



**TAMALA PARK**  
Regional Council

## **Meeting of Council**

### **Minutes**

**Thursday 13 August 2015, 6:00pm**  
**City of Wanneroo**  
**23 Dundebur Road, Wanneroo**

TAMALA PARK  
REGIONAL COUNCIL  
(TPRC)  
COMPRISES THE  
FOLLOWING  
COUNCILS:

Town of Cambridge  
City of Joondalup  
City of Perth  
City of Stirling  
Town of Victoria Park  
City of Vincent  
City of Wanneroo

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**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>	<b>ALTERNATE MEMBER</b>
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr John Chester Cr Tom McLean	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Mayor Giovanni Italiano JP (Chairman) Cr David Michael Cr Terry Tyzack Cr Rod Willox AM JP	Cr Elizabeth Re
Town of Victoria Park	Mayor Trevor Vaughan (Deputy Chairman)	
City of Vincent	Mayor John Carey	
City of Wanneroo	Cr Dianne Guise Cr Brett Treby	Cr Frank Cvitan Cr Hugh Nguyen

**PRESENT**

<b>Chairman</b>	Cr Giovanni Italiano
<b>Councillors</b>	Cr John Carey Cr Louis Carr Cr John Chester Cr Janet Davidson Cr Diane Guise Cr Tom McLean Cr David Michael (arrived 6.03pm) Cr Elizabeth Re Cr Brett Treby Cr Rod Willox
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator)
<b>Apologies</b>	Cr Terry Tyzack Cr Trevor Vaughan Ms Vickie von Stieglitz (Executive Assistant)
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Nigel Satterley (Satterley Property Group) (left meeting at 6:25pm) Mr Kim Lawrence (Satterley Property Group) Mr Brenton Downing (Satterley Property Group) Mr Aaron Grant (Satterley Property Group) Mr Tony Aleksovski (Satterley Property Group)
<b>Councils' Advisors Apologies</b>	Mr Len Kosova (City of Vincent) Mr Gary Stevenson (City of Perth) Mr Anthony Vuleta (Town of Victoria Park) Mr Stuart Jardine (City of Stirling) Mr Jason Buckley (Town of Cambridge)
<b>Councils' Advisors in Attendance</b>	Mr Garry Hunt (City of Joondalup) Ms Noelene Jennings (City of Wanneroo) Mr Jason Lyon (Town of Cambridge) Mr Ross Povey (City of Stirling) Mr Rick Lotznicker (City of Vincent)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

Chairman declared the meeting open at 6:00pm.

**DISCLOSURE OF INTERESTS**

Nil

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Apologies were received from Cr Tyzack and Cr Vaughan.

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 18 June 2015*

Moved Cr McLean, Seconded Cr Willox.

**That the minutes of the Ordinary Meeting of Council of 18 June 2015 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.**

The Motion was put and declared CARRIED (10/0).

**BUSINESS ARISING FROM MINUTES**

Nil

**6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)**

Nil

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Item 9.21 CEO Annual Performance Review for 2014/2015 – Appointment of Consultant.

## 8. REPORTS OF COMMITTEES

Management Committee Meeting – 30 July 2015

*Cr Willox – Chairman Management Committee advised that Items 9.1 and 9.4 - 9.10 had been considered by the Management Committee at its meeting of 30 July 2015 and were recommended to Council.*

Audit Committee Meeting – 6 August 2015

*Cr McLean – Chairman Audit Committee advised that Items 9.11 - 9.18 had been considered by the Audit Committee at its meeting of 6 August 2015. He also noted that the TPRC Auditor had attended the Audit Committee meeting to discharge the statutory obligation for the Auditor to meet with the Local Government at least once per annum. The Auditor had indicated that the majority of assessment for the financial year ending 30 June 2015 had been completed and there were no adverse comments or any adverse findings.*

*Cr Michael arrived during discussion on this Item (6:03pm).*

## 9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.21)

### 9.1 BUSINESS REPORT – PERIOD ENDING 6 AUGUST 2015

Moved Cr Willox, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council RECEIVE the Business Report to 6 August 2015.**

The Motion was put and declared CARRIED (11/0).

### 9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2015

Moved Cr Re, Seconded Cr Guise.

[The recommendation in the agenda]

**That the Council RECEIVE and NOTE the Statements of Financial Activity for the months ending:**

- **31 May 2015; and**
- **30 June 2015.**

The Motion was put and declared CARRIED (11/0).

### 9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2015

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

**That the Council RECEIVE and NOTE the list of accounts paid under Delegated Authority to the CEO for the months of March and April 2015:**

- **Month ending 31 May 2015 (Total \$513,135.20)**
- **Month ending 30 June 2015 (Total \$19,037,188.39)**
- **Total Paid - \$19,550,323.59**

The Motion was put and declared CARRIED (11/0).

#### **9.4 PROJECT FINANCIAL REPORT – JUNE 2015**

Moved Cr McLean, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council RECEIVE the Project Financial Report (June 2015) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (11/0).

