

CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN WARD OFFICE 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 11 OCTOBER 2000.

ATTENDANCE AND APOLOGIES

Committee Members:

Cr L Ewen-Chappell - Chairman	
Cr A Wight - Deputy Chairman	
Mayor J Bombak	<i>to 1847 hrs</i>
Cr D Carlos	
Cr J Hurst	<i>from 1810 hrs</i>
Cr G Kenworthy	
Cr A Walker	<i>from 1815 hrs to 1907 hrs</i>
Cr A Nixon	<i>from 1810 hrs to 1925 hrs</i>
Cr C Mackintosh	<i>from 1807 hrs to 1915 hrs; Deputising for Cr Hurst to 1810 hrs.</i>

Officers:

Chief Executive Officer:	L DELAHAUNTY
Manager, Council Support Services:	M SMITH
Manager Executive Services:	K ROBINSON
Marketing Co-ordinator:	J CARTER
Committee Clerk:	J AUSTIN

The Chief Executive Officer declared the meeting open at 1803 hrs.

ELECTION OF CHAIRMAN

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government, to appoint a presiding member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside. Nominations for the position of chairperson are to be given to the Chief Executive Officer in writing, with the vote to be conducted by secret ballot.

The Chief Executive Officer advised that nominations had been received from Cr G Kenworthy and Cr L Ewen-Chappell for the position of Chairman.

A ballot was therefore conducted. There being one informal vote, the ballot was declared tied.

Cr Mackintosh entered the Room at 1807 hrs. Crs Nixon and Hurst entered the Room at 1810 hrs.

A second ballot was conducted. No further nomination was received. Following the counting of votes, the Chief Executive Officer declared Cr Ewen-Chappell elected as Chairman. Cr Ewen-Chappell assumed the Chair at this point, the time being 1811 hrs.

ELECTION OF DEPUTY CHAIRMAN

The Chief Executive Officer advised that nominations had been received from Cr G Kenworthy and Cr T Wight for the position of Deputy Chairman. A ballot was therefore conducted. Following the counting of votes, the Chief Executive Officer declared Cr Wight elected as Deputy Chairman.

DECLARATIONS OF FINANCIAL/NON FINANCIAL INTEREST

Nil

ITEMS OF BUSINESS

ITEM 1 – TERMS OF REFERENCE – [59064]

Draft Terms of Reference were submitted for consideration by the House Committee – Appendix 1 refers.

MOVED Cr Wight SECONDED Cr Hurst that the Terms of Reference for the House Committee forming Appendix 1 hereto be adopted.

The Motion was Put and

CARRIED

Appendix I refers

ITEM 2 CHRISTMAS FUNCTION FORMAT - [33866, 26131]

WARD - All

SUMMARY

The most appropriate time for the Christmas Function to be held would be early December before the recess.

It would be a traditional Christmas dinner for the Mayor, Councillors, Chief Executive Officer, Directors, local Members of Parliament and key community representatives invited by elected members. The function could be held in either the Joondalup Civic Function Centre or in the Council Dining Room, depending on the number of attendees.

City of Joondalup corporate presentation items could be given as Christmas presents to invited guests.

BACKGROUND

Prior to the Commissioners, an annual Christmas function was held for Elected Members, Senior Management and invited guests.

Research into other Councils and their Christmas functions has been undertaken.

CITY OF BAYSWATER

Has one Mayor dinner per year.

Guest List

The guest list is quite comprehensive and includes; WAMA and Local Government Authority Presidents and Chief Executive Officers, Neighbouring Councils Mayor's and Chief Executive Officers, local senior Police, Local Members of Parliament, Premier and Leader of the Opposition, Committee Members, senior staff, Councillors plus three guest and their partners.

Format

The function is held in one of the function rooms of the Morley Recreation Centre, the dress is lounge suite, live entertainment is also provided. Last year's function had approximately 220 attendees.

CITY OF MELVILLE

Christmas Dinner

A Christmas dinner is held in the Civic Centre for approximately 250 guests.

City of Melville policy allows Councillors to invite two guests each. Generally these are members of the community who have contributed to the community in some way throughout the year. Names are submitted to the House Committee with a sentence provided by Councillors as to each proposed guests' contribution to their local community.

TOWN OF VICTORIA PARK

Christmas Dinner

A dinner is held in the Council Dining room. Councillors are permitted to bring one couple to the dinner. The Mayor is able to invite two couples. The couple can either be active community participants or members of the Councillor's family.

Local Members of Parliament are also invited.

DETAILS

It is recommended that the Christmas Dinner for the City of Joondalup follows the following format:

Guest List

- ◇ The Mayor, Councillors, Chief Executive Officer, Directors and their partners. Each Councillor be permitted to invite two guests from the community. A brief justification should be provided for each guest and provided to the House Committee.
- ◇ The Mayor may invite 4 guests
- ◇ Local Members of Parliament and partners
- ◇ President and Chief Executive Officer from relevant Local Government Authorities
- ◇ Mayor and Chief Executive Officers from neighbouring Councils

It is anticipated that the guest list will be approximately 150 people

Venue

Depending on final numbers, the Function could be held in the Civic Function Centre and catered for by Spices Catering or held in the Council Dining Room and catered for by an outside caterer.

It is proposed that the function be held in early December, with invitations going out in the first week of November.

COMMENT/FUNDING

The cost is expected to be approximately \$60 per person, including beer, wine and soft drink.

The total cost including gifts (based on 150 attendees) is expected to be \$9000.

COMMITTEE'S COMMENTS

The views of the committee members were sought in relation to an appropriate venue for the Christmas function, a suitable date, guest list and gift suggestions.

