



TAMALA PARK
Regional Council

Ordinary Meeting of Council

MINUTES

Thursday 26 June 2014

Town of Cambridge, 6:00pm

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 Geoff Amphlett Cr Tom McLean	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Mayor Giovanni Italiano JP Cr David Michael Cr Terry Tyzack Cr Rod Willox AM JP	Cr Elizabeth Re JP
Town of Victoria Park	Mayor Trevor Vaughan	
City of Vincent	Cr Joshua Topelberg	
City of Wanneroo	Cr Dianne Guise Cr Brett Treby	Cr Frank Cvitan Cr Hugh Nguyen

PRESENT

Chairman	Cr Giovanni Italiano
Councillors	Cr Louis Carr Cr Dianne Guise (Arrived 6:24 pm) Cr Tom McLean Cr David Michael (Arrived 6:16 pm) Cr Joshua Topelberg Cr Rod Willox Cr Geoff Amphlett Cr Terry Tyzack
Alternate Members	Cr Frank Cvitan
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie von Stieglitz (Minute Clerk)
Apologies	Cr Janet Davidson Cr Brett Treby Cr Trevor Vaughan
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Brenton Downing (Satterley Property Group) Mr Peter Millar (Satterley Property Group) Mr Paul Szijarto (Satterley Property Group)
Councils' Advisors Apologies	Mr Garry Stevenson (City of Perth) Mr Stuart Jardine (City of Stirling) Mr Anthony Vuleta (Town of Victoria Park) Mr Mike Rootsey (City of Vincent) Mr Daniel Simms (City of Wanneroo)
Councils' Advisors Advisors in attendance	Mr Jason Buckley (Town of Cambridge) Mr Jason Lyon (Town of Cambridge) Mr Garry Hunt (City of Joondalup) Mr Ross Povey (City of Stirling) Ms Rochelle Lavery (Town of Victoria Park) Mr Len Kosova (City of Wanneroo)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The meeting was declared open at 6:00pm.

DISCLOSURE OF INTERESTS

Disclosure of Interest forms were received as follows:

Mr Arias – Chief Executive Officer	Item 9.13	Impartial Interest
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2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Apologies were received from Cr Janet Davidson, Cr Brett Treby and Cr Trevor Vaughan.

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 10 April 2014

Moved Cr Amphlett, Seconded Cr Topelberg.

That the minutes of the Ordinary Meeting of Council of 10 April 2014 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (8/0).

BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

Item 9.12 Development Managers – Key Performance Indicators – 2013
Item 9.13 Endorsement of Draft CEO Contract of Employment.

8. REPORTS OF COMMITTEES

- Audit Committee Meeting – 19 June 2014
- Management Committee Meeting – 14 May 2014
- CEO Performance Review Committee Meeting (Confidential) – 8 May 2014

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.13)

9.1 BUSINESS REPORT – PERIOD ENDING 19 JUNE 2014

Moved Cr Topelberg, Seconded Cr Tyzack.

[The recommendation in the agenda]

That the Council RECEIVE the Business Report to 19 June 2014.

The Motion was put and declared CARRIED (8/0).

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MARCH & APRIL 2014

Moved Cr McLean, Seconded Cr Tyzack.

[The recommendation in the agenda]

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

- **31 March 2014; and**
- **30 April 2014.**

The Motion was put and declared CARRIED (8/0).

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MARCH, APRIL & MAY 2014

Moved Cr Tyzack, Seconded Cr Willox.

[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 2014, April 2014 and May 2014:

- **Month ending 31 March 2014 (Total \$1,995,650.40)**
- **Month ending 30 April 2014 (Total \$6,491,556.31)**
- **Month ending 31 May 2014 (Total \$1,848,504.16)**
- **Total Paid - \$10,335,710.87**

The Motion was put and declared CARRIED (8/0).

9.4 PROJECT FINANCIAL REPORT – APRIL 2014

Moved Cr Amphlett, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council RECEIVE the Project Financial Report (April 2014) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (8/0).

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 19 JUNE 2014

Moved Cr McLean, Seconded Cr Topelberg.

[The recommendation in the agenda]

That the Council RECEIVE the Sales and Settlements Report to 19 June 2014.

The Motion was put and declared CARRIED (8/0).

9.6 PROJECT BUDGET 2014/2015

Moved Cr Tyzack, Seconded Cr Willox.

[The recommendation in the agenda]

That the Council:

- 1. APPROVE the Project Budget 2014/2015 (March 2014), submitted by the Satterley Property Group, as the basis of financial planning for the 2014/2015 TPRC budget.**
- 2. RECEIVE the Project Forecast FYE 2016 (March 2014) and Project Forecast (2012-2027), submitted by the Satterley Property Group.**
- 3. Note that the Satterley Property Group is to carry out a Review of the Project Forecast (2012-2027), due 2014, in accordance with the Development Managers Key Performance Indicators (March 2012), Key Performance Indicator, Financial Management 4.2.**
- 4. ACCEPT that the Satterley Property Group has achieved Key Performance Indicator KPI 5.3.2 requiring the preparation of Project Budgets by March each year.**

The Motion was put and declared CARRIED (8/0).

9.7 CATALINA RISK MANAGEMENT PLAN 2014

Moved Cr Amphlett, Seconded Cr Willox.

[The recommendation in the agenda]

That the Council:-

1. **APPROVE the Risk Management Plan (May 2014) and recommended mitigation actions submitted by the Satterley Property Group.**
2. **REQUIRE the Satterley Property Group to continually review and update the Risk Management Plan 2014 and report to Council annually.**

Cr Michael joined the meeting (6:16 pm).

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

9.8 APPOINTMENT OF EXTERNAL AUDITOR

Moved Cr McLean, Seconded Cr Tyzack.

