



City of Joondalup

MINUTES OF THE BICENTENNIAL TRUST WORKING PARTY HELD ON WEDNESDAY, 14 JUNE 2000 AT 6.00PM CONFERENCE ROOM 2, CIVIC CENTRE, JOONDALUP

1. ATTENDANCES

Mrs Ruth Reid
Mr Robert Augustin
Mrs Dawn Chivers
Mr Joe Hawkins
Mr Bill Jeffries
Mr Bob Fawcett
Mr Nick Trandos
Mr David Carvosso
Mr Kevin Robinson

Councillor Don Carlos
Councillor Glynis Monks
Ms Helen Baron St John

City of Joondalup

City of Wanneroo

Director Community Development, City of
Wanneroo

Mr Chris Hall
Mr Mark Stanton

Director Community Development, City of Joondalup
Manager Leisure and Ranger Services, City of
Joondalup

APOLOGIES

Mrs Jean Powell
Father Patrick Boyle

Mr Chris Hall assumed the chair, welcomed everyone for their attendance and declared the meeting open.

2. ELECTION OF CHAIRPERSON

MOVED Ruth Reid SECONDED Dawn Chivers

That Robert Augustin be nominated as chairperson of the Bicentennial Trust Working Party.

There being no further nominations Robert Augustin was declared elected and assumed the chair.

The Chairperson congratulated Ruth Reid on being made a Citizen of the Year for West Australia.

3. CONFIRMATION OF MINUTES OF MEETING HELD 15 MARCH 1999

MOVED Bill Jefferies SECONDED Ruth Reid that the minutes of the meeting held 15 March 1999 be confirmed as a true and correct record.

CARRIED

4. RECEIPT OF NOTES OF THE INFORMAL MEETING HELD 1 FEBRUARY 2000

The notes of the informal meeting of the Bicentennial Trust held 1 February 2000 were tabled and received.

5. MATTERS ARISING

Chris Hall indicated that Council Officers had been ill prepared for the informal meeting held with Bicentennial Trust Members on 1 February 2000 due to a lack of background information on the activities of the Bicentennial Trust.

- The outcome of the informal meeting was for staff to go away and do some research. Since February, investigations via Council's records and meetings with individual members have been carried out to obtain as much background information as possible. This had been a time consuming task, and the following information is available:
 - The funds were being held in a City of Joondalup Reserve Fund on behalf of both Councils.
 - Findings to date indicate there is no Deed of Trust for the Bicentennial Trust. Council records indicate that the Bicentennial Trust has been an advisory committee making recommendations to Council. As far as can be determined all recommendations to Council have been adopted.
- At an informal meeting held with representatives of the City of Wanneroo, two options were discussed.
 - Continue with the Trust, winding up in 2001; or
 - Set up the Trust as an individual body

Discussion ensued regarding the future direction of the Trust in relation to the following:

- Whether the Bicentennial Trust should continue post 2001;
- The nature of projects that should be funded by the Trust;
- The amount of funds that should be available for any one grant was also considered; and
- Whether funds should be split between the two Councils or whether the Bicentennial Trust should be managed jointly.

It was resolved to recommend to both the City of Joondalup and City of Wanneroo that:

- The Bicentennial Trust should continue to operate with the intention of conducting 1 or more funding rounds as necessary to wind the Trust up in 2001; and
- That the City of Joondalup and City of Wanneroo should jointly manage the Bicentennial Trust with Council Officers from both Local Authorities to work with members of the Trust to update Trust guidelines and promote and advertise the Trust and its funding rounds.

6. GENERAL BUSINESS

Nil

There being no further business the Chairman declared the meeting closed at 7.25pm.

**BICENTENNIAL TRUST 2000-2001
PROGRAM GUIDELINES**

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| <p>These guidelines have been approved by the Joondalup/Wanneroo Bicentennial Trust Working Party and the Cities of Joondalup and Wanneroo. They may not be varied without the prior approval of the Cities of Joondalup and Wanneroo.</p> |
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1. Aims of the Program

The aims of the program are to:

- (i) Perpetuate the spirit of Australia's Bicentennial celebration and to enhance the strong sense of community engendered by those celebrations; and
- (ii) Offer a source of encouragement to organisations resident in the communities of Joondalup and Wanneroo which would not otherwise have sufficient resources to progress in their chosen field of endeavour.
- (iii) *Assist individuals to develop their talents to the benefit of the communities of Wanneroo and Joondalup (this has been deleted)*

2. Administration of the Program

The Joondalup/Wanneroo Bicentennial Trust Program is administered by the Cities of Joondalup and Wanneroo in conjunction with community representatives appointed by the Cities to the Board of Trustees.

