



# MINUTES

## ORDINARY COUNCIL MEETING

TIME: 6.00 PM

4 JULY 2019

CITY OF STIRLING

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



Town of  
Cambridge



City of  
Joondalup



City of Perth



City of Stirling  
City of Choice



TOWN OF  
VICTORIA PARK



CITY OF VINCENT



City of  
Wanneroo

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*Prior to taking their seats for the meeting each member elected by the Member Councils, made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council (MRC) in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s702 of the Local Government Act 1960 (repealed).*

## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The CEO declared the meeting open at 6 pm.

## **2 ELECTION OF THE CHAIRPERSON**

The CEO advised Council that he had received a nomination from Cr Boothman nominating himself for the Chairperson's role.

The CEO asked if there were any further nominations.

No further nominations were made.

The CEO declared Cr Boothman elected unopposed as the Chairperson.

## **3 ELECTION OF THE DEPUTY CHAIRPERSON**

The Chair advised Council that the CEO had received three nominations for the position of Deputy Chair.

The Chair advised that prior to the meeting Cr Vernon had informed the CEO that she wished to withdraw her nomination.

The Chair asked Councillor Vernon if she would like to withdraw her nomination, Cr Vernon confirmed that her nomination had been withdrawn.

The Chair advised Council that two nominations for the position of Deputy Chair were received for Cr Cvitan (nominating himself) and Cr Fishwick (nominated by Cr Norman).

The Chair asked if there were any further nominations. No further nominations were received.

In accordance with the Transitional Provisions of the Local Government Act 1995 (schedule 3) an election was conducted using the relevant clauses of the Local Government Act 1960 (repealed). Once the votes were counted the Chairman advised the Council that Cr Fishwick received a majority of the votes and declared Cr Fishwick elected as the Deputy Chairman.

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<b>4 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE</b>
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**Councillor Attendance**

Cr D Boothman JP (Chair)	City of Stirling
Cr R Fishwick JP (Deputy Chair)	City of Joondalup
Cr M Norman	City of Joondalup
Cr S Migdale	City of Stirling
Cr S Proud JP	City of Stirling
Cr K Sargent	City of Stirling
Cr S Gontaszewski	City of Vincent
Cr F Cvitan JP	City of Wanneroo
Cr R Driver	City of Wanneroo
Cr K Shannon	Town of Cambridge
Cr K Vernon	Town of Victoria Park

**Apologies**

Cr E Cole	City of Vincent
Cr E Lumsden	City of Perth

**Leave of Absence**

Nil

**Absent**

Nil

**MRC Officers**

Mr G Hoppe (Chief Executive Officer)  
Mr A Slater (Director Corporate Services)  
Ms D Toward (Executive Support)  
Mr G Atkinson (Education Manager)

**MRC Observers**

Ms P Davies  
Mr R Vellios

**Member Council Observers**

Mr N Claassen	(City of Joondalup)
Mr N Ahern	(City of Perth)
Mr M Littleton	(City of Stirling)
Mr R Bryant	(City of Stirling)
Mr A Murphy	(City of Vincent)
Ms Y Plimbley	(City of Vincent)
Mr S Cairns	(City of Wanneroo)
Mr J Wong	(Town of Victoria Park)

**Members of the Public**

Nil

**Press**

Nil

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<b>5</b>	<b>DECLARATION OF INTERESTS</b>
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Nil

<b>6</b>	<b>PUBLIC QUESTION TIME</b>
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Nil

<b>7</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON</b>
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Nil

<b>8</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>
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Nil

<b>9</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>
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Nil

<b>10</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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**10.1 ORDINARY COUNCIL MEETING – 11 April 2019**

The Minutes of the Ordinary Council Meeting held on 11 April 2019 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting of Council held on 11 April 2019 be confirmed as a true record of the proceedings.**

**Moved Cr Sargent, seconded Cr Fishwick**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 11/0)**

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**11 CHIEF EXECUTIVE OFFICER REPORTS**

<b>11.1</b>	<b>FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 MARCH 2019 AND 30 APRIL 2019</b>
<b>File No:</b>	<b>FIN/5-07</b>
<b>Appendix(s):</b>	<b>Appendix No. 1 Appendix No. 2</b>
<b>Date:</b>	<b>27 May 2019</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

**SUMMARY**

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

**BACKGROUND**

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

**DETAIL**

The Financial Statements are for the months ended 31 March 2019 and 30 April 2019 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 10 months to 30 April 2019 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the “air space” remaining and other relevant information.

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Summary of results for the year to date period ended 30 April 2019

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
	<b>t</b>	<b>t</b>	<b>t</b>
Tonnes – Members	216,917	220,188	(3,271)
Tonnes – Others	11,526	12,826	(1,300)
<b>TOTAL TONNES</b>	<b>228,443</b>	<b>233,014</b>	<b>(4,571)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revenue – Members	44,219,043	44,980,305	(761,262)
Revenue – Other	4,008,845	4,399,961	(391,116)
<b>TOTAL REVENUE</b>	<b>48,227,888</b>	<b>49,380,266</b>	<b>(1,152,378)</b>
 Expenses	 45,749,630	 46,009,716	 260,087
Profit on sale of assets	7,394	7,394	-
Loss on sale of assets	8,870	-	(8,870)
 <b>NET SURPLUS</b>	 <b>2,476,783</b>	 <b>3,377,944</b>	 <b>(901,161)</b>

Commentary

Member tonnes for the year to date are 3,271 tonnes behind phased budget, which is mainly as City of Joondalup move to the three bin system.

The net result variance against budget of \$901,161 is mainly explained by budgeted tonnage related expenditure and RRF operating expenditures. The net surplus as at 30 April 2019 is \$2,476,735.

