



TAMALA PARK
Regional Council

Meeting of Council

Minutes

Thursday 8 December 2016, 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

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr John Chester Cr Kerry Hollywood	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Cr Karen Caddy Mayor Giovanni Italiano JP (Chairman) Cr David Michael Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor John Carey	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa Cr Hugh Nguyen

PRESENT

Chairman	Cr Giovanni Italiano
Councillors	Cr Karen Caddy Cr Louis Carr Cr Janet Davidson Cr Diane Guise Cr Keith Hayes Cr Kerry Hollywood Cr Jimmy Murphy (Alternate Member) Cr Brett Treby
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
Apologies	Cr John Carey Cr John Chester Cr David Michael Cr Rod Willox
Leave of Absence	Nil
Absent	Nil
Councils' Advisors Apologies	Mr Len Kosova (City of Vincent) Mr Stuart Jardine (City of Stirling) Mr Daniel Simms (City of Wanneroo) Mr Jason Buckley (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Garry Hunt (City of Joondalup) Mr Martin Mileham (City of Perth)
Councils' Advisors in Attendance	Mr Jason Lyon (Town of Cambridge) Mr Ross Povey (City of Stirling) Mr Harminda Singh (City of Wanneroo)
Consultants' Apologies	Mr Nigel Satterley (Satterley Property Group)
Consultants in Attendance	Mr John Phillips (John Phillips Consulting) Mr Simon Flesher (Satterley Property Group) Mr Kim Lawrence (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group) Mr Jeremy Swan (Satterley Property Group) Ms Dominique Rain (Satterley Property Group)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

Chairman declared the meeting open at 6:01pm.

DISCLOSURE OF INTERESTS

The Chief Executive Officer confirmed a Disclosure of Interest - Impartial Interest in relation to Item 9.19.

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Cr John Carey
Cr John Chester
Cr David Michael
Cr Rod Willox

The Chairman welcome Cr Murphy who was Alternate Member for Cr John Carey.

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 20 October 2016

Moved Cr Treby, Seconded Cr Davidson.

That the minutes of the Ordinary Meeting of Council of 20 October 2016 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (9/0).

BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

- Item 9.18 Catalina Housing and Built Form Strategy FYE 2016*
Item 9.19 CEO Performance Review 2015/2016
Item 9.20 Development Management Agreement – Key People

8. REPORTS OF COMMITTEES

Management Committee Meeting – 17 November 2016

Cr Treby – Chairman Management Committee advised that the Committee considered a number of Items listed in this agenda and in particular Item 9.18 – Catalina Housing and Built Form Strategy FYE 2016 - Confidential and that he would provide further comments when the item was formally considered.

CEO Performance Review Committee Meeting – 22 November 2016

Cr Italiano – Chairman CEO Performance Review Committee advised that the Committee considered Item 9.19 – CEO Performance Review 2015/2016 - Confidential and foreshadowed that he would be seeking Council's support to bring the item forward in the agenda for consideration.

The Council agreed to bring forward consideration of Confidential Items 9.18 – 9.20.

Moved Cr Treby, Seconded Cr Guise

That Standing Orders be suspended to allow Confidential Items 9.18 – 9.20 to be discussed.

The Motion was put and declared CARRIED (9/0).

The Council agreed to deal with Item 9.19 CEO Performance Review 2015/2016 first.

9.19 CEO PERFORMANCE REVIEW 2015/2016 - CONFIDENTIAL

Moved Cr Guise, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

- 1. ADOPTS the 2016 Annual Appraisal Report, dated 22 November 2016, submitted by John Phillips Consulting.**
- 2. ENDORSES the rating of “Meets Expectations” for the review period 2015/2016.**
- 3. ENDORSES the performance criteria and indicators for the November 2016 review.**
- 4. APPROVES the CEO remuneration package as per the recommendations of the CEO Performance Review Committee meeting of 22 November 2016.**

The Motion was put and declared CARRIED (8/1).

