



the PHOEBE WANGANEEN **ABORIGINAL AND**
Scholarship Program **TORRES STRAIT ISLANDER**

2022 GUIDELINES



the. PHOEBE WANGANEEN
Scholarship Program

ABORIGINAL AND TORRES STRAIT ISLANDER

The Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program will be offered to Aboriginal and Torres Strait Islander people who live in the City of Salisbury. Up to \$2,000 per annum will be offered.

Close Monday 28 March 2022

www.salisbury.sa.gov.au/pws

the PHOEBE WANGANEEN Scholarship Program

ABORIGINAL AND TORRES STRAIT ISLANDER

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the **PHOEBE WANGANEEN** **ABORIGINAL AND TORRES STRAIT ISLANDER** Scholarship Program

BACKGROUND

Phoebe Wanganeen was a highly respected Aboriginal Elder, who has played a significant role in Aboriginal and Torres Strait Islander affairs in Salisbury and has been recognised as a City of Salisbury Living Legend. Phoebe's passion was for improving access to education for Aboriginal and Torres Strait Islander young people and this was something she championed throughout her life.

To recognise her contribution within the Aboriginal and Torres Strait Islander community, the City of Salisbury has awarded the Phoebe Wanganeen Scholarship since 2008. This Scholarship recognises the difficulties many Aboriginal and Torres Strait Islander people face when trying to access further education and will support Aboriginal and Torres Strait Islander Salisbury residents to study at any University, TAFE or Registered Training Organisation (RTO) in Australia.

ABOUT THE CITY OF SALISBURY

The City of Salisbury has a commitment to enhancing life opportunities for all residents, recognising that specific population groups have specific needs. To this end, the City actively supports education programs for Aboriginal and Torres Strait Islander residents and the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program contributes to the City's vision for the community.

GUIDELINES

The objective of the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program is to assist Aboriginal and Torres Strait Islander residents by awarding scholarships to Aboriginal and Torres Strait Islander people for the pursuit of their first post-secondary studies at any University, TAFE or Registered Training Organisation (RTO) in Australia. There is one University Undergraduate Scholarship (\$2000 per annum – max 3 years) and two TAFE or RTO Scholarships available each year (\$1000 each – max 1 year). If undertaking part-time study payments will be made on a pro-rata basis (Based on University, TAFE or RTO definitions of part time).

The Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program encourages Aboriginal and Torres Strait Islander people to strive for post-secondary qualifications.

As a merit based Scholarship program all applicants will be assessed according to the criteria.

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WHO MAY APPLY?

To be eligible for a Scholarship you must be of Aboriginal or Torres Strait Islander descent; and

- A resident of the City of Salisbury; and,
- Able to demonstrate how the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program will support you in attaining your educational goals/qualifications; and
- Not enrolled in secondary school studies.
- Enrolled, in your first:
 - (i) Undergraduate degree at any University in Australia; or
 - (ii) a vocational training course at TAFE or RTO in Australia (Note: previously participating in a school based apprenticeship does not preclude applying)

Notes:

If according to the above criteria there is no suitable candidate, a Scholarship will not be issued.

Scholarships must be declared as income and this may have tax implications and/or affect Australian Government income support payments.

The primary criteria used to assess all applications will be merit and financial need. The Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group will also consider the extent to which it feels you will fulfil the aims of the program and the future contribution you will make to the community.

CONFIRMATION OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER DESCENT

A person will be considered to be an Aboriginal and/or Torres Strait Islander person for the purposes of the Scholarship, where the person:

- (a) is of Australian Aboriginal and/or Torres Strait Islander descent; and
- (b) identifies as an Australian Aboriginal and/or Torres Strait Islander; and
- (c) is accepted as an Australian Aboriginal and/or Torres Strait Islander in the community in which he/she lives or has lived.

The following documentation is acceptable as evidence of being Aboriginal and/or Torres Strait Islander:

- (a) a completed Confirmation of Aboriginal and/or Torres Strait Islander Descent Form (attached to the Application Form); or
- (b) a letter of confirmation on the letterhead of a recognised incorporated Aboriginal and/or Torres Strait Islander organisation, signed by an authorised representative or officer.

(Note: a Statutory Declaration will not be accepted as evidence)

Please be aware of timing of organisations' Board meetings when applying for confirmation of Aboriginal and/or Torres Strait Islander descent, to ensure you have completed the Scholarship application requirements before the closing date.

