

**TAMALA PARK  
REGIONAL COUNCIL**

# **Meeting of Council**

## **AGENDA**

**Thursday 19 June 2008  
City of Stirling, 5.30pm**

TAMALA PARK  
REGIONAL COUNCIL  
(TPRC)  
COMPRISES THE  
FOLLOWING  
COUNCILS:

Town of Cambridge  
City of Joondalup  
City of Perth  
City of Stirling  
Town of Victoria Park  
Town of Vincent  
City of Wanneroo

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### TAMALA PARK REGIONAL COUNCIL

Councillors of the Tamala Park Regional Council are respectfully advised that the ordinary meeting of Council will be held in the Council Chambers of the City of Stirling, 25 Cedric Street, Stirling at 5.30pm on Thursday 19 June 2008.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



**R A CONSTANTINE**  
Chief Executive Officer

### MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Mayor Simon Withers	
City of Joondalup	Cr Albert Jacob Mayor Troy Pickard	
City of Perth	Cr Eleni Evangel	
City of Stirling	Cr Paul Collins Cr John Italiano Cr David Michael Cr Bill Stewart	Cr Kathryn Thomas Cr Terry Tyzack
Town of Victoria Park	Mayor Trevor Vaughan	
Town of Vincent	Mayor Nick Catania	Cr Steed Farrell
City of Wanneroo	Cr Tracey Roberts Cr Bob Smithson	Cr Alan Blencowe Cr Frank Cvitan

NB: Although some Councils have nominated alternate members, it is a precursor to any alternate member acting that a Council carries a specific resolution for each occasion that the alternate member is to act, referencing Section 51 of the Interpretation Act. The current Local Government Act does not provide for the appointment of deputy or alternate members of Regional Councils. The DLGRD is preparing an amendment to rectify this situation.



**PRELIMINARIES**

**PRAYER**

**1. OFFICIAL OPENING**

**DISCLOSURE OF INTERESTS**

**2. PUBLIC STATEMENT/QUESTION TIME**

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr David Michael has a leave of absence for the period 1 May 2008 to 28 June 2008 inclusive.

**4. PETITIONS**

**5. CONFIRMATION OF MINUTES**

- Council Meeting Minutes – 24 April 2008
- Special Meeting of Council Minutes – 15 May 2008

**5A. BUSINESS ARISING FROM THE MINUTES**

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

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

**8. REPORTS OF COMMITTEES**

- CEO Performance Review Committee Meeting Minutes – 24 April 2008

**9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.11)**

## **9.1 BUSINESS REPORT – PERIOD ENDING 31 MAY 2008**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: N/A

### **Recommendation**

**That the Business Report to 31 May 2008 be RECEIVED.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To advise Council of matters of interest not requiring formal resolutions.

### **Relevant Documents**

Attachments: Nil  
Available for viewing at the meeting: Nil

### **Background**

The business of the Council requires adherence to many legislative provisions, policies and procedures that aim at best practice. There are also many activities that do not need to be reported formally to the Council but will be of general interest to Council members and will also be of interest to the public who may, from time to time, refer to Council minutes.

In context of the above, a Business Report provides the opportunity to advise on activities that have taken place between meetings. The report will sometimes anticipate questions that may arise out of good governance concerns by Council members.

### **Comment**

1. That tenders for structure planning for Lot 9504 Mindarie closed 1 May 2008. Four tenders were received; tenders are being evaluated.
2. A special meeting of the Council was held 15 May 2008 for the purpose of receiving submissions from tenderers relevant to their formal tender responses.
3. A tender evaluation committee has convened for the purpose of preparing an evaluation report for consideration by the Council on 19 June 2008.
4. The TPRC budget for 2008/09 has been prepared in draft form for Council consideration.
5. An interim audit of the affairs of TPRC for the 2007/08 financial year has been arranged.

6. Detailed submissions for flora & fauna and water balance studies have been submitted.
7. Arrangements have been made for a deputation to meeting the Chairman of the WAPC and Director General of DPI to formalise arrangements for acquisition or inclusion of Government land near Clarkson Rail Station in the structure plan work for urban development at Tamala Park.
8. The TPRC CEO has attended forums on best practice for sustainability in new urban developments conducted by Curtin University.
9. An electronic plan database has been finalised to support general communication and coordination exchanges with consultants.
10. Progress with statutory requirements and the task list in the TPRC Future Plan is progressing according to project schedules.
11. As part of continuing work to feed into the detail of structure planning research is progressing on options for managing water, generating power and utilising communication and data infrastructure to provide and reduce costs for services for the future TPD community.
12. Several meetings have been held with CSIRO relating to the brief issued by the Council for a urban development water use plan for Tamala Park.
13. An approach has been made to Government agencies for fencing along the border of Neerabup National Park to limit the incidence of Kangaroo deaths and injury occurring along the newly constructed section of Connolly Drive.
14. Research and a comment paper are in preparation in response to a WAPC call for submissions on proposed Planning policy 3.6 Contributions by Developers to Infrastructure. Receipt of comments closes 15 July 2008. The proposed policy will impact the TPRC development and a full comprehension of the policy and the potential impact of its application for the TPD will need to be understood.

## **9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS APRIL 2008 AND MAY 2008**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 12.66.401.0

### **Recommendation**

**That the Council RECEIVE and NOTE the Statement(s) of Financial Activity for the months ending 30 April 2008 and 31 May 2008.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

Submission of the Statement(s) of Financial Activity required under the Local Government Act.

### **Relevant Documents**

Appendix: Monthly Statement of Financial Activity for the month ending 30 April 2008 and 31 May 2008.

Available for viewing at the meeting: Nil

### **Local Government Act/Regulation**

- Local Government Act 1995: Sect 6.4(1): Financial Report Required
- Local Government (Financial Management) Regulations 1996: Regulation 34 Composition of Report
- Local Government (Financial Management) Regulations 1996: Regulation 34 (5) Material Variance Reports [10%]
- Local Government (Audit) Regulations 1996: Regulation 14 Compliance Audit Item

### **Background**

It is a mandatory requirement that the Council receives, reviews and records in the Regional Council's public minutes a statement of financial activity showing annual budget estimates and the figures for budget estimates, income and expenditure and variances at the end of each month. The report is also to show the composition of assets and other relevant information.

### **Comment**

The detailed Statements contained in the Appendices reflect the budget proposals and direction adopted by the Council.

At the last meeting of the Council, it was requested that a statement be provided showing budget allocations and actual expenditure for consultancies approved for 2007/08. The table which follows provides the required information. At the time of formulating the budget for the current year, it was anticipated that structure planning would be further advanced and, in consequence, the budget expenditure would be incurred.

Aboriginal Heritage	\$20,000	\$26,680
Geological	\$60,000	
Flora & Fauna Survey	\$10,000	
Hydrology	\$10,000	
Structure Planning Consultants	\$200,000	\$2,250
Media Consultants	\$25,000	
Accounting		\$6,950
HR Support		\$2,700
<b>TOTAL</b>	<b>\$325,000</b>	<b>\$38,580</b>

The information in the appendices is summarised in the tables below:

**Financial Snapshot as at 30 April 2008**

	<u><b>Jul '2007 - Apr 2008</b></u>	<u><b>YTD Budget</b></u>	<u><b>Annual Budget</b></u>
<b>Revenue</b>			
Interest Earnings	971,926.36	878,484.00	1,055,090.00
Other Revenue	5,644.12		
<b>Total Revenue</b>	<u>977,570.48</u>	<u>878,484.00</u>	<u>1,055,090.00</u>
<b>Expenses</b>			
Depreciation	0.00	-1,666.68	-2,000.00
Employee Costs	-176,890.20	-182,748.00	-215,350.00
Insurance	-2,660.55	-2,700.00	-3,700.00
Materials & Contracts MTC	-500.00	-3,800.00	-5,800.00
Materials & Contracts Other	-14,009.76	-92,890.00	-101,750.00
Other	-30,729.00	-85,000.00	-111,500.00
Professional/Consultant Fees	-35,380.00	-288,100.00	-357,000.00
<b>Total Expenses</b>	<u>-260,169.51</u>	<u>-656,904.68</u>	<u>-797,100.00</u>
<b>TOTAL</b>	<u><u><b>717,400.97</b></u></u>	<u><u><b>221,579.32</b></u></u>	<u><u><b>257,990.00</b></u></u>

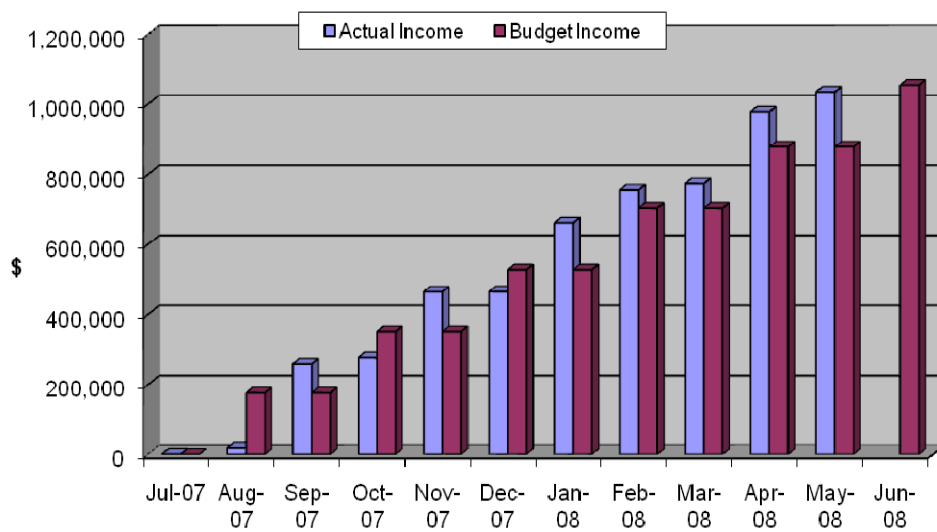
**Financial Snapshot as at 31 May 2008**

	<u><b>Jul '2007 - May 2008</b></u>	<u><b>YTD Budget</b></u>	<u><b>Annual Budget</b></u>
<b>Revenue</b>			
Interest Earnings	1,029,761.07	878,484.00	1,055,090.00
Other Revenue	5,644.12		
<b>Total Revenue</b>	<u>1,035,405.19</u>	<u>878,484.00</u>	<u>1,055,090.00</u>
<b>Expenses</b>			
Depreciation	0.00	-1,833.34	-2,000.00
Employee Costs	-192,692.58	-199,049.00	-215,350.00
Insurance	-2,660.55	-2,700.00	-3,700.00
Materials & Contracts MTC	-500.00	-3,800.00	-5,800.00
Materials & Contracts Other	-17,128.37	-97,115.00	-101,750.00
Other	-42,766.50	-85,000.00	-111,500.00
Professional/Consultant Fees	-38,580.00	-316,100.00	-357,000.00
<b>Total Expenses</b>	<u>-294,328.00</u>	<u>-705,597.34</u>	<u>-797,100.00</u>
<b>TOTAL</b>	<u><u><b>741,077.19</b></u></u>	<u><u><b>172,886.66</b></u></u>	<u><u><b>257,990.00</b></u></u>

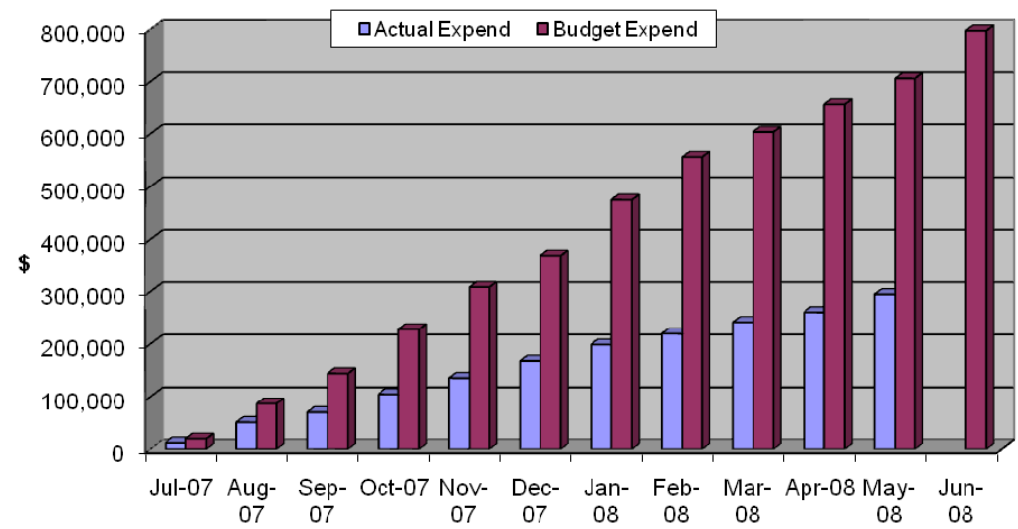
Balance Sheet Summary as at 31 May 2008

<b>Balance Sheet Summary</b>	30-Jun-07	31-Mar-08	30-Apr-08	31-May-08	Projected 30/06/2008
Cash At bank	16,676,988	17,064,067	17,254,076	17,274,955	17,167,812
Accounts receivable	2,969	5,489		-	81,844
Other Current Assets	-	1,030	1,030	1,030	1030
Total Current assets	16,679,957	17,070,586	17,255,106	17,275,985	17,250,686
Fixed Assets	3,107	20,973	20,973	20,973	20,973
Total Assets	16,683,064	17,091,559	17,276,078	17,296,957	17,271,659
Less Current Liabilities	129,492	4,979	5,105	79,451	17500
Net Assets	16,553,572	17,086,580	17,270,973	17,217,506	17,254,159

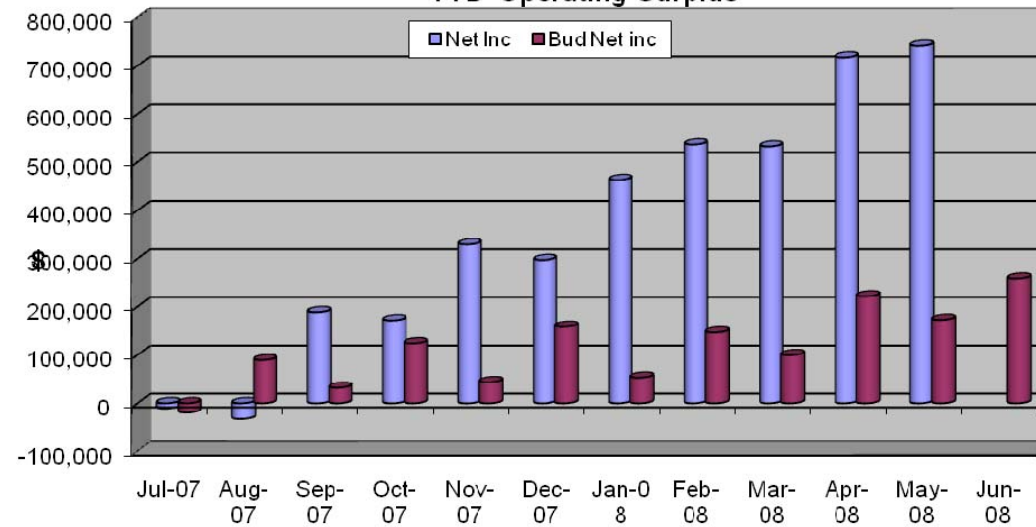
YTD Income V Budget by Mnth



YTD EXP V Budget BY Mnth



YTD Operating Surplus



### **9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS APRIL 2008 AND MAY 2008**

#### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 12.66.401.0

#### **Recommendation**

**That the Council RECEIVE and NOTE the list of accounts paid under Delegated Authority to the CEO for each of the months April 2008 and May 2008:**

- **Month ending 30 April 2008 (Total \$18,715.65); and**
- **Month ending 31 May 2008 (Total \$36,955.61)**
- **Total Paid \$55,671.26**

#### **Voting Requirements**

Simple Majority

#### **Report Purpose**

Submission of the list of payments made under the CEO's Delegated Authority for the months ending 30 April 2008 and 31 May 2008.

#### **Relevant Documents**

Appendix: Cheque Detail for Months Ending 30 April 2008 and 31 May 2008  
Available for viewing at the meeting: Nil

#### **Local Government Act/Regulation**

- Local Government Act 1995: Sect 5.42 - Delegation given for Payments
- Local Government (Financial Management) Regulations 1996: Regulation 13(1) - Monthly Payment list required
- Local Government (Audit) Regulations 1996: Regulation 13 - Compliance Audit Item

#### **Background**

A list of accounts paid under delegation or submitted for authorisation for payment is to be submitted to the Council at each meeting.

It is a specific requirement of Regulations that list state the month (not the period) for which the account payments or authorisation relates.

#### **Comment**



3:35 PM  
29/05/08

**Tamala Park Regional Council  
Monthly Cheque List Summary  
April 2008**

Date	Name	Memo	Amount
02/04/2008	Westpac Bank	Bank Fees Apr 2008	-21.00
10/04/2008	Kylie Jeffs	Salary Pmt	-1,085.36
10/04/2008	Rod A Constantine	Salary Pmt	0.00
10/04/2008	WALGSP	Super Contrib 082841	-6,733.06
10/04/2008	City of Stirling	Rental period 31 March - 25 April (includes \$132 reimbursement for overcha	-245.60
10/04/2008	Telstra	Line Rental and usage charges for 9245 1368 for April 2008 Period	-99.85
10/04/2008	R A Constantine	Reimbursement for Stationery, stamps and uniden phone system	-240.35
10/04/2008	City of Stirling	Meeting Room ! hire 1.5hrs CEO Meet 17/04/08	-55.50
21/04/2008	Worldwide Online Printing	Business Cards printed with new addresss	-160.00
24/04/2008	Kylie Jeffs	Salary Pmt	-1,085.36
24/04/2008	Rod A Constantine	Salary Pmt	0.00
24/04/2008	WALGSP	Super Contrib 082841	-6,733.06
24/04/2008	Haines Norton	Acct Support TAM801	-2,035.00
24/04/2008	Kyocera Mita	Colour, black/white photocopying charges for period 28/2/08 to 28/3/08	-151.06
24/04/2008	R A Constantine	Reimbursement for Reflex photocopying paper	-33.45
29/04/2008	City of Stirling	Meeting Room 1 Hire 2008_05_01 1 Hr - opening tenders	-37.00
			<b>-18,715.65</b>

3:35 PM  
29/05/08

**Tamala Park Regional Council  
Monthly Cheque List Summary  
May 2008**

Date	Name	Memo	Amount
02/05/2008	Westpac Bank		-20.50
07/05/2008	City of Stirling	Rental for Room 3, Scarborough Civic Centre, for period 28 April to 19	-377.60
07/05/2008	Kyocera Mita	Photocopying - for period 28 March 2008 to 28 April 2008	-86.74
07/05/2008	WALGA	Super Contrib TAM01	-2,970.00
07/05/2008	WALGA	Super Contrib TAM01	-1,877.33
08/05/2008	Haines Norton	Acct Support TAM801	-550.00
08/05/2008	R A Constantine	Reimbursement for table cloths, coffee & coffee mugs	-84.55
08/05/2008	Kylie Jeffs	Salary Pmt	-1,085.36
08/05/2008	Rod A Constantine	Salary Pmt	-3,967.44
08/05/2008	WALGSP	082841	-652.39
08/05/2008	Australian Taxation Office	Tax Registration Number: 77 069 468 271	-3,280.00
08/05/2008	Australian Taxation Office	Mar Bas ATO	-3,279.31
12/05/2008	Collins, Paul	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Jacob, Albert	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Michael, David	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Pickard, Troy	February/March/April 2008 Councillor Composite Payment	-2,500.00
12/05/2008	Roberts, Tracey	February/March/April 2008 Councillor Composite Payment	-1,037.50
12/05/2008	Vaughan, Trevor	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Withers, Simon	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Evangel, Eleni	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Italiano, John	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Stewart, Bill	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Catania, Nick	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	Smithson, Bob	February/March/April 2008 Councillor Composite Payment	-850.00
12/05/2008	I-Tech	Uniclass USB 4 port KVM Switch & Sandisk Cruzer Contour 8GB	-174.00
19/05/2008	Amcom	Internet Provider Costs - for period 1/5/08 to 1/7/08	-158.00
19/05/2008	Telstra	Phone usage charges to 27/4/08 and line rental until 27/5/08	-107.14
22/05/2008	Kylie Jeffs	Salary Pmt	-1,085.36
22/05/2008	Rod A Constantine	Salary Pmt	-3,967.44
22/05/2008	WALGSP	Super Contrib 082841	-652.39
29/05/2008	City of Stirling	Content filtering, firewall, spam filtering and antivirus protection for per	-330.00
29/05/2008	R A Constantine	Reimbursement for Toner, Pins, Post It Labels, CD Covers, CD Box &	-212.56
			<b>-36,955.61</b>

Payments made are in accordance with authorisations by Council, budget procurement and other Policies.

Payments are subject of review by TPRC Accountants Haines Norton following completion of each months accounts.

There have been no unusual payment in the periods under review that warrant specific comment.

#### **9.4 PROPOSED REVIEW OF TAMALA PARK REGIONAL COUNCIL STANDING ORDERS LOCAL LAW - 2006**

##### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 13.44.1181

##### **Recommendation**

- 1. That the TPRC Standing Orders Local Law be AMENDED to provide for business arising from minutes and general business to be included as items in the order of business for ordinary Council and Committee meetings.**
- 2. That the Standing Orders Local Law submitted to the meeting be PROPOSED for ADOPTION to give effect to the intent in (1) above.**
- 3. That local and state-wide public notice of the proposed local law be ADVERTISED as required by the Local Government Act & Regulations.**
- 4. That Council NOTES that the purpose of the proposed amendment to the Standing Orders Local Law is to provide rules and guidelines for conduct of Council meetings in context of facilitating information to and discussion by Council members dealing with the business of the Council and to promote greater community understanding of the business of the Council and Council committees.**

##### **Voting Requirements**

Absolute Majority

##### **Report Purpose**

To propose amendment of the Tamala Park Regional Council Standing Orders Local Law relating to the conduct of Council meetings, the preparation of meeting agendas and the recording of Council meetings, consequent upon decisions of the Council following gazettal of the Standing Orders Local Law on 4 August 2006 adoption 8 June 2006.

##### **Relevant Documents**

Appendix: Letter from DLGRD dated 29 May 2008; TPRC Standing Orders Local Law – Amendment; TPRC Standing Orders Local Law - August 2006  
Available for viewing at the meeting: Nil

##### **Policy Reference**

The Standing Orders Local Law sets the procedure for conduct of Council business.

##### **Local Government Act/Regulation**

- Act - Local Government 1995 S3.12 - sets out power for local authorities to make local laws
- Act - Local Government 1995 S3.16 - requires local authorities to review local laws within an 8 year period after commencement

- Guideline 16 - Local Laws - sets out the procedure for making local laws
- WALGA Local Laws Manual - summarizes law procedures and best practice in making and reviewing local laws

### **Previous Minutes**

- Council Meeting - 9 March 2006 (Item 9.3 – Standing Orders Local Law Proposed)
- Council Meeting - 8 June 2006 (Item 9.3 - Standing Orders Local Law Proposed)

### **Background**

The conduct of formal meetings of local government Councils requires adoption and adherence to standing orders local laws which facilitate business at Council and Committee meetings.