For: Cr Caddy, Cr Carr, Cr Davidson, Cr Guise, Cr Hayes, Cr Italiano, Cr Murphy and Cr Treby.

Against: Cr Hollywood.

9.18 CATALINA HOUSING AND BUILT FORM STRATEGY FYE 2017 - CONFIDENTIAL

Moved Cr Treby, Seconded Cr Guise

That the Council:

- 1. RECEIVES the correspondence dated, 8 November 2016, submitted by the Satterley Property Group, addressing details of the Housing and Built Form Strategy (May 2016).**
- 2. ADVISES the SPG as follows:**
 - a) That the SPG correspondence, dated 8 November 2016, satisfactorily addresses Council's requirements in relation to the following:**
 - Identification of specific 'landmark' sites and provision of implementation plans to achieve the required housing and built form outcomes for these sites; and
 - Outcomes to ensure mixed use sites are incorporated into Catalina Grove.
 - b) Expresses its concern that the SPG correspondence, dated 8 November 2016, has not responded to Council's requirements in relation to the following:**
 - Clear and measurable housing and built form outcomes for 2016/2017;
 - Implementation plans to achieve housing and built form outcomes in Innovation, Aged Housing, Adaptable Housing and Mixed Use for 2016/2017;
 - Detailed information on implications on participation in partnerships with builders to meet the Department of Housing's Shared Equity Program;
 - Detailed information on how the cost of further promotion of sustainability and innovation housing initiatives impact adversely on the financial viability of the Project.
 - c) The outcomes proposed are considered limited in relation to built form associated with innovation, aged housing, adaptable housing and mixed use for implementation in FYE 2017. Further that these matters are required to be addressed by the SPG as a matter of priority and reported to Council for consideration for its February 2017 meeting, at which time the Council will also determine Key Performance Indicator 2.9 requiring an annual review of the Housing and Built Form Strategy.**

The Motion was put and declared CARRIED (9/0).

9.20 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL – LATE ITEM

Moved Cr Caddy, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council resolves to APPROVE the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Aaron Grant	Project Director

Name of Replacement Person	Position
Antonina Lazza	Project Director

The Motion was put and declared CARRIED (9/0).

Moved Cr Guise, Seconded Cr Hollywood.

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

The Motion was put and declared CARRIED (9/0).

The recommendations for Confidential Items 9.18 – 9.20 were read out as follows:

9.19 CEO PERFORMANCE REVIEW 2015/2016

That the Council:

1. *ADOPTS the 2016 Annual Appraisal Report, dated 22 November 2016, submitted by John Phillips Consulting.*
2. *ENDORSES the rating of “Meets Expectations” for the review period 2015/2016.*
3. *ENDORSES the performance criteria and indicators for the November 2016 review.*
4. *APPROVES the CEO remuneration package as per the recommendations of the CEO Performance Review Committee meeting of 22 November 2016.*

9.18 CATALINA HOUSING AND BUILT FORM STRATEGY FYE 2017

That the Council:

1. *RECEIVES the correspondence dated, 8 November 2016, submitted by the Satterley Property Group, addressing details of the Housing and Built Form Strategy (May 2016).*
2. *ADVISES the SPG as follows:*
 - a) *That the SPG correspondence, dated 8 November 2016, satisfactorily addresses Council’s requirements in relation to the following:*

- Identification of specific ‘landmark’ sites and provision of implementation plans to achieve the required housing and built form outcomes for these sites; and
 - Outcomes to ensure mixed use sites are incorporated into Catalina Grove.
- b) Expresses its concern that the SPG correspondence, dated 8 November 2016, has not responded to Council’s requirements in relation to the following:
- Clear and measurable housing and built form outcomes for 2016/2017;
 - Implementation plans to achieve housing and built form outcomes in Innovation, Aged Housing, Adaptable Housing and Mixed Use for 2016/2017;
 - Detailed information on implications on participation in partnerships with builders to meet the Department of Housing’s Shared Equity Program;
 - Detailed information on how the cost of further promotion of sustainability and innovation housing initiatives impact adversely on the financial viability of the Project.
- c) The outcomes proposed are considered limited in relation to built form associated with innovation, aged housing, adaptable housing and mixed use for implementation in FYE 2017. Further that these matters are required to be addressed by the SPG as a matter of priority and reported to Council for consideration for its February 2017 meeting, at which time the Council will also determine Key Performance Indicator 2.9 requiring an annual review of the Housing and Built Form Strategy.

