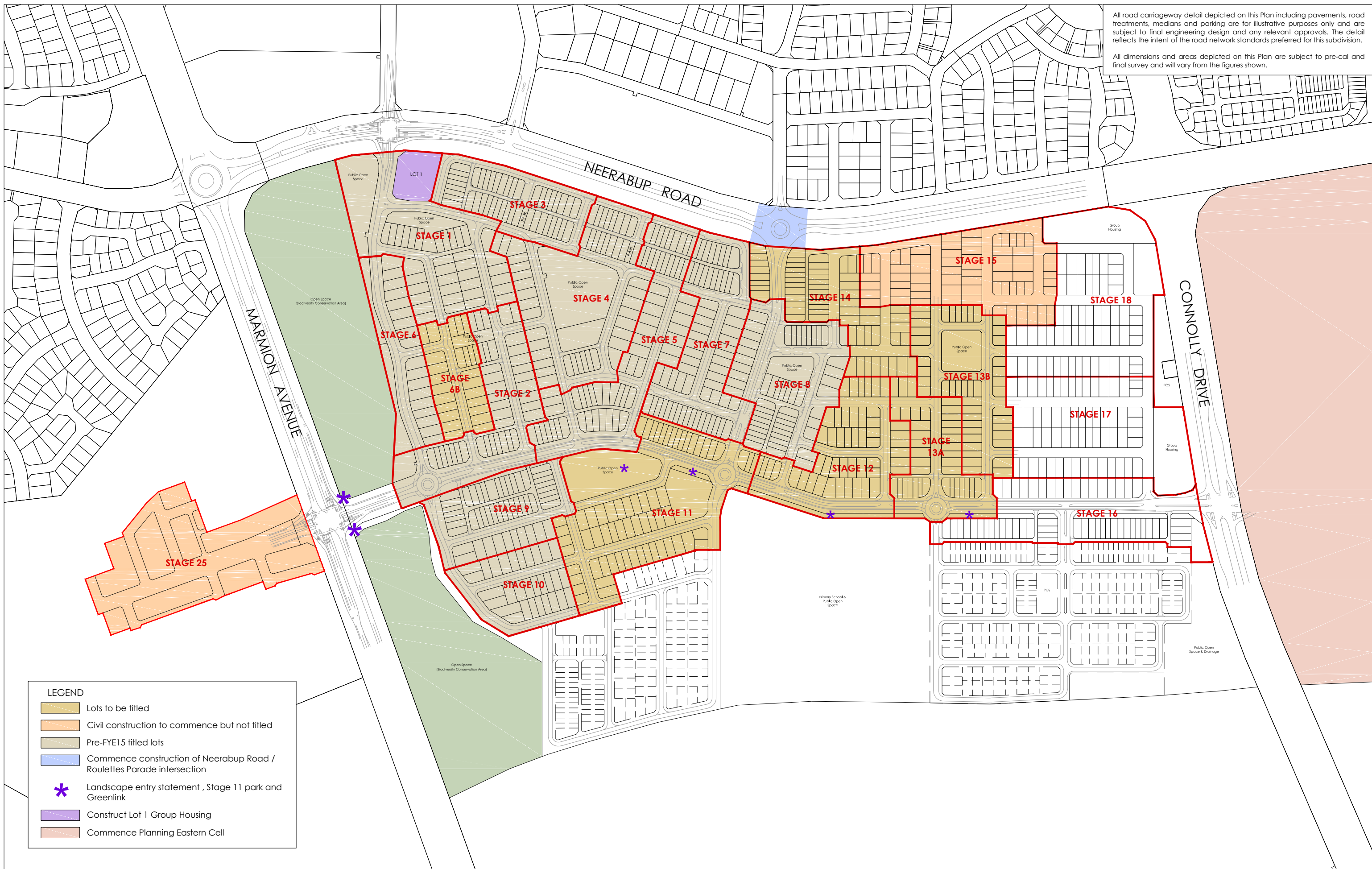


# **Appendix 9.1**

All road carriageway detail depicted on this Plan including pavements, road treatments, medians and parking are for illustrative purposes only and are subject to final engineering design and any relevant approvals. The detail reflects the intent of the road network standards preferred for this subdivision.

All dimensions and areas depicted on this Plan are subject to pre-cal and final survey and will vary from the figures shown.



## **Appendix 9.2**

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

	NOTE	30 November 2015 Actual \$	30 November 2015 Y-T-D Budget \$	2015/16 Adopted Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Interest Earnings		583,698	479,305	958,606	21.78%
Other Revenue		5,700	0	1,937	0.00%
		<u>589,398</u>	<u>479,305</u>	<u>960,543</u>	22.97%
<b>Expenses</b>	1,2				
Employee Costs		(227,922)	(305,593)	(727,610)	(25.42%)
Materials and Contracts Other		(76,677)	(186,265)	(443,516)	(58.83%)
Depreciation		0	(7,473)	(17,797)	(100.00%)
Utilities		(457)	(2,582)	(6,150)	(82.30%)
Insurance		(10,152)	(7,274)	(17,323)	39.57%
Other Expenditure		(76,977)	(45,783)	(175,970)	68.13%
		<u>(392,185)</u>	<u>(554,970)</u>	<u>(1,388,366)</u>	(29.33%)
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		0	7,473	17,797	(100.00%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Plant and Equipment	3	(1,317)	0	(25,000)	0.00%
<b>LESS MEMBERS EQUITY</b>					
<b>Payment for Rates Equivalent</b>		0	0	0	0.00%
<b>Development of Land for Resale</b>					
Income Sale of Lots - Subdivision		18,638,637	16,445,552	40,743,130	13.34%
Income Other Subdivisions		0	0	1,659,807	100.00%
Development Costs		(13,556,032)	(16,226,431)	(47,630,553)	(16.46%)
Contribution Refund		(25,839)	0	(350,650)	0.00%
Profit Distributions		0	0	(18,000,000)	0.00%
Contribution Returned		0	0	0	0.00%
<b>Change in Contributed Equity</b>	6	<u>5,056,766</u>	<u>219,121</u>	<u>(23,578,266)</u>	2207.75%
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	46,155,070	46,155,070	46,155,070	0.00%
<b>Net Current Assets Year to Date</b>	7	<u><u>51,407,732</u></u>	<u><u>46,305,999</u></u>	<u><u>22,141,778</u></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 2015 TO 30 NOVEMBER 2015**

**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 is a special purpose financial report, 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.

The Council does not hold any monies in trust.

**(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) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

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

**(g) Trade and Other Receivables**

Trade Receivables, which generally have 30-90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is viewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is object evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Effective from 1 July 2012, the Local Government (Financial Management) regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The regulations allow for the phasing in of fair value in relation to fixed assets over three years as follows:

Plant and Equipment by June 30 2013

Plant and Equipment, Land and Buildings and Infrastructure by 30 June 2014, and

All Assets by 30 June 2015.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

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

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

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

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

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

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2014.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.



**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

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

**(m) Employee Benefits**

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

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

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

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

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

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

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

The objectives of the Regional Council are:

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

**3. ACQUISITION OF ASSETS**

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

**By Program**

**Other Property and Services**

	<b>30 November 2015 Actual \$</b>	<b>Adopted 2015/16 Budget \$</b>
Computer Equipment	1,317	0
Motor Vehicle	0	25,000
	<u><b>1,317</b></u>	<u><b>25,000</b></u>

**By Class**

	1317	0
Furniture and Equipment	1317	0
Plant and Equipment	0	25,000
	<u><b>1,317</b></u>	<u><b>25,000</b></u>

**4. DISPOSALS OF ASSETS**

There are no assets budgeted to be disposed of during the 2015/16 year.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2015-16 financial year.

