

CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 1 JULY 2003

ATTENDANCE AND APOLOGIES

Committee Members:

<i>Mayor Carlos</i>	
<i>Cr J Gollant</i>	<i>Chairperson</i>
<i>Cr P Kimber</i>	<i>Deputy Chairperson</i>
<i>Cr G Kenworthy</i>	<i>from 1738 hrs</i>
<i>Cr C Mackintosh</i>	

Officers:

Chief Executive Officer:	D SMITH
Manager, Marketing, Communications & Council Support Services:	M SMITH
Marketing Co-ordinator:	V ADDISON
Minute Clerk:	L TAYLOR

APOLOGIES

Nil

The Chief Executive Officer declared the meeting open at 1720 hrs.

DECLARATIONS OF FINANCIAL INTEREST/ INTEREST WHICH MAY AFFECT IMPARTIALITY

Nil

ELECTION OF CHAIRPERSON

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 ballot.

It is also advisable that at the same meeting the committee appoints a deputy presiding member, who would chair the meeting in the absence of the presiding member.

Chief Executive Officer advised written notification had been received from Cr Gollant self nominating for the position of Chairperson, and nominating Cr Kimber as Deputy Chairperson.

There being no further nominations, Cr Gollant was elected unopposed and assumed the Chair, the time being 1722 hrs.

There being no further nominations for the position, Cr Kimber was elected unopposed as Deputy Chairperson.

Cr Gollant advised she felt it appropriate that Cr Kimber assume the Chair for this meeting only, in view of the fact that she was not present at the last meeting.

CONFIRMATION OF MINUTES

MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 10 APRIL 2003

MOVED Cr Kimber, SECONDED Cr Gollant that the Minutes of the House Committee Meeting held on 10 April 2003 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ITEMS OF BUSINESS

ITEM 1 RETIRING ELECTED MEMBERS' DINNER 2003 - [59064]

WARD - All

PURPOSE

To finalise details for the Retiring Elected Members' Dinner for 2003.

EXECUTIVE SUMMARY

The venue, date, format and invitation list for the Retiring Elected Members' Dinner for 2003 is to be agreed upon.

Traditionally the City will host a dinner for retiring Mayors and Councillors including presentation of gifts as per Policy 2.2.7 – Acknowledgement of Service – Elected Members.

BACKGROUND

In 2001 the City of Joondalup hosted a Retiring Elected Member dinner in the Council's Lounge and dining room.

This function allows new and standing Elected Members and Senior Staff to host an appreciation dinner for those elected members who have retired from local office. Presentation items and gifts were provided to all retiring elected members. The function has been held previously in the Council dining area.

DETAILS

The date proposed for this function is Friday 1st August as Eisteddfod commences Friday 8 August for approximately 6 weeks.

Guest List:

- Current Mayor, Councillors, CEO, Directors and their partners. (38 guests maximum)
- Retiring elected members and their partners. (10 guests maximum)

Proposed Format:

It is suggested that the program for the evening proceed as follows:

Welcome & Thank you	-	Mayor Don Carlos
Toast	-	tba
Grace	-	tba
Entrée		
Main Course		
Presentation of gifts	-	Mayor Don Carlos
Response	-	All retiring members
Dessert & Coffee		

Presentation Items & Gifts:

Due to timeline constraints, engraved customised wooden wall clocks have been purchased as presentation items.

In addition, each retiring elected member is to be provided with a gift based on years of continuous service as per policy.

COMMENT/FUNDING

The catering costs for the Dinner will be covered from Governance – Corporate budget and managed by the Civic Functions team.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

It is recommended that the House Committee:

- 1 AGREES to hold a retiring members function to be held within the Council dining room based on the following invitation list:
 - Mayor, Councillors, CEO, Directors and their partners (38 guests maximum);
 - 5 retiring elected members and their partners (10 guests maximum)
- 2 CONSIDERS the date for this year's Retiring Members function.

MOVED Cr Mackintosh, SECONDED Cr Kimber that it be recommended that Council AGREES to hold a retiring members function on Friday 15 August 2003 to be held within the Council dining room based on the following invitation list:

- **Mayor, Councillors, CEO, Directors and their partners (38 guests maximum);**
- **5 retiring elected members and their partners (10 guests maximum)**

Marketing Co-ordinator advised the proposed date of Friday 1 August 2003 for the retiring members function was now not suitable due to the start of WALGA Week.

Discussion ensued as to possible dates and the format the evening should take. It was suggested Deputy Mayor conduct the toast, with Cr Brewer performing Grace.

It was suggested the function for retiring members be held on Friday 15 August 2003.

The Motion was Put and

CARRIED

Cr Kenworthy entered the Room at 1738 hrs.

ITEM 2 CITY CHRISTMAS FUNCTION 2003 - [59064]

WARD - All

PURPOSE

To give consideration to the venue for the City Christmas function for 2003.

EXECUTIVE SUMMARY

The venue, date and format for the Christmas Function hosted by Mayor and Councillors of the City is to be agreed upon.

In 2002 the City's Christmas Dinner was moved to Joondalup Resort to accommodate the increased guest numbers, reduce the per head costs of the function and provide an atmosphere not available at the function centre. A decision is required on venue rather urgently as venues require booking to be made in the first week of July.

