



Ordinary Meeting of Council

Minutes

Thursday 16 August 2018, 6:00pm
Town of Victoria Park
99 Shepperton Road, Victoria Park

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

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TAMALA PARK REGIONAL COUNCIL

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jo McAllister
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Sophie Dwyer Cr Christine Hamilton-Prime
City of Perth	Commissioner Andrew Hammond	Commissioner Gaye McMath
City of Stirling	Cr Karen Caddy Cr Joe Ferrante Cr Giovanni Italiano (CHAIRMAN) Cr Bianca Sandri	Cr Suzanne Migdale
Town of Victoria Park	Cr Claire Anderson	Cr Ronnhda Potter
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Samantha Fenn Cr Brett Treby (DEPUTY CHAIRMAN)	Cr Russell Driver Cr Domenic Zappa

PRESENT

Chairman	Cr Giovanni Italiano
Councillors	Cr Claire Anderson Cr Karen Caddy Cr John Chester Cr Emma Cole (arrived 6.15pm) Cr Samantha Fenn (arrived 6.08pm) Cr Joe Ferrante Cmr Andrew Hammond Cr Nige Jones Cr Bianca Sandri Cr Andres Timmermanis Cr Brett Treby
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Nil
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Carl Buckley (Satterley Property Group) Mr Brenton Downing (Satterley Property Group) Mr Matej Nvota (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr John Giorgi (Town of Cambridge) Mr Martin Mileham (City of Perth) Mr Stuart Jardine (City of Stirling) Mr Anthony Vuleta (Town of Victoria Park) Mr Len Kosova (City of Vincent) Mr Daniel Simms (City of Wanneroo)
In Attendance Participant Councils' Advisers	Mr Garry Hunt (City of Joondalup) Mr Ross Povey (City of Stirling) Ms Noelene Jennings (City of Wanneroo)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chairman declared the meeting open at 6:05pm and welcomed Councillors to the Tamala Park Regional Council meeting.

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Nil

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 21 June 2018

Moved Cr Timmermanis, Seconded Cr Jones.

That the minutes of the Ordinary Meeting of Council of 21 June 2018 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

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

5A. BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

9.15 *Annual Plan FYE 2019 - Confidential*

9.16 *Development Management Agreement – Key People – Confidential*

8. REPORTS OF COMMITTEES

Management Committee Meeting – 19 July 2018

Cr Treby – Chairman, Management Committee advised that the Committee considered a number of Items listed in this agenda and that there had been significant discussion on Items 9.6 and 9.8. He advised that he would provide further comments when the items were formally considered.

Audit Committee Meeting – 8 August 2018

Cr Ferrante – Chairman, Audit Committee advised that the Committee considered a number of Items listed in this agenda and that there had been significant discussion on Items 9.7 TPRC Annual Budget which was recommended to Council along with a number of Council Policy reviews.

Cr Fenn arrived during discussion on this Item (6:08pm).

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

9.1 BUSINESS REPORT – PERIOD ENDING 1 AUGUST 2018

Moved Cr Chester, Seconded Cr Jones.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 1 August 2018.

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

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2018

Moved Cr Treby, Seconded Cr Jones.

[The recommendation in the agenda]

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

- **31 May 2018; and**
- **30 June 2018.**

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

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2018

Moved Cr Chester, Seconded Cr Jones.

[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 March and April 2018:

- **Month ending 31 May 2018 (Total \$1,234,196.02)**
- **Month ending 30 June 2018 (Total \$3,311,291.64)**
- **Total Paid - \$4,545,487.66**

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

9.4 PROJECT FINANCIAL REPORT – JUNE 2018

Moved Cr Treby, Seconded Cr Caddy.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (June 2018) submitted by the Satterley Property Group.

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

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 1 AUGUST 2018

Moved Cr Caddy, Seconded Cr Fenn.

[The recommendation in the agenda]

That the Management Committee RECEIVES the Sales and Settlement Report to 1 August 2018.

Cr Cole arrived during discussion on this Item (6:15pm).

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

9.6 PROJECT BUDGET FYE 2019

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Project Budget FYE 2019 (July 2018), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2019.**

2. **RECEIVES** the Budget Forecast FYE 2020 (July 2018), submitted by the Satterley Property Group.
3. **ACCEPTS** that the Satterley Property Group has achieved Key Performance Indicator KPI 4.4 requiring the preparation of a Project Budget on an annual basis by March each year.