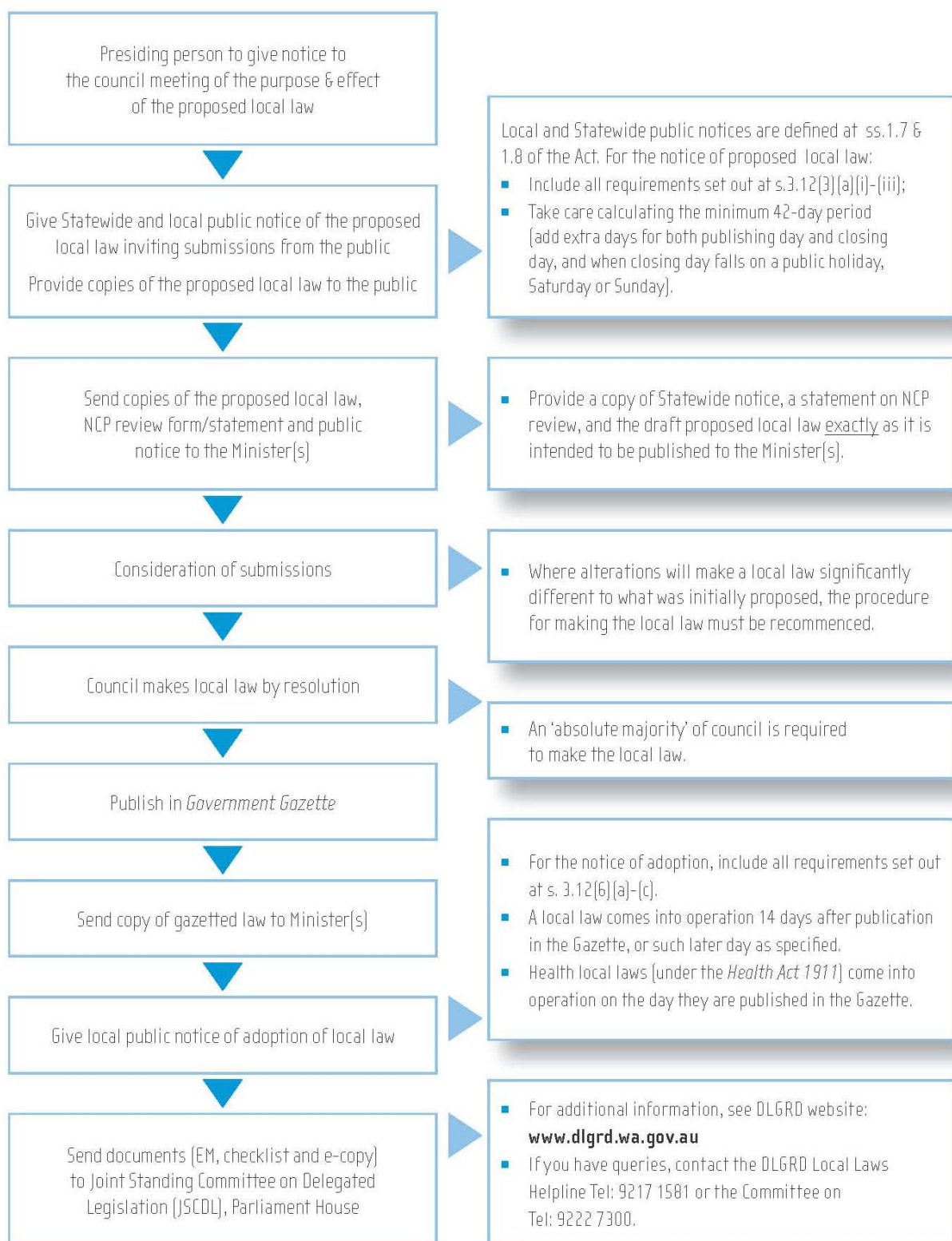
A detailed procedure for making and reviewing local laws is set down in the Act and DLGRD guidelines.

The process is summarised in the flowchart on the following page:

LOCAL GOVERNMENT ACT 1995 – Section 3.12 & NCP review requirements

Appendix 1

Flow Chart of Local Law-Making Process



At the Council meeting held 21 February 2008 it was decided to include additional items in the order of business for Council and Committee meetings so that the new order of business would be as follows:

- (a) Official opening
- (b) Public statement/question time
- (c) Apologies and leave of absence
- (d) Petitions
- (e) Confirmation of minutes
- Business Arising from 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
- General Business**
- (m) Closure

The 2 new items 'Business Arising from Minutes' and 'General Business' are highlighted.

### **Comment**

The changes proposed to the Standing Orders Local Law must be formalised as any resolutions that may emanate from consideration by the Council under items raised under these headings might otherwise be challengeable particularly as some or possibly a majority of items raised under these headings could be raised at Council meetings and not as agenda items supported by normal agenda reports.

The procedure to effect the required changes is relatively straight forward but will require some time as there is a statutory advertising period of 42 days for amendments to local laws and thereafter the proposed changes must be considered by the DLGRD and the joint standing committee on delegated legislation of the parliament of Western Australia.

The form of the amendment to the standing orders local law is shown in Appendix 9.4.

If the Council formally adopts the amendments to the existing local laws, there will be advertisements lodged in a state-wide newspaper and on noticeboard of participant Councils. The local law will then come back to the Council for formal adoption on 14 August 2008.

With respect to the specific changes the following comments are made.

#### *Business Arising from Minutes*

This item would allow reports to be provided on matters that have been previously resolved by the Council and for questions by Council members on resolutions made at the meeting by the Council, minutes of which are before Council for confirmation.

New resolutions in respect of previous minutes would need to be subject of a notice of motion for consideration at a subsequent meeting or a request for the subject matter to be listed for a subsequent agenda. This would then fulfil the general requirement that notice of items to be decided by the Council is provided at least 3 clear days prior to a Council meeting.

### *General Business*

The order of business of TPRC meetings already provides 3 items where matters may be raised which provide information to the Council or facilitate discussion of matters of an urgent nature. These items are:

- (f) Announcements by the person presiding without discussion
- (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

General law of meetings suggests that an item 'General Business' provides too much scope for matters to be raised without notice of these matters being available to all Council members. There is a legal precedent that resolutions made in these circumstances may be held to be ultra-vires, particularly if any Council member registers concern about the lack of notice. There is also a general view that matters raised under 'General Business' might unproductively engage the time and consideration of the Council where those matters have not been through the normal process of research and report of current and objective circumstances, options and (legislative and other) restrictions.

In any event the item 'General Business', if included, should be subject to the same protocol requirements as other matters which are brought into the agenda but are not subject of formal written reports comprising part of the agenda i.e. that the item of general business is first approved by the person presiding or by decision of the Council.

In context of the above discussion, it appears that the item 'General Business' is superfluous and the Council could consider abandoning this inclusion in the Standing Orders Local Law.

### *Open Session*

An amendment has been proposed for a motion to allow the Council to move to return to open session following a motion moved to meet behind closed doors. This appears to be a needed remedy to cover an obvious omission. The explanation attached to the meeting to go back into open session indicates that the motion may be moved at any time when a Council is meeting behind closed doors. This is necessary so that the business of Council will not be frustrated by a claim that the Council must remain in closed session until such time as a resolution of the matter being discussed has been voted by the Council.

### *Confirmation of Committee Minutes*

An amendment to standing orders was also considered in reference to confirmation of committee minutes.

In 2007 the TPRC Council had a situation where there was some hesitancy about the confirmation of minutes of the Audit Committee arising from the resignation and absence of Committee members. The concern was that the mover and seconder of a motion to confirm minutes should be members who were present at the meeting of the Committee where resolutions were passed.

The Local Government Act gives no guidance on what should occur in circumstances where Committee minutes are not confirmed. TPRC suggested to the DLGRD that there could be a number of circumstances where there may be unconfirmed minutes e.g:

- Upon disbandment of a Committee;
- Upon dissolution or amalgamation of local governments;

- Upon dismissals of Councils;
- Upon changed membership of Committees following Council ordinary or special elections where a Committee meeting to confirm minutes has not occurred prior to elections; and
- Upon resignation, death or the inability to act by a number of Committee members.

The TPRC suggested a number of remedies that could be formulated in legislation or a guideline issued by the DLGRD. In the event the DLGRD has commissioned research and advised that common law relating to procedure at meetings holds that:

*It is not necessary for the Chair, nor any others present, to have actually attended the previous meeting. Whether they were there or not, it is quite proper for all members present at the current meeting to vote on the motion. A person who votes in favour of verifying minutes of a previous meeting does not thereby become responsible for what was done at that meeting.*  
(Horsley's Meetings – Procedure, Law & Practice).

This authority is also supported in *Joskes Law & Procedure at Meetings in Australia* and *Gifford's Council Meeting Handbook*.

For general guidance to Council members and as information to the public, a local law amendment could be made to encapsulate the essence of the authorities quoted above. The local law could also be expanded to suggest that certifications be provided in support of a motion to confirm minutes including certifications from staff members who prepare minutes and who could attest to the authenticity of the minutes by specifically verifying minute contents from audio or video tapes where such recordings are made.

On balance, however, it is considered that the established authority under common law should prevail but a notation in working copies of the TPRC Standing Orders Local Law will be made to refer to the common law references cited above.



## **9.5 ASSOCIATE MEMBERSHIP TO WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 8.94.63.0

### **Recommendation**

**That the TPRC Council TAKE UP associate membership to WALGA for the 2008/09 and 2009/10 financial years and REVIEW membership at the end of that time.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To refer for Council decision an invitation to apply for associate membership of WALGA.

### **Relevant Documents**

Appendix: Associate membership cost benefit model  
Available for viewing at the meeting: Nil

### **Policy Reference**

Not applicable

### **Local Government Act/Regulation**

Local Government Act - Section 9.58

### **Previous Minutes**

Not applicable

### **Background**

WALGA has recently established an associate membership category for local government and local government affiliated organisations.

Regional local governments are being asked to consider associate membership.

WALGA services to local government target cost savings and services in a number of areas. The service area and indicative savings are shown in the following table:

Preferred Suppliers	Financial Savings
Advertising	Up to 20% below market rates
After Hours Call Centre	From 5.25% below market rates
Bill Payment	20-50% below market rates

Computer Hardware	Up to 40% below market rates
Corporate Wardrobe & Workwear	20% below market rates
Debt Management	Overdue debts recovered at nil cost
Office Stationery & Furniture	20% below market rates
Software Licensing	7.5 – 60% below market rates
Telecommunications	20 – 70% below market rates

There are 2 associate membership options:

1) Member Advantage

Comprehensive membership package, which includes complimentary access to all preferred supply contracts and a number of WALGA products and services, in addition to the capacity to access other services on a fee-for-service arrangement.

2) Member Essentials

Standard membership package, which includes the capacity to access one or more of WALGA's preferred supply contracts (on the basis of an annual access fee) and other services on a fee-for-service arrangement.

**Comment**

WALGA is an association constituted under Section 9.58 of the Local Government Act.

The TPRC is able to become a member under general function powers of local governments.

TPRC has been using WALGA services in the following areas:

- Insurance
- Advertising
- Workplace solutions
- Telecommunications

WALGA representatives have also been prepared to offer information and advice upon request.

In 2008/09 the TPRC could potentially be advantaged by using services in the categories and for cost savings shown in the following areas:

- |   |                    |
|---|--------------------|
| • Advertising   | \$2,000 to \$4,000 |
| • Telecommunications  | \$230              |
| • Computer hardware   | \$300              |
| • Software licensing  | \$300              |
| • Local government recruitment services   | \$300              |
| • Office supplies   | \$100              |
| • HR services   | \$1,000            |
| • Tax service (GST issues)  | \$1,000            |
| • Insurances – no saving stated as TPRC volume will assist premium reductions for all local governments |                    |

TPRC use of WALGA services to date has been aligned to a member essential options, however, ongoing access to member essential services will now attract annual and service fees.

TPRC's continued use of WALGA services on a member essential basis in 2008/09 would

probably attract the following access fees:

- |                      |       |
|----------------------|-------|
| • Advertising        | \$500 |
| • Telecommunications | \$500 |
| • Computer hardware  | \$500 |
| • Software licensing | \$100 |
| • Office stationery  | \$100 |

Additionally, there would be a fee for service charges if HR and publication services are required.

On a cost benefit basis, it would seem appropriate that TPRC applies for associate membership of WALGA.

Associate membership fees are based upon annual turnover. The fee applicable to TPRC would be \$3,000 per annum on the basis that turnover is between \$1M - \$2.5M.

After 2010 the TPRC turnover will largely reflect land sales and the gross annual turnover basis for calculating fees will not be appropriate. A more appropriate basis for fees for an organization such as TPRC would be to factor fees to net administrative operating expenditure.

It is suggested that associate membership be taken up but be reviewed in June 2010. This will allow a period of time for negotiations to be undertaken with WALGA for a fee formula that will be appropriate for TPRC.

## 9.6 REVIEW OF COUNCIL MEMBER FEES

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 13.45.262.0

### Recommendation

- a) That the Local Government allowance for Chairman of the Council be [ ]% of the permitted maximum (current maximum is \$12,000 per annum) i.e. a current payment of \$[ ] per annum.
- b) That the Local Government Allowance for Deputy Chairman be [ ]% of the amount paid to the Chairman (maximum is 25% of Chair allowance).
- c) That the annual attendance fee for Chairman of the Council be [ ]% less \$1,000 of the permitted maximum fee prescribed by Local Government legislation (current maximum is \$14,000 per annum) and be the amount of \$[ ] per annum as at 19 June 2008.
- d) That attendance fees for Council members be [ ]% less \$1,000 of the permitted maximum fee prescribed by Local Government legislation (current maximum is \$7,000 per annum) and be the amount of \$[ ] per annum as at 19 June 2008.
- e) That the amounts calculated in (c and d) be increased by \$1,000 for each regular Council member while the Council does not authorise, regular Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.
- f) That while the Local Government Act, in its present form, does not provide for the appointment of a Deputy or Alternate Members. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act.
- g) Fees to be reviewed following the next ordinary Council elections (next scheduled for October 2009) for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments.
- h) Elected member allowances are to be made quarterly in arrears.

### Voting Requirements

Absolute Majority

NB: Simple majority required where per meeting attendance fees apply.

### Report Purpose

To review elected member allowances in accordance with Council's resolution Item 13.6 – Council meeting 6 December 2007.

## Relevant Documents

Attachment: Nil

Available for viewing at the meeting: Nil

## Policy Reference

Not applicable

## Local Government Act/Regulation

- Section 5.98 Elected Member Allowances
- Regulation 33
- Regulation 34
- Local Government Administration Regulations

## Previous Minutes

- Council Meeting 8 June 2006 (Item 9.5 - Elected Member Allowances)
- Council Meeting 9 August 2007 (Item 9.4 - Budget & 9.5 Elected Member Allowances)
- Council Meeting 6 December 2007 (Item 13.6 - Elected Member Allowances)
- Council Meeting 21 February 2008 (Item 12 - Urgent Business Approved by the Chairman)

## Background

The Council has an option of approving payments for attendance at Council meetings according to a schedule of permitted attendance fees ranging between \$70 and \$140 per meeting for councillors and \$140 and \$280 per meeting for the Chairman. The Council also has the option to approve the reimbursement of certain expenses to councillors within guidelines or specified ranges published from time to time.

The TPRC Council has preferred to approve annual fees for Council members on a consistent basis since the adoption of the first Council budget in June 2006.

On 9 August 2007 the Council reviewed meeting fees and as an interim measure, awaiting the formation of a new Council following the October 2007 elections. The meeting fees approved at that time and subsequently endorsed by the Council on 6 December 2007 are framed in the following resolution:

- That the Local Government allowance for Chairman of the Council be 100% of the permitted maximum i.e. a payment of \$12,000 per annum.*
- That the Local Government Allowance for Deputy Chairman be 25% of the amount paid to the Chairman.*
- That the attendance fee for Chairman of the Council be the minimum fee prescribed by Local Government legislation i.e. currently \$6,000 per annum.*
- That while the Local Government Act, in its present form, does not provide for the appointment of a Deputy or Alternate Members. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act.*

- e) *That attendance fees for Council members be the minimum fee prescribed by Local Government legislation i.e. currently \$2,400 per annum for the year ending 30 October 2007.*
- f) *That the amounts calculated in (c and e) be increased by \$1,000 for each regular Council member while the Council does not authorise, regular Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.*
- g) *Fees to be reviewed on a Council year basis i.e. the next review from 22 October 2007 being for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments. Payments are to be made quarterly in arrears.*

In the budget consideration for 2007/08 provision was made for payment up to the maximum permitted scale. The current and optional maximum scale of fees is shown in the following table:

	<b>Current Fees Approved Dec 07</b>	<b>Permitted maximum annual fees</b>
<b>Chair/Deputy Allowances</b>		
Chair	3,000	12,000
Deputy 25%	750	3,000
<b>Total Chair/Deputy</b>	<b>3,750</b>	<b>15,000</b>
<b>Attendance Fees</b>		
Chairman	7,000	14,000
Council members	3,400	7,000
Council Members (13)	11	11
<b>Total Non-Chair Members</b>	<b>37,400</b>	<b>77,000</b>
<b>Total Attendance</b>	<b>44,400</b>	<b>91,000</b>
<b>Total all Annual Fees</b>	<b>48,150</b>	<b>106,000</b>

The adopted budget provisions for 2007/08 made allowance for payment for all members at the maximum fees i.e. the amounts shown in the last column in the above table.

### **Comment**

Because of the special circumstances of regional councils, it has previously been recommended that there be no allowances paid for travelling, telephone or communication expenses.

The Council has previously adopted a practice of setting the member fees at a level that covers the alternative allowances that might be paid for travel, telephone and communication. The method of dealing with the elimination of individual allowances for telecommunications, IT and travelling has been to set a fee in the manner referred to in (e) and (f) of the Council resolution of 9 August 2007 shown above.

It is recommended that this practice be continued.

## 9.7 ACQUISITION OF LAND - CLARKSON

### Report Information

Location: Clarkson  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 5.5.1060.14

### Recommendation

1. That the Council **CONTINUE** to negotiate with the WAPC and the State owner agencies of 10.7 hectares of land at the corner of Neerabup Road and Mitchell Freeway for purchase of the subject land by TPRC or for its incorporation through agreement in a coordinated structure planning process for urban development of the land.
2. That the Council **CONTINUE** to advocate against the use of part of the land for a Western Power substation on the basis that such use is inappropriate for the site which is within the Clarkson Rail precinct and is a critical nodal point for access to the bus and rail station from the TPD.

### Voting Requirements

Simple Majority

### Report Purpose

To seek a resolution for inclusion of 10.7 hectares of land at the Clarkson rail station into the TPRC urban development of urban and deferred urban zoned land at Tamala Park.

### Relevant Documents

Attachment: Nil  
Available for viewing at the meeting: Negotiated Planning Solution Agreement with the WAPC

### Policy Reference

Not applicable

### Local Government Act/Regulation

Local Government Act 3.59 – Major Land Acquisition

### Previous Minutes

- Council meeting - 12 April 2007 (Item 9.5 NPS Potential Acquisition from State Government)
- Council meeting - 24 April 2008 (Item 9.7 – Negotiations for Acquisition of Land)

### Background

This matter was discussed at the last meeting of the Council and it was resolved that the Chairman, Cr N Catania and the TPRC CEO be a deputation to the Chairman of the WAPC to

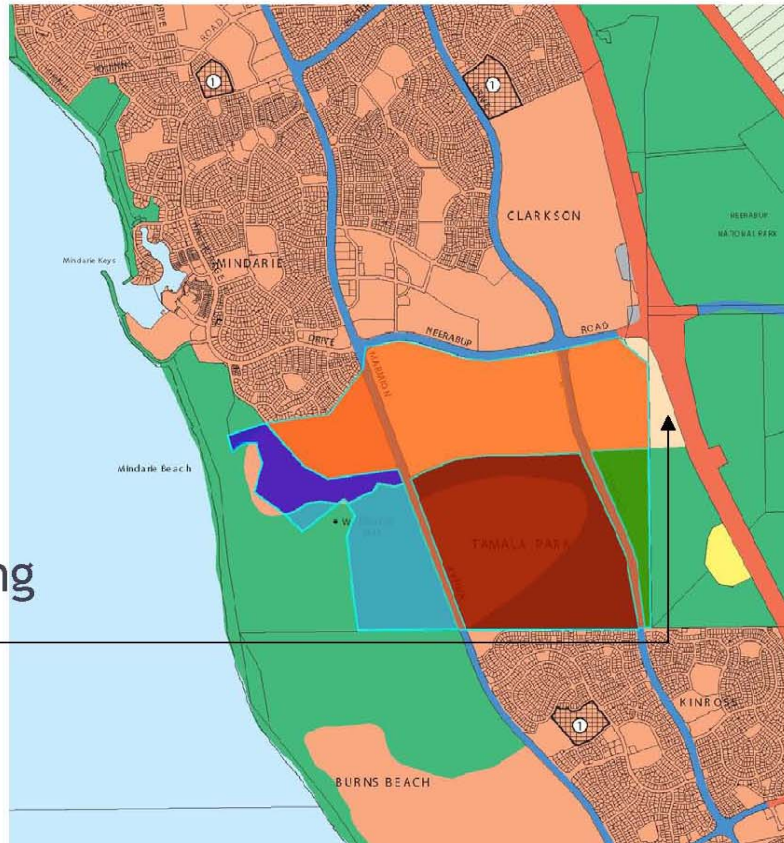
seek decisions relating to the incorporation of Government land in the TPRC development and other matters.

MRS Amendment 992/33 rezoned land west of the Mitchell Freeway/Rail reservation at Tamala Park as 'Deferred Urban' land.

The land comprised land owned jointly by the TPRC participant Councils (169 hectares and a further area of 10.7 hectares owned by State Government agencies Main Roads and DPI).

The land in question is shown in the plan below:

Government Urban  
Deferred Land  
Negotiation for  
Purchase Proceeding  
10.7ha



Prior to the land being zoned 'Urban' MRS Amendment 992/33 conditions must be satisfied including completion of an environmental management plan for the whole of the deferred urban land.

In 2006 the WAPC and the TPRC participant councils made a Negotiated Planning Solution agreement in respect of transfer of Bush forever land to the State. The agreement included a provision that the State would use its best endeavours to allow a transfer of the state owned 12.1 hectares of deferred urban land to Council (joint councils or TPRC) ownership for relevant market value.

The covenant sought and made in the Agreement recognised:

- That the transfer was part of the benefit for Local Governments in the agreement;
- That a clear logistical benefit would flow from incorporation of all of the deferred land:
  - For completion of environmental studies and heritage studies
  - For structure planning



- For urban development co-ordination – particularly because of the TOD issues and opportunities presented by the proximity of the land to the Clarkson Rail and Bus stations

In April 2007 the TPRC Council authorised commencement of negotiations with WAPC for acquisition of the land and a number of approaches have been made to the WAPC to achieve transfer or some other resolution with respect to the development of the land.

