



TAMALA PARK
Regional Council

Meeting of Council

Minutes

Thursday 20 April 2017, 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

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

Chairman	Cr Giovanni Italiano
Councillors	Cr Karen Caddy Cr Louis Carr Cr John Chester Cr Emma Cole (arrived 6:10pm) Cr Janet Davidson Cr Diane Guise Cr Keith Hayes Cr Kerry Hollywood Cr Keith Sargent Cr Brett Treby
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
Apologies	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 Martin Mileham (City of Perth)
Councils' Advisors in Attendance	Mr Garry Hunt (City of Joondalup) Mr Mark Dickson (City of Wanneroo) Mr Jason Lyon (Town of Cambridge)
Consultants' Apologies	Nil
Consultants in Attendance	Mr Kim Lawrence (Satterley Property Group) Ms Antonina Lazzara (Satterley Property Group) Mr Nigel Satterley (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group) Ms Dominique Rain (Satterley Property Group)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chairman declared the meeting open at 6:08pm. The Chairman acknowledged the resignations of Cr Carey and Cr Michael and thanked each of them for their contributions. He also welcomed new members Cr Emma Cole – Town of Vincent and Cr Keith Sargent – City of Stirling to the TPRC.

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

Cr Cole arrived during discussion on this Item (6:10pm).

3. APOLOGIES AND LEAVE OF ABSENCE

Cr Rod Willox

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 23 February 2017

Moved Cr Treby, Seconded Cr Carr.

That the minutes of the Ordinary Meeting of Council of 23 February 2017 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

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

BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

- 9.8 *Review of Project Milestones (March 2017)*
- 9.9 *CEO Annual Performance Review for 2016/2017*

8. REPORTS OF COMMITTEES

Management Committee Meeting – 16 March 2017

Cr Treby – Chairman Management Committee advised that the Committee considered a number of Items listed in this agenda and in particular Item 9.1 – Business Report, relating to landscaping issues and Item 9.6 - Solar Power Provider Tender Assessment and that he would provide further comments when the items were formally considered.

CEO Performance Review Committee Meeting – 16 March 2017

Cr Italiano – Chairman CEO Performance Review Committee advised that the Committee considered Item 9.9 – CEO Performance Review 2015/2016 - Confidential relating to the term, brief and budget for the appointment of a consultant to assist Council with the annual CEO Performance Review and that he would provide further comments when the item was formally considered.

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.9)

9.1 BUSINESS REPORT – PERIOD ENDING 16 FEBRUARY 2017

Moved Cr Treby, Seconded Cr Carr.

That Standing Orders be suspended to allow Item 9.1 to be discussed.

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

Moved Cr Guise, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 13 April 2017.

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

Moved Cr Treby, Seconded Cr Davidson.

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

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

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JANUARY & FEBRUARY 2017

Moved Cr Guise, Seconded Cr Carr.

[The recommendation in the agenda]

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

- **31 January 2017; and**
- **28 February 2017.**

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

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JANUARY & FEBRUARY 2017

Moved Cr Treby, Seconded Cr Davidson.

[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 January and February 2017:

- **Month ending 31 January 2017 (Total \$2,250,618.46)**
- **Month ending 28 February 2017 (Total \$1,755,101.26)**
- **Total Paid - \$4,005,719.72**

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

9.4 PROJECT FINANCIAL REPORT – FEBRUARY 2017

Moved Cr Carr, Seconded Cr Caddy.

[The recommendation in the agenda]

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

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

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 APRIL 2017

Moved Cr Caddy, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 13 April 2017.

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

9.6 SOLAR POWER PROVIDER TENDER ASSESSMENT

[The recommendation in the agenda]

That the Council:

1. **DECLINES** to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate.
2. **APPROVES** the continued use of the \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and **APPROVES** the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.
3. **REQUESTS** the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.
4. **REQUESTS** the Satterley Property Group to monitor the participation rates of the Solar Panel Rebate and provide a report to Council in December 2017.
5. **APPROVES** the release of a new tender for the supply and installation of solar systems to homes within the Catalina Estate based on a non-weighted cost criteria.

Moved Cr Chester, Seconded Cr Cole.

An amended recommendation

That the Council:

1. **DECLINES** to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate.

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

2. **APPROVES** the continued use of the \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and **APPROVES** the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.

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

3. **REQUESTS** the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.

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

4. **REQUESTS** the Satterley Property Group to monitor the participation rates of the Solar Panel Rebate and provide a report to Council in December 2017.

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

- 5. APPROVES the release of a new tender for the supply and installation of solar systems to homes within the Catalina Estate with a requirement for the tenderer to provide the best available system within the \$2,000 rebate.**

The Motion was put and declared LOST (3/8).

For: Cr Chester, Cr Cole and Cr Hayes.

Against: Cr Caddy, Cr Carr, Cr Davidson, Cr Guise, Cr Hollywood, Cr Italiano, Cr Sargent and Cr Treby.