**6. CONTRIBUTED EQUITY**

	<b>30 November 2015 Actual \$</b>	<b>30 June 2015 Actual \$</b>
Town of Victoria Park	4,445,687	4,007,855
City of Perth	4,445,687	4,007,855
Town of Cambridge	4,445,687	4,007,855
City of Joondalup	8,891,374	8,015,711
City of Wanneroo	8,891,374	8,015,711
Town of Vincent	4,445,687	4,007,855
City of Stirling	17,782,748	16,031,422
<b>TOTAL</b>	<b>53,348,243</b>	<b>48,094,264</b>
<b>Total Movement in equity</b>	<b>5,253,979</b>	

Movement in Contributed Equity Represented by:

	<b>Development Expenses 30 November 2015 \$</b>	<b>Land Sales 30 November 2015 \$</b>	<b>Return of Contribution 30 November 2015 \$</b>	<b>Rates Equivalent 30 November 2015 \$</b>
Town of Victoria Park	(1,129,669)	1,553,220	0	0
City of Perth	(1,129,669)	1,553,220	0	(25,839)
Town of Cambridge	(1,129,669)	1,553,220	0	0
City of Joondalup	(2,259,339)	3,106,439	0	0
City of Wanneroo	(2,259,339)	3,106,439	0	0
Town of Vincent	(1,129,669)	1,553,220	0	0
City of Stirling	(4,518,678)	6,212,879	0	0
	<b>(13,556,032)</b>	<b>18,638,637</b>	<b>0</b>	<b>(25,839)</b>
Members Contributed Equity Movements	5,056,766			
TPRC Net Result	197,213			
<b>Total Movement in equity</b>	<b>5,253,979</b>			

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015**

**7. NET CURRENT ASSETS**

Composition of Estimated Net Current Asset Position	30 November 2015 Actual \$	Brought Forward 1-Jul \$
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	50,668,579	46,060,590
Receivables	1,192,991	359,724
Settlement Bonds	9,318	29,400
	<u>51,870,888</u>	<u>46,449,714</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(463,156)</u>	<u>(294,644)</u>
<b>NET CURRENT ASSET POSITION</b>	51,407,732	46,155,070
<b>NET CURRENT ASSET POSITION</b>	<u><u>51,407,732</u></u>	<u><u>46,155,070</u></u>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

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

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

	NOTE	31 December 2015 Actual \$	31 December 2015 Y-T-D Budget \$	2015/16 Adopted Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Interest Earnings		724,367	575,166	958,606	25.94%
Other Revenue		5,700	0	1,937	0.00%
		<u>730,067</u>	<u>575,166</u>	<u>960,543</u>	26.93%
<b>Expenses</b>	1,2				
Employee Costs		(270,870)	(356,527)	(727,610)	(24.03%)
Materials and Contracts Other		(83,778)	(217,319)	(443,516)	(61.45%)
Depreciation		0	(8,719)	(17,797)	(100.00%)
Utilities		(457)	(3,013)	(6,150)	(84.83%)
Insurance		(10,152)	(8,487)	(17,323)	19.62%
Other Expenditure		(79,440)	(87,876)	(175,970)	(9.60%)
		<u>(444,697)</u>	<u>(681,941)</u>	<u>(1,388,366)</u>	(34.79%)
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		0	8,720	17,797	(100.00%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Plant and Equipment	3	(1,317)	0	(25,000)	0.00%
<b>LESS MEMBERS EQUITY</b>					
<b>Payment for Rates Equivalent</b>		0	0	0	0.00%
<b>Development of Land for Resale</b>					
Income Sale of Lots - Subdivision		20,339,636	17,743,488	40,743,130	14.63%
Income Other Subdivisions		0	0	1,659,807	100.00%
Development Costs		(14,302,959)	(20,767,802)	(47,630,553)	(31.13%)
Contribution Refund		(25,839)	0	(350,650)	0.00%
Profit Distributions		0	(8,000,000)	(18,000,000)	0.00%
Contribution Returned		0	0	0	0.00%
<b>Change in Contributed Equity</b>	6	<u>6,010,838</u>	<u>(11,024,314)</u>	<u>(23,578,266)</u>	(154.52%)
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	46,155,070	46,155,070	46,155,070	0.00%
<b>Net Current Assets Year to Date</b>	7	<u><u>52,449,961</u></u>	<u><u>35,032,701</u></u>	<u><u>22,141,778</u></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 2015 TO 31 DECEMBER 2015**

**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 is a special purpose financial report, 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.

The Council does not hold any monies in trust.

**(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) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.



**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

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

**(g) Trade and Other Receivables**

Trade Receivables, which generally have 30-90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is viewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is object evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Effective from 1 July 2012, the Local Government (Financial Management) regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The regulations allow for the phasing in of fair value in relation to fixed assets over three years as follows:

Plant and Equipment by June 30 2013

Plant and Equipment, Land and Buildings and Infrastructure by 30 June 2014, and

All Assets by 30 June 2015.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

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

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

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

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

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

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2014.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

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

**(m) Employee Benefits**

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

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

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

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

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

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

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

The objectives of the Regional Council are:

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

**3. ACQUISITION OF ASSETS**

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

**By Program**

**Other Property and Services**

	<b>31 December 2015 Actual \$</b>	<b>Adopted 2015/16 Budget \$</b>
Computer Equipment	1,317	0
Motor Vehicle	0	25,000
	<u><b>1,317</b></u>	<u><b>25,000</b></u>

**By Class**

	1317	0
Furniture and Equipment	1317	0
Plant and Equipment	0	25,000
	<u><b>1,317</b></u>	<u><b>25,000</b></u>

**4. DISPOSALS OF ASSETS**

There are no assets budgeted to be disposed of during the 2015/16 year.

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2015-16 financial year.

**6. CONTRIBUTED EQUITY**

	<b>31 December 2015 Actual \$</b>	<b>30 June 2015 Actual \$</b>
Town of Victoria Park	4,532,539	4,007,855
City of Perth	4,532,539	4,007,855
Town of Cambridge	4,532,539	4,007,855
City of Joondalup	9,065,079	8,015,711
City of Wanneroo	9,065,079	8,015,711
Town of Vincent	4,532,539	4,007,855
City of Stirling	18,130,158	16,031,422
<b>TOTAL</b>	<b>54,390,472</b>	<b>48,094,264</b>
<b>Total Movement in equity</b>	<b>6,296,208</b>	

Movement in Contributed Equity Represented by:

	<b>Development Expenses 31 December 2015 \$</b>	<b>Land Sales 31 December 2015 \$</b>	<b>Return of Contribution 31 December 2015 \$</b>	<b>Rates Equivalent 31 December 2015 \$</b>
Town of Victoria Park	(1,191,913)	1,694,970	0	0
City of Perth	(1,191,913)	1,694,970	0	(25,839)
Town of Cambridge	(1,191,913)	1,694,970	0	0
City of Joondalup	(2,383,827)	3,389,939	0	0
City of Wanneroo	(2,383,827)	3,389,939	0	0
Town of Vincent	(1,191,913)	1,694,970	0	0
City of Stirling	(4,767,653)	6,779,878	0	0
	<b>(14,302,959)</b>	<b>20,339,636</b>	<b>0</b>	<b>(25,839)</b>
Members Contributed Equity Movements	6,010,838			
TPRC Net Result	285,370			
<b>Total Movement in equity</b>	<b>6,296,208</b>			

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**7. NET CURRENT ASSETS**

Composition of Estimated Net Current Asset Position	31 December 2015 Actual \$	Brought Forward 1-Jul \$
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	51,960,205	46,060,590
Receivables	778,104	359,724
Settlement Bonds	9,618	29,400
	<u>52,747,927</u>	<u>46,449,714</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(297,966)</u>	<u>(294,644)</u>
<b>NET CURRENT ASSET POSITION</b>	52,449,961	46,155,070
<b>NET CURRENT ASSET POSITION</b>	<u><u>52,449,961</u></u>	<u><u>46,155,070</u></u>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

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

## **Appendix 9.3**



**Tamala Park Regional Council**  
**Cheque Detail**  
November through December 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Bill Pmt -Cheque	CH-200473	26/11/2015	Davidson, Janet	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
<b>TOTAL</b>					<b>-2,575.00</b>

