

# CITY OF JOONDALUP

## MINUTES OF HOUSE COMMITTEE HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 28 MARCH 2001.

### ATTENDANCE AND APOLOGIES

#### Committee Members:

Mayor J Bombak	<i>to 1847 hrs</i>
Cr D Carlos	
Cr J Hurst	<i>Acting Chairperson from 1810 hrs)</i>
Cr G Kenworthy	<i>to 1850 hrs</i>
Cr A Walker	
Cr A Nixon	<i>from 1835 hrs</i>

#### Present:

Cr J Hollywood

#### Officers:

Manager Executive Services	K Robinson
Marketing Co ordinator	J Carter
Council Steward	P Draper

#### Apologies:

Cr L Ewen-Chappell  
Cr T Wight JP  
Cr A Nixon

The Manager Executive Services declared the meeting open at 1807 hrs.

### APPOINTMENT OF ACTING CHAIRPERSON

The Manager Executive Services advised that in the absence of both the Chairperson and the Deputy Chairperson, the Committee was required to appoint an Acting Chairperson.

Cr Judi Hurst was nominated for the position.

**Moved Mayor J Bombak SECONDED Cr D Carlos that Cr J Hurst be appointed Acting Chairperson.**

**The Motion was Put and**

**CARRIED**

**Cr J Hurst assumed the Chair at this point, the time being 1810 hrs.**

**DECLARATION OF FINANCIAL/NON FINANCIAL INTEREST**

Nil

**CONFIRMATION OF MINUTES**

**Minutes of the House Committee Meeting Held on 19 February 2001**

**MOVED Cr Hurst SECONDED Cr Carlos that the Minutes of the House Committee Meeting held 19 February 2001 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED**

**1 ACTIONS ARISING FROM PREVIOUS MEETING**

**CORPORATE TIES**

The committee was advised that corporate ties and scarves have been ordered. The committee requested that an item be placed in the Desk of CEO to advise the quality and proposed delivery date of ties and scarves.

**COUNCILLORS' WEBSITES**

Print outs of examples of websites from other Councils were tabled for Councillors' information and comment.

**PHOTOGRAPHS**

The committee was advised that the photos requested have all been delivered.

**JOONDALUP EISTEDDFOD**

The Committee was advised that the request to seek prize money for the Eisteddfod was passed to Cultural Services. The Committee was advised that Lakeside City has committed \$1000 and Community Newspapers has committed \$500 in prize money to the event. It was requested that the Committee consider a \$500 Mayor's Award for the Eisteddfod. It was agreed that other sponsors would be sought at this stage.

**LOCAL STATE POLITICIANS CONTACT DETAILS AND LUNCHEON**

The Committee requested that contact details for local Members of Parliament be circulated via email and through the Desk of the CEO.

The Committee agreed that a luncheon for State MPs should be held in mid May 2001. A suitable date is to be arranged with the Mayor.

**ELECTORATE STREET ORDER ROLE**

It was requested that the Electorate Street order role for each Ward be sent to Councillors.

**ITEMS OF BUSINESS**

**1 COUNCIL LOUNGE ALTERATIONS - [41579]**

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**WARD**

All.

**SUMMARY**

It was requested at the House Committee Meeting (19 February 2001) that a paper be submitted outlining the rationale for undertaking changes to the Council Lounge.

The House Committee needs to decide whether the expense of public funds on changes to the Council Lounge can be justified and whether to proceed with the project.

**DETAILS**

The way the Council Lounge was originally set up has provided a number 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.

**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. This can be funded from underexpenditure in the Governance budget in the current financial year.

**DECISION**

The House Committee needs to decide whether the expense of public funds on changes to the Council Lounge can be justified and whether to proceed with the project.

**COMMITTEE'S COMMENTS**

The Committee requested that the proposed plans for the alterations to the Council Lounge be submitted to the next House Committee Meeting.

## 2 VOLUNTEER APPRECIATION FUNCTIONS - [18107]

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### WARD

All.

### SUMMARY

The objective of this paper is to address a request by the House Committee to suggest an appropriate way in which to show appreciation for the various volunteers working in the City of Joondalup community.

It will be recommended that Council hosts a series of monthly dinners beginning in Volunteers Week in May 2001.

It is also suggested that a one page advertisement be placed in the Joondalup Community newspaper during volunteers week 2001 to thank all volunteers for their contribution to the Joondalup community.

A report is currently being prepared that proposes the City of Joondalup volunteers be recognised for years of service ie. after 5 years, 10 years and 15 years of service. This report will be presented shortly. If adopted, it is expected that these awards would be presented at Volunteer Appreciation functions.

### BACKGROUND

A summary of past functions has previously been presented (report 18107 is attached). It was agreed at the last meeting of the House Committee that a report would be presented regarding catering, venue, costings and timing for recognition of volunteers in 2001.

### DETAILS

The last House Committee meeting raised the possibility of hosting the functions in the Civic Centre by removing the petition between Conference Rooms 2 and 3. The maximum capacity this area would be 80. As each guest list must include all Councillors and their partners and all Directors and their partners this would only allow for 20 volunteers and their guests at each dinner. There are also some difficulties associated with transferring food from the kitchen to this area, as well as the capacity of the kitchen to cater for such a large number.

It is suggested that each of the dinners be held in Spices Catering allowing a maximum of 200 guests per dinner. It is recommended that the volunteers be broken down into the following manageable numbers.