9.20 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE

That the Council resolves to APPROVE the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Aaron Grant	Project Director

Name of Replacement Person	Position
Antonina Lazza	Project Director

9.1 BUSINESS REPORT – PERIOD ENDING 1 DECEMBER 2016

Moved Cr Guise, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 1 December 2016.

The Motion was put and declared CARRIED (9/0).

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF SEPTEMBER & OCTOBER 2016

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **30 September 2016; and**
- **31 October 2016.**

The Motion was put and declared CARRIED (9/0).

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF SEPTEMBER & OCTOBER 2016

Moved Cr Carr, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of September and October 2016:

- **Month ending 30 September 2016 (Total \$948,444.02)**
- **Month ending 31 October 2016 (Total \$2,006,947.34)**
- **Total Paid - \$2,955,391.36**

The Motion was put and declared CARRIED (9/0).

9.4 PROJECT FINANCIAL REPORT – OCTOBER 2016

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (October 2016) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (9/0).

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 1 DECEMBER 2016

Moved Cr Guise, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 1 December 2016.

The Motion was put and declared CARRIED (9/0).

9.6 SALE OF AGED STOCK - EARLY CONSTRUCTION REBATE

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES** the correspondence on “Aged Stock” and the Early Construction Rebate prepared by the Satterley Property Group dated November 2016.
2. **NOT APPROVE** a 5% reduction of the approved lot prices of “Aged Stock”, as recommended by the Satterley Property Group.
3. **APPROVES** the extension of the payment of an Early Construction Rebate to the value of \$8,000 per lot for selected lots on the market for more than 6 months for contracts entered into after 8 December 2016 and until 30 June 2017, subject to the purchaser providing a copy of a signed Building Contract prior to settlement, with the rebate being paid to the purchaser(s) nominated builder within 6 months of the settlement of the lot.

The Motion was put and declared CARRIED (8/1).

For: Cr Caddy, Cr Davidson, Cr Guise, Cr Hayes, Cr Hollywood, Cr Italiano, Cr Murphy and Cr Treby.

Against: Cr Carr.

9.7 PROJECT BUDGET FYE 2017 – MID-YEAR REVIEW

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES** the Mid-Year Review of the Project Budget FYE 2017 (October 2016), submitted by the Satterley Property Group.
2. **ACCEPTS** that the Satterley Property Group has achieved Key Performance Indicator - Financial Management 4.5 Monitor the performance against the Approved Project Budget requiring the completion of a six monthly review of the approved Project Budget.

The Motion was put and declared CARRIED (9/0).

9.8 CATALINA GROVE PRECINCT PLAN - UPDATE

Moved Cr Caddy, Seconded Cr Murphy.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES** the Catalina Grove Update (November 2016) prepared by Satterley Property Group.

2. SUPPORTS Option 3 as the preferred Concept Plan for the Catalina Grove Precinct for the purpose of further consultation with the City of Wanneroo and State Authorities.
3. REQUESTS the Satterley Property Group to:
 - a) Undertake a cash flow feasibility analysis on Catalina Grove Concept Plan (Option 3) with a report to be presented for Council's consideration at its February 2017 meeting.
 - b) Finalise a program for progressing the resolution of issues, detailed consultation with key stakeholders, finalisation of specialist consultants inputs and preparation and approval of an Amendment to the Tamala Park Local Structure Plan for Council's consideration at its February 2017 meeting.