The WAPC advised that an improvement plan had been prepared for the land which would have paved the way for an acquisition by WAPC.

In early 2008 TPRC ascertained that Main Roads was seeking to sell its portion of land to Western Power for use as an electrical distribution substation.

TPRC advised Main Roads and Western Power of TPRC's interest in the land and the NPS with the WAPC. TPRC also advised WAPC that Main Roads was proposing sale of the land and requested WAPC to intercede to maintain the integrity of the NPS arrangement with the TPRC participant local governments and for preservation of the best possible planning outcome for the subject land.

The Chairman of the WAPC and Director General of the DPI have agreed to meet the TPRC deputation on 19 June 2008 and the outcome will be reported to the Council meeting on the same date.

### **Comment**

The Council has invited tenders for structure planning for all of the urban and deferred urban land south of Neerabup Road including the 10.7 hectares of Government land. Tender submissions have been based upon inclusion of the Government land in structure planning.

The critical location of the Government land for dealing with access and transport issues for the whole of the new urban development at Tamala Park have been extensively canvassed in previous reports.

A way forward for the TPRC must be resolved prior to commissioning consultants to complete structure planning. Alternatives are:

1. Continue to negotiate for land acquisition from Government agencies. This will probably involve a capital expenditure in the order of \$17M, which could be negotiated in a contract of sale or an agreement involving a minimum down payment and ongoing installments at defined time periods or at nominated stages of development including an appropriate interest or profit share arrangement.
2. An agreement with Government agencies for incorporation of Government land in the TPRC structure plan process. The Agreement could provide for the TPRC to take a lead role in coordinating planning and, possibly, development.

Coordination of activity will ensure the best economic, environmental and social outcomes for the project.

3. Abandonment of attempts to incorporate the TPRC and Government land in one planning activity. This could delay lifting of the urban deferred zoning for the TPD land and complicate planning for land uses, contributions to public facilities and missed opportunities in providing the range of services proposed by TPRC to the whole of the urban deferred land.

At this time it is understood that the DPI has no particular objection to having its 10.7 hectares of land in a coordinated development with TPRC. The immediate difficulty is the Main Roads 1.8 hectares of land which is located at the junction of Neerabup Road and Mitchell Freeway. This parcel of land is critical to access from the south to the rail/bus station precinct.

In summary:

- Western Power require 1.8 hectares of land for a substation;
- Western Power may not require construction of a substation for approximately 10 years;
- MRC/TPRC could require a feed-in substation within the MRC lease (on land zoned for public utility purposes) to provide power into the electrical grid from energy generating activities;
- TPRC and City of Wanneroo are concerned at the proliferation of overhead transmission lines that could result from 2 substations in the area;
- TPRC and City of Wanneroo have previously indicated to Western Power a preference for undergrounding of transmission lines;
- It is possible for the Western Power distribution substation and the MRC/TPRC feed-in substation to be co-located with some land/capital cost and maintenance cost savings;
- TPRC participant Councils could consider making land available to Western Power within the zoned public utility space owned by the Councils subject to the land at the corner of Neerabup Road and Mitchell Freeway being made available to TPRC for urban development. Part of any agreement could include an undertaking by Western Power to underground substation connections which would preserve the aesthetic amenity in the major road reserves and through the TPD in general.

There seems to be no cogent reason why a WAPC improvement plan could not be completed to facilitate availability of the Government land to TPRC and to allow TPRC to respond with an allocation of land for a Western Power substation.

The draft TPRC budget for 2008/09 has provided \$4M as a first payment contribution to facilitate the transfer of the whole of the Government land to TPRC.

Subject to the outcome of the deputation to the Chairman WAPC and Director General DPI, it is recommended that the Council continue to pursue the acquisition of the 10.7 hectares of Government land at the corner of Neerabup Road and Mitchell Freeway in an arrangement that minimizes initial capital outlay by TPRC but ensures market value payable to the current landowners.

## **9.8 TAMALA PARK OFFICE - CLARKSON**

### **Report Information**

Location: Clarkson  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: N/A

### **Recommendation**

- 1. That the availability of mixed use and office properties in the vicinity of Clarkson Rail/Bus Station CONTINUES to be monitored.**
- 2. That Council FOCUS upon the mixed use precinct surrounding the Clarkson Rail/Bus Station as defined in the City of Wanneroo District Planning Scheme as the preferred location for an interim TPRC office.**
- 3. That only premises that comply with disability access requirements, or which could be made to comply, within a parameter of 1% of purchase cost be CONSIDERED.**
- 4. That preliminary work be UNDERTAKEN, as time permits, to define requirements for a TPRC office on TPRC land at Tamala Park including concepts for a mixed use development demonstrating efficiency in design materials and resource utilisation.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To advise the current status of office accommodation available for TPRC purposes at Clarkson.

### **Relevant Documents**

Attachment: Nil

Available for viewing at the meeting: Photos of the Clarkson Commercial Precinct and properties available for sale as listed in this report

### **Policy Reference**

Not applicable

### **Local Government Act/Regulation**

Local Government Act Section 3.59 – Land Transaction Requires a Business Plan and Advertising

### **Previous Minutes**

Council Meeting - 6 December 2007 (Item 9.1 – Business Report)

### **Background**

When first considering the provision of an office for the TPRC, it was assessed that office space may be required through 3 phases of development:

- Planning phase – a near city location to enable easy access to/from consultants and government departments;
- At the completion of planning and into the urban development construction phase – an interim office located at Clarkson near the rail/bus station to allow easy access by potential purchasers and other interested parties to information and displays that could be available at the TPRC office; and
- When land subdivision occurs an office constructed by TPRC on TPRC land demonstrating mixed use, conservation and environmental principles.

The TPRC is currently in the first phase (planning) of operations. An office has been secured at the Scarborough Civic Centre, which is adequate for administrative purposes. The office space is contracted into 2009 for an advantageous rent of \$120m<sup>2</sup>. The office is being serviced with telephone and communication lines and within the civic centre complex additional rooms can be hired on an 'as required' basis.

Monitoring of office space availability at Clarkson has been continuing and has periodically been reported to the Council.

In order to adequately demonstrate transit-oriented design (TOD) principles, an office at Clarkson would need to be within easy walking distance of the bus/rail station. The plan on the following page shows the Clarkson Rail precinct (inset) where mixed use developments will allow (with approval from City of Wanneroo), the whole of a mixed use building to be occupied for office purposes.

The plan shows areas within 400m of the train station and 800m of the train station. 400m is well within comfortable walking distance. 800m is stretching the limits of what is considered to be a reasonable radius. There is a significant amount of commercial development occurring further to the west of the 800m radius in an area zoned as the Clarkson Commercial Centre, however, the commercial development in this area is too far distant from the station and provides no particular advantage over (for example) the current TPRC office at Scarborough.

### **Comment**

A recent review of properties available in the vicinity of the Clarkson Rail/Bus Precinct shows the following properties immediately available for purchase:

- 234 Ocean Keys Boulevard (2 storey) 110m<sup>2</sup> useable, 2 car bays \$450,000
- 18 Ocean Keys Boulevard (upper storey unit) 80m<sup>2</sup> useable, 1 car bay \$375,000
- 21 Ocean Keys Boulevard (upper storey unit) 80m<sup>2</sup> useable, 1 car bay \$375,000
- 16/33 Ladera Drive 40m<sup>2</sup> useable, no car bay, \$340,000
- 32/37 Orenco Bend, 40m<sup>2</sup> useable, 1 car bay, \$310,000

All of the above properties have disability access issues, which would need to be addressed.

Additionally, there are a number of mixed use premises under construction.

Inspection of the properties currently available for sale indicates two of sufficient size to provide for current and future TPRC office accommodation.

A common characteristic of most of the mixed used properties in the area is that the properties all require some finishing. In particular, the provision of air conditioning, screen doors and

security. Most of the properties in the area are now being provided with built-in computer/communication outlets. An unfortunate characteristic of most properties is access via steps or stairwells. Public agencies are required to have regard for disability access and adjustments to facilitate such access could be expensive.

The cost benefit for purchase of a property at Clarkson relative to lease of commercial space would require consideration of the following (example) factors:

- Purchase cost \$480,000
- Finishing expenses \$ 12,000
- **Capital investment \$492,000**

*Annual Costs*

- Holding costs @ 7% \$34,440
- Rates & taxes \$ 1,200
- **Base outgoings \$35,640 = \$297m<sup>2</sup> equivalent lease cost**

On a comparative basis, the current base cost rental for the Scarborough Civic Centre TPRC office is \$3,700 per annum.

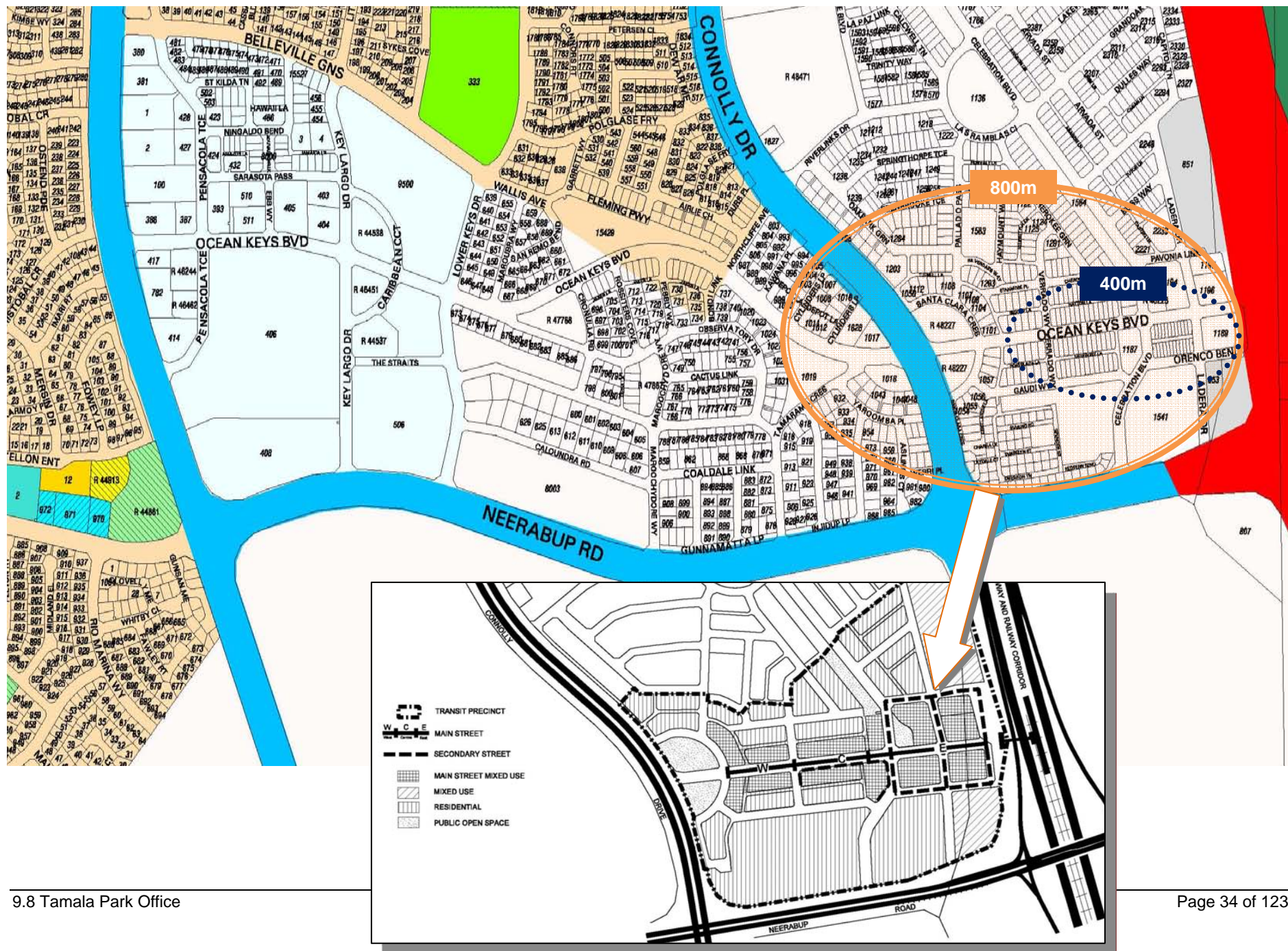
If an office at Clarkson was acquired and let for residential purposes on an interim basis, net annual rental would approximate \$12,500.

Capital appreciation, net of inflation may only be in the order of 5% per annum over the next 2-3 years, so that the whole of the purchase cost of a property may not be returned when sale occurs upon the TPRC establishing its own office within the TPRC urban development.

At this stage, a suitable premises i.e. one without access limitations and of sufficient area to allow for TPRC office accommodation expansion requirements for (say) 3 years, is not available.

The TPRC could have a subdivision completed close to the Clarkson Rail/Bus Precinct in approximately 3 years and, therefore, an option that may be considered is to forego the interim office provision and retain the current Scarborough office until such time as the TPRC 'demonstration office' project can be put in place on TPRC land following structure planning and subdivision.





## 9.9 CSIRO

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 11.108.1151.0

### Recommendation

**That the Council APPROVE the proposal for a TPRC water use development plan to be undertaken by the CSIRO for the sum of \$72,131 (plus GST) with feasibility assessment delivery in December 2008 and delivery of a final report in January 2009.**

### Voting Requirements

Simple Majority

### Report Purpose

To seek approval for a proposal for CSIRO to conduct a water balance study for the TPRC urban development.

### Relevant Documents

Appendix: Summary proposal and methodology for study from CSIRO (letter)  
Available for viewing at the meeting: TPRC Future Plan 2007-2010 (August 2007)

### Policy Reference

TPRC Procurement Policy quotations required for work valued in excess of \$50,000.

### Local Government Act/Regulation

Not applicable

### Previous Minutes

Council Meeting 21 February 2008 (Item 9.7 – Water Balance Study Proposal CSIRO)

### Background

Planning for development at Tamala Park has been predicated on an expressed intent to create a model development demonstrating advance techniques in environmental management and resource conservation for the short and long term.

Fundamental to this objective is detailed knowledge of all aspects of hydrology affecting the Tamala Park land so that structure planning can be informed by an assessment of options to maximize water harvesting, minimize use of materials and optimize natural site contours.

There is no question that ongoing water supply to local communities could be critical in the future and the ongoing sustainability of public infrastructure may depend upon planning for a successful water use and management plan.

Current water utilization in the Perth metropolitan region is 180,000KL per person per annum. The target for potable water use in Tamala Park is 50% or 90,000KL per person per annum with innovative water reuse and treatment schemes facilitating the balance of requirements.

Discussions have been continuing for some time with CSIRO based upon the CSIRO flagship's program which is seeking to introduce new schemes for water management in urban areas and, generally, to address a projected deterioration of water availability throughout Australia.

CSIRO believe that the target of 90,000KL per person per annum is ambitious but could be met if the TPRC site proves to have appropriate geology and water harvesting capacity.

A notional subdivision of the site has been prepared to assess water harvesting possibilities from surface areas and to characterize possible water sources to determine likely treatment requirements.

### **Comment**

Success of the proposed water balance project will deliver the following knowledge outcomes:

- Detailed information about subsurface hydrology and natural rainfall and water flows onto and into the TPRC site;
- Water utilization from a 'business as usual' basis and potential reuse from 4-5 optional water saving and reuse systems;
- Preferred locations for facilities such as schools, recreation grounds and greenways;
- The location of roads and other hard surface areas within existing contours to minimize inputs to effective water harvesting;
- Water collection and saving devices on development lots; and
- Potable and grey water re-circulation systems.

The project will also identify:

- Potential overall cross benefit to TPD and TPD community from adoption of new paradigm for new water management at Tamala Park;
- Cost of implementation of alternative systems;
- Savings in costs and material for alternative systems;
- Family savings from reduced potable water use;
- Environmental benefits for the TPD estate;
- The means for guaranteeing viable public landscaping and green space within the TPD;
- The extent to which future recreation development on the closed MRC landfill can be supported from recycled water from the TPD; and
- The extent to which underground water flows can be influenced by aquifer recharge to protect the underground water amenity in the TPD.

The cost for the project net of GST is \$72,131.



The CSIRO has leading edge scientific knowledge and experience in producing water use management plans with the widest possible alternative scenarios for conservation, cost saving and long term sustainability.

## **9.10 STRUCTURE PLAN**

***REPORT TO BE DISTRIBUTED AS A CONFIDENTIAL DOCUMENT ON OR ABOUT 12 JUNE 2008***

### **Report Information**

Location:	Not Applicable	
Applicant:	Not Applicable	
Reporting Officer:	Chief Executive Officer	File Reference: 18.121.624.9

### **Recommendation**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

### **Relevant Documents**

Attachment: Nil  
Available for viewing at the meeting: Nil

### **Policy Reference**

### **Local Government Act/Regulation**

### **Previous Minutes**

Special Council Meeting - 15 May 2008

### **Background**

### **Comment**

## **9.11 TPRC DRAFT BUDGET FOR THE YEAR 1 JULY 2008 TO 30 JUNE 2009**

### **Report Information**

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Chief Executive Officer      File Reference: 12.26.37.2

### **Recommendation**

**That the officer's recommendation below be REFERRED for review by the Audit Committee and listed for consideration at the ordinary Council meeting on 14 August 2008.**

### **Officer's Recommendation**

- 1. That the TPRC draft budget proposals for the financial Year 1 July 2008 - 30 June 2009 be RECEIVED.**

- 2. That the TPRC draft budget for the financial year 1 July 2008 – 30 June 2009 showing:**

<b>Operating income</b>	<b>\$1,038,979</b>
<b>Operating expenditure</b>	<b>\$1,608,754</b>
<b>Net operating deficiency</b>	<b>\$ 569,775</b>

**and showing capital expenditure \$4,569,612**

**be ADOPTED.**

- 3. That a variance figure of 10% be ADOPTED for the purpose of reporting material variances to budget proposals.**

### **Voting Requirements**

Simple Majority  
Absolute Majority for budget adoption

### **Report Purpose**

Consideration of the budget for the financial year 1 July 2008 - 30 June 2009 including project approval and resource allocation.

### **Relevant Documents**

Appendix: TPRC proposed budget 2008/09 in Local Government Act/Regulation prescribed format (to be provided); TPRC budget monthly summary by operating revenue and expenditure accounts  
Available for viewing at the meeting: Local Authority Plan for the Future

### **Policy Reference**

Not applicable

## Local Government Act/Regulation

- Local Government Act 1995: Section 6.2 Council Required, between 1 June and 31 August to adopt budget for financial year
- Local Government Act 1995: Section 6.2 Budget to have regard for Local Authority Plan for the Future
- Local Government (Financial Management) Regulations 1996: Part 3 sets out the Annual Budget form and content.
- Guideline 8 - Opening Closing Funds - Annual Budget
- Local Government (Financial Management) Regulations 1996: Reg 34 (5) Material Variance Reports [10%]
- Local Government (Audit) Regulations 1996: Reg 13 Compliance Audit Item

## Previous Minutes

- Council Meeting - 3 August 2006 (Item 9.4 - Adoption 2006-2007 Budget)
- Council Meeting - 3 April 2007 (Item 9.7 - Budget Review as at 28 February 2007)
- Council Meeting - 14 June 2007 (Item 9.5 - Draft Budget 2007-2008)
- Council Meeting - 9 August 2007 (Item 9.4 -Budget Adoption 2007-2008)
- Council Meeting - 21 February 2008 (Item 8 - Audit Committee Item 9.1 - Budget Review 2007-2008)

## Background

The local authority budget sets out the programs, projects and allocation of resources required to perform the Municipal obligations and functions required by the Local Government Act and associated legislation.

The Budget is used as the base document for monthly financial reporting, for the formal budget review and for the annual financial report, including financial performance ratios.

Regional Local Governments are exempted rating on land value budget requirements which must be featured in Budgets of other Local Governments.

Information specifically required to be included in the annual budget includes the following:

### Reg No

- |            |   |
|------------|---|
| <b>R22</b> | Financial data compiled on an accrual Accounting basis (except statement of cash flows) <ul style="list-style-type: none"><li>○ An operating statement</li><li>○ A statement of cash flows</li><li>○ A rate setting statement</li></ul> |
| <b>R23</b> | Details of General and Specified Area Rates (not applicable to Regional Local Governments)  |
| <b>R24</b> | Service Charges information   |
| <b>R25</b> | Fees and charges information  |
| <b>R26</b> | Discount, incentive, concession waiver and write-off information  |
| <b>R27</b> | Budget notes detailing: <ul style="list-style-type: none"><li>○ Interest for late payment of Rates and service charges</li><li>○ Interest charges for late payment of money</li></ul>   |

- Instalment options - Rates
- Details of disposal of a class of assets
- Details of Reserve accounts
- Details of Trading undertakings
- Details of Major Land Transactions
- Details of fees expenses and allowance for elected members
- Details of the type of activities within programs
- Details of depreciation of non current assets
- R28** Investment Information
- R29** Borrowings Information
- R30** Previous Financial years figures to be shown
- R31** Net current assets
- R33** Annual budget to be submitted to the Executive Director within 30 days of adoption
- R34(5)** A percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances from Budget allocations
- R35** NB: This is a requirement for financial reports but is ideally covered in budget

### Comment

The budget proposal submitted reflects an operating position as follows:

Revenue	\$1,038,979
Expenditure	\$1,608,754
Deficiency	\$ 569,775

The capital expenditure proposals total \$4,567,943.

Operating and capital net expenditures amount to \$5,137,738, which will reduce the existing equity and capital of TPRC from \$17.18M to \$12.04M.

The operating budget will produce the following in the financial year and the following 6 months:

- Completion of planning and approvals for the urban development at Tamala Park;
- The engagement of a Project Development Manager in readiness for the next stage of the project – subdivision, development of infrastructure, preparation for and sale of land to the public; and
- Engagement of the stakeholders of Tamala Park in a series of planning, public relations and promotion activities.

The capital budget will produce the following:

- Acquisition under contract of sale of 10.7 hectares of Government land near the Clarkson Rail Station, which is critical to the successful structure planning for the Tamala Park land; and
- Acquisition of an office for the TPRC in the rail/bus station precinct at Clarkson.

2008/09 proposes substantial progress with the TPD and as a consequence the capital of the Regional Council will be impacted significantly. The following summary table shows the capital position of TPRC over the period 1 July 2006 to 30 June

2009.

**Operating, Capital & Equity Summary 1-Jul-2006 to 30 June 2009**

	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Op inc	667,478	1,035,405	1,038,963
Op Exp	335,345	310,130	1,608,754
Net operating result	332,133	725,275 -	569,791
Capital acquisitions	- 3,107 -	17,865 -	4,486,950
	329,026	707,410 -	5,056,741
 Dist participants	 - -	 77,140 -	 80,997
 Net funds Surplus (Utilisation)	 329,026	 630,270 -	 5,137,738
 Retained Surplus Soy		329,026	959,296
Equity Contributions	16,341,439	16,341,439	16,221,439
Return of Equity	-	120,000	
<b>Equity&amp; Retained Surplus EOY</b>	<b>\$ 16,670,465</b>	<b>\$ 17,180,735</b>	<b>\$ 12,042,997</b>

The income and expenditure position for the 2008/09 financial year, with comparisons to the 2007/08 period to end May 2008 is shown in the following table.