*Volunteer Appreciation Dinners*

Volunteer Group	Volunteers and Partners, Councillors, Councillors guests (30), Directors and partners (10) & Officers*	Cost (\$50/per head)
Community Services – Group 1 Voluntary Transport/Woodvale Day Care Centre/Family Day Car Toy Library/Home Visiting	140	7000
Community Services – Group 2 Shoppers/Podiatry receptionist/Minor home maintenance and general gardening/Child respite	140	7000
Library Services	142	7100
Cultural Development	160	8000
Conservation Groups	130	6500
Conservation Groups	130	6500
Council Committees – Community reps	100	5000
		<b>\$47 100</b>

\*Figures assume that each volunteer will bring a guest and that all Councillors and Directors will attend with partners.

It is proposed that the Council would host a dinner each month starting in Volunteers Week in May 2001.

**COMMENT/FUNDING**

The cost of \$47 100 would be funded from Governance (11 05 05 051) with sufficient funds in each financial years budgeted.

**RECOMMENDATION**

That the Council -

- Hosts a series of monthly Volunteer Appreciation functions (total of 7) starting in May 2001 in Spices Catering at a cost of \$50/head.
- Place an full page, mono advertisement in the Community Newspaper during Volunteers Week – May 2001

**MOVED Cr Carlos SECONDED Cr Hurst that:**

1. **One Volunteer Appreciation cocktail function to be held each month starting in Volunteers Week May 2001.**

- 2. Functions will be held on a Thursday evening in the Council Lounge/Dining area starting at 6pm and finishing at 7.30pm.
- 3. A Certificate of Appreciation to be presented by Councillors to each volunteer upon arrival.
- 4. Invitations to include the wording “in recognition of the International Year of the Volunteer”.
- 5. Costing and proposed designs for badges/pins to be presented to a future Briefing Session

The Motion was Put and

CARRIED

3 CHARITY BALL - [41579]

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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. The House Committee needs to decide whether to reinstate this initiative.

BACKGROUND

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 a 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 softdrinks. 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.

**Option 2**

The Council selects an appropriate charity to donate funds to.

Other issues to be considered would be;

- How to allocate funds raised.
- The increasingly difficult environment in which to raise sponsorship dollars.
- The human resources required to stage such an event.
- When to hold the event.

**Decision Required**

**The House Committee needs to decide whether to re-instate the Mayor’s Charity Ball.**

**COMMITTEE’S COMMENTS**

**The decision regarding the Mayor’s Charity Ball be postponed to the next meeting of the House Committee.**

**4 DRESS STANDARD FOR STAFF - [17174]**

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**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 House Committee needs to decide whether the expense of public funds on uniforms can be justified and whether to proceed with the project.

The recommendation is that the House Committee does not support this initiative, but it does support the frequency of the \$100 uniform allowance changing to per annum, to encourage more staff to wear the uniform.

**BACKGROUND**

The City of Joondalup introduced a staff uniform on 1 July 1999. The City's Uniform policy states that frontline staff (eg. 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 offer.

An approximate estimate is that one quarter of the staff have a uniform.

Only recently some staff have enquired whether Council would be prepared to increase the frequency of the subsidy to every year, which is encouraging.

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

**DETAILS**

Currently there are approximately 450 staff in 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 \$180,000. 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 so far would suggest staff would not support the mandatory wearing of a uniform, and indeed may cause dissatisfaction and reduce the level of staff morale.
4. Why would officers who do not deal with the public need a uniform?



**DECISION**

The House Committee needs to decide whether the expense of public funds on uniforms can be justified and whether to proceed with the project.

**RECOMMENDATION**

That the House Committee:

DOES NOT SUPPORT this initiative.

SUPPORTS the frequency of the \$100 uniform allowance changing to per annum, to encourage more staff to wear the uniform.

**COMMITTEE’S COMMENTS**

The decision regarding corporate uniforms for all staff be postponed until the next meeting of the House Committee.

**4 CORPORATE GIFTS**

The Committee was presented with several items hand created by Paul Dukes a resident of Joondalup. Items included a clock, a barometer, coasters and table boxes crafted in stainless steal.

The Committee was also presented with quotations and photographs of Australian items.

The Committee deemed the items created Paul Dukes to be too expensive and requested that items crafted from Western Australian wood be presented to the next meeting of the House Committee.

**5 CAPPUCCINO MACHINE**

The Committee was presented with a quotation for a cappuccino machine for ~\$3234. It was noted that this price did not include installation and the cost of the fitting of an extraction fan.

Discussion ensued and it was agreed that the cost of a cappuccino machine could not be justified.

**MOVED Cr Carlos SECONDED Cr Walker that a cappuccino machine not be purchased.**

**The Motion was Put and CARRIED**

**6 DATES OF NEXT MEETING**

It was suggested that dates for the House Committee be set for the remainder of 2001. The third Wednesday of each month starting at 6pm was agreed upon as a suitable date and time.

**MOVED Cr Hurst SECONDED Cr Nixon that dates and time for future House Committee meeting be set as the third Wednesday of each month starting at 6pm.**

**The Motion was Put and CARRIED**

**DATE OF NEXT MEETING**

The next meeting of the House Committee will be held on **Thursday 26 April 2001, commencing at 6pm.**

**CLOSURE**

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