

# CITY OF JOONDALUP

## MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 14 OCTOBER 2002

### ATTENDANCE AND APOLOGIES

#### Committee Members:

*Cr A Walker - Chairman*  
*Mayor J Bombak*  
*Cr P Kimber*  
*Cr G Kenworthy*                    *from 1713 hrs*

#### Officers:

Chief Executive Officer:                    D SMITH  
Marketing Co-ordinator:                    V ADDISON  
Minute Clerk:                                L TAYLOR

### APOLOGIES

Nil

#### Leave of Absence already approved:

Cr Hurst                    12.10.02 - 19.10.02

The Chairman declared the meeting open at 1705 hrs.

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

Nil

### CONFIRMATION OF MINUTES

#### MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 15 JULY 2002

**MOVED** Mayor Bombak, **SECONDED** Cr Kimber that the Minutes of the House Committee Meeting held on 15 July 2002 be confirmed as a true and correct record.

The Motion was Put and

**CARRIED**

## ITEMS OF BUSINESS

### ITEM 1 COUNCIL CHRISTMAS FUNCTION 2002 – [59064]

WARD - All

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#### PURPOSE

The purpose of this report is to outline details for, and seek Committee's approval of, the guest list, format and organisation of the 2002 Council Christmas Dinner.

#### EXECUTIVE SUMMARY

The date and venue for the Christmas function hosted by Mayor and Councillors of the City is Saturday 7 December, 2001 at the 'terrace' of the Joondalup Resort as agreed to at Council Meeting – 23 July 2002.

The following is provided to verify details concerning this year's dinner.

#### BACKGROUND

In previous 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, education, media & sport) along with key community representatives invited by elected members.

The 2001 dinner was held at Lakeside Function Centre with catering provided by Spicer's catering, entertainment, decoration and gifts for all invited guests (small bottle of Baileys and chocolates). There were 133 guests with total evening costs being \$18 335.65 (averaging \$138 per head)

It has previously been agreed that the 2002 Council Christmas dinner would be held at the Joondalup Resort on Saturday 7 December, 2002.

#### DETAILS

It is recommended that the 2002 Christmas Dinner for the City of Joondalup follow the preceding format:

##### *Potential Guest List:*

Venue limited to maximum 200 guests seated with Dance Floor/Stage and 20 tables of 10 guests each.

- Mayor, Councillors, Chief Executive Officer, Directors and their partners. (38)
- Each Councillor to be permitted to invite 3 guests and their partners from the community (84)
- The Mayor may invite 6 guests and their partners (12)

- Elected heads of Council and Chief Executive Officers from the Cities of Wanneroo, Stirling, Bayswater, Swan & Rockingham, Towns of Cambridge, Victoria Park & Vincent and the Shire of Gingin. (36)
- Premier and Members of State and Federal Parliament, both lower and upper houses, with offices or electorates encompassing part of the district of the City of Joondalup, and their partners (26)
- Major Stakeholders of the region from business, education, health and sport and their partners, invites to be finalised and approved by Mayor & CEO. (40)

Total number of potential invitations including partners: 236

### *Evening Format*

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

7.00pm		Pre-dinner drinks & canapés Poolside
7.30pm		Move into Terrace for seating and make menu selections
Toast of Welcome	-	Mayor John Bombak JP
Loyal Toast	-	Deputy Mayor, Cr Judi Hurst
Grace	-	Mrs Kerry Bombak
Entrée served		
Main Course		
Christmas Address	-	Mayor John Bombak JP
Response	-	Local Stakeholder (to be nominated by House Committee)
Dessert/Coffee		

### *Menu*

A set menu offering 2 choices per course is proposed as follows:

Canapés	with Poolside pre dinner drinks
Entrée:	Individual Seafood Platter <u>or</u> Antipasto Garden & Caesar Salad on Tables
Main Course	Roast Turkey with Honey Baked Ham served with herb roasted potatoes with seasonal root vegetables <u>or</u> Char-grilled Salmon served with artichoke mash, asparagus and prawn bisque
Dessert	Plum Pudding <u>or</u> Fruit Salad
Coffee / Tea	Served with Fruit Mince Pies

Beverages	White wine:	Joondalup Resort Chardonnay *
	Red wine:	Joondalup Resort Cabernet Merlot *
	Sparkling:	Joondalup Sparkling *
	Beers on tap:	VB (full strength) Carlton Mid Strength
	Soft drink:	Various either by glass or jugs for tables
	Juices:	Various either by glass or jugs for tables
	Water:	Jugs and glasses on tables at all times

All alcoholic beverages are personally served by waiters – not left on table

*\* Wines provided by Houghtons and Lindermans*

### *Christmas Gifts*

Christmas gifts to be presented on table upon arrival for all guests as per 2001. (previously agreed by Council)

- Small bottle of Baileys for men
- Box of Specialty Chocolates for ladies

### *Entertainment*

Suitable entertainment will be sourced and booked by Marketing Services. The band will be requested to play jazz style / soft music over dinner as well as livelier dance music later in the evening.