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

9.7 TPRC DRAFT BUDGET FOR FYE 2019

Moved Cr Ferrante, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council:

1. **ADOPTS** the Budget for the Tamala Park Regional Council for the year ending 30 June 2019, incorporating the following statements:
 - a. **Statement of Comprehensive Income**, indicating an operating deficit of \$322,047.
 - b. **Statement of Financial Activity**, showing surplus at end of year position of \$34,345,153.
 - 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 2018/2019 financial year, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.

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

9.8 SALES AND LOT RELEASE STRATEGY FYE 2019 (JULY 2018)

Moved Cr Timmermanis, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the Sales and Lot Release Strategy FYE 2019 (July 2018), submitted by the Satterley Property Group, as the basis of sales and marketing planning for FYE 2019.
2. **DELEGATES** to the CEO authority to approve changes to the Sales and Lot Release Strategy FYE 2019 (July 2018) relating to stage sizes and timing of stage releases, subject to a supporting recommendation from the Satterley Property Group and not having a negative impact on the TPRC Budget.

At the request of Council, the Chairman put the Recommendations separately.

1. **APPROVES** the Sales and Lot Release Strategy FYE 2019 (July 2018), submitted by the Satterley Property Group, as the basis of sales and marketing planning for FYE 2019.

Recommendation 1 was put and declared CARRIED (12/0).

2. **DELEGATES** to the CEO authority to approve changes to the Sales and Lot Release Strategy FYE 2019 (July 2018) relating to stage sizes and timing of stage releases, subject to a supporting recommendation from the Satterley Property Group and not having a negative impact on the TPRC Budget.

Recommendation 2 was put and declared CARRIED BY ABSOLUTE MAJORITY (12/0).

9.9 AUDIT COMMITTEE AUDIT CHARTER & ANNUAL AUDIT PLAN REVIEW

Moved Cr Sandri, Seconded Cr Jones.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the TPRC Audit Charter (July 2018).
2. **ADOPTS** the Audit Plan 2018/2019.

Cr Ferrante left the meeting during discussion on this Item (6:49pm).

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

9.10 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW

Moved Cr Jones, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (July 2018).

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

9.11 INVESTMENT POLICY REVIEW

Moved Cr Sandri, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the Investment Policy (July 2018).

- 2. NOTES that the review of the Investment Policy for 2019 should take into account the findings of the Banking Royal Commission.**

Cr Ferrante re-joined the meeting during discussion on this Item (6:50m).

Moved Cr Cole, Seconded Cr Anderson.

An additional Recommendation 3

- 3. NOTES that the next review of the Investment Policy is to include a social and environmental responsibility profile of institutions stating, “When exercising the power of investment preference is to be given to investments with institutions that have been assessed to have a higher rating of demonstrated social and environmental responsibility, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions”.**

The Motion was put and declared LOST (6/6).

For: Cr Anderson, Cr Cole, Cr Fenn, Cmr Hammond, Cr Sandri and Cr Treby

Against: Cr Caddy, Cr Chester, Cr Ferrante, Cr Jones, Cr Italiano and Cr Timmermanis

Casting Vote Against: Cr Italiano

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Investment Policy (July 2018).**
- 2. NOTES that the review of the Investment Policy for 2019 should take into account the findings of the Banking Royal Commission.**

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

9.12 CREDIT CARD POLICY REVIEW

Moved Cr Jones, Seconded Cr Ferrante.

[The recommendation in the agenda]

That the Council APPROVES the Credit Card Policy (July 2018).

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

9.13 PETTY CASH POLICY REVIEW

Moved Cr Sandri, Seconded Cr Jones.

[The recommendation in the agenda]

That Council APPROVES the Petty Cash Policy (July 2018).

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

9.14 PROCUREMENT POLICY REVIEW

Moved Cr Chester, Seconded Cr Jones.

[The recommendation in the agenda]

That the Council APPROVES the Procurement Policy (July 2018).

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

Moved Cr Ferrante, Seconded Cr Fenn.

That Late Item 9.17 - Sales and Marketing - Spring Campaign Proposal be brought forward for consideration.

