

# CITY OF JOONDALUP

**MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN  
CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE,  
JOONDALUP ON THURSDAY, 14 AUGUST 2003**

## **ATTENDANCE AND APOLOGIES**

### **Committee Members:**

*Mayor Carlos*

*Cr P Kimber*

*Cr C Mackintosh*

*Deputy Chairperson*

### **Officers:**

Chief Executive Officer:  
Manager, Marketing, Communications  
& Council Support Services:  
Minute Clerk:

D SMITH

M SMITH

L TAYLOR

## **APOLOGIES**

*Cr J Gollant*

*Cr G Kenworthy*

*Chairperson*

The Deputy Chairperson declared the meeting open at 1745 hrs.

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

Nil

## **CONFIRMATION OF MINUTES**

### **MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 1 JULY 2003**

**MOVED** Cr Mackintosh, **SECONDED** Cr Kimber that the Minutes of the House Committee Meeting held on 1 July 2003 be confirmed as a true and correct record.

The Motion was Put and

**CARRIED**

**ITEMS OF BUSINESS****ITEM 1 REVIEW OF THE REMAINING CIVIC FUNCTION CALENDAR OF EVENTS - [59064]****WARD - All****PURPOSE**

The purpose of this report is to reconfirm the functions for the second half of the year.

**BACKGROUND**

It will be recommended that Council continues to host the following events throughout the second half of the financial year:

<b>MONTH</b>	<b>FUNCTION</b>	<b>SCHEDULED DATE</b>
August	Strategic Plan Launch – Cocktail Function	Thurs 21st
	Retiring Councillors Dinner	Fri 22nd
	Citizenship Ceremony x 2	Wed 13 <sup>th</sup> & 27th
September	Joondalup Invitation Art Awards	Mon 1st
	BPW (Business & Professional Women) – Cocktail Function	Fri 12 <sup>th</sup>
	<b>Hospitality – Lions Appreciation</b>	(tbc)
	Rates Incentive Draw	Thurs 18 <sup>th</sup> (tbc)
	Citizenship Ceremony x 2	Wed 10 <sup>th</sup> & 17th
October	Volunteer Appreciation – (Eisteddfod & Committee, Bus Drivers, Community Education, Seniors Interests Committee)	Oct (tbc)
	<b>Hospitality Dinner – Surf Clubs</b>	(tbc)
	Citizenship Ceremony x 2	Wed 15 <sup>th</sup> & 22nd
November	Volunteer Appreciation	(tbc)
	Politician’s Lunch (state & federal)	14 <sup>th</sup> Nov
	Citizenship Ceremony x 2	Wed 5 <sup>th</sup> & 19th
	<b>Hospitality Dinner - Justices of the Peace</b>	(tbc)
	Volunteer Appreciation 6 – SES & Sea Rescue	(tbc)
December	Christmas Dinner	Sat 6 <sup>th</sup>
	Citizenship Ceremony x 2	Wed 3 <sup>rd</sup> & 17th

**ATTACHMENTS**

Nil

## VOTING REQUIREMENTS

Simple Majority

**MOVED Cr Mackintosh, SECONDED Mayor Carlos that it be recommended that the House Committee AGREES with the continuation of the civic functions scheduled for the remainder of 2003.**

Discussion ensued in relation to the scheduled events for the remainder of 2003, with Manager Marketing Communications and Council Support advising that approximately six weeks lead time is required for the setting of events and functions.

Mayor Carlos made reference to the format of luncheons held at both the Cities of Perth and Stirling and queried whether a similar format could be introduced at the City of Joondalup.

A report is to be submitted to the House Committee setting out the details of introducing a similar luncheon arrangement as those hosted by the Cities of Perth and Stirling.

**The Motion was Put and**

**CARRIED**

## **ITEM 2      2004 CIVIC FUNCTION CALENDAR OF EVENTS - [59064]**

**WARD - All**

### **PURPOSE**

The purpose of this report is to recommend that the City of Joondalup confirm the above calendar of events for 2004.

### **BACKGROUND**

It will be recommended that Council hosts the above civic functions as per previous years. The functions include fortnightly citizenships, appreciation functions for our many volunteer groups and civic lunches (JBA & Politicians).

<b>MONTH</b>	<b>FUNCTION</b>	<b>NO OF GUESTS</b>
January	Australia Day	250
February	Citizenship Ceremony x 2	300
March	Joondalup Festival Sponsor's Function	150
	Hospitality Lunch – Politicians (State & Federal)	20
	Mayor Prayer Breakfast	120
	Citizenship Ceremony x 2	300