3. Eligibility

Grants are available to resident community-based organisations which are not-for-profit organisations located within the Cities of Joondalup and Wanneroo. In some instances, organisations with a wider membership base may be considered. Individuals may be considered for funding if they have a local sponsoring organisation prepared to manage the funds on their behalf. Applicants will only be considered for funding if they can show achievable objectives and clear benefits for the community.

4. Funding Availability

A total of \$57,000 is available for grant purposes. The funds must be expended by 31 December 2001 and formally acquitted by 1 March 2002. The money may be apportioned amongst applicants in whatever manner is deemed appropriate by the Board of Trustees. The minimum application is \$500 and the maximum is \$20,000.

5. Fund Categories

While applications in the categories listed below are encouraged, other categories will also be considered;

- Community Arts
- Business and Commerce;
- Community Service;
- Humanities;
- Science and Technology;
- Environment.

Where, in the opinion of the Board of Trustees, a program or project is worthy of recognition and assistance, grant monies may be so allocated.

6. Selection Criteria

While all applications will be considered on their individual merits., the following are the broad selection criteria which will be applied to the projects:

- *Direct benefit to the wider community;*
- *achievable objectives and outcomes;*
- *innovative projects which advantage communities;*
- *capital projects and items which will have a lasting community benefit;*
- *seeding grants for projects which can demonstrate independent viability after an appropriate period; and*
- *projects that examine issues which are critical to the development of the community in the region.*
- *a sound budgeting process by developing a full financial plan of the project that includes all income and expenditure details*
- *The proposed project must commence within the 2000-2001 financial year*

7. What Will Not Be Funded

- *Applications from profit making concerns or have no apparent benefit for the greater community*
- *Activities that pertain to the day to day operations of a particular group or organisation.*
- *Groups which have received funding from other City of Joondalup or City of Wanneroo schemes within the same financial year such as the Community Funding Programs.*
- *Government Departments.*
- *Deficit funding for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue.*
- *Recurrent salaries and recurrent operational costs.*

8. Applications

Applications are to be made on the formal Application Form, available as follows:

- *Director of Community Development – City of Joondalup;*
- *Director of Community development – City of Wanneroo;*
- *The City of Joondalup's website at www.joondalup.wa.gov.au; and*
- *The City of Wanneroo's website at www.wanneroo.wa.gov.au*
- *Attached to this Application Package*

Incomplete applications and those received after the advertised closing date will not be considered.

Applications shall be considered by the Board of Trustees and grant monies allocated in accordance with the determination of the Board and the Councils of the Cities of Joondalup and Wanneroo.

9. Acceptance of Conditions

All grants are subject to the grantee's acceptance of the Conditions of Grant. No grant monies may be paid prior to receipt of the signed Conditions of grant.

10. Definitions

The following definitions shall, unless the context otherwise indicates or requires, be applicable throughout these conditions and in relation to an approved project to which these conditions apply:

1. *"approved project"* means a specific project or projects that have been approved by the Bicentennial Trust Working Party and the Council of the Cities of Joondalup and Wanneroo;
2. *"the Board"* means the Bicentennial Trust Working Party as appointed by the Councils from time to time;
3. *"the Councils"* means the City of Joondalup and the City of Wanneroo;
4. *"grant"* means the amount that is payable to the grantee in relation to the approved project from financial assistance provided or to be provided by the Council;
5. *"the grantee"* means the body to whom the grant in respect of which these conditions apply is awarded for the purpose of the carrying out of the approved project;
6. *"these conditions"* includes any special conditions that are hereinafter specified in these conditions;
7. words importing the singular number include the plural and vice versa.

11. Accountability

The monies constituting the grant shall be used in and for carrying out the approved project in respect of which the grant is awarded and shall not be used for any other purpose.