**Tamala Park Regional Council**  
**Summary Payment List**  
**November 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Nov 15</b>				
03/11/2015	ET-3910	B Bhabra Investment Trust	Lot 173 (11th instalment over a 3 year period)	-2,887.50
03/11/2015	ET-3911	Paxman, James & Melissa	Lot 168 (11th instalment over a 3 year period)	-3,281.25
03/11/2015	ET-3912	Steel Test Pty Ltd	Lot 169 (11th instalment over a 3 year period)	-2,887.50
12/11/2015	ET-3841	Employee costs	Wages for period 29/10/15 - 11/11/15	-10,741.83
12/11/2015	ET-3844	National Australia Bank	Superannuation for period 29/10/15 - 11/11/15	-1,208.91
12/11/2015	ET-3845	Arias, T	Reimbursement of CEO's parking expenses	-21.20
12/11/2015	ET-3846	Burgess Rawson	GST Valuations for August 2015 (9 lots)	-495.00
12/11/2015	ET-3847	Chappell Lambert Everett	Disbursements (September 2015)	-28.27
12/11/2015	ET-3848	Church, Michelle & Sam Sykes	Solar Panel Rebate (Lot 660)	-2,000.00
12/11/2015	ET-3849	City of Perth - Supplier	Rates equivalent payment for 2015/16 financial year	-25,838.09
12/11/2015	ET-3850	City of Stirling	Inv 7007 & 7200	-5,005.93
12/11/2015	ET-3851	Darby, Margaret	Solar Panel Rebate (Lot 600)	-2,000.00
12/11/2015	ET-3852	Grasstrees Australia	Delivery & installation of 5 x grasstrees (August 2015)	-800.25
12/11/2015	ET-3853	Kyocera Mita	Printing costs for period 29/09/15 - 12/10/15	-77.67
12/11/2015	ET-3854	Marketforce	Inv 2712 - 2717	-1,451.52
12/11/2015	ET-3855	McLeods Barristers & Solicitors	Subdivisional documentation for period 16/09/15 - 21/10/15	-892.83
12/11/2015	ET-3856	McMullen Nolan Group	Stage 14 R-Spec	-1,342.00
12/11/2015	ET-3857	Moore Stephens (formerly Haines Norton)	Accounting service fee (September 2015)	-2,513.50
12/11/2015	ET-3858	Neverfail	3 x bottled water	-26.85
12/11/2015	ET-3859	New Great Cleaning Service	Cleaning of TPRC offices (October 2015)	-143.00
12/11/2015	ET-3860	Paternoster, Allan & Pastora	Solar Panel Rebate (Lot 625)	-2,000.00
12/11/2015	ET-3861	R J Vincent & Co	Inv 4799, 4807 & 4808	-525,010.94
12/11/2015	ET-3862	Synergy	Stage 11 power charges for period 04/08/15 - 01/10/15	-299.50
12/11/2015	ET-3863	Urbis Pty Ltd	Catalina Grove Integrated Design (August 2015)	-27,685.02

**Tamala Park Regional Council**  
**Summary Payment List**  
**November 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
12/11/2015	ET-3864	Australian Taxation Office	IAS for October 2015	-21,938.00
12/11/2015	ET-3865	ABN Projects Pty Ltd	Lot 1 McAllister Apartments settled	-6,546,280.11
12/11/2015	ET-3866	Westpac Bank	Payment of credit card charges (CEO & EA) - November 2015	-406.64
18/11/2015	CON-40	City of Wanneroo - Supplier	GST owing September 2015	-2,782.52
26/11/2015	ET-3867	Employee costs	Wages for period 12/11/15 - 25/11/15	-10,741.83
26/11/2015	ET-3870	National Australia Bank	Superannuation for period 12/11/15 - 25/11/15	-1,208.91
26/11/2015	ET-3871	Australian Super	Superannuation - November 2015	-1,140.08
26/11/2015	ET-3872	Action Couriers	Courier charges for period 02/11/15 - 15/11/15	-62.94
26/11/2015	ET-3873	Burgess Rawson	Inv 41722-60 & 41773-60	-2,640.00
26/11/2015	ET-3874	Carey, John	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3875	Carr, Louis	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3876	Chappell Lambert Everett	Inv 2228:6486 & 2228:6511	-33,000.00
26/11/2015	ET-3877	Chester, John	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3878	City of Vincent - Supplier	GST owing July 2015	-3,490.00
26/11/2015	ET-3879	Coll, Denis & Sharon	Solar Panel Rebate (Lot 607)	-2,000.00
26/11/2015	ET-3880	Cossill & Webley	Inv 16675 - 16677	-4,626.15
26/11/2015	ET-3881	Coterra Environment	Environmental consulting services for period 01/09/15 - 31/10/15	-379.50
26/11/2015	ET-3882	Dominic Carbone & Associates	Consultancy services (October 2015)	-726.00
26/11/2015	ET-3883	Emerge Associates	Stage 10 POS landscaping (September 2015)	-348.70
26/11/2015	ET-3884	Grasstrees Australia	Nursery hold charge (5 grasstrees)	-665.50
26/11/2015	ET-3885	Guise, Dianne	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3886	Homebuyers Centre	Inv 57312 - 57315 & 58513	-10,000.00
26/11/2015	ET-3887	hyd20 Hydrology	Catalina Beach UWMP (Claim 1)	-1,144.00
26/11/2015	ET-3888	Italiano, Giovanni	Chairman allowance 20 July 2015 - 19 October 2015	-8,755.00
26/11/2015	ET-3889	LD Total	Sales Office landscape maintenance (October 2015)	-766.70

**Tamala Park Regional Council**  
**Summary Payment List**  
**November 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
26/11/2015	ET-3890	Marketforce	Stage 15B advert updates	-284.67
26/11/2015	ET-3891	McLean, Tom	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3892	McMullen Nolan Group	inv 78937 & 79981	-15,559.50
26/11/2015	ET-3893	Michael, David	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3894	Moore Stephens (formerly Haines Norton)	Accounting service fee (October 2015)	-2,035.00
26/11/2015	ET-3895	R J Vincent & Co	Inv 4797 & 4805	-1,137,846.48
26/11/2015	ET-3896	Re, Elizabeth	Alternate member attendance fee 20 July 2015 - 19 October 2015 (1 x meeting)	-140.00
26/11/2015	ET-3897	Realestate.com.au	6 month project profile	-2,340.00
26/11/2015	ET-3898	Stantons International	Probity advisory services (October 2015)	-3,150.95
26/11/2015	ET-3899	Treacy Fencing	Inv 646092, 646401-2, 646404, 646522-3, 646756-8	-28,720.01
26/11/2015	ET-3900	Treby, Brett	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3901	Trewhella, Brooke & Cotton, David	Solar Panel Rebate (Lot 608)	-2,000.00
26/11/2015	ET-3902	Tyzack, Terry	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3903	Urbis Pty Ltd	Catalina Grove Urban Design - Presentation to TPRC	-1,738.00
26/11/2015	ET-3904	Vaughan, Trevor	Deputy Chairman allowance 20 July 2015 - 19 October 2015	-3,798.00
26/11/2015	ET-3905	Willox, Rod	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
26/11/2015	ET-3906	Town of Victoria Park - Supplier	GST Sept & Oct 2015	-30,067.00
26/11/2015	CH-200473	Davidson, Janet	Elected member attendance fee 20 July 2015 - 19 October 2015	-2,575.00
30/11/2015	ET-3907	Telstra	Mobile phones (CEO & PC) - charges to 13 November 2015	-197.92
30/11/2015	ET-3908	Water Corporation	5 Rigel Way water use charges for period 21/07/15 - 22/09/15	-83.89
30/11/2015	ET-3909	Yang, Shan-Hao & Xiuying Chen	Lot 172 (11th instalment over a 3 year period)	-2,887.50
				<b>-8,528,340.06</b>

Nov 15

**Tamala Park Regional Council**  
**Summary Payment List**  
**December 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
<b>Dec 15</b>				
01/12/2015	ET-3913	Grant, Aaron & Nicole	Lot 171 (11th instalment over a 3 year period)	-2,887.50
07/12/2015	ET-3918	Borgomastro, Jason	Lot 174 (11th instalment over a 3 year period)	-3,850.00
10/12/2015	ET-3914	Employee costs	Wages for period 26/11/15 - 09/12/15	-10,741.83
10/12/2015	ET-3917	National Australia Bank	Superannuation for period 26/11/15 - 09/12/15	-1,208.91
10/12/2015	ET-3920	Action Couriers	Courier charges for period 17/11/15 - 29/11/15	-134.44
10/12/2015	ET-3921	Aitken, L.	Reimbursement for purchase of padlock	-7.50
10/12/2015	ET-3922	Arborman	Firebreaks (November 2015)	-2,750.00
10/12/2015	ET-3923	Arias, T	Parking & travel reimbursements	-13.80
10/12/2015	ET-3924	Burgess Rawson	Inv 41537, 41610 & 41672	-2,310.00
10/12/2015	ET-3925	Carat Australia Media Services	Stage 15A press ad (July 2015)	-559.63
10/12/2015	ET-3926	City of Stirling	Inv 7493 & GST for Sept. & Oct. 2015	-123,788.57
10/12/2015	ET-3927	Connolly, Tomas & Jessica Gooden	Solar Panel Rebate (Lot 626)	-2,000.00
10/12/2015	ET-3928	Cossill & Webley	Inv 16678, 16679, 16747 - 16749 & 16680	-104,160.37
10/12/2015	ET-3929	DAH Properties	Display home rebate (Lot 166)	-13,000.00
10/12/2015	ET-3930	Docushred	Security bin (November 2015)	-51.70
10/12/2015	ET-3931	Kyocera Mita	Printing costs for period 30/10/15 - 10/11/15	-93.85
10/12/2015	ET-3932	LD Total	Inv 70747 & 71739	-22,695.60
10/12/2015	ET-3933	Marketforce	Inv 17556, 18630 & 3428 - 3436	-6,551.59
10/12/2015	ET-3934	McLaren, Michael	Solar Panel Rebate (Lot 642)	-2,000.00
10/12/2015	ET-3935	McLeods Barristers & Solicitors	Subdivisional documentation for period 29/10/15 - 30/11/15	-1,629.98
10/12/2015	ET-3936	McMullen Nolan Group	Stage 13B basic & additional items (May 2015)	-17,395.40
10/12/2015	ET-3937	Penn, Leanne	Solar Panel Rebate (Lot 634)	-2,000.00
10/12/2015	ET-3938	R J Vincent & Co	Inv 4865, 4910, 4911 & 4932	-257,847.36
10/12/2015	ET-3939	Renshaw, Adam & Adrienne Brookes	Solar Panel Rebate (Lot 659)	-2,000.00
10/12/2015	ET-3940	Residential Building (Invogue)	Display home rebate (Lot 216)	-12,750.00
10/12/2015	ET-3941	Shah, Sachit & Pooja	Solar Panel Rebate (Lot 585)	-2,000.00