Cr Walker entered the Room at 1815 hrs.

It was agreed that one function be held at an external venue capable of accommodating approximately 150 attendees. It was suggested that investigations be made at the Joondalup Resort and Joondalup TAFE to ascertain costs and availability of dates from mid-November onwards. The Chief Executive Officer sought agreement that, if an external venue was to be utilised and due to the potential short notice, it be agreed that a tentative booking be made if available.

Cr Carlos advised that he would investigate the availability and suitability of the Joondalup TAFE facility and advise the Chairman the next day.

The Committee was advised of the dates that Joondalup Resort was available; it was agreed that Friday 15 December 2000 was the preferred date.

The Committee agreed the following guest list:

- ◇ The Mayor, Councillors, Chief Executive Officer, Directors and their partners. Each Councillor be permitted to invite two guests and partners from the community.
- ◇ The Mayor may invite 4 guests
- ◇ Local, Members of Parliament, both upper and lower house, and partners
- ◇ Elected heads of Council and Chief Executive Officers from Cities of Wanneroo, Stirling and Bayswater, and Shires of Gingin and Swan.

Gifts are to be presented to invited guests at the function, to be provided from the corporate range of gifts. This range of gifts to be displayed at the next meeting of the House Committee.

Mayor Bombak left the Room at 1847 hrs.

Christmas Gifts

It was agreed that token Christmas gifts would be presented to the spouses of the elected members and executive management. The value of the token gifts was suggested at approximately \$100 (elected members) and \$50 (executive staff).

Cr Walker left the Room at 1907 hrs.

MOVED Cr Carlos SECONDED Cr Wight that IT BE RECOMMENDED THAT:

- 1 one Christmas function be held at an external venue capable of accommodating approximately 150 guests, with the preferred date being Friday 15 December 2000;**
- 2 further investigation be undertaken relating to suitable venue and cost per head for the function as detailed in (1) above;**
- 3 the guest list for the function detailed in (1) above be as follows:**
 - The Mayor, Councillors, Chief Executive Officer, Directors and their partners, Executive Manager Strategic Planning and partner. Each Councillor be permitted to invite two guests and partners from the community.**
 - The Mayor may invite 4 guests**
 - Local, Members of Parliament, both upper and lower house, and partners**
 - Elected heads of Council and Chief Executive Officers from Cities of Wanneroo, Stirling and Bayswater, and Shires of Gingin and Swan.**
- 4 in an act of appreciation of the contributions made by elected members and executive staff, token gifts be presented.**

ITEM 3 - BRIEFING SESSIONS - DINNER - [59064]

WARD - All

SUMMARY

Citizenship Ceremonies for the year have been set up until November 2000. The setting of new dates for 2001 provides an opportunity to review the night which Citizenship Ceremonies are held to allow for dinners to be served prior Briefing Sessions and sufficient time for Elected Members to attend monthly Citizenship Ceremonies.

BACKGROUND

At the Briefing Session of 11 July 2000 it was agreed that the starting times for Briefing Sessions would be changed to 7pm to allow Elected Members time to attend Citizenship Ceremonies.

Previously, it was not possible to change the dates of Ceremonies already set as Members of Parliament, Electoral Commission staff, Department of Immigration Official and many new Citizens had already been advised of the set dates.

DETAILS

As of November 2000 Citizenship Ceremonies can be changed to Wednesday evenings to allow Elected Members to attend the Citizenship Ceremonies.

It is proposed that starting time for Briefing Session remain at 7pm with a dinner served at 6pm.

OFFICER'S RECOMMENDATION That:

- 1 as from November 2000, Citizenship Ceremonies be changed to be held on Wednesday evenings;
- 2 starting time for briefing sessions remain at 7.00pm, with dinner to be served at 6.00 pm.

Cr Mackintosh left the Room at 1915 hrs.

Discussion ensued in relation to preferred start time for briefing sessions and appropriate meals. In view of the proposed change of day of Citizenship ceremonies, it was considered preferable that briefing sessions start at the earlier time of 6.00 pm, commencing in February 2001.

MOVED Cr Hurst SECONDED Cr Carlos that IT BE RECOMMENDED to the Council that:

- 1 as from November 2000, Citizenship Ceremonies be changed to be held on Wednesday evenings;**
- 2 starting time for the following briefing sessions commence at 6.00pm, with buffet dinner to be served at approximately 8.00 pm:**
 - Tuesday 6 February 2001**
 - Tuesday 20 February 2001**
 - Tuesday 6 March 2001**
 - Tuesday 20 March 2001**
 - Tuesday 3 April 2001**
 - Tuesday 17 April 2001**
- 3 Council, in accordance with the Local Government Act 1995, GIVES local public notice of the meeting dates as detailed in (2) above.**

GENERAL BUSINESS

Cr Nixon left the Room at 1925 hrs.

Cr Ewen-Chappell requested attention be given to the following items:

- Honour Board in Chamber lobby – names plates to be adjusted as they are currently not in line;
- Ladies' scarves – logo too large;
- Invitations – an indication to be given on invitations as to the level of dress standard required at functions;
- Christmas cards – samples were requested to be presented to the next meeting of the Committee;
- Photographs – to be provided to the elected members, as and when available.

Following the query from Cr Ewen-Chappell as to the progress of the Bowling event, Chief Executive Officer advised that no interest had been shown.

DATE OF NEXT MEETING

The next meeting of the House Committee will be held in Conference Room 2, Joondalup Civic Centre on **Wednesday 1 November 2000**, commencing at **6.00 pm**.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 1933 hrs.