

NSW Aboriginal Land Council

Educational Scholarship



New South Wales
Aboriginal Land Council

POLICY & PROCEDURES

Overview

Introduction

1. This document details the policy and procedures of the New South Wales Aboriginal Land Council (**NSWALC**) Community Benefit Scheme (**CBS**) known as the NSWALC Educational Scholarship (**the Scholarship/Program**).

Purpose and Scope

2. The purpose of the NSWALC Educational Scholarship Policy & Procedures (**the Policy**) is to prescribe the parameters of the Scholarship in accordance with the terms and conditions as determined by resolution of the NSWALC, for the;
 - a. ongoing management of the Program, and
 - b. distribution of monies through the provision of 2 x annual Scholarship/s to an Aboriginal person, as defined by the Aboriginal Land Rights Act 1983 (NSW) (**ALRA**), deemed eligible in accordance with this Policy and determined by resolution of the NSWALC
 - c. the criteria, assessment and procedures to be followed in the administration of the Program
 - d. conditions of the Program for the Awardee
 - e. rights and obligation of the NSWALC in relation to the Program.

Definitions

3. For the purposes of this Policy, the following definitions apply;

Aboriginal person	As per the definition contained within s.4 of the ALRA, applicants to the Scholarship will need to meet the following standard of proof: <ol style="list-style-type: none">a. Is a member of the Aboriginal race of Australia, andb. Identifies as an Aboriginal person, andc. Is accepted by the Aboriginal community as an Aboriginal Community.
Accessibility Assistance	Assistance provided by the Program Implementation Unit (PIU) to ensure Applicants and Awardees have the necessary support to enable their participation in the Program from beginning to end.
Applicant	Tertiary student wishing to be considered for the Scholarship.
Awardee	Eligible Aboriginal person in receipt of the Scholarship.

Community Benefit	As per the definition provided at s.4 of the ALRA, means a benefit or service provided for the benefit of Aboriginal persons, and this may include, but is not limited to, the following: <ul style="list-style-type: none"> a. Funeral Funds, b. Residential Accommodation, c. Education & Training, d. Scholarships and other assistance for education and training, e. Cultural Activities, f. Child Care, g. Aged Care Services.
Eligible person	Having evidenced the requirements of an 'Aboriginal Person' noted above, eligibility refers to the membership of a Local Aboriginal Land Council (LALC), enrolment, academic and internship criteria outlined in this Policy.
Internship	Six (6) week paid internship in a NSWALC Business Unit in line with the Awardee/s discipline.
Penultimate year	Second last year of study.
Scholarship	Two (2) scholarships annually, valued at \$10,000 each.

Legislative Requirements

4. Section 108(1) of the ALRA provides the following functions in relation to Community Benefit Schemes and the provision of a Scholarship:
 - a. directly or indirectly, to provide community benefits under community benefits schemes,
 - b. to make grants or lend money to, or invest money for or on behalf of, Aboriginal persons.
5. Section 108(2) of the ALRA stipulates the obligations to be met by the NSWALC in the provision of the community benefits by or on its behalf:
 - a. complies with this Act and the regulations, and
 - b. is consistent with any applicable policy of the Council, and
 - c. is consistent with the community, land and business plan of the Council, and
 - d. is fair and equitable and administered in a responsible and transparent way, and
 - e. will not prevent the Council from being able to meet its debts as and when they fall due.

Policy

Scholarship Program

6. The NSWALC has resolved that the Program is to target the future pipeline of young Aboriginal talent into the Land Rights Network through the provision of a financial scholarship and internship program. The NSWALC has committed to make available annually, two (2) scholarships, valued at \$10,000 each with, a six (6) week paid internship in a NSWALC Business Unit in line with the Awardee/s discipline.

Program Cycle

7. The Program will run from 1 July until 30 June, in line with financial year reporting with the opening of each round to be approved by the Executive Director Network Delivery.
8. The application period will open for two months from 1 July until 31 August annually.
9. For the inaugural year of the Program, the application period will open for two months from 26 August as a transitional arrangement.