**Tamala Park Regional Council**  
**Summary Payment List**  
**December 2015**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
10/12/2015	ET-3942	Synergy	Sales Office electricity charges for period 01/10/15 - 25/11/15	-193.40
10/12/2015	ET-3943	Treacy Fencing	Inv 646521, 646994, 646995, 647015, 647017, 647018, 647057, 647088-90 & 647146	-31,623.46
10/12/2015	ET-3944	Uwatchit Pty Ltd	Security (second payment)	-10,758.00
10/12/2015	ET-3945	Australian Taxation Office	IAS for November 2015	-13,972.00
14/12/2015	ET-3919	Westpac Bank	Payment of credit card charges (CEO & EA) - December 2015	-1,622.03
15/12/2015	CON-41	Town of Cambridge - supplier	GST Oct & Nov 2015	-30,222.18
15/12/2015	ET-3946	Urban Development Institute of Australia	Inv 137 & 138	-4,790.00
21/12/2015	ET-3947	Urban Development Institute of Australia	Inv 172 & 173	-560.00
23/12/2015	ET-3948	Employee costs	Wages for period 10/12/15 - 23/12/15	-10,841.66
23/12/2015	ET-3951	Australian Super	Superannuation (December 2015)	-1,154.70
23/12/2015	ET-3952	National Australia Bank	Superannuation for period 10/12/15 - 23/12/15	-1,208.91
23/12/2015	ET-3953	Action Couriers	Courier charges for period 30/11/15 - 13/12/15	-62.94
23/12/2015	ET-3954	Alinta Energy	Sales Office gas charges for period 10/09/15 - 09/12/15	-27.55
23/12/2015	ET-3955	Burgess Rawson	GST valuations for November 2015 (6 lots)	-330.00
23/12/2015	ET-3956	Carat Australia Media Services	Stage 15A online ads (July 2015)	-211.75
23/12/2015	ET-3957	City of Vincent - Supplier	GST Aug - Oct 2015	-32,715.00
23/12/2015	ET-3958	Coterra Environment	Environmental consulting services for period 26/10/15 - 30/11/15	-7,463.50
23/12/2015	ET-3959	Homebuyers Centre	Waste management rebate (Lot 294)	-990.00
23/12/2015	ET-3960	LD Total	Inv 70975 & 71036	-9,980.55
23/12/2015	ET-3961	Marketforce	Stage 15B press production (September 2015) Stage 15 Basic & additional items (October 2015)	-1,484.37
23/12/2015	ET-3962	McMullen Nolan Group		-7,260.00
23/12/2015	ET-3963	Moore Stephens (formerly Haines Norton)	Accounting service fee (November 2015)	-2,035.00
23/12/2015	ET-3964	Neverfail	Bottled water x 3	-39.60
23/12/2015	ET-3965	Officeworks	Office supplies	-110.07
23/12/2015	ET-3966	R J Vincent & Co	Inv 4992 & 4993	-201,481.96

**Tamala Park Regional Council**  
**Summary Payment List**  
**December 2015**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
23/12/2015	ET-3967	Stantons International	Probity advisory services (November 2015)	-716.10
23/12/2015	ET-3968	Synergy	Stages 8 & 11 Power Charges	-1,200.80
			Mobile phones (CEO & PC) - charges to 13 December 2015	-153.93
23/12/2015	ET-3969	Telstra		
23/12/2015	ET-3970	Treacy Fencing	Fencing (Lot 527)	-1,110.78
23/12/2015	ET-3971	Water Corporation	Sales Office & 5 Rigel Way water charges	-759.46
31/12/2015	CON-42	City of Perth - Supplier	GST owing September 2015	-1,391.26
<b>Dec 15</b>				<b><u>-970,898.99</u></b>

## **Appendix 9.4**



22 January 2016

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

Dear Tony

**Catalina Financial Report for December 2015**

Please find attached the Catalina Financial Report for December 2015. This report has been prepared on a cash basis and compares actual income and expenditure to the August 2015 approved budget for the period 1 December 2015 to 31 December 2015.

Residential settlement revenue for the financial year to 31 December 2015 is \$14.4m which is \$3.4m behind the approved 'August 2015' budget with 14 less residential settlements for the year.

Sales for FYE2016 are \$5.2m unfavourable to budget due to 22 less residential lot sales for the year.

Overall FYE2016 expenditure is \$10.3m under budget per the approved 'August 2015' budget, with \$7.2m spent compared to a budget of \$17.6m. The main areas of variance are summarised below:

- Landscaping \$3.5m under budget
  - Stage 10 POS Landscaping \$0.3m under budget due to deferred works and payments
  - Stage 11 Landscaping \$0.3m under budget due to deferred payments
  - Stage 12 Landscaping \$0.6m under budget due to deferred works
  - Stage 13 Landscaping \$0.6m under budget due to deferred works
  - Marmion Ave Eastern Verge Upgrade \$0.2m under budget due to deferred works
- Lot Production \$2.7m under budget
  - Stages 20-24 Earthworks \$0.2m under budget due to deferred works
  - Stage 13B \$0.2m under budget due to deferred payments and full provisional sums not being used
  - Stage 15 \$0.3m under budget due to deferred payments
  - Stage 18 \$0.2m under budget due to deferred works
  - Movement in Clearance bonds \$1.0m under budget due to timing of returns
- P&L expenditure - \$1.8m under budget
  - Contingency \$0.9m not required to date.
  - Marketing \$0.4m under budget due to deferred advertising and signage
  - Rates & Taxes \$0.3m not required to date.

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

Yours faithfully



**Aaron Grant**  
Project Director

**CATALINA  
FINANCE REPORT  
DECEMBER 2015**

**1.0 Management Accounts**

**1.1 KEY STATISTICS**

**1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS**

	<u>Lots Produced (titles)</u>		<u>Sales</u>		<u>Settlements</u>		<u>Distributions</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Prior Years	724	724	678	678	634	634	41,000,000	41,000,000
Jul-2015	-	-	6	5	14	17	-	-
Aug-2015	-	-	9	9	9	16	-	-
Sep-2015	-	-	7	15	5	13	-	-
<b>Sep-12 Qtr</b>	-	-	<b>22</b>	<b>29</b>	<b>28</b>	<b>46</b>	-	-
Oct-2015	-	-	6	16	12	7	-	-
Nov-2015	-	-	15	15	6	9	-	-
Dec-2015	53	55	13	18	7	5	-	8,000,000
<b>Dec-12 Qtr</b>	<b>53</b>	<b>55</b>	<b>34</b>	<b>49</b>	<b>25</b>	<b>21</b>	-	<b>8,000,000</b>
Jan-2016	-	-	-	19	-	29	-	-
Feb-2016	-	-	-	14	-	16	-	-
Mar-2016	-	-	-	17	-	8	-	-
<b>Mar-13 Qtr</b>	-	-	-	<b>50</b>	-	<b>53</b>	-	-
Apr-2016	-	-	-	15	-	8	-	-
May-2016	-	89	-	19	-	4	-	-
Jun-2016	-	-	-	18	-	19	-	10,000,000
<b>Jun-13 Qtr</b>	-	<b>89</b>	-	<b>52</b>	-	<b>31</b>	-	<b>10,000,000</b>
<b>PTD</b>	<b>777</b>	<b>779</b>	<b>734</b>	<b>756</b>	<b>687</b>	<b>701</b>	<b>41,000,000</b>	<b>49,000,000</b>
<b>Full 2015/16 Year</b>	<b>53</b>	<b>144</b>	<b>56</b>	<b>180</b>	<b>53</b>	<b>151</b>	-	<b>18,000,000</b>
<b>2016/17</b>		<b>156</b>		<b>200</b>		<b>193</b>		<b>31,000,000</b>
<b>2017/18</b>		<b>217</b>		<b>200</b>		<b>193</b>		<b>10,000,000</b>

- 7 residential lots settled in December comprising:

	<u>Lots</u>
Stage 13B	1
Stage 14A	5
Stage 15	1

- The \$8m distribution budgeted for December has been put on hold to be re-considered at next month's council meeting.

