



**TAMALA PARK**  
Regional Council

## **Meeting of Council**

# **Minutes**

**Thursday 17 August 2017, 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 Keith Sargent Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa Cr Hugh Nguyen

**PRESENT**

<b>Chairman</b>	Cr Giovanni Italiano
<b>Councillors</b>	Cr Louis Carr Cr Karen Caddy Cr Janet Davidson Cr Keith Hayes Cr Kerry Hollywood Cr Keith Sargent Cr Brett Treby Cr Rod Willox
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Kathleen Highfield (Acting Executive Assistant)
<b>Apologies</b>	Cr John Chester Cr Emma Cole Cr Diane Guise
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Councils' Advisors</b>	Mr Garry Hunt (City of Joondalup) Mr Len Kosova (City of Vincent)
<b>Apologies</b>	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 Martin Mileham (City of Perth)
<b>Councils' Advisors in Attendance</b>	Mr Mike Tidy (City of Joondalup) Mr Mark Dickson (City of Wanneroo) Mr Greg Bowering (City of Stirling)
<b>Consultants' Apologies</b>	Nil
<b>Consultants in Attendance</b>	Ms Antonina Lazzara (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

The Chairman declared the meeting open at 6:01pm.

**1.1 DISCLOSURE OF INTERESTS**

Nil

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr John Chester  
Cr Emma Cole  
Cr Diane Guise

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 15 June 2017*

Moved Cr Treby, Seconded Cr Willox.

**That the minutes of the Ordinary Meeting of Council of 15 June 2017 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.**

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

**5.1 BUSINESS ARISING FROM MINUTES**

Nil

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

Nil

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

Item 9.16 - Catalina Local Job Creation Strategy - **Confidential**

Item 9.17 - Development Managers – Key Performance Indicators – FYE 2017 **Confidential**

## 8. REPORTS OF COMMITTEES

*Management Committee Meeting – 20 July 2017*

*Cr Treby – Chairman Management Committee advised that the Committee considered a number of Items listed in this agenda and in particular Items 9.16 and Item 9.17, both confidential items, and that he would provide further comments when the items were formally considered.*

*Audit Committee Meeting – 3 August 2017*

*Cr Caddy – Chair Audit Committee advised that the Committee considered a number of Items listed in this agenda. Cr Caddy noted that in relation to Item 9.7 TPRC Budget FYE 2018 the Draft TPRC Budget considered by the Committee has been varied to reflect actual expenditure and revenue in FYE2017. Cr Caddy indicated that in relation to Item 9.15 Record Keeping Plan that the CEO was to prepare an advice to Councillors outlining requirements.*

## 9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.17)

### 9.1 BUSINESS REPORT – PERIOD ENDING 10 AUGUST 2017

Moved Cr Willox, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council RECEIVES the Business Report to 10 June 2017.**

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

### 9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2017

Moved Cr Sargent, Seconded Cr Davidson.

[The recommendation in the agenda]

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

- **31 May 2017; and**
- **30 June 2017.**

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

### 9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2017

Moved Cr Treby, Seconded Cr Hollywood.

[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 May and June 2017:**

- **Month ending 31 May 2017 (Total \$2,667,918.01)**
- **Month ending 30 June 2017 (Total \$7,035,842.87)**
- **Total Paid - \$9,703,760.88**

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

#### **9.4 PROJECT FINANCIAL REPORT – JUNE 2017**

Moved Cr Caddy, Seconded Cr Carr.

[The recommendation in the agenda]

**That the Council RECEIVES the Project Financial Report (June 2017) submitted by the Satterley Property Group.**

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

#### **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 10 AUGUST 2017**

Moved Cr Sargent, Seconded Cr Carr.

