

# Scholarship Programme Policy

**December 2006**

## Table of contents

1	Introduction.....	3
2	Scholarship programme policy and procedures .....	3

## 1 Introduction

The scholarship programme was established in 2005 by her Worship the Mayor, Pamela Peters and the Chief Executive Officer of Whangarei District Council, Mark Simpson.

Whangarei District Council recognises professional skills shortages and the unavailability of experienced staff. Council has a requirement to plan its workforce for the future to ensure ratepayers' needs can be met.

## 2 Scholarship programme policy and procedures

- 1 The scholarships will be known as the Whangarei District Council Tertiary Scholarships.
- 2 The scholarships will be awarded in disciplines that will support future business needs of Whangarei District Council.
- 3 Each scholarship will have an annual value of \$8,000. A total of six scholarships will be made available at any one time.
- 4 Whangarei District Council's Tertiary Scholarships are open to applicants who are current residents of the Whangarei District (*six months or more*) although may be studying in another centre.
- 5 The scholarship programme will include university holiday work, relevant to the holder's chosen course of study and include planned support projects as they arise.
- 6 In selecting successful applicants for the scholarships, the selection panel will give preference to applicants of high academic calibre who will be expected to have performed well in:
  - National Certificate in Educational Achievement (NCEA) level 3 and/or the NZ scholarships assessments, or other qualifications recognised for university entrance, or
  - have partially completed tertiary qualifications recognised for university entrance
  - other criteria includes leadership potential and the applicant's involvement in team situations, and sporting and community activities.
- 7 Candidates for the scholarships must be New Zealand citizens or New Zealand permanent residents.
- 8 All applicants wishing to be considered for scholarships must apply on the official Council application form.
- 9 Together with their completed application form, applicants must submit a brief CV which addresses the criteria listed above. Applicants must also submit one referee's report which supports their academic achievements and one character referee. A short synopsis of no more than 500 words is required to advise the selection panel of why the applicant should be awarded a scholarship.
- 10 The selection panel for the scholarships will comprise group/department managers relevant to the disciplines and a Human Resources representative. Final approval will be at Chief Executive Officer level.
- 11 Applicants for the scholarships will be shortlisted and may be required to attend interviews.
- 12 The selection panel may refrain from making a recommendation if it finds no candidate of sufficient merit in one of the disciplines.
- 13 The selection panel may recommend that the scholarships be re-advertised if there are insufficient applications of merit.
- 14 In exceptional circumstances a scholarship may be shared.
- 15 Council will pay the scholarship funds by paying tertiary fees direct to the university and the remainder of the scholarship in four instalments at dates corresponding with the recipient's terms of study, or at other dates agreed between the parties.
- 16 The scholarships will be awarded by his/her Worship the Mayor on behalf of Whangarei District Council.
- 17 Whangarei District Council may terminate a scholarship at any time if it is satisfied that the holder is not following the approved programme of study, or is not otherwise complying with the conditions governing the scholarship. The holder of the scholarship shall have the right to appeal through Council's Human Resources Department against any decision to terminate the award.

- 18 The scholarships may be referred to at functions organised to promote the scholarship programme and Whangarei District Council more widely throughout the community.
- 19 The scholarships may be held with any other bursary, scholarship or award only at the discretion of Whangarei District Council.
- 20 Holders of the scholarships will be bonded for a future period of two years employment upon completion of study.
- 21 Whangarei District Council may from time to time vary these regulations.
- 22 Permanent Whangarei District Council staff are not eligible to apply.

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Chief Executive Officer

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Date