

CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 27 JUNE 2001.

ATTENDENCE AND APOLOGIES

Committee Members:

Cr A Walker - Chairman
Cr J Hurst – Deputy Chairman
Mayor J Bombak
Cr G Kenworthy
Cr M O'Brien JP

In attendance:

Cr D Carlos

Officers:

Manager Marketing Services	J Lawton
Marketing Co-ordinator	J Carter

APOLOGIES

Cr P Kimber
Cr T Barnett

The Manager, Marketing Services declared the meeting open at 1807 hrs.

ELECTION OF A CHAIRMAN

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government to appoint a presiding member. In the absence of the Chief Executive Officer the Manager, Marketing Services presided. Nominations for the position of chairperson were to be given to the Manager, Marketing Services in writing, with the vote conducted by secret ballot.

The Manager, Marketing Services advised that nominations had been received from Cr J Hurst, Cr A Walker and Cr G Kenworthy for the position of Chairman.

A ballot was conducted. There being an equal number of votes for Cr Kenworthy and Cr Walker, the meeting was adjourned for 5 minutes, the time being 1815 hrs

The meeting resumed at 1827 hrs.

Cr J Hurst withdrew her nomination for the position of Chairman. A second ballot was conducted. Following the counting of votes, the Manager Marketing Services declared Cr A Walker elected as Chairman. Cr Walker assumed the Chair at this point, the time being 1820 hours.

ELECTION OF A DEPUTY CHAIRMAN

The Manager, Marketing Services declared there had been only one nomination for the position of Deputy Chairman by Cr J Hurst. Following Cr Hurst's acceptance of the nomination the Manager, Marketing Services declared Cr Hurst elected as Deputy Chairman.

DECLARATIONS OF FINANCIAL INTEREST

Nil.

CONFIRMATION OF MINUTES

MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 28 MARCH 2001

MOVED Cr Hurst, **SECONDED** Mayor Bombak that the Minutes of the House Committee Meeting held on 28 March 2001 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ITEMS OF BUSINESS

ITEM 1 COUNCIL LOUNGE ALTERATIONS - [41579]

WARD

All

SUMMARY

It was requested at the House Committee Meeting (28 March 2001) that previous plans, costing and rationale for changes to the Council Lounge be re-submitted.

The report recommends that changes to the Council Lounge be made.

DETAILS

The way the Council Lounge was originally set up has provided a number of problems for staff and Councillors when holding Civic Functions.

This was highlighted last year during Volunteers Week in May 2000, when the facilities were unable to cope with the volume of guests invited, meaning at one stage guests were left queuing for drinks. This resulted in complaints being made by volunteers to both staff and Councillors.

The main issue is that bar area is not closed off, meaning there is no clear delineation for people working behind the bar. It is also not at the optimal height for staff serving.

The sloping of the floor in one area of the Lounge (originally for drainage) is also proving a potential safety hazard for guests and staff who are unaware that the level of the floor has altered.

The original plans are attached, including updated costs

COMMENT/FUNDING

The alterations are necessary if the standard of catering for civic functions is to achieve an acceptable level and to reduce the possibility of any unnecessary accidents.

The cost of the alterations are expected to be \$14,905. The cost of alterations are included in the 2001/2002 budget.

OFFICER'S RECOMMENDATION

That the House Committee approves the changes to the Council Lounge.

COMMITTEE'S COMMENTS

The Committee requested that the City's Occupational Health and Safety Officer submit a report assessing the OHS aspects of the current layout in the lounge.

ITEM 2 CHARITY BALL [41579]

WARD

All.

SUMMARY

In 1992 and 1993 the former City of Wanneroo hosted a "Mayor's Charity Ball" for the purpose of raising funds for charity. Both of these events were attended by approximately 200 to 300 guests and raised funds in the vicinity of \$25 000 on each occasion.

Details are provided in this report for the House Committee's consideration.

14 February 1992, Observation City

The Ball held in 1992 attracted approximately 27 sponsors and raised approximately \$25 000 through ticket sales, an auction of donated items and a lottery. Funds raised were used to purchase equipment for children with disabilities living within the City of Wanneroo who were not otherwise supported by the State or Federal Government.

Tickets for the event were \$60 each or a business could become an official sponsor by purchasing a table of 8 for \$1000.

Entertainment included a 5 piece band. The charity auction was conducted by Anne Conti and Tony Brennan.

13 February 1993, Hyatt Regency Hotel

The Ball held in 1993 again attracted approximately 32 sponsors (16 of these were supporters of the previous event). Funds raised were again in the vicinity of \$25 000. Again, funds were used to purchase equipment for children with disabilities living within the City of Wanneroo who were not otherwise supported by the State or Federal Government.

