

# Appendix 8.1

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## **Electronic Council Proceedings - Guidelines** **(April 2020)**

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### **Purpose**

To set out the format and procedure for Council and Committee Meetings (Council proceedings) that are held electronically in accordance with regulation 14C of the Local Government (Administration) Regulations 1996 (due to a public health emergency or state of emergency).

### **Guidelines**

1. Format of electronic Council proceedings
  - The Chair is to determine the electronic meeting method, and is to notify the CEO of this in writing, in accordance with regulations 14D (3) & (4).
  - The preferred method is video-conference.
  - Notice of the format of the electronic meeting is to be provided on the TPRC's website.
2. Public questions and statements
  - Council Meetings and Committee Meetings include a time for public questions and statements.
  - The public are invited to submit questions or statements in writing to the TPRC prior to 3pm on the day of the Council Meeting or Committee Meeting.
  - Questions / statements are to be emailed to [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) and must include the person's full name and suburb of residence.
  - The questions / statements will be read out during public question time, but cannot exceed 3 minutes. Responses to all questions (including if the question is addressed at the Council proceeding) will be provided in the next Council or Committee Meeting Agenda.
3. Leave of absence requests and conflicts of interest
  - Elected Members must disclose any conflicts of interest by completing the Disclosure of Financial and Proximity Interest and Disclosure of Impartiality Interest forms.
  - The completed disclosure of interest form must be emailed to [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) by 3pm on the day of the Council proceeding.
  - Elected Members can apply for leave of absence by emailing [mail@tamalapark.wa.gov.au](mailto:mail@tamalapark.wa.gov.au) by 3pm on the day of the Council proceeding.
  - The email must include the dates of the requested leave of absence and a reason (for example - holiday or interstate work commitments)

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### 4. Procedure at Council proceedings

- All participants in the video-conference are encouraged to mute their microphone when not speaking to minimise background noise.
- Elected Members' faces must be visible in the video-conference at all times, unless the Presiding Member has approved their leave from the video-conference.
- Elected Members' titles – "Chair..., Cr..." must be displayed at all times in the video-conference.
- To request leave from the video-conference the Elected Member is to raise their hand, wait for verbal acknowledgement from the Presiding Member, and advise the Presiding Member of their reason for requesting leave or anticipated period of time (for example – I request leave from the video-conference for 2 minutes). The Presiding Member will verbally confirm that the leave has been granted to the Elected Member.
- Elected Members who have disclosed an interest in an item and cannot vote must leave the video- conference in the same manner as set out above. The Presiding Member will verbally confirm that the Elected member has disclosed a financial or proximity interest in the item and cannot vote and has left the video-conference for the item.
- When returning to the video-conference, Elected Members must wait for the Presiding Member to acknowledge their return, by verbally confirming that the Elected Member has returned to the video- conference.
- The above procedure will ensure accurate records of Elected Member participation in items is recorded in the Minutes.
- To request to speak on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member. Once acknowledged, the Elected Member may commence speaking.
- To move, second or vote on an item Elected Members must raise their hand and wait for verbal acknowledgement by the Presiding Member that the mover / seconder or vote has been noted.

### 5. Matters behind closed doors

- Council may pass a motion to go behind closed doors.
- At the conclusion of the confidential discussion the the Presiding Member will read out the confidential resolution.

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## **Electronic Council Proceedings - Guidelines (April 2020)**

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### 6. Technical Difficulties

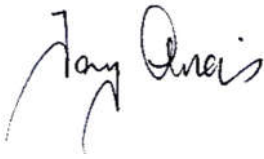
- The Presiding Member may adjourn the Council proceeding for a short period of time to allow technical difficulties to be resolved. The Presiding Member will state the reason for the adjournment and anticipated length, prior to the live streaming being suspended.
- Once the technical difficulty is resolved the Presiding Member will explain the technical difficulty prior to the Council proceeding recommencing.

### **Scope**

These Guidelines apply to Elected Members and staff during electronic Council proceedings.

These Guidelines are authorised by the Chief Executive Officer on 16 April 2020.

Signature:



Name: JOHN ANTHONY ARIAS

Date: 16 April 2020

# Appendix 8.2

**WESTERN  
AUSTRALIAN  
GOVERNMENT  
Gazette**

ISSN 1448-949X

2877



**PERTH, FRIDAY, 4 AUGUST 2006 No. 133**

**SPECIAL**

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.45 PM

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**LOCAL GOVERNMENT ACT 1995**

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**TAMALA PARK  
REGIONAL COUNCIL**

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**STANDING ORDERS  
LOCAL LAW 2006**



**LOCAL GOVERNMENT ACT 1995**

**TAMALA PARK REGIONAL COUNCIL**

**STANDING ORDERS LOCAL LAW 2006**

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**LOCAL GOVERNMENT ACT 1995**

## TAMALA PARK REGIONAL COUNCIL

**STANDING ORDERS LOCAL LAW 2006**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Tamala Park Regional Council resolved on (insert date) to make the *Tamala Park Regional Council Standing Orders Local Law 2006*.

**PART 1—PRELIMINARY****1.1 Citation**

(1) This Local Law may be cited as the *Tamala Park Regional Council Standing Orders Local Law 2006*.

(2) In the clauses to follow, this Local Law is referred to as “the Standing Orders.”

**1.2 Application**

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and these Standing Orders.

**1.3 Content and Intent**

(1) These Standing Orders provide rules and guidelines for the conduct of meetings dealing with the business of the council and committees.

(2) These Standing Orders are intended to result in—

- (a) better decision-making by the council and committees;
- (b) the orderly and efficient conduct of meetings dealing with the Tamala Park Regional Council corporate affairs; and
- (c) greater community understanding of the business of the council and committees

**1.4 Interpretation**

(1) In these Standing Orders unless the context otherwise requires—

“Act” means the *Local Government Act 1995*;

“CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the Tamala Park Regional Council;

“Committee” means a committee of the Council;

“Council” means the Council of the Tamala Park Regional Council;

“Presiding member” means the presiding member of a committee or the deputy presiding member, or a member of the committee when performing a function of the presiding member in accordance with the Act.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

“Simple majority” is more than 50% of the members present and voting.

“Substantive motion” means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

(2) Unless otherwise defined herein the terms and expressions used in the Standing Orders are to have the meaning given to them in the Act and Regulations.

**PART 2—CALLING MEETINGS****2.1 Calling Council Meetings**

The calling of Council meetings is dealt with in the Act.

**2.2 Calling Committee Meetings**

A meeting of a committee is to be held—

- (a) if called for in a verbal or written request to the CEO by the presiding member of the committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the committee.

**2.3 Notice of Special Council Meetings**

(1) Subject to subclause (2), the CEO is to convene a special meeting of the Council by giving each Council member at least 72 hours’ notice of the date, time, place and purpose of the meeting.

(2) Where there is a need to meet urgently, in the opinion of the Chairman, the CEO may give a lesser period of notice of a special meeting than mentioned in subclause (1).

### **PART 3—BUSINESS OF THE MEETING**

#### **3.1 Business to be Specified on Notice Paper**

(1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the person presiding or a decision of the Council.

(2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.

(3) No business is to be transacted at a committee meeting other than that specified in the agenda or given in the notice as the purpose of the meeting, without the approval of the Presiding Member or a decision of the committee.

(4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that—

(a) specified in the notice of the meeting which had been adjourned; and

(b) which remains unresolved;

except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence at that ordinary meeting.

#### **3.2 Order of Business**

(1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows—

(a) Official opening

(b) Public statement/question time

(c) Apologies and leave of absence

(d) Petitions

(e) Confirmation of minutes

(f) Announcements by the person presiding without discussion

(g) Matters for which meeting may be closed

(h) Reports of committees and officers

(i) Elected member's motions of which previous notice has been given

(j) Questions by elected members of which due notice has been given

(k) Urgent business approved by the person presiding or by decision of the Council

(l) Matters behind closed doors

(m) Closure

(2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.

(3) Notwithstanding subclauses (1) and (2) in the order of business for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

(4) Notwithstanding subclause (1), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriately decided, by that meeting. The CEO shall advise the Chairman of the inclusion of the matter on the agenda, and the reason thereof.

#### **3.3 Public Statement/Question Time**

(1) A member of the public who raises a question during question time is to state his or her name and address.

(2) A question may be taken on notice by the Council or committee for later response.

(3) When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.

(4) A member of the public may make a public statement/question on a single item for no more than 3 minutes.

#### **3.4 Petitions**

A petition, in order to be effective, is to—

(a) be addressed to the Chairman;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request;

- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
- (g) be in the form prescribed by the Act and *Local Government (Constitution) Regulations 1996* if it is—
  - (i) a proposal to change the method of filling the office of Chairman;
  - (ii) a proposal to create a new district or the boundaries of the Local Government;
  - (iii) a request for a poll on a recommended amalgamation;
  - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.

### **3.5 Confirmation of Minutes**

- (1) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if a member is dissatisfied with the accuracy of the minutes, then he or she is to—
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

### **3.6 Announcements by the Person Presiding Without Discussion**

- (1) At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee, or propose a change to the order of business.
- (2) Any member may move that a change in order of business proposed by the person presiding not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

### **3.7 Matters for which Meeting May be Closed**

For the convenience of members of the public, the Council or committee may identify by decision, early in the meeting, any matter on the agenda of the meeting to be discussed behind closed doors, and that matter is to be deferred for consideration as the last item of the meeting.

### **3.8 Correspondence**

- (1) The CEO is to use discretion in deciding what correspondence to place before the Council or a committee.
- (2) Correspondence may be placed before the Council or a committee in the form of a precis, provided all relevant and material facts are contained in the precis.
- (3) Where correspondence contains a matter to be decided by the Council or committee, the CEO is, if the circumstances permit, to recommend a course of action to the Council or committee, or state the alternative courses of action available.

### **3.9 Motions of which Previous Notice has been Given**

- (1) Unless the Act, Regulations or these Standing Orders otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least four (4) clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good government of persons in the district.
- (4) The CEO—
  - (a) with the concurrence of the Chairman, may exclude from the notice paper any notice of motion deemed to be out of order; or
  - (b) may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
  - (c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) No notice of motion is to be out of order because the policy involved is considered to be objectionable.
- (6) A motion of which notice has been given is to lapse unless—
  - (a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (7) If a notice of motion is given and lapses in the circumstances referred to in subclause (6)(a), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.

### **3.10 Questions by Members of which Due Notice has been given**

- (1) A question on notice is to be given by a member in writing to the CEO at least four (4) clear working days before the meeting at which it is raised.

(2) If the question referred to in subclause (1) is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.

(3) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the person presiding.

### **3.11 Urgent Business Approved By the Person Presiding or by Decision**

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

### **3.12 Deputations**

(1) A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the Chairman, or the Presiding Member as the case may be.

(2) The Chairman if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.

(3) A deputation invited to attend a Council or committee meeting—

(a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and

(b) is not to address the Council or committee for a period exceeding 15 minutes without the agreement of the Council or the committee as the case requires.

(4) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.

## **PART 4—PUBLIC ACCESS TO AGENDA MATERIAL**

### **4.1 Inspection Entitlement**

Members of the public have access to agenda material in the terms set out in Regulation 14 of the Regulations.

### **4.2 Confidentiality of Information Withheld**

(1) Information withheld by the CEO from members of the public under Regulation 14.2, of the Regulations, is to be—

(a) identified in the agenda of a Council or committee meeting under the item “Matters for which meeting may be closed”; and

(b) marked “confidential” in the agenda.

(2) A member of the Council or a committee or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or the committee or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

Penalty \$5,000

## **PART 5—DISCLOSURE OF FINANCIAL INTERESTS**

### **5.1 Separation of Committee Recommendations**

Where a member of the Council has disclosed an interest in a matter, at a committee meeting, and the matter is contained in the recommendations of the committee to an ordinary meeting of Council or to another committee meeting that will be attended by the member, the recommendation concerned is to be separated on the agenda of that ordinary meeting or other committee meeting, from other recommendations of the committee, to enable the member concerned to declare the interest and leave the room prior to consideration of that matter only.

### **5.2 Member with an Interest may ask to be Present**

(1) Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, without disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.

(2) If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

### **5.3 Member with an Interest may ask Permission to Participate**

(1) A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.

(2) If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of an interest in a matter, be permitted to participate in the consideration and discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.

#### **5.4 Invitation to Return to Provide Information**

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter and in such case the member is to withdraw after providing the information.

#### **5.5 Disclosures by Employees**

(1) If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.

(2) If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

### **PART 6—QUORUM**

#### **6.1 Quorum to be Present**

The Council or a committee is not to transact business at a meeting unless a quorum is present.

#### **6.2 Loss of Quorum During a Meeting**

(1) If at any time during the course of a meeting of the Council or a committee a quorum is not present—

(a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest,

the matter is adjourned until either—

(i) a quorum is present to decide the matter; or

(ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under section 5.69 of the Act; or

(b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the person presiding is to suspend the proceedings of the meeting for a period of five minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the person presiding is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Regulations, or the Standing Orders when calling a meeting of that type.

(2) Where debate on a motion is interrupted by an adjournment under subclause (1) (b)—

(a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and

(b) in the case of a Council meeting—

(i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and

(ii) the provisions of clause 9.5 apply when the debate is resumed.

### **PART 7—KEEPING OF MINUTES**

#### **7.1 Content of Minutes**

In addition to the matters contained in Regulation 11 of the Regulations, the content of minutes of a meeting of the Council or a committee is to include, where an application for approval is declined or the authorisation of a licence, permit, or certificate is otherwise withheld or cancelled, the reasons for the decision.

#### **7.2 Preservation of Minutes**

Minutes including the agenda of each Council and committee meeting are to be kept as a permanent record of the activities of the local government and are to be transferred to the Public Records Office, being a directorate of the Library and Information Service of Western Australia, in accordance with the retention and disposal policy determined by that office from time to time.

### **PART 8—CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS**

#### **8.1 Official Titles to be Used**

Members of the Council are to speak of each other in the Council or committee by their respective titles of Chairman or councillor. Members of the Council, in speaking of or addressing employees, are to designate them by their respective official titles.

#### **8.2 Members to Occupy Own Seats**

At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, positions at the Council table to the councillor representatives from each participant Council. The councillors are to occupy those positions when present at meetings of the Council until such time as there is a call by a majority of councillors for a re-allotment of positions.



**8.3 Leaving Meetings**

During the course of a meeting of the Council or a committee no member is to enter or leave the meeting without first advising the person presiding, in order to facilitate the recording in the minutes of the time of entry or departure.

**8.4 Adverse Reflection**

(1) No member of the Council or a committee is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or changed.

(2) No member of the Council or a committee is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.

(3) If a member of the Council or committee specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

**8.5 Recording of Proceedings**

(1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

(2) Subclause (1) does not apply if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

**8.6 Prevention of Disturbance**

(1) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.

Penalty \$1,000

(2) No person observing a meeting, is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

Penalty \$1,000

**8.7 Distinguished Visitors**

If a distinguished visitor is present at a meeting of the Council or a committee, the person presiding may invite such person to sit beside the person presiding or at the Council table.

**PART 9—CONDUCT OF MEMBERS DURING DEBATE****9.1 Members Addressing the Council**

Every member of the Council wishing to speak is to indicate by show of hands or other method agreed upon by the Council. When invited by the person presiding to speak, members are to address the Council through the person presiding.

**9.2 Priority**

In the event of two or more members of the Council or a committee wishing to speak at the same time, the person presiding is to decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

**9.3 The Person Presiding to Take Part in Debates**

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in these Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be.

**9.4 Relevance**

Every member of the Council or a committee is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

**9.5 Limitation of Number of Speeches**

No member of the Council is to address the Council more than once on any motion or amendment before the Council except the mover of a substantive motion, in reply, or to a point of order, or in explanation.

**9.6 Limitation of Duration of Speeches**

All addresses are to be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

**9.7 Members Not to Speak After Conclusion of Debate**

No member of the Council or a committee is to speak to any question after it has been put by the person presiding.

**9.8 Members Not to Interrupt**

No member of the Council or a committee is to interrupt another member of the Council or committee whilst speaking unless—

- (a) to raise a point of order;

- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 10.16; or
- (d) to move a motion under clause 11(1)(e).

### **9.9 Re-Opening Discussion on Decisions**

No member of the Council or a committee is to re-open discussion on any decision of the Council or committee, except for the purpose of moving that the decision be revoked or changed.

## **PART 10—PROCEDURES FOR DEBATE OF MOTIONS**

### **10.1 Motions to be Stated**

Any member of the Council or a committee who moves a substantive motion or amendment to a substantive motion is to state the substance of the motion before speaking to it.

### **10.2 Motions to be Supported**

No motion or amendment to a substantive motion is open to debate until it has been seconded, or, in the case of a motion to revoke or change the decision made at a Council or a committee meeting, unless the motion has the support required under Regulation 10 of the Regulations.

### **10.3 Unopposed Business**

- (1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the person presiding may declare the motion in subclause (1) carried without debate and without taking a vote on it.
- (3) A motion carried under subclause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.
- (5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

### **10.4 Only One Substantive Motion Considered**

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

### **10.5 Breaking Down of Complex Questions**

The person presiding may order a complex question to be broken down and put in the form of several motions, which are to be put in sequence.

### **10.6 Order of Call in Debate**

The person presiding is to call speakers to a substantive motion in the following order—

- (a) The mover to state the motion;
- (b) A seconder to the motion;
- (c) The mover to speak to the motion;
- (d) The seconder to speak to the motion;
- (e) A speaker against the motion;
- (f) A speaker for the motion;
- (g) Other speakers against and for the motion, alternating in view, if any;
- (h) Mover takes right of reply which closes debate.

### **10.7 Limit of Debate**

The person presiding may offer the right of reply and put the motion to the vote if he or she believes sufficient discussion has taken place even though all members may not have spoken.

### **10.8 Member May Require Questions to be Read**

Any member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member whilst speaking.

### **10.9 Consent of Secunder Required to Accept Alteration of Wording**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

### **10.10 Order of Amendments**

Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn or lost.

### **10.11 Amendments Must Not Negate Original Motion**

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

**10.12 Mover of Motion Not to Speak on Amendment**

On an amendment being moved, any member may speak to the amendment, provided that if the person who moved the substantive motion does choose to speak to the amendment, the right of reply is forfeited by that person.

**10.13 Substantive Motion**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

**10.14 Withdrawal of Motion and Amendments**

Council or a committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

**10.15 Limitation of Withdrawal**

Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

**10.16 Personal Explanation**

No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council or committee, unless it is to make a personal explanation. Any member of the Council or committee who is permitted to speak under these circumstances is to confine the observations to a succinct statement relating to a specific part of the former speech which may have been misunderstood. When a member of the Council or committee rises to explain, no reference is to be made to matters unnecessary for that purpose.

**10.17 Personal Explanation—When Heard**

A member of the Council or a committee wishing to make a personal explanation of matters referred to by any member of the Council or committee then speaking, is entitled to be heard immediately, if the member of the Council or committee then speaking consents at the time, but if the member of the Council or committee who is speaking declines to give way, the explanation is to be offered at the conclusion of that speech.

**10.18 Ruling on Questions of Personal Explanation**

The ruling of the person presiding on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

**10.19 Right of Reply**

(1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the question.