**1.2 Sales & Settlements**

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
<b><u>Residential</u></b>						
- Sales #	13	18	56	78	734	756
- Sales \$	3,481,000	4,985,269	15,976,000	21,208,195	184,282,500	189,514,695
- Sales \$/lot	267,769	276,959	285,286	271,900	251,066	250,681
- Settlements #	7	5	53	67	687	701
- Settlements \$	1,719,000	1,297,936	14,370,000	17,743,486	170,784,500	174,157,986
- Settlements \$/lot	245,571	259,587	271,132	264,828	248,595	248,442
<b><u>Special Sites</u></b>						
- Sales #	-	-	-	-	2	2
- Sales \$	-	-	-	-	1,895,000	1,895,000
- Sales \$/lot	-	-	-	-	947,500	947,500
- Settlements #	-	-	-	-	2	2
- Settlements \$	-	-	-	-	1,895,000	1,895,000
- Settlements \$/lot	-	-	-	-	947,500	947,500
<b><u>Lots Under Contract</u></b>						
- Unsettled sales #	47		<div> <div>Unconditional</div> <div>Conditional</div> </div>		<div> <div>Titled</div> <div>780 incl. Spec sites</div> </div>	
- Unsettled sales \$	13,498,000					
- Unsettled sales \$/lot	287,191					

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**1.3 Cashflow - MTD Actuals to budget**

	<u>MTD Act</u>	<u>MTD Bgt</u>	<u>Variance</u>
Revenue	1,719,000	1,297,936	421,064
Margin GST	(18,002 )	(22,898 )	4,896
Direct selling costs	(77,233 )	(58,460 )	(18,773 )
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	-	-
Rebate Allowance	(68,317 )	(499,156 )	430,839
	<u>1,555,448</u>	<u>717,421</u>	<u>838,027</u>
<i>Development costs</i>			
Lot production	518,552	1,445,691	927,139
Landscaping	-	595,559	595,559
Consultants	10,641	93,457	82,816
Infrastructure	-	1,461,582	1,461,582
Sales office building	21,138	-	(21,138 )
Sales & marketing	23,717	75,208	51,492
Administration	26,255	59,251	32,996
Finance	-	202,321	202,321
	<u>600,302</u>	<u>3,933,069</u>	<u>3,332,767</u>
Cashflow	<u>955,145</u>	<u>(3,215,649 )</u>	<u>4,170,794</u>

- Actual & Budget margin scheme GST has been calculated under the concessional Item 4 basis for settlements.

**1.4 Cashflow - YTD Actuals to budget**

	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>Variance</u>
Revenue	14,370,000	17,743,486	(3,373,486 )
Margin GST	(157,745 )	(305,633 )	147,887
Direct selling costs	(643,693 )	(798,642 )	154,948
Interest Income	6,799	-	6,799
Forfeited Deposits	-	-	-
Other Income	135,317	-	135,317
Rebate Allowance	(455,270 )	(1,510,023 )	1,054,753
	<u>13,255,407</u>	<u>15,129,189</u>	<u>(1,873,782 )</u>
<i>Development costs</i>			
Lot production	4,913,658	7,603,595	2,689,937
Landscaping	1,343,666	4,816,363	3,472,697
Consultants	262,538	844,840	582,302
Infrastructure	331,430	2,039,535	1,708,105
Sales office building	30,918	99,720	68,802
Sales & marketing	145,396	583,110	437,715
Administration	198,060	704,638	506,578
Finance	19,415	870,023	850,608
	<u>7,245,080</u>	<u>17,561,824</u>	<u>10,316,745</u>
Cashflow	<u>6,010,327</u>	<u>(2,432,635 )</u>	<u>8,442,963</u>

The YTD revenue variance comprises:

- Settlement revenue is \$3.4m unfavourable to budget on 14 less residential settlements than the budget for FY2016.

**1.5 Bonds**

	<u>Last Year</u>	<u>Last Month</u>	<u>This Month</u>
City of Wanneroo	817,950	355,385	355,385
	<u>817,950</u>	<u>355,385</u>	<u>355,385</u>

Bonds relate to early clearances for stage 15 and a Landscaping bond for stage 13.

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**2.0 PROFIT & LOSS**

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>Var</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
- Revenue \$ (Stlmts)	1,719,000	1,297,935	421,065	14,370,000	17,743,486	(3,373,486)	170,784,500	174,157,986
- Revenue \$/lot	245,571	259,587		271,132	264,828		248,595	248,442
- Selling & GST \$	173,985	244,349	70,365	1,439,238	1,965,306	526,068	17,929,771	18,455,840
- Selling & GST \$/lot	24,855	48,870		27,155	29,333		26,099	26,328
- Cost of sales \$	557,038	426,398	(130,640)	4,297,740	5,525,706	1,227,966	65,874,843	67,102,809
- Cost of sales \$/lot	79,577	85,280		81,089	82,473		95,888	95,724
- Gross profit \$	987,977	627,188	360,789	8,633,022	10,252,474	(1,619,452)	86,979,886	88,599,337
- Gross profit \$/lot	141,140	125,438		162,887	153,022		126,608	126,390
- Gross profit Mgn %	57.47%	48.32%		60.08%	57.78%		50.93%	50.87%
- Special Sites \$	-	-	-	-	-	-	1,284,073	1,284,073
- Other income \$	-	-	-	142,116	-	142,116	208,826	66,710
- Sales & Marketing \$	8,735	75,269	66,534	120,956	583,496	462,540	1,016,567	1,479,107
- Administration \$	27,669	59,295	31,626	203,456	706,526	503,070	1,540,402	2,043,472
- Finance \$	-	-	-	-	-	-	-	-
- Contingency \$	-	202,379	202,379	-	870,263	870,263	20,364	890,627
- <b>Net profit \$</b>	<b>951,572</b>	<b>290,245</b>	<b>661,328</b>	<b>8,450,726</b>	<b>8,092,189</b>	<b>358,537</b>	<b>85,895,451</b>	<b>85,536,913</b>
- Net profit \$/lot	135,939	58,049		159,448	120,779		125,030	122,021

- FY16 YTD Gross profit is \$1.6m behind budget due to unfavourable YTD settlements of 14 lots.
- FY16 YTD net profit is favourable against budget by \$0.4m, due to the unfavourable gross profit variance \$1.6m offset by unused contingency \$0.9m, and favourable marketing and admin costs of \$1.0m.