[The recommendation in the agenda]

**That the Council RECEIVES the Sales and Settlement Report to 10 August 2017.**

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

#### **9.6 PROJECT BUDGET 2017/2018**

Moved Cr Caddy, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council APPROVES the Project Budget 2017/2018 (July 2017), submitted by the Satterley Property Group, and it be used as the basis of financial planning and reporting for the TPRC Budget 2017/2018.**

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

#### **9.7 TPRC DRAFT BUDGET FOR THE FINANCIAL YEAR 2017/2018**

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

- 1. ADOPTS the Budget for the Tamala Park Regional Council for the year ending 30 June 2018, incorporating the following statements:**
  - a. Statement of Comprehensive Income, indicating an operating deficit of \$659,292.**
  - b. Statement of Financial Activity, showing surplus at end of year position of \$20,787,071.**
  - c. Rate Setting Statement, indicating no rates levied.**
- 2. ADOPTS 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 2017/2018 financial year, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.**

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

## **9.8 REVIEW OF SUSTAINABILITY INITIATIVES PLAN**

Moved Cr Willox, Seconded Cr Hollywood.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the Satterley Property Group advice relating to implementation of the proposed sustainability initiatives dated 6 July 2017.**
- 2. NOT SUPPORT the implementation of the following proposed new initiatives for Catalina:**
  - 2.1 The provision of an Electronic Tablet to purchasers;**
  - 2.2 A rebate of \$400 to residents for the installation of LED lighting;**
  - 2.3 A rebate for replacement LED lighting to existing residents to a value of \$150.**
- 3. SUPPORTS the investigation and potential trial of LED street lighting and Smart Pole technology with the City of Wanneroo and requests the Satterley Property Group to provide a report on implementation for Council's consideration.**

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

## **9.9 CATALINA GROVE PRECINCT PLAN**

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the correspondence dated July 2017, submitted by the Satterley Property Group, relating to the Catalina Grove Precinct Concept Plan.**
- 2. APPROVES the following:**
  - a) Concept Plan – Variation B as the preferred Local Structure Plan Concept for Catalina Grove.**
  - b) Submission of an application to the Department of Sustainability, Environment, Water, Population and Communities (SEWPAC) for approval to relocate the approved environmental area in accordance with Concept Plan – Variation B.**
  - c) The progression and lodgement of an Amendment to the Tamala Park Local Structure Plan consistent with the Catalina Grove Concept Plan – Variation B.**
  - d) A Tree Canopy Target of 20% by 2028 for Catalina Grove.**

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



**9.10 AUDIT COMMITTEE AUDIT CHARTER & ANNUAL AUDIT PLAN REVIEW**

Moved Cr Caddy, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVES the TPRC Audit Charter (July 2017).**
- 2. ADOPTS the Audit Plan 2017/2018.**

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

**9.11 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW**

Moved Cr Caddy, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (July 2017).**

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

**9.12 INVESTMENT POLICY REVIEW**

Moved Cr Willox, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council APPROVES the Investment Policy (July 2017).**

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

**9.13 CREDIT CARD POLICY REVIEW**

Moved Cr Carr, Seconded Cr Sargent.

[The recommendation in the agenda]

**That the Council APPROVES the Credit Card Policy (July 2017).**

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

#### **9.14 PROCUREMENT POLICY REVIEW**

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council APPROVES the Procurement Policy (July 2017).**

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

#### **9.15 RECORDKEEPING POLICY REVIEW**

Moved Cr Caddy, Seconded Cr Sargent.

[The recommendation in the agenda]

**That the Council APPROVES the Recordkeeping Policy (July 2017).**

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

Moved Cr Caddy, Seconded Cr Willox.

**That Standing Orders be suspended to allow Confidential Items 9.16 and 9.17 to be discussed behind closed doors.**

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

Council's Consultants vacated the meeting.

#### **9.16 CATALINA LOCAL JOB CREATION STRATEGY - CONFIDENTIAL**

Moved Cr Treby, Seconded Cr Hollywood.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVES the Catalina Local Job Creation Strategy (May 2017) prepared by the Satterley Property Group.**

The Recommendation 1 was put and declared CARRIED (9/0).

