



Management Committee Meeting

MINUTES

**Thursday 12 March 2020, 6:00pm
City of Stirling (Stirling Room)
25 Cedric Street, Stirling**

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

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ATTACHMENT A9

TAMALA PARK REGIONAL COUNCIL

MEMBERSHIP

OWNER COUNCIL	MEMBER
Town of Cambridge	Cr Andres Timmermanis (CHAIR)
City of Joondalup	Cr John Chester
City of Stirling	Cr Karen Caddy Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri
City of Wanneroo	Cr Brett Treby

PRESENT

Chair	Cr Andres Timmermanis
Councillors	Cr Karen Caddy Cr David Lagan Cr Bianca Sandri
Alternate Members	Nil
Staff	Mr Simon O’Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr John Chester Cr Suzanne Migdale Cr Brett Treby
Apologies Staff	Mr Tony Arias (CEO)
Absent	Nil
Consultants	Mr Brenton Downing – Satterley Property Group Mr Carl Buckley – Satterley Property Group Ms Lauren Vidler – Satterley Property Group Ms Lena Kozak – Satterley Property Group Mr Nigel Satterley – Satterley Property Group
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

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

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Crs Chester, Migdale and Treby and Mr Arias.

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Management Committee Meeting – 21 November 2019

Moved Cr Caddy, Seconded Cr Sandri.

That the Minutes of the Management Committee Meeting of 21 November 2019 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (4/0).

5.1 BUSINESS ARISING FROM MINUTES (NOT COVERED ELSEWHERE IN THE AGENDA)

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

8. ADMINISTRATION REPORTS AS PRESENTED 8.1 – 8.5

8.1 BUSINESS REPORT – PERIOD ENDING 5 MARCH 2020

Moved Cr Caddy, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Business Report to 5 March 2020.

The Motion was put and declared CARRIED (4/0).

8.2 PROJECT FINANCIAL REPORT – JANUARY 2020

Moved Cr Sandri, Seconded Cr Caddy.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Project Financial Report (January 2020) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (4/0).

8.3 SALES AND SETTLEMENT REPORT – PERIOD ENDING 5 MARCH 2020

Moved Cr Caddy, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Sales and Settlement Report to 5 March 2020.

The Motion was put and declared CARRIED (4/0).

8.4 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

[The recommendation in the agenda]

That the Management Committee recommends that Council APPROVES the Terms of Reference and Delegations to the Management Committee (March 2020).

Moved Cr Lagan, Seconded Cr Caddy.

[Alternative recommendation]

That the Management Committee recommends that Council APPROVES the Terms of Reference and Delegations to the Management Committee (March 2020) subject to the Terms of Reference being amended in accordance with Attachment A (dated 12 March 2020).

The Motion was put and declared CARRIED (4/0).

Moved Cr Sandri, Seconded Cr Caddy.

That Standing Orders be suspended to allow discussion of Item 8.5.

The Motion was put and declared CARRIED (4/0).

Moved Cr Lagan, Seconded Cr Sandri

That Standing Orders be reinstated.

The Motion was put and declared CARRIED (4/0).

8.5 SALES - MARKETING CAMPAIGN – APRIL TO JUNE 2020

[The recommendation in the agenda]

That the Management Committee recommends that Council:

1. APPROVES the following approach to the discounting of lots during a Sales and Marketing Campaign at Catalina Estate to commence on 1 April 2020 and conclude on 30 June 2020:
 - i) Apply a \$17,000 discount to all lots that have been released for in excess of two years;
 - ii) Apply a \$15,000 discount to all lots that have been released for between one and two years;
 - iii) Apply a \$12,000 discount to all other currently released lots;
 - iv) Apply a \$10,000 discount to any other lot that may be released in Catalina Estate during the campaign period;
 - v) Not apply a Builder's Sales Representative referral fee during the campaign period.
2. APPROVES the use of a \$51,684 budget for marketing support for the Sales and Marketing campaign, including creative concept development, campaign artwork and media advertising as outlined in this report.

Moved Cr Sandri, Seconded Cr Caddy.

[Alternative recommendation]

That the Management Committee:

1. **APPROVES the following approach to the discounting of lots during a Sales and Marketing Campaign at Catalina Estate to commence on 1 April 2020 and conclude on 30 June 2020:**
 - i) **Apply a \$17,000 discount to all lots that have been released for in excess of two years;**
 - ii) **Apply a \$15,000 discount to all lots that have been released for between one and two years;**
 - iii) **Apply a \$12,000 discount to all other currently released lots;**
 - iv) **Apply a \$10,000 discount to any other lot that may be released in Catalina Estate during the campaign period;**
 - v) **Not apply a Builder's Sales Representative referral fee during the campaign period.**
2. **APPROVES the use of a \$40,000 budget for marketing support for the Sales and Marketing campaign, including creative concept development, campaign artwork and media advertising.**
3. **ADVISES Council of its decisions made under Delegations 4, 8 and 9 at the April 2020 scheduled meeting.**

The Motion was put and declared CARRIED (4/0).

9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

Nil

11. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

12. MATTERS BEHIND CLOSED DOORS

Nil

13. GENERAL BUSINESS

Nil

14. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:01pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2020

as a true record of proceedings.

CHAIR

ATTACHMENT A

Cr Timmermanis – Proposed Management Committee Terms of Reference 12 March 2020

7. Terms of Reference

The Council has adopted the following as the Terms of References of the Committee:

1. Monitor Project Performance against the approved Project strategies, plans or concepts.
2. Monitor Project performance against the approved Project Budget and provide a report and recommendations to Council with respect to variances and proposed variation to the approved Project Budget.
3. Monitor Project Performance against the approved Project Annual Plan and report on any variations to the approved Project Annual Plan to Council.
4. Monitor the performance of the Development Manager against agreed KPIs and report Development Manager performance against them to Council.
5. Monitor performance of approved marketing and sales programmes for the Project and report progress to Council.
6. Make recommendations to Council with respect to the Project Annual Plan, Project Budget and Project Milestones.
7. Make recommendations to Council with respect to the Mid-Year Review of the Project Annual Plan, Project Budget and Project Milestones.
8. Provide guidance, advice and assistance to Council with respect to advancing the Catalina Project.