(2) The right of reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

**10.20 Right of Reply Provisions**

The right of reply is governed by the following provisions—

- (a) if no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) if an amendment is moved to the substantive motion the mover of the substantive motion is to take the right of reply at the conclusion of the vote on any amendments;
- (c) the mover of any amendment does not have a right of reply;
- (d) once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

**PART 11—PROCEDURAL MOTIONS****11.1 Permissible Procedural Motions**

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member to move the following procedural motions—

- (a) that the Council (or committee) proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council (or committee) now adjourn;
- (d) that the question be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the person presiding be disagreed with;
- (g) that the Council (or committee) meet behind closed doors, if the meeting or part of the meeting to which the motion relates is a matter in respect of which the meeting may be closed to members of the public under section 5.23 of the Act.

**11.2 No Debate on Procedural Motions**

(1) The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion stated in each of paragraphs (d) and (e) of Clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Procedural Motions—Closing Debate—Who May Move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural Motions—Right of Reply on Substantive Motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**PART 12—EFFECT OF PROCEDURAL MOTIONS****12.1 Council (or Committee) to Proceed to the Next Business—Effect of Motion**

The motion “that the Council (or committee) proceed to the next business”, if carried, causes the debate to cease immediately and for the Council (or committee) to move to the next business of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be again raised for consideration.

**12.2 Question to be Adjourned—Effect of Motion**

(1) The motion “that the question be adjourned”, if carried, causes all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.

(2) If the motion is carried at a meeting of the Council—

- (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
- (b) the provisions of clause 9.5 apply when the debate is resumed.

**12.3 Council (or Committee) to Now Adjourn—Effect of Motion**

(1) The motion “that the Council (or committee) now adjourn”, if carried, causes the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned, unless the person presiding or a simple majority of members upon vote, determine otherwise.

(2) Where debate on a motion is interrupted by an adjournment under subclause (1)—

- (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
- (b) in the case of a Council meeting—
  - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
  - (ii) the provisions of clause 9.5 apply when the debate is resumed.

**12.4 Question to be Put—Effect of Motion**

(1) The motion “that the question be now put”, if carried during discussion of a substantive motion without amendment, causes the person presiding to offer the right of reply and then immediately put the matter under consideration without further debate.

(2) This motion, if carried during discussion of an amendment, causes the person presiding to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

**12.5 Member to be No Longer Heard—Effect of Motion**

The motion “that the member be no longer heard”, if carried, causes the person presiding to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

**12.6 Ruling of the Person Presiding Disagreed With—Effect of Motion**

The motion “that the ruling of the person presiding be disagreed with”, if carried, causes the ruling of the person presiding about which this motion was moved, to have no effect and for the meeting to proceed accordingly.

**12.7 Council (or Committee) to Meet Behind Closed Doors—Effect of Motion**

(1) Subject to any deferral under clause 3.7 or other decision of the Council or committee, this motion, if carried, causes the general public and any officer or employee the Council or committee determines, to leave the room.

(2) While a decision made under this clause is in force the operation of clause 9.5 limiting the number of speeches a member of the Council may make, is suspended unless the Council decides otherwise.

(3) Upon the public again being admitted to the meeting the person presiding, unless the Council or committee decides otherwise, is to cause the motions passed by the Council or committee whilst it was

proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.

(4) A person who is a Council member, a committee member, or an employee is not to publish, or make public any of the discussion taking place on a matter discussed behind closed doors, but this prohibition does not extend to the actual decision made as a result of such discussion and other information properly recorded in the minutes.

Penalty \$5,000

## PART 13—MAKING DECISIONS

### 13.1 Question—When Put

When the debate upon any question is concluded and the right of reply has been exercised the person presiding shall immediately put the question to the Council or the committee, and, if so desired by any member of the Council or committee, shall again state it.

### 13.2 Question—Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

## PART 14—IMPLEMENTING DECISIONS

### 14.1 Implementation of a Decision

(1) If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that—

- (a) if a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under Regulation 10 of the Regulations indicate their support for the notice of motion at that meeting; and
- (b) if a notice of motion to revoke or change a decision of the Council or a committee is received after the closure of the meeting at which the decision was made, implementation of the decision is not to be withheld unless the notice of motion has the support in writing, of the number of members required to support the motion under Regulation 10 of the Regulations.

(2) Implementation of a decision is only to be withheld under sub-clause (1) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.

(3) The Council or a committee shall not vote on a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given—

- (a) action has been taken to implement the decision; or
- (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so;

without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

## PART 15—PRESERVING ORDER

### 15.1 The Person Presiding to Preserve Order

The person presiding is to preserve order, and may call any member or other person in attendance to order, whenever, in his or her opinion, there is cause for so doing.

### 15.2 Demand for Withdrawal

A member at a meeting of the Council or a committee may be required by the person presiding, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an employee, and if the member declines or neglects to do so, the person presiding may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

### 15.3 Points of Order—When to Raise—Procedure

Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker. Any member who is speaking when a point of order is raised, is to immediately stop speaking and if standing be seated while the person presiding listens to the point of order.

### 15.4 Points of Order—When Valid

The following are to be recognised as valid points of order—

- (a) that the discussion is of a matter not before the Council or committee;

- (b) that offensive or insulting language is being used;
- (c) drawing attention to the violation of any written law, or policy of the Local Government, provided that the member making the point of order states the written law or policy believed to be breached.

#### **15.5 Points Of Order—Ruling**

The person presiding is to give a decision on any point of order which is raised by either upholding or rejecting the point of order.

#### **15.6 Points of Order—Ruling Conclusive, Unless Dissent Motion is Moved**

The ruling of the person presiding upon any question of order is final, unless a majority of the members support a motion of dissent with the ruling.

#### **15.7 Points of Order Take Precedence**

Notwithstanding anything contained in these Standing Orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

#### **15.8 Precedence of Person Presiding**

(1) When the person presiding rises during the progress of a debate, any member of the Council or committee then speaking, or offering to speak, is to immediately sit down and every member of the Council or committee present shall preserve strict silence so that the person presiding may be heard without interruption.

Penalty \$500

(2) Subclause (1) is not to be used by the person presiding to exercise the right provided in clause 9.3, but to preserve order.

#### **15.9 Right of the Person Presiding to Adjourn Without Explanation to Regain Order**

(1) If a meeting ceases to operate in an orderly manner, the person presiding may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned. If, at any one meeting, the person presiding has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

(2) Where debate of a motion is interrupted by an adjournment under sub-clause (1), in the case of a Council meeting—

- (a) the names of members who have spoken in the matter prior to the adjournment are to be recorded; and
- (b) the provisions of clause 9.5 apply when the debate is resumed.

### **PART 16—ADJOURNMENT OF MEETING**

#### **16.1 Meeting May be Adjourned**

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

#### **16.2 Limit to Moving Adjournment**

No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

#### **16.3 Unopposed Business—Motion for Adjournment**

On a motion for the adjournment of the Council or committee, the person presiding, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

#### **16.4 Withdrawal of Motion for Adjournment**

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

#### **16.5 Time To Which Adjourned**

The time to which a meeting is adjourned for want of a quorum, by the person presiding to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

### **PART 17—COMMITTEES OF THE COUNCIL**

#### **17.1 Establishment and Appointment of Committees**

A committee is not to be established except on a motion setting out the proposed functions of the committee and either—

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

### 17.2 Appointment of Deputy Committee Members

(1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.

(2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

### 17.3 Presentation of Committee Reports

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by—

- (a) the Presiding Member of the Committee if the Presiding Member is a Council member and is in attendance; or
- (b) a Council member who is a member of the committee, if the Presiding Member of the Committee is not a Council member, or is absent; or
- (c) otherwise, by a Council member who is not a member of the committee.

### 17.4 Reports of Committees—Questions

When a recommendation of any committee is submitted for adoption by the Council, any member of the Council may direct questions directly relating to the recommendation through the person presiding to the Presiding Member or to any member of the committee in attendance.

### 17.5 Permissible Motions on Recommendation From Committee

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be—

- (a) rejected by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to the committee for further consideration.

### 17.6 Standing Orders Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee—

- (a) Clause 8.2, in regard to seating;
- (b) Clause 9.1, in respect of the requirement to rise;
- (c) Clause 9.5, limitation on the number of speeches.

## PART 18—ADMINISTRATIVE MATTERS

### 18.1 Suspension of Standing Orders

(1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.

(2) The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

### 18.2 Cases not Provided for in Standing Orders

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Regulations are silent. The decision of the person presiding in these cases is final, except where a motion is moved and carried under clause 11.1 (f).

## PART 19—COMMON SEAL

### 19.1 The Council's Common Seal

(1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.

(2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Chairman and the CEO or a senior employee authorised by him or her.

(3) The common seal of the local government is to be affixed to any local law which is made by the local government.

(4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.

(5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.

Penalty \$1,000

Dated this 20 July 2006.  
The Common Seal of the )  
Tamala Park Regional Council )  
was affixed hereunto by authority )  
of a resolution of the Council )  
in the presence of— )

SAM SALPIETRO JP, Chairman.  
ROD CONSTANTINE, A/Chief Executive Officer.

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# Appendix 8.3

**LANDSCAPING WORKS STATUS – April 2019**

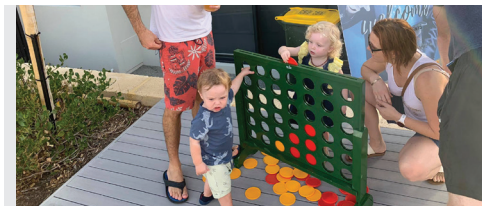
Landscaping Works	FYE 2020 Budget	Detailed Design	City of Wanneroo Approval	Proposed Construction Commencement	Proposed Completion	Comments
Stage 11 POS (Phase 2)	\$800,000	Complete	Issued	15 November 2019	9 April 2020	New landscaping and construction of a playground, incorporating a seaplane play structure (see attached images) at the Stage 11 Park in Catalina Central has been completed. Barrier fencing will be maintained around the perimeter of the site to restrict community access to the playground while the Government directive for closure of playgrounds remains in effect.







## Catalinas Magical Sundowner



## What a magical evening we shared

- Zero safety incidents.
- 200 event attendees.
- The event had such an overwhelming response that we increased the attendance numbers to cater to the 200 event RSVPs.
- Delivered under budget - actual spend \$10,117.80 against an approved budget of \$10,800 (inc professional fees).
- Catering options included paella & woodfire pizza.
- Everyone was well entertained by our roving magician, giant games and colouring.

**CREATING  
BETTER  
COMMUNITIES**

# Appendix 8.4

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

<b>Operating</b>	<b>NOTE</b>	<b>29 February 2020 Actual \$</b>	<b>29 February 2020 Y-T-D Budget \$</b>	<b>2019/20 Amended Budget \$</b>	<b>Variances Budget to Actual Y-T-D %</b>
<b>Revenues</b>					
Interest Earnings		612,148	580,512	750,000	5%
Other Revenue		219	0	0	100%
		612,367	580,512	750,000	5%
<b>Expenses</b>					
Employee Costs		(417,117)	(497,317)	(742,041)	(16%)
Materials and Contracts Other		(93,641)	(208,654)	(312,967)	(55%)
Depreciation		(17,048)	(17,052)	(25,578)	(0%)
Insurance		(14,578)	(18,373)	(18,373)	(21%)
Utilities		0	(4,407)	(6,611)	(100%)
Other Expenditure		(120,115)	(138,165)	(189,000)	(13%)
		(662,499)	(883,968)	(1,294,570)	(25%)
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>					
Depreciation on Assets		17,048	17,052	25,578	(0%)
Profit/(loss) on Disposal of Assets	4	0	0	0	0%
<b>Capital Revenue and (Expenditure)</b>					
Plant and Equipment	3	0	0	(15,000)	0%
Proceeds on disposal	4	0	0	0	0%
<b>LESS MEMBERS EQUITY</b>					
<b>Payment for Rates Equivalent</b>					
<b>Development of Land for Resale</b>					
Income Sale of Lots - Subdivision		5,254,907	6,351,255	8,388,739	(17%)
Income other - Subdivision		0	150,000	450,000	(100%)
Development Costs - Subdivision		(2,284,595)	(12,534,706)	(16,671,523)	(82%)
Contribution Refund		(159,852)	(154,491)	(154,491)	3%
Profit Distributions		0	0	(3,000,000)	(100%)
Rates equivalent		(25,426)	0	0	
Members equity - GST withheld		(374,430)	0	0	
<b>Change in Contributed Equity</b>	<b>6</b>	<b>2,410,604</b>	<b>(6,187,942)</b>	<b>(10,987,275)</b>	<b>(139%)</b>
Net Current Assets July 1 B/Fwd	7	43,994,530	25,663,476	43,994,530	71%
Net Current Assets Year to Date	7	46,372,050	19,189,130	32,473,263	

This statement is to be read in conjunction with the accompanying notes.



**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 1.

**(c) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(d) Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(e) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(f) Commissions**

The Regional Council develops and sells residential properties on behalf of other local governments. Revenue is recognised when legal title of the property has been transferred to the customer. The revenue is measured at the transaction price agreed under the contract.

**(g) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

***Land Held for Resale***

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

***Contract Assets***

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

***Other financial assets at amortised cost***

The Council classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held with a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Computer Equipment	4 years
Printers, Photocopiers and Scanners	5 years
Furniture and Equipment	4 to 10 years
Floor coverings	8 years
Phones and Faxes	6 to 7 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; for which it is probable that an outflow of economic benefits will result and that can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie (now Lot 9504); and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

**3. ACQUISITION OF ASSETS**

The following assets are budgeted to be acquired during the year:

	<b>29 February 2020 Actual \$</b>	<b>Amended 2019/20 Budget \$</b>
<b><u>By Program</u></b>		
<b>Other Property and Services</b>		
Furniture and equipment	0	(15,000)
Motor Vehicle	0	0
	<b>0</b>	<b>(15,000)</b>
<b><u>By Class</u></b>		
Plant and Equipment	0	(15,000)
	<b>0</b>	<b>(15,000)</b>

**4. DISPOSALS OF ASSETS**

There following asset is budgeted to be disposed during the financial year ended.

<b><u>Plant and Equipment</u></b>		
Cost	0	0
Accumulated Depreciation	0	0
Profit/(Loss)	0	0
<b>Proceeds</b>	<b>0</b>	<b>0</b>

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2019-20 financial year.

**6. CONTRIBUTED EQUITY**

	<b>29 February 2020 Actual \$</b>	<b>30 June 2019 Actual \$</b>
Town of Victoria Park	3,854,388	3,657,682
City of Perth	3,884,388	3,687,682
Town of Cambridge	3,854,388	3,657,682
City of Joondalup	7,708,772	7,315,360
City of Wanneroo	7,708,772	7,315,360
Town of Vincent	3,854,388	3,657,682
City of Stirling	15,420,358	14,633,534
<b>TOTAL</b>	<b>46,285,454</b>	<b>43,924,982</b>
<b>Total Movement in equity</b>	<b>2,360,472</b>	

Movement in Contributed Equity Represented by:

	<b>GST Withheld 29 February 2020 \$</b>	<b>Development Expenses 29 February 2020 \$</b>	<b>Land Sales 29 February 2020 \$</b>	<b>Return of Contribution 29 February 2020 \$</b>	<b>Contributed Equity 29 February 2020 \$</b>	<b>Rates Equivalent 29 February 2020 \$</b>
Town of Victoria Park	(31,203)	(190,383)	437,909	0	(13,321)	0
City of Perth	(31,203)	(190,383)	437,909	0	(13,321)	0
Town of Cambridge	(31,203)	(190,383)	437,909	0	(13,321)	(25,426)
City of Joondalup	(62,405)	(380,766)	875,818	0	(26,642)	0
City of Wanneroo	(62,405)	(380,766)	875,818	0	(26,642)	0
Town of Vincent	(31,203)	(190,383)	437,909	0	(13,321)	0
City of Stirling	(124,810)	(761,531)	1,751,635	0	(53,284)	0
	<b>(374,430)</b>	<b>(2,284,595)</b>	<b>5,254,907</b>	<b>0</b>	<b>(159,852)</b>	<b>(25,426)</b>
Members Contributed Equity Movements			2,410,604			
TPRC Net Result			(50,132)			
<b>Total Movement in equity</b>			<b>2,360,472</b>			

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

**7. NET CURRENT ASSETS**

<b>Composition of Estimated Net Current Asset Position</b>	<b>29 February 2020 Actual \$</b>	<b>Brought Forward 1 July \$</b>
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	46,402,727	43,975,870
Receivables	287,322	344,946
Settlement Bonds	2,750	0
	<b>46,692,799</b>	<b>44,320,816</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(320,749)	(326,286)
	<b>46,372,050</b>	<b>43,994,530</b>
<b>NET CURRENT ASSET POSITION</b>	<b>46,372,050</b>	<b>43,994,530</b>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

The Regional Council does not hold any funds in trust on behalf of third parties.

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

<b>Operating</b>	<b>NOTE</b>	<b>31 January 2020 Actual \$</b>	<b>31 January 2020 Y-T-D Budget \$</b>	<b>2019/20 Adopted Budget \$</b>	<b>Variances Budget to Actual Y-T-D %</b>
<b>Revenues</b>					
Interest Earnings		499,840	652,152	966,153	(23%)
Other Revenue		0	2,000	2,050	(100%)
		499,840	654,152	968,203	(24%)
<b>Expenses</b>					
Employee Costs		(364,487)	(436,474)	(742,371)	(16%)
Materials and Contracts Other		(76,550)	(182,568)	(312,966)	(58%)
Depreciation		(14,921)	(14,921)	(25,578)	0%
Insurance		(22,168)	(21,089)	(21,089)	5%
Utilities		0	(3,856)	(6,611)	(100%)
Other Expenditure		(82,765)	(96,424)	(191,050)	(14%)
		(560,891)	(755,332)	(1,299,665)	(26%)
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>					
Depreciation on Assets		14,921	14,921	25,578	0%
Profit/(loss) on Disposal of Assets	4	0	0	0	0%
<b>Capital Revenue and (Expenditure)</b>					
Plant and Equipment	3	0	0	(15,000)	0%
Proceeds on disposal	4	0	0	0	0%
<b>LESS MEMBERS EQUITY</b>					
<b>Payment for Rates Equivalent</b>					
<b>Development of Land for Resale</b>					
Income Sale of Lots - Subdivision		4,727,675	5,807,093	9,073,874	(19%)
Development Costs - Subdivision		(1,814,640)	(12,080,909)	(16,343,068)	(85%)
Contribution Refund		(159,852)	0	(154,491)	0%
Profit Distributions		0	0	(3,000,000)	0%
Rates equivalent		(25,426)	0	0	0%
Members equity - GST withheld		(337,120)	0	0	0%
<b>Change in Contributed Equity</b>	<b>6</b>	<b>2,390,637</b>	<b>(6,273,816)</b>	<b>(10,423,685)</b>	<b>(138%)</b>
Net Current Assets July 1 B/Fwd	7	43,994,530	21,997,265	43,994,530	100%
Net Current Assets Year to Date	7	46,339,037	15,637,190	33,249,961	

This statement is to be read in conjunction with the accompanying notes.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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**(e) Rounding Off Figures**

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**(f) Commissions**

The Regional Council develops and sells residential properties on behalf of other local governments.

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The revenue is measured at the transaction price agreed under the contract.

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**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

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***General***

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**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

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**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

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**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie (now Lot 9504); and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
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- 4. To produce a quality development demonstrating the best urban design and development practice.