RRF

The Resource Recovery Facility residue tonnes are slightly below budget by 99 tonnes as they catch up after the scheduled maintenance closedown and FOGO trial.

Trade & Casual

The Casual and Trade tonnages are 1,300 tonnes lower than forecast for the financial year as trade customers find alternative options for waste disposal

Overall for the period ended 30 April 2019, the tonnes received are 4,571 tonnes below phased budget.

**VOTING REQUIREMENT**

Simple Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 March 2019 and 30 April 2019 are received.**

**Moved Cr Fishwick, seconded Cr Norman**

**RESOLVED**

**That the recommendation be adopted**  
**(CARRIED UNANIMOUSLY 11/0)**

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<b>11.2</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 MARCH 2019 AND 30 APRIL 2019</b>
<b>File No:</b>	<b>FIN/5-06</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 Appendix No. 5</b>
<b>Date:</b>	<b>28 May 2019</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

### SUMMARY

The purpose of this report is to provide details of payments made during the periods identified. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

### COMMENT

The lists of payments for the months ended 31 March 2019 and 30 April 2019 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 6 September 2018, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

<b>Months Ended</b>	<b>Account</b>	<b>Vouchers</b>	<b>Amount</b>
31 March 2019	General Municipal	Cheques	\$7,789.87
		EFT	\$4,243,292.76
		DP	\$136,855.80
		Inter account transfers	\$1,800,000.00
		<b>Total</b>	<b>\$6,187,938.43</b>
30 April 2019	General Municipal	Cheques	\$7,652.74
		EFT	\$6,191,269.44
		DP	\$138,812.52
		Inter account transfers	\$4,200,000.00
		<b>Total</b>	<b>\$10,537,734.70</b>

### VOTING REQUIREMENT

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 March 2019 and 30 April 2019, be noted.**

**Moved Cr Sargent, seconded Cr Migdale**

**RESOLVED**

**That the recommendation be adopted**  
**(CARRIED UNANIMOUSLY 11/0)**

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<b>11.3</b>	<b>BUDGET APPROVAL - FINANCIAL YEAR 2019/20</b>
<b>File No:</b>	<b>FIN/146</b>
<b>Appendix(s):</b>	<b>Appendix No. 6</b>
<b>Date:</b>	<b>14 April 2019</b>
<b>Responsible Officer:</b>	<b>Director Corporate Services</b>

### **SUMMARY**

The purpose of this item is to present the Budget for 2019/20 to the Council for approval and adoption.

### **BACKGROUND**

The 2019/20 budget process commenced in March 2019 and included one workshop held with Councillors and Officers on 11 April 2019.

The underlying operating budget has been developed from a 'zero base' in discussion with the managers across the business and has been reviewed in detail to ensure that the Mindarie Regional Council (MRC) continues to deliver its current service offering in an efficient, cost effective manner and in line with the Waste Strategy 2030.

The budget has been premised largely on a 'business-as-usual' basis. In addition to the MRC's normal operations however, \$340k for new leachate processing infrastructure has been included.

Some of the key points with regard to the 2019/20 budget include:

- No increase to the Members gate fee or the non-members gate fee for 2019/20 budget.
  - A decrease in expected Member tonnes from 267,924 to 260,584 tonnes (2.5%) based on information provided by the member councils.
  - No increase to the non-member tonnes remaining at 15,800 tonnes.
  - The inclusion of \$350k of ongoing project costs for the Face Your Waste campaign.
  - No increase to the landfill levy remaining at \$70 per tonne landfilled.
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## **DETAIL**

### **Budget 2019/20**

The Budget for 2019/20 has been set to achieve a \$1.85 million surplus. The proposed surplus has been set intentionally to assist with the funding of long-term site post closure liabilities.

Significant changes in year-on-year operating costs are outlined in more detail below:

#### **Employee costs**

Employee costs have increased by \$479k which is driven by an assumed 2% salary increase, face your waste funded staff, new operations admin position and cover for the reuse shop longer opening hours.

#### **Consultants and contract labour**

Consultants and contract labour has decreased by \$497k mainly due to future MRC modelling costs and FOGO trial not being needed for the 19/20 budget year as they were all funded in the 18/19 budget year.

#### **Landfill expenses**

Landfill expenses have increased by \$412k due to the increased focus on environmental management of Ground water, Gas, Leachate and Odour.

#### **RRF costs**

The RRF costs have increased by \$1.3m directly attributed to the increase in budgeted tonnage from 100,000 tonnes to 105,000 tonnes and contractual indexed increase in the contractor's fees.

#### **Depreciation**

Depreciation has decreased by \$439k due to being rebased following the 18/19 external valuations.

#### **DWER Landfill Levy**

The Department of Water and Environmental Regulation (DWER) landfill levy expense has decreased by \$687k which primarily reflects the decrease of tonnes being landfilled for the year.

#### **Tonnages**

Approximately 260,584 tonnes (Mid-Year Budget 2018/19: 267,924 tonnes) of waste are expected to be delivered to the MRC by Member Councils during the course of the year.

Of this, 105,000 tonnes (Budget 2018/19: 100,000 tonnes) is expected to be diverted to the RRF, which will in turn generate 51,135 tonnes (Budget 2018/19: 48,700 tonnes) of residue which will be sent back to Tamala Park. The RRF waste diversion target is set at 51.3%, However, this may change as Council's amend their bin systems.

Non-members are expected to deliver 15,800 tonnes (Budget 2018/19: 15,800 tonnes) to Tamala Park.

