

1. BACKGROUND

Fairfield City Council (FCC) has made the following commitments to its community recorded in the Fairfield City Plan under the banner of good governance and leadership to ensure *'all have an opportunity to participate, are respected and heard'*.

In part these commitments acknowledge that FCC has a community leadership role and that it must strive to provide opportunities to enable people to meet their daily needs and achieve their ambitions. Various strategies are being pursued to ensure this, including the provision of education and training THAT meet the needs and interests of the community.

FCC recognises that there are costs associated with outstanding students pursuing their endeavours or those with special needs and recognises that within this LGA that the achievement of these aspirations may be limited through financial hardship.

This Policy establishes a Mayoral Scholarship Fund to provide financial support to enable disadvantaged people to pursue their academic, artistic and sporting endeavours or to support those with special needs to achieve their ambitions in order to realise a demonstrable commitment to the local community.

2. OBJECTIVES

The Objectives of the Policy and associated Fund are:

- to provide financial support by way of donation to persons in need for the purpose of furthering their education or gaining skills to become successful and to make a difference in the community.
- to ensure that the allocation of such funds provides these persons with recognition of high achievements and the opportunity through Council to champion their success.
- to provide necessary governance arrangements to ensure the proper administration of the Policy.

3. DEFINITIONS

In this Policy the following words have been defined to mean:

Endeavour	May take the form of special needs, artistic, academic or sporting pursuit
Fund	Mayoral Scholarship Fund
LGA	Local Government Area
Panel	Mayoral Scholarship Selection Panel consists of the Mayor, Manager Governance & Legal and nominated senior staff representing 4 of the 7 Groups of FCC will be formed to meet as required and evaluate the merits of the application against the criteria. Principals from participating schools will also be invited to join the Panel.

Eligible Person	Any individual enrolled in a program with a School, University, TAFE, Institution or College; or A person with a special need enrolled in a program with a School, University, TAFE, Institution or College; or An individual who is a representative in a program or event at regional, state or international level These people must be able to demonstrate how their endeavours will benefit Fairfield LGA community and must be able to provide evidence of financial difficulty in meeting the requirements of their endeavour
Scholarship	Financial aid given in the form of a donation to support the pursuit of academic, sport or scholarly knowledge or support a person with special needs to achieve their ambitions,
Special Need	In the context of this Policy, the term special needs encompasses children with an intellectual disability, physical disability, vision impairment, hearing impairment, language disorder, mental health disorder, behavioural disorder or autism.

4. STAKEHOLDERS

The Mayor, Councillors, staff and Fairfield LGA community.

5. FUNDING CRITERIA

This Policy covers 2 mechanisms for funding. The main one is the annual calling period which has a formal application and evaluation process by a Panel. The second mechanism provides for ad hoc applications that arise during the year and is mainly directed at the representative program.

The annual calling period for the Mayoral Scholarship will commence in August of each year with applications determined by the end of that year. Any applications received outside the calling period will be considered under the second funding mechanism described above.

5.2 The following criteria apply to applications made for funding under this Policy:

5.2.3 The applicant must reside permanently within the Fairfield LGA.

5.2.4 The applicant must be an eligible person as defined in this Policy. Community or school groups seeking financial assistance cannot be funded through this Policy.

5.2.5 Applications must not be able to be funded from another Council donation or grants scheme.

5.2.6 Scholarship funds cannot be used for the waiving of Council fees.

5.3 The following restrictions apply:

5.3.1 Donations will only be made for the purpose of supporting individuals to reach their potential, any applications for commercial gain will be deemed ineligible.

5.3.2 Only 1 scholarship will be awarded to any applicant in each year. Request for recurrent funding will not be considered, however, students may apply for funding over successive years.

6. APPLICATION, IMPLEMENTATION AND PROCEDURES

6.1 Applications must be lodged in writing with FCC and include:

- 6.1.1** A duly completed Mayoral Scholarship Fund Application Form
- 6.1.2** 2 references outlining how the student has excelled in this area, testify to the bona fides of the person, as well as the justification for the funding.
- 6.1.3** Demonstrated exceptional ability, potential and willingness to contribute this skill within the community.