BACKGROUND

In 2002 the City of Joondalup hosted its annual Christmas function at The Joondalup Resort following the previous year's function at Lakeside Function Centre as directed by the House Committee.

This function allows Elected Members and Senior Staff of the City to host a Christmas event for local Members of Parliaments, elected heads and CEOs of nominated LGAs and key community representatives and stakeholders as invited by elected members and Directors. Presentation items were given to invited guests attending the dinner.

Due to the popularity of the December weekends for major functions, the City is required to confirm a booking with the chosen venue in the first week of July 2003.

DETAILS

As agreed at House Committee meeting on 10 April 2003, a report providing options for both Joondalup Resort and Lakeside Function Centre was requested for House Committees review and venue selection with Saturday 6th December being the preferred date.

- The Joondalup Resort Terrace has a 'hold' places on this date (capacity 150 guests)
- Lakeside Function Centre is also available, with the recent tender should be awarded by the end of July 2003 but no decision has been made at this date (capacity 120 guests)

Potential Guest List based on 150 guests at Joondalup Resort. Numbers of invited guests to be reduced should Lakeside Function Centre be utilised:

- Mayor, Councillors, CEO, Directors and their partners. Each Councillor to be permitted to invite 3 guests and their partners from the community. The Mayor permitted to invite 6 guests and their partners
- State Premier, Local and Federal Members of Parliaments with offices or electorates encompassing part of the district of the City of Joondalup, and partners
- Elected heads of Council and CEOs from the Cities of Wanneroo, Stirling, Swan, Perth, Rockingham and Bayswater and the Shire of Gingin and Cue
- Major stakeholders of the region from business, education, health and sport and their partners as nominated by elected members and Directors and approved by Mayor and CEO.

Proposed Format:

It is suggested that the program for the evening proceed as follows;

Toast of Welcome	-	Mayor Don Carlos
Loyal Toast	-	Deputy Mayor John Hollywood
Grace	-	Mrs Viki Carlos
Entrée		
Main Course		
Christmas Address	-	Mayor Don Carlos
Response by a Member of Parliament or local stakeholder to be determined by the House Committee		
Dessert & Coffee		

Christmas Gifts:

As an act of appreciation to guests, Christmas gifts to be provided on the evening in line with previous years gift selection of small bottle of Baileys liqueur for men and gourmet chocolate selection for women.

Entertainment:

It is recommended that a popular style band be sought to provide entertainment during the evening to provide background and dance music.

COMMENT/FUNDING

The catering costs for the Christmas Dinner can be negotiated based on selected members and beverage packages. Last year's event at the Resort including all entertainment, gifts, food, beverage and venue hire came to \$126.43 per head, a reduction from \$138 per head on 2001 at Lakeside Function Centre.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee:

- 1 CONSIDERS the date and venue for this year's Christmas function;
- 2 APPROVES the suggested guest list, entertainment, gifts and format;
- 3 DETERMINES an appropriate total per head charge so that a selection of menus from the chosen venue can be tabled at next House Committee Meeting.

MOVED Cr Gollant, SECONDED Cr Kenworthy that it be recommended that Council:

- 1 AGREES to the date for this year's Christmas function as Saturday, 6 December 2003, to be held at the Joondalup Resort;**
- 2 APPROVES the suggested guest list, entertainment, gifts and format as outlined in the report;**
- 3 DETERMINES an appropriate total per head charge so that a selection of menus from the chosen venue can be tabled at next House Committee Meeting.**

Discussion ensued as to the choice of venues and alternative options available.

It was agreed to hold the Elected Members' Christmas Function on Saturday, 6 December 2003 at the Joondalup Resort. It would be necessary to liaise with the Resort in relation to specific requirements.

With a view to considering a selection of menus from the Resort, a total charge per head of \$130 was suggested.

The Motion was Put and

CARRIED

GENERAL BUSINESS

Provision of Seating – Councillors' Lounge

Mayor Carlos referred to a recent Volunteers function held in the Councillors' Lounge, where many of the guests were elderly. He advised there was insufficient seating and requested that this be considered for future functions.

Honour/Roll Boards

Chief Executive Officer advised a proposal had been received from Cr O'Brien in respect of relocating the honour/roll boards to the main foyer area of the Joondalup Civic Centre. The honour/roll boards are currently located in the corridor between the Administration building and the Civic Centre.

Marketing Co-ordinator stated a price had been obtained from the firm responsible for the maintenance/additions to the boards. The condition of the existing boards is such that removal and relocation is not recommended. A price of approximately \$9,000 has been received for the production of three new boards.

MOVED Cr Kimber, SECONDED Cr Mackintosh that it be recommended that Council does not proceed with the removal and relocation of the honour/roll boards to the main foyer within the Joondalup Civic Centre.

The Motion was Put and

CARRIED

Volunteer Functions

Cr Kimber requested that the current format in relation to Volunteer functions be continued.

Manager, Marketing Communications and Council Support advised the Administration was working with dates previously set by Council for the 2003 calendar year. It was suggested this format remain, with options being considered for 2004.

Sundowner

It was suggested that a sundowner for elected members be held on the third Friday of each month.

DATE OF NEXT MEETING

The next meeting of the House Committee to be advised.

CLOSURE

There being no further business, the Deputy Chairman declared the meeting closed at 1756 hrs.