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## Capital Expenditure

The following capital expenditures have been included in the Budget for 2019/20:

### New capital expenditures

		\$
• Computer equipment		90,000
- Repl. Core switch	12,000	
- Network Rack for UPS	8,000	
- Navision system upgrade	70,000	
• Furniture and Fittings		67,600
- Repl. Air conditioning units	67,600	
• Plant and equipment		381,476
- Repl. Fire Ute	85,000	
- Repl. Kia Grand Carnival	47,000	
- Repl. ADC Tarps	36,000	
- Repl. Hooklift bins	45,000	
- Vehicle litter vacuum	32,000	
- Dinosaur water canon	10,000	
- 3 x Hooklift bin modifications	60,000	
- Odour irrigation – Landfill	16,476	
- Hooklift tines for Loader	50,000	
• Buildings		70,000
- Upgrade Admin toilets	20,000	
- Upgrade recycling security	50,000	
• Infrastructure (incl. Landfill)		1,149,816
- Repl. Trash pump	5,000	
- Upgrades MRC Infrastructure	150,000	
- Landfill access ramp	50,000	
- CDS Footprint infrastructure	70,000	
- Repl. Western boundary fence	110,000	
- Irrigation upgrade	10,000	
- Gas monitoring bores	150,000	
- Vapour Pods	5,600	
- Solar hot water (leachate)	340,000	
- Repl. Gas monitor	17,000	
- Pumps	22,000	
- Cell Development	200,216	
- Visual Barrier North Stage 2	20,000	

**1,758,892**

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Carried forward capital expenditures

• Repl. Toyota forklift	35,000
• Cardboard compactor project	102,000
• Transfer station extension	200,000
• Recycling centre alignment	160,000
• Leachate treatment project	347,000

**Total Capital expenditure** **2,602,892**

**Reserves**

The revised Cash Backed Reserves with the projected balances at 30 June 2019 are expected to be as follows:

Site rehabilitation Reserve

Estimated balance at 30 June 2020: \$14,788,715

Purpose: *To be used to fund post closure site rehabilitation costs associated with the Tamala Park landfill site.*

A transfer of \$1,705,771 to this reserve is anticipated during the course of the 2019/20 financial year with no anticipated drawdowns on the reserve.

This will result in a funded reserve of approximately \$14.7 million to cover an estimated post closure liability of approximately \$16.7 million. Any unfunded portion of the post closure liabilities will need to be funded over the remaining life of the landfill or from the audited surplus of the financial year 18/19.

Reserve for Capital Expenditure

Estimated balance at 30 June 2020: \$1,780,082

Purpose: *To be used to fund the ongoing capital expenditure requirements.*

A transfer of \$2,602,892 to this reserve is anticipated during the course of the year with drawdowns to fund capital expenditures.

Participants' Surplus Reserve Account

Estimated balance at 30 June 2020: \$2,000,000

Purpose: *To be used to fund any deficit or part of a deficit as shown in the annual financial report of the MRC.*

No allocations are proposed to this reserve in the 2019/20 financial year.

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### Carbon Abatement Reserve

Estimated balance at 30 June 2020: \$491,076

Purpose: *To be used to fund carbon abatement projects.*

MRC plan to investigate the suitability of solar being installed to the new recycling shop upon completion of the renovations.

### **Surplus**

The budget shows a forecast surplus of \$1.85 million. It is proposed that the surplus will be allocated in part to the Site Rehabilitation Reserve and in part to the re-establishment of the participants' surplus reserve.

### **Funding Plan**

- Operational expenditures will be funded from the proceeds of the Members' and Non-members' gate fees.
- Capital Expenditure will be funded from the Capital Expenditure Reserve.

### **SUMMARY OF APPENDICES**

Attachment to this Item is as follows:

- Appendix No. 6 – Statutory Budget and Supplementary Information

### **CONSULTATION**

One workshop for Councillors and Officers was conducted in April 2019 to discuss the 2019/20 Budget. The participants indicated that they did not feel a second budget workshop was required. Feedback from the workshop has been taken into account in compiling this final draft of the budget.

### **STATUTORY ENVIRONMENT**

Budget approval is required by end of August 2019 in accordance with section 6.2 of the Local Government Act 1995 (as amended).

Modifications of existing reserves and creation of new reserves is done in compliance with section 6.11 of the Local Government Act 1995 (as amended).

### **POLICY IMPLICATIONS**

The 2019/20 budget process is consistent with existing MRC policy.

### **FINANCIAL IMPLICATIONS**

The Members' gate fee will be set at \$205 per tonne (excluding GST) for the 2019/20 financial year.

The Non-members' gate fee will be set at \$192.72 per tonne (excluding GST) for the 2019/20 financial year.

An estimated surplus of \$1.85 million is budgeted for the 2019/20 financial year.

Capital expenditure of \$2,602,892 is budgeted for the 2019/20 financial year, of which \$844,000 is carry forward expenditure.

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### **STRATEGIC IMPLICATIONS**

The Budget for 2019/20 has been derived from the MRC's Strategic Community Plan, the Corporate Business Plan, the Asset Management Plan, the Workforce Plan and the 20 year Financial Plan and is consistent with these documents, in compliance with section 6.2(2) of the Local Government Act 1995 (as amended).

In developing the 2019/20 budget, the funding required for the activities outlined in the Corporate Business Plan have been taken into account.

### **VOTING REQUIREMENT**

Absolute Majority

### **ADDITIONAL COMMENTS**

Subsequent to the budget workshop held on 11 April, 2019 the following adjustments have been made to the budget:

- Capital Expenditure: \$297,000 bought forward from 2018/19 for ongoing projects.
- Profit/Loss on sales of assets: \$113,445 quoted estimates added.
- Operational Expenses: \$43,200 minor changes across the budget.

The Members' gate fee has not been adjusted for the impacts of any of these changes.