**3. ACQUISITION OF ASSETS**

The following assets are budgeted to be acquired during the year:

	<b>31 January 2020 Actual \$</b>	<b>Adopted 2019/20 Budget \$</b>
<b><u>By Program</u></b>		
<b>Other Property and Services</b>		
Furniture and equipment	0	(15,000)
Motor Vehicle	0	0
	<b>0</b>	<b>(15,000)</b>
<b><u>By Class</u></b>		
Plant and Equipment	0	(15,000)
	<b>0</b>	<b>(15,000)</b>

**4. DISPOSALS OF ASSETS**

There following asset is budgeted to be disposed during the financial year ended.

<b><u>Plant and Equipment</u></b>		
Cost	0	0
Accumulated Depreciation	0	0
Profit/(Loss)	0	0
<b>Proceeds</b>	<b>0</b>	<b>0</b>

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2019-20 financial year.

**6. CONTRIBUTED EQUITY**

	<b>31 January 2020 Actual \$</b>	<b>30 June 2019 Actual \$</b>
Town of Victoria Park	3,851,814	3,657,682
City of Perth	3,881,814	3,687,682
Town of Cambridge	3,851,814	3,657,682
City of Joondalup	7,703,624	7,315,360
City of Wanneroo	7,703,624	7,315,360
Town of Vincent	3,851,814	3,657,682
City of Stirling	15,410,063	14,633,534
<b>TOTAL</b>	<b>46,254,568</b>	<b>43,924,982</b>
<b>Total Movement in equity</b>	<b>2,329,586</b>	

Movement in Contributed Equity Represented by:

	<b>GST Withheld 31 January 2020 \$</b>	<b>Development Expenses 31 January 2020 \$</b>	<b>Land Sales 31 January 2020 \$</b>	<b>Return of Contribution 31 January 2020 \$</b>	<b>Contributed Equity 31 January 2020 \$</b>	<b>Rates Equivalent 31 January 2020 \$</b>
Town of Victoria Park	(28,093)	(151,220)	393,973	0	(13,321)	0
City of Perth	(28,093)	(151,220)	393,973	0	(13,321)	0
Town of Cambridge	(28,093)	(151,220)	393,973	0	(13,321)	(25,426)
City of Joondalup	(56,187)	(302,440)	787,946	0	(26,642)	0
City of Wanneroo	(56,187)	(302,440)	787,946	0	(26,642)	0
Town of Vincent	(28,093)	(151,220)	393,973	0	(13,321)	0
City of Stirling	(112,373)	(604,880)	1,575,891	0	(53,284)	0
	<b>(337,120)</b>	<b>(1,814,640)</b>	<b>4,727,675</b>	<b>0</b>	<b>(159,852)</b>	<b>(25,426)</b>
Members Contributed Equity Movements			2,390,637			
TPRC Net Result			(61,051)			
<b>Total Movement in equity</b>			<b>2,329,586</b>			

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2019 TO 31 JANUARY 2020**

**7. NET CURRENT ASSETS**

<b>Composition of Estimated Net Current Asset Position</b>	<b>31 January 2020 Actual \$</b>	<b>Brought Forward 1 July \$</b>
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	46,495,494	43,975,870
Receivables	221,320	344,946
Settlement Bonds	1,750	0
	<b>46,718,564</b>	<b>44,320,816</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(379,527)	(326,286)
	<b>46,339,037</b>	<b>43,994,530</b>
<b>NET CURRENT ASSET POSITION</b>	<b>46,339,037</b>	<b>43,994,530</b>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

The Regional Council does not hold any funds in trust on behalf of third parties.



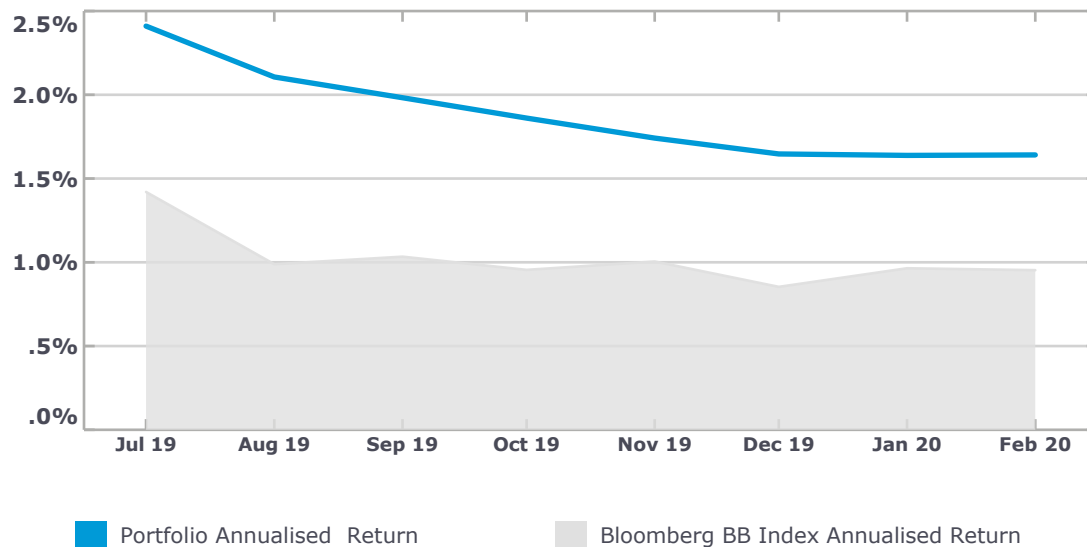


**Investment Summary Report  
February 2020**

**Investment Holdings**

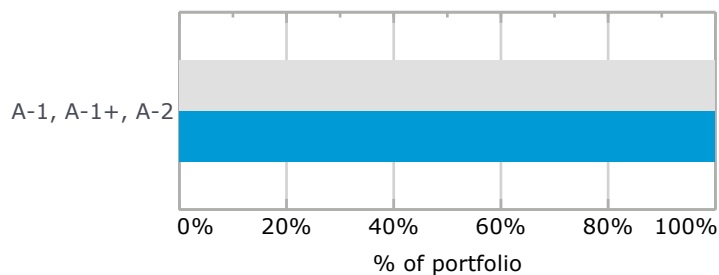
By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Term Deposit	43,232,158.39	43,369,759.37	1.6439
	<b>43,232,158.39</b>	<b>43,369,759.37</b>	<b>1.6439</b>

**Investment Performance**

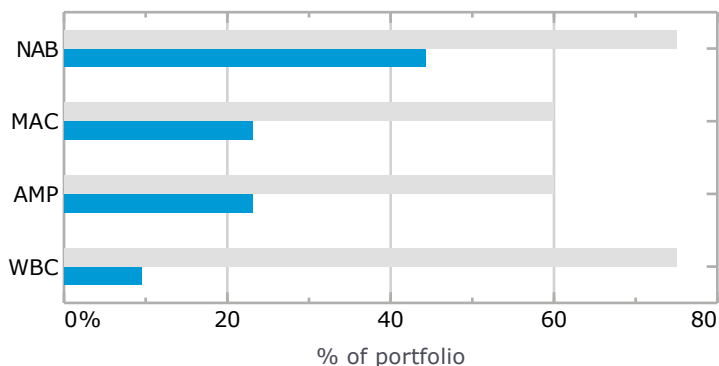


**Investment Policy Compliance**

**Total Credit Exposure**



**Highest Individual Exposures vs Policy**



**Term to Maturities**

Maturity Profile	Face Value (\$)	Policy Max
Less than 1yr	43,232,158	100%
	<b>43,232,158</b>	

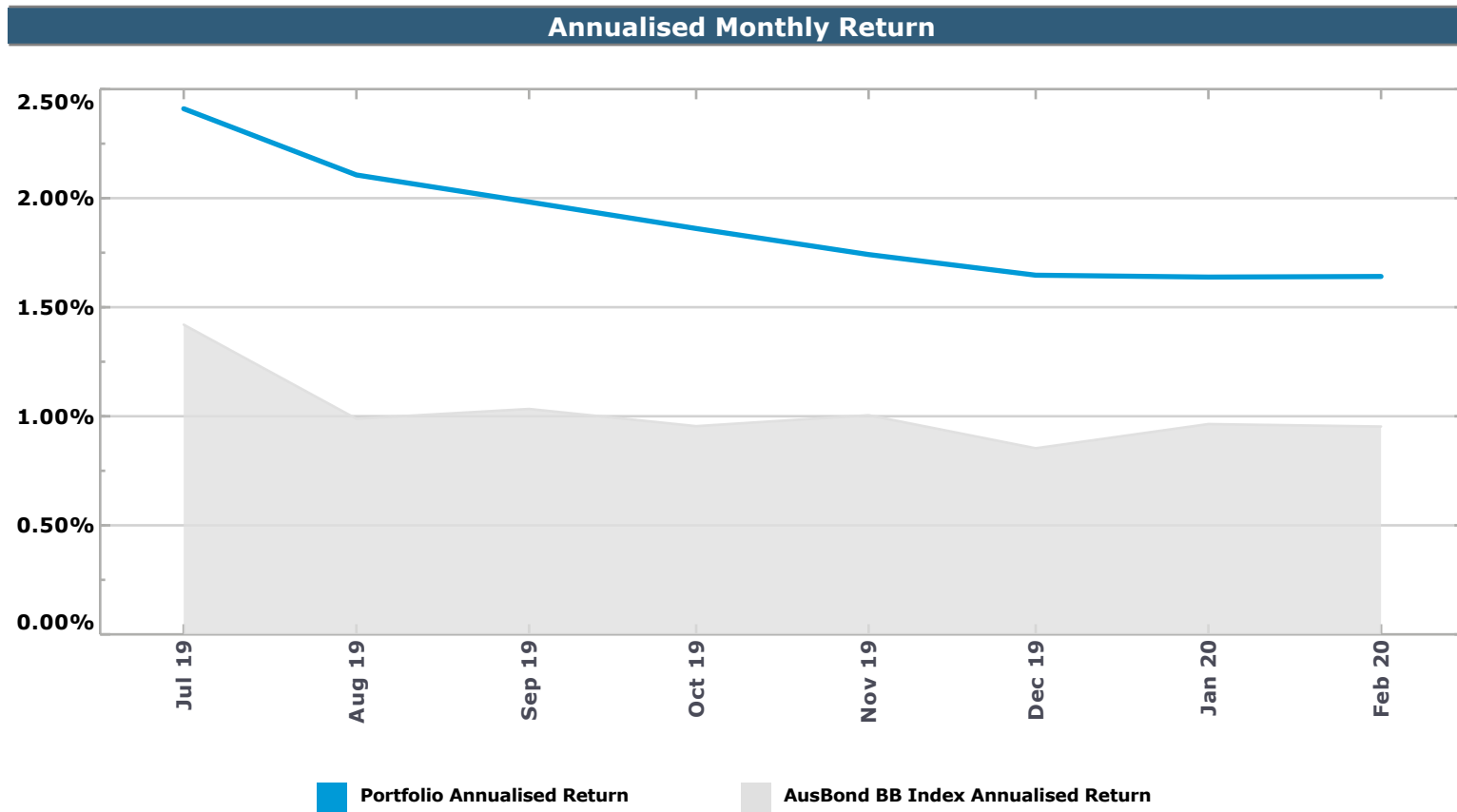
### Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
9-Mar-20	2,051,438.36	1.6000%	National Australia Bank	A-1+	2,051,438.36	10-Dec-19	2,058,812.30	539194	7,373.94	At Maturity	593
9-Mar-20	3,077,157.52	1.6000%	National Australia Bank	A-1+	3,077,157.52	10-Dec-19	3,088,218.43	539195	11,060.91	At Maturity	594
17-Mar-20	3,000,000.00	1.6000%	National Australia Bank	A-1+	3,000,000.00	18-Dec-19	3,009,731.51	539196	9,731.51	At Maturity	595
18-Mar-20	2,040,537.42	1.5900%	Westpac Group	A-1+	2,040,537.42	18-Nov-19	2,049,781.89	539190	9,244.47	At Maturity	589
18-Mar-20	2,040,537.42	1.5900%	Westpac Group	A-1+	2,040,537.42	18-Nov-19	2,049,781.89	539192	9,244.47	At Maturity	591
19-Mar-20	3,000,000.00	1.6000%	Macquarie Bank	A-1	3,000,000.00	19-Nov-19	3,013,545.21	539191	13,545.21	At Maturity	590
23-Mar-20	2,000,000.00	1.7500%	AMP Bank	A-2	2,000,000.00	23-Sep-19	2,015,342.47	538977	15,342.47	At Maturity	580
25-Mar-20	3,000,000.00	1.6000%	Macquarie Bank	A-1	3,000,000.00	26-Nov-19	3,012,624.66	539193	12,624.66	At Maturity	592
14-Apr-20	3,012,756.16	1.6000%	National Australia Bank	A-1+	3,012,756.16	13-Jan-20	3,019,095.33	539199	6,339.17	At Maturity	596
28-Apr-20	2,009,731.51	1.6100%	National Australia Bank	A-1+	2,009,731.51	28-Jan-20	2,012,656.91	539380	2,925.40	At Maturity	597
11-May-20	3,000,000.00	1.8000%	AMP Bank	A-2	3,000,000.00	11-Nov-19	3,016,421.92	539187	16,421.92	At Maturity	586
11-May-20	2,000,000.00	1.8000%	AMP Bank	A-2	2,000,000.00	12-Nov-19	2,010,849.32	539188	10,849.32	At Maturity	587
4-Jun-20	4,000,000.00	1.6500%	Macquarie Bank	A-1	4,000,000.00	4-Feb-20	4,004,701.37	539423	4,701.37	At Maturity	598
6-Aug-20	3,000,000.00	1.5800%	National Australia Bank	A-1+	3,000,000.00	6-Feb-20	3,003,116.71	539435	3,116.71	At Maturity	599
10-Aug-20	3,000,000.00	1.5600%	National Australia Bank	A-1+	3,000,000.00	10-Feb-20	3,002,564.38	539448	2,564.38	At Maturity	600
11-Aug-20	3,000,000.00	1.8000%	AMP Bank	A-2	3,000,000.00	13-Feb-20	3,002,515.07	539457	2,515.07	At Maturity	601
<b>43,232,158.39</b>		<b>1.6439%</b>			<b>43,232,158.39</b>		<b>43,369,759.37</b>		<b>137,600.98</b>		

## Accrued Interest Report

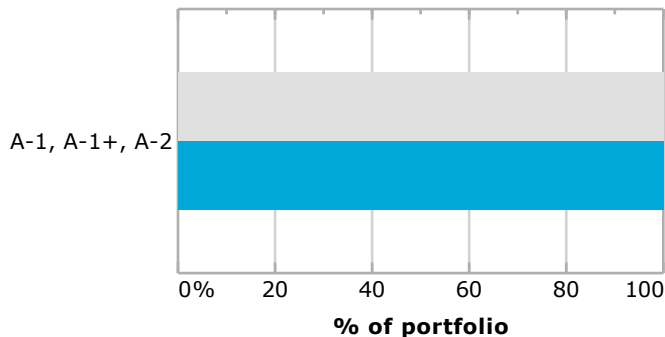
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
<b>Term Deposits</b>									
Westpac Group	538978	581	4,020,466.85	03-Oct-19	03-Feb-20	22,083.93	2	359.09	1.63%
Westpac Group	539186	585	3,061,159.87	06-Nov-19	06-Feb-20	12,653.91	5	687.71	1.64%
National Australia Bank	538981	584	3,000,000.00	09-Oct-19	10-Feb-20	16,306.85	9	1,183.56	1.60%
AMP Bank	539189	588	3,000,000.00	13-Nov-19	13-Feb-20	12,476.71	12	1,627.39	1.65%
National Australia Bank	539194	593	2,051,438.36	10-Dec-19	09-Mar-20		29	2,607.86	1.60%
National Australia Bank	539195	594	3,077,157.52	10-Dec-19	09-Mar-20		29	3,911.79	1.60%
National Australia Bank	539196	595	3,000,000.00	18-Dec-19	17-Mar-20		29	3,813.70	1.60%
Westpac Group	539190	589	2,040,537.42	18-Nov-19	18-Mar-20		29	2,577.78	1.59%
Westpac Group	539192	591	2,040,537.42	18-Nov-19	18-Mar-20		29	2,577.78	1.59%
Macquarie Bank	539191	590	3,000,000.00	19-Nov-19	19-Mar-20		29	3,813.70	1.60%
AMP Bank	538977	580	2,000,000.00	23-Sep-19	23-Mar-20		29	2,780.83	1.75%
Macquarie Bank	539193	592	3,000,000.00	26-Nov-19	25-Mar-20		29	3,813.70	1.60%
National Australia Bank	539199	596	3,012,756.16	13-Jan-20	14-Apr-20		29	3,829.92	1.60%
National Australia Bank	539380	597	2,009,731.51	28-Jan-20	28-Apr-20		29	2,570.81	1.61%
AMP Bank	539187	586	3,000,000.00	11-Nov-19	11-May-20		29	4,290.41	1.80%
AMP Bank	539188	587	2,000,000.00	12-Nov-19	11-May-20		29	2,860.28	1.80%
Macquarie Bank	539423	598	4,000,000.00	04-Feb-20	04-Jun-20		26	4,701.37	1.65%
National Australia Bank	539435	599	3,000,000.00	06-Feb-20	06-Aug-20		24	3,116.71	1.58%
National Australia Bank	539448	600	3,000,000.00	10-Feb-20	10-Aug-20		20	2,564.38	1.56%
AMP Bank	539457	601	3,000,000.00	13-Feb-20	11-Aug-20		17	2,515.07	1.80%

<b>Accrued Interest Report</b>									
<b>Investment</b>	<b>Deal No.</b>	<b>Ref</b>	<b>Face Value (\$)</b>	<b>Settlement Date</b>	<b>Maturity Date</b>	<b>Interest Received (\$)</b>	<b>Days</b>	<b>Interest Accrued (\$)</b>	<b>Percentage Return</b>
<b>Term Deposits Total</b>						<b>63,521.40</b>		<b>56,203.84</b>	<b>1.64%</b>
						<b>63,521.40</b>		<b>56,203.84</b>	<b><u>1.64%</u></b>



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Feb 2020	1.64%	0.95%	0.69%
Last 3 Months	1.64%	0.92%	0.72%
Last 6 Months	1.75%	0.96%	0.79%
Financial Year to Date	1.88%	1.02%	0.86%
Last 12 months		1.30%	

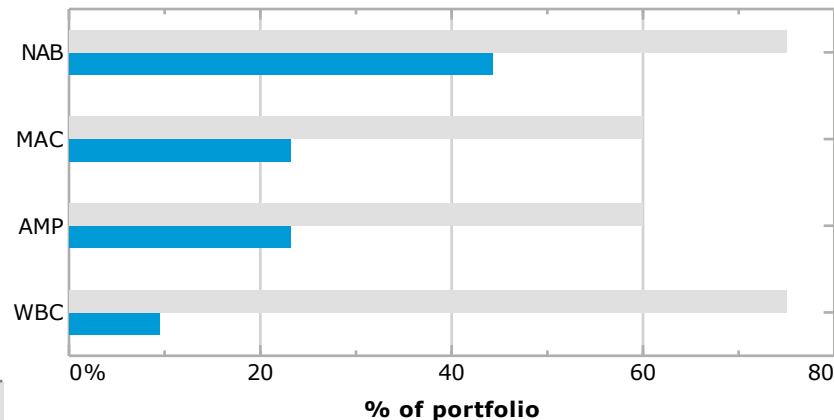
**Total Credit Exposure**



	Credit Rating	Face Value (\$)	Policy Max
Short Term	A-1	10,000,000	
Short Term	A-1+	23,232,158	
Short Term	A-2	10,000,000	
		<b>43,232,158</b>	<b>100%</b>
		<b>43,232,158</b>	<b>100%</b>

