of advisory Committee members and may include additional community representatives approved by the Committee

VACANCIES OF COMMITTEE MEMBERS

- 8.1 Committee members will serve for a period of a one year unless Council disbands the Committee. Membership of the Committee will be reviewed in September each year. Community positions can be removed from the Committee at any time at the discretion of the Council.

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Function:	CORPORATE SERVICES – GOVERNANCE
Policy:	CONSTITUTION OF GUNNEDAH SHIRE COUNCIL COMMUNITY SCHOLARSHIP FUND COMMITTEE

- 8.2 Members will automatically be removed from their position on the Committee where:
- a. A member has:
 - Failed to attend three consecutive meetings without having given reasons acceptable to the Committee and leave of absence has not been granted by the Committee, or
 - Been absent from at least half the meetings of the Committee held during the preceding year without giving acceptable reasons to the Committee.
 - b. Any members of the Committee has resigned his/her position on the Committee by notice in writing addressed to the General Manager, such notice having effect upon receipt,
 - c. A member ceases to be enrolled in Gunnedah Shire and a motion declaring his/her position vacant being carried at an Ordinary meeting of the Committee,
 - d. Upon a resolution of Council to remove him/her from office.
- 8.3 It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing Ordinary Committee meeting and ensure that the necessary steps are taken to fill the vacancy in accordance with this Constitution.

9. MEETINGS

- 9.1 Meeting procedure at all meetings shall be as per Council policy.
- 9.2 Meetings of the Committee will be held as deemed necessary by the Committee Executive in order to progress the issues at hand,
- 9.3 Meetings are to be convened by the General Manager with notice given at least three days prior to the meeting date. The notice is to identify:
- The time, place and date of the meeting.
 - The business proposed to be transacted at the meeting.
- Only urgent matters with the support of members will be considered without three days notice.
- 9.4 No business shall be transacted at any meeting of the Committee unless there is a quorum of half the number of members plus one.
- 9.5 If a quorum is not present at the official starting time of any meeting, a period of 30 minutes shall be allowed before the meeting is adjourned. Should such meeting lapse, any urgent business of that meeting will be conducted by those members present and recommendations made to Council.
- 9.6 A decision shall be carried on a majority vote. At all meetings of the Committee there shall be one vote per member present with the Chairperson having a casting vote if required. In addition to his/her deliberate vote.

10. EXECUTIVE OFFICERS

- 10.1 The Executive Officers of the Committee shall consist of a Chairperson and a Deputy Chairperson.
- 10.2 During the absence of the Chairperson or during a vacancy in that position, the Deputy Chairperson shall have and may exercise all the responsibilities of the Chairperson.

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11. RECORDS

The Committee shall cause to be kept proper records and minutes.

12. STATUTORY AND POLICY REQUIREMENTS

Members of the Committee must act in accordance with all relevant legislation including policies prepared pursuant to parent legislation. Particular attention is drawn to the Local Government Act, 1993 and regulations and Council's Code of Conduct, Code of Meeting Practice and Organisational Principles. These provisions apply to the conduct of all those in attendance at the meetings.

13. ADOPTION OF CONSTITUTION

This Constitution was adopted by Gunnedah Shire Council on 21 September 2011.

The Council Committee shall cease to hold office at the expiration of one year. The Committee shall hold office from the day of the October Ordinary meeting of Council until the next October meeting and shall be eligible for re-appointment vide Section 355 of the Local Government Act, 1993.

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Adopted:	Council – 21 September 2011
Pages:	6

ELIGIBILITY FOR AWARD FOR SCHOLARSHIP

Eligibility Criteria includes:

- Local Students, any person **under 25 years of age** by 31 December in the year of first application, that has **attempted the HSC** at a Gunnedah Secondary School or the Certificate IV in Tertiary Preparation at Gunnedah TAFE **OR** Attempted the HSC at a **Secondary School within a 100km radius of Gunnedah with family's principle place of residence within Gunnedah Shire.**
- Accepted** into an approved tertiary course (minimum Certificate IV)
- Not in receipt** of another scholarship in excess of \$5,000
- Maintain satisfactory progress** in the course(s) of the tertiary award
- Should an applicant be successful and then **decide to defer their course**, they must return the funds in full within one (1) month and then, if they so wish, reapply the following year.
- Recipients of a Community Scholarship are **only eligible to receive this Scholarship on two (2) occasions** throughout their course at university/TAFE.

LODGEMENT OF APPLICATIONS

Application Forms and supporting documentation addressed to the General Manager to be lodged:

By mail:	Gunnedah Community Scholarship Fund PO Box 63 GUNNEDAH NSW 2380
Email:	council@infogunnedah.com.au
Fax:	02 6740 2119
In person	Gunnedah Shire Council Administration Building 63 Elgin Street GUNNEDAH NSW 2380

ASSESSMENT OF APPLICATIONS

- The Gunnedah Community Scholarship Committee will review and rank all applications in accordance with intent of this policy in accordance with the Mission Statement of the Fund.

ACCOUNTABILITY REQUIREMENTS

- Funds should be used to cover expenses associated with the tertiary study, including living expenses. The recipient shall acknowledge via statutory declaration that funds shall be spent in accordance with the intent of the policy.
- The Quantum of funds to be distributed and individual value of each scholarship will be at the discretion of the committee and reviewed annually.

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DEFINITIONS

- **Local Students** - any person under 25 years of age by 31 December in the year of first application that has attempted the HSC at a Gunnedah Secondary School or the Certificate IV in Tertiary Preparation at Gunnedah TAFE **OR** Attempted the HSC at a Secondary School within a 100km radius of Gunnedah with family's principle place of residence within Gunnedah Shire.
- **Tertiary Level Education** – includes but not limited to courses conducted by TAFE, Business/Arts Colleges etc, or University.
- **Approved Tertiary Course** – undertaking tertiary studies at Certificate IV level or higher.

RELEASE OF SCHOLARSHIP FUND AGREEMENT

I, _____ of _____

having received a scholarship grant of \$_____ from the Gunnedah Community Scholarship Fund agree to:

1. Forward a copy of my “**confirmation of enrolment**” in:

Course name: _____

Location where undertaking course: _____

by _____ *Note: GCSF needs to receive the “confirmation of enrolment” before releasing your scholarship.*

2. Forward a copy of my “**academic results**” as they become available at the end of the first semester

by _____

3. Inform the Committee immediately if my circumstances change eg Defer, cease studying

4. Expend the grant on expenses related to my tertiary study (including but not limited to student fees, textbooks, accommodation, etc).

5. Provide feedback on how the scholarship assisted me; the progress towards my academic and personal goals; and the scholarship process eg application form, presentation etc.

Signed: _____ Date: _____

Guardian / Witness Name: _____
please print

Signed: _____ Date: _____

RE Campbell
GENERAL MANAGER
21 September 2011