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**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

- (i) adopt the Budget for the Mindarie Regional Council for 2019/20 financial year
- (ii) endorse the on-going strategy of deferred payment of operational surpluses, as approved by Council at its August 2005 meeting, for the 2005/06 financial year and future years to meet its on-going capital requirements
- (iii) Approve the Capital Budget Program of \$2,602,892 for 2019/20 as follows:

**New capital expenditures**

	\$
• Buildings	70,000
• Office furniture and equipment	67,600
• Computer equipment	90,000
• Plant and equipment and vehicles	381,476
• Infrastructure	<u>1,149,816</u>
	1,758,892

**Carried forward capital expenditures**

• Repl. Toyota Forklift	35,000
• Cardboard compactor project	102,000
• Transfer station extension	200,000
• Recycling centre alignment	160,000
• Leachate treatment project	<u>347,000</u>
	844,000

<b>Total Capital expenditure</b>	<b>2,602,892</b>
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- (v) approve that \$405,771 will be transferred from the Operating Surplus to the Site Rehabilitation Reserve.
- (vi) Approve that \$1,300,000 will be transferred from Retained Earnings to the Site Rehabilitation Reserve
- (vii) approve that \$2,60,2892 be transferred from the Reserve for Capital Expenditure to Operating Surplus to fund capital expenditures.
- (viii) Approve that \$250,000 will be transferred Operating surplus to the RRF Maintenance reserve
- (ix) approve that any funds required for carbon abatement projects be transferred from the Carbon Abatement Reserve to the Operating Surplus.
- (x) approve that all interest earned on cash funds associated with cash-backed reserves will not be credited to the respective reserves.

***(Absolute Majority Required)***

**Moved Cr Cvitan, seconded Cr Fishwick**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 11/0)**

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<b>12 MEMBERS INFORMATION BULLETIN – ISSUE NO. 48</b>
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**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 48 be received.**

**Moved Cr Vernon, seconded Cr Proud**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

<b>13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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<b>13.1 NOTICE OF MOTION – CR RUSS FISHWICK – CHANGE IN MEETING TIMES</b>
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In accordance with *clause 3.13(2) of the Mindarie Regional Council Standing Orders Local Law 2010*, Cr Fishwick has given notice of his intention to move the following Motion:

**That future Ordinary Council Meetings of the Mindarie Regional Council commence at 6.30 pm to provide Council Members with an additional 30 minutes to travel to meetings.**

**REASON FOR MOTION:**

The current commencement time of 6.00pm for Ordinary Meetings of the Mindarie Regional Council can be problematic for some Council Members who are employed and required to travel some distance across the metropolitan area at peak hour to attend meetings at Member Council Administration Buildings. By delaying the commencement of future meetings by 30 minutes would ensure that Council Members and for that matter relevant staff have sufficient time in which to attend the commencement of meetings.

**Moved Cr Fishwick, seconded Cr Proud**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED 7/4)

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**13.2 NOTICE OF MOTION – CR MIKE NORMAN – HOUSEHOLD HAZARDOUS WASTE**

In accordance with *clause 3.13(2) of the Mindarie Regional Council Standing Orders Local Law 2010*, Cr Norman has given notice of his intention to move the following Motion:

That the CEO prepare a report to council for their consideration, outlining the cost and logistics involved in the MRC undertaking a limited trial of a “HHW Toxic Taxi Service” for the on-demand collection of Household Hazardous Waste (HHW) from the residents of the MRC’s member councils.

The report should cover:

1. The area and population base to be covered as part of a limited trial of 12 months;
2. Which HHW items could be included in the trial service, noting that the list will be as comprehensive as possible;
3. The cost of the limited trial and the impact that it would have on the members’ gate fee;
4. How the service would be marketed;
5. How the improvement in intercepting HHW, that would otherwise go to landfill, will be measured; and
6. How the scheme would function.

**REASON FOR MOTION:**

There are many authorities around the world that operate such a service and have done so for a decade or more.

It is intended to intercept HHW from those residents who are unlikely to properly dispose of HHW unless it is easy and convenient for them.

This would complement any HHW services that already operate (eg community collection stations, school battery collection program, HHW drop-off days, self-haul to Tamala Park and Balcatta), noting that some of those do not deal with the full range of HHW.

It could involve a window of pick-up from a pre-determined safe pick-up location at each dwelling (that is out of public view,). The pick-up window would allow a vehicle to do multiple pick-ups in a single trip more efficiently. Commercial quantities would not be collected for free, but could be for a fee.

It completes the home based waste sorting approach of the 2 or 3 bin systems, as HHW cannot be disposed of in either system. It will help keep HHW out of the landfill, compost and recyclables waste streams.

The cost of such a service would be reflected in the MRC gate fee, which of course, may cause some objection from member councils unless the impact was minor.

The concept would be best tested with a limited trial of not more than 12 months in duration and no more than 1 or 2 LGAs. It is envisaged that the end of the trial, the CEO will report on the outcomes of the trial and the cost of rolling out the service to all member LGAs.

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If the trial proves successful, it may be a good initiative to attract Waste Authority grant funding to cover set-up/ licensing/ educational development costs, given it would be the first such service in WA, if not Australia.

Based on the MRC's recent waste audits, approximately 1% of the waste stream currently going to landfill is comprised of hazardous waste and this service would assist in reducing the contamination of our various waste streams.

**Moved Cr Norman, seconded Cr Fishwick**

**AMENDED MOTION:**

That the CEO prepare a report to council for their consideration by 19 September 2019, outlining the cost and logistics involved in the MRC undertaking a limited trial of a "HHW Toxic Taxi Service" and community recycling stations for the on-demand collection of Household Hazardous Waste (HHW) from the residents of the MRC's member councils.

The report should cover:

1. The area and population base to be covered as part of a limited trial of 12 months;
2. Which HHW items could be included in the trial service, noting that the list will be as comprehensive as possible;
3. The cost of the limited trial and the impact that it would have on the members' gate fee;
4. How the service would be marketed;
5. How the improvement in intercepting HHW, that would otherwise go to landfill, will be measured; and
6. How the scheme would function.

