

# CITY OF JOONDALUP

## MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY 13 JUNE 2002

### ATTENDANCE AND APOLOGIES

#### Committee Members:

*Cr A Walker - Chairman*

*Mayor J Bombak*

*Cr P Kadak - deputising for Cr P Kimber from 1838 hrs*

*Cr G Kenworthy*

#### Officers:

Chief Executive Officer: D SMITH

Manager, Marketing, Communications

& Council Support Services: M SMITH

Marketing Co-ordinator: V ADDISON

Minute Clerk: L TAYLOR

### APOLOGIES

Apologies for absence: Crs Kimber and Hurst

The Chairman declared the meeting open at 1835 hrs.

### DECLARATIONS OF FINANCIAL INTEREST/ INTEREST WHICH MAY AFFECT IMPARTIALITY

Nil

### CONFIRMATION OF MINUTES

#### MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 24 OCTOBER 2001

**MOVED Mayor Bombak , SECONDED Cr Kenworthy that the Minutes of the House  
Committee Meeting held on 24 October 2001 be confirmed as a true and correct  
record.**

**The Motion was Put and**

**CARRIED**

## ITEMS OF BUSINESS

### ITEM 1 ALTERATIONS TO COUNCIL LOUNGE – [07030]

WARD - All

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#### EXECUTIVE SUMMARY

The House Committee has requested alterations to the Council Lounge to enable functions to be catered and served to an acceptable standard.

An Occupational Health and Safety Report submitted to the Committee at the meeting of 25 July 2001 highlighted a number of changes necessary to ensure the City of Joondalup complies with Section 19 of the Occupational Health and Safety Act 1984.

#### BACKGROUND

At the 22 August 2001 meeting of the House Committee the Committee requested three quotations to carry out work proposed in the tabled plan (Attachment 1 refers).

The Committee also requested that a further plan to set up a bar and fringe in the Councillors' Reading Room be submitted for consideration.

#### DETAILS

Quotations were sought to carry out the necessary alteration work to the Council lounge. A copy of the proposed plan is attached. The alterations comprise of three stages:

- 1 relevel and recovering of bar floor;
- 2 install four door refrigerated cabinet;
- 3 install new bar and remove refrigerator doors and seal with insulated panels and recover.

One quote was received for Stage 1 from Malco Floorcoverings Pty Ltd for the amount of \$2,635 (not including GST).

One quote was received from Pinakis Refrigeration Works Pty Ltd for Stage 2 for the amount of \$7,200 (not including GST).

Three quotes were received for Stage 3 as follows:

- Can Lah Industries \$8,760 \*
- Elka Furnishing Company \$9,960 \*
- In Style Furniture \$11,480 \*

\*Price does not include GST.

It is recommended that the quotes submitted by Malco Floorcovering Pty Ltd, Pinakis Refrigeration Works Pty Ltd and Can Lah Industries be accepted. Therefore the total cost of the alterations to the lounge are estimated to be:

Stage 1	\$2,625
Stage 2	\$7,200
Stage 3	\$8,760
<i>Sub Total</i>	<i>\$18,505</i>
Internal Additional Plumbing	\$500
Contingency (15%)	\$2,800
<i>Total</i>	<i>\$21,895</i>

### **Alterations to Councillors' Reading Room**

The Committee has requested plans for alterations to the Councillors' Reading Room, and plans for the alterations are attached.

Costs for the alterations to the reading room are:

Dismantle, move and reassemble bar	\$1,518
The purchase of required fringe \$295 each x 2	\$590
<i>Total</i>	<i>\$2,108 *</i>

\*This figure does not include the removal of the bookcases or other possible requirements.

As detailed in the plan, there is not adequate space to relocate the bar from the lounge to the reading room. In order for the bar to be located within the reading room would mean the removal of the bookcases and furniture. In doing this, the space would become an alternative bar, and the reading room would cease to exist.

