

CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY 10 APRIL 2003

ATTENDANCE AND APOLOGIES

Committee Members:

Cr P Kimber - Acting Chairperson
Mayor J Bombak
Cr G Kenworthy
Cr J Hurst *from 1747 hrs*

Officers:

Chief Executive Officer:	D SMITH
Manager Marketing, Communications & Council Support:	M SMITH
Manager Operations Services:	D CLUNING
Marketing Co-ordinator:	V ADDISON

APOLOGIES

Nil

APPOINTMENT OF ACTING CHAIRMAN

In the absence of Cr Walker, the Committee was required to appoint an Acting Chairman.

MOVED Cr Kenworthy, SECONDED Mayor Bombak that Cr Paul Kimber be appointed as Acting Chairman.

The Motion was Put and

CARRIED

The Acting Chairman declared the meeting open at 1735 hrs.

DECLARATIONS OF FINANCIAL INTEREST/ INTEREST WHICH MAY AFFECT IMPARTIALITY

Nil

CONFIRMATION OF MINUTES**MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 14 OCTOBER 2002**

MOVED Mayor Bombak, **SECONDED** Cr Kenworthy that the Minutes of the House Committee Meeting held on 14 October 2002 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

ITEMS OF BUSINESS

**ITEM 1 UPDATE DESIGN & COST ESTIMATE FOR
MODIFICATION TO COUNCILLOR'S BAR AREA AND
PROVISION OF APPROPRIATE STOOLS - [47999]**

WARD - All

PURPOSE

Provide an updated design and cost estimate for modification to Councillor's bar area and provision of appropriate stools.

BACKGROUND

Following refurbishment of the Councillor's lounge facility concern has been expressed regards the bar width top and material used. Additionally provision of a foot rail and bar stools has been investigated.

DETAILS

Staff from the City met with representatives from the House Committee on the 5 November 2002 to discuss the committee's objectives in reconfiguring the Councillor's Lounge.

It was agreed that the following process would be implemented, subject to adoption by the House Committee.

- 1 Review the design and re submit the Final Draft for endorsement by the committee at its next meeting.

2 Prepare cost estimates for:

- 2.1 Bar top extension to 450mm using existing material type.
- 2.2 Design and price a stainless steel foot rail with mounting brackets.
- 2.3 Research bar stool options for consideration by committee. Consideration is given for utilising the existing fabric and surplus from previous works in Council Chambers.
- 2.4 Fridge doors, to modify existing hinge design to enable doors to 'roll back' out of the way.

Quotation received for item two are as follows:

2.1	Addition to bar top		
2.2	Foot rail		
	Price	\$5,890.00	
	GST	\$ 589.00	
			\$6,479.00

This quotation includes modification to the bench fridge doors to allow for retraction. This was identified as a safety issue for staff working with the bar.

2.3	Provision of bar stools		
	Price of \$335.00 each plus GST		
	Six stools proposed.	\$2,010.00	
	GST	\$ 201.00	
			\$2,211.00
	Total Cost		<u>\$8,690.00</u>

Reallocation of funds would be required to complete the above works. Currently \$1,119.00 remains unexpended from Project Account 4101 Civic Chambers – Members Lounge. \$7,571.00 remains to be funded by alternative sources.

An amount of \$10,000 was allocated as part of the 2002/03 half yearly budget review to be charged to Capital Works – C101.

VOTING REQUIREMENTS

Simple Majority

MOVED Cr Kenworthy, SECONDED Mayor Bombak that it be recommended that Council AGREES to expenditure as outlined to the total cost of \$8,690.

- Addition to bar top
- Foot rail
- Provision of six bar stools

Discussion ensued in relation to other options for bar top. Granite option discussed but dismissed due to cost and weight. Stools to be purchased to match existing furniture in lounge.

The Motion was Put and

CARRIED

Cr Hurst entered the Room at 1747 hrs.

ITEM 2 FEEDBACK ON COUNCIL CHRISTMAS FUNCTION 2002 - [59064]

WARD - All

PURPOSE

The purpose of this report is to provide feedback from the 2002 Council Christmas Dinner.