(CARRIED UNANIMOUSLY 11/0)

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<b>14 URGENT BUSINESS</b>
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Nil

<b>15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>
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Nil

<b>16 NEXT MEETING</b>
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*Next meeting to be held on Thursday 19 September 2019 in the Council Chambers at the City of Vincent commencing at 6.30 pm.*

<b>17 CLOSURE</b>
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The Chairman closed the meeting at 6.37 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed.....Chairman

Dated .....day of .....2019

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# **Ordinary Meeting of Council**

# **Minutes**

**Thursday 15 August 2019, 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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**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>	<b>ALTERNATE MEMBER</b>
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 Ronhhda Potter
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Samantha Fenn Cr Brett Treby (DEPUTY CHAIRMAN)	Cr Sonet Coetzee Cr Domenic Zappa

**PRESENT**

**Chairman** Cr Giovanni Italiano

**Councillors** Cr Karen Caddy  
Cr John Chester  
Cr Emma Cole (arrived 6:17pm)  
Cr Samantha Fenn  
Cr Joe Ferrante  
Cmr Andrew Hammond (arrived 6:14pm)  
Cr Nige Jones  
Cr Ronhhda Potter  
Cr Bianca Sandri (arrived 6:28pm)  
Cr Andres Timmermanis  
Cr Brett Treby

**Staff** Mr Tony Arias (Chief Executive Officer)  
Mr Simon O'Sullivan (Manager Project Coordination)  
Ms Vickie Wesolowski (Executive Assistant)

**Apologies Councillors** Cr Claire Anderson

**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)  
Ms Lauren Vidler (Satterley Property Group)

**Apologies Participant Councils' Advisers** Mr Daniel Simms (City of Wanneroo)  
Mr Murray Jorgensen (City of Perth)  
Mr Stuart Jardine (City of Stirling)  
Mr Anthony Vuleta (Town of Victoria Park)  
Mr John Giorgi (Town of Cambridge)  
Mr David MacLennan (City of Vincent)

**In Attendance Participant Councils' Advisers** Mr Garry Hunt (City of Joondalup)  
Mr Fraser Henderson (City of Stirling)  
Mr Ben Killigrew (Town of Victoria Park)  
Mr Greg Bowering (City of Wanneroo)

**Members of the Public** Nil

**Press** Nil

**1. OFFICIAL OPENING**

The Chairman declared the meeting open at 6:10pm. The Chairman welcomed Cr Ronhhda Potter, Alternative Member for Cr Claire Anderson to the meeting.

**DISCLOSURE OF INTERESTS**

Cr Potter confirmed a Disclosure of Interest – Impartial Interest in relation to Item 9.17.

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Claire Anderson

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 20 June 2019*

Moved Cr Jones, Seconded Cr Caddy.

**That the minutes of the Ordinary Meeting of Council of 20 June 2019 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.**

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

**5A. BUSINESS ARISING FROM MINUTES**

Nil

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

Nil

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

9.11 *Catalina Strategic Marketing Plan – July 2019 - Confidential*

9.12 *Review of Sustainability Initiatives Plan - Confidential*

9.13 *Catalina Housing and Built Form Strategy – July 2019 – Confidential*

9.14 *Review of Catalina Risk Management Plan 2018 - Confidential*

- 9.15 *Community Vision Health Hub - Grove Precinct, Catalina - Confidential*
- 9.16 *CEO Further Contract of Employment – Confidential*
- 9.17 *Appointment of Acting Chief Executive Officer – Confidential*
- 9.18 *Powers of Attorney - Confidential*

## **8. REPORTS OF COMMITTEES**

Audit Committee Meetings – 25 July 2019 and 9 August 2019

*Cr Ferrante – Chairman, Audit Committee advised that the Committee had considered a number of reports in particular TPRC Draft Budget for FYE 2020 and Auditor's Report FYE 2018 – Significant Adverse Trend, Asset Sustainability Ratio and had recommended Council's endorsement as detailed in the reports in Items 9.6 and 9.9.*

CEO Performance Review Committee Meeting – 25 July 2019

*Cr Jones – Chairman, CEO Performance Review Committee advised that the Committee had considered reports on the CEO further Contract of Employment and Appointment of Acting Chief Executive Officer and had recommended to Council endorsement as detailed in Items 9.16 and 9.17.*

Management Committee Meeting – 18 July 2019

*Cr Treby – Chairman, Management Committee advised that the Committee considered a number of Items listed in this Agenda and that there had been a presentation and significant discussion on Item 9.14 Community Vision Health Hub and he would provide additional comments during discussion on these items.*

Cmr Hammond arrived during this item (6:14pm).

### **9.1 BUSINESS REPORT – PERIOD ENDING 8 AUGUST 2019**

Moved Cr Caddy, Seconded Cr Jones.

[The recommendation in the agenda]

**That the Council RECEIVES the Business Report to 8 August 2019.**

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

### **9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2019**

Moved Cr Caddy, Seconded Cr Ferrante.

[The recommendation in the agenda]

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

- **31 May 2019; and**
- **30 June 2019.**

Cr Cole arrived during this item (6:17pm).

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

### **9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2019**

Moved Cr Chester, Seconded Cr Caddy.

[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 2019:**

- **Month ending 31 May 2019 (Total \$429,094.77)**
- **Month ending 30 June 2019 (Total \$2,864,476.54)**
- **Total Paid - \$3,293,571.31**

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

### **9.4 PROJECT FINANCIAL REPORT – JUNE 2019**

Moved Cr Treby, Seconded Cr Jones.

[The recommendation in the agenda]

**That the Council RECEIVES the Project Financial Report (June 2019) submitted by the Satterley Property Group.**

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

### **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 8 AUGUST 2019**

Moved Cr Caddy, Seconded Cr Fenn.