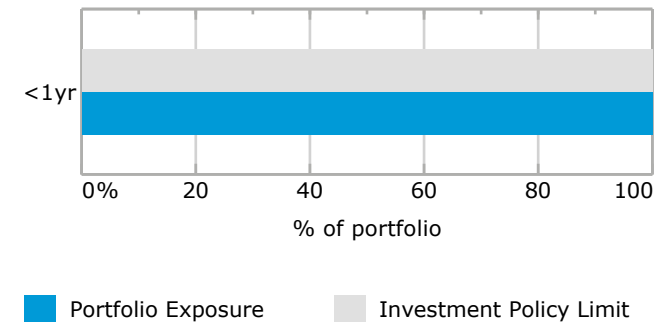
✓ = compliant  
 X = non-compliant

**Individual Institutional Exposures**



	Portfolio Exposure	Investment Policy Limit	
National Australia Bank (A-1+, AA-)	44%	75%	✓
Macquarie Bank (A-1, A+)	23%	60%	✓
AMP Bank (A-2, BBB+)	23%	60%	✓
Westpac Group (A-1+, AA-)	9%	75%	✓

**Term to Maturities**



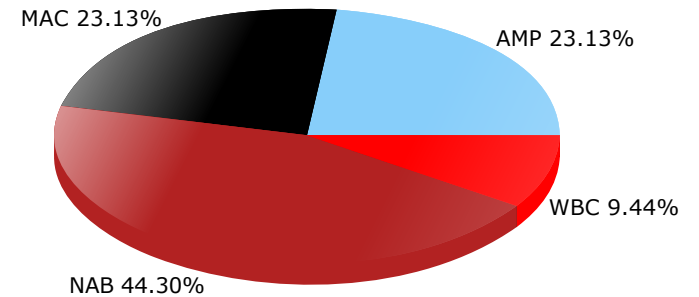
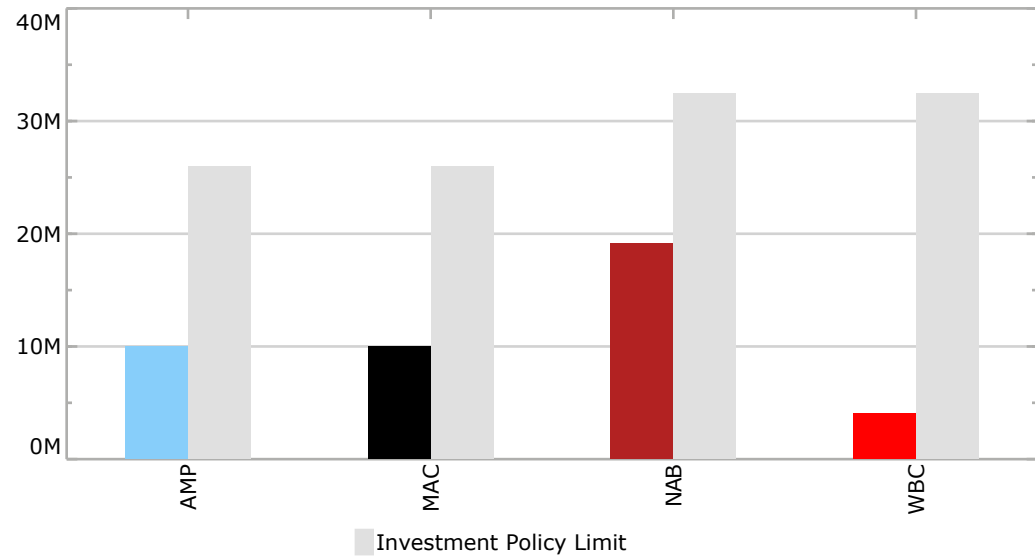
Maturity Profile	Face Value (\$)	Policy Max
Less than 1yr	43,232,158	100%
	<b>43,232,158</b>	

Detailed Maturity Profile	Face Value (\$)	
01. Less Than 30 Days	20,209,671	47%
02. Between 30 Days and 60 Days	5,022,488	12%
03. Between 60 Days and 90 Days	5,000,000	12%
04. Between 90 Days and 180 Days	13,000,000	30%
	<b>43,232,158</b>	

**Individual Institutional Exposures**

Parent Group	Credit Rating	Exposure (\$M)	Exposure (%)	Policy Limit	Capacity
AMP Bank	A-2, BBB+	10.00M	23%	60%	15.94M
Macquarie Bank	A-1, A+	10.00M	23%	60%	15.94M
National Australia Bank	A-1+, AA-	19.15M	44%	75%	13.27M
Westpac Group	A-1+, AA-	4.08M	9%	75%	28.34M
		<b>43.23M</b>			

**Individual Institutional Exposure Charts**





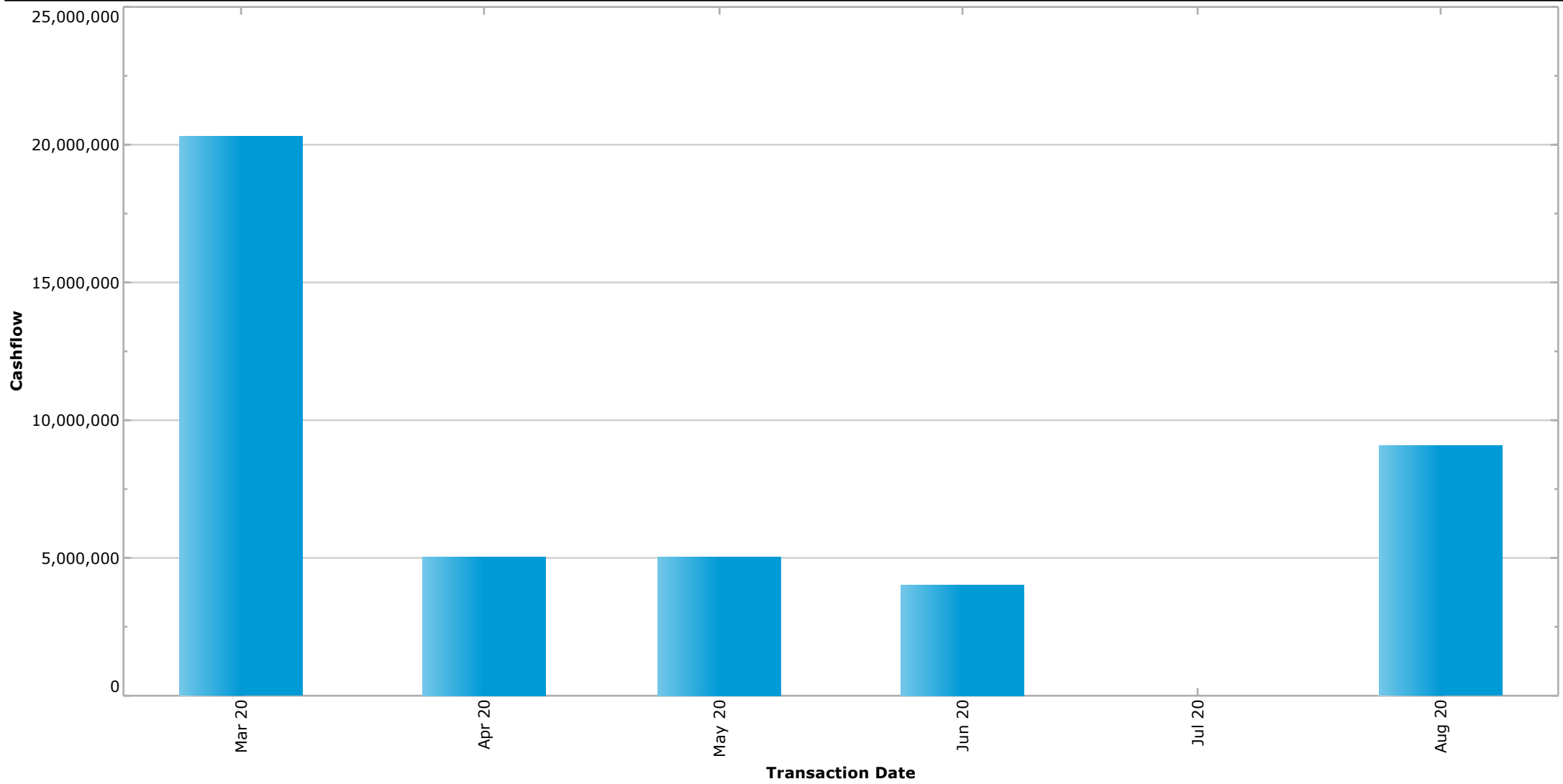
**Tamala Park Regional Council**  
Cash Flows Report - February 2020

**Current Month Cashflows**

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
<b>3-Feb-20</b>	538978	Westpac Group	Term Deposits	Maturity Face Value - Received	4,020,466.85
		Westpac Group	Term Deposits	Interest - Received	22,083.93
<u>Deal Total</u>					<u>4,042,550.78</u>
<b>Day Total</b>					<b>4,042,550.78</b>
<b>4-Feb-20</b>	539423	Macquarie Bank	Term Deposits	Settlement Face Value - Paid	-4,000,000.00
		<u>Deal Total</u>			
<b>Day Total</b>					<b>-4,000,000.00</b>
<b>6-Feb-20</b>	539186	Westpac Group	Term Deposits	Maturity Face Value - Received	3,061,159.87
		Westpac Group	Term Deposits	Interest - Received	12,653.91
<u>Deal Total</u>					<u>3,073,813.78</u>
	539435	National Australia Bank	Term Deposits	Settlement Face Value - Paid	-3,000,000.00
		<u>Deal Total</u>			
<b>Day Total</b>					<b>73,813.78</b>
<b>10-Feb-20</b>	538981	National Australia Bank	Term Deposits	Maturity Face Value - Received	3,000,000.00
		National Australia Bank	Term Deposits	Interest - Received	16,306.85
<u>Deal Total</u>					<u>3,016,306.85</u>
	539448	National Australia Bank	Term Deposits	Settlement Face Value - Paid	-3,000,000.00
		<u>Deal Total</u>			
<b>Day Total</b>					<b>16,306.85</b>
<b>13-Feb-20</b>	539189	AMP Bank	Term Deposits	Maturity Face Value - Received	3,000,000.00
		AMP Bank	Term Deposits	Interest - Received	12,476.71
<u>Deal Total</u>					<u>3,012,476.71</u>
	539457	AMP Bank	Term Deposits	Settlement Face Value - Paid	-3,000,000.00
		<u>Deal Total</u>			
<b>Day Total</b>					<b>12,476.71</b>
<b>Net Cash Movement for Period</b>					<b>145,148.12</b>

### Next Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>	
<b>9-Mar-20</b>	539194	National Australia Bank	Term Deposit	Maturity Face Value - Received	2,051,438.36	
		National Australia Bank	Term Deposit	Interest - Received	8,093.35	
					<u>Deal Total</u>	<u>2,059,531.71</u>
	539195	National Australia Bank	Term Deposit	Maturity Face Value - Received	3,077,157.52	
		National Australia Bank	Term Deposit	Interest - Received	12,140.02	
					<u>Deal Total</u>	<u>3,089,297.54</u>
					<b>Day Total</b>	<b>5,148,829.24</b>
<b>17-Mar-20</b>	539196	National Australia Bank	Term Deposit	Maturity Face Value - Received	3,000,000.00	
		National Australia Bank	Term Deposit	Interest - Received	11,835.62	
					<u>Deal Total</u>	<u>3,011,835.62</u>
					<b>Day Total</b>	<b>3,011,835.62</b>
<b>18-Mar-20</b>	539190	Westpac Group	Term Deposit	Maturity Face Value - Received	2,040,537.42	
		Westpac Group	Term Deposit	Interest - Received	10,755.59	
					<u>Deal Total</u>	<u>2,051,293.01</u>
	539192	Westpac Group	Term Deposit	Maturity Face Value - Received	2,040,537.42	
		Westpac Group	Term Deposit	Interest - Received	10,755.59	
					<u>Deal Total</u>	<u>2,051,293.01</u>
					<b>Day Total</b>	<b>4,102,586.02</b>
<b>19-Mar-20</b>	539191	Macquarie Bank	Term Deposit	Maturity Face Value - Received	3,000,000.00	
		Macquarie Bank	Term Deposit	Interest - Received	15,912.33	
					<u>Deal Total</u>	<u>3,015,912.33</u>
					<b>Day Total</b>	<b>3,015,912.33</b>
<b>23-Mar-20</b>	538977	AMP Bank	Term Deposit	Maturity Face Value - Received	2,000,000.00	
		AMP Bank	Term Deposit	Interest - Received	17,452.05	
					<u>Deal Total</u>	<u>2,017,452.05</u>
					<b>Day Total</b>	<b>2,017,452.05</b>
<b>25-Mar-20</b>	539193	Macquarie Bank	Term Deposit	Maturity Face Value - Received	3,000,000.00	
		Macquarie Bank	Term Deposit	Interest - Received	15,780.82	
					<u>Deal Total</u>	<u>3,015,780.82</u>
					<b>Day Total</b>	<b>3,015,780.82</b>
					<b>Net Cash Movement for Period</b>	<b>20,312,396.08</b>



# Appendix 8.5

**Tamala Park Regional Council  
Summary Payment List  
February 2020**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
13/02/2020	Employee costs	Wages for period 30/01/20 - 12/02/20	-11,735.36
13/02/2020	Australian Super	Superannuation for period 30/01/20 - 12/02/20	-672.47
13/02/2020	National Australia Bank	Superannuation for period 30/01/20 - 12/02/20	-1,141.77
13/02/2020	Burgess Rawson	Stage 26 Valuation fees	-440.00
13/02/2020	Capital Transport Services	Courier charges 30/01/20	-14.30
13/02/2020	City of Stirling	GST December 2019 & mobile phone recharge	-14,987.55
13/02/2020	Creative Design and Planning	Monthly retainer & beach access development application	-13,310.00
13/02/2020	Darren Long Consulting	Review of Asset Management Plan	-660.00
13/02/2020	Eco Logical Australia	EPBC Compliance Report (Draft)	-3,850.00
13/02/2020	Graffik	Stage 17 release press ad	-154.00
13/02/2020	Kevin Smith Cleaning Services	Cleaning of TPRC offices (January 2020)	-132.00
13/02/2020	LD Total	Landscaping services	-139,919.41
13/02/2020	Learning Horizons	SPG KPIs, SCP & CEO Review	-20,900.00
13/02/2020	Lewer, Harry	Builder Referral Fee - Lot 2080	-2,000.00
13/02/2020	Marketforce	Statutory advertising	-493.45
13/02/2020	McLeods Barristers and Solicitors	Lodging POAs & Revocations	-4,400.32
13/02/2020	Moore Stephens	Accounting services	-2,398.00
13/02/2020	Neverfail	Bottled water x 3	-40.50
13/02/2020	New Living Cleaning	Cleaning of Beach Sales Office (January 2020)	-281.54
13/02/2020	Officeworks	Office supplies	-87.62
13/02/2020	Plan E	Landscaping architects	-14,630.00
13/02/2020	Pugh, Chris	Builder referral fee - Lot 2117	-2,000.00
13/02/2020	R J Vincent and Co	Stage 26 Civil Works (Cert 10)	-19,786.28
13/02/2020	Satterley Property Group	Community Development Services (November 2019)	-12,381.60
13/02/2020	Social Garden	Solar Saver Campaign - Digital (January 2020)	-4,400.00
13/02/2020	The Brand Agency	Solar Saver Campaign - Artwork (October 2019)	-659.79
13/02/2020	Treacy Fencing	Fencing services	-3,925.35
13/02/2020	Westpac Bank	Payment of credit card charges (CEO & EA) - February 2020	-1,112.28
13/02/2020	City of Wanneroo	GST owing December 2019	-7,476.27
13/02/2020	Australian Taxation Office	IAS January 2020	-23,472.00
13/02/2020	Australian Taxation Office	BAS quarter ending December 2019	-12,295.00
13/02/2020	Town of Cambridge	GST August 2019 - January 2020	-18,719.05
27/02/2020	Employee costs	Wages for period 13/02/20 - 26/02/20	-11,553.80
27/02/2020	Australian Super	Superannuation for period 13/02/20 - 26/02/20	-672.47
27/02/2020	National Australia Bank	Superannuation for period 13/02/20 - 26/02/20	-1,141.77
27/02/2020	Anderson, Claire	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Barry, Brendan & Jacqueline	Solar Panel Rebate - Lot 727	-2,000.00
27/02/2020	Burgess Rawson	GST Valuations (January 2020)	-110.00
27/02/2020	Caddy, Karen	Chairman allowance 20 October 2019 - 19 January 2020	-8,975.50
27/02/2020	Capital Transport Services	Courier charges (11 February 2020)	-14.30
27/02/2020	Chester, John	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	City of Stirling	TPRC office rent	-3,321.09
27/02/2020	Cole, Emma	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Coterra Environment	FMP - finalise & lodge with DWER	-152.88
27/02/2020	Creative Design and Planning	Planning monthly retainer (Jan 20), Portofino Road Reserve & Be:	-15,290.00
27/02/2020	Digital Meal	SEO Retainer (February 2020)	-751.66
27/02/2020	Dominic Carbone and Assoc	Accounting services (January 2020)	-1,320.00
27/02/2020	Draper Family Trust	Street sweeping (January 2020)	-330.00
27/02/2020	Emma Patricia Pty Ltd	Builder referral fee - Lot 775	-2,000.00
27/02/2020	Hammond, Andrew	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	LD Total	Landscaping	-189,896.61
27/02/2020	Migdale, Suzanne	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Neverfail	Bottled water x 2	-28.25
27/02/2020	New Living Cleaning	Sales Office Cleaning	-422.31
27/02/2020	NJ Carpentry	Sales Office - garage door repair	-165.00
27/02/2020	Plan E	Landscape architecture services	-9,823.00
27/02/2020	Quinns Men's Shed Incorporated	Adopt-a-Dog Day BBQ	-220.00
27/02/2020	R J Vincent and Co	Stage 26 Civil Works (Cert 11)	-792.00
27/02/2020	Sandri, Bianca	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Taylor, Philippa	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Timmermanis, Andres	Deputy Chair allowance 20 October 2019 - 19 January 2020	-3,893.94

27/02/2020	Treacy Fencing	Stage 26 dividing fence	-11,711.70
27/02/2020	Treby, Brett	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Zappa, Domenic	Elected member attendance fee 20 October 2019 - 19 January 20	-2,640.00
27/02/2020	Canon Australia Pty Ltd	Copying charges (21/01/20 - 20/02/20)	-53.30
27/02/2020	Synergy	Power x 7	-3,226.44
28/02/2020	City of Wanneroo	GST owing January 2020	-1,225.09
<b>TOTAL</b>			<b><u><u>-631,327.02</u></u></b>