### **Financial Implications:**

Approximate total budget based on 200 guests in attendance:

Joondalup Resort catering, venue, dance floor etc:	\$15,000
Beverages on Consumption Basis	\$ 2,000
Theming / decorations / table centrepieces (to keep)	\$ 3,000
Gifts (Baileys and chocolates)	\$ 3,000
Entertainment	\$ 880
<b>Total</b>	<b>\$23,880</b>

***(\$119.40 per head)***

### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the House Committee agrees to:

- 1 the hosting of the 2002 Christmas Dinner on 7 December 2002 at the Joondalup Resort Terrace for 200 guests at an estimated cost of \$85 per head to be charged to Account 11 05 05 051 3799 0001;
- 2 give consideration to revising the proposed guest list provided to ensure attending numbers do not exceed 200;
- 3 the proposed format and menu for the evening;
- 4 Marketing Services booking appropriate entertainment for the evening.

**MOVED Cr Kimber, SECONDED Mayor Bombak that it be recommended that Council AGREES to:**

- 1 the hosting of the 2002 Christmas Dinner on 7 December 2002 at the Joondalup Resort Terrace for 200 guests at an estimated cost of \$85 per head to be charged to Account No 11 05 05 051 3799 0001;**
- 2 the revised guest list:**
  - **Mayor, Councillors, Chief Executive Officer, Directors and their partners;**
  - **Each Councillor to be permitted to invite 3 guests and their partners, from the community;**
  - **The Mayor may invite 6 guests and their partners;**
  - **Elected heads of Council and Chief Executive Officers from the Cities of Wanneroo, Stirling, Bayswater, Perth, Swan & Rockingham, Towns of Cambridge, Victoria Park & Vincent, Shires of Gingin and Cue, and the CEO of the Mindarie Regional Council;**
  - **Premier and Members of State Parliament, both lower and upper houses, with offices or electorates encompassing part of the district of the City of Joondalup, and their partners;**
  - **Major Stakeholders of the region from business, education, health and sport and their partners, invitations to be finalised and approved by Mayor & CEO.**
- 3 the proposed format and menu for the evening;**
- 4 Marketing Services booking appropriate entertainment for the evening.**

Discussion ensued in relation to proposed guest list, including the following suggestions:

Deletion of Federal Parliamentarians

Inclusion of:

Lord Mayor and Chief Executive Officer of City of Perth

Mr Kevin Poynton, Chief Executive Officer – Mindarie Regional Council

List of stakeholder invitees to be revised

It was suggested the following people be considered as appropriate persons to deliver the response:

Millicent Poole, Vice Chancellor – Edith Cowan University  
Superintendent Ian Calderwood, APM – North West Metropolitan District Office  
Superintendent Mal Shervill – Principal-in-Charge, WA Police Service, Joondalup Police Academy

The committee agreed to the evening's entertainment in the form of the group "Rewind" at a cost of \$880.

**The Motion was Put and**

**CARRIED**

*Cr Kenworthy entered the Room at 1713 hrs.*

## **ITEM 2 2002 CHRISTMAS CARDS AND HAMPERS – [59064]**

**WARD - All**

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### **PURPOSE**

The purpose of this report is request direction on the production and numbers for 2002 Christmas cards and budget for Council Christmas Hampers.

### **EXECUTIVE SUMMARY**

It is proposed that Council arrange Christmas cards for community and stakeholders, as well as hampers and gifts for elected members and their partners as in previous years.

### **BACKGROUND**

In previous years, the City designed customised Christmas cards and provided 50 to each elected member and stocks to CEO, Directors and senior staff. Alternative options have been proposed to purchase charity-based cards in 2002.

In addition, in 2001 Christmas hampers were presented to each elected member as a Christmas gift as well as a gift for each elected member's partner.

### **DETAILS**

#### *Christmas Cards*

Based on 50 cards per elected members and stocks for CEO, Directors and Senior Staff, it is anticipated that the City will require 1,000 cards for 2002.