Tickets for the event were \$70 each or a business could become an official sponsor by purchasing a table of 8 for \$1000.

The file does not indicate how worthy recipients were selected.

Each event took approximately 6 months to co ordinate.

DETAILS

If the Council were to decide to host this type event again. It is proposed that the event should be held within the City of Joondalup boundaries. The City does not have sufficient resources to run such an event and would need to contract someone for approximately 6 months to co ordinate the project. The following options give an indication of possible venues and costs.

Option 1

That the Council host a Charity Ball at a venue of the calibre of the Joondalup Resort. An example of costing for such an event at the Joondalup Resort would be ~\$120/head. This would include the use of venue, 3 course set menu with a choice of main course, beer, wine, champagne and soft drinks. Maximum number of guests that can be catered for at the Joondalup Resort is 200.

Sufficient resources to run the event would be required. An estimate of these costs for one staff member for six months would be ~\$20, 000. Other costs to be considered would be advertising and entertainment.

The cost to Council to host such an event would be in the vicinity of \$45 000. There would also be indirect costs, including additional staff resources to manage the event.

The skills of existing staff to handle the specialist areas of fundraising and large function co-ordination needs to be considered.

Option 2

The Council could fund an appropriate charity to organise the event. While the City then still hosts a Mayor's Charity Ball and provides a fundraising opportunity for a local charity, it does not put additional demands on existing staff resources.

A payment of \$25,000 could be made to the charity to organise the event.

OFFICER'S RECOMMENDATION

That consideration be given to the report relating to staging a Mayor's Charity Ball.

COMMITTEE'S COMMENTS

The Committee requested that a further report on the feasibility and costs associated with the conducting of a Charity Ball be investigated and submitted to the next House Committee meeting.

ITEM 3 DRESS STANDARDS FOR STAFF - [17174]

WARD

All.

SUMMARY

It was requested at the House Committee Meeting (19 February 2001) that a paper be submitted outlining the costs and issues associated with trying to make all staff wear a corporate uniform.

The recommendation is that the House Committee does not support this initiative.

The City of Joondalup introduced a staff uniform on 1 July 1999. The Policy on uniforms states that frontline staff (e.g. Customer Service Officers) will be provided with uniforms. Other staff are able to buy the uniform and are given a \$100 uniform allowance by the Council every 2 years.

The uniform has been well received and a number of individuals have taken up the \$100 allowance. An approximate estimate is that one quarter of the staff have a uniform.

The external workforce already wears a uniform, which excludes them from this evaluation.

DETAILS

Currently there are 300 staff in the Administration building at the City of Joondalup, who should be considered.

In debate over the Council should impose this dress rule, it needs to consider the following points:

1. The cost for supplying the uniform to all staff, using a per capita budget of \$400 per annum, would be \$120,000. Can Council justify the use of public funds for this initiative.
2. There is the legal issue as to whether an organisation has the power to do this. The Manager Human Resources would need to see if any precedent has been set and what the industrial relations implications might be.
3. The uptake of the uniform to date would suggest staff would not support the mandatory wearing of a uniform, and it may cause dissatisfaction and reduce the level of staff morale.
4. Why would officers who do not deal with the public need a uniform?

OFFICER'S RECOMMENDATION

That the House Committee does not support this initiative.

COMMITTEE'S DECISION

That the recommendation not to introduce a uniform for all staff be accepted.

MOVED Cr O'Brien SECONDED Cr Hurst that the wearing of a uniform not be enforced.

The Motion was Put and

CARRIED

ITEM 4 CORPORATE GIFTS

A sample corporate tie and scarf were submitted for the Committee's approval.

COMMITTEE COMMENTS

The Committee requested that further designs and samples of ties from other Councils be submitted for next meeting of the House Committee.

ITEM 5 COUNCILLORS' MONTHLY DINNERS/LUNCHES [41579]

WARD

All

SUMMARY

In response to a request made during Budget Workshop 3, this report provides information on the options and costs associated with monthly dinners or lunches for Councillors and their guests.

The 2001-2002 budget includes a provisional allowance of approximately \$8575 for unanticipated functions or functions at the discretion of Elected Members. If the cost of the preferred option for monthly dinners exceeds this additional funds will need to be included in the budget for next year.

Last year's budget for Catering (Account 4111) for Civic Functions (Activity 053) was \$80,000.

Other budget amounts in this activity covered staff costs, bar costs, security, hire of equipment, photography, menus and name tags and so on.

The budget of \$80,000 for catering and the assumptions it was based upon were outlined in a report to the House Committee (30 November 2000):

"The Civic Functions budget was compiled using a number of assumptions, on the basis that the number of civic functions would vary to that under the time of the Commissioners.