**Tamala Park Regional Council**  
**Summary Payment List**  
**January 2020**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
2/01/2020	Employee costs	Wages for period 19/12/19 - 01/01/20	-11,640.84
2/01/2020	Australian Super	Superannuation for period 19/12/19 - 01/01/20	-672.47
2/01/2020	National Australia Bank	Superannuation for period 19/12/19 - 01/01/20	-1,141.77
6/01/2020	Canon Australia Pty Ltd	Copying charges (21/11/19 - 20/12/19)	-53.57
6/01/2020	Nature Calls	Adopt-a-Dog Day - toilet hire	-590.00
6/01/2020	O'Sullivan, Simon	Reimbursement of parking & mobile phone charges (Dec)	-63.36
6/01/2020	Deloitte	Taxation advice re GST implications of subdivision (MRC)	-9,845.00
6/01/2020	Docushred	Security Bin	-51.70
6/01/2020	Dominic Carbone and Assoc	GST Accounting Services	-891.00
6/01/2020	Marketforce	Statutory advertising	-853.19
13/01/2020	The Pavilion Mindarie	Deposit for Venue Hire - Foreshore Precinct Workshop	-300.00
15/01/2020	Westpac Bank	Payment of credit card charges (CEO & EA) - Jan 2020	-3,874.64
16/01/2020	Employee costs	Wages for period 02/01/20 - 15/01/20	-11,553.79
16/01/2020	Australian Super	Superannuation for period 02/01/20 - 15/01/20	-672.47
16/01/2020	National Australia Bank	Superannuation for period 02/01/20 - 15/01/20	-1,141.77
16/01/2020	Buckby Contracting	WWPS Variations (Cert 9)	-7,116.53
16/01/2020	Burgess Rawson	Valuation fee - Lot 170 (Central Sales Office)	-550.00
16/01/2020	Carat Australia Media Services	Stage 26B Release advert	-517.67
16/01/2020	City of Stirling	Rent, IT & mobile phone charges	-5,628.30
16/01/2020	City of Vincent - Supplier	GST owing November 2019	-1,458.00
16/01/2020	Coterra Environment	Environmental consulting services (1 August - 30 Novem	-551.93
16/01/2020	Imagesource	Catalyst newsletter & Verge Care flyers	-1,166.00
16/01/2020	LD Total	Landscaping services	-4,964.36
16/01/2020	New Living Cleaning	Beach Sales Office Cleaning (December 2019)	-281.54
16/01/2020	Alinta Energy	Beach Sales Office gas charges	-196.75
23/01/2020	The Pavilion Mindarie	Foreshore Precinct Workshop Venue Hire - balance of pa	-950.00
30/01/2020	Employee costs	Wages for period 16/01/20 - 29/01/20	-11,553.79
30/01/2020	Australian Super	Superannuation for period 16/01/20 - 29/01/20	-672.47
30/01/2020	National Australia Bank	Superannuation for period 16/01/20 - 29/01/20	-1,141.77
30/01/2020	Burgess Rawson	Valuation fees	-550.00
30/01/2020	Capital Transport Services	Courier charges 02/01/20	-14.30
30/01/2020	Coterra Environment	Environmental consulting services	-674.58
30/01/2020	Digital Meal	SEO Retainer	-1,503.32
30/01/2020	Kevin Smith Cleaning Services	Cleaning of TPRC offices (December 2019)	-132.00
30/01/2020	LD Total	Stage 25 art installation (December 2019)	-1,058.75
30/01/2020	Nature Calls	Portable toilet hire	-2,025.00
30/01/2020	Neverfail	Water bottles x 2	-28.25
30/01/2020	New Living Cleaning	Sales Office Cleaning	-703.85
30/01/2020	Plan E	Landscape architects	-1,881.00
30/01/2020	R J Vincent and Co	Stage 26 Civil Works (Cert 9)	-18,543.64
30/01/2020	St John Ambulance WA Ltd	Adopt-a-Dog Day - First aid staff	-228.80
30/01/2020	The Brand Agency	Solar Campaign Assets Production	-1,120.90
30/01/2020	Alinta Energy	Gas charges	-39.30
30/01/2020	Canon Australia Pty Ltd	Printing charges for period 21/12/19 - 20/01/20	-9.52
30/01/2020	Synergy	Power charges	-1,019.68
30/01/2020	Water Corporation	Sales Office 3 water charges (15/11/19 - 17/01/20)	-213.89
30/01/2020	Minibus Charters	Councillor Catalina Site Tour - bus hire	-418.00
31/01/2020	National Australia Bank	Bank charges NAB At-Call AC (January 2020)	-0.25
<b>TOTAL</b>			<b>-110,259.71</b>

# Appendix 8.6



23 March 2020

Mr Tony Arias  
Chief Executive Officer  
Tamala Park Regional Council  
PO Box 655  
INNALOO WA 6918

Dear Tony

### **Catalina Financial Report for February 2020**

Please find attached the Catalina Financial Report for February 2020. This report has been prepared on a cash basis and compares actual income and expenditure to the June 2019 approved budget for the period 1 February 2020 to 29 February 2020.

Residential settlement revenue for the financial year to 29 February 2020 is \$4.9m which is \$1.1m behind the approved 'June 2019' budget due to 3 fewer settlements to date.

Sales for FYE2020 are \$80k favourable to budget due to 1 more sale than budget partially offset by lower average selling prices per lot due to lot mix.

Overall FYE2020 expenditure is \$9.1m under budget per the approved 'June 2019' budget, with \$1.9m spent against a budget of \$11.1m. The main areas of variances are summarised below:

- Land Acquisitions is \$5.1m under budget due to the WAPC not yet requiring payment for the land acquisition.
- Lot Production is \$926k under budget, noting the following variances:
  - Stage 26 \$809k under budget due to timing of invoice payments and savings on construction;
  - \$117k combined minor variances.
- Landscaping is \$1,479k under budget, noting the following variances:
  - Stage 10 BCA \$122k under budget due to re-classification of works to Landscape maintenance in the latest approved budget;
  - Stage 25 Greenlink \$164k under budget due to savings and timing of retention release;
  - Preliminary Landscape Consultancy \$114k under budget due to timing of payments;
  - Northern BCA \$101k under budget due to timing of works and invoice payments;
  - Stage 11 phase 2 \$353k under budget due to delayed commencement date;
  - Stage 12/13 Greenlink Bore \$111k under budget due to iron filtration system recommendation yet to be presented to the TPRC (this is currently being priced). Drilling works have been approved and are about to commence;
  - \$514k combined minor variances.

- Infrastructure Spend is \$1,203k under budget, noting the following variances:
  - Catalina Beach Dual Use Path \$1,065k under budget as works yet to commence;
  - \$138k combined minor variances.
- Infrastructure Refunds \$1.3m under budget as we are yet to receive the refund for the Waste Water Pump Station. This is now anticipated to be received in May 2020.
- Indirect Consultants \$268k under budget due to timing of invoice payments.
- Special Sites & Fixed Assets \$42k under budget due to timing of invoice payments.
- P&L expenditure is \$1,353k under budget, noting the following variances:
  - Marketing \$173k under budget due to timing of invoice payments and commencement of new initiatives;
  - Community Development \$90k under budget due to timing of seasonal events;
  - Central Cell Sales Office Carpark Makegood \$57k under budget due to timing of invoice payments;
  - Rates & Taxes \$206k under budget as full allowance not yet required;
  - Maintenance \$169k under budget due to timing of invoice payments;
  - Contingency \$516k not required;
  - \$142k Combined minor variances for other Overheads.

Please refer to the attached Cashflow Analysis for a more detailed analysis of actual to budget variances. Should you have any queries on this report, please do not hesitate to contact me.