### **COMMENT/FUNDING**

Account No:	11-20-21-211-xxxxxC101
Budget Item:	Modifications to Council Lounge
Budget Amount:	\$22,000
Actual Cost:	TBA

Due to the limited funds available in the 2001/2002 budget, it is recommended that only the alterations to the Councillors' bar proceed, due to the occupational health and safety issues.

### **VOTING REQUIREMENTS**

Simple Majority

**MOVED Mayor Bombak, SECONDED Cr Kenworthy that it be recommended that the House Committee:**

**1 APPOINTS the following to undertake companies the alteration works to the Councillors' Lounge as detailed in their quotes:**

- **Malco Floorcoverings Pty Ltd;**
- **Pinakis Refrigeration Works Pty Ltd;**
- **Can Lah Industries;**

**2 NOT PROCEED with the proposal to alter the existing Councillors' Reading Room to accommodate a bar facility**

To a query raised in relation to commencement of works, Manager, Marketing, Communications & Council Support indicated it was intended that works start as soon as possible, with an expected 2-4 week completion time. Only one quote was requested for Stage 1 and 2 as they were suppliers of the existing infrastructure.

**The Motion was Put and**

**CARRIED**

**ITEM 2 CORPORATE TIES – [17174]**

**WARD - All**

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**PURPOSE**

The purpose of this report is to give further consideration to corporate ties.

**EXECUTIVE SUMMARY**

The City currently has an order with the Australian Tie Company for 340 corporate ties. The ties are for presentation as corporate gifts to visitors and guests of the City.

**BACKGROUND**

A strike off of a tie was presented at the last meeting of the House Committee held on 24 October 2001. The following was agreed to in relation to the tie presented:

- 1 the size of the gold logo on the tie to be enlarged slightly;
- 2 the fabric for the tie should be thicker to allow for a larger/thicker knot;
- 3 the large logo and other smaller logos appearing in burgundy on the tie are to be lined up vertically as well as horizontally.

**DETAILS**

Further consideration needs to be given to the corporate tie.

**COMMENT/FUNDING**

Account No: 11 05 05 051 4101 0001  
Budget Item: Corporate gifts  
Budget Amount: \$10,000  
Actual Cost: \$9,554.00

**VOTING REQUIREMENTS**

Simple Majority

*Cr Kadak entered the Room, the time being 1838 hrs.*

**RECOMMENDATION:** That the House Committee APPROVES the corporate tie as tabled at its meeting held on 13 June 2002.

**MOVED Mayor Bombak, SECONDED Cr Kenworthy that it be recommended that the House Committee:**

- 1 APPROVES the corporate tie as tabled at its meeting held on 13 June 2002, with the central gold corporate logo being enlarged;**
- 2 proceeds with the purchase of “Dry as a Bone” jackets (black in colour as sample provided) for elected members and senior staff; with gold corporate logo to be placed on the jacket.**

**The Motion was Put and**

**CARRIED**

**ITEM 5 BUSINESS CARDS/LETTERHEAD**

Manager, Marketing, Communications & Council Support provided samples of new business cards and letterhead for elected members, together with samples of those currently in use as a comparison.

It is suggested the new stationery be used as from 1 July 2002; with new business cards coming into force as existing supplies run out.

**MOVED Mayor Bombak, SECONDED Cr Kenworthy that a further sample business card indicating a revised design as discussed be provided for further consideration by elected members.**

Discussion ensued as to appropriate layouts for business cards.

**The Motion was Put and**

**CARRIED**

## **ITEM 3        TERMS OF REFERENCE – [59064]**

**WARD -    All**

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### **PURPOSE**

The purpose of this report is to review the Terms of Reference of the House Committee.

### **EXECUTIVE SUMMARY**

At the 24 October 2001 meeting of the House Committee, it was requested that the Terms of Reference for the Committee be reviewed.

### **DETAILS**

The current Terms of Reference for the Committee are as follows:

#### **1        Definitions**

‘Council’        Council of the City of Joondalup  
‘Committee’    House Committee

#### **2        Membership**

The House Committee will comprise of His Worship the Mayor and Seven (7) elected members, one from each Ward, with the other Ward member serving as deputy.

