



**TAMALA PARK**  
**Regional Council**

## Ordinary Meeting of Council

# MINUTES

**Thursday 21 August 2014, 6:00pm**

**City of Joondalup**

**90 Boas Avenue, Joondalup**

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 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**

<b>Chairman</b>	Cr Giovanni Italiano
<b>Councillors</b>	Cr Louis Carr (Arrived 6:07 pm) Cr Janet Davidson Cr Tom McLean Cr David Michael Cr Joshua Topelberg Cr Rod Willox Cr Geoff Amphlett Cr Brett Treby Cr Trevor Vaughan (Arrived 6:41 pm)
<b>Alternate Members</b>	Cr Hugh Nguyen Cr Elizabeth Re
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie von Stieglitz (Minute Clerk)
<b>Apologies</b>	Cr Dianne Guise
<b>Leave of Absence</b>	Cr Terry Tyzack
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Nigel Satterley (Satterley Property Group) Mr Mark Hunter (Satterley Property Group) Mr Brenton Downing (Satterley Property Group) Mr Paul Szijarto (Satterley Property Group)
<b>Councils' Advisors Apologies</b>	Mr Garry Stevenson (City of Perth) Mr Stuart Jardine (City of Stirling) Mr Len Kosova (City of Vincent) Mr Daniel Simms (City of Wanneroo)
<b>Councils' Advisors in Attendance</b>	Mr Jason Lyon (Town of Cambridge) Mr Garry Hunt (City of Joondalup) Mr Ross Povey (City of Stirling) Mr Anthony Vuleta (Town of Victoria Park) Mr John Patton (City of Wanneroo) Ms Noelene Jennings (City of Wanneroo)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

The meeting was declared open at 6:04pm.

**DISCLOSURE OF INTERESTS**

Disclosure of Interest forms were received as follows:

Satterley Property Group	Items 9.18 and 9.19	Impartial Interest
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**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Apologies were received from Cr Dianne Guise and Cr Terry Tyzack (Leave of Absence)

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 26 June 2014*

Moved Cr Willox, Seconded Cr Re.

**That the minutes of the Ordinary Meeting of Council of 26 June 2014 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.**

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

Cr Carr joined the meeting (6:07 pm).

**BUSINESS ARISING FROM MINUTES**

Nil

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

Nil

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

Item 9.18 Project Consultancy – Extension of Landscape Architect Services Contract

Item 9.19 Project Consultancy – Extension of Marketing Consultancy Services Contract

**8. REPORTS OF COMMITTEES**

- Audit Committee Meeting – 4 August 2014
- Management Committee Meeting – 21 July 2014

**9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.19)**

**9.1 BUSINESS REPORT – PERIOD ENDING 14 AUGUST 2014**

Moved Cr Michael, Seconded Cr Willox.

[The recommendation in the agenda]

**Recommendation**

**That the Council RECEIVE the Business Report to 14 August 2014.**

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

**9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2014**

Moved Cr Re, Seconded Cr Amphlett.

[The recommendation in the agenda]

**Recommendation**

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

- **31 May 2014; and**
- **30 June 2014.**

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

**9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTH OF JUNE 2014**

Moved Cr Treby, Seconded Cr McLean.

[The recommendation in the agenda]

**Recommendation**

**That the Council RECEIVE and NOTE the list of accounts paid under Delegated Authority to the CEO for the month of June 2014:**

- **Month ending 30 June 2014 (Total \$6,199,262.68)**

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

#### **9.4 PROJECT FINANCIAL REPORT – JUNE 2014**

Moved Cr Willox, Seconded Cr Re.

[The recommendation in the agenda]

##### **Recommendation**

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

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

#### **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 14 AUGUST 2014**

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

##### **Recommendation**

**That the Council RECEIVE the Sales and Settlements Report to 14 August 2014.**

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

#### **9.6 PROJECT BUDGET 2014/2015**

Moved Cr McLean, Seconded Cr Willox.

[The recommendation in the agenda]

##### **Recommendation**

**That the Council APPROVE the Project Budget 2014/2015 (August 2014), submitted by the Satterley Property Group, and it be used as the basis of financial planning for the TPRC budget 2014/2015.**

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

#### **9.7 TPRC DRAFT BUDGET FOR THE FINANCIAL YEAR 2014/2015**

Moved Cr Amphlett, Seconded Cr Treby.

[The recommendation in the agenda]



**Recommendation**

**That the Council:**

1. **ADOPT the Budget for the Tamala Park Regional Council for the year ending 30 June 2015, incorporating:**
  - a. **Statement of Comprehensive Income, indicating an operating deficit of \$401,062.**
  - b. **Statement of Financial Activity, showing cash at end of year position of \$22,079,043.**
  - 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 2014/15 financial year, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.**

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

**9.8 SUSTAINABILITY ACCREDITATION – CATALINA PROJECT**

Moved Cr Re, Seconded Cr Topelberg.

[The recommendation in the agenda]

**Recommendation**

**That the Council:**

1. **RECEIVE the Satterley Property Group’s report ‘Sustainability Accreditation’ dated 1 August 2014.**
2. **NOTE that an updated report on the total costs of achieving EnviroDevelopment or Green Star Community certification, likely accreditation level and benefits to the Project will be presented to the October 2014 meeting.**

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

**9.9 SPONSORED CHARITY HOME PROPOSALS**

The Council received a presentation from the following groups in relation to this Item:

- Habitat for Humanity – Mr Graeme Carty;
- Telethon Trust – Mr Steve Mummery and Ms Tina Roberts.