**YEAR TO DATE VERSUS FULL YEAR BUDGET**

	<u>YTD Act</u>	<u>FY16 Full Year Bgt</u>	<u>Var</u>
- Revenue \$ (Stlmts)	14,370,000	40,743,130	(26,373,130)
- Revenue \$/lot	271,132	269,822	
- Selling & GST \$	1,439,238	5,129,272	3,690,034
- Selling & GST \$/lot	27,155	33,969	
- Cost of sales \$	4,297,740	13,635,063	9,337,323
- Cost of sales \$/lot	81,089	90,298	
- Gross profit \$	8,633,022	21,978,795	(13,345,773)
- Gross profit \$/lot	162,887	145,555	
- Gross profit Mgn %	60.08%	53.94%	
- Special Sites \$	-	573,597	(573,597)
- Other income \$	142,116	-	142,116
- Sales & Marketing \$	120,956	1,005,110	884,154
- Administration \$	203,456	1,086,064	882,608
- Finance \$	-	-	-
- Contingency \$	-	2,054,964	2,054,964
- <b>Net profit \$</b>	<b>8,450,726</b>	<b>18,406,254</b>	<b>(9,955,528)</b>
- Net profit \$/lot	159,448	121,896	

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**2.1 GROSS PROFIT ANALYSIS**

Actual

Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
FY13 Stages	2012 / 2013	51,375,500	220,496	29,448,888	126,390	21,926,612	94,106	42.68%
FY14 Stages	2013 / 2014	49,640,000	242,146	24,366,667	118,862	25,273,333	123,285	50.91%
Stage 11	1-Oct-14	17,080,000	275,484	7,884,135	127,163	9,195,865	148,320	53.84%
Stage 12	3-Dec-14	13,229,000	287,587	5,676,996	123,413	7,552,004	164,174	57.09%
Stage 6B	19-Jan-15	7,452,000	310,500	2,916,524	121,522	4,535,476	188,978	60.86%
Stage 13A	30-Mar-15	8,967,000	263,735	4,565,581	134,282	4,401,419	129,454	49.08%
Stage 13B	11-May-15	10,150,000	281,944	4,009,692	111,380	6,140,308	170,564	60.50%
Stage 14A	4-Jun-15	12,591,000	273,717	4,829,924	104,998	7,761,076	168,719	61.64%
Stage 15	15-Dec-15	300,000	300,000	106,208	106,208	193,792	193,792	64.60%
		<u>170,784,500</u>		<u>83,804,614</u>		<u>86,979,886</u>		

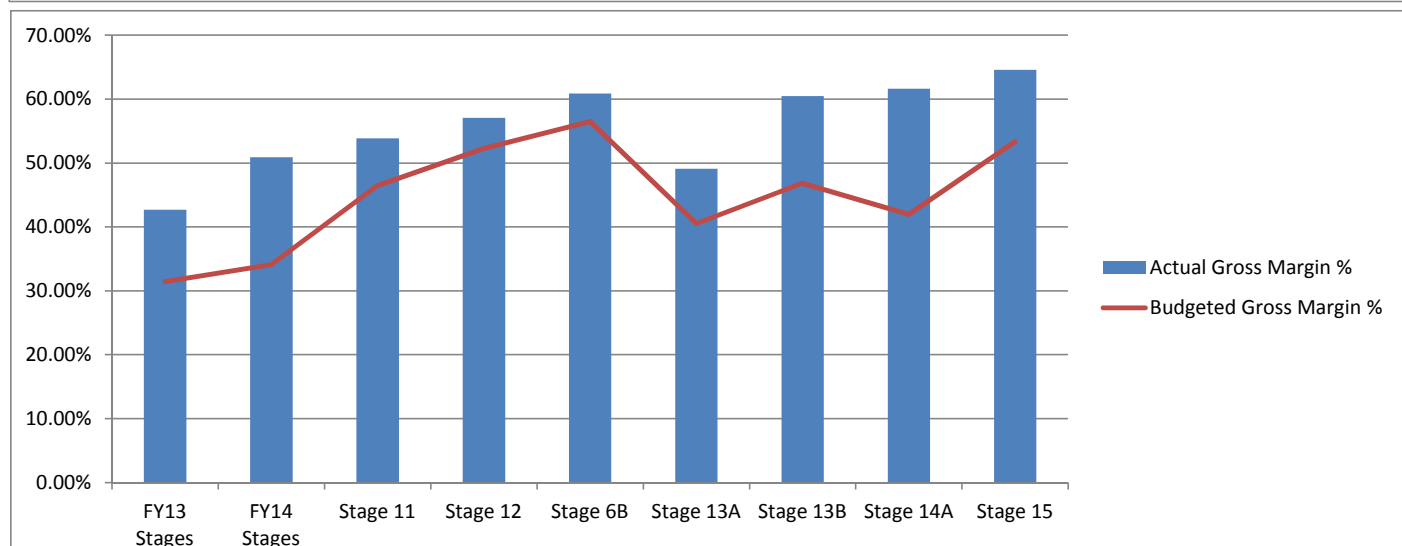
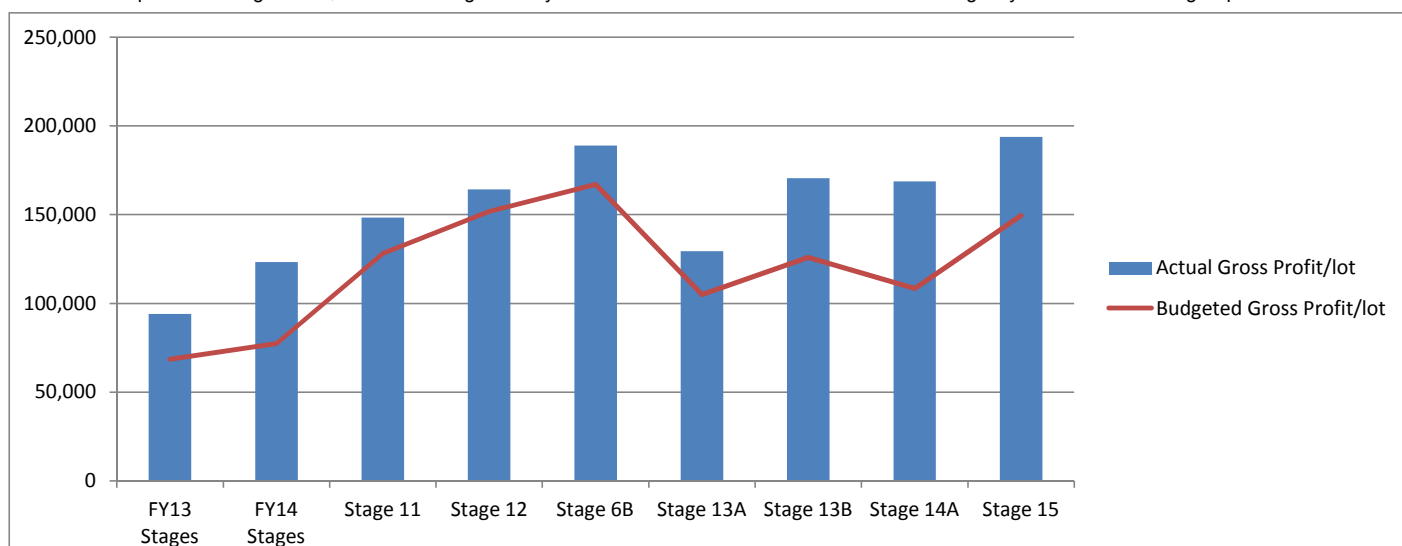
- Values for actuals are based on 'settled lots only' for the relevant stages.

Budget

Stages	Budget Version	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Budgeted Gross Profit	Budgeted Gross Profit/lot	Budgeted Gross Margin %
FY13 Stages	May-12	51,358,953	217,623	35,200,675	149,155	16,158,278	68,467	31.46%
FY 14 Stages	Jun-13	46,931,935	226,724	30,917,421	149,360	16,014,514	77,365	34.12%
Stage 11	Aug-14	17,645,281	275,708	9,444,658	147,573	8,200,623	128,135	46.47%
Stage 12	Aug-14	14,221,581	290,236	6,787,551	138,521	7,434,030	151,715	52.27%
Stage 6B	Aug-14	7,098,672	295,778	3,089,032	128,710	4,009,640	167,068	56.48%
Stage 13A	Aug-14	9,585,882	259,078	5,703,355	154,145	3,882,527	104,933	40.50%
Stage 13B	Aug-14	12,111,408	269,142	6,443,000	143,178	5,668,408	125,965	46.80%
Stage 14A	Aug-14	15,504,265	258,404	9,001,574	150,026	6,502,690	108,378	41.94%
Stage 15	Aug-15	15,433,000	280,600	7,203,599	130,975	8,229,401	149,625	53.32%
		<u>215,047,654</u>		<u>127,099,978</u>		<u>87,947,676</u>		

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

- Actual COGS per lot for stage 15 is \$25k below budget mainly due to the rock excavation allowance and contingency allowance not being required.