# Agenda TPRC Meeting of Council – 19 June 2008

10:59 AM  
04/06/08

## Tamala Park Regional Council Income Statement Detailed - Including FY08/09 Budget July 2007 through May 2008

	Jul '2007 - May 2008	YTD Budget 07/08	Annual Budget 07/08	Annual Budget 08/09
<b>Income</b>				
<b>I03 · GENERAL PURPOSE FUNDING</b>				
I032 · Other GPF				
I032020 · Contributions	5,489.06	0.00	0.00	0.00
I032030 · Interest on Investment	1,029,761.07	878,484.00	1,055,090.00	1,038,978.00
<b>Total I032 · Other GPF</b>	<b>1,035,250.13</b>	<b>878,484.00</b>	<b>1,055,090.00</b>	<b>1,038,978.00</b>
<b>Total I03 · GENERAL PURPOSE FUNDING</b>	<b>1,035,250.13</b>	<b>878,484.00</b>	<b>1,055,090.00</b>	<b>1,038,978.00</b>
<b>I14 · OTHER PROPERTY &amp; SERVICES</b>				
I145 · Administration				
I145010 · Reimbursements	155.06	0.00	0.00	0.00
<b>Total I145 · Administration</b>	<b>155.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total I14 · OTHER PROPERTY &amp; SERVICES</b>	<b>155.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>1,035,405.19</b>	<b>878,484.00</b>	<b>1,055,090.00</b>	<b>1,038,978.00</b>
<b>Gross Profit</b>	<b>1,035,405.19</b>	<b>878,484.00</b>	<b>1,055,090.00</b>	<b>1,038,978.00</b>
<b>Expense</b>				
<b>E04 · GOVERNANCE.</b>				
E041 · Membership				
E041005 · Mayoral Allowance	0.00	9,000.00	12,000.00	12,000.00
E041010 · Deputy Mayor Allowance	0.00	2,250.00	3,000.00	3,000.00
E041015 · Elected Members Remuneration				
E041018 · Composite Allowance	42,766.50	68,250.00	91,000.00	91,000.00
<b>Total E041015 · Elected Members Remuneration</b>	<b>42,766.50</b>	<b>68,250.00</b>	<b>91,000.00</b>	<b>91,000.00</b>
E041020 · Conference Expenses	0.00	4,500.00	4,500.00	8,000.00
E041030 · Other Costs	0.00	1,000.00	1,000.00	0.00
<b>Total E041 · Membership</b>	<b>42,766.50</b>	<b>85,000.00</b>	<b>111,500.00</b>	<b>114,000.00</b>
<b>Total E04 · GOVERNANCE.</b>	<b>42,766.50</b>	<b>85,000.00</b>	<b>111,500.00</b>	<b>114,000.00</b>
<b>E14 · OTHER PROPERTY &amp; SERVICES.</b>				
E145 · Administration				
E145005 · Salaries - Basic Costs	169,772.11	175,570.00	190,299.00	301,386.00
E145007 · Salaries Occ. Superannuation	15,685.05	15,763.00	17,089.00	22,408.00
E145009 · Salaries WALGS Superannuation	2,623.06	2,916.00	3,162.00	4,978.00
E145011 · Advertising Staff Vacancies		0.00	0.00	9,000.00
E145015 · Insurance W/comp.	4,176.00	3,600.00	3,600.00	5,424.00
E145017 · Medical Exam. Costs		0.00	0.00	150.00
E145019 · Staff Training & Dev.	436.36	1,200.00	1,200.00	1,050.00
E145025 · Other Accom & Property Costs	4,803.99	25,000.00	28,000.00	5,344.00
E145027 · Advertising General	0.00	3,200.00	3,700.00	6,300.00
E145029 · Advertising Public/Statutory	5,201.21	5,600.00	5,600.00	6,000.00
E145031 · Graphics Consumables	0.00	2,000.00	2,000.00	700.00
E145033 · Photocopying	376.45	0.00	0.00	1,320.00
E145037 · Postage, Courier & Freight	30.91	900.00	1,000.00	300.00
E145039 · Printing		0.00	0.00	1,200.00
E145041 · Signage/Decals	95.00	1,500.00	1,500.00	100.00
E145043 · Stationery	482.50	550.00	600.00	600.00
E145045 · Other Admin Expenses	0.00	5,500.00	6,000.00	1,000.00
E145047 · Office Telephones & Faxes	1,257.20	0.00	0.00	2,112.00
E145053 · Bank Charges	287.58	275.00	300.00	300.00
E145055 · Credit Charges	0.00	100.00	100.00	60.00
E145057 · Audit Fees	0.00	5,500.00	5,500.00	6,000.00
E145059 · Membership Fees	0.00	2,400.00	2,400.00	7,550.00
E145061 · Legal Expenses	0.00	10,000.00	10,000.00	19,500.00
E145063 · Conveyancing Expenses	0.00	500.00	500.00	500.00
E145065 · Surveyors Fees		0.00	0.00	4,000.00
E145067 · Title Searches		0.00	0.00	100.00
E145069 · Valuation Fees	0.00	24,000.00	24,000.00	24,000.00

10:59 AM  
04/06/08

**Tamala Park Regional Council  
Income Statement Detailed - Including FY08/09 Budget  
July 2007 through May 2008**

	Jul '2007 - May 2008	YTD Budget 07/08	Annual Budget 07/08	Annual Budget 08/09
E145071 - Other Professional Fees	0.00	100.00	1,000.00	1,000.00
E145075 - Promotions	0.00	4,000.00	4,000.00	4,000.00
E145077 - Business Hospitality Expenses	177.77	3,000.00	3,000.00	3,000.00
E145079 - Consultancy	38,580.00	285,000.00	325,000.00	1,004,998.00
E145081 - Professional Retainer	0.00	1,500.00	1,500.00	6,600.00
E145083 - Research	0.00	3,000.00	3,000.00	21,000.00
E145087 - Computer Software Mtce	1,580.91	750.00	750.00	750.00
E145089 - Computer Software Purchase	0.00	1,600.00	1,600.00	2,943.00
E145091 - Computer Sundries	392.95	200.00	200.00	1,000.00
E145092 - Data Communication Links	200.00	0.00	0.00	948.00
E145093 - Internet Provider Costs	1,576.45	140.00	300.00	1,776.00
E145094 - Plant & Equipment Purchase Non-	0.00	0.00	300.00	300.00
E145095 - Furniture & Equipment Purchase	31.81	26,000.00	26,000.00	0.00
E145097 - Hire of Equipment		0.00	0.00	500.00
E145101 - Consumable Stores	0.00	200.00	200.00	100.00
E145103 - Newspapers & Periodicals		0.00	0.00	200.00
E145105 - Publications & Brochures	0.00	200.00	200.00	800.00
E145107 - Subscriptions	0.00	100.00	100.00	0.00
E145111 - Plans	0.00	400.00	400.00	1,800.00
E145113 - Emergency Services	500.00	800.00	800.00	700.00
E145115 - Misc Services Expenses	0.00	0.00	2,000.00	0.00
E145117 - Electricity	734.55	0.00	0.00	1,248.00
E145119 - Professional Indemnity		0.00	0.00	900.00
E145121 - Insurance - Public Liability	1,820.00	2,500.00	2,500.00	2,500.00
E145123 - Insurance - Property (ISR)	0.00	200.00	200.00	1,000.00
E145126 - Insurance - Personal Accident		0.00	0.00	400.00
E145127 - Insurance - Other	840.55	0.00	1,000.00	800.00
E145204 - Fences/Walls (Sumps in Road Res	0.00	1,000.00	1,000.00	1,000.00
E145205 - Recreation Reserves Mtce	0.00	2,000.00	2,000.00	1,000.00
E145222 - Depreciation Furniture	0.00	1,833.34	2,000.00	2,300.00
<b>Total E145 - Administration</b>	<b>251,662.41</b>	<b>620,597.34</b>	<b>685,600.00</b>	<b>1,494,745.00</b>
<b>Total E14 - OTHER PROPERTY &amp; SERVICES.</b>	<b>251,662.41</b>	<b>620,597.34</b>	<b>685,600.00</b>	<b>1,494,745.00</b>
<b>Total Expense</b>	<b>294,428.91</b>	<b>705,597.34</b>	<b>797,100.00</b>	<b>1,608,745.00</b>
<b>Net Income</b>	<b>740,976.28</b>	<b>172,886.66</b>	<b>257,990.00</b>	<b>(569,767.00)</b>

Comments relative to the account listing (in order) are as follows:

***IO32030 - Interest of Investment***

Interest from investments will be the principal source of revenue for the year.

Investments will be made in accordance with the Council's Investment Policy which will focus investment activity on securities with an AA minimum rating.

The budget projections are made up assuming a minimum interest rate of 7% and calculations have been made on the net cash flow reflected in the monthly operating budgets.

***E041 - Membership (Council)***

The Council has resolved to review Chairman, Deputy Chairman and Councillor allowances in June 2008. The budget allowance provides for the maximum allowances to be available to members. A separate item on this agenda addresses the review of membership expenses.



An amount of \$8,000 is provided against the contingency that there may be relevant conferences that will assist the Council's decision-making in relation to TPRC planning.

***E145005 – E145021 - Employee Expenses***

One new item is reflected in costs for 2008/09. This is the appointment of a Project Development Manager. The proposal is to advertise the appointment in August anticipating an appointee commencing duty prior to end 2008. Base salary costs for the new appointee have been factored to a cash salary payment of \$120,000 per annum.

***E145027 – E145029 – Advertising***

\$12,300 has been provided to cover a range of items in the categories:

Public Consultation  
Statutory advices – meeting schedules and local laws  
Notification of major land transactions

***E145079 – Consultancies (\$1,005,000)***

The consultancy expenditures proposed are grouped as follows:

Structure Planning	\$700,000
Hydrology	80,000
Flora & Fauna	30,000
Solar Energy Generation	30,000
Communication Facilities	30,000
Light Rail	30,000
Traffic Planning	30,000
MRC Landfill Closed Site	25,000
Geological	45,000
Media Consultants	5,000

The major component of expenditure relates to structure planning. A tender for a structure planning lead consultant and sub-consultants are currently under consideration.

Additional consultancies will support structure plan activities and will assist the evaluation of energy and environmental packages associated with marketing of the land.

***Asset Acquisition 2008/09***

Minor expenditure is included to provide furniture for one additional staff member.

An amount of \$4M is budgeted to enable purchase negotiations for the Government land at Clarkson Station. The amount of \$4M is provided anticipating a contract of sale requiring a down payment and an arrangement in which the Government as vendor, will receive the balance of the purchase cost together with a share of profits on sale of the land. The Government is yet to agree to negotiations. The sale to TPRC was provided for in the Negotiated Planning Solution signed in November 2006 and has been subject of ongoing correspondence.

Pending the outcome of negotiations for direct acquisition of the land by TPRC, the WAPC has been requested to agree that the subject land be included within the area covered by the structure plan development for TPRC on the basis that costs for planning will be shared between TPRC and the WAPC on a proportionate area basis.

An amount of \$480,000 has also been provided for a fee simple purchase of a property within the Clarkson rail/bus precinct. This proposal is in keeping with previous Council objectives to provide an office for TPRC in the immediate vicinity of the urban development, to facilitate local coordination of development and marketing activities.

Market price for a property containing a minimum of 120m<sup>2</sup> of useable office and display space will cost in the order of \$480,000 to \$520,000. The property will need to be cost to the Clarkson Rail/Bus Station to demonstrate transit-oriented design. Properties in the rail/bus precinct are multi-use properties and 100% use for office purposes will require approval under the City of Wanneroo District Planning Scheme No 2.

A last item affecting the equity and retained surplus of TPRC is a payment of \$83,362 representing a rates equivalent refund to participant Councils for direct rate levies made by the City of Wanneroo. On 21 February 2008 (item 9.4) the Council made resolutions agreeing to refund net rates (total less MRC rates) for Lot 9504 Mindarie.

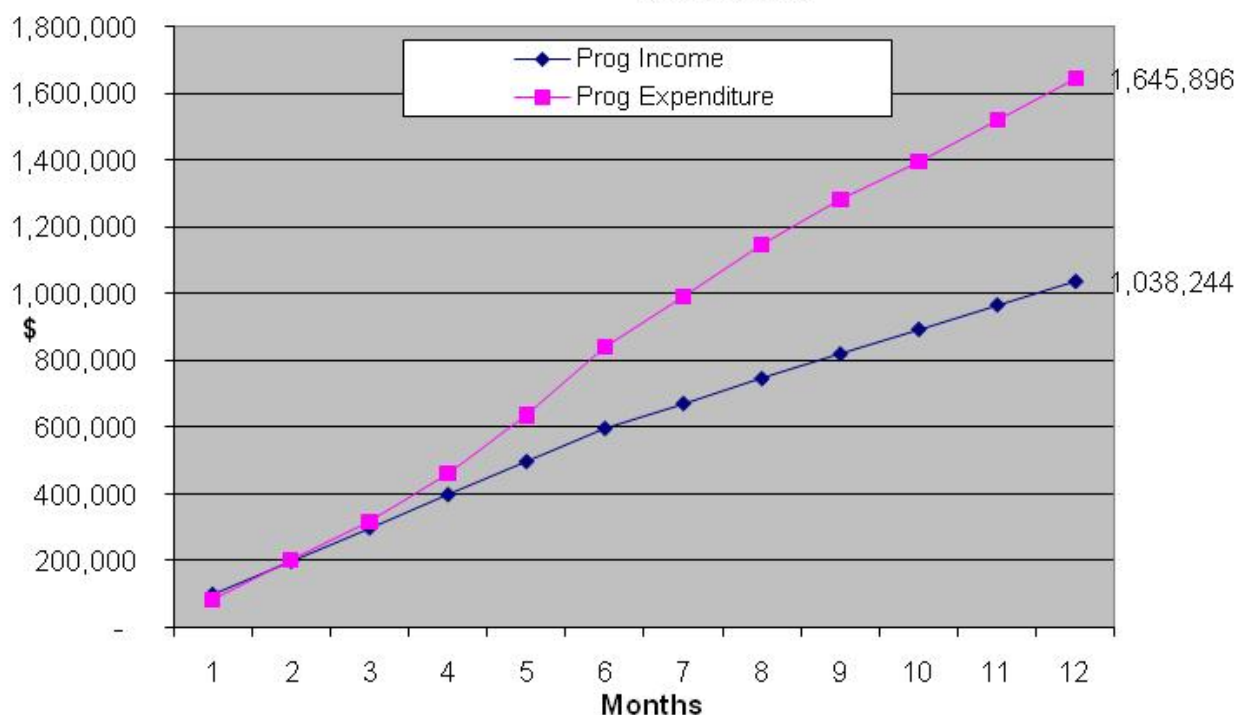
The program for the TPRC Audit Committee allows that the draft budget be received by the Council on 19 June 2008, and be referred for review by the Audit Committee before being returned to the Council for formal adoption on 14 August 2008.

In view of the straight forward nature of budget proposals, the Council and Audit Committee may wish to deal with the budget in its entirety at the current meeting.

When adopted, the budget will be subject of a formal review in the period January to March 2009. Material variances will be progressively reported at each Council meeting. Regulation 34 requires that the Council nominates a percentage figure for the purpose of establishing the quantum of variance that requires report to the Council.

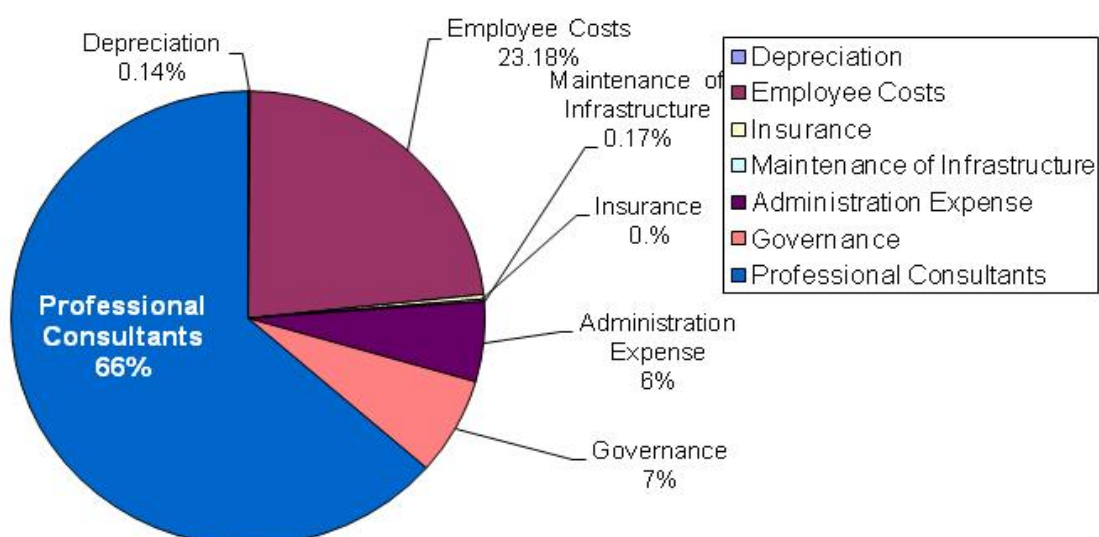
The projected investment of funds provides for maintenance of cash flow throughout the year. The anticipated progressive revenue and expenditure pattern is shown over the 12 months in the graph below.

### TPRC Operating Budget - Progressive Income & Expenditure 2008-2009



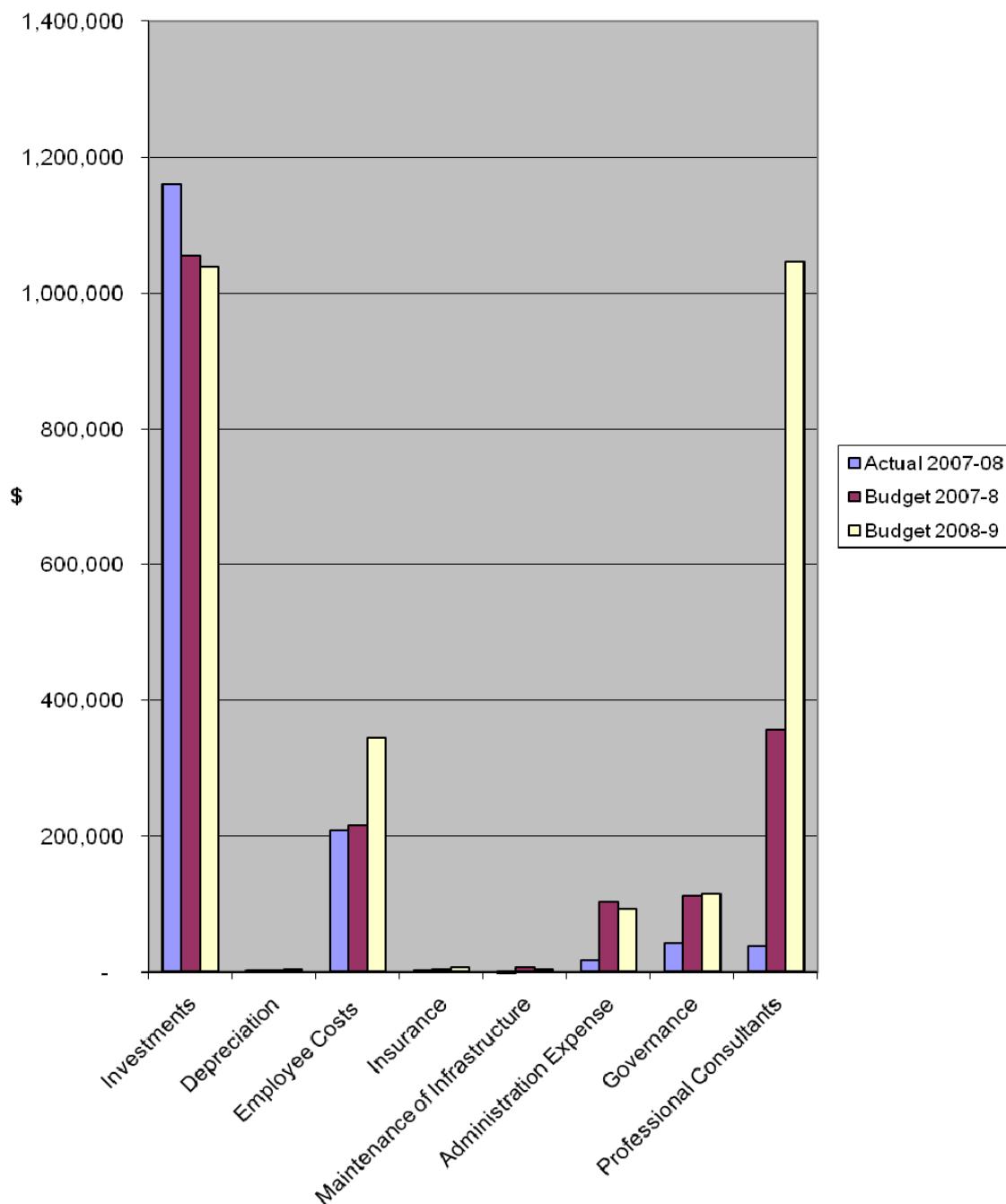
The allocation of expenditure for the year is shown in percentage terms in the graph below

### TPRC Operating Budget - Expenditure 2008-2009



:

TPRC Income & Expenditure Comparison 2007-08 and 2008-09



The attachment shows part of the formal presentation for the TPRC budget. The statements will be supplemented by a cash flow statement in the final budget presentation.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN
11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
12. URGENT BUSINESS APPROVED BY THE CHAIRMAN
13. MATTERS BEHIND CLOSED DOORS
14. GENERAL BUSINESS
15. FORMAL CLOSURE OF MEETING

# APPENDICES

**APPENDIX ITEM 9.2: Monthly Statement of Financial Activity for the month ending 30 April 2008**

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2007 TO 30 APRIL 2008**

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Supplementary Information	
- Detailed Income Statement	
- Balance Sheet	

**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2007 TO 30 APRIL 2008**

	NOTE	30 APRIL 2008 Actual \$	30 APRIL 2008 Y-T-D Budget \$	2007/08 Revised Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Interest Earnings		971,926	878,484	1,055,089	10.64%
Other Revenue		5,644	0	0	155.00%
		<u>977,570</u>	<u>878,484</u>	<u>1,055,089</u>	
<b>(Expenses)/(Applications)</b>	1,2				
Employee Costs		(176,890)	(182,748)	(215,350)	(3.21%)
Professional/Consulting Fees		(35,380)	(288,100)	(357,000)	(87.72%)
Materials & Contracts		(14,510)	(96,890)	(75,750)	(85.02%)
Depreciation		0	(1,667)	(2,000)	(100.00%)
Insurance		(2,661)	(2,700)	(3,700)	(1.44%)
Other Expenditure		(30,729)	(85,000)	(117,300)	(63.85%)
		<u>(260,170)</u>	<u>(657,105)</u>	<u>(771,100)</u>	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		0	1,667	2,000	(2000.00%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Furniture and Equipment	3	(17,865)	(26,000)	(26,000)	0.00%
Contributed Equity	6	(120,000)	(120,000)	(120,000)	0.00%
ADD Net Current Assets July 1 B/Fwd	7	16,670,465	16,676,987	16,676,987	(0.04%)
Net Current Assets Year to Date	7	<u>17,250,000</u>	<u>16,754,033</u>	<u>16,816,976</u>	

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 2007 TO 30 APRIL 2008**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(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.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

**(g) 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:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2007 TO 30 APRIL 2008**

**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; 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 have been acquired during the period under review:

**By Program**

Furniture and Equipment

<b>30 APRIL 2008 Actual \$</b>	<b>2007/08 Revised Budget \$</b>
--	--

17,865	26,000
<u>17,865</u>	<u>26,000</u>

**By Class**

Furniture and Equipment

17,865	26,000
<u>17,865</u>	<u>26,000</u>

**4. DISPOSALS OF ASSETS**

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

**TAMALA PARK REGIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2007 TO 30 APRIL 2008**

**5. INFORMATION ON BORROWINGS**

No borrowings have been made in the period under review. No borrowings are budgeted for the 2007-08 financial year.