#### **3        Objectives**

To make recommendations to Council on:

- 3.1    Civic function requirements
- 3.2    Elected member requirements
- 3.3    Awards and presentations
- 3.4    House facility services

#### **4        Management**

##### **4.1    Terms of Appointment**

All appointments to the committee shall be by nomination and members shall be appointed by Council. The Committee shall be required to make recommendations to the full Council for ratification.

#### **4.2 Chairperson**

The Chairperson will be elected by the Committee. In the absence of the Chairperson, the Deputy shall act as Chairperson. In the absence of the Deputy, the meeting shall appoint an Acting Chairperson for that particular meeting.

#### **4.3 Meetings**

Meetings will be held every 2 months, at an appointed time and place determined by the Committee.

#### **4.4 Quorum**

A quorum for the committee is set at four (4) members.

#### **4.5 Minutes**

Minutes will be made of all meetings. Minutes of all meetings will be forwarded to all members at least seven days prior to the following meeting.

#### **4.6 Deputations**

The committee may invite any persons or organisations to attend any meetings to discuss issues of interest.

#### **4.7 Action Groups**

The committee may appoint a group of its members to work together on a specific issue. The group will undertake only those duties specified by the committee.

#### **4.8 Vacancies**

If a vacancy is created the committee will recommend the appointment of a person to become a member of the committee.

#### **4.9 Powers of the Council**

Nothing herein contained will restrict the powers of Council.

### **VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION:** That consideration be given to the current Terms of Reference of the House Committee.

**MOVED Mayor Bombak, SECONDED Cr Kadak that it be recommended that the Terms of Reference of the House Committee be ADOPTED as amended:**

**2 Membership**

**The House Committee will comprise of His Worship the Mayor and Four (4) elected members.**

**4 4.3 Meetings**

**Meetings will be held as required, at an appointed time and place determined by the Committee.**

**4.4 Quorum**

**A quorum for the committee is set at three (3) members.**

**The Motion was Put and**

**CARRIED**

## **ITEM 4 CENTENARY CELEBRATIONS**

**WARD - All**

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### **PURPOSE**

The purpose of the report is to recommend that the City, under the guidance of the House Committee begin planning for celebrations in the City of Joondalup Celebrations to recognise the Centenary of the foundation of local government in the Joondalup.

### **EXECUTIVE SUMMARY**

The Council carried a motion from Cr Mike O'Brien, recognizing that 2002 marks the Centenary of the Foundation of Local Government in the Joondalup region. The publication in the Government Gazette on Friday 31 October 1902 designated the area as a Roads District following which the first Local Government elections were held on Wednesday 14 January 1903 and the first meeting of the Road Board which was held on Friday 16 January 1903.

As a result of the decision of the Council of 12/2/02, the City began negotiations with the City of Wanneroo regarding joint celebrations. Since those discussions, the City of Wanneroo has deferred further organisation to a proposed Joint Advisory Committee.

It will be recommended that the City begin arrangements for Centenary Celebrations in the City Of Joondalup.

## **BACKGROUND**

At the Council Meeting held on 12 February 2002 the City of Joondalup resolved as follows.

"That Council:

- 1 RECOGNISES that this year 2002 marks the Centenary of the Foundation of Local Government in this region following the publication in the Government Gazette on Friday 31 October 1902 of the Notice dated 22 October 1902 designating the area as a Roads District following which the first Local Government elections were held on Wednesday 14 January 1903 and the first meeting of the Road Board which was held on Friday 16 January 1903.
- 2 therefore SUGGESTS that the proposition of Twin City Regional Centenary Celebration negotiations be entered into between the new City of Joondalup and the new City of Wanneroo as a mark of respect for the pioneers of the region."

## **DETAILS**

A meeting between officers of the two cities on 11 April 2002 was held regarding the possibility of organising an appropriate ceremony to recognise the event.