Yours faithfully



**Ross Carmichael**  
General Manager - Finance

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
<b>REVENUE</b>													
Settlements	Settlement revenue	533,000	658,352	(125,352)	4,872,000	5,985,446	(1,113,446)	8,593,874	(3,721,874)	241,970,500	242,674,303	(703,803)	15 settlements YTD ex GST Margin scheme. GST Margin as detailed in Burgess Rawson valuations
Margin GST	Margin GST	(4,767)	(9,091)	4,324	(45,329)	(81,818)	36,489	(118,182)	72,853	(3,556,893)	(3,602,980)	46,087	
Direct Selling Costs		(30,113)	(30,238)	125	(254,001)	(296,447)	42,445	(416,314)	162,312	(11,042,428)	(11,057,410)	14,982	Includes Commission and Management Fees
Interest Income		0	0	0	0	0	0	0	0	85,114	85,001	113	
Forfeited Deposits		0	0	0	0	0	0	0	0	22,727	22,727	0	Penalty interest income on settlements
Other Income	Special sites revenue	0	0	0	437,873	436,364	1,509	436,364	1,509	3,728,594	3,727,085	1,509	
Rebate Allowance		(42,176)	(118,803)	76,627	(159,326)	(1,040,587)	881,260	(1,216,887)	1,057,560	(5,887,619)	(7,399,877)	1,512,259	Construction Recycling, Fencing, Landscape, Shared Bore, Solar, and Display Builder Rebates
		<b>455,944</b>	<b>500,219</b>	<b>(44,275)</b>	<b>4,851,216</b>	<b>5,002,958</b>	<b>(151,742)</b>	<b>7,278,856</b>	<b>(2,427,640)</b>	<b>225,319,995</b>	<b>224,448,848</b>	<b>871,147</b>	
<b>LOT PRODUCTION</b>													
Earthworks Stages 1-4, 6	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,122,407	2,122,407	0	
	Direct Consultants	0	0	0	0	0	0	0	0	157,827	157,827	0	
<b>Total Earthworks Stages 1-4, 6</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,280,234</b>	<b>2,280,234</b>	<b>(0)</b>	
Earthworks Stages 5 & 7	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,368,798	2,368,798	0	
	Direct Consultants	0	0	0	0	0	0	0	0	121,827	121,827	0	
<b>Total Earthworks Stages 5 &amp; 7</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,490,625</b>	<b>2,490,625</b>	<b>0</b>	
Earthworks Stage 8	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,265,418	1,265,418	0	
	Direct Consultants	0	0	0	0	0	0	0	0	63,366	63,366	0	
<b>Total Earthworks Stage 8</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,328,784</b>	<b>1,328,784</b>	<b>0</b>	
Earthworks Stages 9-11	Siteworks / Earthworks	0	0	0	0	0	0	0	0	4,066,094	4,066,094	0	
	Direct Consultants	0	0	0	0	0	0	0	0	99,325	99,325	0	
<b>Total Earthworks Stages 9-11</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,165,419</b>	<b>4,165,419</b>	<b>0</b>	
Earthworks Stages 12-13	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,139,937	1,139,937	0	
	Direct Consultants	0	0	0	0	0	0	0	0	108,025	108,025	0	
<b>Total Earthworks Stage 12-13</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,247,962</b>	<b>1,247,962</b>	<b>0</b>	
Earthworks Stages 14-18	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,738,744	1,738,744	0	
	Direct Consultants	0	0	0	0	0	0	0	0	250,660	250,660	0	
<b>Total Earthworks Stage 14-18</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,989,404</b>	<b>1,989,404</b>	<b>0</b>	
Earthworks Stage 20-24	Direct Consultants	0	0	0	0	0	0	0	0	27,113	27,113	0	
<b>Total Earthworks Stage 20-24</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,113</b>	<b>27,113</b>	<b>0</b>	
Earthworks Stages 25-27	Siteworks / Earthworks	0	0	0	0	0	0	0	0	3,603,087	3,603,087	(0)	
	Direct Consultants	0	0	0	0	0	0	0	0	186,216	192,859	6,643	
<b>Total Earthworks Stage 25-27</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,789,303</b>	<b>3,795,945</b>	<b>6,643</b>	
Stage 1	Siteworks / Earthworks	0	0	0	0	0	0	0	0	3,208,532	3,208,532	0	
	Authorities Fees	0	0	0	0	0	0	0	0	158,201	158,201	(0)	
	Direct Consultants	0	0	0	0	0	0	0	0	214,916	214,916	0	
<b>Total Stage 1</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,581,649</b>	<b>3,581,649</b>	<b>(0)</b>	
Stage 2	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,691,287	2,691,287	0	
	Authorities Fees	0	0	0	0	0	0	0	0	210,292	210,292	0	
	Direct Consultants	0	0	0	0	0	0	0	0	164,171	166,571	2,400	
<b>Total Stage 2</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,065,749</b>	<b>3,068,150</b>	<b>2,400</b>	
Stage3	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,010,933	2,010,933	0	
	Authorities Fees	0	0	0	0	0	0	0	0	284,155	284,155	(0)	
	Direct Consultants	0	0	0	0	0	0	0	0	187,648	187,648	0	
<b>Total Stage 3</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,482,736</b>	<b>2,482,736</b>	<b>(0)</b>	
Stage 4	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,298,741	2,298,741	0	
	Authorities Fees	0	0	0	0	0	0	0	0	284,471	284,471	0	
	Direct Consultants	0	0	0	0	0	0	0	0	219,983	219,983	0	
<b>Total Stage 4</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,803,195</b>	<b>2,803,195</b>	<b>0</b>	
Stage 5	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,796,102	2,796,102	(0)	
	Authorities Fees	0	0	0	0	0	0	0	0	392,082	392,082	0	
	Direct Consultants	0	0	0	0	0	0	0	0	388,371	388,371	0	
<b>Total Stage 5</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,576,555</b>	<b>3,576,555</b>	<b>(0)</b>	
Stage 6A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	297,465	297,465	0	
	Authorities Fees	0	0	0	0	0	0	0	0	50,207	50,207	0	
	Direct Consultants	0	0	0	0	0	0	0	0	39,033	39,033	0	
<b>Total Stage 6A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>386,705</b>	<b>386,705</b>	<b>0</b>	
Stage 6B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	708,104	708,104	0	
	Authorities Fees	0	0	0	0	0	0	0	0	202,417	202,417	0	
	Direct Consultants	0	0	0	0	0	0	0	0	121,160	121,650	490	
<b>Total Stage 6B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,031,681</b>	<b>1,032,171</b>	<b>490</b>	
Stage 6C	Siteworks / Earthworks	0	0	0	0	0	0	0	0	484,386	484,386	0	
	Authorities Fees	0	0	0	0	0	0	0	0	90,611	90,611	0	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
	Direct Consultants	0	0	0	0	0	0	0	0	52,015	52,015	0	
<b>Total Stage 6C</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>627,012</b>	<b>627,012</b>	<b>0</b>	
Stage 7	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,257,683	2,257,684	1	
	Authorities Fees	0	0	0	0	0	0	0	0	425,907	425,907	0	
	Direct Consultants	0	0	0	0	0	0	0	0	290,878	290,878	(0)	
<b>Total Stage 7</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,974,468</b>	<b>2,974,469</b>	<b>1</b>	
Stage 8	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,494,187	2,494,187	0	
	Authorities Fees	0	0	0	0	0	0	0	0	314,992	314,992	0	
	Direct Consultants	0	0	0	0	0	0	0	0	251,105	251,105	0	
<b>Total Stage 8</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,060,284</b>	<b>3,060,284</b>	<b>0</b>	
Stage 9	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,418,198	2,418,198	0	
	Authorities Fees	0	0	0	0	0	0	0	0	406,804	406,804	0	
	Direct Consultants	0	0	0	0	0	0	0	0	236,848	236,848	0	
<b>Total Stage 9</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,061,850</b>	<b>3,061,850</b>	<b>0</b>	
Stage 10	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,229,760	1,229,760	0	
	Authorities Fees	0	0	0	0	0	0	0	0	160,060	160,060	0	
	Direct Consultants	0	0	0	0	0	0	0	0	141,355	141,355	0	
<b>Total Stage 10</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,531,175</b>	<b>1,531,175</b>	<b>0</b>	
Stage 11	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,778,422	2,778,422	(0)	
	Authorities Fees	0	0	0	0	0	0	0	0	463,449	463,449	0	
	Direct Consultants	0	0	0	0	0	0	0	0	336,976	336,976	0	
<b>Total Stage 11</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,578,848</b>	<b>3,578,848</b>	<b>(0)</b>	
Stage 12	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,077,002	2,077,002	0	
	Authorities Fees	0	0	0	0	0	0	0	0	258,204	258,204	0	
	Direct Consultants	0	0	0	0	0	0	0	0	247,233	247,768	535	
<b>Total Stage 12</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,582,440</b>	<b>2,582,975</b>	<b>535</b>	
Stage 13A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,932,316	1,932,316	0	
	Authorities Fees	0	0	0	0	0	0	0	0	264,752	264,752	0	
	Direct Consultants	0	0	0	0	0	0	0	0	172,787	174,267	1,480	
<b>Total Stage 13A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,369,855</b>	<b>2,371,336</b>	<b>1,480</b>	
Stage 13B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,115,792	2,115,792	0	
	Authorities Fees	0	0	0	0	0	0	0	0	195,434	195,434	0	
	Direct Consultants	0	0	0	0	0	0	0	0	241,636	242,101	465	
<b>Total Stage 13B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,552,862</b>	<b>2,553,327</b>	<b>465</b>	
Stage 14A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	2,221,820	2,221,820	0	
	Authorities Fees	0	0	0	0	0	0	0	0	467,540	467,540	0	
	Direct Consultants	0	0	0	0	0	0	0	0	301,549	344,079	42,530	
<b>Total Stage 14A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,990,908</b>	<b>3,033,438</b>	<b>42,530</b>	
Stage 14B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	482,855	500,850	17,995	
	Authorities Fees	0	0	0	0	0	0	0	0	110,991	110,991	0	
	Direct Consultants	0	0	0	0	0	0	0	0	17,639	17,739	100	
<b>Total Stage 14B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>611,485</b>	<b>629,580</b>	<b>18,095</b>	
Stage 15	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,999,681	1,999,681	0	
	Authorities Fees	0	0	0	0	0	0	0	0	357,841	357,841	0	
	Direct Consultants	0	0	0	0	0	0	0	0	263,241	267,061	3,820	
<b>Total Stage 15</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,620,763</b>	<b>2,624,583</b>	<b>3,820</b>	
Stage 16A	Authorities Fees	0	0	0	0	0	0	0	0	9,844	9,844	0	
	Direct Consultants	0	0	0	0	0	0	0	0	17,605	17,605	0	
<b>Total Stage 16A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,449</b>	<b>27,449</b>	<b>0</b>	
Stage 16B	Direct Consultants	0	0	0	0	0	0	0	0	26,000	26,000	0	
<b>Total Stage 16B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	
Stage 17A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	732,033	732,033	0	
	Authorities Fees	0	0	0	0	0	0	0	0	161,279	161,279	0	
	Direct Consultants	0	0	0	0	0	0	0	0	110,250	115,250	5,000	
<b>Total Stage 17A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,003,563</b>	<b>1,008,563</b>	<b>5,000</b>	
Stage 17B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,273,015	1,642,087	369,072	
	Authorities Fees	0	0	0	0	0	0	0	0	194,411	195,384	973	
	Direct Consultants	0	0	0	0	5,969	5,969	5,969	5,969	180,869	192,600	11,731	
<b>Total Stage 17B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</b>	<b>1,648,295</b>	<b>2,030,071</b>	<b>381,776</b>	
Stage 18A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	871,358	871,358	0	
	Authorities Fees	0	0	0	0	0	0	0	0	216,537	216,537	0	
	Direct Consultants	0	0	0	0	0	0	0	0	125,664	131,200	5,536	
<b>Total Stage 18A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,213,559</b>	<b>1,219,095</b>	<b>5,536</b>	
Stage 18B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,486,381	2,411,579	925,198	Stage 18C costs doubled up in budget
	Authorities Fees	0	0	0	0	0	0	0	0	267,438	270,948	3,510	
	Direct Consultants	0	0	0	0	0	0	0	0	191,390	364,990	173,600	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
<b>Total Stage 18B</b>		0	0	0	0	0	0	0	0	1,945,209	3,047,517	1,102,308	
Stage 18C	Siteworks / Earthworks	0	0	0	0	0	0	305,300	305,300	0	0	0	
	Direct Consultants	0	15,933	15,933	0	111,533	111,533	143,400	143,400	0	111,533	111,533	
<b>Total Stage 18B</b>		0	15,933	15,933	0	111,533	111,533	448,700	448,700	0	111,533	111,533	
Stage 25	Siteworks / Earthworks	0	0	0	0	0	0	0	0	5,523,981	5,579,231	55,250	
	Authorities Fees	0	0	0	0	0	0	0	0	212,929	212,929	0	
	Direct Consultants	0	0	0	0	0	0	0	0	280,279	297,991	17,713	
<b>Total Stage 25</b>		0	0	0	0	0	0	0	0	6,017,188	6,090,151	72,963	
Stage 26	Siteworks / Earthworks	18,708	0	(18,708)	629,703	1,401,273	771,570	1,401,273	771,570	1,175,698	1,199,122	23,424	
	Authorities Fees	0	0	0	3,235	38,454	35,219	38,454	35,219	239,777	490,560	250,783	
	Direct Consultants	0	0	0	34,227	36,054	1,826	36,054	1,826	138,596	162,500	23,904	
<b>Total Stage 26</b>		18,708	0	(18,708)	667,165	1,475,780	808,615	1,475,780	808,615	1,554,072	1,852,182	298,110	
Various Stages	Clearance Bonds	0	0	0	0	0	0	50,000	50,000	247,245	442,625	195,380	
<b>TOTAL LOT PRODUCTION</b>		18,708	15,933	(2,774)	667,165	1,593,282	926,117	1,980,449	1,313,283	76,491,643	78,740,707	2,249,064	Within budget
<b>LANDSCAPING</b>													
Stage 7 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	169,816	169,816	0	Within total FY20 Landscaping budget
Stage 7 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	7,193	7,193	0	
Stage 8 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	412,952	412,952	0	
Stage 8 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	30,857	30,857	0	
Stage 9 Landscaping Aviator Blvd Greenlink	Landscape Construction	0	0	0	0	0	0	0	0	104,134	104,134	0	
Stage 9 Landscaping Aviator Blvd Greenlink	Landscape Consulting	0	0	0	0	0	0	0	0	11,489	11,489	0	
Stage 10 POS (10.1)	Landscape Construction	0	0	0	0	0	0	0	0	198,747	198,747	0	
Stage 10 POS (10.1)	Landscape Consulting	0	0	0	0	0	0	0	0	14,417	14,417	0	
Stage 11 Landscape Consultancy	Landscape Construction	0	0	0	759	0	(759)	0	(759)	1,332,634	1,331,874	(760)	
Stage 11 Landscape Consultancy	Landscape Consulting	2,280	0	(2,280)	9,690	0	(9,690)	0	(9,690)	157,229	163,675	6,446	
Stage 12 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	236,650	242,601	5,950	
Stage 12 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	27,377	27,377	0	
Stage 13 Landscaping	Landscape Construction	0	0	0	0	5,607	5,607	5,607	5,607	789,993	800,085	10,092	
Stage 13 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	61,433	61,433	0	
Stage 14A Landscaping	Landscape Construction	0	0	0	9,014	0	(9,014)	0	(9,014)	551,718	663,360	111,642	
Stage 14A Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	12,013	8,430	(3,583)	
Stage 14B Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	213,926	216,701	2,775	
Stage 14B Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	15,457	15,457	0	
Stage 15 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	114,948	115,933	985	
Stage 15 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	18,838	18,838	0	
Stage 16A Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	11,303	11,303	0	
Stage 17 Landscaping	Landscape Construction	0	0	0	199,956	252,885	52,929	252,885	52,929	199,956	505,769	305,813	
Stage 17 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	2,720	2,932	212	
Stage 18 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	265,611	267,780	2,169	
Stage 18 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	46,251	46,001	(250)	
Stage 8 Landscaping Verge Landscaping Lot 475	Landscape Construction	0	0	0	0	0	0	0	0	1,001	1,001	0	
Stage 8 Landscaping Street Trees / Streetscapes	Landscape Construction	0	0	0	0	0	0	0	0	63,552	63,552	0	
Stage 8 Landscaping Street Trees / Streetscapes	Landscape Consulting	0	0	0	0	0	0	0	0	2,587	2,587	0	
Stage 10 Biodiversity Conservation Area	Landscape Construction	0	0	0	2,829	125,311	122,482	125,311	122,482	228,092	375,636	147,544	
Stage 10 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	28,012	28,012	0	
Stage 9 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	0	0	40,000	40,000	0	
Stage 9 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	3,120	3,120	0	
Stage 10 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	0	0	116,647	116,647	0	
Stage 10 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	7,918	7,918	0	
Seed Collection	Landscape Construction	0	0	0	0	27,750	27,750	27,750	27,750	7,250	35,000	27,750	
Stage 8 Medium Density Lot Verges	Landscape Construction	0	0	0	0	0	0	0	0	19,598	19,598	0	
Stage 8 Medium Density Lot Verges	Landscape Consulting	0	0	0	0	0	0	0	0	1,346	1,346	0	
Stage 9 Medium Density Lot Verges	Landscape Construction	0	0	0	0	0	0	0	0	95,700	95,700	0	
Stage 9 Medium Density Lot Verges	Landscape Consulting	0	0	0	0	0	0	0	0	5,500	5,500	0	
School Oval	Landscape Construction	0	0	0	0	0	0	0	0	44,219	44,219	0	
Marmion Ave Eastern Verge Upgrade	Landscape Construction	0	0	0	0	0	0	0	0	269,451	292,707	23,256	
Marmion Ave Eastern Verge Upgrade	Landscape Consulting	0	0	0	0	0	0	0	0	19,688	19,688	(0)	
Western Cell Long Beach Prom Entry Statement	Landscape Consulting	0	0	0	0	0	0	0	0	19,164	19,164	0	
Western Cell Long Beach Prom Greenlink	Landscape Consulting	0	0	0	0	0	0	0	0	11,880	11,880	(0)	
Western Cell Marmion Ave Verge	Landscape Consulting	0	0	0	0	0	0	0	0	19,196	19,196	0	
Western Cell POS	Landscape Consulting	0	0	0	0	0	0	0	0	83,145	83,145	0	
Western Cell POS2	Landscape Consulting	0	0	0	0	0	0	0	0	64,091	87,253	23,162	
West Cell Bore, Pump, Electrics & Iron Filtration	Landscape Construction	0	0	0	5,916	0	(5,916)	0	(5,916)	118,324	150,000	31,676	
West Cell Bore, Pump, Electrics & Iron Filtration	Landscape Consulting	0	0	0	0	0	0	0	0	9,466	9,466	0	
Western Cell Long Beach Prom Medians	Landscape Consulting	0	0	0	0	0	0	0	0	19,357	19,357	(0)	
Catalina Beach Foreshore Reserve Interface	Landscape Construction	0	0	0	0	0	0	300,000	300,000	0	0	0	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
Catalina Beach Greenlink Stage 25	Landscape Construction	0	0	0	112,124	276,419	164,295	276,419	164,295	3,924,780	4,295,473	370,693	
Catalina Beach Greenlink Stage 25	Landscape Consulting	0	0	0	0	0	0	0	0	118,249	163,658	45,409	
Preliminary Landscaping Consultancy	Landscape Consulting	19,950	11,508	(8,442)	74,515	188,472	113,957	254,156	179,641	240,323	376,902	136,579	
Northern Biodiversity Conservation Area	Landscape Construction	0	0	0	16,968	118,080	101,112	118,080	101,112	347,447	448,559	101,112	
Northern Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	19,093	29,843	10,750	
Neerabup Road Verge Treatment - West	Landscape Construction	0	0	0	0	0	0	0	0	795,713	795,713	0	
Neerabup Road Verge Treatment - West	Landscape Consulting	0	0	0	0	0	0	0	0	47,056	47,056	0	
Neerabup Road Verge Treatment - East	Landscape Construction	0	0	0	0	0	0	0	0	180,487	180,487	0	
Neerabup Road Verge Treatment - East	Landscape Consulting	0	0	0	0	0	0	0	0	23,134	23,134	0	
Neerabup Entry Statement	Landscape Construction	0	0	0	0	0	0	0	0	87,605	87,605	0	
Neerabup Entry Statement	Landscape Consulting	0	0	0	0	0	0	0	0	1,927	1,927	0	
Public Open Space 1	Landscape Construction	0	0	0	0	0	0	0	0	369,509	369,509	0	
Public Open Space 1	Landscape Consulting	0	0	0	0	0	0	0	0	46,158	46,158	0	
Public Open Space - Lot 8009	Landscape Construction	0	0	0	0	0	0	0	0	166,728	170,896	4,168	
Public Open Space - Lot 8009	Landscape Consulting	0	0	0	0	0	0	0	0	11,504	11,504	0	
Sales Centre Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	1,700	1,700	0	
Streetscape To Stage 1	Landscape Construction	0	0	0	0	0	0	0	0	251,365	275,067	23,702	
Public Open Space - Lot 8007	Landscape Construction	0	0	0	0	0	0	0	0	1,083,262	1,083,262	0	
Public Open Space - Lot 8007	Landscape Consulting	0	0	0	0	0	0	0	0	76,262	76,262	0	
Irrigation System	Landscape Construction	0	0	0	0	0	0	0	0	76,010	76,010	0	
Irrigation System	Landscape Consulting	0	0	0	0	0	0	0	0	4,801	4,801	0	
Public Art	Landscape Construction	0	8,333	8,333	963	66,667	65,704	100,000	99,037	156,764	254,180	97,416	
Public Art	Landscape Consulting	0	0	0	0	0	0	0	0	13,105	18,350	5,245	
Streescapes Stg 2 Consultancy	Landscape Construction	0	0	0	0	0	0	0	0	164,882	164,882	0	
Streescapes Stg 2 Consultancy	Landscape Consulting	0	0	0	0	0	0	0	0	11,980	11,980	0	
Streetscape To Stage 3	Landscape Construction	0	0	0	0	0	0	0	0	40,537	40,537	0	
Aviator Blvd Greenlink (5.2)	Landscape Consulting	0	0	0	0	0	0	0	0	6,072	6,072	0	
Neerabup Road Verge Treatment Stg4	Landscape Construction	0	0	0	0	0	0	0	0	206,713	206,713	0	
Neerabup Road Verge Treatment Stg4	Landscape Consulting	0	0	0	0	0	0	0	0	12,759	12,759	0	
Neerabup Road Verge Treatment Stg5	Landscape Construction	0	0	0	0	0	0	0	0	157,346	157,346	0	
Neerabup Road Verge Treatment Stg5	Landscape Consulting	0	0	0	0	0	0	0	0	14,093	14,093	0	
Public Open Space Stage 6	Landscape Construction	0	0	0	0	0	0	0	0	145,252	157,412	12,160	
Public Open Space Stage 6	Landscape Consulting	0	0	0	0	0	0	0	0	6,768	6,768	0	
Sales Centre Landscaping Stg 2	Landscape Construction	0	0	0	0	0	0	0	0	6,798	6,798	(0)	
Sales Centre Landscaping Stg 2	Landscape Consulting	0	0	0	0	0	0	0	0	7,527	7,527	0	
Public Access Way 2.1	Landscape Construction	0	0	0	0	0	0	0	0	150,700	150,700	0	
Public Access Way 2.1	Landscape Consulting	0	0	0	0	0	0	0	0	11,232	11,232	0	
Aviator Blvd Entry Stmt	Landscape Construction	0	0	0	0	0	0	0	0	511,858	512,449	591	
Aviator Blvd Entry Stmt	Landscape Consulting	0	0	0	0	0	0	0	0	27,897	38,637	10,740	
Roundabout	Landscape Construction	0	0	0	0	0	0	0	0	7,162	7,162	0	
Roundabout	Landscape Consulting	0	0	0	0	0	0	0	0	1,035	1,035	0	
Fauna Relocation	Landscape Construction	0	0	0	0	5,556	5,556	5,556	5,556	37,080	47,080	10,000	
Western Cell Entry Statement & Greenlink	Landscape Construction	0	0	0	0	0	0	0	0	59,051	59,051	0	
Stage 11 Landscape Phase 2	Landscape Construction	179,859	66,667	(113,193)	179,859	533,333	353,474	800,000	620,141	179,859	533,333	353,474	
Catalina Grove Initial Scoping Works	Landscape Consulting	0	0	0	0	1,066	1,066	1,066	1,066	16,803	20,000	3,197	
Catalina Central Landscape Upgrade	Landscape Construction	0	0	0	263	80,558	80,294	80,558	80,294	821,012	954,764	133,752	
Catalina Central Landscape Upgrade	Landscape Consulting	0	0	0	0	0	0	0	0	63,128	61,465	(1,663)	
Stage 12/13 Greenlink New Bore	Landscape Construction	0	0	0	0	111,111	111,111	111,111	111,111	70,354	200,000	129,646	
Marmion Ave Shrub Planting	Landscape Construction	13,086	13,333	247	16,133	106,667	90,533	120,000	103,867	16,133	106,667	90,533	
Catalina Beach Display Village Verge Landscaping	Landscape Construction	0	0	0	4,158	10,372	6,214	10,372	6,214	53,415	70,000	16,585	
Bore 6	Landscape Construction	0	0	0	0	0	0	0	0	30,906	0	(30,906)	
Catalina Beach Stage 26 Landscaping	Landscape Construction	38,000	10,000	(28,000)	38,000	40,000	2,000	40,000	2,000	38,000	40,000	2,000	
Aviator Blvd Roundabouts Upgrade	Landscape Construction	0	5,000	5,000	0	40,000	40,000	60,000	60,000	0	40,000	40,000	
Neerabup Rd Median - Roulettes to Marmion	Landscape Construction	0	11,750	11,750	0	94,000	94,000	117,500	117,500	0	117,500	117,500	
Early Stock Procurement	Landscape Consulting	0	8,333	8,333	0	66,667	66,667	100,000	100,000	0	66,667	66,667	
<b>TOTAL LANDSCAPING</b>		<b>253,175</b>	<b>134,925</b>	<b>(118,250)</b>	<b>671,148</b>	<b>2,150,518</b>	<b>1,479,370</b>	<b>2,906,368</b>	<b>2,235,220</b>	<b>17,225,299</b>	<b>19,669,530</b>	<b>2,444,231</b>	Within budget
<b>INDIRECT CONSULTANTS</b>													
Planning - indirect	Planning	26,000	18,729	(7,271)	92,813	149,833	57,020	224,750	131,937	2,352,885	2,419,700	66,816	Within total FY20 Consultants budget
	Architect	0	1,240	1,240	0	9,918	9,918	14,878	14,878	15,100	30,978	15,878	
	Environmental	3,639	4,040	402	13,310	32,324	19,014	48,486	35,176	334,984	366,475	31,491	
	Geotechnical	0	515	515	0	1,148	1,148	1,607	1,607	12,300	14,393	2,093	
	Title - Survey & Legal fees	0	2,500	2,500	0	20,000	20,000	30,000	30,000	153,160	183,160	30,000	
	Engineering fees	0	8,574	8,574	9,720	68,593	58,872	102,889	93,168	204,095	281,229	77,134	
	Traffic planning	0	258	258	0	574	574	804	804	84,181	85,227	1,046	
	Landscaping consultancy	0	0	0	0	0	0	0	0	1,000	0	(1,000)	
	Miscellaneous Consultants	0	4,167	4,167	1,430	33,333	31,904	50,000	48,570	5,512	53,920	48,408	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
	Planning - fire & safety	0	0	0	0	5,000	5,000	5,000	5,000	150	25,150	25,000	Within budget
	Planning - Hydrology	0	3,750	3,750	3,852	30,000	26,148	45,000	41,148	118,599	158,847	40,248	
	Planning - Sustainability	0	3,000	3,000	0	24,000	24,000	36,000	36,000	26,805	56,805	30,000	
	Acoustic & Noise Consult	0	833	833	0	6,667	6,667	8,333	8,333	0	18,333	18,333	
	Tree Mapping	0	0	0	0	7,500	7,500	7,500	7,500	1,616	27,806	26,190	
<b>TOTAL INDIRECT CONSULTANTS</b>		<b>29,639</b>	<b>47,606</b>	<b>17,967</b>	<b>121,125</b>	<b>388,890</b>	<b>267,764</b>	<b>575,247</b>	<b>454,121</b>	<b>3,310,387</b>	<b>3,722,024</b>	<b>411,637</b>	
<b>INFRASTRUCTURE</b>													
Marmion relocation services		0	0	0	0	0	0	0	0	450,680	450,680	0	Within total FY20 Infrastructure budget
Marmion relocation services		0	0	0	0	0	0	0	0	48,750	48,750	0	
Neerabup Road Key Largo Intersection		0	0	0	0	0	0	0	0	974,127	974,127	0	Within budget
Neerabup Road Key Largo Intersection Eng		0	0	0	0	0	0	0	0	54,024	54,024	0	
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	0	0	1,498,274	1,480,279	(17,995)	
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	0	0	97,321	97,321	0	
Connolly Drive Green Link Intersection		0	0	0	0	0	0	350,000	350,000	9,400	780	(8,620)	
Connolly Drive Green Link Intersection		0	0	0	0	0	0	22,750	22,750	99,619	99,619	0	
Neerabup Road Green Link Underpass		0	0	0	0	51,533	51,533	51,533	51,533	2,296,934	2,400,000	103,066	
EPBC Offset - foraging		0	0	0	0	0	0	0	0	490,000	490,000	0	
Gravity Sewer		0	0	0	0	0	0	0	0	1,518,761	1,518,761	0	
Gravity Sewer Engineering		0	0	0	0	0	0	0	0	100,778	100,778	0	
Marmion Avenue Green Link Intersection		0	0	0	0	0	0	0	0	3,041,955	3,041,955	0	
Marmion Avenue Green Link Intersection Eng		0	0	0	0	0	0	0	0	151,585	151,585	0	
Asbestos and rubbish removal - Gen Allowance		0	2,917	2,917	1,188	23,334	22,146	35,001	33,813	25,801	69,387	43,586	
West Beach Access		0	0	0	5,960	0	(5,960)	644,000	638,040	5,960	0	(5,960)	
West Beach Access		0	6,977	6,977	0	55,813	55,813	83,720	83,720	0	55,813	55,813	
UXO - Search Western Cell Phase 2		0	0	0	0	0	0	0	0	14,500	14,500	0	
UXO - Search Western Cell Phase 2		0	0	0	0	0	0	0	0	1,625	1,625	0	
Aviator Blvd Extension St 25 to Long Beach Prom incl services extensions (exc Beach Access Tr		0	0	0	0	0	0	389,250	389,250	1,500	1,500	0	
Aviator Blvd Extension St 25 to Long Beach Prom incl services extensions (exc Beach Access Tr		0	1,751	1,751	0	14,005	14,005	21,008	21,008	29,692	43,697	14,005	
Housing Auth Dist Plan Scheme 2		0	0	0	0	0	0	0	0	162,919	162,919	0	
Raise existing bore on Connolly Drive		0	0	0	0	0	0	0	0	2,004	2,004	2,004	
Catalina Beach North/South Dual Use Path		0	0	0	0	1,000,000	1,000,000	1,000,000	1,000,000	0	1,000,000	1,000,000	
Catalina Beach North/South Dual Use Path		0	0	0	0	65,000	65,000	65,000	65,000	0	65,000	65,000	
Waste Water Pump Station (West)		0	0	0	6,470	6,470	0	6,470	0	1,804,215	1,859,590	55,374	
Rubbish removal - General Allowance		0	0	0	0	0	0	0	0	17,314	14,717	(2,597)	
<b>INFRASTRUCTURE</b>		<b>0</b>	<b>11,644</b>	<b>11,644</b>	<b>13,617</b>	<b>1,216,155</b>	<b>1,202,538</b>	<b>2,668,731</b>	<b>2,655,114</b>	<b>12,895,734</b>	<b>14,199,410</b>	<b>1,303,676</b>	Within budget
<b>INFRASTRUCTURE REFUNDS</b>													
Neerabup Road Reimbursement		0	0	0	0	0	0	0	0	(432,548)	(432,548)	0	
Waste Water Pump Station (West)		0	0	0	0	(1,253,120)	(1,253,120)	(1,253,120)	(1,253,120)	0	(1,253,120)	(1,253,120)	
<b>INFRASTRUCTURE REFUNDS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,253,120)</b>	<b>(1,253,120)</b>	<b>(1,253,120)</b>	<b>(1,253,120)</b>	<b>(432,548)</b>	<b>(1,685,668)</b>	<b>(1,253,120)</b>	
<b>TOTAL INFRASTRUCTURE</b>		<b>0</b>	<b>11,644</b>	<b>11,644</b>	<b>13,617</b>	<b>(36,965)</b>	<b>(50,583)</b>	<b>1,415,611</b>	<b>1,401,994</b>	<b>12,463,186</b>	<b>12,513,742</b>	<b>50,556</b>	Within budget
<b>SPECIAL SITES &amp; FIXED ASSETS</b>													
Lot 1 Group Housing Site Construction		0	0	0	0	0	0	0	0	172,782	172,782	0	
Removal of temp sales office		0	0	0	0	0	0	0	0	8,636	8,636	0	
Sales Office Building		0	0	0	0	0	0	0	0	573,050	573,981	932	
Sales Office Retrofit		0	0	0	10,886	10,000	(886)	10,000	(886)	11,186	30,000	18,814	
Sales Office Carparks		0	0	0	0	0	0	0	0	98,087	98,087	0	
Temp Sales office services		0	0	0	0	0	0	0	0	3,812	3,812	0	
Sales Office Construction Western		0	0	0	0	38,492	38,492	38,492	38,492	624,762	750,000	125,238	
Sales office carparks Western		2,761	0	(2,761)	5,522	0	(5,522)	0	(5,522)	240,000	234,478	(5,522)	
Security Cameras		0	1,250	1,250	0	10,000	10,000	12,500	12,500	19,560	32,060	12,500	
<b>TOTAL SPECIAL SITES &amp; FIXED ASSETS</b>		<b>2,761</b>	<b>1,250</b>	<b>(1,511)</b>	<b>16,408</b>	<b>58,492</b>	<b>42,085</b>	<b>60,992</b>	<b>44,585</b>	<b>1,751,875</b>	<b>1,903,837</b>	<b>151,962</b>	Within budget
<b>TOTAL CONSTRUCTION</b>		<b>304,283</b>	<b>211,359</b>	<b>(92,924)</b>	<b>1,489,463</b>	<b>4,154,217</b>	<b>2,664,754</b>	<b>6,938,667</b>	<b>5,449,203</b>	<b>111,242,390</b>	<b>116,549,840</b>	<b>5,307,450</b>	Within budget
<b>LAND</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,103,000</b>	<b>5,103,000</b>	<b>5,103,000</b>	<b>5,103,000</b>	<b>0</b>	<b>5,103,000</b>	<b>5,103,000</b>	
<b>PROFIT &amp; LOSS EXPENDITURE</b>													
<b>Sales &amp; Marketing</b>													
Brand Development		683	4,303	3,619	12,624	34,422	21,798	51,633	39,009	218,459	300,315	81,856	
Sales Office & Builder Rel.		0	4,016	4,016	0	32,127	32,127	48,190	48,190	110,761	154,831	44,070	
Brochures		0	1,801	1,801	58	14,411	14,353	21,617	21,559	139,893	185,246	45,353	
Advertising		5,188	6,770	1,581	39,817	54,157	14,340	81,235	41,418	807,623	881,615	73,992	
Signage		0	8,491	8,491	6,882	67,926	61,043	101,888	95,006	407,363	489,007	81,643	
Website		0	1,377	1,377	0	11,015	11,015	16,522	16,522	9,891	51,531	41,640	
Promotions		0	2,180	2,180	0	17,440	17,440	26,160	26,160	19,550	106,343	86,793	
Public Relations		0	229	229	560	1,837	1,277	2,755	2,195	7,124	18,675	11,552	
<b>Total Sales and Marketing</b>		<b>5,872</b>	<b>29,167</b>	<b>23,295</b>	<b>59,941</b>	<b>233,334</b>	<b>173,394</b>	<b>350,001</b>	<b>290,060</b>	<b>1,720,664</b>	<b>2,187,563</b>	<b>466,899</b>	Within budget
<b>Total Community Development</b>	<b>Comm Dev - Resident Dev</b>	<b>11,476</b>	<b>16,042</b>	<b>4,566</b>	<b>38,672</b>	<b>128,333</b>	<b>89,662</b>	<b>192,500</b>	<b>153,829</b>	<b>409,288</b>	<b>612,392</b>	<b>203,104</b>	Within budget
<b>Administration</b>	Audit and Tax	9,360	0	(9,360)	23,534	20,000	(3,534)	20,000	(3,534)	248,500	240,177	(8,323)	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2020		Actual MTD Vs Budget Feb 2020			Year to date Vs Budget to Feb 2020			Full Year		Project to date Vs Budget to Feb 2020			Bud Comparison: Jun 19 Approved
Job Description	Account Description	Actual 1 month to Feb 2020	Budget 1 month to Feb 2020	Variance	YTD to Feb 2020	YTD budget	Variance	Budget 2020	YTD Act vs Full Year Budget Variance	PTD to Feb 2020	PTD budget	Variance	Comments regarding variance
	Cleaning	704	1,000	296	4,927	8,000	3,073	12,000	7,073	36,312	41,007	4,695	
	Computer Costs	0	500	500	0	4,001	4,001	6,001	6,001	0	6,460	6,460	
	Couriers	0	300	300	0	2,401	2,401	3,601	3,601	1,338	12,736	11,398	
	Electricity & Gas	2,933	1,000	(1,933)	11,019	8,000	(3,019)	12,000	981	106,457	99,848	(6,609)	
	Insurance	0	500	500	3,184	4,001	817	6,001	2,817	3,184	6,001	2,817	
	Legal fees	4,334	4,167	(167)	16,163	33,333	17,170	50,000	33,837	198,778	232,623	33,846	
	Licenses & Fees	0	500	500	0	4,001	4,001	6,001	6,001	470	7,283	6,813	
	Postage, Print & Stationery	0	500	500	0	4,001	4,001	6,001	6,001	2,244	34,992	32,749	
	Rent - Sales Office & Cprk	0	6,667	6,667	0	53,333	53,333	66,667	66,667	467,350	544,463	77,113	
	Sundry Office Expenses	0	1,500	1,500	0	12,000	12,000	18,000	18,000	1,076	25,200	24,123	
	Training	0	2,083	2,083	0	16,667	16,667	25,000	25,000	0	25,000	25,000	
	Valuations	500	3,333	2,833	19,000	26,667	7,667	40,000	21,000	166,063	186,513	20,450	
	Rates & Taxes	0	0	0	84,080	290,160	206,080	290,160	206,080	559,098	1,034,057	474,960	
	Maintenance	46,616	44,167	(2,449)	187,904	357,078	169,175	533,745	345,842	1,704,711	1,879,875	175,164	
	Maint- Carpark Makegood	0	0	0	0	57,304	57,304	57,304	57,304	53,798	171,913	118,115	
	Security	0	3,000	3,000	2,110	24,000	21,890	36,000	33,890	28,637	60,107	31,471	
	<b>Total Administration</b>	<b>64,447</b>	<b>69,217</b>	<b>4,770</b>	<b>351,920</b>	<b>924,947</b>	<b>573,027</b>	<b>1,188,480</b>	<b>836,560</b>	<b>3,578,014</b>	<b>4,608,255</b>	<b>1,030,240</b>	Within budget
<b>Finance</b>	Contingency	0	16,289	16,289	10,215	526,681	516,466	685,621	675,407	2,118,309	726,751	(1,391,557)	Actual Contingency spend applied to cost types above.
	Contingency Offset Transfer	0	0	0	(10,215)	(10,215)	0	(10,215)	0	(2,118,309)	0	2,118,309	
	<b>Total Finance</b>	<b>0</b>	<b>16,289</b>	<b>16,289</b>	<b>0</b>	<b>516,466</b>	<b>516,466</b>	<b>675,407</b>	<b>675,407</b>	<b>0</b>	<b>726,751</b>	<b>726,751</b>	
	<b>Total P&amp;L Expenditure</b>	<b>81,794</b>	<b>130,714</b>	<b>48,920</b>	<b>450,532</b>	<b>1,803,080</b>	<b>1,352,548</b>	<b>2,406,388</b>	<b>1,955,856</b>	<b>5,707,966</b>	<b>8,134,961</b>	<b>2,426,995</b>	
	<b>Grand Expense Total</b>	<b>386,077</b>	<b>342,073</b>		<b>1,939,995</b>	<b>11,060,297</b>	<b>9,120,302</b>	<b>14,448,054</b>	<b>12,508,059</b>	<b>116,950,356</b>	<b>129,787,801</b>	<b>12,837,445</b>	Within budget