The approved project shall not be undertaken or carried out by any body or person other than the grantee, except with the approval of the Councils.

Where two or more bodies are designated as joint grantees for the purposes of the approved project, the said grantees shall be jointly and severally responsible for the carrying out of the approved project in accordance with these conditions.

Grant monies allocated shall be spent in accordance with the cash flow approved by the Working Party.

12. Financial And Legal Requirements

The grantee must ensure that the approved project does not contravene any of the laws of the State, Territory or the Commonwealth.

No major changes in the approved project or in the allocation of monies between items comprised in the approved project shall be made without the approval of the Councils having first been obtained by the grantee in writing.

Approved projects must be completed by 31 December 2001.

The grant may be terminated at any time if in the opinion of the Councils, the approved project is not being carried out with competence and diligence or the grantee has not complied with any provision of these conditions.

Upon termination of a grant under a condition of this agreement or for any reason, monies that have not been expended or committed shall be refunded to the Council within two months of such termination. A financial statement with a report thereon shall be furnished with the refunded amount. Copies of all receipts related to the expenditure of grant monies shall accompany that statement.

A certified acceptance stating that the purposes and conditions of the grant have been complied with shall be provided by the grantee within two months of the nominated completion date for the approved project or in the event of earlier termination by the grantee or the Councils within two months of such earlier termination.

The grantee will provide a written report to Councils on the outcome of the project including relevant statistics and whether objectives and key performance indicators of the project have been met. The contents of the report requirements will be determined by the Councils prior to the commencement of the grant period.

Any grant funds not applied to the approved project shall be refunded to the Councils within two months of the nominated completion date of the approved project.

13. Council Conditions

- Any signs, printed, audio or visual material in relation to the approved project shall clearly acknowledge that assistance was provided by the City of Joondalup/City of Wanneroo Bicentennial Trust. Advice on the use of the Councils' logos, the words "Cities of Joondalup and Wanneroo" and the logo of the Australian Bicentennial Authority should be obtained from the Councils.
- Where, at any time during or after completion of the approved project the grantee intends to publish a book relating to that approved project the grantee must indicate such an interest to the Councils. The permission of the Councils to such publication must be sought. If the grantee wishes to publish an article, newsletter or other item which relates to the approved project the grantee shall acknowledge the support of the Councils within the article or item concerned and forward a copy of the publication within one month of completion. This acknowledgment shall not be expressed, or made in such a way, as to import the Councils' endorsement of the material in the article or item concerned.
- Where the grant, or portion of the grant, has been or is to be used for publication or dissemination of information or material in any form, the grantee will:
 - ensure that no comment is included or made in association with the publication or dissemination that is party political in nature;
 - acknowledge in the information or material the assistance of the Council through funding provided by the Cities of Joondalup and Wanneroo Bicentennial Trust; and
 - provide free of charge to the Councils one copy each of the published work.
- Public liability insurance of persons or property associated with the development of the approved project undertaken with grant monies will be the responsibility of the grantee. The Councils will accept no responsibility or liability regarding insurance in this regard.
- Liabilities incurred by a grantee for debts or commitments outside the agreed budget for a grant will not be accepted by the Councils.
- Any materials and/or equipment purchased with the grant will be purchased in the name of, and be owned by the grantee, who shall be responsible for the condition, operation and safe keeping of the items of materials and equipment. The Councils will not have any ownership in the items of equipment or be responsible in any way for their condition or operation.

- The materials and/or equipment purchased with the grant shall be used for the purpose of carrying out the approved project and not in any manner that is inconsistent with or is prejudicial to their use for that purpose and the grantee shall perform all work in a proper and workman like manner.
- Time shall be of the essence of these general and special Conditions.

14. Further Inquiries

Any further inquiries should be directed to

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| Kim Low | Tracey Martell |
| City of Joondalup | City of Wanneroo |
| PO Box 21 | Locked Bag 1 |
| JOONDALUP WA 6027 | WANNEROO WA 6946 |

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| Phone: | 9400 4922 | 9304 5600 |
| Fax: | 9400 4569 | 9304 5698 |

CITY OF JOONDALUP SHIRE OF WANNEROO

BICENTENNIAL TRUST 1999 PROGRAM GUIDELINES

These guidelines have been approved by the Board of Trustees of the Joondalup / Wanneroo Bicentennial Trust and may be varied from time to time should the Board consider it appropriate.

