



# Academic Bursary POLICY

**Policy Version 3.0**  
**Category: Management**  
**Adopted: May 2026**



# Academic Bursary Policy

## Purpose

The Winton Shire Council (WSC) Bursary Program aims to encourage the academic progress of students from the Winton Shire with the eligible criteria. These bursaries aim to provide students with monetary assistance for costs associated with studying.

## Scope

Academic bursaries are available to eligible students who are currently studying at the Winton State School, Saint Patrick's Primary School, Distance Education or a school outside of Winton and have custodial parents with their principal place of residence within the Winton shire.

## Definitions

Term	What it means / refers to
Council	Winton Shire Council (WSC)
Councillor/s	The Mayor and Councillors of Winton Shire Council, within the meaning of the <i>Local Government Act 2009</i> .
Council Employees	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
The Act	Refers to the <i>Local Government Act 2009</i> and/or the <i>Statutory Bodies Financial Managements Act 1982</i> .
The Regulation	Refers to the <i>Local Government Regulation 2012</i> .

## Bursaries

Bursary	Total Bursary amount	First payment	Second payment
Buss Rohan Bursary	\$500	\$250	\$250
Lions Club Bursary	\$1000	\$500	\$500
Nadjayamba Bursary	\$500	\$500	Nil



Winton Shire Council Bursary	\$100 for 2 applicants	\$100	Nil
St Patricks Book Prize	\$50	\$50	Nil

### **Buss Rohan Bursary**

The Buss Rohan Memorial Award is presented, in memory of Buss Rohan, to a student who is continuing onto grades 11 and 12 to assist with financial costs in some way.

The total award is for \$500.

#### ***Eligibility***

To be eligible, a student must be enrolled at Winton State School.

When it is confirmed in writing from Winton State School that the student is continuing studies into grades 11 and 12, the first \$250 will be forwarded to student. To be eligible for the next \$250 confirmation of attendance at school is required.

### **Lions Club Bursary**

The Lions Club Bursary is up to the amount of \$1,000 and applies to the first year of full-time study for an eligible student. This award is presented annually.

#### ***Eligibility***

To be eligible, a student must have completed the last 2 years of schooling at Winton State School or have attended a school outside Winton and have custodial parents with their principal place of residence within the Winton Shire.

Eligible students must pursue a course that requires a minimum of two years fulltime study as defined by the relevant academic institution and which meets tertiary entrance requirements, for example, Australian Tertiary Admission Rank (ATAR).

The recipient will be paid two equal payments, the first on presentation of the bursary and the second on receipt of evidence of successful completion of first semester studies and a declaration that the studies will continue that year.

### **Nadjayamba Bursary**

The Nadjayamba Bursary is presented to a student who is from grade 10 continuing onto grades 11 and 12 to assist with financial costs in some way.

The total award is a one-off payment of \$500.



**Eligibility**

To be eligible, a student must be enrolled at Winton State School or a school outside Winton and have custodial parents with their principal place of residence within the Winton shire.

Bursary winners are selected by Council based on Year 10 or equivalent results.

**Winton Shire Council Bursary**

The Winton Shire Council Bursary is awarded to two high school students at the Winton State School for the amount of \$200.

**Eligibility**

To be eligible, a student must be enrolled at Winton State School and winners are determined by academic results.

**St Patrick's School Book Prize**

The St Patrick's School Book Prize is awarded to a student gaining the highest average percentage calculated on results. This decision is made by the school.

**Eligibility**

To be eligible the student must be enrolled at St Patrick's School, Winton.

**Assessment and Selection Process**

All bursary applications will be assessed in accordance with the eligibility criteria outlined in this policy.

- An Assessment Panel will be established comprising relevant Council officers and/or nominated representatives from participating schools or community organisations, depending on the bursary category.
- Panel members will assess applications based on academic performance, eligibility requirements, and any supporting documentation provided.
- Where bursaries are administered externally (e.g. St Patrick's School or Lions Club), the relevant organisation retains assessment and decision-making responsibility.
- Recommendations of the Assessment Panel will be submitted to the Chief Executive Officer or delegated Council officer for endorsement.
- Final decisions will be documented and retained in accordance with Council's record-keeping requirements.
- Applicants may request feedback regarding the outcome of their application.

**Conflict of Interest**

All persons involved in the assessment and decision-making process must act impartially.



- Councillors, Council employees, Assessment Panel members, and external assessors must disclose any actual, perceived, or potential conflict of interest prior to participation.
- A conflict of interest may include personal, family, financial, or other relationships with an applicant.
- Any individual with a conflict of interest must remove themselves from the assessment and decision-making process for that application.
- All conflicts of interest and actions taken will be recorded in accordance with Council procedures and the Code of Conduct for Councillors in Queensland.

## Privacy and Confidentiality

Council is committed to protecting the privacy of all applicants.

- Personal information collected as part of the bursary application process will be managed in accordance with the Information Privacy Act 2009 and relevant Council policies.
- Information will only be used for the purpose of administering and assessing bursary applications.
- Access to personal and academic information will be restricted to authorised personnel involved in the assessment process.
- Council will not disclose personal information to third parties without consent unless required by law.
- All records will be securely stored and managed in accordance with Council's records management requirements.

## Appeals Process

Council recognises the importance of transparency and procedural fairness.

- Applicants may submit a written request for review of a decision within 14 days of notification.
- Appeals must outline the grounds for review, such as eligibility interpretation or procedural concerns.
- Appeals will be reviewed by an independent Council officer not involved in the original assessment.
- The outcome of the appeal will be final and communicated in writing.

## Communication

This policy will be published on the Winton Shire Council website and will be communicated to local schools.

## Related Council documentation

- Nadjayamba Memorial Bursary Nomination Form WSC-ADM-FRM-007



## Legislation, recognised Authorities and other sources

- Code of Conduct for Councillors in Queensland (2020)
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*

## Review of Policy

This policy will be reviewed every two years and remains in force until amended or repealed by resolution of Council.

## Record of amendments and adoptions

Date	Version	Reason for amendment	Date adopted by Council
August 2023	Version 1.0	Initial policy	15 September 2023
February 2024	Version 2.0	Update to tertiary entry requirements	15 February 2024
May 2026	Version 3.0	Update	21 May 2026