April	<b><i>Volunteer Appreciation 1 Community Services A</i></b>	95
	Citizenship Ceremony x2	150
May	Community Art Award	200
	Hospitality Dinner – Principal 1	50
	Citizenship Ceremony x 2	300
June	Volunteer Appreciation 2 – Libraries	100
	Hospitality Dinner – Principal 2	50
	Citizenship Ceremony x 2	300
July	Volunteer Appreciation 3 - Conservation	100
	Hospitality Lunch – JBA	35
	Citizenship Ceremony x 2	300
August	<b><i>Volunteer Appreciation 4 Safer Community</i></b>	100
	Citizenship Ceremony x 2	300
September	<b><i>Hospitality – Lions Appreciation</i></b>	100
	Hospitality Politician’s Lunch (state & federal)	20
	Rates Incentive Draw	35
	Invitation Art Award	250
	Citizenship Ceremony x 2	300
October	<b><i>Volunteer Appreciation 5 – Community Services B</i></b>	110
	<b><i>Hospitality Dinner – Surf Clubs</i></b>	40
	Citizenship Ceremony x 2	300
November	<b><i>Volunteer Appreciation 6 – SES &amp; Sea Rescue</i></b>	100
	<b><i>Hospitality Dinner - Justices of the Peace</i></b>	100
	Citizenship Ceremony x 2	300
December	Christmas Dinner	100
	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
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

## ATTACHMENTS

Nil

## VOTING REQUIREMENTS

Simple Majority

**MOVED Cr Mackintosh, SECONDED Mayor Carlos that it be recommended that Council ADOPTS the proposed calendar of events for 2004.**

Discussion ensued in relation to the proposed list of functions for 2004.

It was suggested that a meeting be arranged with Mayor Carlos, Cr Kimber and appropriate church leaders within the City of Joondalup in relation to the holding of the Mayoral Prayer Breakfast.

School Liaison Officer to attend the next meeting of the House Committee for the purpose of giving an overview in relation to the Principals' Dinners.

**The Motion was Put and**

**CARRIED**

## **ITEM 3 ELECTED MEMBERS' CALLING CARDS - [59064]**

**WARD - All**

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### **PURPOSE**

For the House Committee to give consideration to elected members' calling cards.

### **BACKGROUND**

At the meeting of the House Committee held on 13 June 2002, various revised designs of corporate business cards were presented for consideration.

At that meeting it was requested that alterations be made to the proposed designs and represented to the next meeting of the House Committee.

The changes were incorporated and presented to the House Committee meeting held on 15 July 2002 where the designs were accepted and the Committee recommended to the Council the approval of the designs. The Council subsequently adopted the designs at its meeting held on 23 July 2002, copy of the adopted design is attached.

A concern has been raised about the lack of ability for elected members to leave a message with the business card.

## **DETAILS**

The revised business card made significant design changes to the business card, with the face of the card being fresh, while including the 'brand' of the City of Joondalup on the reverse. A 'brand' is a name, term, design, symbol that identifies one product or company as distinct to those of others. The City of Joondalup logo is one acquired from Landcorp, it was recognisable to the area and signifies local fauna and the design of the City's CBD.

The City has spent considerable time, effort and funds in continuing the recognition of this brand throughout its corporate marketing and publications. The placement of the logo on the reverse of the business cards continues to strengthen the brand recognition of the City.

The concern raised is where an elected member may call on a person relating to a matter, but the person is not available to meet them. It has been suggested that the logo be removed from the back and provision be made for a message to be written.

In an effort to assist those members wishing to leave a message to these people they have missed, it is suggested a standard 'calling' card be supplied. A sample is attached to the report.

The intent of this 'calling' card would allow elected members to leave it with their 'business' card and allow the person to contact them. The back of the 'calling' card has been left blank to offer the option for the elected member to leave a personalised message.

The 'calling' card is inexpensive, and would be option for those elected members desiring them.

## **COMMENT**

As previously mentioned, the City has expended considerable effort in building its brand, and the adopted design of the business card for the organisation strongly builds on that.

If elected members were to alter their business cards, it would detract from the efforts previously built in this brand recognition and differ from the agreed corporate standard. The proposed 'calling' cards are inexpensive, and a viable option to those elected members who need it.

## **ATTACHMENTS**

Sample of 'calling card'

## **VOTING REQUIREMENTS**

Simple Majority

**MOVED Cr Kimber, SECONDED Mayor Carlos that the House Committee recommends to Council that it:**

- 1 REAFFIRMS its decision of 23 July 2002 (CJ171-07/02) endorsing Option 1 as the business cards for elected members;**
- 2 ADOPTS the ‘calling’ card concept as attached to this Report.**

Discussion ensued.

**The Motion was Put and**

**CARRIED**

## **GENERAL BUSINESS**

### **Town and Gown Conference**

Mayor Carlos advised he had recently attended this conference and queried whether any follow up action had been taken. He believed a meeting should be convened of all interested parties to better understand the City’s assets.

### **Dignitaries in Attendance at Council Meetings**

Cr Kimber raised the suggestion of acknowledging dignitaries seated in the public gallery prior to the commencement of a Council meeting.

### **Distribution of Rate Notices**

Mayor Carlos advised he has received calls from irate residents who have recently received their rate notices.

Chief Executive Officer advised a standardised Question and Answer list was being prepared to assist staff in dealing with calls. This could be provided to elected members.

It was requested that elected members record the names and addresses of those persons they receive calls from in relation to rate notices.

## **DATE OF NEXT MEETING**

The next meeting of the House Committee to be advised.

## **CLOSURE**

There being no further business, the Deputy Chairperson declared the meeting closed at 1820 hrs.