1 . Aims of the Program

The aims of the program are to:

- (i) perpetuate the spirit of Australia's Bicentennial celebrations and to enhance the strong sense of community engendered by those celebrations;
- (ii) offer a source of encouragement to residents of the communities of Wanneroo and Joondalup who would not otherwise have sufficient resources to progress in their chosen field of endeavor; and
- (iii) assist individuals to develop their talents to the benefit of the communities of Wanneroo and Joondalup.

2. Administration of the Program

The Joondalup/Wanneroo Bicentennial Trust Program was established by the City of Wanneroo in November 1988 following an initiative from the Wanneroo Bicentennial Community Advisory Committee. The Program is administered by the City of Joondalup and Shire of Wanneroo in conjunction with community representatives appointed to the Board of Trustees.

3. Eligibility

Grants are available to resident individuals over the age of 18 years and not-for-profit organizations located within the City of Joondalup or Shire of Wanneroo.

4. Description

A total of \$20,00 is available for grant purposes this year and those monies may be apportioned amongst applicants in whatever manner deemed appropriate by the Board of Trustees.

5. Award Categories

Applications will be received in but are not restricted to the following categories:

Arts
Business and Commerce
Community Services
Humanities
Science and Technology
Sport and Recreation

Where, in the opinion of the Board of Trustees, a program or project is worthy of recognition and assistance, grant monies may be so allocated.

6. Applications

Applications are to be made on the prescribed form obtainable from the Office of the CEO, City of Joondalup.

Incomplete applications and those received after the advertised closing date will not be considered.

Applications shall be considered by the Board of Trustees and grant monies allocated in accordance with the determinations of the Board. Decisions of the Board are final and no correspondence will be entered into in respect of unsuccessful applications.

7. Acceptance of Conditions

All grants are subject to the grantee's acceptance of the attached Conditions of Grant. No grant monies may be paid prior to receipt of advice of such acceptance.

Enquiries in respect of these Guidelines or the attached General Conditions may be addressed to:

Recreation Officer
City of Joondalup
PO Box 21
JOONDALUP WA 6027
Phone: 9400 4922
Facsimile: 9400 4928

**CITY OF JOONDALUP
BICENTENNIAL TRUST 1999
GENERAL CONDITIONS**

1. These conditions shall apply to City of Joondalup Bicentennial Trust Grants projects approved by the Board of Trustees and the Council of the City of Joondalup.
2. The following definitions shall, unless the context otherwise indicates or requires, be applicable throughout these conditions and in relation to an approved project to which these conditions apply:
 - a) "approved project" means a specific project or projects that have been approved by the Board of Trustees and the Council of the City of Joondalup;
 - b) "the Board" means the Board of Trustees as appointed by the Council from time to time;
 - c) "the Council" means the City of Joondalup
 - d) "grant" means the amount that is payable to the grantee in relation to the approved project from financial assistance provided or to be provided by the Council;
 - e) "the grantee" means the body to whom the grant in respect of which these conditions apply is awarded for the purpose of the carrying out of the approved project;
 - f) "these conditions" includes any special conditions that are hereinafter specified in these conditions;
 - g) words importing the singular number include the plural and vice versa.
3. The monies constituting the grant shall be used in and for carrying out the approved project in respect of which the grant is awarded and shall not be used for any other purpose.
4.
 - i) The approved project shall not be undertaken or carried out by any body or person other than the grantee except with the approval of the Council;
 - ii) Where two or more bodies are designated as joint grantees for the purposes of the approved project, the said grantees shall be jointly and severally responsible for the carrying out of the approved project in accordance with these conditions.
5. Grant monies allocated shall be spent in accordance with the cash flow approved by the Board.
6. The grantee shall ensure that the approved project does not contravene any of the laws of the State, Territory or the Commonwealth.