Eligible Persons

10. To be eligible to apply for the Program you must;
 - a. Be an Aboriginal person, as defined by the ALRA
 - b. Be a member of the Local Aboriginal Land Council in NSW.
 - c. Be enrolled full-time in the penultimate year of an undergraduate/graduate degree at a tertiary institution within NSW, in a discipline which supports the current and future business of the NSW Aboriginal Land Rights Network
 - d. Be eligible for and in receipt of ABSTUDY, unless otherwise agreed by NSWALC
 - e. Commit to undertake a six (6) week internship within a NSWALC Business Unit/s at an agreed time between November and February following the announcement of the Awardee/s.
 - f. Not be a current full-time employee of NSWALC
 - g. Declare any potential or perceived pecuniary interest (e.g., relative is employee or Councillor of NSWALC)
 - h. Submit a complete application with all supporting documents before the closing time/date as identified in the application materials.

Eligible Tertiary Disciplines

11. Disciplines considered to support the business of the NSW Aboriginal Land Rights Network
 - a. Law
 - b. Policy
 - c. Finance
 - d. Business
 - e. Human Resources
 - f. Land & Environment
 - g. Information Technology
 - h. Media & Communications

- i. Property Management & Development
- j. Other discipline whereby the applicant can provide a direct link between their study and the current or future work of the NSWALC.

Documents to be provided for a complete application

12. The following documents must be provided for the application to be deemed complete. Incomplete and late applications **WILL NOT** be considered.
 - a. Completed application form. All questions must be answered.
 - b. Confirmation of Aboriginality (see point 13 below)
 - c. Evidence of NSW residency (see point 14 below)
 - d. Evidence of full-time enrolment in the penultimate year of an undergraduate/graduate degree at a tertiary institution within NSW
 - e. Academic records relating to this degree.

Acceptable Supporting Documents

13. The NSWALC will only accept confirmation of Membership of a Local Aboriginal Land Council in NSW (LALC) as Confirmation of Aboriginality.
14. The NSWALC will only accept any of the following identification documents
 - a. Drivers Licence
 - b. Proof of Age Card
 - c. Passport

Where any of the above cannot be provided one of each document below will be accepted

- d. Birth Certificate
- e. Student card with photo

Administration of the Program

15. The Scholarship and Internship program is administered by the Program Implementation team (**PI**). This includes, but is not limited to;
 - a. Budgeting and reporting requirements
 - b. Preparation of application forms and associated materials
 - c. Identifying and implementation of measures to ensure equitable access to the Program
 - d. Preliminary assessment of applications to the Program
 - e. Engagement and communication with applicants to the Program
 - f. Convening the Independent Assessment Panel and compiling recommendations
 - g. Seeking appropriate approvals from the NSWALC Council and/or Executive
 - h. Notifying applicants of results
 - i. Disbursement of funds from the Program
 - j. Acquittal of funds distributed from the Program

- k. Employment and induction in conjunction with People & Workplace and the selected NSWALC Business Unit
- l. Development of a work plan with the NSWALC Business Unit for the internship component
- m. Management of the Intern in partnership with the NSWALC Business Unit
- n. Development of a media and marketing plan in conjunction with the Media & Communications Unit.

Financial Management

- 16. Monies bequeathed by Freddy Fricke are to be held in the NSWALC Statutory Fund, for the purposes of providing scholarships to Aboriginal people within NSW.
- 17. The Finance Unit will provide regular reports to the PIU on Scholarship expenditure and investment earnings on the principal amount.

Equity & Access

- 18. The PI team is to make provisions, in the delivery of this Program, to ensure accessibility during the application phase and, to provide possible options to address potential disadvantages which may inhibit an applicant's ability to undertake the Internship component of the Program e.g., travel and accommodation support.

Privacy

- 19. The information provided by you is considered 'personal information' as defined by the Privacy and Personal Information Act 1998 (NSW). This information is collected and held by the NSWALC for the assessment of applications, administration of the Program and for statistical purposes. NSWALC will not disclose your personal information without your consent and without due cause, except where it is necessary for the assessment of the application or as required by law.
- 20. Applicants have the right to refuse consent, however in doing so NSWALC reserves the right not to process the application.