- 2. REQUESTS the Satterley Property Group to liaise with the City of Wanneroo (Advocacy and Economic Development Team) and the Wanneroo Business Association in relation to mixed use and home-based job opportunities and that as part of the review of the Catalina Local Job Creation Strategy (May 2017) provide advice on the outcomes of the job creation strategies implemented to date.**

The Recommendation 2 was put and declared CARRIED (6/3).

Councillors Caddy, Hayes and Carr voted against

- 3. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator item 2.3 – Development of Strategies to Develop Local Job Creation Initiatives, for 2017.**

The Recommendation 3 was put and declared CARRIED (9/0).

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

**9.17 DEVELOPMENT MANAGERS – KEY PERFORMANCE INDICATORS – FYE 2017**  
**CONFIDENTIAL**

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the Satterley Property Group – Key Performance Indicators 2016/2017 Report.**
- 2. ACCEPTS that the Development Manager has satisfactorily performed and observed its obligations under the Development Management Agreement (2010) for FYE 2017 by the achievement of in excess of the 80% minimum achievement requirement set out in the Development Managers Key Performance Indicators (2014), having regard to the residential market conditions and economic forces outside of the control of the Development Manager.**
- 3. ADVISES the Development Manager that the Council's acceptance of the impact of market conditions on KPI measures for FYE 2017 should not be construed as precedent and there is an expectation that the Development Manager will satisfactorily perform its obligations under the Development Management Agreement (2010) by the achievement of the Development Managers Key Performance Indicators (2014) in the future.**
- 4. APPROVES the review of the Development Managers KPI's to be the subject of an independent assessment to be undertaken by a professional group with experience in such matters.**

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

Moved Cr Willox, Seconded Cr Caddy.

**That Standing Orders be reinstated and the meeting doors be opened.**

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

Council's Advisors returned to the meeting.

The recommendations for Confidential Items 9.16 and 9.17 were read out as follows:

**9.16 CATALINA LOCAL JOB CREATION STRATEGY**

*That the Council:*

1. *APPROVES the Catalina Local Job Creation Strategy (May 2017) prepared by the Satterley Property Group.*
2. *REQUESTS the Satterley Property Group to liaise with the City of Wanneroo (Advocacy and Economic Development Team) and the Wanneroo Business Association in relation to mixed use and home-based job opportunities and that as part of the review of the Catalina Local Job Creation Strategy (May 2017) provide advice on the outcomes of the job creation strategies implemented to date.*
3. *ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator item 2.3 – Development of Strategies to Develop Local Job Creation Initiatives, for 2017.*

**9.17 DEVELOPMENT MANAGERS – KEY PERFORMANCE INDICATORS – FYE 2017**

*That the Council:*

1. *RECEIVES the Satterley Property Group – Key Performance Indicators 2016/2017 Report.*
2. *ACCEPTS that the Development Manager has satisfactorily performed and observed its obligations under the Development Management Agreement (2010) for FYE 2017 by the achievement of in excess of the 80% minimum achievement requirement set out in the Development Managers Key Performance Indicators (2014), having regard to the residential market conditions and economic forces outside of the control of the Development Manager.*
3. *ADVISES the Development Manager that the Council's acceptance of the impact of market conditions on KPI measures for FYE 2017 should not be construed as precedent and there is an expectation that the Development Manager will satisfactorily perform its obligations under the Development Management Agreement (2010) by the achievement of the Development Managers Key Performance Indicators (2014) in the future.*
4. *APPROVES the review of the Development Managers KPI's to be the subject of an independent assessment to be undertaken by a professional group with experience in such matters.*

**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 9.16 - Catalina Local Job Creation Strategy - Confidential

Item 9.17 - Development Managers – Key Performance Indicators – FYE 2017 Confidential

**14. GENERAL BUSINESS**

Nil

**15. FORMAL CLOSURE OF MEETING**

The Chairman declared the meeting closed at 6:55pm.

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

SIGNED this ..... day of ..... 2017

as a true record of proceedings.

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CHAIRMAN