6.2 Applications received during the annual calling period will be screened by the Manager Governance & Legal for consideration of submission to the Panel. The Panel will determine applicants in the areas of special needs, academic, sporting or artistic excellence against set criteria. There will be no further avenues for appeal or re-dress after the Panel has made a determination on the recipients of each scholarship.

6.3 Scholarship amounts awarded will be determined by the Panel. Generally scholarships up to the value of \$2,000.00 will be considered.

6.4 Applications received outside the calling period will be assessed against the funding criteria by the Manager Governance & Legal and may be considered on their merits and dependant upon the availability of funds.

6.5 A report will be submitted to Council's Services Committee.

6.6 Recipients of scholarships are expected to participate in any Presentation Ceremony/ies eg. Ordinary Meeting of Council, where they will be presented with a certificate signifying they are a Mayoral Scholarship recipient.

6.7 Each scholarship will be for a period of one year and shall be expended in the 12 month period succeeding when it is awarded. The recipient must provide proof of use of FCC Funds at the completion of the venture.

6.8 Scholarships awarded for the representative program will only apply to the program for which it is intended.

6.9 In the event of injury, illness or other extenuating circumstances or where a scholarship is terminated, monies paid to the individual will be need to be reimbursed to Council, as soon as practicable.

6.10 A scholarship shall terminate before its due date if the recipient:

6.10.1 fails to fulfil any of the conditions of the scholarship;

6.10.2 relinquishes the scholarship;

6.10.3 ceases to be an enrolled student at the nominated institution or program.

6.11 Individuals are to maintain enrolment in the venture during the 12 month period following when the scholarship is awarded.

6.12 Individuals are expected to apply responsible management of any funds received from Council.

6.13 Council will not be held responsible for any financial loss incurred by an applicant when preparing the Application Form.

6.14 In accordance with Councils Statement of Business Ethics, applicants should not approach or attempt to influence members of the Panel.

6.15 All applicants are responsible for assessing the overall impact on their individual circumstance when lodging an application. In particular, applicants are urged to obtain advice from:

6.15.1 An Accountant regarding taxation implications,

6.15.2 Centrelink regarding any possible impact on a social security benefit, and

6.15.3 If in the receipt of a bursary or scholarship from elsewhere then to ensure funding from the Mayoral Scholarship Fund will not void that bursary or scholarship allocation.

6.16 Council may select a candidate with demonstrated excellence in an academic area to offer a 2 year cadetship.

Contact Details

Please direct all questions concerning this Policy and/or your application to:

Manager Governance & Legal
Telephone 9725 0226
Fairfield City Council
PO Box 21
Fairfield NSW 1860
governance@fairfieldcity.nsw.gov.au

7. RELEVANT LEGISLATION, POLICIES, PROCEDURES & GUIDELINES

Local Government Act
Local Government (General) Regulation
Grants Management Policy
Mayoral Donations Fund Policy
Mayoral Community Benefit Fund Policy
Councillors Donations Fund Policy
Community Volunteer Fund Policy
Language & Cultural Awareness Fund Policy
Cultural Event Sponsorship Fund Policy

In accordance with Section 207 of the Local Government (General) Regulation 2005, Council's Manager Governance & Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council's finance system with enough detail to allow for auditing purposes. The Manager Governance & Legal will also be the co-ordinator for all procedural and application purposes under this Policy.

Section 356 of the Local Government Act 1993 requires that Council may only contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council. At the Ordinary Council Meeting of 26 September 2017, Council resolved that the Outcomes and Services Committees be delegated authority under Section 377 of the Local Government Act to exercise the granting of financial assistance.

8. FUNDING

Funds for the Mayoral Scholarship Fund will be allocated from the annual budget.

Any donations made by Council are at the discretion of the Council and subject to available funding – applications meeting the eligibility criteria may not necessarily receive a donation.

9. REVIEW DATE

Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

This Policy will be reviewed 5 years from the date of Council approval or as required.

10. AUTHORISATION

This Policy was adopted by Council resolution on 26 June 2012, Item 103 Outcomes Committee

This Policy was adopted by Council resolution on 14 October 2014, Item 148 Outcomes Committee.

This Policy was adopted by Council resolution 14 August 2018, Item 103 Outcomes Committee.