

## CITY OF JOONDALUP

MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN  
CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE,  
JOONDALUP ON WEDNESDAY, 26 NOVEMBER 2003

### ATTENDANCE AND APOLOGIES

#### Committee Members:

*Cr J Gollant*                      *Chairperson*  
*Mayor Carlos*                *from 1705 hrs*  
*Cr C Mackintosh*  
*Cr C Baker, deputising for Cr Kimber*

#### Observer:

*Cr J Hollywood*                *from 1705 hrs to 1725 hrs*

#### Officers:

Manager, Marketing Communications & Council Support:	B ROMANCHUK
Marketing Co-ordinator:	V ADDISON
Marketing Co-ordinator:	M FARRELL
Minute Clerk:	L TAYLOR

### APOLOGIES

*Crs Kimber and Kenworthy*  
*Mr Denis Smith, Chief Executive Officer*

The Chairperson declared the meeting open at 1702 hrs.

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

Nil

### CONFIRMATION OF MINUTES

#### MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 14 OCTOBER 2003

MOVED Cr Mackintosh, SECONDED Mayor Carlos that the Minutes of the House  
Committee Meeting held on 14 October 2003 be confirmed as a true and correct record.

The Motion was Put and

CARRIED

## **WELCOME**

Cr Gollant introduced and welcomed Melissa Farrell, who has recently been appointed to the position of Marketing Co-Ordinator. Melissa replaces Vanessa Addison, who is leaving the City to take up a position with Edith Cowan University.

## **ITEMS OF BUSINESS**

### **ITEM 1 APPRECIATION FUNCTIONS 2004**

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#### **PURPOSE**

The purpose of this report is to reconfirm the appreciation functions for 2004 and give consideration to an Elected Member Community Appreciation function in 2004.

#### **EXECUTIVE SUMMARY**

It will be recommended that Council reconfirms the Appreciation functions for 2004 and considers hosting an Elected Member Community Appreciation function.

#### **BACKGROUND**

As part of the previously agreed Civic Function Calendar for 2004 the City will host a series of Volunteer Appreciation functions during 2004.

It has been suggested that an Elected Member appreciation function be added to the Calendar of Events where Elected Members nominate Community Members who have made a significant contribution to the Joondalup Community to be recognized.

#### **DETAILS**

The current list of Appreciation functions are outlined below:

<b>FUNCTION</b>	<b>MAX. NO OF GUESTS</b>
Joondalup Festival Sponsor's Function	150
Volunteer Appreciation 1 - Community Services A	95
Citizenship Ceremony x2	150
Community Art Award	200
Hospitality Dinner – Principal 1	50
Volunteer Appreciation 2 – Libraries	100
Hospitality Dinner – Principal 2	50

Volunteer Appreciation 3 - Conservation	100
Volunteer Appreciation 4 - Safer Community	100
Hospitality – Lions Appreciation	100
Volunteer Appreciation 5 – Community Services B	110
Hospitality Dinner – Surf Clubs	40
Volunteer Appreciation 6 – SES & Sea Rescue	100
Hospitality Cocktail Function - Justices of the Peace	100

Whilst these events cover a broad spectrum of volunteer groups and community leaders there is currently no function allocated for Elected Members to nominate other community members outside the specific areas noted above.

It is proposed that a function of approximately 100 guests is suitable for a Cocktail function for two (2) hours in the Councillor's Lounge.

House Committee may wish to also consider consolidating some of the Volunteer Appreciation functions in order to make the inclusion of an Elected Member Appreciation Function more cost effective.

#### COMMENT/FUNDING

The total cost of a Cocktail Function for 100 guests averages at approximately \$15 per head, total \$1,500.

Should Council agree to an additional Elected Member appreciation function the costs would be charged to the operational Civic Functions budget.

#### VOTING REQUIREMENTS

Simple Majority

**OFFICER'S RECOMMENDATION:** That the House Committee AGREES to:

- 1 the list of volunteer & community group appreciation functions;
- 2 the hosting of an elected member community appreciation function;
- 3 associated costs to be covered by the civic functions budget.

**MOVED** Cr Baker, **SECONDED** Cr Mackintosh that the House Committee AGREES to:

- 1 the list of volunteer & community group appreciation functions;
- 2 associated costs to be covered by the civic functions budget;

- 3 future invitation lists for specific functions being circulated to members of the House Committee for approval prior to invitations being sent out.

Extensive discussion ensued in relation to the appreciation functions held by the City, the formatting of such functions and databases in respect of guest lists. It was suggested it may be appropriate that certain functions be combined, with invitations being given to volunteers from different community groups.

*During discussion, Mayor Carlos and Cr Hollywood entered the Room at 1705 hrs.*

Mayor Carlos requested that the appreciation function for the Lions be combined with invited guests from the various branches of Rotary groups.

In so far as functions for 2004, it was felt appropriate that the members of the House Committee have more input into the formulation of guest lists and review guest lists from 2003.

The Motion was Put and

CARRIED

*Cr Hollywood left the Room at 1725 hrs.*

## ITEM 2 ELECTED MEMBER HOSPITALITY LUNCHEONS – [59064]

WARD - All

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### PURPOSE

The purpose of this report is to outline details of the hosting of Elected Member Hospitality Luncheons.

### EXECUTIVE SUMMARY

It has been previously agreed that House Committee should schedule Elected Member Hospitality Luncheons on a trial basis providing Elected Members the opportunity to host luncheons with local stakeholders and community leaders.