Officers of the City of Wanneroo indicated there appeared to be some mutual and community benefits in a joint celebration

At the Council meeting on the 21 May 2002, the City of Wanneroo considered and carried the following motion.

That Council: -

- 1 REFERS the matter of joint celebrations for the Centenary of Local Government in Wanneroo with the City of Joondalup to the proposed Joint Advisory Committee advising on the ownership and custodianship of the Local Studies Collection and Artefacts for discussion and resolution;
- 2 WRITES to the City of Joondalup inviting them to include the issue of joint celebrations on the agenda for the Joint Advisory Committee.

To date, no advice has been received from the City of Wanneroo advising the City of Joondalup of this decision.

## **COMMENT**

In light of the decision made by the City of Wanneroo, and that there is no established Joint Advisory Committee, it is suggested that the City of Joondalup proceed with organising its own function.

If the City of Joondalup is to continue with arrangements for celebrations the following list of possible arrangements could be considered.

- Item of memorabilia merchandise to be produced (perhaps in conjunction with the City of Wanneroo i.e. Coin featuring both City's logos).
- Function for pioneers.
- Centenary message to appear at bottom of all documents as the footer, (as with Best Practice).
- Activities involving the public, possibly a competition for school children.

## VOTING REQUIREMENTS

Simple Majority

### **RECOMMENDATION:** That the House Committee:

- 1 AGREES that the City of Joondalup hosts its own Civic function to celebrate the Centenary of Federation of local government of the region;
- 2 REQUESTS a further report relating to the Civic Function detailed in (1) above, outlining possible dates and commemorative merchandise.

### **MOVED Cr Kadak, SECONDED Cr Kenworthy that it be recommended that:**

- 1 the City of Joondalup HOSTS a Civic Function to celebrate the Silver Jubilee of the vision of creating Joondalup; also embracing the Normalisation Agreement and the commemoration of 100 years of local government;**
- 2 a further report be submitted to the House Committee relating to possible dates and appropriate items to commemorate those occasions.**

Discussion ensued as to appropriate events to commemorate, with a tentative date of 31 October 2002 being suggested for a function to celebrate the Silver Jubilee of the creation of the Joondalup area.

The Motion was Put and

**CARRIED**

## **ITEM 5 BUSINESS CARDS/LETTERHEAD**

This Item was dealt with earlier, after Item 3.

**ITEM 6          CIVIC FUNCTIONS 2002****WARD - All**

<b>MONTH</b>	<b>FUNCTION</b>	<b>NO OF GUESTS</b>
January	Australia Day	250
February	Summer Events Sponsor's function	150
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
March	Joondalup Festival Sponsor's Function	150
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
April	Hospitality Dinner	35
	Politician's Lunch (state & federal)	20
	Citizenship Ceremony	150
May	Community Art Award	200
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
June	Volunteer Appreciation	100
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
July	Volunteer Appreciation	100
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
August	Volunteer Appreciation	100
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
September	Volunteer Appreciation	100
	Politician's Lunch (state & federal)	20
	Rates Incentive Draw	50
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
October	Volunteer Appreciation	100
	Invitation Art Award	250
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
November	Volunteer Appreciation	100
	Justices of the Peace	100
	Hospitality Dinner	35
	Citizenship Ceremony x 2	300
December	Christmas Dinner	100
	Hospitality Dinner	35
	Citizenship Ceremony x 1	150

Other Receptions	Launches x 2	80
	Dinners x 4	40
	Lunches x 20	Various
	Openings x 2	100
	Civic Receptions x 4 (visiting dignitaries etc)	100

**MOVED Mayor Bombak, SECONDED Cr Kenworthy that it be recommended that the House Committee ENDORSES 2002 Civic Function List as shown.**

It was advised tentative bookings have been made with Lakeside Function Centre for either 7 or 21 December 2002 in relation to Elected Members Christmas Party. After discussion, it was considered more appropriate dates would be 7 or 14 December 2002.

A request was made that dependant on costs, the Committee explore the possibility of holding the Christmas function at Joondalup Resort.