#### *Option 1: Purchase Pre-printed Cards from Charity Organisation*

For example 'Mouth and Foot Painting Artists Pty Ltd.' can supply 1,000 cards for \$800.

*Option 2: Design customised City of Joondalup Cards*

Customised cards designed by the graphics team depicting a recognisable Joondalup image and printed to DL size for use in City envelopes. Estimated cost of printing \$850 - \$900.

*Elected Member's Christmas Gifts*

Christmas hampers presented in 2001 to each elected member were to the value of \$120, as well as a gift to the value of \$30 for each elected member's partner.

The content of the hampers included:

- Choice of ham or turkey
- Choice of red wine, white wine or champagne
- Other contents as determined by the Council Steward

**COMMENT/FUNDING**

Both the Christmas Cards and Gifts have been items presented in previous years and funds are available in the 2002/03 budget for this purpose.

Total costs for the Xmas Cards should not exceed \$900, with gifts budgeted at \$2,250 in total.

**VOTING REQUIREMENTS**

Simple Majority

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

- 1 AGREES to the purchase of 1,000 Christmas cards for 2002, with 50 provided to each elected member and the remaining (250) provided to Directors and senior staff.
- 2 DETERMINES the choice of Christmas card from the options provided:

*Option 1: Pre-printed Cards from Charity Organisation*

*Option 2: Customised City of Joondalup Cards*

- 3 AGREES that each elected member be presented with a Christmas Hamper with choices of food and beverages to the value of \$120 each and each elected members' partner be presented with a gift to the value of \$30 with associated costs being charged to Account No 11 05 05 051 3799 0001.

**MOVED Cr Kimber, SECONDED Cr Kenworthy that it be recommended that Council AGREES:**

- 1** to the purchase of 1,000 Christmas cards for 2002, with 50 provided to each elected member and the remaining (250) provided to Directors and senior staff.
- 2** on *Option 2: Customised City of Joondalup Christmas Cards*, with two versions of wording as follows:
  - (a)** *Very Best Wishes for the Festive Season and a Prosperous New Year  
from  
the Mayor, Councillors and Staff of the City of Joondalup*
  - (b)** *Very Best Wishes for the Festive Season and a Prosperous New Year*
- 3** that each elected member be presented with a Christmas Hamper with choices of food and beverages to the value of \$150 each with associated costs being charged to Account No 11 05 05 051 3799 0001.

Discussion ensued.

**The Motion was Put and**

**CARRIED**

**ITEM 3 CIVIC FUNCTION CALENDAR FOR 2003 – [59064]**

**WARD - All**

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**PURPOSE**

The purpose for this report is to approve the proposed City of Joondalup Civic Function calendar for 2003.

**EXECUTIVE SUMMARY**

It will be recommended that Council host a series of civic functions, including various hospitality and community appreciation functions, as in previous years, beginning January 2003.



## BACKGROUND

The hosting of various types of hospitality and appreciation functions has traditionally been considered a key role of the Council. A summary of functions held, or scheduled to be held, in 2002 is detailed below:

Major Event Functions	inc. Australia Day, Art Awards, Rates Incentive Draw, Lion's Club, ECU Conference Welcomes
Hospitality Dinners Rescue	inc. Principals, Surf Clubs, JPs, Politician's SES & Sea
Volunteer Functions	inc. Libraries, Conservation, Community Services & Safer Community
Launches	of various programs, projects, etc.
Appreciation/Stakeholder	inc. Festival Sponsor's Function and ECU Dinner

## DETAILS

As with previous years, it is proposed that both functions be held in the Councillor's Lounge and Dining Room due to the numbers and catering requirements.

Each function guest list would include guests and their partners, all elected members and City directors and relevant senior staff, and relevant stakeholders or program sponsors where appropriate.

In order to commence planning and invitation lists for the functions it is proposed that the following calendar of events be adopted:

### Proposed Civic Functions 2003

Month	Function	No. of Guests
January	Australia Day	250
February	Hospitality Dinner - Utilities	35
	Citizenship Ceremony x 2	300
March	Joondalup Festival Sponsor's Function	150
	Hospitality Lunch – Politicians (State & Federal)	20
	Citizenship Ceremony x 2	300
April	<i>Volunteer Appreciation 1 Community Services A</i>	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
	Retiring Councillors Dinner	60
	Citizenship Ceremony x 2	300
August	<i>Volunteer Appreciation 4 Safer Community</i>	100
	Citizenship Ceremony x 2	300
September	Hospitality – Lions Appreciation	100
	Hospitality Politician's Lunch (state & federal)	20
	Invitation Art Award	250
	Citizenship Ceremony x 2	300
October	<i>Volunteer Appreciation 5 – Community Services B</i>	110
	Rates Incentive Draw	35
	Hospitality Dinner – Surf Clubs	40
	Citizenship Ceremony x 2	300
November	Volunteer Appreciation 6 – SES & Sea Rescue	100
	Hospitality Dinner - Justices of the Peace	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