HOW WILL APPLICANTS BE SELECTED?

The Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group will select all Scholarship recipients. If a large number of applications are received, The City of Salisbury staff may assist with short listing. Decisions are final and no correspondence will be entered into regarding unsuccessful applications.

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ARE THERE ANY CONDITIONS ATTACHED?

If you are awarded a Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship you must be prepared to abide by the conditions of the Scholarship. The Scholarship will be conditional upon continued progress in the course of study. The City of Salisbury reserves the right to cancel or withdraw a Scholarship if, in its opinion, the purposes for which the Scholarship was approved change substantially.

See **Conditions of the Scholarship** section for further information.

HOW DO I APPLY?

Thoroughly read the application Guidelines to ensure you are eligible. If eligible, complete the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Application Form and submit via post or email. Please remember to include any required evidence with your submission.

Send your application to The City of Salisbury via one of the following methods:

Postal Submissions

Post: Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group
Community Planning Project Officer – Community Planning
City of Salisbury
PO Box 8, SALISBURY SA 5108

Online Submissions

Email: city@salisbury.sa.gov.au
Attention. Community Planning Project Officer – Community Planning

**Applications close Monday 28 March 2022.
Late applications will not be considered.**

www.salisbury.sa.gov.au/pws

Please do not include any additional documents that are not requested by the City of Salisbury.

WHAT DO I NEED TO PROVIDE THE CITY OF SALISBURY WITH TO APPLY?

In order to provide the City of Salisbury with a complete Application Form, you must present:

Current (at the time of sending application) confirmation of enrolment from any University, TAFE, or RTO in Australia.

References and contact details for two referees (you need to advise your referees that you are applying for the Scholarship and that the Selection Working Group may be contacting them);

- Confirmation in writing of your Australian Aboriginal and/or Torres Strait Islander descent; and,
- Confirmation you are resident of the City of Salisbury.

REFEREE CONTACT DETAILS

The two requested referees should come from two people who know the applicant in different capacities, such as personally, professionally or academically. This excludes members of the applicant's family. At least one referee to be from a professional or academic capacity.

WHERE CAN I GET AN APPLICATION FORM?

If you have access to the Internet you can download an application form from the website: www.salisbury.sa.gov.au/pws or email city@salisbury.sa.gov.au to request a form.

Otherwise contact the Community Planning Project Officer, at the City of Salisbury on (08) 8406 8222.

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WHAT HAPPENS AFTER I APPLY?

The City of Salisbury will notify you to confirm receipt of your application within 5 working days of the closing date for applications. A receipt of application will be forwarded to the email address provided on your application. If you do not have an email address, the City of Salisbury will forward a written confirmation letter to your postal address.

If you do not receive notification after the closing date, it is your responsibility to contact the City of Salisbury by phone and follow up on your application.

Applications received via mail after the closing date will be accepted if they are post marked on or before the closing date.

Your application will be assessed by the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group, who may contact you for clarification, further information and, if shortlisted, to request an interview (either by phone or in person).

Final decisions will be made as soon as practicable after the closing date for applications and will be submitted for endorsement.

When final selection decisions have been endorsed, successful applicants will be notified by phone and unsuccessful applicants will be notified via mail within 5 weeks after endorsement.

Successful applicants will receive a formal letter of offer, which will include a Grant Agreement to be completed and signed by the successful applicant and a witness, and returned to the City of Salisbury.

Note: Successful applicants who are under 18 years of age must have a nominated adult sign the Grant Agreement on their behalf.

Successful applicants will also submit a report upon the completion of the Scholarship, outlining the extent to which the Scholarship met its goals and objectives. This is to be sent to the City of Salisbury at the completion of the Scholarship.

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WHAT MAY I SPEND THE SCHOLARSHIP PAYMENT ON?

If you are awarded the Scholarship you must spend the payment on any formal or informal costs involved in undertaking post-secondary studies, such as HECS fees, travel expenses, computer equipment or the cost of textbooks.

PAYMENT OF THE SCHOLARSHIP

If you are awarded a Scholarship you will be paid in instalments, as outlined in the Grant Agreement. Where Scholarship funds are not used for the purpose of the Scholarship, or there is non-compliance with the conditions, funds must be returned to the City of Salisbury.