**6. CONTRIBUTED EQUITY**

The amount of Contributed Equity is \$16,221,439 at 30 April 2008.

	<b>30 APRIL 2008 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	17,254,105	16,676,988
Cash - Restricted	1,000	0
Receivables	275	4,663
Inventories	0	0
	<u>17,255,380</u>	<u>16,681,651</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(5,380)</u>	<u>(11,186)</u>
	17,250,000	16,670,465
Less: Cash - Restricted/Committed	<u>(1,000)</u>	<u>0</u>
<b>NET CURRENT ASSET POSITION</b>	<u><u>17,249,000</u></u>	<u><u>16,670,465</u></u>

## APPENDIX ITEM 9.2: Income & Expenditure Statement by Program for the month ending 30 April 2008

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### Tamala Park Regional Council Income Statement Summary July 2007 through April 2008

	Jul '2007 - Apr 2008	Budget	\$ Over Budget	Annual Budget
<b>Income</b>				
<b>I03 · GENERAL PURPOSE FUNDING</b>				
I032 · Other GPF				
I032020 · Contributions	5,489.06			
I032030 · Interest on Investment	971,926.36	878,484.00	93,442.36	1,055,090.00
<b>Total I032 · Other GPF</b>	<b>977,415.42</b>	<b>878,484.00</b>	<b>98,931.42</b>	<b>1,055,090.00</b>
<b>Total I03 · GENERAL PURPOSE FUNDING</b>	<b>977,415.42</b>	<b>878,484.00</b>	<b>98,931.42</b>	<b>1,055,090.00</b>
<b>I14 · OTHER PROPERTY &amp; SERVICES</b>				
I145 · Administration				
I145010 · Reimbursements	155.06			
<b>Total I145 · Administration</b>	<b>155.06</b>			
<b>Total I14 · OTHER PROPERTY &amp; SERVICES</b>	<b>155.06</b>			
<b>Total Income</b>	<b>977,570.48</b>	<b>878,484.00</b>	<b>99,086.48</b>	<b>1,055,090.00</b>
<b>Gross Profit</b>	<b>977,570.48</b>	<b>878,484.00</b>	<b>99,086.48</b>	<b>1,055,090.00</b>
<b>Expense</b>				
<b>E04 · GOVERNANCE.</b>				
E041 · Membership				
E041005 · Mayoral Allowance	0.00	9,000.00	-9,000.00	12,000.00
E041010 · Deputy Mayor Allowance	0.00	2,250.00	-2,250.00	3,000.00
E041015 · Elected Members Remuneration				
E041018 · Composite Allowance	30,729.00	68,250.00	-37,521.00	91,000.00
<b>Total E041015 · Elected Members Remuneration</b>	<b>30,729.00</b>	<b>68,250.00</b>	<b>-37,521.00</b>	<b>91,000.00</b>
E041020 · Conference Expenses	0.00	4,500.00	-4,500.00	4,500.00
E041030 · Other Costs	0.00	1,000.00	-1,000.00	1,000.00
<b>Total E041 · Membership</b>	<b>30,729.00</b>	<b>85,000.00</b>	<b>-54,271.00</b>	<b>111,500.00</b>
<b>Total E04 · GOVERNANCE.</b>	<b>30,729.00</b>	<b>85,000.00</b>	<b>-54,271.00</b>	<b>111,500.00</b>
<b>E14 · OTHER PROPERTY &amp; SERVICES.</b>				
E145 · Administration				
E145005 · Salaries - Basic Costs	155,274.51	160,841.00	-5,566.49	190,299.00
E145007 · Salaries Occ. Superannuation	14,380.27	14,437.00	-56.73	17,089.00
E145009 · Salaries WALGS Superannuation	2,623.06	2,670.00	-46.94	3,162.00
E145015 · Insurance W/comp.	4,176.00	3,600.00	576.00	3,600.00
E145019 · Staff Training & Dev.	436.36	1,200.00	-763.64	1,200.00
E145025 · Other Accom & Property Costs	4,555.26	22,000.00	-17,444.74	28,000.00
E145027 · Advertising General	0.00	3,200.00	-3,200.00	3,700.00
E145029 · Advertising Public/Statutory	3,494.55	5,600.00	-2,105.45	5,600.00
E145031 · Graphics Consumables	0.00	2,000.00	-2,000.00	2,000.00
E145033 · Photocopying	297.60			
E145037 · Postage, Courier & Freight	18.18	800.00	-781.82	1,000.00
E145041 · Signage/Decals	95.00	1,500.00	-1,405.00	1,500.00
E145043 · Stationery	289.26	500.00	-210.74	600.00
E145045 · Other Admin Expenses	0.00	5,000.00	-5,000.00	6,000.00
E145047 · Office Telephones & Faxes	1,159.80			
E145053 · Bank Charges	267.08	250.00	17.08	300.00
E145055 · Credit Charges	0.00	100.00	-100.00	100.00
E145057 · Audit Fees	0.00	5,500.00	-5,500.00	5,500.00
E145059 · Membership Fees	0.00	2,400.00	-2,400.00	2,400.00

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**Tamala Park Regional Council**  
**Income Statement Summary**  
July 2007 through April 2008

	Jul '2007 - Apr 2008	Budget	\$ Over Budget	Annual Budget
E145061 - Legal Expenses	0.00	9,500.00	-9,500.00	10,000.00
E145063 - Conveyancing Expenses	0.00	500.00	-500.00	500.00
E145069 - Valuation Fees	0.00	24,000.00	-24,000.00	24,000.00
E145071 - Other Professional Fees	0.00	100.00	-100.00	1,000.00
E145075 - Promotions	0.00	4,000.00	-4,000.00	4,000.00
E145077 - Business Hospitality Expenses	0.00	3,000.00	-3,000.00	3,000.00
E145079 - Consultancy	35,380.00	257,000.00	-221,620.00	325,000.00
E145081 - Professional Retainer	0.00	1,500.00	-1,500.00	1,500.00
E145083 - Research	0.00	3,000.00	-3,000.00	3,000.00
E145087 - Computer Software Mtce	1,580.91	750.00	830.91	750.00
E145089 - Computer Software Purchase	0.00	1,600.00	-1,600.00	1,600.00
E145091 - Computer Sundries	247.50	200.00	47.50	200.00
E145092 - Data Communication Links	200.00			
E145093 - Internet Provider Costs	1,132.81	140.00	992.81	300.00
E145094 - Plant & Equipment Purchase Non-	0.00			300.00
E145095 - Furniture & Equipment Purchase	31.81	26,000.00	-25,968.19	26,000.00
E145101 - Consumable Stores	0.00	150.00	-150.00	200.00
E145105 - Publications & Brochures	0.00	200.00	-200.00	200.00
E145107 - Subscriptions	0.00	100.00	-100.00	100.00
E145111 - Plans	0.00	400.00	-400.00	400.00
E145113 - Emergency Services	500.00	800.00	-300.00	800.00
E145115 - Misc Services Expenses	0.00			2,000.00
E145117 - Electricity	640.00			
E145121 - Insurance - Public Liability	1,820.00	2,500.00	-680.00	2,500.00
E145123 - Insurance - Property (ISR)	0.00	200.00	-200.00	200.00
E145127 - Insurance - Other	840.55			1,000.00
E145204 - Fences/Walls (Sumps in Road Res	0.00	1,000.00	-1,000.00	1,000.00
E145205 - Recreation Reserves Mtce	0.00	2,000.00	-2,000.00	2,000.00
E145222 - Depreciation Furniture	0.00	1,666.68	-1,666.68	2,000.00
<b>Total E145 - Administration</b>	<b>229,440.51</b>	<b>571,904.68</b>	<b>-342,464.17</b>	<b>685,600.00</b>
<b>Total E14 - OTHER PROPERTY &amp; SERVICES.</b>	<b>229,440.51</b>	<b>571,904.68</b>	<b>-342,464.17</b>	<b>685,600.00</b>
<b>Total Expense</b>	<b>260,169.51</b>	<b>656,904.68</b>	<b>-396,735.17</b>	<b>797,100.00</b>
<b>Net Income</b>	<b>717,400.97</b>	<b>221,579.32</b>	<b>495,821.65</b>	<b>257,990.00</b>

**APPENDIX ITEM 9.2: Income & Expenditure Statement by Nature and Type for the month ending 30 April 2008**

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15/05/08

**Tamala Park Regional Council  
Income Statement by Nature and Type  
July 2007 through April 2008**

	<b>Jul '2007 - Apr 2008</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>Annual Budget</b>
<b>Revenue</b>				
Interest Earnings	971,926.36	878,484.00	93,442.36	1,055,090.00
Other Revenue	5,644.12			
<b>Total Revenue</b>	<b>977,570.48</b>	<b>878,484.00</b>	<b>99,086.48</b>	<b>1,055,090.00</b>
<b>Expenses</b>				
Depreciation	0.00	-1,666.68	1,666.68	-2,000.00
Employee Costs	-176,890.20	-182,748.00	5,857.80	-215,350.00
Insurance	-2,660.55	-2,700.00	39.45	-3,700.00
Materials & Contracts MTC	-500.00	-3,800.00	3,300.00	-5,800.00
Materials & Contracts Other	-14,009.76	-92,890.00	78,880.24	-101,750.00
Other	-30,729.00	-85,000.00	54,271.00	-111,500.00
Professional/Consultant Fees	-35,380.00	-288,100.00	252,720.00	-357,000.00
<b>Total Expenses</b>	<b>-260,169.51</b>	<b>-656,904.68</b>	<b>396,735.17</b>	<b>-797,100.00</b>
<b>TOTAL</b>	<b>717,400.97</b>	<b>221,579.32</b>	<b>495,821.65</b>	<b>257,990.00</b>

**APPENDIX ITEM 9.2: Balance Sheet for the month ending 30 April 2008**

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**Tamala Park Regional Council  
Balance Sheet  
As of April 30, 2008**

	Apr 30, 2008	Jun 30, 2007	\$ Change
<b>ASSETS</b>			
Current Assets			
Current/Savings			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	907.79	2,417.32	-1,509.53
A01102 · Unrestricted Short Term Investm	60,182.80	132,289.67	-72,106.87
A01106 · Fixed Term Deposit_BankWest	17,192,985.28	16,542,280.67	650,704.61
Total A01100 · Cash at Bank	17,254,075.87	16,676,987.66	577,088.21
Total Current/Savings	17,254,075.87	16,676,987.66	577,088.21
Accounts Receivable			
A01120 · ACCOUNTS RECEIVABLE			
A011201 · Accrued Interest	0.00	2,969.34	-2,969.34
Total A01120 · ACCOUNTS RECEIVABLE	0.00	2,969.34	-2,969.34
Total Accounts Receivable	0.00	2,969.34	-2,969.34
Other Current Assets			
A01105 · Petty Cash and Cash on Hand	30.00	0.00	30.00
A01180 · Accommodation Bond - CoS	1,000.00	0.00	1,000.00
Total Other Current Assets	1,030.00	0.00	1,030.00
Total Current Assets	17,255,105.87	16,679,957.00	575,148.87
Fixed Assets			
A0154 · Furniture & Equipment			
A01541 · Accumulated Depn - F&E	-83.00	-83.00	0.00
A01542 · At Cost			
E168200 · Additions - 2007-08			
E168203 · Computer Equipment	8,857.14	3,190.27	5,666.87
E168204 · Printers Photocopiers Scanners	6,821.73	0.00	6,821.73
E168205 · Furniture & Equipment	136.36	0.00	136.36
E168206 · Floor Coverings	2,050.00	0.00	2,050.00
Total E168200 · Additions - 2007-08	17,865.23	3,190.27	14,674.96
A01542 · At Cost - Other	3,190.27	0.00	3,190.27
Total A01542 · At Cost	21,055.50	3,190.27	17,865.23
Total A0154 · Furniture & Equipment	20,972.50	3,107.27	17,865.23
Total Fixed Assets	20,972.50	3,107.27	17,865.23
<b>TOTAL ASSETS</b>	<b>17,276,078.37</b>	<b>16,683,064.27</b>	<b>593,014.10</b>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts Payable			
L01215 · SUNDRY CREDITORS	4,975.95	440.00	4,535.95
Total Accounts Payable	4,975.95	440.00	4,535.95
Other Current Liabilities			
2100 · Payroll Liabilities			

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**Tamala Park Regional Council  
Balance Sheet  
As of April 30, 2008**

	<b>Apr 30, 2008</b>	<b>Jun 30, 2007</b>	<b>\$ Change</b>
L2001 · PAYG Deductions	404.00	1,164.00	-760.00
<b>Total 2100 · Payroll Liabilities</b>	<b>404.00</b>	<b>1,164.00</b>	<b>-760.00</b>
2200 · Tax Payable	-274.63	-1,693.68	1,419.05
L0122 · Employee Entitlements			
L01227 · Accrued Wages	0.00	4,581.87	-4,581.87
<b>Total L0122 · Employee Entitlements</b>	<b>0.00</b>	<b>4,581.87</b>	<b>-4,581.87</b>
L01229 · Prov for Audit Fees	0.00	5,000.00	-5,000.00
L2300 · Distrib Due to Participants			
L2301 · TVP Equity/Surplus Dist	0.00	10,000.00	-10,000.00
L2302 · CP Equity/Surplus Dist	0.00	10,000.00	-10,000.00
L2303 · TC Equity/Surplus Dist	0.00	10,000.00	-10,000.00
L2304 · CJ Equity/Surplus Dist	0.00	20,000.00	-20,000.00
L2305 · CW Equity/Surplus Dist	0.00	20,000.00	-20,000.00
L2306 · TV Equity/Surplus Dist	0.00	10,000.00	-10,000.00
L2307 · CS Equity/Surplus Dist	0.00	40,000.00	-40,000.00
<b>Total L2300 · Distrib Due to Participants</b>	<b>0.00</b>	<b>120,000.00</b>	<b>-120,000.00</b>
<b>Total Other Current Liabilities</b>	<b>129.37</b>	<b>129,052.19</b>	<b>-128,922.82</b>
<b>Total Current Liabilities</b>	<b>5,105.32</b>	<b>129,492.19</b>	<b>-124,386.87</b>
<b>TOTAL LIABILITIES</b>	<b>5,105.32</b>	<b>129,492.19</b>	<b>-124,386.87</b>
<b>NET ASSETS</b>	<b>17,270,973.05</b>	<b>16,553,572.08</b>	<b>717,400.97</b>
<b>EQUITY</b>			
3900 · *Retained Earnings	332,132.91	0.00	332,132.91
L019001 · TVP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019002 · CP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019003 · TC Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019004 · CJ Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019005 · CW Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019006 · TV Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019007 · CS Contributed Equity	5,407,146.39	5,407,146.39	0.00
Net Income	717,400.97	332,132.91	385,268.06
<b>TOTAL EQUITY</b>	<b>17,270,973.05</b>	<b>16,553,572.08</b>	<b>717,400.97</b>



**APPENDIX ITEM 9.2: Monthly Statement of Financial Activity for the month ending 31 May 2008**

**TAMALA PARK REGIONAL COUNCIL  
MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2007 TO 31 MAY 2008**

TAMALA PARK REGIONAL COUNCIL STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2007 TO 31 MAY 2008					
	NOTE	31 MAY 2008 Actual \$	31 MAY 2008 Y-T-D Budget \$	2007/08 Revised Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Interest Earnings		1,029,761	878,484	1,055,089	17.22%
Other Revenue		5,644	0	0	155.00%
		<u>1,035,405</u>	<u>878,484</u>	<u>1,055,089</u>	
<b>(Expenses)/(Applications)</b>	1,2				
Employee Costs		(192,693)	(199,049)	(215,350)	(3.19%)
Professional/Consulting Fees		(38,580)	(316,100)	(357,000)	(87.80%)
Materials & Contracts		(17,729)	(100,915)	(75,750)	(82.43%)
Depreciation		0	(1,833)	(2,000)	(100.00%)
Insurance		(2,661)	(2,700)	(3,700)	(1.44%)
Other Expenditure		(42,766)	(85,000)	(117,300)	(49.69%)
		<u>(294,429)</u>	<u>(705,597)</u>	<u>(771,100)</u>	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		0	1,833	2,000	(2000.00%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Furniture and Equipment	3	(17,865)	(26,000)	(26,000)	0.00%
Contributed Equity	6	(197,143)	(120,000)	(120,000)	64.29%
IDD Net Current Assets July 1 B/Fwd	7	16,670,465	16,676,987	16,676,987	(0.04%)
Net Current Assets Year to Date	7	<u>17,196,433</u>	<u>16,705,707</u>	<u>16,816,976</u>	

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 2007 TO 31 MAY 2008**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(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.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2007 TO 31 MAY 2008**

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

**(g) 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:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

**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; 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 have been acquired during the period under review:

**By Program**

	<b>31 MAY 2008 Actual \$</b>	<b>2007/08 Revised Budget \$</b>
Furniture and Equipment	17,865	26,000
	<u>17,865</u>	<u>26,000</u>

**By Class**

Furniture and Equipment	17,865	26,000
	<u>17,865</u>	<u>26,000</u>

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2007 TO 31 MAY 2008**

**4. DISPOSALS OF ASSETS**

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

**5. INFORMATION ON BORROWINGS**

No borrowings have been made in the period under review. No borrowings are budgeted for the 2007-08 financial year.

**6. CONTRIBUTED EQUITY**

The amount of Contributed Equity is \$16,144,296 at 31 May 2008.

	<b>31 MAY 2008 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	17,278,153	16,676,988
Cash - Restricted	0	0
Receivables	1,000	4,663
Inventories	0	0
	<u>17,279,153</u>	<u>16,681,651</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(82,720)</u>	<u>(11,186)</u>
	17,196,433	16,670,465
Less: Cash - Restricted/Committed	<u>0</u>	<u>0</u>
<b>NET CURRENT ASSET POSITION</b>	<u><u>17,196,433</u></u>	<u><u>16,670,465</u></u>

Tamala Park Regional Council

Income Statement Summary July 2007-31 May 2008

	<b>Jul '2007 - May 2008</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>Annual Budget</b>
<b>Income</b>				
103 · GENERAL PURPOSE FUNDING	1,035,250.13	878,484.00	156,766.13	1,055,090.00
114 · OTHER PROPERTY & SERVICES	155.06			
<b>Total Income</b>	<b>1,035,405.19</b>	<b>878,484.00</b>	<b>156,921.19</b>	<b>1,055,090.00</b>
<b>Gross Profit</b>	<b>1,035,405.19</b>	<b>878,484.00</b>	<b>156,921.19</b>	<b>1,055,090.00</b>
<b>Expense</b>				
E04 · GOVERNANCE.	42,766.50	85,000.00	-42,233.50	111,500.00
E14 · OTHER PROPERTY & SERVICES.	251,662.41	620,597.34	-368,934.93	685,600.00
<b>Total Expense</b>	<b>294,428.91</b>	<b>705,597.34</b>	<b>-411,168.43</b>	<b>797,100.00</b>
<b>Net Income</b>	<b>740,976.28</b>	<b>172,886.66</b>	<b>568,089.62</b>	<b>257,990.00</b>

Tamala Park Regional Council

Income Statement By nature & Type July 2007-31 May 2008

	<b>Jul '2007 - May 2008</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>Annual Budget</b>
<b>Revenue</b>				
Interest Earnings	1,029,761.07	878,484.00	151,277.07	1,055,090.00
Other Revenue	5,644.12			
<b>Total Revenue</b>	<b>1,035,405.19</b>	<b>878,484.00</b>	<b>156,921.19</b>	<b>1,055,090.00</b>
<b>Expenses</b>				
Depreciation	0.00	-1,833.34	1,833.34	-2,000.00
Employee Costs	-192,692.58	-199,049.00	6,356.42	-215,350.00
Insurance	-2,660.55	-2,700.00	39.45	-3,700.00
Materials & Contracts MTC	-500.00	-3,800.00	3,300.00	-5,800.00
Materials & Contracts Other	-17,229.28	-97,115.00	79,885.72	-101,750.00
Other	-42,766.50	-85,000.00	42,233.50	-111,500.00
Professional/Consultant Fees	-38,580.00	-316,100.00	277,520.00	-357,000.00
<b>Total Expenses</b>	<b>-294,428.91</b>	<b>-705,597.34</b>	<b>411,168.43</b>	<b>-797,100.00</b>
<b>TOTAL</b>	<b>740,976.28</b>	<b>172,886.66</b>	<b>568,089.62</b>	<b>257,990.00</b>