## **Appendix 9.6**



Catalina Monthly Cashflow	Revised FY16 Jan-16 Budget	Previous FY16 TPRC Approved	FY16 Variance	FY16 Variance Comment	Revised Project to date Jan-16 Budget	Previous Project to date TPRC Approved	Project to date Variance
Sales Release	109	174	(65)		831	896	(65)
Sales - Stage 6B	2	2	0		24	24	0
Sales - Stage 10	1	1	0		30	30	0
Sales - Stage 11	3	3	0		64	64	0
Sales - Stage 12	4	4	0		49	49	0
Sales - Stage 13A	3	3	0		37	37	0
Sales - Stage 13B	11	11	0		45	45	0
Sales - Stage 14A	20	20	0		63	63	0
Sales - Stage 14B	9	10	(1)	Slower sales rate. Sales deferred to FY17.	9	10	(1)
Sales - Stage 15	43	55	(12)	Slower sales rate. Sales deferred to FY17.	43	55	(12)
Sales - Stage 16A	0	19	(19)	Stage deferred with sales to commence last quarter of FY17.	0	19	(19)
Sales - Stage 18A	12	38	(26)	Slower sales rate. Sales deferred to FY17.	12	38	(26)
Sales - Stage 25	0	14	(14)	Stage deferred until after Stage 26 with sales now occurring FY17.	0	14	(14)
Sales - Stage 26	15	0	15	Stage brought forward and selling in FY16. Sales includes ~15 display village lots.	15	0	15
Total Sales	123	180	(57)		801	858	(57)
Titles	94	144	(50)	Deferral of Stage 16A to FY18.	816	866	(50)
Settlements	128	151	(23)		762	785	(23)
Settlements - Stage 6B	2	2	0		24	24	0
Settlements - Stage 10	2	2	0		30	30	0
Settlements - Stage 11	3	3	0		64	64	0
Settlements - Stage 12	6	6	0		49	49	0
Settlements - Stage 13A	3	3	0		37	37	0
Settlements - Stage 13B	22	22	0		45	45	0
Settlements - Stage 14A	50	50	0		63	63	0
Settlements - Stage 14B	3	5	(2)	With slower sales rates, settlements deferred to FY17.	3	5	(2)
Settlements - Stage 15	31	48	(17)	With slower sales rates, settlements deferred to FY17.	31	48	(17)
Settlements - Stage 16A	0	6	(6)	Stage deferred with all settlements occurring after titles in FY18.	0	6	(6)
Settlements - Stage 18A	6	4	2	2 more settlements now forecast for FY16.	6	4	2
Closing Stock	30	38	(8)		30	38	(8)
Contracts on hand	39	73	(34)		39	73	(34)
Average Settlement Price	271,028	269,822	1,206		250,795	251,156	(361)
GROSS INCOME			0				
Income - Stage 6B	546,000	546,000	0		7,452,000	7,452,000	0
Income - Stage 10	685,000	728,000	(43,000)	Total settlement value lower than forecast.	9,020,000	9,063,000	(43,000)
Income - Stage 11	840,000	855,999	(15,999)	Total settlement value lower than forecast.	17,630,000	17,645,999	(15,999)
Income - Stage 12	1,825,000	1,825,000	0		14,121,000	14,121,000	0
Income - Stage 13A	708,000	735,000	(27,000)	Total settlement value lower than forecast.	9,675,000	9,702,000	(27,000)
Income - Stage 13B	5,622,000	5,720,996	(98,996)	Total settlement value lower than forecast.	12,181,000	12,279,996	(98,996)
Income - Stage 14A	12,920,000	12,964,000	(44,000)	Total settlement value lower than forecast.	16,801,000	16,845,000	(44,000)
Income - Stage 14B	741,000	1,235,000	(494,000)	Settlement of 2 lots deferred to FY17.	741,000	1,235,000	(494,000)
Income - Stage 15	9,029,577	13,468,800	(4,439,223)	Settlement of 17 lots deferred to FY17.	9,029,577	13,468,800	(4,439,223)
Income - Stage 16A	0	1,465,959	(1,465,959)	Settlement of 6 lots deferred to FY17.	0	1,465,959	(1,465,959)
Income - Stage 18A	1,775,000	1,198,375	576,625	2 more settlements now forecast for FY16.	1,775,000	1,198,375	576,625
Income - Lots Total	34,691,577	40,743,130	(6,051,553)		191,106,077	197,157,630	(6,051,553)
Income - Other	1,142,116	1,659,807	(517,691)	Deferral of sales office sale offset ABN apartment commissions.	3,103,826	3,621,517	(517,691)
Direct Selling Expenses	6,283,105	6,843,099	559,994	Reduction in direct selling costs in line with lot income.	17,888,256	18,448,250	559,994
GROSS INCOME	29,550,587	35,559,838	(6,009,250)		176,321,647	182,330,897	(6,009,250)
DEVELOPMENT COSTS							
Special Sites Development	324,294	324,357	62		1,164,005	1,164,067	62
Consultants	773,363	1,361,186	587,822	Savings taken up in actuals across mainly planning, environmental and sustainability.	2,538,982	3,126,805	587,822
Landscape	4,864,981	6,477,500	1,612,519	See Details below:	10,949,278	12,561,797	1,612,519
Aviator Blvd Entry Stmt	344,133	232,979	(111,154)	Increase in costs for Aviator Blvd works.	604,529	500,558	(103,971)
Grasstree relocation	95,616	248,249	152,633	Costs deferred.	230,943	383,576	152,633
Stage 11 Landscaping	1,041,966	1,055,356	13,391	Costs deferred.	1,530,610	1,544,001	13,391
Stage 12 Landscaping	549,596	902,375	352,780	Costs deferred.	568,091	920,870	352,780
Stage 13 Landscaping	546,777	963,052	416,276	Costs deferred with Bore, Pump, Electrics & Iron Filtration System moved to Stg 18 POS.	877,989	1,294,265	416,276
Stage 14 Landscaping	195,888	315,422	119,534	Costs deferred.	195,888	315,422	119,534
Stage 15 Landscaping	172,200	298,716	126,516	Costs deferred.	172,200	298,716	126,516
Remainder of landscape works	1,918,806	2,461,351	542,544	Slight reduction in spend compared to forecast on other landscaping works.	7,137,115	7,918,526	781,411
Infrastructure	1,254,333	5,107,060	3,852,728	See Details below:	8,023,056	11,875,784	3,852,728
Neerabup Road Green Link Underpass part 1	231,250	2,359,079	2,127,829	Costs deferred to FY17.	0	168,646	168,646
Remainder of Infrastructure works	1,023,083	2,747,981	1,724,899	Costs deferred to FY17.	8,023,056	11,707,138	3,684,081
Main 01 Bulk Earthworks Stgs 14-16 Cell B	101,256	101,509	253		2,090,660	2,090,913	253
Main 01 Bulk Earthworks Stg 20-24 Cell B	746,800	930,049	183,249	Bulk earthworks for lots deferred to FY24 but school site earthworks remaining in FY16.	763,788	947,037	183,249
Western Cell Bulk Earthworks Stgs 25-27	2,526,011	3,046,022	520,011	Remainder of bulk earthworks for gravity sewer to be completed FY17.	2,690,940	3,210,951	520,011
Lot Production - Stage 6C	27,000	27,408	408		654,012	654,420	408
Lot Production - Stage 6B	150,861	151,985	1,124		1,182,542	1,183,666	1,124
Lot Production - Stage 9	70,397	70,397	0		3,132,247	3,132,247	0
Lot Production - Stage 11	17,364	0	(17,364)		3,550,692	3,533,328	(17,364)
Lot Production - Stage 12	104,448	104,452	4		2,686,887	2,686,891	4
Lot Production - Stage 13A	151,903	152,857	954		2,492,396	2,493,349	954
Lot Production - Stage 13B	253,505	253,932	427		2,821,264	2,821,691	427
Lot Production - Stage 14A	676,851	677,389	538		3,144,017	3,144,554	538
Lot Production - Stage 14B	821,669	825,133	3,465		821,669	825,133	3,465
Lot Production - Stage 15	2,779,150	3,293,283	514,133	Savings relating largely to retaining walls and fencing.	2,987,534	3,501,667	514,133
Lot Production - Stage 16A	26,163	1,615,761	1,589,597	Stage 16A deferred.	43,605	1,633,203	1,589,597
Lot Production - Stage 17	0	209,265	209,265	Stage 17 deferred.	0	209,265	209,265
Lot Production - Stage 18A	2,075,313	2,421,216	345,903	Costs deferred to FY17.	2,075,313	5,009,412	2,934,099
Lot Production - Stage 18B	708,129	2,588,196	1,880,068	Costs deferred to FY17.	708,129	0	(708,129)
Lot Production - Stage 25	211,775	4,977,557	4,765,782	Works deferred until after Stage 26.	211,775	4,977,557	4,765,782
Lot Production - Stage 26	782,078	181,475	(600,603)	Works for Stage 26 brought forward before Stage 25.	782,078	181,475	(600,603)
Administration	548,833	1,083,928	535,094	Includes \$280k savings mainly from rates and taxes, with the balance deferred until FY17.	1,824,427	2,359,522	535,094
Sales and Marketing	811,860	811,860	0		1,627,104	1,627,104	0
Community Development	126,133	192,500	66,367	Reduction in community development spend in FY16.	227,997	294,365	66,367
Finance/Bonds	1,457,780	1,402,111	(55,668)	Timings of Bonds returns with City of Wanneroo	2,275,729	2,220,061	(55,668)
Debtor/Creditor Movement	233,113	274,628	41,515	Movement in debtor and creditor balances.	(72,242)	(30,727)	41,515
Contingency	689,222	2,054,440	1,365,218	Contingency deferred from FY16 to FY17 in line with deferred costs.	713,677	2,078,895	1,365,218
DEVELOPMENT COSTS	23,314,587	40,717,456	17,402,869		97,521,908	115,170,827	17,648,919
CASHFLOW	6,236,001	(5,157,618)	11,393,619		78,799,739	67,160,070	11,639,669
Capital Calls	0	0			(13,300,000)	(13,300,000)	0
Capital Returns	0	0			13,300,000	13,300,000	0
Profit Distributions	18,000,000	18,000,000		Unchanged from previous budget.	45,700,000	45,700,000	0
Cumulative Cash Balance	33,467,827	22,074,208			33,467,827	22,074,208	11,393,619
TPRC Approved Budget Cumulative Cash Balance	22,074,208	15,505,342					
Cumulative Cash Balance Variance	11,393,619						