The Motion as amended was as follows:

That the Council:

1. **RECEIVES the Catalina Grove Update (November 2016) prepared by Satterley Property Group.**
2. **SUPPORTS Option 3 as the preferred Concept Plan for the Catalina Grove Precinct for the purpose of further consultation with the City of Wanneroo and State Authorities.**
3. **REQUESTS the Satterley Property Group to:**
 - a) **Undertake a cash flow feasibility analysis on Catalina Grove Concept Plan (Option 3) with a report to be presented for Council's consideration at its February 2017 meeting.**
 - b) **Finalise a program for progressing the resolution of issues, detailed consultation with key stakeholders, finalisation of specialist consultants inputs and preparation and approval of an Amendment to the Tamala Park Local Structure Plan for Council's consideration at its February 2017 meeting.**
 - c) **Provide a map showing the location of all significant trees in the Precinct, and how many of those significant trees are retained under the recommended Concept Plan.**
 - d) **Undertake a tree canopy cover survey of the Catalina Grove Precinct to allow Council to set a realistic target for future tree canopy cover for the Precinct.**

The Motion was put and declared CARRIED (9/0).

9.9 REVIEW OF PURCHASER TERMS AND CONDITIONS

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the following Sales Terms/Conditions and Incentives for all public release lots for the period December 2016 to December 2017:**
 - 1.1 Use of the 2013 REIWA Offer and Acceptance Contract with Special Conditions and Annexure.**
 - 1.2 A \$2,000 deposit to be used in the Sales Contracts for Catalina Central and a \$5,000 deposit to be used in the Sales Contracts for Catalina Beach.**
 - 1.3 A finance approval period of 60 days for Catalina Central and 45 days for Catalina Beach, where finance is required.**
 - 1.4 A 21-day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 1.5 A waterwise landscaping package to the front garden.**
 - 1.6 A \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.**
 - 1.7 Side and rear boundary fencing (behind the building line).**
 - 1.8 A \$1,000 rebate for all homes which include appropriate WELS rated fittings and fixtures.**
 - 1.9 Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.**

- 2. APPROVES the following Sales Terms/Conditions and Incentives for all builders release lots for the period December 2016 to December 2017:**
 - 2.1 Use of the 2013 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.**
 - 2.2 A \$2,000 deposit to be used in the Sales Contracts for Catalina Central and a \$5,000 deposit to be used in the Sales Contracts for Catalina Beach.**
 - 2.3 A finance approval period of 60 days for Catalina Central and 45 days for Catalina Beach, where finance is required.**
 - 2.4 A 21-day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 2.5 Provision of a \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.**
 - 2.6 A waterwise landscaping package to the front garden.**
 - 2.7 Sales incentives (items 2.5 and 2.6) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.**

- 3. REQUESTS the Satterley Property Group to review the Sales Terms/Conditions and Incentives for public release and builder release lots and provide a report to Council for consideration in October 2017.**

The Motion was put and declared CARRIED (9/0).

9.10 CATALINA SPONSORSHIP POLICY REVIEW 2016

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council:

1. APPROVES the Sponsorship Policy (November 2016).
2. DELEGATES to the Chief Executive Officer approval to determine sponsorship requests to a maximum of \$2,000 in accordance with the TPRC Sponsorship Policy.

The Motion as amended was as follows:

That the Council:

1. APPROVES the Sponsorship Policy (November 2016).
2. DELEGATES to the Chief Executive Officer approval to determine sponsorship requests to a maximum of \$2,000 in accordance with the TPRC Sponsorship Policy.
3. APPROVES a maximum annual budget of \$10,000 for Project Sponsorship.

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (9/0).

9.11 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

Moved Cr Caddy, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council APPROVES the Terms of Reference and Delegations to the Management Committee (December 2016).

The motion lapsed.

Moved Cr Guise, Seconded Cr Hollywood.

That the Terms of Reference and Delegations to the Management Committee (December 2016) be REFERRED to the Council meeting to be held on 16 February 2017 to review delegations 4 and 11.

The Motion was put and declared CARRIED (9/0).