Successful students will be paid:

- (a) \$2,000 for each year (maximum three years) amounting to \$6000 (maximum) if enrolled in a full-time University course.
- (b) \$1,000 for one year if enrolled in a full-time TAFE or RTO course.
- (c) if undertaking part-time study, at any of these providers, payment will be made on a pro-rata basis.

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CONDITIONS OF THE SCHOLARSHIP

Commencement of the Scholarship

1. The Scholarship and payment cannot commence until City of Salisbury receives the academic enrolment transcript information from your nominated Tertiary Education Institution.
2. The Scholarship cannot be deferred if you defer your program of study. You may reapply for a Scholarship when you have re-enrolled in your nominated Tertiary Education institution.

Suspension of the Scholarship

1. After commencement of the Scholarship, if a student takes a leave of absence from studies they may seek to suspend the remainder of the Scholarship by applying in writing to City of Salisbury and include documentation from the university, TAFE or RTO confirming their leave of absence from studies.
2. Unless otherwise agreed in writing to the student by City of Salisbury, the maximum period of a suspension will be six months.

Withdrawal from Studies

If a student withdraws from or fails to complete the course of study in which they are enrolled, they must immediately advise the City of Salisbury in writing.

Failure of Subjects

As per University, TAFE or RTO guidelines. Scholarships will not be extended due to failure of subjects.

Change of Study or Study Load

A student may change to another course of study during the tenure of the Scholarship with the approval of City of Salisbury. Students must apply in writing to City of Salisbury for approval.

A student changing from a full-time to a part-time study load, within the duration of the Scholarship, must notify the City of Salisbury in writing as soon as possible.

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Termination

The City of Salisbury may terminate a tertiary Scholarship if:

- (a) the student fails to comply with any condition of the Scholarship as identified in these Guidelines; or
- (b) it determines that the student has failed to maintain successful completion of at least 75% of subjects of a full time study load; or failed to maintain successful completion of all subjects in a part-time study load (eg: 50% of FTE or less).
- (c) It determines that TAFE or RTO students have not successfully completed their subjects enrolled in as determined from advice from TAFE or RTO.
- (d) the student is no longer a resident in the City of Salisbury.

Student Reporting Requirements

Students will be required to attend meetings at least 3 times a year with a staff member from the City of Salisbury; meetings will be coordinated together for the purpose of:

- Identifying the progression status of studies; and
- Identifying (if any) further educational support/mentoring assistance required.

A missed meeting will result in contact being made by the City of Salisbury and the meeting rescheduled. If there is failure to attend the rescheduled meeting without a satisfactory reason the Scholarship will be placed on hold and payment suspended until such time a meeting is attended.

The student will be required to demonstrate to the City of Salisbury successful completion of study via academic transcripts each semester and on completion of study.

Other

Scholarship recipients are invited to Reconciliation Week and NAIDOC events organised by the City of Salisbury and other functions. Attending is not a requirement of the Scholarship.

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OTHER INFORMATION

Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group

The membership of the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group will include:

- The Mayor of the City of Salisbury;
- A representative of the University of South Australia;
- A representative of TAFE SA;
- A representative of Department for Education; and
- A representative of the local Aboriginal and/or Torres Strait Islander community/ Phoebe Wanganeen Family Member.

An Executive Officer for the Selection Working Group will be selected from staff. However, City of Salisbury staff are not involved in the decision-making process and therefore are unable to give feedback to applicants who are unsuccessful.

Confidentiality

All information provided by applicants will be treated as confidential, according to Council's Code of Conduct for Employees. Your personal information can only be released in special circumstances, where the law requires, or where you give permission.

Grievance Procedures

Grievances in relation to the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program will be resolved in accordance with the Internal Review of Council Decisions Procedures (in Accordance with Section 270 of the Local Government Act 1999), and must be made within twenty (20) working days of receiving notification of the outcome of the selection process.

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Scholarship Guidelines Review

- These Guidelines will be reviewed annually and will be available on the City of Salisbury website when applications open for the following year.
- Scholarships are subject to change and are awarded based on conditions current at the time of the award.

Media and Promotion

The City of Salisbury requires that you acknowledge the assistance provided by The City of Salisbury in all media relating to the Scholarship.

GST

It is the City of Salisbury's understanding that grants made by the City of Salisbury do not attract GST. However, grantees should seek independent advice if they require further clarification.

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