Independent Assessment Panel

- 21. An Independent Assessment Panel (IAP) will be convened to assess applications to the Program and make recommendations to the NSWALC Council.
- 22. During the caretaker period of a NSWALC election year, the IAP will assess applications to the Program and make recommendations to the NSWALC Chief Executive Officer.

NSWALCs Decision

- 23. Applicants will be notified of the outcome of their application following the decision of the NSWALC Council.
- 24. NSWALC's decision is final, and no further correspondence will be entered into.
- 25. During the caretaker period of a NSWALC election year, the NSWALC Chief Executive Officer will, in consultation with the NSWALC Chairperson and Deputy Chairperson, approve the successful applicants based on the recommendations provided by the IAP.

Disbursement of Scholarship Money

- 26. Following approval of the successful applicant/s by resolution of the NSWALC Council, the Awardee/s will be required to sign the Scholarship & Internship Agreement (the Agreement) with the NSWALC which outlines the conditions of accepting the Scholarship and, the rights and obligations of all parties to the Agreement.

27. Once the Agreement has been signed by all parties, the Scholarship money will be disbursed directly to the Awardee in two (2) instalments as follows;
- a. \$5,000 upon execution of the Agreement
 - b. \$5,000 following the completion of the Internship component, or where NSWALC determines not to undertake the internship, will be in accordance with the Scholarship & Internship Agreement.

Conditions of the Scholarship Program

28. In accepting the Scholarship, the Awardee agrees to;
- a. all conditions contained within the Agreement
 - b. maintain ongoing compliance with all Eligibility Criteria for the duration of the Program
 - c. maintain successful academic progression to the next academic year, including at least a Pass average
 - d. remain enrolled in a full-time degree level course at a tertiary institution
 - e. not change or defer their course without prior consultation with the designated Program Officer within NSWALC
 - f. participate in opportunities and events which aim to promote the Program and NSWALC
 - g. the use of their image in the use of promotional materials in relation to the Program
 - h. maintain communication with the NSWALC's designated Program Officer for the duration of the Program, providing regular updates on academic progress and identification of potential barriers
 - i. where the Awardee is in receipt of any other scholarship, cadetship, internship, employment, the commitments under the NSWALC Educational Scholarship Program will be prioritised
 - j. meet all other costs not covered by the Program
 - k. provide NSWALC's designated officer with academic, financial and reporting information as requested.
29. Further, the Awardee consents to NSWALC collecting, using, reproducing, adapting, disclosing information provided by the applicant for the purposes of;
- a. assessing applications and ongoing eligibility for the Program
 - b. fulfillment of NSWALC's reporting requirements internally and to third party funders
 - c. publishing information relating to, but not limited to, the Awardees interests, achievements and ambitions (academic or otherwise), personal circumstances and photos, for the purpose of reporting on the Awardees achievements and Program impact
 - d. NSWALC's annual reporting and financial acquittal processes
 - e. Reports, publications, advertisements, websites, newsletters, electronic communications, proposals or in the media.

Internship

30. The Awardee/s will, as part of the Program and at the discretion of NSWALC, be required to undertake a six (6) week paid internship in a NSWALC Business Unit/s in line with the Awardee/s discipline. The format and development of a work plan for the duration of the internship, is to be completed prior to the commencement of the intern.

31. The Awardee/s shall be employed as a contractor for a period of six (6) weeks in line with relevant NSWALC employment and workplace policies, at the entry level grade, paid pro-rata for the duration of their internship.
32. Employee costs associated with this contract arrangement will be administered by the People and Workplace Unit and journaled to the NSWALC Business Unit of the Scholarship holder's discipline.

Termination of Scholarship and Internship

33. NSWALC may terminate the Scholarship and Internship if;
 - a. The Awardee does not sign the Agreement
 - b. The Awardee does not continue to meet the Eligibility Criteria and/or Scholarship and Internship conditions for the duration of the Program
 - c. The Awardee is unable to participate or continue to participate at any point from the time of being confirmed as the successful applicant.