9.12 COMMUNITY BATTERY STORAGE - CATALINA

Moved Cr Carr, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES** the Satterley Property Group correspondence on a community battery storage facility at Catalina (November 2016).
2. **NOT** proceed with the establishment and management of a community battery storage facility at Catalina at this time given the lack of support from Synergy, lack of detail relating to ongoing management and costs and the long term liability for a community battery storage facility.
3. **REQUESTS** the Satterley Property Group to further review the feasibility and issues associated with the establishment and management of a community battery storage facility at Catalina as part of the review of the Sustainability Initiatives Plan to be undertaken in May 2017.

The Motion was put and declared CARRIED (9/0).

9.13 COUNCIL MEETING SCHEDULE 2017

Moved Cr Hollywood, Seconded Cr Davidson.

[The recommendation in the agenda]

1. That the schedule of Council meetings dates be **APPROVED** for 2017 as follows:
 - 16 February 2017 (City of Stirling)
 - 20 April 2017 (City of Joondalup)
 - 15 June 2017 (Town of Victoria Park)
 - 17 August 2017 (City of Wanneroo)
 - 12 October 2017 (City of Perth)
 - 7 December 2017 (City of Vincent)
2. That the commencement time for Council meetings BE 6:00pm.
3. That Council meetings be **HELD** on a rotational basis at participant Council premises.
4. That the schedule of Management Committee meetings dates be **APPROVED** for 2017 as follows:
 - 16 March 2017
 - 18 May 2017
 - 20 July 2017
 - 14 September 2017
 - 16 November 2017
5. That the Management Committee meetings be held at the City of Stirling and the commencement time BE 5:00pm.
6. That the schedule of meeting dates be **ADVERTISED** as required by the Local Government Act.

The Motion was put and declared CARRIED (9/0).

9.14 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council ADOPTS the Annual Report of the Tamala Park Regional Council for the year ended 30 June 2016.

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (9/0).

9.15 DELEGATION AUTHORITY 2016

Moved Cr Davidson, Seconded Cr Caddy.

[The recommendation in the agenda]

That Council APPROVES the Delegation Register 2016 (December 2016), as amended.

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (9/0).

9.16 CHRISTMAS CLOSURE 2016

Moved Cr Davidson, Seconded Cr Hollywood.

[The recommendation in the agenda]

That the TPRC administrative office be CLOSED over the Christmas period from 28 to 30 December 2016 (inclusive).

The Motion was put and declared CARRIED (9/0).

9.17 STAGE 25 PUBLIC OPEN SPACE LANDSCAPE AND IRRIGATION CONSTRUCTION AND MAINTENANCE WORKS AND RATES TENDER

Moved Cr Treby, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council:

- 1. ACCEPTS the LD Total submission (dated November 2016), for the Stage 25 Public Open Space Landscape and Irrigation Construction and Maintenance Works in accordance with Tender 07/2016 for a lump sum value of \$2,159,952.95 (excluding GST), subject to obtaining all necessary statutory approvals.**

2. **ACCEPTS** the fixed rates provided by LD Total in the tender submission (dated November 2016) for the award of Landscape and Irrigation Construction and Maintenance Works for further stages for a period of two years until December 2018, with an option to extend the contract a further 12 months to December 2019 at the absolute discretion of the TPRC, and subject to:
 - a. Approval of a lump sum, in accordance with the Tender 7/2016 rates;
 - b. The contract lump sum being in accordance with the approved TPRC budget and program for the works;
 - c. Market conditions and Sales Rates;
 - d. Ongoing satisfactory performance of the contractor, during the execution of each separable portion of the contract.

3. **AUTHORISES** the Chairman and the CEO to sign the Contract.

The Motion was put and declared CARRIED (9/0).

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

- 9.18 *Catalina Housing and Built Form Strategy FYE 2017*
- 9.19 *CEO Performance Review 2015/2016*
- 9.20 *Development Management Agreement – Key People*

14. GENERAL BUSINESS

Nil

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 7:31pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2017

as a true record of proceedings.

CHAIRMAN