The assumptions were:

- ◇ A minimum of 25 functions a year including:
 - 4 volunteer functions
 - 1 function for the Sponsors of the Summer Events Concerts
 - Joondalup Festival Sponsors' Function
 - 2 x Art Award functions
 - 4 x Official Openings
 - 6 x Civic Receptions
- ◇ The average cost for a function was \$3,000 (assuming that the majority would be cocktail functions)
- ◇ Wages included casual staff costs for the functions
- ◇ 'Equipment' included linen, tables, and chairs and hire equipment.
- ◇ Bar stock specifically for civic functions."

The expenditure on Catering as at 31 May 2001 was \$20,264. This is underexpended as it was expected that all volunteer groups would have a sit down dinner with partners in this financial year. However there have only been a small number of volunteer functions (the remainder are set for the next 4 months), and the House Committee determined that they would be cocktail functions, excluding partners. In addition, the total number of functions fell short of what was expected.

Attached in the Appendix are the civic functions held between May 2000 and June 2001 to give an indication as to the variety of function included within this budget category.

The 2000/2001 Catering budget for Civic Functions is \$66,000, as per the attached calendar. This has provisionally allowed for unanticipated functions and functions at the discretion of Elected Members to the value of \$8575.

A decision to hold monthly functions, which cost in excess of \$8575 will necessitate an increase in the Civic Functions budget for 2001/2002.

Other costs included in the Civic Function budget cover staff costs, bar costs, security, hire of equipment, photography, menus and name tags and so on.

DETAILS

Monthly Dinners

It has been proposed that dinners or lunches be held whereby all Councillors may entertain guests on a monthly basis.

A few options for Councillors' to host monthly dinners exist. Details and costs of these are included:

1. To accommodate in the Council Lounge:
 - ◇ 8 tables with 8 on each, total 64.
 - ◇ Would allow Councillor + partner and 2 guests per month
 - ◇ Cost: \$50pp, \$3,200 per month (lunches \$30pp, \$1920/month)
 - ◇ Annual cost: \$38,400 (lunches \$23 040)
2. To accommodate more guests (e.g. 4 per Councillor), it would have to be catered for in Spices:
 - ◇ 15 tables of 6, total 90.
 - ◇ Would allow Councillor + partner and 4 guests per month
 - ◇ Cost: \$60 pp, 5,400 per month (lunches \$40pp, \$3600/month)
 - ◇ Annual Cost: \$64,800 (lunches \$43, 200)
3. To accommodate 6 guests per Councillor (catered for in Spices):
 - ◇ 15 tables of 8, total 120.
 - ◇ Would allow Councillor + partner and 6 guests per month
 - ◇ Cost: \$60 pp, 7,200 per month (lunches \$40pp, \$4,800/month)
 - ◇ Annual Cost: \$86,400 (lunches \$57, 600)
4. A further option may be to have one dinner per month, with a Councillor having the opportunity to invite guest once a quarter:
 - ◇ Catered in Council Lounge
 - ◇ 5 Councillors per monthly dinner (allowing all Councillors one dinner per quarter)
 - ◇ Would allow Councillor + partner and 6 guests, i.e. 8 per table

- ◇ Cost: \$50pp, \$2,000 per month (lunches \$30pp, \$1200/month)
- ◇ Annual Cost: \$24,000 (lunches \$14,400)

Additional Options

- ◇ A suggestion has been made to allow Councillors up to 200 guests per annum. In this scenario, the following costs may be incurred:
 - If lunches were the preferred option at a cost of \$30pp, each Councillor would incur a cost of \$6,000 pa, a total cost to Council of \$90,000.
 - If dinners were the preferred option at a cost of \$50pp, each Councillor would incur a cost of \$10,000, a total cost to Council of \$150,000

This would have other resource implications. The City's existing staff resources would not be able to meet the requirements. Alternatively, given the pure number of dinners required, catering may be provided in the Joondalup Function Centre (Spices) in which case costs may increase.

- ◇ An alternative option would be that each councillor is provided an annual allowance to entertain community stakeholders. This allowance may be used in specified restaurants in the Joondalup area for a negotiated price per head. This would reduce costs and additional demands on staffing, allow greater flexibility and provide support for businesses in the local area.

If the allowance were \$1,500 per annum per Councillor, the total cost would be \$22,500.

FUNDING

The 2001/2002 budget provisionally allows for unanticipated functions and functions at the discretion of Elected Members to the value of \$8575.

If the cost of the preferred option for monthly dinners exceeds this, additional funds will need to be included in the budget for next year.

OFFICER'S RECOMMENDATION

That consideration be given to the report relating to Councillors' monthly dinners/lunches.