9.7 REVIEW OF CATALINA SALES OFFICE OPENING HOURS

Moved Cr Carr, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Satterley Property Group correspondence (29 March 2017) on the trial opening hours for the Catalina Sales Office.**
- 2. APPROVES the extension of the current trial Sales Office opening hours (approved by Council in October 2016) for a further 12 months, until the end of April 2018, subject to the same terms and conditions.**
- 3. REQUESTS the Satterley Property Group to provide a comprehensive report on the operation of the trial Sales Office opening hours, including advice on competing estates, sales against budget and feedback from the public and display builders to be presented for Council's consideration at its April 2018 meeting.**

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

Moved Cr Hollywood, Seconded Cr Davidson.

That Standing Orders be suspended to allow Confidential Items 9.8 and 9.9 to be discussed.

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

Councils' Advisors and Consultants vacated the meeting.

9.8 REVIEW OF PROJECT MILESTONES (MARCH 2017) - CONFIDENTIAL

Moved Cr Cole, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Satterley Property Group report on Project Milestones (March 2017).**

2. **ADVISES** the Satterley Property Group that Key Performance Indicator 2.10 requires that the Development Manager completes two Milestone Reviews in each financial year to meet the KPI. The Council will reassess Key Performance Indicator 2.10 when the second Milestone Review is satisfactorily completed.
3. **ADVISES** the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that these need to be satisfactorily addressed so that they do not adversely affect the Project.

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

Mr Arias and Mr Aitken vacated the meeting.

9.9 CEO ANNUAL PERFORMANCE REVIEW FOR 2016/2017 - CONFIDENTIAL

Moved Cr Guise, Seconded Cr Hollywood.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the use of an external consultant to assist the Council with the CEO Annual Performance Review for 2016/2017.
2. **APPROVES** the CEO Performance Review Committee seeking proposals from consultants for a 3-year term to assist the Council with the CEO Annual Performance Review, on an open tender basis, in accordance with the Council's procurement policy.
3. **APPROVES** the following CEO Performance Annual Review Methodology to be included in the request for proposals from consultants to assist the Council with the CEO Annual Performance Review for 2016/2017:
 - Preparation and distribution of a self-assessment report to CEO;
 - Preparation and distribution of a questionnaire to Councillors, to enable provision of feedback on CEO's performance, with interviews where required;
 - Preparation of an Appraisal Report;
 - Attendance at the Council's offices to facilitate the Appraisal;
 - Meeting with CEO to brief on the process and provide an overview of the Feedback Report;
 - Meeting with the CEO Review Committee to brief on outcomes and the Appraisal Report;
 - Develop Performance Objectives for the following year.
4. **APPROVES** a \$10,000 budget provision for the TPRC Budget 2017/2018 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review for 2016/2017 and lists for the draft TPRC 2018/2019 and 2017/2018 Budgets an annual provision of \$10,000 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review.

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

Moved Cr Davidson, Seconded Cr Hollywood.

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

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

Mr Arias and Mr Aitken re-joined the meeting.

The recommendations for Confidential Items 9.8 and 9.9 were read out as follows:

9.8 *REVIEW OF PROJECT MILESTONES (MARCH 2017)*

That the Council:

1. *RECEIVES the Satterley Property Group report on Project Milestones (March 2017).*
2. *ADVISES the Satterley Property Group that Key Performance Indicator 2.10 requires that the Development Manager completes two Milestone Reviews in each financial year to meet the KPI. The Council will reassess Key Performance Indicator 2.10 when the second Milestone Review is satisfactorily completed.*
3. *ADVISES the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that these need to be satisfactorily addressed so that they do not adversely affect the Project.*

9.9 *CEO ANNUAL PERFORMANCE REVIEW FOR 2016/2017*

That the Council:

1. *APPROVES the use of an external consultant to assist the Council with the CEO Annual Performance Review for 2016/2017.*
2. *APPROVES the CEO Performance Review Committee seeking proposals from consultants for a 3-year term to assist the Council with the CEO Annual Performance Review, on an open tender basis, in accordance with the Council's procurement policy.*
3. *APPROVES the following CEO Performance Annual Review Methodology to be included in the request for proposals from consultants to assist the Council with the CEO Annual Performance Review for 2016/2017:*
 - *Preparation and distribution of a self-assessment report to CEO;*
 - *Preparation and distribution of a questionnaire to Councillors, to enable provision of feedback on CEO's performance, with interviews where required;*
 - *Preparation of an Appraisal Report;*
 - *Attendance at the Council's offices to facilitate the Appraisal;*
 - *Meeting with CEO to brief on the process and provide an overview of the Feedback Report;*
 - *Meeting with the CEO Review Committee to brief on outcomes and the Appraisal Report;*
 - *Develop Performance Objectives for the following year.*

4. *APPROVES a \$10,000 budget provision for the TPRC Budget 2017/2018 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review for 2016/2017 and lists for the draft TPRC 2018/2019 and 2017/2018 Budgets an annual provision of \$10,000 for the costs of the external consultant to assist the Council with the CEO Annual Performance Review.*

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

- 9.8 *Review of Project Milestones (March 2017)*
- 9.9 *CEO Annual Performance Review for 2016/2017*

14. GENERAL BUSINESS

Nil

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 7:55pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2017

as a true record of proceedings.

CHAIRMAN