**Tamala Park Regional Council  
Income Statement Detail July 2007-31 May 2008**

	<u>Jul '2007 - May 2008</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>I03 · GENERAL PURPOSE FUNDING</b>				
<b>I032 · Other GPF</b>				
I032020 · Contributions	5,489.06			
I032030 · Interest on Investment	1,029,761.07	878,484.00	151,277.07	1,055,090.00
<b>Total I032 · Other GPF</b>	<u>1,035,250.13</u>	<u>878,484.00</u>	<u>156,766.13</u>	<u>1,055,090.00</u>
<b>Total I03 · GENERAL PURPOSE FUNDING</b>	<u>1,035,250.13</u>	<u>878,484.00</u>	<u>156,766.13</u>	<u>1,055,090.00</u>
<b>I14 · OTHER PROPERTY &amp; SERVICES</b>				
<b>I145 · Administration</b>				
I145010 · Reimbursements	155.06			
<b>Total I145 · Administration</b>	<u>155.06</u>			
<b>Total I14 · OTHER PROPERTY &amp; SERVICES</b>	<u>155.06</u>			
<b>Total Income</b>	<u>1,035,405.19</u>	<u>878,484.00</u>	<u>156,921.19</u>	<u>1,055,090.00</u>
<b>Gross Profit</b>	<u>1,035,405.19</u>	<u>878,484.00</u>	<u>156,921.19</u>	<u>1,055,090.00</u>
<b>Expense</b>				
<b>E04 · GOVERNANCE.</b>				
<b>E041 · Membership</b>				
E041005 · Mayoral Allowance	0.00	9,000.00	-9,000.00	12,000.00
E041010 · Deputy Mayor Allowance	0.00	2,250.00	-2,250.00	3,000.00
<b>E041015 · Elected Members Remuneration</b>				
E041018 · Composite Allowance	42,766.50	68,250.00	-25,483.50	91,000.00
<b>Total E041015 · Elected Members Remuneration</b>	<u>42,766.50</u>	<u>68,250.00</u>	<u>-25,483.50</u>	<u>91,000.00</u>
E041020 · Conference Expenses	0.00	4,500.00	-4,500.00	4,500.00
E041030 · Other Costs	0.00	1,000.00	-1,000.00	1,000.00
<b>Total E041 · Membership</b>	<u>42,766.50</u>	<u>85,000.00</u>	<u>-42,233.50</u>	<u>111,500.00</u>
<b>Total E04 · GOVERNANCE.</b>	<u>42,766.50</u>	<u>85,000.00</u>	<u>-42,233.50</u>	<u>111,500.00</u>
<b>E14 · OTHER PROPERTY &amp; SERVICES.</b>				
<b>E145 · Administration</b>				
E145005 · Salaries - Basic Costs	169,772.11	175,570.00	-5,797.89	190,299.00
E145007 · Salaries Occ. Superannuation	15,685.05	15,763.00	-77.95	17,089.00
E145009 · Salaries WALGS Superannuation	2,623.06	2,916.00	-292.94	3,162.00
E145015 · Insurance W/comp.	4,176.00	3,600.00	576.00	3,600.00
E145019 · Staff Training & Dev.	436.36	1,200.00	-763.64	1,200.00
E145025 · Other Accom & Property Costs	4,803.99	25,000.00	-20,196.01	28,000.00
E145027 · Advertising General	0.00	3,200.00	-3,200.00	3,700.00
E145029 · Advertising Public/Statutory	5,201.21	5,600.00	-398.79	5,600.00
E145031 · Graphics Consumables	0.00	2,000.00	-2,000.00	2,000.00
E145033 · Photocopying	376.45			
E145037 · Postage, Courier & Freight	30.91	900.00	-869.09	1,000.00
E145041 · Signage/Decals	95.00	1,500.00	-1,405.00	1,500.00
E145043 · Stationery	482.50	550.00	-67.50	600.00
E145045 · Other Admin Expenses	0.00	5,500.00	-5,500.00	6,000.00
E145047 · Office Telephones & Faxes	1,257.20			
E145053 · Bank Charges	287.58	275.00	12.58	300.00
E145055 · Credit Charges	0.00	100.00	-100.00	100.00
E145057 · Audit Fees	0.00	5,500.00	-5,500.00	5,500.00
E145059 · Membership Fees	0.00	2,400.00	-2,400.00	2,400.00
E145061 · Legal Expenses	0.00	10,000.00	-10,000.00	10,000.00
E145063 · Conveyancing Expenses	0.00	500.00	-500.00	500.00
E145069 · Valuation Fees	0.00	24,000.00	-24,000.00	24,000.00
E145071 · Other Professional Fees	0.00	100.00	-100.00	1,000.00
E145075 · Promotions	0.00	4,000.00	-4,000.00	4,000.00
E145077 · Business Hospitality Expenses	177.77	3,000.00	-2,822.23	3,000.00
E145079 · Consultancy	38,580.00	285,000.00	-246,420.00	325,000.00
E145081 · Professional Retainer	0.00	1,500.00	-1,500.00	1,500.00

Tamala Park Regional Council  
Income Statement Detail July 2007-31 May 2008

	<u>Jul '2007 - May 2008</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
E145083 · Research	0.00	3,000.00	-3,000.00	3,000.00
E145087 · Computer Software Mtce	1,580.91	750.00	830.91	750.00
E145089 · Computer Software Purchase	0.00	1,600.00	-1,600.00	1,600.00
E145091 · Computer Sundries	392.95	200.00	192.95	200.00
E145092 · Data Communication Links	200.00			
E145093 · Internet Provider Costs	1,576.45	140.00	1,436.45	300.00
E145094 · Plant & Equipment Purchase Non-	0.00			300.00
E145095 · Furniture & Equipment Purchase	31.81	26,000.00	-25,968.19	26,000.00
E145101 · Consumable Stores	0.00	200.00	-200.00	200.00
E145105 · Publications & Brochures	0.00	200.00	-200.00	200.00
E145107 · Subscriptions	0.00	100.00	-100.00	100.00
E145111 · Plans	0.00	400.00	-400.00	400.00
E145113 · Emergency Services	500.00	800.00	-300.00	800.00
E145115 · Misc Services Expenses	0.00			2,000.00
E145117 · Electricity	734.55			
E145121 · Insurance - Public Liability	1,820.00	2,500.00	-680.00	2,500.00
E145123 · Insurance - Property (ISR)	0.00	200.00	-200.00	200.00
E145127 · Insurance - Other	840.55			1,000.00
E145204 · Fences/Walls (Sumps in Road Res	0.00	1,000.00	-1,000.00	1,000.00
E145205 · Recreation Reserves Mtce	0.00	2,000.00	-2,000.00	2,000.00
E145222 · Depreciation Furniture	0.00	1,833.34	-1,833.34	2,000.00
<b>Total E145 · Administration</b>	<u>251,662.41</u>	<u>620,597.34</u>	<u>-368,934.93</u>	<u>685,600.00</u>
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<u>251,662.41</u>	<u>620,597.34</u>	<u>-368,934.93</u>	<u>685,600.00</u>
<b>Total Expense</b>	<u>294,428.91</u>	<u>705,597.34</u>	<u>-411,168.43</u>	<u>797,100.00</u>
<b>Net Income</b>	<u>740,976.28</u>	<u>172,886.66</u>	<u>568,089.62</u>	<u>257,990.00</u>

## Tamala Park Regional Council Balance Sheet as of 31 may 2008

	May 31, 2008	Jun 30, 2007	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Current/Savings</b>			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	930.96	2,417.32	-1,486.36
A01102 · Unrestricted Short Term Investm	136,580.17	132,289.67	4,290.50
A01106 · Fixed Term Deposit_BankWest	17,140,612.15	16,542,280.67	598,331.48
<b>Total A01100 · Cash at Bank</b>	<b>17,278,123.28</b>	<b>16,676,987.66</b>	<b>601,135.62</b>
<b>Total Current/Savings</b>	<b>17,278,123.28</b>	<b>16,676,987.66</b>	<b>601,135.62</b>
<b>Accounts Receivable</b>			
A01120 · ACCOUNTS RECEIVABLE			
A011201 · Accrued Interest	0.00	2,969.34	-2,969.34
<b>Total A01120 · ACCOUNTS RECEIVABLE</b>	<b>0.00</b>	<b>2,969.34</b>	<b>-2,969.34</b>
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>2,969.34</b>	<b>-2,969.34</b>
<b>Other Current Assets</b>			
A01105 · Petty Cash and Cash on Hand	30.00	0.00	30.00
A01180 · Accommodation Bond - CoS	1,000.00	0.00	1,000.00
<b>Total Other Current Assets</b>	<b>1,030.00</b>	<b>0.00</b>	<b>1,030.00</b>
<b>Total Current Assets</b>	<b>17,279,153.28</b>	<b>16,679,957.00</b>	<b>599,196.28</b>
<b>Fixed Assets</b>			
A0154 · Furniture & Equipment			
A01541 · Accumulated Depn - F&E	-83.00	-83.00	0.00
A01542 · At Cost			
E168200 · Additions - 2007-08			
E168203 · Computer Equipment	8,857.14	3,190.27	5,666.87
E168204 · Printers Photocopiers Scanners	6,821.73	0.00	6,821.73
E168205 · Furniture & Equipment	136.36	0.00	136.36
E168206 · Floor Coverings	2,050.00	0.00	2,050.00
<b>Total E168200 · Additions - 2007-08</b>	<b>17,865.23</b>	<b>3,190.27</b>	<b>14,674.96</b>
A01542 · At Cost - Other	3,190.27	0.00	3,190.27
<b>Total A01542 · At Cost</b>	<b>21,055.50</b>	<b>3,190.27</b>	<b>17,865.23</b>
<b>Total A0154 · Furniture &amp; Equipment</b>	<b>20,972.50</b>	<b>3,107.27</b>	<b>17,865.23</b>
<b>Total Fixed Assets</b>	<b>20,972.50</b>	<b>3,107.27</b>	<b>17,865.23</b>
<b>TOTAL ASSETS</b>	<b>17,300,125.78</b>	<b>16,683,064.27</b>	<b>617,061.51</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
L01215 · SUNDRY CREDITORS	1,699.31	440.00	1,259.31
<b>Total Accounts Payable</b>	<b>1,699.31</b>	<b>440.00</b>	<b>1,259.31</b>



### Tamala Park Regional Council Balance Sheet as of 31 may 2008

	May 31, 2008	Jun 30, 2007	\$ Change
<b>Other Current Liabilities</b>			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	4,796.00	1,164.00	3,632.00
<b>Total 2100 · Payroll Liabilities</b>	<b>4,796.00</b>	<b>1,164.00</b>	<b>3,632.00</b>
2200 · Tax Payable	-917.89	-1,693.68	775.79
L0122 · Employee Entitlements			
L01227 · Accrued Wages	0.00	4,581.87	-4,581.87
<b>Total L0122 · Employee Entitlements</b>	<b>0.00</b>	<b>4,581.87</b>	<b>-4,581.87</b>
L01229 · Prov for Audit Fees	0.00	5,000.00	-5,000.00
L2300 · Distrib Due to Participants			
L2301 · TVP Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2302 · CP Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2303 · TC Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2304 · CJ Equity/Surplus Dist	12,857.16	20,000.00	-7,142.84
L2305 · CW Equity/Surplus Dist	12,857.16	20,000.00	-7,142.84
L2306 · TV Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2307 · CS Equity/Surplus Dist	25,714.32	40,000.00	-14,285.68
<b>Total L2300 · Distrib Due to Participants</b>	<b>77,142.96</b>	<b>120,000.00</b>	<b>-42,857.04</b>
<b>Total Other Current Liabilities</b>	<b>81,021.07</b>	<b>129,052.19</b>	<b>-48,031.12</b>
<b>Total Current Liabilities</b>	<b>82,720.38</b>	<b>129,492.19</b>	<b>-46,771.81</b>
<b>TOTAL LIABILITIES</b>	<b>82,720.38</b>	<b>129,492.19</b>	<b>-46,771.81</b>
<b>NET ASSETS</b>	<b>17,217,405.40</b>	<b>16,553,572.08</b>	<b>663,833.32</b>
<b>EQUITY</b>			
3000 · Opening Bal Equity			
L019051 · TVP Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019052 · CP Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019053 · TC Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019054 · CJ Dist Rates Equiv 0708	-12,857.16	0.00	-12,857.16
L019055 · CW Dist Rates Equiv 0708	-12,857.16	0.00	-12,857.16
L019056 · TV Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019057 · CS Dist Rates Equiv 0708	-25,714.32	0.00	-25,714.32
<b>Total 3000 · Opening Bal Equity</b>	<b>-77,142.96</b>	<b>0.00</b>	<b>-77,142.96</b>
3900 · *Retained Earnings	332,132.91	0.00	332,132.91
L019101 · TVP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019102 · CP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019103 · TC Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019104 · CJ Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019105 · CW Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019106 · TV Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019107 · CS Contributed Equity	5,407,146.39	5,407,146.39	0.00
<b>Net Income</b>	<b>740,976.28</b>	<b>332,132.91</b>	<b>408,843.37</b>
<b>TOTAL EQUITY</b>	<b>17,217,405.40</b>	<b>16,553,572.08</b>	<b>663,833.32</b>

## APPENDIX ITEM 9.3: Cheque Detail for Month Ending 30 April 2008

4:05 PM  
29/05/08

### Tamala Park Regional Council Cheque Detail April 2008

Type	Date	Name	Account	Paid Amount	Original Amount
<b>Cheque</b>	<b>02/04/2008</b>	<b>Westpac Bank</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-21.00</b>
		Westpac	E145053 - Bank Charges	-13.00	13.00
		Westpac	E145053 - Bank Charges	-2.50	2.50
		Westpac	E145053 - Bank Charges	-5.50	5.50
<b>TOTAL</b>				<b>-21.00</b>	<b>21.00</b>
<b>Pay Cheque</b>	<b>10/04/2008</b>	<b>Kylie Jeffs</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-1,085.36</b>
			E145005 - Salaries - Basic Costs	-1,287.36	1,287.36
			L2002 - Superannuation Contributions	115.86	-115.86
			L2001 - PAYG Deductions	202.00	-202.00
Liability Cheque	10/04/2008	WALGSP	L2002 - Superannuation Contributions	-115.86	652.39
<b>TOTAL</b>				<b>-1,085.36</b>	<b>1,621.89</b>
<b>Pay Cheque</b>	<b>10/04/2008</b>	<b>Rod A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>0.00</b>
			E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
			L2002 - Superannuation Contributions	536.53	-536.53
			L2002 - Superannuation Contributions	5,961.44	-5,961.44
			2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	10/04/2008	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
		WALGSP	L2002 - Superannuation Contributions	-536.53	652.39
<b>TOTAL</b>				<b>0.00</b>	<b>115.86</b>
<b>Liability Cheque</b>	<b>10/04/2008</b>	<b>WALGSP</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-6,733.06</b>
		WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	10/04/2008		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque	10/04/2008		E145007 - Salaries Occ. Superannuation	-115.86	115.86
Pay Cheque	10/04/2008		E145007 - Salaries Occ. Superannuation	-536.53	536.53
<b>TOTAL</b>				<b>-6,733.06</b>	<b>6,733.06</b>
<b>Bill Pmt -Cheque</b>	<b>10/04/2008</b>	<b>City of Stirling</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-245.60</b>
Bill	10/04/2008		E145025 - Other Accom & Property Costs	-223.27	223.27
			2200 - Tax Payable	-22.33	22.33
<b>TOTAL</b>				<b>-245.60</b>	<b>245.60</b>
<b>Bill Pmt -Cheque</b>	<b>10/04/2008</b>	<b>Telstra</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-99.85</b>
Bill	10/04/2008		E145047 - Office Telephones & Faxes	-90.77	90.77
			2200 - Tax Payable	-9.08	9.08
<b>TOTAL</b>				<b>-99.85</b>	<b>99.85</b>
<b>Bill Pmt -Cheque</b>	<b>10/04/2008</b>	<b>R A Constantine</b>	<b>A01101 - Unrestricted Municipal Bank</b>		<b>-240.35</b>
Bill	10/04/2008		E145037 - Postage, Courier & Freight	-18.18	18.18
			E145043 - Stationery	-23.95	23.95
			E145043 - Stationery	-13.64	13.64
			E145047 - Office Telephones & Faxes	-162.73	162.73
			2200 - Tax Payable	-21.85	21.85
<b>TOTAL</b>				<b>-240.35</b>	<b>240.35</b>

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**Tamala Park Regional Council  
Cheque Detail  
April 2008**

Type	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Cheque</b>	<b>10/04/2008</b>	<b>City of Stirling</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-55.50</b>
Bill	08/04/2008		E145025 · Other Accom & Property Costs	-50.45	50.45
			2200 · Tax Payable	-5.05	5.05
<b>TOTAL</b>				<b>-55.50</b>	<b>55.50</b>
<b>Bill Pmt -Cheque</b>	<b>21/04/2008</b>	<b>Worldwide Online Printing</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-160.00</b>
Bill	21/04/2008		E145043 · Stationery	-145.45	145.45
			2200 · Tax Payable	-14.55	14.55
<b>TOTAL</b>				<b>-160.00</b>	<b>160.00</b>
<b>Pay Cheque</b>	<b>24/04/2008</b>	<b>Kylie Jeffs</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-1,085.36</b>
			E145005 · Salaries - Basic Costs	-1,287.36	1,287.36
			L2002 · Superannuation Contributions	115.86	-115.86
			L2001 · PAYG Deductions	202.00	-202.00
Liability Cheque	24/04/2008	WALGSP	L2002 · Superannuation Contributions	-115.86	652.39
<b>TOTAL</b>				<b>-1,085.36</b>	<b>1,621.89</b>
<b>Pay Cheque</b>	<b>24/04/2008</b>	<b>Rod A Constantine</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>0.00</b>
			E145005 · Salaries - Basic Costs	-5,961.44	5,961.44
			L2002 · Superannuation Contributions	536.53	-536.53
			L2002 · Superannuation Contributions	5,961.44	-5,961.44
			2100 · Payroll Liabilities	119.23	-119.23
Liability Cheque	24/04/2008	WALGSP	2100 · Payroll Liabilities	-119.23	119.23
		WALGSP	L2002 · Superannuation Contributions	-536.53	652.39
<b>TOTAL</b>				<b>0.00</b>	<b>115.86</b>
<b>Liability Cheque</b>	<b>24/04/2008</b>	<b>WALGSP</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-6,733.06</b>
		WALGSP	L2002 · Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	24/04/2008		E145009 · Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque	24/04/2008		E145007 · Salaries Occ. Superannuation	-115.86	115.86
Pay Cheque	24/04/2008		E145007 · Salaries Occ. Superannuation	-536.53	536.53
<b>TOTAL</b>				<b>-6,733.06</b>	<b>6,733.06</b>
<b>Bill Pmt -Cheque</b>	<b>24/04/2008</b>	<b>Haines Norton</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-2,035.00</b>
Bill	24/04/2008		E145079 · Consultancy	-1,850.00	1,850.00
			2200 · Tax Payable	-185.00	185.00
<b>TOTAL</b>				<b>-2,035.00</b>	<b>2,035.00</b>
<b>Bill Pmt -Cheque</b>	<b>24/04/2008</b>	<b>Kyocera Mita</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-151.06</b>
Bill	24/04/2008		E145033 · Photocopying	-137.33	137.33
			2200 · Tax Payable	-13.73	13.73
<b>TOTAL</b>				<b>-151.06</b>	<b>151.06</b>
<b>Bill Pmt -Cheque</b>	<b>24/04/2008</b>	<b>R A Constantine</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-33.45</b>

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**Tamala Park Regional Council  
Cheque Detail  
April 2008**

Type	Date	Name	Account	Paid Amount	Original Amount
Bill	24/04/2008		E145043 · Stationery	-30.41	30.41
			2200 · Tax Payable	-3.04	3.04
TOTAL				-33.45	33.45
Bill Pmt -Cheque	29/04/2008	City of Stirling	A01101 · Unrestricted Municipal Bank		-37.00
Bill	08/04/2008		E145025 · Other Accom & Property Costs	-33.64	33.64
TOTAL				-33.64	33.64
			Total		- 18,715.65

## APPENDIX ITEM 9.3: Cheque Detail for Month Ending 31 May 2008

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### Tamala Park Regional Council Cheque Detail May 2008

Type	Date	Name	Account	Paid Amount	Original Amount
<b>Cheque</b>	<b>02/05/2008</b>	<b>Westpac Bank</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-20.50</b>
		Westpac	E145053 · Bank Charges	-13.00	13.00
		Westpac	E145053 · Bank Charges	-2.00	2.00
		Westpac	E145053 · Bank Charges	-5.50	5.50
<b>TOTAL</b>				<b>-20.50</b>	<b>20.50</b>
<b>Bill Pmt -Cheque</b>	<b>07/05/2008</b>	<b>City of Stirling</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-377.60</b>
<b>Bill</b>	<b>07/05/2008</b>		E145025 · Other Accom & Property Costs	-248.73	248.73
			E145117 · Electricity	-94.55	94.55
			2200 · Tax Payable	-34.32	34.32
<b>TOTAL</b>				<b>-377.60</b>	<b>377.60</b>
<b>Bill Pmt -Cheque</b>	<b>07/05/2008</b>	<b>Kyocera Mita</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-86.74</b>
<b>Bill</b>	<b>07/05/2008</b>		E145033 · Photocopying	-78.85	78.85
			2200 · Tax Payable	-7.89	7.89
<b>TOTAL</b>				<b>-86.74</b>	<b>86.74</b>
<b>Bill Pmt -Cheque</b>	<b>07/05/2008</b>	<b>WALGA</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-2,970.00</b>
<b>Bill</b>	<b>07/05/2008</b>		E145079 · Consultancy	-2,700.00	2,700.00
			2200 · Tax Payable	-270.00	270.00
<b>TOTAL</b>				<b>-2,970.00</b>	<b>2,970.00</b>
<b>Bill Pmt -Cheque</b>	<b>07/05/2008</b>	<b>WALGA</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-1,877.33</b>
<b>Bill</b>	<b>22/05/2008</b>		E145029 · Advertising Public/Statutory	-1,706.66	1,706.66
			2200 · Tax Payable	-170.67	170.67
<b>TOTAL</b>				<b>-1,877.33</b>	<b>1,877.33</b>
<b>Bill Pmt -Cheque</b>	<b>08/05/2008</b>	<b>Haines Norton</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-550.00</b>
<b>Bill</b>	<b>08/05/2008</b>		E145079 · Consultancy	-500.00	500.00
			2200 · Tax Payable	-50.00	50.00
<b>TOTAL</b>				<b>-550.00</b>	<b>550.00</b>
<b>Bill Pmt -Cheque</b>	<b>08/05/2008</b>	<b>R A Constantine</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-84.55</b>
<b>Bill</b>	<b>08/05/2008</b>		E145077 · Business Hospitality Expenses	-76.86	76.86
			2200 · Tax Payable	-7.69	7.69
<b>TOTAL</b>				<b>-84.55</b>	<b>84.55</b>
<b>Pay Cheque</b>	<b>08/05/2008</b>	<b>Kylie Jeffs</b>	<b>A01101 · Unrestricted Municipal Bank</b>		<b>-1,085.36</b>
			E145005 · Salaries - Basic Costs	-1,287.36	1,287.36
			L2002 · Superannuation Contributions	115.86	-115.86
			L2001 · PAYG Deductions	202.00	-202.00
<b>Liability Cheque</b>	<b>08/05/2008</b>	<b>WALGSP</b>	L2002 · Superannuation Contributions	-115.86	652.39
<b>Liability Cheque</b>	<b>22/05/2008</b>	<b>WALGSP</b>	L2002 · Superannuation Contributions	-115.86	652.39
<b>TOTAL</b>				<b>-1,201.22</b>	<b>2,274.28</b>

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**Tamala Park Regional Council  
Cheque Detail  
May 2008**