[The recommendation in the agenda]

**That the Council RECEIVES the Sales and Settlement Report to 8 August 2019.**

Cr Sandri arrived during this item (6:28pm).

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

### **9.6 TPRC DRAFT BUDGET FOR FYE 2020**

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 2020, incorporating the following statements:**
  - a. Statement of Comprehensive Income, indicating an operating deficit of \$331,462.**
  - b. Statement of Financial Activity, showing surplus at end of year position of \$33,249,962.**
  - 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 2019/2020 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).

## **9.7 EARTHWORKS AND SUBDIVISION WORKS TENDER (TENDER 04/2019)**

Moved Cr Treby, Seconded Cr Fenn.

[The recommendation in the agenda]

**That the Council ACCEPTS the RJ Vincent Tender submission (dated May 2019) for Civil and Infrastructure Works in accordance with Tender 04/2019 (Earthworks and Subdivision Works).**

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

The Chairman requested that Items 9.16 and 9.17 be moved forward given the attendance of Elisabeth Stevenson - McLeods Barristers & Solicitors to assist Council with consideration of the matters.

Moved Cr Fenn, Seconded Cr Jones.

**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 (11/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Fenn, Cr Ferrante, Cmr Hammond, Cr Italiano, Cr Jones, Cr Potter, Cr Sandri and Cr Treby.

Against: Cr Timmermanis.

## **9.16 CEO FURTHER CONTRACT OF EMPLOYMENT – CONFIDENTIAL**

Moved Cr Jones, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the legal advice from Mr Neil Douglas - McLeods Barristers & Solicitors in relation to the TPRC CEO's contract, dated 24 May 2019.**
- 2. OFFERS Mr Arias a further contract of employment as TPRC CEO, on the same terms and conditions as his current contract with the TPRC but with –**
  - (a) The commencement date of 12 October 2019; and**
  - (b) The expiry date of 11 October 2022.**
- 3. AUTHORISES the Chairman to write to Mr Arias in the terms of the draft letter included in Appendix 9.16 of this agenda.**

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

#### **9.17 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – CONFIDENTIAL**

Moved Cr Jones, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council:**

- 1. DETERMINES that Mr Ben Killigrew is suitably qualified to act as Chief Executive Officer – TPRC.**
- 2. APPROVES the appointment of Mr Ben Killigrew to act as Chief Executive Officer – TPRC, between 1 October 2019 to 25 October 2019 (inclusive), in accordance with proposed employment contract (dated July 2019 attached).**
- 3. AUTHORISES the Chairman to sign the proposed employment contract (dated July 2019 attached).**

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

Moved Cr Treby, Seconded Cr Jones.

**That the Meeting be REOPENED to the public.**

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

#### **9.8 TPRC RISK MANAGEMENT FRAMEWORK AND RISK REGISTER**

Moved Cr Sandri, Seconded Cr Jones.

[The recommendation in the agenda]

**That the Council APPROVES the Tamala Park Regional Council Risk Management Framework (February 2019) and the Tamala Park Regional Council Corporate Risk Register (February 2019).**

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

#### **9.9 AUDITOR'S REPORT FYE 2018 – SIGNIFICANT ADVERSE TREND, ASSET SUSTAINABILITY RATIO**

Moved Cr Chester, Seconded Cr Fenn.

[The recommendation in the agenda]

**That the Council:**

- 1. RECEIVES the correspondence from the Department of Local Government, Sport and Cultural Industries dated 28 June 2019, in relation to the Audit Report FYE 2018 from Butler Settineri Pty Ltd.**
- 2. Forward a copy of the Council report to the Minister for Local Government, Sport and Cultural Industries and the TPRC Auditor - Butler Settineri.**
- 3. PUBLISH a copy of the Council report on the TPRC website within 14 days of Council's resolution.**

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

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

Moved Cr Treby, Seconded Cr Cole.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVES the TPRC Audit Charter (April 2019).**
- 2. ADOPTS the Audit Plan 2019/2020.**

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

Moved Cr Caddy, Seconded Cr Treby.

**That Standing Orders be suspended to allow Confidential Items 9.11 to 9.15 and 9.18 to be discussed behind closed doors.**

The Motion was put and declared CARRIED (11/1).

For: Cr Caddy, Cr Chester, Cr Cole, Cr Fenn, Cr Ferrante, Cmr Hammond, Cr Italiano, Cr Jones, Cr Potter, Cr Sandri and Cr Treby.

Against: Cr Timmermanis.



**9.11 CATALINA STRATEGIC MARKETING PLAN – JULY 2019 - CONFIDENTIAL**

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

- 1. APPROVES the Catalina Strategic Marketing Plan (July 2019) prepared by the Satterley Property Group.**
- 2. ACCEPTS that the Development Manager's Key Performance Indicator 3.1 requiring the completion and acceptance of a review of the Strategic Marketing Plan by the end of December every second year has been satisfied.**

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

**9.12 REVIEW OF SUSTAINABILITY INITIATIVES PLAN - CONFIDENTIAL**

Moved Cr Chester, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

- RECEIVES the review of the Catalina Sustainability Initiatives Plan (June 2019), prepared by the Satterley Property Group.
- APPROVES the following sustainability initiatives and budget for FYE 2020:

SUSTAINABILITY INITIATIVE	ALLOCATION
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$300 per lot
High rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot
12-month Energy Audit	\$300 per lot

- APPROVES the continuation of the existing landscape initiatives, including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems in landscape packages for Catalina.
- APPROVES the continuation of the fauna and flora relocations associated with bulk earthworks.
- APPROVES the continuation of opportunities for housing innovation and affordability in accordance with the Catalina Built Form and Housing Strategy (July 2019), including small lot housing in Stages 16A, 16B and 18B.