[The recommendation in the agenda]

The Audit Committee recommends that the Council:

1. **APPROVE the audit specification and contractual requirements as submitted for application to the Audit contract for services to the TPRC for the period July 2014 – June 2017.**
2. **APPOINT Marius van der Merwe (of Butler Settineri) to be Auditor to the TPRC for the 3 financial years ending 30 June 2015; 2016 and 2017 respectively.**
3. **APPROVE the audit fees as submitted:**

REQUIREMENT EXTERNAL AUDITING SERVICES	YEAR 1	YEAR 2	YEAR 3
Fixed Lump Sum Fee Per Annum (Including GST)	\$7,700	\$8,250	\$8,800
Estimated Number of Hours	54	54	54
HOURLY RATE FOR ADDITIONAL PROFESSIONAL WORK	YEAR 1	YEAR 2	YEAR 3
Partner	\$410	\$440	\$446
Manager	\$165	\$176	\$187
Auditor	\$105	\$110	\$116

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

9.9 REVIEW OF CATALINA SALES OFFICE OPENING HOURS

Moved Cr Topelberg, Seconded Cr Cvitan.

[The recommendation in the agenda]

That the Council:

1. **RECEIVE** the Satterley Property Group request dated 3 June 2014 seeking approval to vary the Catalina Sales Office Opening Hours under the Development Management Agreement (17 August 2010).
2. **APPROVE** the revised opening hours for the Catalina Sales Office of Monday – Sunday 12pm – 5pm, with the office closed on Thursday, on a trial basis for a 5 month period from June 28 2014 to November 23 2014. Subject to the Satterley Property Group providing 2 sales representatives to work at the Catalina Sales Office on Saturday - Monday and public holidays.
3. **ADVISE** the Satterley Property Group that a report on the trial of the revised opening hours for the Catalina Sales Office will be required to be presented for Council's consideration at its December 2014 meeting.

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

9.10 ANNUAL PLAN 2014

Moved Cr Tyzack, Seconded Cr Willox.

[The recommendation in the agenda]

That Council:

1. **APPROVE** the Annual Plan 2014 (March 2014), submitted by the Satterley Property Group.
2. **ACCEPT** that Key Performance Indicators, Strategy and Planning - Strategic Plan requiring the preparation of a Project Annual Plan by March (each year) has been **ACHIEVED** by the Satterley Property Group.

Cr Guise joined the meeting (6:24 pm).

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

9.11 DRAFT ASSET MANAGEMENT PLAN 2014

Moved Cr Carr, Seconded Cr Michael.

[The recommendation in the agenda]

That the Council APPROVE the draft Asset Management Plan 2014 for circulation to member Local Governments for review and comment for a period of 30 days.

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

Moved Cr Michael, Seconded Cr Topelberg.

That Standing Orders be suspended and the meeting move behind closed doors to allow Confidential Items 9.12 and 9.13 to be discussed.

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

**9.12 REVIEW OF DEVELOPMENT MANAGERS KEY PERFORMANCE INDICATORS -
CONFIDENTIAL**

Moved Cr Tyzack, Seconded Cr McLean.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVE the report on the Review of Catalina Key Performance Indicators (May 2014) prepared by Stantons International.**
- 2. APPROVE the revised Development Manager's Key Performance Indicators (June 2014) and recommendations as detailed in Appendix 9.12.**

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

**9.13 ENDORSEMENT OF DRAFT CEO CONTRACT OF EMPLOYMENT –
CONFIDENTIAL**

Moved Cr Tyzack, Seconded Cr Amphlett.

[The recommendation in the agenda]

That the Council:

1. Endorse the Position Profile - Annexure 1 of the Draft CEO Contract of Employment.
2. Endorse the Draft CEO Contract of Employment.

Moved Cr Guise, Seconded Cr Topelberg an amendment to add a Recommendation 3 as follows:

3. Authorise the Chairman to sign the CEO Contract of Employment subject to confirmation of it meeting legislative requirements.

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

The Motion as amended was as follows:

- 1. Endorse the Position Profile - Annexure 1 of the Draft CEO Contract of Employment.**
- 2. Endorse the Draft CEO Contract of Employment.**

3. Authorise the Chairman to sign the CEO Contract of Employment subject to confirmation of it meeting legislative requirements.

Moved Cr Willox, Seconded Cr Guise.

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

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

The recommendations for items 9.12 and 9.13 were read out as follows:

Item 9.12 Development Managers – Key Performance Indicators – 2013

That Council:

- 1. RECEIVE the report on the Review of Catalina Key Performance Indicators (May 2014) prepared by Stantons International.*
- 2. APPROVE the revised Development Manager's Key Performance Indicators (June 2014) and recommendations as detailed in Appendix 9.12.*

Item 9.13 CEO KPI Review and Contract Extension

That Council:-

- 1. Endorse the Position Profile - Annexure 1 of the Draft CEO Contract of Employment.*
- 2. Endorse the Draft CEO Contract of Employment.*
- 3. Authorise the Chairman to sign the CEO Contract of Employment subject to confirmation of it meeting legislative requirements.*

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 9.12 Development Managers – Key Performance Indicators – 2013
Item 9.13 Endorsement of Draft CEO Contract of Employment.

14. GENERAL BUSINESS

Cr Tyzack tabled a request for Leave of Absence from 4 July 2014 to 9 September 2014 (inclusive).

Moved Cr Terry Tyzack, Seconded Cr Topelberg.

That the Council APPROVE the Leave of Absence from 4 July 2014 to 9 September 2014 for Cr Tyzack.

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

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 6:40pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2014

as a true record of proceedings.

CHAIRMAN