Appendix 1 - Civic Functions/Receptions – May 2000 to June 2001

MAY

17 May 2000 - Library Volunteers - Civic Reception
18 May 2000 - State MPs Lunch
18 May 2000- Conservation Volunteers - Civic Reception
19 May 2000 - *Community Service Volunteers Appreciation - afternoon tea*
22 May 2000 - Community Art Exhibition (Lakeside)

JUNE

15 June 2001 – Shah Alam Municipal Council (Selangor) visit
29 June – Ji'nan Municipal Council visit

JULY

7 July 2000 - Olympic Torch Relay function

SEPTEMBER

4 September 2000 - Invitation Art Award
21 September 2000 - Woodvale Community Centre Official Opening
21 September 2000 – Rates Incentive Winners Function

OCTOBER

6 October 2000- Lions - Civic Reception
25 October 2000- Justices of Peace - Appreciation Civic Reception

NOVEMBER/DECEMBER

- Official Launch of the District Planning Scheme No. 2 by the Minister for Planning
- Eisteddfod Volunteers Function
- Joondalup Stakeholders' Christmas Luncheon
- Bicentennial Trust Appreciation Function
- Civic Function for Mary Stewart, who is retiring from Granny Spiers Community House
- Elected Members' Christmas function

FEBRUARY

Kuching City visit

MARCH

20 March 2001 – City of Casey
24/25 March 2001 - Joondalup Festival Function

MAY

1 May – Bintulu visit
17 May 2001 – Community Services Volunteers Function
18 May 2001 – Leisure Centres Farewell/Appreciation Function
21 May 2001 - Community Art Award

JUNE

13 June 2001 - State Politicians lunch
14 June 2001 - ECU Council Dinner
15 June 2001 - Retiring Councillors Dinner
25 June 01 - CD ROM Launch
28 June – Library Volunteers Function

Appendix 1 - Civic Functions 2001 – 2002

MONTH	FUNCTION	NO. OF GUESTS x \$	APPROXIMATE COST
July	Volunteer Appreciation	100 @ \$10pp	\$1000
August	Volunteer Appreciation	100 @ \$10 pp	\$1000
	Stop Burglary Breakfast	60 @ \$20 pp	\$1200
September	Volunteer Appreciation	100 @ \$10 pp	\$1000
	Politicians Lunch	20 @ \$50pp	\$1000
	Materials Discovery Facility Opening	120 @ \$15pp	\$1800
	Rates Incentive Draw	65 @ \$15pp	\$975
October	Volunteer Appreciation	100 @ \$10pp	\$1000
	Invitation Art Award	250 @ \$15pp	\$3750
November	Volunteer Appreciation	100 @ \$10pp	\$1000
	Lions Appreciation	100 @ \$10pp	\$1000
	Justices of the Peace	100 @ \$10pp	\$1000
December	Politicians Lunch	20 @ \$50pp	\$1000
	Christmas Dinner	100 @ \$60pp	\$6000
	Joondalup Stakeholders Dinner	85 @ \$80	\$6800
February	Summer Events (tbc)	150 @ \$15	\$2250
March	Politicians Lunch	20 @ \$50pp	\$1000
	Joondalup Festival	150 @ \$15	\$2250
May	Volunteer Appreciation	100 @ \$10pp	\$1000
	Community Art Award	200 @ \$15pp	\$3000
June	Volunteer Appreciation	100 @ \$10pp	\$1000
	Politicians Lunch	20 @ \$50pp	\$1000
Other Functions	Civic Receptions x 4	100 @ \$10pp x 4	\$4000
	New Launches x 2	80 @ \$15pp x 2	\$2400
	Dinners x 4	40 @ \$50pp x 4	\$8000
	Openings x 2	100 @ \$10pp x 2	\$2000
	Miscellaneous (unanticipated functions or functions at Elected Member's discretion)		\$8575
TOTAL			\$66 000

COMMITTEE DECISION

That a dinner be held on a Friday night each month for the next six months. The first dinner will be for the Joondalup Business Association, followed by the Principals of all schools within the City of Joondalup.

Consideration will be given to the format and guests list for the dinners in January 2002.

MOVED Mayor Bombak SECONDED Cr Kenworthy that monthly dinners will be held for the next six months in the Council Lounge/Dining area. In January 2002 consideration will be given to the format at future guest lists for monthly dinners.

The Motion was Put and

CARRIED

ITEM 6 COUNCILLOR INFORMATION ON THE INTERNET

Councillor details on the Internet to remain as is.

ITEM 7 SUPPLY OF CONFECTIONERY AT MEETINGS

The supply of confectionery is to remain as is.

DATE OF NEXT MEETING

The next meeting of the House Committee will be held on **Wednesday 25 July 2001, commencing at 6pm.**

CLOSURE

There being no further business, the Chairperson declared the meeting closed at 1940 hr.