**The Motion was Put and**

**CARRIED**

## **ITEM 7 VOLUNTEER APPRECIATION FUNCTIONS - [18107]**

**WARD - All**

### **PURPOSE**

The purpose of this report is to recommend that the City of Joondalup continue to show appreciation for the various volunteers working in our community.

### **EXECUTIVE SUMMARY**

It will be recommended that Council hosts a series of monthly functions, as in previous years, beginning in June 2002.

### **BACKGROUND**

Recognition of volunteers has traditionally been considered a key role of Council. A summary of appreciation functions held last year is detailed below.

17 May 2001	Community Services (transport, Woodvale Day Care Centre/Family Day Care, Toy Library, Home Visiting) Community Services (Shoppers, podiatry, receptionist, minor home maintenance/general gardening/child respite).
28 June 2001	Library Services

23 August 2001 Conservation Groups

13 September 2001 Cultural Development

25 October 2001 Wanneroo/Joondalup SES, Sea Rescue, Council Committee Members.

## DETAILS

As with last year, the functions would be held in the Councillors' Lounge due to the numbers and catering requirements. Each function guestlist would include volunteers and their partner, all councillors and directors and partners. Each function, based on 2001 figures would cater to an average of 80 guests.

The following dates have been identified for this year's functions.

Thursday, 18 July 2002

Thursday, 22 August 2002

Thursday, 19 September 2002

Thursday, 31 October 2002

Thursday, 14 November 2002

The function would run from 6-7.30pm with the standard civic reception format including serving of drinks and cocktail food. Volunteers will be presented with a certificate and a presentation gift in recognition of their work in the community.

Some of the volunteer groups to be recognized consist mainly of elderly people. To best cater to this group, a buffet lunch during the day could be arranged in place of a civic reception. This would not add any significant cost to the function.

## COMMENT/FUNDING

The cost of a civic reception, (at @\$10 pp) based on 2001 figures, would be approximately \$800.

Presentation gifts would be an additional cost.

**MOVED Cr Kenworthy, SECONDED Cr Kadak that it be recommended that Council HOSTS a series of monthly Volunteer Appreciation functions, recognising similar groups honoured in previous years, on the suggested dates in the Councillors' Lounge at a cost of \$10/head.**

Reference was made to the hospitality dinners held during 2001, with the suggestion that these be recommenced for groups such a surf clubs, senior citizens groups, school principals; with each group being given the opportunity to invite 10-15 attendees.

It is anticipated that the first of these functions would be held during the month of July 2002.

**The Motion was Put and**

**CARRIED**

## GENERAL BUSINESS

### Relocation of Honour Boards

Cr O'Brien has requested that relocation of the Honour Rolls and Roads Board information to the foyer area as part of the centenary celebrations be investigated

**MOVED Mayor Bombak, SECONDED Cr Kenworthy that it be recommended that quotations be obtained for the redesign and remodelling of the honour boards.**

**The Motion was Put and**

**CARRIED**

**MOVED Cr Kadak, SECONDED Mayor Bombak that it be recommended that the Honour Boards and Roads Board information NOT BE relocated due to lack of an appropriate area for this information to be placed.**

**The Motion was Put and**

**CARRIED**

### Increase in Security

Cr O'Brien queried the reasons for the introduction of increased security.

The meeting was advised of recent incidents that had occurred and the fact the Mayoral lobby area is completely isolated from the remainder of the building.

Manager, Marketing, Communications & Council Support advised security is currently being upgraded and once completed, times would be arranged to conduct demonstrations on after hours access for elected members.

Chief Executive Officer advised the City's Auditors had raised concerns from an insurance perspective with respect to security access in relation to the City's art collection.

### Insurance Coverage – Skateparks

Cr Walker queried the situation in relation to skateparks constructed by the City.

Chief Executive Officer advised the City's public liability insurance embraced all public facilities, which included skateparks.

## DATE OF NEXT MEETING

The next meeting of the House Committee to be advised.

## CLOSURE

There being no further business, the Chairman declared the meeting closed at 1825 hrs.

