

CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 29 NOVEMBER 2000.

ATTENDANCE AND APOLOGIES

Committee Members:

Cr L Ewen-Chappell – Chairman

Cr A Wight – Deputy Chairman

Mayor J Bombak

Cr D Carlos

Cr J Hurst

Cr G Kenworthy

from 1810 hrs

Cr A Nixon

from 1837 hrs

In Attendance:

Cr P Kadak

Officers:

Chief Executive Officer

L Delahaunty

Manager Executive Services

K Robinson

Manager Marketing Services

J Lawton

Marketing Co-ordinator

J Carter

Committee Clerk

J Hastie

APOLOGIES

Cr A Walker

The Chairman declared the meeting open at 1800 hours.

DECLARATIONS OF FINANCIAL/NON FINANCIAL INTEREST

Nil

CONFIRMATION OF MINUTES

MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 1 NOVEMBER 2000

MOVED Cr Nixon, **SECONDED** Cr Ewen-Chappell that the Minutes of the House Committee Meeting held on 1 November 2000 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ITEMS OF BUSINESS

1. GOVERNANCE BUDGET

The Committee was provided with the Governance budget breakdown and Operating Statements to 31 October 2000. It was noted that the budget was an estimate only and expenditure may change with the introduction of Elected Members.

2. CHRISTMAS FUNCTION UPDATE

The Committee was advised that a total of 74 acceptances had been received to date.

It was requested that all Councillors be reminded to respond with acceptance numbers. The suggestion was raised that the guest list for next year be extended to other metropolitan Council's Mayors and Chief Executive Officers.

3. COUNCILLORS' LETTERHEAD

The Committee was provided with samples of the letterheads. It was resolved that the personalised letterhead (2b) be utilised and 2 reams would be provided to each Councillor. Marketing Manager to submit order.

4. NAME BADGES FOR SPOUSES

The Committee agreed that all Councillors' spouses should be issued with name badges.

It was requested that the Marketing Manager look at alternate options for the clips on the back of the badges and will advise accordingly.

5. PICTURES AND HONOUR BOARDS IN CIVIC CENTRE

The Committee agreed that the former City of Wanneroo memorabilia should be placed in the corridor that links the Council Chamber lobby and the Administration building. Suggestions were made for the Artwork in the Chambers to be moved around as necessary to accommodate this change.

It was agreed that the Mayor's photo should be placed on the wall outside the Mayoral Lobby, opposite the City of Joondalup Honour Board.

Marketing Manager to action.

6. BAR ALTERATIONS

It was discussed that the bar is not only used by Councillors but for invited guests and visitors to the council. It was suggested that in future the bar be referred to as the "Councillors Lounge" only.

The Chairman referred to the issues concerning the design of the bar and it was agreed that new estimates for the work be submitted. A request was also made to provide a cost to level the uneven flooring in that area.

The Marketing Manager will provide information and costing accordingly.

7. FINAL COUNCIL MEETING OF THE YEAR – 19 DECEMBER 2000

The Committee agreed that beer, wine, soft drinks and light finger food would be provided for visitors following the close of the last Council Meeting for 2000. It was requested that all Councillors advise of possible numbers attending.

It was agreed that the meal for Councillors before the final Council Meeting of the year be Christmas fare.

GENERAL BUSINESS

Australia Day 2001

The Committee was provided with a report on Australia Day 2001 including a draft format and guest/price list.

It was agreed that the format for the function be the same as 2000. Suggestions were made that extra food be catered for and for alternative venue arrangements to be made if the weather is not suitable.

It was suggested that local Federal Member of Parliament, Dr Mal Washer, be invited as the guest speaker for the occasion.

Christmas Function

The Committee agreed that the Staff Christmas function be held on 22 December 2000 at 1.00pm at the back of Lotteries House or the undercroft under the Civic Chambers, depending on which venue was more appropriate.

It was requested that all staff, in particular those with City of Joondalup vehicles, be reminded prior to the day of the necessity to exercise caution if staff were intending to consume alcohol and drive.

The Marketing Manager advised that an invite to Councillors would be included in the Desk of the CEO.

Spices Catering

Cr Carlos raised concerns about the standard of catering from Spices. It was agreed that a decision would be made for further use of their services if the next functions (on 7 and 15 December 2000) were not satisfactory.

Commemorative Tree Planting

Cr Kadak reminded the Committee of the short timeframe for the planting of the trees. Marketing Manager to investigate and action.

Meals in Council Dining Room

The Chairman reminded the Committee of the importance of all Councillors advising staff of their attendance, or otherwise, for all meals or functions in the Councillors Dining Room or Lounge.

Meeting Room Bookings

The Chairman raised the question of booking the council meeting rooms and who they were available to and what refreshments are supplied. Manager Executive Services advised that the meetings are booked through the Mayor's Personal Assistant, Hazel Yarranton, and were mainly for meetings which included Councillors. The rooms can be used by senior staff where the numbers required for seating cannot be accommodated in the Administration Building. Coffee and tea refreshments are available and if a meeting is over lunch time, arrangements can be made for additional refreshments.

End of Council Meetings

The Chairman raised concerns over Councillors packing up their belongings prior to the end of Council Meetings. The Chairman asked that everyone wait until the meeting is officially closed.

Question Time

The Committee agreed that raising “Question Time” at the end of each meeting is not a requirement.

Mayoral Chain

The Committee agreed that the no further negotiations or correspondence should take place in regards to the former City of Wanneroo Mayoral Chain.

‘Lady in Red’ Artwork

The meeting adjourned to the Mayoral Lobby at 1905 hrs, to view the potential location for the recently acquired ‘Lady in Red’ artwork.

The Committee agreed that the Civic Chambers were not a suitable place for the artwork, and that alternative locations such as the Joondalup Library, should be examined.

DATE OF NEXT MEETING

The next meeting of the House Committee is to be advised.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 1910 hrs.