7. No major changes in the approved project or in the allocation of monies between items comprised in the approved project shall be made without the approval of the Council having first been obtained by the grantee in writing.
8. If the approved project has not been commenced within twelve months of the nominated commencement date an application for a postponement of that date should be made to the Council. The approved project must be completed within three years of the nominated commencement date or the grant will lapse and grant monies shall be refunded to the Council.
9. The grant may be terminated at any time if in the opinion of the Council, the approved project is not being carried out with competence and diligence or the grantee has not complied with any provision of these conditions.
10. Upon termination of a grant under a condition of this agreement or for any reason, monies that have not been expended or committed shall be refunded to the Council within two months of such termination. A financial statement with a report thereon shall be furnished with the refunded amount. Copies of all receipts related to the expenditure of grant monies shall accompany that statement.
11. A certified acquittance stating that the purposes and conditions of the grant have been complied with shall be provided by the grantee within two months of the nominated completion date for the approved project or in the event of earlier termination by the grantee or the Council within two months of such earlier termination.

Any grant funds not applied to the approved project shall be refunded to the Council within two months of the nominated completion date of the approved project.

12. Any signs, printed, audio or visual material in relation to the approved project shall clearly acknowledge that assistance was provided by the City of Joondalup. Bicentennial Trust. Advice on the use of the Council's logos, the words "City of Joondalup" and the logo of the Australian Bicentennial Authority should be obtained from the Executive Assistant, Office of the CEO, City of Joondalup.
- 13a. Where, at any time during or after completion of the approved project the grantee intends to publish a book relating to that approved project the grantee must indicate such an interest to the Council. The permission of the Council to such publication must be sought. If the grantee wishes to publish an article, newsletter or other item which relates to the approved project the grantee shall acknowledge the support of the Council within the article or item concerned and forward a copy of the publication within one month of completion. This acknowledgment shall not be expressed, or made in such a way, as to import the Council's endorsement of the material in the article or item concerned.
- b. Where the grant, or portion of the grant, has been or is to be used for publication or dissemination of information or material in any form, the grantee will:
 - (i) ensure that no comment is included or made in association with the publication or dissemination that is party political in nature;

- (ii) acknowledge in the information or material the assistance of the Council through funding provided by the City of Joondalup Bicentennial Trust; and
 - (iii) provide free of charge to the Council one copy of the published work.
- 14. Public liability insurance of persons or property associated with the development of the approved project undertaken with grant monies will be the responsibility of the grantee. The Council will accept no responsibility or liability regarding insurance in this regard.
- 15. Liabilities incurred by a grantee for debts or commitments outside the agreed budget for a grant will not be accepted by the Council.
- 16. Any materials and/or equipment purchased with the grant will be purchased in the name of, and be owned by the grantee who shall be responsible for the condition, operation and safe keeping of the items of materials and equipment. The Council will not have any ownership in the items of equipment or be responsible in any way for their condition or operation.
- 17. The materials and/or equipment purchased with the grant shall be used for the purpose of carrying out the approved project and not in any manner that is inconsistent with or is prejudicial to their use for that purpose and the grantee shall perform all work in a proper and workmanlike manner.
- 18. Time shall be of the essence of these general and special Conditions.

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SELECTION CRITERIA

- The proposed project must take place within the 1999/00 financial year
- Grants will generally only be awarded for amounts between \$5,000- \$25,000 although Council reserves the right to depart from this guideline at its discretion
- Applicants will need to support their request for funding by demonstrating:
 - ♦ achievable objectives and outcomes
 - ♦ clear benefits for the local community and
 - ♦ a sound budgeting process by developing a full financial plan of the project that includes all income and expenditure details

WHAT WILL NOT BE FUNDED

- applicants that are self insular and have no apparent benefit for the greater community
- activities that pertain to the day to day operations of a group.
- groups which have received funding from other City of Joondalup schemes within the same financial year
- Government Departments
- deficit funding for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue
- recurrent salaries and recurrent operational costs or
- applications on behalf of individuals

WHAT WILL BE FUNDED

- Projects which offer a source of encouragement to the residents of the City of Joondalup or Shire of Wanneroo and enhance the strong sense of community.
- Special consideration will be shown for
 - innovative projects which showcase communities and or the new millennium
 - capital projects and items
 - seeding grants for projects which can demonstrate independent viability after an appropriate period.
 - Projects that examine issues which are critical to the development of the community in the region