Contingency Summary

YTD Budget	526,681
Contingency Transferred (Actual & Budget)	(10,215)
Contingency not yet used	516,466

List of Contingency items transferred year to date

Period	Job Description	Amount
Aug-19	Landscape Maintenance	2,523
Sep-19	Landscape Maintenance	1,223
Jan-20	Waste Water Pump Station	6,470
		10,215

Note: Actual Contingency spend in prior years is reported against the job that the spend relates to.



**CATALINA**  
**FINANCE REPORT**  
**FEBRUARY 2020**

**1.0 Management Accounts**

**1.1 KEY STATISTICS**

**1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS**

	<u>Lots Produced (titles)</u>		<u>Sales</u>		<u>Settlements</u>		<u>Distributions</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Prior Years	966	966	928	925	914	913	75,000,000	75,000,000
Jul-2019	-	-	3	2	1	2	-	-
Aug-2019	-	-	2	2	1	4	-	-
Sep-2019	38	38	3	2	-	1	-	-
<b>Sep Qtr</b>	<b>38</b>	<b>38</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>7</b>	-	-
Oct-2019	-	-	3	2	3	2	-	-
Nov-2019	-	-	2	2	5	2	-	-
Dec-2019	-	-	1	2	1	3	-	-
<b>Dec Qtr</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>7</b>	-	-
Jan-2020	-	-	-	2	2	2	-	-
Feb-2020	-	-	4	3	2	2	-	-
Mar-2020	-	-	-	2	-	1	-	-
<b>Mar Qtr</b>	<b>-</b>	<b>-</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>5</b>	-	-
Apr-2020	-	-	-	3	-	3	-	-
May-2020	-	-	-	5	-	1	-	-
Jun-2020	-	-	-	4	-	3	-	3,000,000
<b>Jun Qtr</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12</b>	<b>-</b>	<b>7</b>	-	<b>3,000,000</b>
<b>PTD</b>	<b>1,004</b>	<b>1,004</b>	<b>946</b>	<b>942</b>	<b>929</b>	<b>931</b>	<b>75,000,000</b>	<b>75,000,000</b>
<b>Full 2019/20 Year</b>	<b>38</b>	<b>38</b>	<b>18</b>	<b>31</b>	<b>15</b>	<b>26</b>	-	<b>3,000,000</b>
<b>2020/21</b>		<b>35</b>		<b>47</b>		<b>37</b>		<b>3,000,000</b>
<b>2021/22</b>		<b>97</b>		<b>64</b>		<b>65</b>		<b>8,000,000</b>

- There were 4 sales and 2 residential settlements for February.

**1.2 Sales & Settlements**

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
<b>Residential</b>						
- Sales #	4	3	18	17	946	942
- Sales \$	1,259,000	931,629	5,648,000	5,567,612	247,203,500	246,195,338
- Sales \$/lot	314,750	310,543	313,778	327,507	261,314	261,354
- Settlements #	2	2	15	18	929	931
- Settlements \$	533,000	658,352	4,872,000	5,985,445	241,970,500	242,674,302
- Settlements \$/lot	266,500	329,176	324,800	332,525	260,463	260,660
<b>Special Sites</b>						
- Sales #	-	-	1	1	4	4
- Sales \$	-	-	477,000	480,000	3,772,000	3,775,000
- Sales \$/lot	-	-	477,000	480,000	943,000	943,750
- Settlements #	-	-	1	1	4	4
- Settlements \$	-	-	477,000	480,000	3,772,000	3,775,000
- Settlements \$/lot	-	-	477,000	480,000	943,000	943,750
<b>Lots Under Contract</b>						
- Unsettled sales #	17			3	Titled	
- Unsettled sales \$	5,233,000			14	1,010 incl. Spec sites	
- Unsettled sales \$/lot	307,824					

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**1.3 Cashflow - MTD Actuals to budget**

	<u>MTD Act</u>	<u>MTD Bgt</u>	<u>Variance</u>
<b><u>Income</u></b>			
Settlement Revenue	533,000	658,352	(125,352)
Margin GST	(4,767)	(9,091)	4,324
Direct selling costs	(30,113)	(30,238)	125
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	-	-
Rebate Allowance	(42,176)	(118,803)	76,627
	<u>455,944</u>	<u>500,219</u>	<u>(44,275)</u>
<b><u>Development costs</u></b>			
WAPC Land Acq.	-	-	-
Lot production	18,708	15,933	(2,774)
Landscaping	253,175	134,925	(118,250)
Consultants	29,639	47,606	17,967
Infrastructure	-	11,644	11,644
Sales office building	2,761	1,250	(1,511)
	<u>304,283</u>	<u>211,359</u>	<u>(92,924)</u>
<b><u>Overheads</u></b>			
Sales & marketing	5,872	29,167	23,295
Community Develop.	11,476	16,042	4,566
Administration	64,447	69,217	4,770
Finance/Contingency	-	16,289	16,289
	<u>81,794</u>	<u>130,714</u>	<u>48,920</u>
<b>Net Cashflow</b>	<b><u>69,867</u></b>	<b><u>158,147</u></b>	<b><u>(88,280)</u></b>

**1.4 Cashflow - YTD Actuals to budget**

	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>Variance</u>
<b><u>Income</u></b>			
Settlement Revenue	4,872,000	5,985,446	(1,113,446)
Margin GST	(45,329)	(81,818)	36,489
Direct selling costs	(254,001)	(296,447)	42,445
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	437,873	436,364	1,509
Rebate Allowance	(159,326)	(1,040,587)	881,260
	<u>4,851,216</u>	<u>5,002,958</u>	<u>(151,742)</u>
<b><u>Development costs</u></b>			
WAPC Land Acq.	-	5,103,000	5,103,000
Lot production	667,165	1,593,282	926,117
Landscaping	671,148	2,150,518	1,479,370
Consultants	121,125	388,890	267,764
Infrastructure	13,617	(36,965)	(50,583)
Sales office building	16,408	58,492	42,085
	<u>1,489,463</u>	<u>9,257,217</u>	<u>7,767,754</u>
<b><u>Overheads</u></b>			
Sales & marketing	59,941	233,334	173,394
Community Develop.	38,672	128,333	89,662
Administration	351,920	924,947	573,027
Finance/Contingency	-	516,466	516,466
	<u>450,532</u>	<u>1,803,080</u>	<u>1,352,548</u>
<b>Net Cashflow</b>	<b><u>2,911,221</u></b>	<b><u>(6,057,339)</u></b>	<b><u>8,968,560</u></b>

**1.5 Bonds**

	<u>Last Year</u>	<u>Last Month</u>	<u>This Month</u>
City of Wanneroo	247,245	247,245	247,245
	<u>247,245</u>	<u>247,245</u>	<u>247,245</u>

Bonds relate to stage 25 early clearances and a stage 26 footpath bond.

**CATALINA**  
**FINANCE REPORT**  
**FEBRUARY 2020**

**2.0 PROFIT & LOSS**

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>Var</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
- Revenue \$ (Stimts)	533,000	639,701	(106,701)	4,872,000	5,985,445	(1,113,445)	241,970,500	242,674,301
- Revenue \$/lot	266,500	319,851		324,800	332,525		260,463	260,660
- Selling & GST \$	77,130	63,583	(13,548)	585,111	673,105	87,994	21,928,548	22,620,969
- Selling & GST \$/lot	38,565	31,791		39,007	37,395		23,604	24,297
- Cost of sales \$	207,497	194,094	(13,403)	1,769,523	2,307,710	538,187	86,541,773	87,277,129
- Cost of sales \$/lot	103,748	97,047		117,968	128,206		93,156	93,746
- Gross profit \$	248,373	382,024	(133,652)	2,517,366	3,004,630	(487,264)	133,500,179	132,776,203
- Gross profit \$/lot	124,186	191,012		167,824	166,924		143,703	142,617
- Gross profit Mgn %	46.60%	59.72%		51.67%	50.20%		55.17%	54.71%
- Special Sites \$	-	-	-	(22,979)	(295,280)	272,301	2,091,959	1,819,658
- Other income \$	-	-	-	-	-	-	255,411	255,298
- Sales & Marketing \$	16,980	55,658	38,679	91,751	455,993	364,242	2,107,691	2,914,565
- Administration \$	74,953	90,242	15,289	331,183	779,249	448,066	4,061,757	4,554,272
- Finance/Other \$	-	-	-	-	-	-	198,181	-
- Contingency \$	-	16,647	16,647	-	271,725	271,725	-	226,947
<b>- Net profit \$</b>	<b>156,440</b>	<b>219,477</b>	<b>(63,037)</b>	<b>2,071,453</b>	<b>1,202,383</b>	<b>869,070</b>	<b>129,479,920</b>	<b>127,155,375</b>
<b>- Net profit \$/lot</b>	<b>78,220</b>	<b>109,738</b>		<b>138,097</b>	<b>66,799</b>		<b>139,376</b>	<b>136,579</b>

- YTD Gross profit is \$487k unfavourable to budget due to 3 less settlement to date.
- YTD Overheads are \$1,084k below budget due to:
  - Marketing costs \$364k favourable (timing of invoice payments and new initiatives yet to commence);
  - Admin \$448k favourable (full provisional amounts for Rates & Taxes and Repairs & Maintenance, including Central Cell Carpark makegood, not yet required);
  - Unused Contingency \$272k.