The Chairman thanked both groups for their presentation and indicated that the tenders in relation to Sponsored Charity Home Proposals at Catalina would be considered at the next meeting.

Moved Cr Treby, Seconded Cr Willox.

[The recommendation in the agenda]

**That the Council RECEIVE the deputation from Habitat for Humanity WA and Telethon in relation to the Charity Home Sponsorship Tender 6/2014.**

Mr Satterley left the meeting (6:35 pm).

Cr Vaughan joined the meeting (6:41 pm).

The Motion was put and declared CARRIED (12/0).

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

Moved Cr McLean, Seconded Cr Re.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVE the TPRC Audit Charter (July 2014).**
- 2. ADOPT the Audit Plan 2014/15 as submitted.**

The Motion was put and declared CARRIED (12/0).

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

Moved Cr Amphlett, Seconded Cr Nguyen.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE the Payment of Accounts & Security of Payment Instruments Policy (July 2014).**

The Motion was put and declared CARRIED (12/0).

#### **9.12 INVESTMENT POLICY REVIEW**

Moved Cr Treby, Seconded Cr Nguyen.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE the Investment Policy (July 2014).**

The Motion was put and declared CARRIED (12/0).

**9.13 CREDIT CARD POLICY REVIEW**

Moved Cr Topelberg, Seconded Cr Re.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE the Credit Card Policy (July 2014).**

The Motion was put and declared CARRIED (12/0).

**9.14 PETTY CASH POLICY REVIEW**

Moved Cr Re, Seconded Cr Michael.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE Petty Cash Policy (July 2014).**

The Motion was put and declared CARRIED (12/0).

**9.15 FINANCIAL MANAGEMENT – SIGNIFICANT ACCOUNTING POLICIES REVIEW**

Moved Cr McLean, Seconded Cr Davidson.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE the Financial Management – Significant Accounting Policies (July 2014).**

The Motion was put and declared CARRIED (12/0).

**9.16 PROCUREMENT POLICY REVIEW**

Moved Cr Treby, Seconded Cr Nguyen.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE the Procurement Policy (July 2014).**

The Motion was put and declared CARRIED (12/0).

#### 9.17 ELECTED MEMBER ALLOWANCES

Moved Cr McLean, Seconded Cr Amphlett.

[The recommendation in the agenda]

##### Recommendation

That the Council APPROVE:

1. An Annual Allowance for the Chairman of the Council to be \$19,570 per annum.
2. An Annual Attendance fee for the Chairman of the Council to be \$15,450 per annum.
3. An Annual Allowance for Deputy Chairman to be 25% of the amount paid to the Chairman per annum.
4. An Attendance fee for Council members to be an amount of \$10,300 per annum.
5. Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.
6. A per meeting fee of \$140 for alternate Council members.
7. Elected member allowances are to be made quarterly in arrears.

The Motion was put and declared CARRIED (12/0). Absolute Majority.

Moved Cr Re, Seconded Cr Willox.

That Standing Orders be suspended and the meeting move behind closed doors to allow Confidential Items 9.18 and 9.19 to be discussed.

The Motion was put and declared CARRIED (12/0).

#### 9.18 PROJECT CONSULTANCY – EXTENSION OF LANDSCAPE ARCHITECT SERVICES CONTRACT - **CONFIDENTIAL**

Moved Cr Michael, Seconded Cr Willox.

[The recommendation in the agenda]

##### Recommendation

That the Council APPROVE a 1 year contract extension to Emerge Associates (from 22 November 2014 to 21 November 2015) for landscape design and contract management services in accordance with Tender 8/2012 (Landscape Architect Services, dated September 2012), subject to the same terms and conditions.

The Motion was put and declared CARRIED (12/0).

**9.19 PROJECT CONSULTANCY – EXTENSION OF MARKETING CONSULTANCY SERVICES CONTRACT - CONFIDENTIAL**

Moved Cr Re, Seconded Cr McLean.

[The recommendation in the agenda]

**Recommendation**

**That the Council APPROVE a 1 year contract extension to Marketforce (from 22 November 2014 to 21 November 2015) for marketing consultancy services in accordance with Tender 11/2012 (Marketing Consultancy Services, dated September 2012), subject to the same terms and conditions.**

The Motion was put and declared CARRIED (12/0).

Moved Cr Vaughan, Seconded Cr Re.

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

The Motion was put and declared CARRIED (12/0).

The recommendations for items 9.18 and 9.19 were read out as follows:

*Item 9.18 PROJECT CONSULTANCY – EXTENSION OF LANDSCAPE ARCHITECT SERVICES CONTRACT*

*That the Council APPROVE a 1 year contract extension to Emerge Associates (from 22 November 2014 to 21 November 2015) for landscape design and contract management services in accordance with Tender 8/2012 (Landscape Architect Services, dated September 2012), subject to the same terms and conditions.*

*Item 9.19 PROJECT CONSULTANCY – EXTENSION OF MARKETING CONSULTANCY SERVICES CONTRACT*

*That the Council APPROVE a 1 year contract extension to Marketforce (from 22 November 2014 to 21 November 2015) for marketing consultancy services in accordance with Tender 11/2012 (Marketing Consultancy Services, dated September 2012), subject to the same terms and conditions.*

**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 9.18 Project Consultancy – Extension of Landscape Architect Services Contract  
Item 9.19 Project Consultancy – Extension of Marketing Consultancy Services Contract

**14. GENERAL BUSINESS**

Nil

**15. FORMAL CLOSURE OF MEETING**

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

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

SIGNED this ..... day of ..... 2014

as a true record of proceedings.

\_\_\_\_\_  
CHAIRMAN