### Financial Implications:

The following are approximate catering costs (food and drinks only) to host each of the functions:

Dinners	Hospitality	\$50 per person
Lunches	Working Lunches	\$35 per person
	Hospitality	
Cocktail Style Functions	Appreciations	\$10 per person (internal)
	Major Events	\$20 per person (external)
Citizenships	Morning/Afternoon Teas	\$5 per person

### COMMENT

The proposed calendar of Civic Functions for 2003 ensures a more manageable spread of events over the 12 months than in 2002 whilst still maintaining the number of functions hosted by Council. By starting off with hospitality / appreciation functions in February we can ensure Council are maintaining relationships with all key community groups and stakeholders.

## VOTING REQUIREMENTS

Simple Majority

**MOVED Cr Kimber, SECONDED Cr Kenworthy that it be recommended that Council AGREES to the series of civic functions listed for 2003 as detailed in this Report.**

**The Motion was Put and**

**CARRIED**

## **ITEM 4 MAYORAL PRAYER BREAKFAST – [45514] [63533]**

**WARD - All**

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### **PURPOSE**

To seek endorsement for the staging of an inaugural Mayor Prayer Breakfast.

### **SUMMARY**

A proposal has been presented to the City to stage an inaugural annual Mayoral Prayer Breakfast, in conjunction with the City of Joondalup Churches Association. Such an event would allow civic and religious leaders to meet for fellowship and prayer. It is recommended that the event be held on Friday, 28 February 2003 at Lakeside Function Centre and that a sponsor be sought to assist with the funding of the event.

### **BACKGROUND**

A proposal has been presented by the City of Joondalup Churches Association to the City to host an inaugural annual Mayoral Prayer Breakfast. The breakfast is proposed to be an occasion where civic and religious leaders meet for fellowship and prayer. The breakfast would be of similar format to the annual Governor's breakfast.

Two preliminary meetings have been held between representatives of the City of Joondalup Churches Association and the City to discuss the proposal.

### **DETAILS**

It is suggested that it be held at the Lakeside Function Centre on Friday, 28 February 2003, commencing at 7.30 am. The breakfast will contain an invitation list of approximately 220, split on a 50/50 basis between the City of Joondalup Churches Association and the City of Joondalup.

Mr Graham Mabury has been tentatively approached as the guest speaker, with a draft proposed format being as follows:

- Readings from the Old and New Testaments
- Key note address by His Worship the Mayor
- Prayer Time
- Breakfast
- Address by Graham Mabury (tentative)
- Adjourn

It is estimated that the cost per head for the breakfast would be \$21.50.

#### **COMMENT**

A Mayoral Prayer Breakfast presents an opportunity for civic and religious leaders to come together. If the proposed inaugural Mayoral Prayer Breakfast is successful, it is suggested that the event becomes a regular civic function.

In order to assist with the funding of the function, it is suggested that a sponsor, possibly a key stakeholder, be sought.

#### **VOTING REQUIREMENTS**

Simple Majority

**MOVED Cr Kimber, SECONDED Cr Kenworthy that it be recommended that:**

**1 Council AGREES to:**

- (i) the holding of an inaugural Mayoral Prayer Breakfast, in conjunction with the City of Joondalup Churches Association, to be held on 28 February 2003 at the Lakeside Function Centre;**
- (ii) approach suitable organisations inviting sponsorship for the Mayoral Prayer Breakfast;**

**2 the costs for the Mayoral Prayer Breakfast in (1) above at an estimated cost of \$21.50 per head be charged to Account No 11.05.05.053.4111.0001;**

Discussion ensued, with Mayor Bombak giving an overview of the recent discussions that had taken place with the Churches Association.

**The Motion was Put and**

**CARRIED**

**GENERAL BUSINESS****Elected Members' Lounge**

Cr Kimber requested that 6-8 bar stools with foot rests be provided for the elected members' bar area.

Concerns were also raised that the width of the bar top was too narrow and required to be extended, both internally and externally. It was suggested that the new top be of granite construction.

A request was also made that a brass foot rail be installed.

Chief Executive Officer advised that the issue could be considered as part of the half yearly budget review.

**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 1750 hrs.