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

9.17 SALES AND MARKETING - SPRING CAMPAIGN PROPOSAL

Moved Cr Timmermanis, Seconded Cr Caddy.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Satterley Property Group correspondence (dated 9 August 2018) regarding a Sales and Marketing - Spring Campaign proposal.**
- 2. APPROVES participation in the Sales and Marketing - Spring Campaign to provide a \$20,000 discount on selected house and land packages at Catalina Estate as detailed in the Satterley Property Group advice, commencing 5 September 2018 to 30 November 2018, subject to a minimum of 10 builders participating in the Spring Campaign.**
- 3. Subject to recommendation 2 above APPROVES the following for the duration of the Sales and Marketing – Spring Campaign:**
 - 3.1 A discount of \$10,000 applying to all lots in Catalina;**
 - 3.2 The deletion of the Early Construction Rebate from all lots;**
 - 3.3 The use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC.**

At the request of Council, Recommendations 1 – 3.2 and Recommendation 3.3 were put separately.

- 1. RECEIVES the Satterley Property Group correspondence (dated 9 August 2018) regarding a Sales and Marketing - Spring Campaign proposal.**

2. **APPROVES** participation in the Sales and Marketing - Spring Campaign to provide a \$20,000 discount on selected house and land packages at Catalina Estate as detailed in the Satterley Property Group advice, commencing 5 September 2018 to 30 November 2018, subject to a minimum of 10 builders participating in the Spring Campaign.
3. Subject to recommendation 2 above **APPROVES** the following for the duration of the Sales and Marketing – Spring Campaign:
 - 3.1 A discount of \$10,000 applying to all lots in Catalina;
 - 3.2 The deletion of the Early Construction Rebate from all lots;

Recommendation 1 – 3.2 were put and declared CARRIED (12/0).

- 3.3 The use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC.

Recommendation 3.3 was put and declared CARRIED (12/0).

Moved Cr Treby, Seconded Cr Anderson.

That Standing Orders be suspended to allow Confidential Items 9.15 and 9.16 to be discussed behind closed doors.

The Motion was put and declared CARRIED (11/1), Cr Timmermanis against.

Council's Consultants vacated the meeting.

9.15 ANNUAL PLAN FYE 2019 - CONFIDENTIAL

Moved Cr Treby, Seconded Cr Timmermanis.

[The recommendation in the agenda]

That the Council:

1. **APPROVES** the Annual Plan FYE 2019, prepared by the Satterley Property Group and that it be used as the basis of planning and inputs to the TPRC Budget FYE 2019.
2. **ACCEPTS** that the Satterley Property Group has achieved Key Performance Indicator 2.6 requiring the preparation of a Project Annual Plan.

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

9.16 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL

Moved Cr Treby, Seconded Cr Anderson.

[The recommendation in the agenda]

That the Council resolves to APPROVE the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Kim Lawrance	General Manager – Development (WA)

Name of Replacement Person	Position
Brenton Downing	General Manager – Development (WA)

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

Moved Cr Timmermanis, Seconded Cr Jones.

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

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

The recommendations for Confidential Items 9.15 and 9.16 were read out as follows:

9.15 ANNUAL PLAN FYE 2019 - CONFIDENTIAL

That the Council:

1. *APPROVES the Annual Plan FYE 2019, prepared by the Satterley Property Group and that it be used as the basis of planning and inputs to the TPRC Budget FYE 2019.*
2. *ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator 2.6 requiring the preparation of a Project Annual Plan.*

9.16 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE – CONFIDENTIAL

That the Council resolves to APPROVE the following replacement of key personnel pursuant to Clause 4.5 of the Development Management Agreement:

Name of Person	Position
Kim Lawrance	General Manager – Development (WA)

Name of Replacement Person	Position
Brenton Downing	General Manager – Development (WA)

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

9.15 *Annual Plan FYE 2019 - Confidential*

9.16 *Development Management Agreement – Key People – Confidential*

14. GENERAL BUSINESS

The CEO reminded Councillors that the Workshop to Review Catalina Estate Vision / Objectives was to be held this Saturday 18 August 2018 at Mindarie Marina commencing at 9:00am.

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 8:07pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2018

as a true record of proceedings.

CHAIRMAN