**YEAR TO DATE VERSUS FULL YEAR BUDGET**

	<u>YTD Act</u>	<u>FY20 Full Year Bgt</u>	<u>Var</u>
- Revenue \$ (Stimts)	4,872,000	8,593,874	(3,721,874)
- Revenue \$/lot	324,800	330,534	
- Selling & GST \$	585,111	929,592	344,481
- Selling & GST \$/lot	39,007	35,754	
- Cost of sales \$	1,769,523	3,352,826	1,583,303
- Cost of sales \$/lot	117,968	128,955	
- Gross profit \$	2,517,366	4,311,456	(1,794,089)
- Gross profit \$/lot	167,824	165,825	
- Gross profit Mgn %	51.67%	50.17%	
- Special Sites \$	(22,979)	(295,280)	272,301
- Other income \$	-	-	-
- Sales & Marketing \$	91,751	678,626	586,875
- Administration \$	331,183	1,127,030	795,847
- Finance \$	-	-	-
- Contingency \$	-	430,736	430,736
<b>- Net profit \$</b>	<b>2,071,453</b>	<b>1,779,784</b>	<b>291,669</b>
<b>- Net profit \$/lot</b>	<b>138,097</b>	<b>68,453</b>	

\* Administration budget includes \$57k Carpark remediation works budgeted as capital costs in the cashflow.

**CATALINA**  
**FINANCE REPORT**  
**FEBRUARY 2020**

**2.1 GROSS PROFIT ANALYSIS**

**Actual**

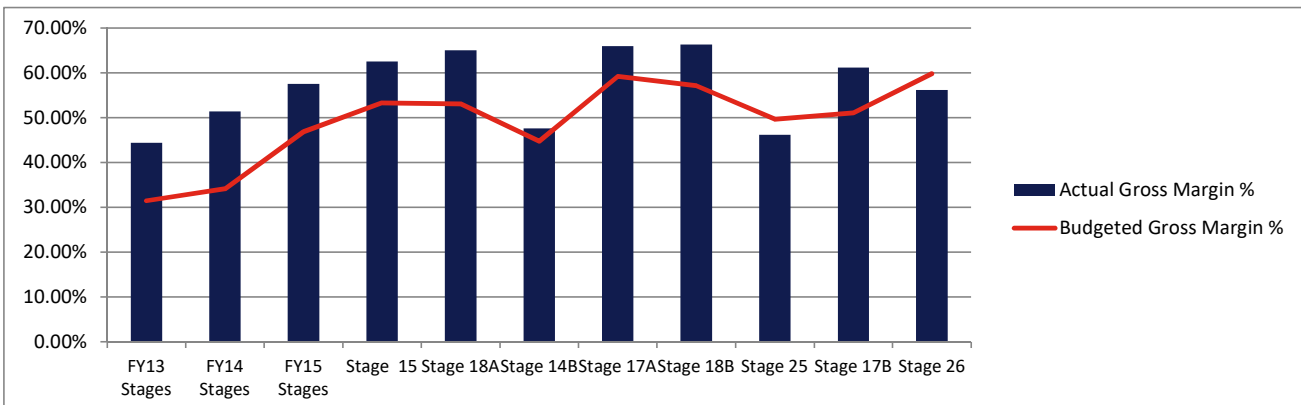
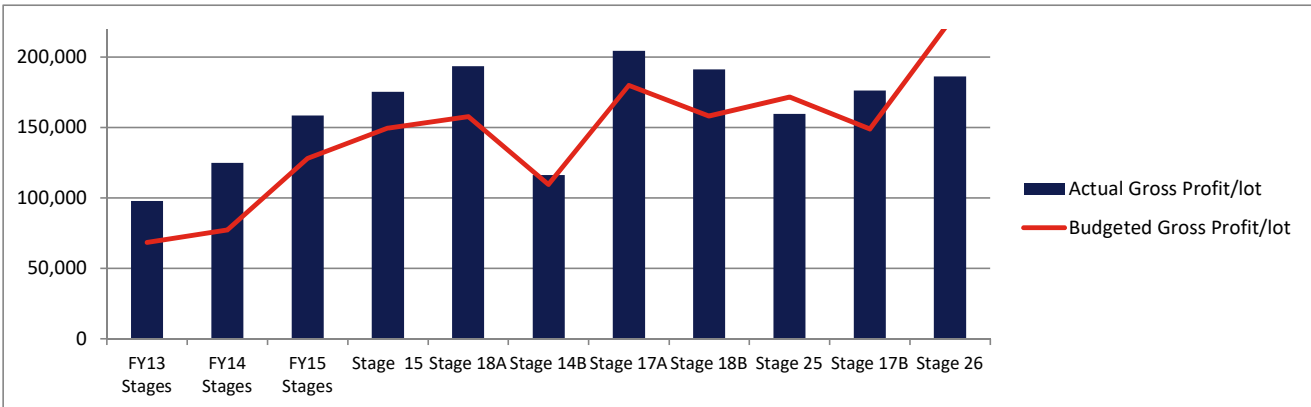
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
Incentives Writeback				-3,542,647		3,542,647		
FY13 Stages	2012 / 2013	51,375,500	220,496	28,570,159	122,619	22,805,341	97,877	44.39%
FY14 Stages	2013 / 2014	50,325,000	243,116	24,477,309	118,248	25,847,691	124,868	51.36%
FY15 Stages	2014 / 2015	77,688,000	275,489	32,963,408	116,892	44,724,592	158,598	57.57%
Stage 15	15-Dec-15	15,444,000	280,800	5,791,567	105,301	9,652,433	175,499	62.50%
Stage 18A	27-May-16	8,626,000	297,448	3,015,429	103,980	5,610,571	193,468	65.04%
Stage 14B	28-Oct-16	2,444,000	244,400	1,281,011	128,101	1,162,989	116,299	47.59%
Stage 17A	20-Feb-17	7,135,000	310,217	2,429,862	105,646	4,705,138	204,571	65.94%
Stage 18B	13-Jun-17	6,925,000	288,542	2,334,342	97,264	4,590,658	191,277	66.29%
Stage 25	8-Aug-17	16,939,000	345,694	9,117,062	186,062	7,821,938	159,631	46.18%
Stage 17B	22-May-18	3,741,000	287,769	1,450,631	111,587	2,290,369	176,182	61.22%
Stage 26	26-Sep-19	1,328,000	332,000	582,189	145,547	745,811	186,453	56.16%
		<u>241,970,500</u>		<u>108,470,322</u>		<u>133,500,178</u>		

- Values for actuals are based on 'settled lots only' for the relevant stages.

**Budget**

Stages	Budget Version	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Budgeted Gross Profit	Budgeted Gross Profit/lot	Budgeted Gross Margin %
FY13 Stages	May-12	51,358,953	217,623	35,200,675	149,155	16,158,278	68,467	31.46%
FY 14 Stages	Jun-13	46,931,935	226,724	30,917,421	149,360	16,014,514	77,365	34.12%
FY 15 Stages	Aug-14	76,167,089	273,000	40,469,170	145,051	35,697,919	127,950	46.87%
Stage 15	Aug-15	15,433,000	280,600	7,203,599	130,975	8,229,401	149,625	53.32%
Stage 18A	Jun-16	8,626,000	297,448	4,048,854	139,616	4,577,146	157,833	53.06%
Stage 14B	Jun-16	2,448,087	244,809	1,352,232	135,223	1,095,855	109,585	44.76%
Stage 17A	Jun-16	9,427,756	304,121	3,845,430	124,046	5,582,326	180,075	59.21%
Stage 18B	Jun-16	8,584,690	276,925	3,677,414	118,626	4,907,276	158,299	57.16%
Stage 25	Aug-17	19,696,448	345,552	9,915,141	173,950	9,781,307	171,602	49.66%
Stage 17B	Dec-17	10,496,494	291,569	5,131,807	142,550	5,364,687	149,019	51.11%
Stage 26	Jun-19	14,347,000	377,553	5,766,060	151,738	8,580,940	225,814	59.81%
		<u>263,517,452</u>		<u>147,527,804</u>		<u>115,989,649</u>		

- Values for budget are based on 'total lots' for the relevant stages.



- Stage 26 Gross profit / lot is \$39k below budget due to lot mix of settlements to date.

# Appendix 8.7



- Release 1
- Release 2
- Proposed Local Centre
- Future Release
- Future School Site and Oval
- Existing Residential

**LEGEND**

- Brick Paving
- Footpath
- Access Restriction
- Side Entry Pit
- Water Hydrant
- Lot Level
- Indicative Wall Height
- Retaining Wall
- Street Light
- Sewer Housing Connection/Manhole
- Drainage manhole
- Water Valve
- Road Level
- Proposed Street Tree
- Power Dome & Connection
- Western Power Padmount Site
- Guard Rail
- Drainage Grate
- Water Connection
- Garage Location
- Quiet House Design

**For all enquiries, please contact  
Dominique on 9368 9068**

Satterley Property Group Pty Ltd Level 3, 27-31 Troode Street, West Perth WA 6005 ABN 38 009 054 979

All Dimensions and Areas are subject to survey. The particulars of this plan are supplied for identification purposes only and shall not be taken as a representation in any aspect on the part of the vendor or its agents. Authorities should be consulted when services are contained within lot boundaries as building restrictions may apply. All retaining walls, services and associated easements are shown exaggerated for legibility. Trees are indicative only. MNG REF:- 96641sa-364c DATE: 31/10/2017 ©COPYRIGHT

**S = Sold    A = Available    N = New Release    F = Future Release**



### LEGEND

- |                       |                                  |                             |
|-----------------------|----------------------------------|-----------------------------|
| Brick Paving          | Retaining Wall                   | Power Dome                  |
| Footpath              | Retaining Wall Height            | Power Connection            |
| Access Restriction    | Sewer Housing Connection/Manhole | Western Power Padmount Site |
| Side Entry Pit        | Drainage manhole                 | Drainage Grate              |
| Water Hydrant         | Water Valve                      | Water Connection            |
| Lot Level             | Road Level                       | Street Light                |
| Retaining Wall Height | Indicative Wall Height Only      | Garage Location             |
| Guard Rail            | Quiet House Design               |                             |

**For all enquiries, please contact  
Dominique on 9368 9068**

Satterley Property Group Pty Ltd 18 Bowman Street, South Perth WA 6151 ABN 38 009 054 979

**S = Sold    A = Available    N = New Release    F = Future Release**

All Dimensions and Areas are subject to survey. The particulars of this plan are supplied for identification purposes only and shall not be taken as a representation in any aspect of the vendor or its agents. Authorities should be consulted when services are contained within lot boundaries as building restrictions may apply. All retaining walls, services and associated easements are shown exaggerated for legibility. Trees are indicative only. MNG REF: 96641sa-339b DATE: 28/02/2017 ©COPYRIGHT

Preliminary



Catalina

BEACH

STAGE 26



Release A	Release B	Release C
Release D	Release E	Previous Release
Future Release	Display Village	

LEGEND

Brick Paving	Retaining Wall
Footpath	Reverse Wall
Access Restriction	Power Dome & Connection
Sewer Housing Connection/Manhole	Western Power Padmount Site
Drainage manhole	Street Light
Drainage Grate	Water Hydrant
Side Entry Pit	Water Valve
Lot Level	Water Connection
Road Level	Garage Location
Indicative Bushfire Attack Levels BAL 12.5	Future Grouped Housing Site
Quiet House Design	

For all enquiries, please contact Terry on 9368 9068

Satterley Property Group Pty Ltd Level 3, 27-31 Troode Street, West Perth WA 6005 ABN 38 009 054 979

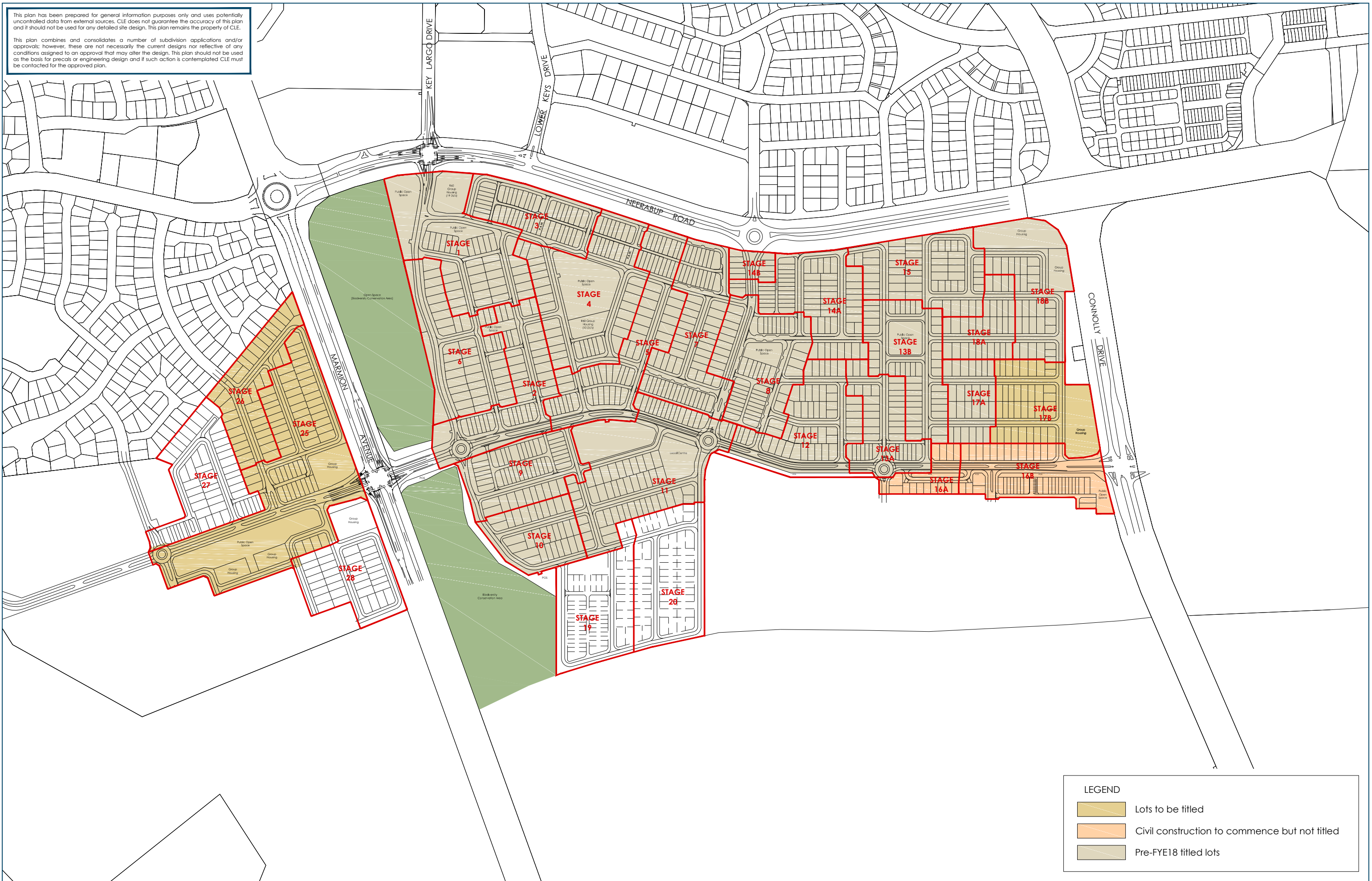
All Dimensions and Areas are subject to survey. The particulars of this plan are supplied for identification purposes only and shall not be taken as a representation in any aspect on the part of the vendor or its agents. Authorities should be consulted when services are contained within lot boundaries as building restrictions may apply. All retaining walls, services and associated easements are shown exaggerated for legibility. Trees are indicative only. MNG. REF: 96641sa-391h. DATE: 16/07/2019 ©COPYRIGHT

S = Sold    A = Available    N = New Release    F = Future Release



This plan has been prepared for general information purposes only and uses potentially uncontrolled data from external sources. CLE does not guarantee the accuracy of this plan and it should not be used for any detailed site design. This plan remains the property of CLE.

This plan combines and consolidates a number of subdivision applications and/or approvals; however, these are not necessarily the current designs nor reflective of any conditions assigned to an approval that may alter the design. This plan should not be used as the basis for precasts or engineering design and if such action is contemplated CLE must be contacted for the approved plan.



**LEGEND**

- Lots to be filled
- Civil construction to commence but not filled
- Pre-FYE18 filled lots

# Appendix 9.1

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## **Management Committee - Delegations (March 2020)**

---

### **1. Background**

The *Local Government Act 1995* provides that powers and duties generally vest with the 'local government' as a corporate entity.

Delegations of authority to exercise the statutory powers of Council may be made to Committees (as detailed in sections 5.16 and 5.17 of the Act).

### **2. Management Committee Establishment**

The Council has approved the establishment of a Management Committee in accordance with section 5.8 of the Act.

### **3. Objectives of Management Committee**

The objectives of the Committee are:

- To assist Council with the implementation of the Catalina Project.
- To monitor the Catalina Project for compliance with approved Budget and Program.
- To assist in achieving Council's objectives for the Catalina Project.

### **4. Membership**

The Committee will consist of a minimum of five members.

The local government shall provide secretarial and administrative support to the Committee.

### **5. Meetings**

The Committee shall generally meet on a bi-monthly, alternative to Council meeting dates.

Additional meetings shall be convened at the discretion of the presiding person.

### **6. Powers of the Management Committee**

The Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council.

The Council has delegated to the Committee, pursuant to sections 5.16 and 5.17 of the Act, the delegation of some powers and duties, as detailed in 7 below.

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## **Management Committee - Delegations (March 2020)**

---

### **7. Terms of References**

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

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

### **8. Reporting**

Reports, recommendations and any decisions made under Delegated Authority by the Committee shall be presented to the next ordinary meeting of the Council.

## Management Committee - Delegations (March 2020)

### 9. Delegations to Management Committee

Pursuant to Sections 5.16 and 5.17 of the of the *Local Government Act 1995*, the Council has delegated authority to the Management Committee the functions set out below:

NUMBER	DELEGATION	CONDITION(S)
<b>MANAGEMENT COMMITTEE</b>		
1	The variation of key performance indicators used to measure the performance of the Development Manager.	Subject to the variations being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
2	Approval of modifications to the civil engineering of stages, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
3	Approval of lot sales schedules (including pricing) prior to the release of a stage of the Project, subject to Clause 4 (a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
4	The appointment of project consultants and contractors and to enter into a contract with a value less than \$3,000,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and Section 3.57(1) of the <i>Local Government Act 1995</i> .	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.

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**Management Committee - Delegations  
(March 2020)**

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<b>5</b>	Approval for modifications of Stages of the subdivision including the number of lots, lot sizes and configuration, mix and locations, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
<b>6</b>	Approval to lodge Subdivision Applications related to any modifications made under Delegation 5, with the Western Australian Planning Commission, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
<b>7</b>	Approval of Marketing Strategies and Programmes, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
<b>8</b>	Approval to change sales procedures, subject to the requirements of Section 3.58 of the <i>Local Government Act 1995</i> .	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.

## **Management Committee - Delegations (March 2020)**

---

This Management Committee Terms of Reference and delegations is authorised by the Chief Executive Officer on 16 April 2020.

Signature:

# Appendix 10.2

CONFIDENTIAL



# Appendix 10.3

CONFIDENTIAL

# Appendix 10.4

CONFIDENTIAL