6. **APPROVES** a 12-month trial of the provision of a tablet device up to a value of \$500 at the time of settlement to purchasers of all new lots to contain Catalina information and environmental education material, subject to the Satterley Property Group providing a satisfactory method for the administration of the initiative.
7. **ACCEPTS** that the Development Manager's Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year has been satisfied.

The Motion as amended was as follows:

**That the Council:**

1. **RECEIVES** the review of the Catalina Sustainability Initiatives Plan (June 2019), prepared by the Satterley Property Group.
2. **APPROVES** the following sustainability initiatives and budget for FYE 2020:

SUSTAINABILITY INITIATIVE	ALLOCATION
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$300 per lot
High rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot
12-month Energy Audit	\$300 per lot

3. **APPROVES** the continuation of the existing landscape initiatives, including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems in landscape packages for Catalina.
4. **APPROVES** the continuation of the fauna and flora relocations associated with bulk earthworks.
5. **APPROVES** the continued examination of opportunities for housing innovation and affordability in accordance with the Catalina Built Form and Housing Strategy (July 2019), including small lot housing in Stages 16A, 16B and 18B.
6. **APPROVES** a 12-month trial of the provision of a tablet device up to a value of \$500 at the time of settlement to purchasers of all new lots to contain Catalina information and environmental education material, subject to the Satterley Property Group providing a satisfactory method for the administration of the initiative.
7. **ACCEPTS** that the Development Manager's Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year has been satisfied.

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

**9.13 CATALINA HOUSING AND BUILT FORM STRATEGY – JULY 2019 –  
CONFIDENTIAL**

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

**That the Council:**

1. **RECEIVES** the Catalina Housing Strategy (July 2019) submitted by the Satterley Property Group, for strategic guidance for the delivery of housing and built form outcomes within the Catalina Project.
2. **ADVISES** the Satterley Property Group that the Development Manager's Key Performance Indicator 2.9 requiring an annual review of the Housing and Built Form Strategy has been satisfied.
3. **REQUESTS** the Satterley Property Group to monitor and implement the Catalina Housing Strategy (July 2019) nominated actions/strategies to ensure that a strategic position is achieved to provide the opportunity for the delivery of significant built form outcomes in FYE 2021.

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

**9.14 REVIEW OF CATALINA RISK MANAGEMENT PLAN 2018 - CONFIDENTIAL**

Moved Cr Treby, Seconded Cr Ferrante.

[The recommendation in the agenda]

**That the Council:**

1. **RECEIVES** the Risk Management Plan (May 2019) prepared by the Satterley Property Group, subject to the modifications referred to in (2) below.
2. **APPROVES** the Catalina Project Risk Register (2019), submitted by the Satterley Property Group of the Catalina Project, as required Key Performance Indicator 2.12 requiring an annual review of the Project Risk Management Plan by May each year, subject to modifications identified being incorporated in the Catalina Project Risk Register (2019).
3. **Subject to Recommendation (2) ACCEPTS** that the Satterley Property Group has achieved Key Performance Indicator 2.12 requiring an annual review of the Project Risk Management Plan by May each year.

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

**9.15 COMMUNITY VISION HEALTH HUB - GROVE PRECINCT, CATALINA -  
CONFIDENTIAL**

Moved Cr Treby, Seconded Cr Timmermanis.

[The recommendation in the agenda]

**That the Council:**

1. **AUTHORISES** the CEO, in conjunction with Satterley Property Group, to identify a suitable site for a potential activity centre with health services, aged housing, employment opportunities and medium/high density housing and to liaise with the City of Wanneroo to determine support/requirements for such a proposal.
2. **RECEIVES** the request from Community Vision for a Health Hub concept for land within the Grove Precinct at Catalina, and advise Community Vision that the TPRC is unable to accept its proposal at this stage and further advise of TPRC actions.

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

#### **9.18 POWERS OF ATTORNEY – CONFIDENTIAL**

Moved Cr Caddy, Seconded Cr Fenn.

[The recommendation in the agenda]

**That Council:**

1. **APPROVES** the preparation of revised Powers of Attorney for that portion of Lot 9504 which is the subject of the Establishment Agreement, to refer to Chief Executive Officer's position rather than named persons and also include reference to Acting Chief Executive Officer TPRC to enable the nominated positions to carry out land dealings, in accordance with the approved Powers of Attorney (2013). All other aspects of the POA are to remain unchanged.
2. **Subject to (1) REVOKES** the previous Powers of Attorney (2013) granted by the member Local Governments.

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

Moved Cr Fenn, Seconded Cr Timmermanis.

**That the Meeting be REOPENED to the public.**

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

The recommendations for Confidential Items 9.11 to 9.18 were read out as follows:

#### **9.11 CATALINA STRATEGIC MARKETING PLAN – JULY 2019 – CONFIDENTIAL**

*That the Council:*

1. **APPROVES** the Catalina Strategic Marketing Plan (July 2019) prepared by the Satterley Property Group.