#### **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 6 AUGUST 2015**

Moved Cr Chester, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council RECEIVE the Sales and Settlement Report to 6 August 2015.**

The Motion was put and declared CARRIED (11/0).

*Mr Satterley left the meeting following discussion on this Item (6:25pm).*

#### **9.6 REVIEW OF SUSTAINABILITY INITIATIVES PLAN**

Moved Cr Chester, Seconded Cr McLean.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVE the Catalina Sustainability Initiative Plan Annual Review and Reporting (22 July 2015) prepared by the Satterley Property Group.**
- 2. APPROVE the continuation of the following sustainability initiatives and budget:**



SUSTAINABILITY INITIATIVE	APPROVED BUDGET
Third Pipe (non potable water supply system) / Share Bore	\$2,500 per lot
Waterwise Landscape Package	\$5,500 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,000 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$1,000 per lot

3. **REQUEST the Satterley Property Group to prepare a report on the Shared Bore Trial for October 2015 for Council’s consideration.**
4. **APPROVE the provision of fibre optic services by NBN Co. in Stages 1-18, with the provision of fibre optic services beyond Stage 18 being the subject of a separate report by the Satterley Property Group on the fibre optic service provider for Catalina Beach and Catalina Grove.**
5. **APPROVE the review of the Design Guidelines, with a report being provided to Council by December 2015.**
6. **APPROVE the continuation of the existing landscape initiatives including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems.**
7. **APPROVE the continuation of the existing bulk earthworks and civil works initiatives for fauna and flora relocation and that the sewer infrastructure in the Catalina Beach Precinct and drainage storage systems initiatives be further investigated.**
8. **APPROVE the continuation of small lot and Medium Density Housing opportunities in accordance with the Catalina Built Form and Housing Strategy (September 2013).**
9. **ACCEPT that Satterley Property Group has achieved Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year.**

The Motion was put and declared CARRIED (11/0).

#### 9.7 REVIEW OF CATALINA RISK MANAGEMENT PLAN

Moved Cr Chester, Seconded Cr Michael.

[The recommendation in the agenda]

**That the Council:**

1. **APPROVE the Risk Management Plan (July 2015) prepared by the Satterley Property Group.**

2. **REQUIRE the Satterley Property Group to continually review and update the Risk Management Plan (July 2015) and report to Council annually.**
3. **ACCEPT that the Satterley Property Group has achieved Key Performance Indicator 2.12 requiring an Annual review of the Project Risk Management Plan by May each year.**

The Motion was put and declared CARRIED (11/0).

#### **9.8 CATALINA LOCAL EMPLOYMENT HUB**

Moved Cr Re, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

1. **RECEIVE the report on a Local Employment Hub at Catalina prepared by the Satterley Property Group (dated 22 July 2015).**
2. **REQUEST the Satterley Property Group to review the possibility of facilitating a Local Employment Hub within the Catalina Eastern Precinct when development proceeds within the Precinct.**

The Motion was put and declared CARRIED (11/0).

#### **9.9 CATALINA HOUSING AND BUILT FORM STRATEGY**

Moved Cr Willox, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council:**

1. **APPROVE the Catalina Housing and Built Form Strategy (May 2015) submitted by the Satterley Property Group, for strategic guidance in delivering housing and built form outcomes within the Catalina Project.**
2. **DETERMINE that the Key Performance Indicator Item 2.9, completion of an Annual Review of Housing and Built Form Strategy by June 2015, has been met.**
3. **ADVISE the Satterley Property Group that following consideration of the Integrated Urban Design Study for the Eastern Precinct by the Council the Catalina Housing and Built Form Strategy (May 2015) will need to be reviewed.**
4. **ADVISE the Satterley Property Group that there have been limited outcomes in relation to built form associated with Innovation, Aged Housing, Adaptable Housing and Mixed-Use and that these activities require consideration and direct strategies for implementation during 2015/2016.**

The Motion as amended was as follows:

**That the Council:**

1. **APPROVE** the Catalina Housing and Built Form Strategy (May 2015) submitted by the Satterley Property Group, for strategic guidance in delivering housing and built form outcomes within the Catalina Project.
2. **DETERMINE** that the Key Performance Indicator Item 2.9, completion of an Annual Review of Housing and Built Form Strategy by June 2015, has been met.
3. **ADVISE** the Satterley Property Group that following consideration of the Integrated Urban Design Study for the Eastern Precinct by the Council the Catalina Housing and Built Form Strategy (May 2015) will need to be reviewed.
4. **ADVISE** the Satterley Property Group that there have been limited outcomes in relation to built form associated with Innovation, Aged Housing, Adaptable Housing, Mixed-Use and Affordable Housing and that these activities require consideration and direct strategies for implementation during 2015/2016.

The Motion was put and declared CARRIED (11/0).

**9.10 PROJECT BUDGET 2015/2016**

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

**That the Council APPROVE** the Project Budget 2015/2016 (July 2015), submitted by the Satterley Property Group, and it be used as the basis of financial planning and reporting for the TPRC Budget 2015/2016.