EXECUTIVE SUMMARY

The City's Mayor and Councillors hosted the 2002 Christmas Function on Saturday 7 December, 2002 at the 'terrace' of the Joondalup Resort.

The following is provided as feedback concerning this dinner to assist in future decision making of the format of this year's function.

BACKGROUND

Over the past few years the City of Joondalup has hosted a Christmas Dinner for the Mayor, Councillors and Senior Staff of the City, other Council's, Stakeholders (from business, government, education, media & sport) along with key community representatives invited by elected members.

The 2002 dinner was held for the first time at the Joondalup Resort, with a popular music band for entertainment, decoration and gifts for all invited guests (small bottle of Baileys and chocolates). There were 173 guests with total evening costs being \$21,871.20 (\$126.42 per head).

DETAILS

The 2002 City Christmas Dinner was run to format as agreed by Council with 173 Guests in attendance. In order to gain feedback on the success of this event and request comment on areas for improvement, the Marketing Services team issued postal feedback forms to attending guests that had addresses provided to the team.

A total of 29 Feedback Forms where received and form the basis of feedback to follow.

Each feedback form requests guests to rate various elements of the function on a 5-point scale form which a percentage satisfaction rating is generated. This survey covers the following areas:

- Information provided for event
- Professionalism and timeliness of function
- City's staff in attendance
- Quality of the venue
- Professionalism and appropriateness of entertainment
- Standard of catering
- Other general comments (not ranked but open ended)

The average rating score received for this event was 83%, with 12 guests scoring 87% or above and 17 guests scoring on or below this average score. As a comparison, civic functions over past 6 months have averaged 90%.

The most positive comments and aspects of the evening were overall enjoyment of the great night out, the entertainment provided and the helpfulness of City staff.

The most common issues stated have been outlined below.

Catering and Service Issues

The timeliness and quality of food and drink service at the venue was the most commonly stated issue and lowest scored on the rating scale with 13 comments regarding timeliness and quality of food, drink & service

Venue Issues

Venue and resort staff issues received 12 negative comments and also scored low on ratings.

Noise Levels

There were comments by 10 respondents regarding the volume of both general chatter, in particular during the evening's formalities, and the entertainment being too loud.

Financial Implications:

Total costs for 173 guests in attendance:

Joondalup Resort catering, beverages, venue, etc:	\$15,839.10
Theming / decorations / table centrepieces (to keep)	\$ 2,960.10
Gifts (Baileys and chocolates)	\$ 2,172.00
Entertainment	\$ 900.00
Total	\$21,871.20 (\$126.42 pp)

(Agreed Budget: \$23,880.00, previous year's expenditure \$138 per head)

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee:

- 1 GIVES consideration to reviewing the venue for this year's Christmas function;
- 2 AGREES to a list of possible dates and venues for staff to commence investigations and pre-bookings of suitable venues within the region for the 2003 Council Christmas dinner.

MOVED Cr Kenworthy, SECONDED Mayor Bombak that it be recommended that Council:

- 1 **REQUESTS a report providing options for both Joondalup Resort and Lakeside Function Centre, following award of tender for the space, for review to be presented to the next House Committee Meeting;**
- 2 **AGREES to the function remaining on a Saturday evening, most likely 6 December 2003.**

Discussion ensued regarding rotating the Council Christmas function to different venues within the City each year to support a variety of local businesses.

The Motion was Put and

CARRIED

GENERAL BUSINESS

Retiring Elected Members' Dinner

Dinner was previously scheduled by House Committee for July 2003 in line with previous year's dinner.

Staff requested to provide report to House Committee for next meeting with options for either Councillor's Dining Room/Lounge or Lakeside Function Centre.

Gifts to be suggested for retiring elected members as per policy stated budget.

DATE OF NEXT MEETING

The next meeting of the House Committee to be advised.

CLOSURE

There being no further business, the Acting Chairman declared the meeting closed at 1755 hrs.