### BACKGROUND

It was previously agreed with Council that Elected Members be provided with the opportunities to host three hospitality lunches commencing March 2003 as a trial to establish the viability and format for future functions on a regular basis.

## DETAILS

It has been agreed by Council that the City will trial three Hospitality Luncheons between the months of March and September 2004, comprising the Mayor and five Elected members on a roster system. It is proposed that three dates be set in line with the Civic Functions Calendar and that each Elected member be nominated in advance for one of the set dates.

Each Elected Member will host a table at their allocated luncheon with room for four (4) guests each. This number is based on previously agreed maximum of 30 people. The tables and room does have capacity to be expanded to seat six tables of eight people in total.

Sample Lunch Menu for consideration:

### Main Course & Dessert

Grilled fish served with in season vegetables & fresh garden salad  
Fresh Fruit Salad served with Chantilly Cream and Caramel Sauce  
Selection of three cheeses with crackers  
Tea/or freshly brewed coffee with mints

## COMMENT/FUNDING

Based on total of 30 people

**TOTAL ESTIMATE    \$ 31.00 per guest            \$930 per luncheon**

## VOTING REQUIREMENTS

Simple Majority

**OFFICER'S RECOMMENDATION:** That the House Committee:

- 1        approves to hosting trial elected member hospitality luncheons on a scheduled basis;
- 2        agrees to the format and budget of the hospitality luncheons.

**MOVED** Mayor Carlos, **SECONDED** Cr Mackintosh that consideration of the hosting of Elected Member Hospitality Luncheons be **DEFERRED** to the next meeting of the House Committee.

**The Motion was Put and**

**CARRIED**

### ITEM 3                      FINALISATION OF CITY CHRISTMAS FUNCTION 2003 – [59064]

WARD - All

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#### PURPOSE

To provide a status update and finalize details for the City Christmas function for 2003.

#### EXECUTIVE SUMMARY

The final format for speeches and invitations for the Christmas Function is to be agreed upon.

#### BACKGROUND

Bookings for the 2003 Council Christmas Dinner have been carried out with a number of items remaining for discussion. Joondalup Resort allowed the City to reduce booking numbers to 120 without incurring cancellation charges. Should numbers fall below this level negotiations on charges will need to be discussed with the Resort.

An up-to-date report on invitations and RSVPs received to date will be provided at House Committee meeting to ensure accuracy and timeliness of information.

#### DETAILS

##### Invitations:

An up-to-date list of RSVPs received to be tabled at the House Committee Meeting. Dependent upon RSVP numbers received, the House Committee may wish to extend substitute invitations.

It has also been proposed by Cr Baker that an invitation be extended to the inaugural Mayor John Bombak and his wife. This request has been submitted as a Notice of Motion for the 2 December 2003 Council Meeting.

##### Evening Format:

It has been previously agreed that the program for the evening proceed as follows however a number of speakers are still to be nominated;

Master of Ceremonies	-	tbc
Toast of Welcome	-	Mayor Don Carlos
Loyal Toast	-	Deputy Mayor Cr John Hollywood JP

Grace - tbc  
 Entrée  
 Main Course  
 Christmas Address - Mayor Don Carlos  
 Response by a Member of Parliament to be determined by the House Committee  
 Dessert & Coffee

#### Christmas Gifts:

It is suggested that Christmas gifts are provided in the form of gourmet Christmas Chocolates for all guests to reduce expenditure on this item. This will equate to approx \$9 per guest, a total \$1,080 based on 120 guests.

#### **COMMENT/FUNDING**

Dependant upon RSVP numbers received prior to House Committee, Council may wish to extend substitute invitations for those that have declined.

Up-to-date comment regarding numbers and possible penalties from the Resort for reduced numbers will be provided by Officers at the meeting.

#### **VOTING REQUIREMENTS**

Simple Majority

**MOVED** Cr Mackintosh, **SECONDED** Cr Gollant that the House Committee **AGREES** to:

- 1 the final invitation list for the 2003 Council Christmas dinner;
- 2 the proposed format and guest speakers for the evening.

Discussion ensued.

It was suggested that the format of Christmas functions be reviewed, with a view to members of the House Committee in conjunction with administrative staff, formalising guidelines to determine the setup for Christmas functions that the City may host in the future.

It was felt appropriate that those Councillors who were inviting guests, be in attendance to act as host of their table for the evening.

The following suggestions were made in relation to the format for the evening.

Master of Ceremonies  
 Grace

Cr Gollant  
 Cr Brewer

Response by a Member of Parliament to be  
determined by the House Committee

Mal Washer

In the event of Cr Hollywood being unable to attend, it was suggested that Cr Prospero perform the Loyal Toast.

**The Motion was Put and**

**CARRIED**

## **GENERAL BUSINESS**

### **2004 Christmas Function**

It was requested that alternative formats be considered in relation to the 2004 Christmas function.

### **Costing for Functions**

Mayor Carlos requested that the House Committee look at the total costings for all functions to be held during 2004, including anticipated ratepayer/resident guests to be invited to those functions.

### **Staffing at Functions**

Cr Gollant raised concerns in relation to undue pressure placed on Council staff during recent functions held by the City.

It was requested that these matters be addressed, including staffing requirements, with a view to looking at ways of better managing future functions.

## **DATE OF NEXT MEETING**

The next meeting of the House Committee to be advised.

## **THANKS**

Cr Gollant thanked Vanessa for her past contributions as Marketing Co-ordinator to the City and on behalf of the House Committee wished her well for her future endeavours at Edith Cowan University.

## **CLOSURE**

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