The Motion was put and declared CARRIED (11/0).

**9.11 TPRC DRAFT BUDGET FOR THE FINANCIAL YEAR 2015/2016**

Moved Cr McLean, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council:**

1. **ADOPT** the Budget for the Tamala Park Regional Council for the year ending 30 June 2015/2016, incorporating the following statements:
  - a. **Statement of Comprehensive Income**, indicating an operating deficit of \$427,823.
  - b. **Statement of Financial Activity**, showing surplus at end of year position of \$22,141,778.
  - c. **Rate Setting Statement**, indicating no rates levied.
  - d. **Notes 1 to 27** forming part of the Budget.

2. **ADOPT the Significant Accounting Policies as detailed in pages 14–23.**
3. **ADOPT a percentage of 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2015/2016 financial year, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.**

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

**9.12 AUDIT COMMITTEE AUDIT CHARTER & ANNUAL AUDIT PLAN REVIEW 2015**

Moved Cr McLean, Seconded Cr Davidson.

[The recommendation in the agenda]

**That the Council:**

1. **APPROVE the TPRC Audit Charter (July 2015).**
2. **ADOPT the Audit Plan 2015/2016.**

The Motion was put and declared CARRIED (11/0).

**9.13 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW 2015**

Moved Cr Re, Seconded Cr Michael.

[The recommendation in the agenda]

**That the Council APPROVE the Payment of Accounts & Security of Payment Instruments Policy (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.14 INVESTMENT POLICY REVIEW 2015**

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

**That the Council APPROVE the Investment Policy (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.15 CREDIT CARD POLICY REVIEW 2015**

Moved Cr Re, Seconded Cr Davidson.

[The recommendation in the agenda]

**That the Council APPROVE the Credit Card Policy (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.16 PETTY CASH POLICY REVIEW 2015**

Moved Cr Guise, Seconded Cr Carey.

[The recommendation in the agenda]

**That the Council APPROVE the Petty Cash Policy (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.17 FINANCIAL MANAGEMENT – SIGNIFICANT ACCOUNTING POLICIES REVIEW 2015**

Moved Cr Guise, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council APPROVE the Financial Management – Significant Accounting Policies (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.18 PROCUREMENT POLICY REVIEW 2015**

Moved Cr Chester, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council APPROVE the Procurement Policy (July 2015).**

The Motion was put and declared CARRIED (11/0).

**9.19 LIVEABLE CITIES CONFERENCE REPORT**

Moved Cr Willox, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council RECEIVE the report by the CEO on the 2015 Liveable Cities Conference.**

The Motion was put and declared CARRIED (11/0).

**9.20 REVIEW OF PURCHASER TERMS AND CONDITIONS**

Moved Cr Willox, Seconded Cr Carey.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVE the variation of the Sales Terms/Conditions and Incentives for all public release lots and for all builders allocation lots after Stage 8, approved by Council on 11 December 2014, by reducing the required deposit to be used in the Sales Contracts from \$5,000 to \$2,000.**
- 2. REQUEST the Satterley Property Group to review the required deposit to be used in the Sales Contracts in December 2015 and provide a report to Council.**

The Motion was put and declared CARRIED (11/0).

Moved Cr Re, Seconded Cr Davidson.

That Standing Orders be suspended and the meeting move behind closed doors to allow Confidential Item 9.21 to be discussed.

The Motion was put and declared CARRIED (11/0).

**9.21 CEO ANNUAL PERFORMANCE REVIEW FOR 2014/2015 – APPOINTMENT OF CONSULTANT – CONFIDENTIAL – LATE ITEM**

Moved Cr Willox, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council appoint John Phillips Consulting to assist the Council with the CEO Annual Performance Review for 2015, 2016 and 2017, in accordance with the proposal dated 2 June 2015.

The Motion lapsed.

Moved Cr Michael, Seconded Cr Willox.

**That the Council not ACCEPT the recommendation and request the CEO Performance Review Committee to conduct a due diligence for the appointment of consultants to assist the Council with the CEO Annual Performance Review for 2015.**

The Motion was put and declared CARRIED (11/0).

Moved Cr Re, Seconded Cr Guise.

That Standing Orders be reopened and the meeting doors be opened.

The Motion was put and declared CARRIED (11/0).

The recommendation for Item 9.21 was read out as follows:

*That the Council not ACCEPT the recommendation and request the CEO Performance Review Committee to conduct a due diligence for the appointment of consultants to assist the Council with the CEO Annual Performance Review for 2015.*

**10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**12. URGENT BUSINESS APPROVED BY THE CHAIRMAN**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Item 9.21 CEO Annual Performance Review for 2014/2015 – Appointment of Consultant.

**14. GENERAL BUSINESS**

*The Chairman thanked Brenton Downing for his support and contributions to the Project over the last 2½ years.*

**15. FORMAL CLOSURE OF MEETING**

The Chairman declared the meeting closed at 7:40pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2015

as a true record of proceedings.

\_\_\_\_\_  
CHAIRMAN