Type	Date	Name	Account	Paid Amount	Original Amount
Pay Cheque	08/05/2008	Rod A Constantine	A01101 - Unrestricted Municipal Bank		-3,967.44
			E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
			L2002 - Superannuation Contributions	536.53	-536.53
			L2001 - PAYG Deductions	1,994.00	-1,994.00
Liability Cheque	08/05/2008	WALGSP	L2002 - Superannuation Contributions	-536.53	652.39
Liability Cheque	22/05/2008	WALGSP	L2002 - Superannuation Contributions	-536.53	652.39
TOTAL				-4,503.97	4,735.69
Liability Cheque	08/05/2008	WALGSP	A01101 - Unrestricted Municipal Bank		-652.39
Pay Cheque	08/05/2008		E145007 - Salaries Occ. Superannuation	-115.86	115.86
Pay Cheque	08/05/2008		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL				-652.39	652.39
Cheque	08/05/2008	Australian Taxation Office	A01101 - Unrestricted Municipal Bank		-3,280.00
		Australian Taxation Office	L01215 - SUNDRY CREDITORS	-3,280.00	3,280.00
TOTAL				-3,280.00	3,280.00
Bill Pmt -Cheque	08/05/2008	Australian Taxation Office	A01101 - Unrestricted Municipal Bank		-3,279.31
General Journal	01/04/2008	Australian Taxation Office	L2001 - PAYG Deductions	-3,279.31	3,279.31
TOTAL				-3,279.31	3,279.31
Bill Pmt -Cheque	12/05/2008	Collins, Paul	A01101 - Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 - Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Jacob, Albert	A01101 - Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 - Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Michael, David	A01101 - Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 - Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Pickard, Troy	A01101 - Unrestricted Municipal Bank		-2,500.00
Bill	12/05/2008		E041018 - Composite Allowance	-2,500.00	2,500.00
TOTAL				-2,500.00	2,500.00
Bill Pmt -Cheque	12/05/2008	Roberts, Tracey	A01101 - Unrestricted Municipal Bank		-1,037.50
Bill	12/05/2008		E041018 - Composite Allowance	-1,037.50	1,037.50
TOTAL				-1,037.50	1,037.50

# Appendices - TPRC Meeting of Council – 19 June 2008

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## Tamala Park Regional Council Cheque Detail May 2008

Type	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Cheque	12/05/2008	Vaughan, Trevor	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Withers, Simon	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Evangel, Eleni	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Italiano, John	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Stewart, Bill	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Catania, Nick	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	Smithson, Bob	A01101 · Unrestricted Municipal Bank		-850.00
Bill	12/05/2008		E041018 · Composite Allowance	-850.00	850.00
TOTAL				-850.00	850.00
Bill Pmt -Cheque	12/05/2008	I-Tech	A01101 · Unrestricted Municipal Bank		-174.00
Bill	12/05/2008		E145091 · Computer Sundries	-68.18	68.18
			E145091 · Computer Sundries	-77.27	77.27
			E145037 · Postage, Courier & Freight	-12.73	12.73
			2200 · Tax Payable	-15.82	15.82
TOTAL				-174.00	174.00
Bill Pmt -Cheque	19/05/2008	Amcom	A01101 · Unrestricted Municipal Bank		-158.00
Bill	19/05/2008		E145093 · Internet Provider Costs	-71.82	71.82
			E145093 · Internet Provider Costs	-71.82	71.82
			2200 · Tax Payable	-14.36	14.36
TOTAL				-158.00	158.00
Bill Pmt -Cheque	19/05/2008	Telstra	A01101 · Unrestricted Municipal Bank		-107.14

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29/05/08

**Tamala Park Regional Council  
Cheque Detail  
May 2008**

Type	Date	Name	Account	Paid Amount	Original Amount
Bill	19/05/2008		E145047 - Office Telephones & Faxes	-97.40	97.40
			2200 - Tax Payable	-9.74	9.74
TOTAL				-107.14	107.14
Pay Cheque	22/05/2008	Kylie Jeffs	A01101 - Unrestricted Municipal Bank		-1,085.36
			E145005 - Salaries - Basic Costs	-1,287.36	1,287.36
			E145007 - Salaries Occ. Superannuation	-115.86	115.86
			L2002 - Superannuation Contributions	115.86	-115.86
			L2001 - PAYG Deductions	202.00	-202.00
TOTAL				-1,085.36	1,085.36
Pay Cheque	22/05/2008	Rod A Constantine	A01101 - Unrestricted Municipal Bank		-3,967.44
			E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
			E145007 - Salaries Occ. Superannuation	-536.53	536.53
			L2002 - Superannuation Contributions	536.53	-536.53
			L2001 - PAYG Deductions	1,994.00	-1,994.00
TOTAL				-3,967.44	3,967.44
Liability Cheque	22/05/2008	WALGSP	A01101 - Unrestricted Municipal Bank		-652.39
Pay Cheque	08/05/2008		E145007 - Salaries Occ. Superannuation	-115.86	115.86
Pay Cheque	08/05/2008		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL				-652.39	652.39
Bill Pmt -Cheque	29/05/2008	City of Stirling	A01101 - Unrestricted Municipal Bank		-330.00
Bill	07/05/2008		E145093 - Internet Provider Costs	-300.00	300.00
			2200 - Tax Payable	-30.00	30.00
TOTAL				-330.00	330.00
Bill Pmt -Cheque	29/05/2008	R A Constantine	A01101 - Unrestricted Municipal Bank		-212.56
Bill	29/05/2008		E145043 - Stationery	-193.24	193.24
			2200 - Tax Payable	-19.32	19.32
TOTAL				-212.56	212.56
			Total		- 36,955.61



**APPENDIX ITEM 9.4: Letter from DLGRD dated 29 May 2008**



Department of Local Government and Regional Development  
Government of Western Australia

Your Ref: 13.44.657.0/521  
Our Ref: TP1-23

|||||  
Mr R A Constantine  
Chief Executive Officer  
Tamala Park Regional Council  
Room 3, Scarborough Civic Centre  
173 Gildercliffe St  
SCARBOROUGH WA 6019

Dear Mr Constantine

I refer to your correspondence of 20 December 2007 concerning confirmation of Council and Committee meeting minutes. I apologise for the delay in responding.

The Department acknowledges that in the scenario you have described potential issues may arise from the inability of Councils or Council Committees to confirm minutes.

You have indicated a general concern about unconfirmed minutes due to the number of circumstances where this may occur. The Department is unaware that the extent of this issue is causing concern for local governments and to date no other local governments have formally raised this as an issue with the Department.

I advise that initial research conducted into the matter has revealed that according to Horsley's "Meetings - Procedure, Law and Practice, Butterworths 4<sup>th</sup> Edition" *"it is not necessary for the Chair, nor any others present, to have actually attended the previous meeting. Whether they were there or not, it is quite proper for all members present at the current meeting to vote on the motion. A person who votes in favour of verifying minutes of a previous meeting does not thereby become responsible for what was done at that meeting."*

It is noted that "Joskes Law and Procedure at Meetings in Australia, 8<sup>th</sup> Edition also supports the view expressed by Horsley.

As there is no process provided for in the *Local Government Act 1995* common law meeting process is considered applicable in this instance and Council may also wish to consider addressing the issue through its local laws.

Yours sincerely

Tim Fowler  
DIRECTOR CAPACITY BUILDING

29 May 2008

Dumas House 2 Havelock Street West Perth WA 6005 GPO Box R1250, Perth WA 6844  
Tel: (08) 9217 1500 Fax: (08) 9217 1555 Freecall: 1800 620 511 (Country only)  
E-mail: [info@dlgrd.wa.gov.au](mailto:info@dlgrd.wa.gov.au) Website: [www.dlgrd.wa.gov.au](http://www.dlgrd.wa.gov.au)

## **APPENDIX ITEM 9.4: TPRC Standing Orders Local Law – Amendment**

### **LOCAL GOVERNMENT ACT 1995**

#### **Tamala Park Regional Council**

#### **Standing Orders Amendment Local Law 2008**

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 (19 June 2008) to make the '*Tamala Park Regional Council Standing Orders Amendment Local Law 2008*'.

In this Local Law the Tamala Park Regional Council Standing Order Local Law as published in the Government Gazette on 4 August 2006 is referred to as the principal local law. The principal local law is amended as follows –

#### **Part 3 – Business of the Meeting**

Clause 3.2(1) Order of Business is repealed and replaced as follows:

- (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) Business arising from minutes
  - (g) Announcements by the person presiding without discussion
  - (h) Matters for which meeting may be closed
  - (i) Reports of committees and officers
  - (j) Elected member's motions of which previous notice has been given
  - (k) Questions by elected members of which due notice has been given
  - (l) Urgent business approved by the person presiding or by decision of the Council
  - (m) Matters behind closed doors
  - (n) General Business
  - (o) Closure

By inserting after clause 3.5 the following –

#### **3.6 Business Arising from Minutes**

- (1) At any meeting the CEO or the Chairman may inform the meeting of a matter of importance or interest arising from the minutes which are listed for confirmation.

- (2) At any meeting a Council member may ask a question in relation to progress with implementation of a Council decision on a matter arising from the minutes which are listed for confirmation.
- (3) No matter which is raised as business arising from minutes is to be subject of a decision in contravention of clause 3.1.

By renumbering clauses 3.6, 3.7, 3.8, 3.9, 3.10, 3.11 as 3.7, 3.8, 3.9, 3.10, 3.11, 3.12. By renumbering the existing clause 3.12 as clause 3.14.

By inserting after the renumbered clause 3.12 the following –

### **3.13 General Business**

- (1) At any meeting a member of the Council may raise as an item of general business:
  - (a) an item of information
  - (b) a question without notice provided that the person to whom the question is directed may defer a response to a later time
- (2) No matter which is raised as general business is to be subject of a decision in contravention of clause 3.1.

### **Part 11 - Procedural Motions**

By inserting clause 11.1(h) as follows –

- (h) That the Council resume in open session.

### **Part 12 - Effect of Procedural Motions**

By inserting after clause 12.7 the following –

#### **12.8 Council to meet in open session - effect of motion**

- (1) When the Council (or Committee) is meeting behind closed doors the effect of this motion, if carried, causes the meeting to resume in open session.
- (2) The motion may be moved before completion of the substantive debate on the matter then before the Council is concluded.

**APPENDIX ITEM 9.4: TPRC Standing Orders Local Law - August 2006 (with changes highlighted)**



## **Tamala Park Regional Council Standing Orders Local Law**

**May 2008**

WESTERN AUSTRALIA

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**Tamala Park Regional Council Local Law (Standing Orders) 2006**

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**ARRANGEMENT**

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**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Application
- 1.3 Content and Intent
- 1.4 Interpretation

**Part 2 - Calling Meetings**

- 2.1 Calling Council Meetings
- 2.2 Calling Committee Meetings
- 2.3 Notice of Special Council Meetings

**Part 3 - Business of the Meeting**

- 3.1 Business to be Specified on Notice Paper
- 3.2 Order of Business
- 3.3 Public Statement/Question Time
- 3.4 Petitions
- 3.5 Confirmation of Minutes
- 3.6 Announcements by the Person Presiding Without Discussion
- 3.7 Matters for which Meeting May be Closed
- 3.8 Correspondence
- 3.9 Motions of which Previous Notice has been Given
- 3.10 Questions by Members of which Due Notice has been given.
- 3.11 Urgent Business Approved By the Person Presiding or by Decision
- 3.12 Deputations

**Part 4 - Public Access to Agenda Material**

- 4.1 Inspection Entitlement
- 4.2 Confidentiality of Information Withheld

**Part 5 - Disclosure of Financial Interests**

- 5.1 Separation of Committee Recommendations
- 5.2 Member with an Interest may ask to be Present
- 5.3 Member with an Interest may ask Permission to Participate
- 5.4 Invitation to Return to Provide Information
- 5.5 Disclosures by Employees

**Part 6 - Quorum**

- 6.1 Quorum to be Present
- 6.2 Loss of Quorum During a Meeting

**Part 7 - Keeping of Minutes**

- 7.1 Content of Minutes
- 7.2 Preservation of Minutes

**Part 8 - Conduct of Persons at Council and Committee Meetings**

- 8.1 Official Titles to be Used
- 8.2 Members to Occupy Own Seats
- 8.3 Leaving Meetings
- 8.4 Adverse Reflection
- 8.5 Recording of Proceedings
- 8.6 Prevention of Disturbance
- 8.7 Distinguished Visitors

**Part 9 - Conduct of Members During Debate**

- 9.1 Addressing the Council
- 9.2 Priority
- 9.3 The Person Presiding to Take Part in Debates

- 9.4 Relevance
- 9.5 Limitation of Number of Speeches
- 9.6 Limitation of Duration of Speeches
- 9.7 Members Not to Speak After Conclusion of Debate
- 9.8 Members Not to Interrupt
- 9.9 Re-Opening Discussion on Decisions

#### **Part 10 - Procedures for Debate of Motions**

- 10.1 Motions To be Stated
- 10.2 Motions to be Supported
- 10.3 Unopposed Business
- 10.4 Only One Substantive Motion Considered
- 10.5 Breaking Down of Complex Questions
- 10.6 Order of Call in Debate
- 10.7 Limit of Debate
- 10.8 Member May Require Questions to be Read
- 10.9 Consent of Seconder Required to Accept Alteration of Wording
- 10.10 Order of Amendments
- 10.11 Amendments Must Not Negate Original Motion
- 10.12 Mover of Motion Not to Speak on Amendment
- 10.13 Substantive Motion
- 10.14 Withdrawal of Motion and Amendments
- 10.15 Limitation of Withdrawal
- 10.16 Personal Explanation
- 10.17 Personal Explanation - When Heard
- 10.18 Ruling on Questions of Personal Explanation
- 10.19 Right of Reply
- 10.20 Right of Reply Provisions

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LOCAL GOVERNMENT ACT 1995

Tamala Park Regional Council

**Standing Orders Amendment Local Law 2008**

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 **(19 June 2008)** to make the '*Tamala Park Regional Council Standing Orders Amendment Local Law 2008*'.

In this Local Law the Tamala Park Regional Council Standing Order Local Law as published in the Government Gazette on 4 August 2006 is referred to as the principal local law. The principal local law is amended as follows –

**Part 3 – Business of the Meeting**

Clause 3.2(1) Order of Business is repealed and replaced as follows:

- (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) Business arising from minutes**
  - (g) Announcements by the person presiding without discussion
  - (h) Matters for which meeting may be closed
  - (i) Reports of committees and officers
  - (j) Elected member's motions of which previous notice has been given
  - (k) Questions by elected members of which due notice has been given
  - (l) Urgent business approved by the person presiding or by decision of the Council
  - (m) Matters behind closed doors
  - (n) General Business**
  - (o) Closure

By inserting after clause 3.5 the following –

### **3.6 Business Arising from Minutes**

- (1) At any meeting the CEO or the Chairman may inform the meeting of a matter of importance or interest arising from the minutes which are listed for confirmation.
- (2) At any meeting a Council member may ask a question in relation to progress with implementation of a Council decision on a matter arising from the minutes which are listed for confirmation.
- (3) No matter which is raised as business arising from minutes is to be subject of a decision in contravention of clause 3.1.

By renumbering clauses 3.6, 3.7, 3.8, 3.9, 3.10, 3.11 as 3.7, 3.8, 3.9, 3.10, 3.11, 3.12. By renumbering the existing clause 3.12 as clause 3.14.

By inserting after the renumbered clause 3.12 the following –

### **3.13 General Business**

- (1) At any meeting a member of the Council may raise as an item of general business:
  - (a) an item of information
  - (b) a question without notice provided that the person to whom the question is directed may defer a response to a later time
- (2) No matter which is raised as general business is to be subject of a decision in contravention of clause 3.1.

## **Part 11 - Procedural Motions**

By inserting clause 11.1(h) as follows –

- (h) That the Council resume in open session.

## **Part 12 - Effect of Procedural Motions**

By inserting after clause 12.7 the following –

### **12.8 Council to meet in open session - effect of motion**

- (1) When the Council (or Committee) is meeting behind closed doors the effect of this motion, if carried, causes the meeting to resume in open session.
- (2) The motion may be moved before completion of the substantive debate on the matter then before the Council is concluded.

## 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) Business arising from minutes
  - (g) Announcements by the person presiding without discussion
  - (h) Matters for which meeting may be closed
  - (i) Reports of committees and officers
  - (j) Elected member's motions of which previous notice has been given
  - (k) Questions by elected members of which due notice has been given
  - (l) Urgent business approved by the person presiding or by decision of the Council
  - (m) Matters behind closed doors
  - (n) General business
  - (o) 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 Business Arising from Minutes**

- (1) At any meeting the CEO or the Chairman may inform the meeting of a matter of importance or interest arising from the minutes which are listed for confirmation.
- (2) At any meeting a Council member may ask a question in relation to progress with implementation of a Council decision on a matter arising from the minutes which are listed for confirmation.

- (3) No matter which is raised as business arising from minutes is to be subject of a decision in contravention of clause 3.1.

### **3.7 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.

### **3.8 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.

### **3.9 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.

### **3.10 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.

### **3.11 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.

### **3.12 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.

### **3.13 General Business**

- (1) At any meeting a member of the Council may raise as an item of general business:
  - (a) an item of information
  - (b) a question without notice provided that the person to whom the question is directed may defer a response to a later time
- (2) No matter which is raised as general business is to be subject of a decision in contravention of clause 3.1.

### **3.14 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

#### **12.8 Council to meet in open Session - Effect of Motion**

- (1) When the Council (or Committee) is meeting behind closed doors the effect of this motion, if carried, causes the meeting to resume in open session.
- (2) The motion may be moved before completion of the substantive debate on the matter then before the Council is concluded.

### **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 -

APPENDIX ITEM 9.5: Associate Membership Cost Benefit Model



**Associate Membership Cost/Benefit Model**

Packaged Associate Membership Categories

Category	Benefits	Gross Annual Turnover	Annual Subscription
<b>Associate Member – Local Government Organisations.</b>	<ul style="list-style-type: none"> <li>Associate Member recognition</li> <li>Inclusion on distribution lists for publications and communications</li> <li>Invitations to all WALGA events and conferences at member rates</li> <li>Access to all Preferred Supplier Agreements</li> <li>Access to “Workplace Solutions” - comprehensive HRM, industrial relations, recruitment and training and development service.</li> <li>Access to “WALGA Tax Service” – provided by UHY Haines Norton, the Tax Service includes taxation support and advice, including reference materials, monthly newsletters, training programs and on-line enquiry for GST, FBT and other indirect tax advice.</li> </ul>	Less than 1M Turnover >1M but <2.5M Turnover >2.5M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50m but <100M Turnover >100M	\$2,000 per annum \$3,000 per annum \$5,000 per annum \$8,000 per annum \$10,000 per annum \$12,000 per annum \$20,000 per annum \$30,000 per annum
<b>Associate Member – Non-Local Government Organisations.</b>	<ul style="list-style-type: none"> <li>Associate Member recognition</li> <li>Inclusion on distribution lists for publications and communications</li> <li>Invitations to all WALGA events and conferences at member rates</li> <li>Access to all Preferred Supplier Agreements</li> <li>Access to “Workplace Solutions” - comprehensive HRM, industrial relations, recruitment and training and development service.</li> <li>Access to “WALGA Tax Service” – provided by UHY Haines Norton, the Tax Service includes taxation support and advice, including reference materials, monthly newsletters, training programs and on-line enquiry for GST, FBT and other indirect tax advice.</li> </ul>	Less than 1M Turnover >1M but <2.5M Turnover >2M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M Turnover >20M but <50M Turnover >50m but <100M Turnover >100M	\$2,500 per annum \$3,500 per annum \$6,000 per annum \$10,000 per annum \$12,000 per annum \$15,000 per annum \$20,000 per annum \$30,000 per annum \$40,000 per annum
<b>Other Products and Services Available to Associate Members (Fee for Service)</b>			
Category	Benefits	Gross Annual Turnover	Subscription/Fees
<b>Local Government Insurance Services</b>	Insurance and risk management service.	Assessed on application.	Capacity to access services and charges determined on application.
<i>Note – only available to Local Governments</i>			

<b>Tender Bureau Service</b>	Access to procurement specialists to undertake competitive public tendering, probity audits, training, tender evaluation etc. Includes fee for service or managed service arrangements.	Assessed on application.	Charges determined on application.
<b>Linking Councils and Communities</b>	Provides expert advice and services in relation to ICT infrastructure and online services.	Assessed on application.	Charges determined on application.

### **Non-Packaged Associate Membership Categories**

Below are the options for organisations seeking **Non-package Associate Membership**. Organisations seeking such an arrangement must pay an annual subscription levy to gain membership, and can then purchase access to WALGA products and services by paying an annual contract management fee.

Subscription fee for Associate Membership recognition only is as follows:

<b>Category</b>	<b>Benefits</b>	<b>Gross Annual Turnover</b>	<b>Subscription Levy</b>
<b>Associate Member – Regional Local Governments</b>	<ul style="list-style-type: none"> <li>• Associate Member recognition</li> <li>• Inclusion on distribution lists for publications and communications</li> <li>• Invitations to all WALGA events and conferences at member rates</li> </ul>	All sizes	Free
<b>Associate Member – Local Government Organisations</b>	<ul style="list-style-type: none"> <li>• Associate Member recognition</li> <li>• Inclusion on distribution lists for publications and communications</li> <li>• Invitations to all WALGA events and conferences at member rates</li> </ul>	All sizes	Free
<b>Associate Member - Non-Local Government Organisations</b>	<ul style="list-style-type: none"> <li>• Associate Member recognition</li> <li>• Inclusion on distribution lists for publications and communications</li> <li>• Invitations to all WALGA events and conferences at member rates</li> </ul>	All sizes	\$500 subscription fee per annum

Contract management fees and user charges for access to Preferred Supplier Agreements and the range of WALGA programs and services are as follows:

<b>Category</b>	<b>Benefits</b>	<b>Gross Annual Turnover</b>	<b>Contract Management Fee</b>
<b>Group Advertising</b>  <i>Note - only available to Local Government Organisations</i>	Discounted rates and procurement benefits for advertising in <i>The West Australian</i> and Regional Newspapers	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$500 per annum \$1,000 per annum \$2,000 per annum \$4,000 per annum \$5,000 per annum \$7,000 per annum \$10,000 per annum

**Appendices - TPRC Meeting of Council – 19 June 2008**

<b>Category</b>	<b>Benefits</b>	<b>Gross Annual Turnover</b>	<b>Contract Management Fee</b>
<b>Telecommunications</b>	Discounted costs and procurement benefits relating to phone, mobile and data telecommunications charges.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$500 per annum \$1,000 per annum \$2,000 per annum \$4,000 per annum \$5,000 per annum \$7,000 per annum \$10,000 per annum
<b>Computer Hardware</b>	Savings and procurement benefits on purchase of computer hardware.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$500 per annum \$1,000 per annum \$2,000 per annum \$4,000 per annum \$5,000 per annum \$7,000 per annum \$10,000 per annum
<b>Office Stationary and Furniture</b>	Discounted prices and procurement benefits for purchasing office stationary and office furniture.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum
<b>Bill Payment</b>	Discounted rates and procurement benefits for on-line and over-the-counter bill payment.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum

**Appendices - TPRC Meeting of Council – 19 June 2008**

<b>Category</b>	<b>Benefits</b>	<b>Gross Annual Turnover</b>	<b>Contract Management Fee</b>
<b>Corporate Wardrobe and Workwear</b>	Discounted prices and procurement benefits on purchasing corporate wardrobe and workwear.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum
<b>Software Licensing</b>	Discounted prices and procurement benefits on purchasing Microsoft software.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum
<b>Operating Lease Finance</b>	Savings and procurement benefits on use of operating lease financiers.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum
<b>Debt Management and Credit Referencing</b>	Savings and procurement benefits on debt management and credit referencing services.	Turnover <1M Turnover >1M but <5M Turnover >5M but <10M Turnover >10M but <20M Turnover >20M but <50M Turnover >50M but <100M Turnover >100M	\$100 per annum \$250 per annum \$500 per annum \$1,000 per annum \$1,500 per annum \$2,000 per annum \$3,000 per annum
<b>Local Government Insurance Services</b>	Insurance and risk management service.	Assessed on application.	Capacity to access services and relevant charges to be determined on application.
<b>Workplace Solutions</b>	Comprehensive HRM, industrial relations, recruitment and training and development service.	Assessed on application on basis of payroll.	Relevant charges to be determined on application.