2. *ACCEPTS that the Development Manager's Key Performance Indicator 3.1 requiring the completion and acceptance of a review of the Strategic Marketing Plan by the end of December every second year has been satisfied.*

#### 9.12 REVIEW OF SUSTAINABILITY INITIATIVES PLAN - CONFIDENTIAL

*That the Council:*

1. *RECEIVES the review of the Catalina Sustainability Initiatives Plan (June 2019), prepared by the Satterley Property Group.*
2. *APPROVES the following sustainability initiatives and budget for FYE 2020:*

SUSTAINABILITY INITIATIVE	ALLOCATION
<i>Waterwise Landscape Package including soil moisture sensors</i>	<i>\$5,000 per lot</i>
<i>Solar Panel Rebate</i>	<i>\$2,000 per lot</i>
<i>Fibre Optic Service</i>	<i>\$1,200 per lot</i>
<i>Community Development</i>	<i>\$1,200 per lot</i>
<i>Waste Recycling (Housing Construction)</i>	<i>\$300 per lot</i>
<i>High rated WELS Fixtures and Appliances in Catalina Beach</i>	<i>\$1,000 per lot</i>
<i>12-month Energy Audit</i>	<i>\$300 per lot</i>

3. *APPROVES the continuation of the existing landscape initiatives, including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems in landscape packages for Catalina.*
4. *APPROVES the continuation of the fauna and flora relocations associated with bulk earthworks.*
5. *APPROVES the continued examination of opportunities for housing innovation and affordability in accordance with the Catalina Built Form and Housing Strategy (July 2019), including small lot housing in Stages 16A, 16B and 18B.*
6. *APPROVES a 12-month trial of the provision of a tablet device up to a value of \$500 at the time of settlement to purchasers of all new lots to contain Catalina information and environmental education material, subject to the Satterley Property Group providing a satisfactory method for the administration of the initiative.*
7. *ACCEPTS that the Development Manager's Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year has been satisfied.*

#### 9.13 CATALINA HOUSING AND BUILT FORM STRATEGY – JULY 2019 – CONFIDENTIAL

*That the Council:*

1. *RECEIVES the Catalina Housing Strategy (July 2019) submitted by the Satterley Property Group, for strategic guidance for the delivery of housing and built form outcomes within the Catalina Project.*

2. *ADVISES the Satterley Property Group that the Development Manager's Key Performance Indicator 2.9 requiring an annual review of the Housing and Built Form Strategy has been satisfied.*
3. *REQUESTS the Satterley Property Group to monitor and implement the Catalina Housing Strategy (July 2019) nominated actions/strategies to ensure that a strategic position is achieved to provide the opportunity for the delivery of significant built form outcomes in FYE 2021.*

#### 9.14 REVIEW OF CATALINA RISK MANAGEMENT PLAN 2018 - CONFIDENTIAL

*That the Council:*

1. *RECEIVES the Risk Management Plan (May 2019) prepared by the Satterley Property Group, subject to the modifications referred to in (2) below.*
2. *APPROVES the Catalina Project Risk Register (2019), submitted by the Satterley Property Group of the Catalina Project, as required Key Performance Indicator 2.12 requiring an annual review of the Project Risk Management Plan by May each year, subject to modifications identified being incorporated in the Catalina Project Risk Register (2019).*
3. *Subject to Recommendation (2) ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator 2.12 requiring an annual review of the Project Risk Management Plan by May each year.*

#### 9.15 COMMUNITY VISION HEALTH HUB - GROVE PRECINCT, CATALINA - CONFIDENTIAL

*That the Council:*

1. *AUTHORISES the CEO, in conjunction with Satterley Property Group, to identify a suitable site for a potential activity centre with health services, aged housing, employment opportunities and medium/high density housing and to liaise with the City of Wanneroo to determine support/requirements for such a proposal.*
2. *RECEIVES the request from Community Vision for a Health Hub concept for land within the Grove Precinct at Catalina, and advise Community Vision that the TPRC is unable to accept its proposal at this stage and further advise of TPRC actions.*

#### 9.16 CEO FURTHER CONTRACT OF EMPLOYMENT – CONFIDENTIAL

*That the Council:*

1. *RECEIVES the legal advice from Mr Neil Douglas - McLeods Barristers & Solicitors in relation to the TPRC CEO's contract, dated 24 May 2019.*
2. *OFFERS Mr Arias a further contract of employment as TPRC CEO, on the same terms and conditions as his current contract with the TPRC but with –*
  - (a) The commencement date of 12 October 2019; and*
  - (b) The expiry date of 11 October 2022.*

3. *AUTHORISES the Chairman to write to Mr Arias in the terms of the draft letter included in Appendix 9.16 of this agenda.*

#### **9.17 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – CONFIDENTIAL**

*That the Council:*

1. *DETERMINES that Mr Ben Killigrew is suitably qualified to act as Chief Executive Officer – TPRC.*
2. *APPROVES the appointment of Mr Ben Killigrew to act as Chief Executive Officer – TPRC, between 1 October 2019 to 25 October 2019 (inclusive), in accordance with proposed employment contract (dated July 2019 attached).*
3. *AUTHORISES the Chairman to sign the proposed employment contract (dated July 2019 attached).*

#### **9.18 POWERS OF ATTORNEY - CONFIDENTIAL**

*That the Council:*

1. *APPROVES the preparation of revised Powers of Attorney for that portion of Lot 9504 which is the subject of the Establishment Agreement, to refer to Chief Executive Officer's position rather than named persons and also include reference to Acting Chief Executive Officer TPRC to enable the nominated positions to carry out land dealings, in accordance with the approved Powers of Attorney (2013). All other aspects of the POA are to remain unchanged.*
2. *Subject to (1) REVOKES the previous Powers of Attorney (2013) granted by the member Local Governments.*

#### **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**

- 9.11 *Catalina Strategic Marketing Plan – July 2019 - Confidential*
- 9.12 *Review of Sustainability Initiatives Plan - Confidential*

- 9.13 *Catalina Housing and Built Form Strategy – July 2019 – Confidential*
- 9.14 *Review of Catalina Risk Management Plan 2018 - Confidential*
- 9.15 *Community Vision Health Hub - Grove Precinct, Catalina - Confidential*
- 9.16 *CEO Further Contract of Employment – Confidential*
- 9.17 *Appointment of Acting Chief Executive Officer – Confidential*
- 9.18 *Powers of Attorney - Confidential*

**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 ..... 2019

as a true record of proceedings.

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CHAIRMAN