## Appendices - TPRC Meeting of Council – 19 June 2008

Category	Benefits	Gross Annual Turnover	Contract Management Fee
<b>Tax Service</b>	Provided by UHY Haines Norton, the WALGA Tax Service includes access to taxation support and advice, including reference materials, monthly newsletters, training programs and on-line enquiry for GST, FBT and other indirect tax advice.	Group 1 Organisations (turnover > \$10M) Group 2 Organisations (turnover <\$10M)	Group 1 - \$990 per annum  Group 2 -\$1,400 per annum
<b>Tender Bureau Service</b>	Access to procurement specialists to undertake competitive public tendering, probity audits, training, tender evaluation etc. Includes fee for service or managed service arrangements.	Assessed on application.	Charges determined on application on basis of work involved. Relevant charges to be determined on application.
<b>Linking Councils and Communities</b>	Provides expert advice and services in relation to ICT infrastructure and online services.	Assessed on application.	Relevant charges to be determined on application.



## APPENDIX ITEM 9.9: Summary Proposal & Methodology for Study from CSIRO (letter)

CSIRO Land and Water  
56, Graham Road, Highett VIC 3190, Australia  
PO Box 56, Highett VIC 3190, Australia



Telephone: (03) 9252 6072 • Facsimile: (03) 9252 6288 • ABN 41 687 119 230

Your Ref: 11.108.1151.0/494

Mr Rod Constantine  
Chief Executive Officer  
Tamala Park Regional Council  
Room 3, Scarborough Civic Centre  
173 Gildercliffe Street  
Scarborough WA 6019

28 May 2008

Dear Mr Constantine,

### **RE: Tamala Park Urban Development Water Use Plan**

Thank you for inviting CSIRO to undertake a feasibility study to examine the possibility of implementing Integrated Urban Water Management (IUWM) features to achieve an annual potable water consumption target of 90 KL per person within the Tamala Park Regional Council (TPRC) urban development. Summarised below is the methodology that we propose for the project and details of project costs, timing and the project team.

### **1. Project Requirements**

The purpose of this project is to identify the cost effective IUWM options to achieve an annual potable water consumption target of 90 KL per person within the TPRC urban development. Options to be considered include demand management, rainwater tanks, use of aquifers for waters storage, greywater recycling, stormwater harvesting and wastewater recycling.

To do this the following analysis process is proposed:

1. Understand characteristics of the site in terms of water flows, geology, spatial and temporal distribution of potential sources and uses
2. Define the base urban water management scenario - a scenario defines how urban water services are being provided, which includes defining of methods for collection, storage, treatment and distribution of water supply, wastewater and stormwater;
3. Define 4-5 alternative urban water management scenarios based on the constraints and opportunities identified as part of #1. This task to be carried out in consultation with key stakeholders. Alternatives to have the potential to meet objectives of the study, i.e. 90KL/person/year target;
4. Total water cycle analysis of base scenarios and alternatives to quantify supply reliability, potable water use and life cycle costs. The life cycle costs include infrastructure capital, operating, maintenance and replacement costs of collection, storage, treatment and distribution methods for water supply, wastewater and stormwater. The expected outcome of the analysis would help us identify the preferred urban water management option that has the potential to meet study objectives.

## 2. Project Methodology

### (a) Understand the Site Constraints and Needs

- Define possible development patterns and water management scenarios for the site in collaboration with TPRC, and key stakeholders of the project
- Define likely water inputs and outputs
- Define key parameters such as climate and hydrological and geological constraints for the site, and likely land development and use patterns. This task will include collation of existing information on the hydrology and geology of the site and be thoroughly familiar with hydrological and groundwater processes that are relevant to assessing the feasibility of different urban water management options.
- Consider the sub-regional setting and its influence on water budgets

### (b) Examining possible harvesting and recycling options to achieve the potable water consumption target of 90 KL/person/year

We plan to undertake the following work tasks:

- Define base case or 'business as usual' urban water management scenario for the site. An urban water management scenario defines how water supply, stormwater drainage and wastewater drainage could be provided to the development. The base case is used to compare performance of alternative urban water management scenarios
- Carry out total water cycle urban water balance modelling for the base case and quantify temporal and spatial distributions of potable water, wastewater, stormwater, greywater and groundwater streams. The total water cycle urban water balance modelling will require consideration different sectors of urban water consumption, e.g. residential, commercial, etc. and end uses of each sector, e.g. kitchen, bathroom, etc. for residential sector, in order to examine supplying of water to fit the purpose
- Develop a number of alternative urban water management scenarios based on the outcomes of the base case total water cycle urban water balance modelling. A scenario include a mix of urban water management options, e.g. demand management, stormwater harvesting, reclaimed water use, etc. A scenario also defines the technology to be used collection, storage, treatment and distribution.
- Assess the performance of each urban water management scenario by measuring potable water supply, stormwater flows, wastewater flows, groundwater flows, volumetric supply reliability and life cycle costs. It is important to note that the project team will use currently available knowledge on hydro-geological aspects and treatment and capturing technologies for the performance assessment. Understanding details processes in capturing and treatment technologies is considered as out of scope of this project.
- Compare performance of urban water management scenario with that of the base case scenario and identify the most cost-effective mix of IUWM options that can achieve 90KL/person/year consumption target to an acceptable reliability

### (c) Reporting

The outcomes of tasks (a) and (b) will be synthesised into a report. This report will summarise:

- Hydrological and geological characteristics of the site and, constraints and opportunities on urban water management
- Performance of the business as usual urban water management option in terms of potable water use and life cycle costs
- A list of plausible urban water management options that have the potential to meet objectives of the study
- Performance assessment of alternatives to the business as usual urban water management option in terms of, potable water use, supply reliability (i.e. how does supply compare to demand, how often does the alternative supply fail to meet demand) and life cycle costs in \$/KL)
- Describe the process followed to identify the most cost-effective mix of IUWM options that can achieve 90KL/person/year consumption target to an acceptable reliability



Note that the project team will use currently available hydrogeological and other knowledge that resides within CSIRO or is readily available to examine the feasibility of various IUWM options. It is important to note that generation of new hydrogeological information is out of scope of this project, but information available from the Tamala Park Landfill investigations will be utilised, with permission from the Mindarie Regional Council.

### 3. Project Team

The project team will consist of the following CSIRO scientists:

Team member	Skills and Contribution to the project
Dr Shiroma Maheepala (Project Leader)	A Principal Research Scientist with total water cycle modelling and analysis skills. Shiroma leads Integrated Water Systems Stream in CSIRO's Water for a Healthy Country Flagship program. Input for Tasks (b) and (c). Shiroma is based in Melbourne and is responsible for delivering the project. CV can be found at: <a href="http://www.clw.csiro.au/staff/MaheepalaS/">http://www.clw.csiro.au/staff/MaheepalaS/</a>
Stephanie Ashbolt	An experimental Scientist with surface water hydrology and total water cycle modelling and analysis skills. Input for Tasks (a) and (c). Stephanie is based in Melbourne and will work under limited supervision of Shiroma Maheepala.
Dr Tony Smith	Dr Tony Smith is a Research Scientist with groundwater modelling skills. Tony is based in Perth and currently undertaking groundwater studies in the Tamala Park region as part of WA Premier's Water Foundation Research. Input for Tasks (a) and (c). CV can be found at: <a href="http://www.clw.csiro.au/staff/SmithA/">http://www.clw.csiro.au/staff/SmithA/</a>

### 4. Project Timeframe

Key project milestones will be as follows:

- Contract signed and project initiation – in July 2008
- Collation of site constraints including hydrological and geological aspects of the site, and water balance analysis outcomes of the base case – 30 Sep 2008
- Feasibility assessment of alternative urban water management options and draft report – 31 Dec 2008
- Final Report – 31 Jan 2009

### 5. Project Costs

Indicative costs are given in the table below.

Cost Item	Description	cost
Labour input	Shiroma Maheepala – 15 days Stephanie Ashbolt – 44 days Tony Smith – 12 days	\$65,131.00
Operating	Report printing and miscellaneous	\$1000.00
Travel	Domestic travel: Melbourne to Perth return (2 trips to Shiroma and 1 trip to Stephanie; \$2000@trip )	\$6000.00
Total without GST		\$72,131.00
GST (10%)		\$7213.10
Total with GST		\$79,344.10

I thank you for the opportunity to submit a proposal in relation to development of water use plan for the Tamala Park urban development.

As agreed, I, Dr Davis and Dr Smith will meet you on 30 May 2008 at 10 am at the CSIRO offices in Floreat Park to discuss this proposal and any queries you might have in regard to our proposal.

Yours sincerely



Dr Shiroma Maheepala  
Principal Research Scientist  
Stream Leader: Integrated Water Systems, Water for a Healthy Country Research Flagship  
[Shiroma.Maheepala@csiro.au](mailto:Shiroma.Maheepala@csiro.au)  
03 9252 6072; 0419 346 784

**APPENDIX ITEM 9.11: TPRC Proposed Budget 2008/09 in Local Government  
Act/Regulation Prescribed Format**

**TO BE PROVIDED**

### Tamala Park Regional Council Balance Sheet as of 31 may 2008

	May 31, 2008	Jun 30, 2007	\$ Change
<b>Other Current Liabilities</b>			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	4,796.00	1,164.00	3,632.00
<b>Total 2100 · Payroll Liabilities</b>	<b>4,796.00</b>	<b>1,164.00</b>	<b>3,632.00</b>
2200 · Tax Payable	-917.89	-1,693.68	775.79
L0122 · Employee Entitlements			
L01227 · Accrued Wages	0.00	4,581.87	-4,581.87
<b>Total L0122 · Employee Entitlements</b>	<b>0.00</b>	<b>4,581.87</b>	<b>-4,581.87</b>
L01229 · Prov for Audit Fees	0.00	5,000.00	-5,000.00
L2300 · Distrib Due to Participants			
L2301 · TVP Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2302 · CP Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2303 · TC Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2304 · CJ Equity/Surplus Dist	12,857.16	20,000.00	-7,142.84
L2305 · CW Equity/Surplus Dist	12,857.16	20,000.00	-7,142.84
L2306 · TV Equity/Surplus Dist	6,428.58	10,000.00	-3,571.42
L2307 · CS Equity/Surplus Dist	25,714.32	40,000.00	-14,285.68
<b>Total L2300 · Distrib Due to Participants</b>	<b>77,142.96</b>	<b>120,000.00</b>	<b>-42,857.04</b>
<b>Total Other Current Liabilities</b>	<b>81,021.07</b>	<b>129,052.19</b>	<b>-48,031.12</b>
<b>Total Current Liabilities</b>	<b>82,720.38</b>	<b>129,492.19</b>	<b>-46,771.81</b>
<b>TOTAL LIABILITIES</b>	<b>82,720.38</b>	<b>129,492.19</b>	<b>-46,771.81</b>
<b>NET ASSETS</b>	<b>17,217,405.40</b>	<b>16,553,572.08</b>	<b>663,833.32</b>
<b>EQUITY</b>			
3000 · Opening Bal Equity			
L019051 · TVP Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019052 · CP Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019053 · TC Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019054 · CJ Dist Rates Equiv 0708	-12,857.16	0.00	-12,857.16
L019055 · CW Dist Rates Equiv 0708	-12,857.16	0.00	-12,857.16
L019056 · TV Dist Rates Equiv 0708	-6,428.58	0.00	-6,428.58
L019057 · CS Dist Rates Equiv 0708	-25,714.32	0.00	-25,714.32
<b>Total 3000 · Opening Bal Equity</b>	<b>-77,142.96</b>	<b>0.00</b>	<b>-77,142.96</b>
3900 · *Retained Earnings	332,132.91	0.00	332,132.91
L019101 · TVP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019102 · CP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019103 · TC Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019104 · CJ Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019105 · CW Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019106 · TV Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019107 · CS Contributed Equity	5,407,146.39	5,407,146.39	0.00
<b>Net Income</b>	<b>740,976.28</b>	<b>332,132.91</b>	<b>408,843.37</b>
<b>TOTAL EQUITY</b>	<b>17,217,405.40</b>	<b>16,553,572.08</b>	<b>663,833.32</b>

## APPENDIX ITEM 9.11: TPRC Budget Monthly Summary by Operating Revenue & Expenditure Accounts

### TPRC Budget Summary 2008-2009

	Total	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
I032030 - Interest on Investment	1,038,244	99,750	99,839	99,727	99,645	99,377	98,918	74,971	74,524	74,035	73,686	73,434	70,336
<b>Total Income</b>	<b>1,038,244</b>	<b>99,750</b>	<b>99,839</b>	<b>99,727</b>	<b>99,645</b>	<b>99,377</b>	<b>98,918</b>	<b>74,971</b>	<b>74,524</b>	<b>74,035</b>	<b>73,686</b>	<b>73,434</b>	<b>70,336</b>
E041005 - Mayoral Allowance	12,000	-	3,000	-	-	3,000	-	-	3,000	-	-	3,000	-
E041010 - Deputy Mayor Allowance	3,000	-	750	-	-	750	-	-	750	-	-	750	-
E041015 - Elected Members Remuneration- misc													
E041016 - Travelling													
E041017 - Attendance Fees													
E041018 - Composite Allowance	91,000	-	22,750	-	-	22,750	-	-	22,750	-	-	22,750	-
E041020 - Conference Expenses	8,000	-	-	-	4,000	-	-	-	-	4,000	-	-	-
E041025 - Training													
E041030 - Other Costs													
<b>Total E041 - Membership</b>	<b>114,000</b>	<b>-</b>	<b>26,500</b>	<b>-</b>	<b>4,000</b>	<b>26,500</b>	<b>-</b>	<b>-</b>	<b>26,500</b>	<b>4,000</b>	<b>-</b>	<b>26,500</b>	<b>-</b>
E145005 - Salaries - Basic Costs	336,002	22,211	14,933	14,933	14,933	15,302	51,109	33,763	33,763	33,763	33,763	33,763	33,763
E145007 - Salaries Occ. Superannuation	23,968	1,999	1,344	1,344	1,344	1,377	3,312	2,208	2,208	2,208	2,208	2,208	2,208
E145009 - Salaries WALGS Superannuation	5,328	444	299	299	299	308	736	491	491	491	491	491	491
E145011 - Advertising Staff Vacancies	9,000	-	3,000	-	-	-	-	-	-	-	-	-	6,000
E145013 - Fringe Benefits Tax													
E145015 - Insurance W/comp.	6,048	-	3,024	-	-	-	3,024	-	-	-	-	-	-
E145017 - Medical Exam. Costs	150					150							
E145019 - Staff Training & Dev.	1,050	-	600	-	-	-	-	450	-	-	-	-	-
E145021 - Telephone - Staff Reimbursement													
E145022 - Rates Paid													
E145023 - Security Costs													
E145025 - Other Accom & Property Costs	5,341	274	330	562	330	418	618	274	330	274	330	274	1,330
E145027 - Advertising General	6,300	10	-	-	2,200	-	500	-	600	2,000	-	-	990
E145029 - Advertising Public/Statutory	6,000	-	800	-	1,000	800	1,600	-	-	-	-	800	1,000
E145031 - Graphics Consumables	700			700									
E145033 - Photocopying	1,320	110	110	110	110	110	110	110	110	110	110	110	110
E145035 - Photography													
E145037 - Postage, Courier & Freight	300			30	30	30	30	30	30	30	30	30	30
E145039 - Printing	1,200							600	600				
E145041 - Signage/Decals	100									100			
E145043 - Stationery	600		100		100		100		100		100		100
E145045 - Other Admin Expenses	1,000												1,000
E145047 - Telephone expense	2,117	176	176	176	176	176	176	176	176	176	176	176	176
E145051 - After Hours Telephone Service													
E145053 - Bank Charges	300	25	25	25	25	25	25	25	25	25	25	25	25
E145055 - Credit Charges	80							80					
E145057 - Audit Fees	6,000					6,000							
E145059 - Membership Fees	7,550	-	3,000	300	3,850	-	-	-	-	-	-	-	400

**Appendices - TPRC Meeting of Council – 19 June 2008**

**TPRC Budget Summary 2008-2009**

		Total	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
E145061 - Legal Expenses		19,500	-	-	1,500	2,000	3,000	3,000	4,000	2,000	1,000	2,000	-	1,000
E145063 - Conveyancing Expenses		500								500				
E145065 - Surveyors Fees		4,000					4,000							
E145067 - Title Searches		100						100						
E145069 - Valuation Fees		24,000	-	-	-	-	-	17,000	-	-	-	-	-	7,000
E145071 - Other Professional Fees		1,000												1,000
E145073 - Public Relations		-	-	-	-	-	-	-	-	-	-	-	-	-
E145075 - Promotions		4,000	-	-	-	-	1,000	1,000	-	-	2,000	-	-	-
E145077 - Business Hospitality Expenses		3,000	-	-	-	-	1,000	1,000	-	-	-	-	1,000	-
E145079 - Consultancy		1,005,000	58,333	58,333	89,333	108,917	108,917	109,917	104,083	86,833	86,833	76,833	58,333	58,333
E145081 - Professional Retainer		6,600	550	550	550	550	550	550	550	550	550	550	550	550
E145083 - Research		21,000	-	-	3,500	4,000	3,500	6,000	4,000	-	-	-	-	-
E145085 - External Contract Services														
E145087 - Computer Software Mtce		750	-	600	-	150	-	-	-	-	-	-	-	-
E145089 - Computer Software Purchase		2,943	-	1,343	-	700	-	900	-	-	-	-	-	-
E145091 - Computer Sundries		1,000				200		400						400
E145092 - Data Communication Links		948	79	79	79	79	79	79	79	79	79	79	79	79
E145093 - Internet Provider Costs		1,776	110	110	172	504	110	110	110	110	110	110	110	110
E145094 - Plant & Equipment Purchase Non-		300												300
E145097 - Hire of Equipment		500	10											490
E145099 - Vehicle Operating Expense														
E145101 - Consumable Stores		100	10											90
E145103 - Newspapers & Periodicals		200	10											190
E145105 - Publications & Brochures		800	10											790
E145107 - Subscriptions														
E145109 - Parking Expenses														
E145111 - Plans		1,800	-	1,000	-	-	-	-	400	200	-	-	-	200
E145113 - Emergency Services		700					700							
E145115 - Misc Services Expenses														
E145117 - Electricity		1,248	104	104	104	104	104	104	104	104	104	104	104	104
E145119 - Professional Indemnity		900		450				450						
E145121 - Insurance - Public Liability		2,500		1,250				1,250						
E145123 - Insurance - Property (ISR)		1,000		500				500						
E145125 - Insurance - Motor Vehicle														
E14512x - Insurance - Personal Accident		400		200				200						
E145127 - Insurance - Other		600		300				300						
E145128 - Insurance Excess - Other														
E145200 - Plant Maintenance & Repair														

# **Appendices - TPRC Meeting of Council – 19 June 2008**

## **TPRC Budget Summary 2008-2009**

		Total	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
E145201 - Furniture Maintenance & Repair														
E145202 - Fuel, Oils & Grease														
E145203 - Registration														
E145204 - Fences/Walls (Sumps in Road Res		1,000												1,000
E145205 - Recreation Reserves Mtoe		1,000												1,000
E145220 - Depreciation Plant														
E145221 - Depreciation Mobile Vehicles														
E145222 - Depreciation Furniture		2,300												2,300
E145223 - Depreciation Other Eng Infrastr														
<b>Total E145 - Administration</b>		<b>1,531,896</b>	<b>84,465</b>	<b>92,561</b>	<b>113,717</b>	<b>141,601</b>	<b>147,654</b>	<b>204,200</b>	<b>151,513</b>	<b>128,810</b>	<b>129,853</b>	<b>116,910</b>	<b>98,053</b>	<b>122,560</b>
<b>Total Operating Expense</b>		<b>1,845,896</b>	<b>84,465</b>	<b>119,061</b>	<b>113,717</b>	<b>145,601</b>	<b>174,154</b>	<b>204,200</b>	<b>151,513</b>	<b>155,310</b>	<b>133,853</b>	<b>116,910</b>	<b>124,553</b>	<b>122,560</b>
<b>Net Operating Result</b>		<b>- 607,652</b>	<b>15,285</b>	<b>- 19,222</b>	<b>- 13,990</b>	<b>- 45,956</b>	<b>- 74,776</b>	<b>- 105,282</b>	<b>- 76,543</b>	<b>- 80,785</b>	<b>- 59,818</b>	<b>- 43,223</b>	<b>- 51,119</b>	<b>- 52,223</b>
<b>Classes</b>	<b>Chart headings</b>													
Investment	Investments	1,038,244	99,750	99,839	99,727	99,645	99,377	98,918	74,971	74,524	74,035	73,686	73,434	70,336
Depreciation	Depreciation	2,300	-	-	-	-	-	-	-	-	-	-	-	2,300
Employee Costs	Employee Costs	391,544	24,854	23,200	16,576	16,576	17,135	58,181	36,912	36,462	36,462	36,462	36,462	42,462
Insurance	Insurance	5,400	-	2,700	-	-	-	2,700	-	-	-	-	-	-
Materials & Contracts	Maintenance of Infrastruct	2,700	-	-	-	-	700	-	-	-	-	-	-	2,000
Materials & Contracts	Administration Expense	93,352	928	7,777	7,258	15,558	10,352	15,852	9,968	4,964	6,008	3,064	2,708	8,914
Other	Governance	114,000	-	26,500	-	4,000	26,500	-	-	26,500	4,000	-	26,500	-
Professional Consultat	Professional Consultants	1,046,600	58,893	58,883	89,883	109,467	119,467	127,467	104,633	87,383	87,383	77,383	58,893	66,883
<b>Total Income</b>		<b>1,038,244</b>	<b>99,750</b>	<b>99,839</b>	<b>99,727</b>	<b>99,645</b>	<b>99,377</b>	<b>98,918</b>	<b>74,971</b>	<b>74,524</b>	<b>74,035</b>	<b>73,686</b>	<b>73,434</b>	<b>70,336</b>
<b>Total Expend</b>		<b>1,645,896</b>	<b>84,465</b>	<b>119,061</b>	<b>113,717</b>	<b>145,601</b>	<b>174,154</b>	<b>204,200</b>	<b>151,513</b>	<b>155,310</b>	<b>133,853</b>	<b>116,910</b>	<b>124,553</b>	<b>122,560</b>
<b>net Cash Flow</b>		<b>- 607,652</b>	<b>15,285</b>	<b>- 19,222</b>	<b>- 13,990</b>	<b>- 45,956</b>	<b>- 74,776</b>	<b>- 105,282</b>	<b>- 76,543</b>	<b>- 80,785</b>	<b>- 59,818</b>	<b>- 43,223</b>	<b>- 51,119</b>	<b>- 52,223</b>