22 January 2016

Mr Tony Arias  
Chief Executive Officer  
Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road  
INNALOO WA 6019

Dear Tony,

**Catalina Mid-Year FYE2016 Budget Update**

Please find attached a review of the Catalina Budget as follows:

1. Operations for Financial Year Ending 2016 (FYE2016)
2. Review of FYE2016 to date
3. Key Risks for achieving FYE2016 Budget
4. Market Conditions
5. Financial Year Ending 2017 (FYE2017) snapshot
6. Assumptions
7. Cash Requirement, Capital Return and Profit Distributions

**Operations for Financial Year Ending 2016**

The key operations approved in August 2015 for the Financial Year ending 2016 were:

1. Distributions forecast at \$18m.
2. Forecast sales of 180 lots.
3. Forecast settlements of 151 lots.
4. Forecast gross income of \$35.6m.
5. Forecast titles to be issued for stages 14B, 15, 16A and 18, totaling 144 lots.
6. Subdivision approvals for stages 25 and 26 (206 lots) in Catalina Beach.
7. Civil construction contracts to be let for stages 14B, 15, 16A, 17, 18 and 25 totaling 144 lots.
8. Earthworks construction contract to be let for Catalina Beach stages 25 and 26.
9. Total earthworks and civil construction costs for the year of \$21.6m.
10. Infrastructure works to commence in Dec-15 for Neerabup Rd/Maroochydore Way intersection (\$1.3m) and the Neerabup Road Green Link underpass (\$2.4m). Total infrastructure spend of \$5.1m.
11. Landscaping, including stages 10 (\$0.4m), 11 (\$1m), 12 (\$0.9m) & 13 (\$1m) and the Biodiversity Conservation Area South (\$0.4m). Total landscaping of \$6.5m.



## Review of Financial Year Ending 2016

This review takes into account actuals to December 2015 and forecasts a net cashflow before distributions of \$6.2m for the year to 30 June 2016, which is \$11.4m more than the TPRC approved budget, the result of \$17.4m lower costs offset by a (\$6.0m) fall in gross income. The main areas of variance are summarised below:

- Annual sales for FYE2016 are now budgeted at 120 lots, a reduction of 60 lots.
- Residential Lot Income has decreased by (\$6.0m) due to:

Variance and Reason	Amount
Total settlement values lower than forecast for lots in stages 10, 11, 13A, 13B and 14A due to revised pricing.	(\$0.2m)
Settlement of 2 less lots in stage 14B, deferred to FY17.	(\$0.5m)
Settlement of 17 less lots in stage 15, deferred to FY17.	(\$4.4m)
Settlement of 6 less lots in stage 16A, deferred to FY17.	(\$1.5m)
Settlement of 2 more lots in FY16 for stage 18 compared to forecast.	\$0.6m
<b>Total</b>	<b>(\$6.0m)</b>

- Direct selling costs have decreased by \$0.6m in line with reduced lot income.
- Indirect consultant costs have reduced by \$0.5m mainly due to year to date savings across planning, environmental and sustainability.
- Landscaping works have decreased by \$1.6m driven by deferrals in stages 12, 13, 14 and 15 of \$1.0m, and grasstree relocation costs of \$0.1m, with partially offsetting increases of for Aviator Boulevard works (\$0.1m).
- Infrastructure costs have reduced by \$3.9m largely due to the deferral of costs to FY17 as a result of slower sales rates and the resulting delayed timing of works. \$2.1m of costs deferred relate to the Neerabup Rd green link underpass.
- Lot production costs in FYE2016 have decreased by \$9.3m from the deferral of works across most stages with the largest reductions including \$4.8m for stage 25, \$2.2m for splitting stage 18 into A/B, and \$1.6m for stage 16A with civil works pushed back by 15 and 14 months respectively. Catalina Beach bulk earthworks relating to the gravity sewer will now be completed in FYE2017, resulting in a drop in FYE2016 costs of \$0.5m. In order to benefit from strong anticipated demand and support budgeted sales, stage 26 has been brought forward with an increase in FYE2016 lot production costs of (\$0.6m).
- Administration costs have decreased by \$0.5m in FYE2016 due to savings of \$0.3m, mostly from rates and taxes, with the balance of costs deferred.

- Reduced contingency costs of \$1.4m due to unused contingency over the FYE2016 year.

## Key Risks for achieving Financial Year Ending 2016 Budget

The following are key risks for TPRC receiving budgeted revenue in the FYE2016 budget:

- Achieving sales rates in accordance with the FYE2016 budget;
- Settlements forecast for FYE2016 being deferred to FYE2017, resulting in lower revenue being achieved in FYE2016;
- Construction delays resulting in delays in titles issuing;
- Achieving budgeted sales prices for the remainder of the year;
- Higher than expected fallover rates for sales resulting in delayed settlements.

## Market Conditions

According to industry expert and board member of Property Council of Australia, Nigel Satterley states the decline of the resource sector and slowing population growth, the market will remain soft and business will stay very competitive for the next 18-24 months. Property and car sales, employment and wage growth have all slowed.

The medium house price between Yanchep and Mandurah fell 4 per cent last year and is set to fall a further 4 per cent during 2016, down to around \$480,000. Around 25 per cent of all property sales mainly in the price range of \$325k - \$450,000 are first home buyers who will remain active during this buyer's market. Source: REIWA

The land development industry will play a lead role in Western Australia's economic future. Affordability remains the key and is an area the industry needs to focus on improving to allow more people to enter the market.

The new WA dwelling market will run at around 15,000 completions, requiring around 10,000 new lots in FYE17 and 12,000 new lots in FYE18. The majority of investors and buyers are looking for land close to major amenities, employment zones and infrastructure.

## Review of Financial Year Ending 2017

The budget review forecasts net cashflow before distributions of \$8.0m for the year to 30 June 2017, which is (\$16.9m) lower than the project forecast approved by TPRC in August 2015. The high level areas of variance are summarised below:

- Gross Income has declined by (\$27.9m) due to lower settlements from the more conservative sales rate adopted.



- Developments costs have reduced by \$11m due largely to the deferral of lot production costs, particularly stages 16B and 17, the waste water pump station east and Connolly Drive Green Link intersection infrastructure items now forecast for FY18, and bulk earthworks for stages 20-24 not relating to the school site which are now timed over FYE2023/24 to align to anticipated sales. These cost deferrals are partially offset by increased FYE2017 lot production costs for Stage 18B due to Stage splitting (previously Stage 18 completed FYE2016) and stage 25 (previously FYE2016) which was re-sequenced to follow Stage 26 works.
- Distributions for FY17 are expected to be (\$7m) lower at \$24m.

## Assumptions

Achieving title dates, and therefore the revenue streams, as described in the budget model are dependent on obtaining planning and engineering approvals. Any deferment of the commencement of works will result in titles being deferred, impacting the current distribution profile for FYE2016.

Additionally, the timeframes provided by the engineers are dependent on the civil contractor being able to achieve these timeframes.

Stage	Titles
14B	May-16
18A	Jun-16

Escalation rates used in the budget have been updated as follows;

Income Escalation - Proposed Jan-16 Budget;		
Rate	0.0%	0.0%
From	Jan-11	Dec-15
To	Nov-15	Jun-16
Cost Escalation - Proposed Jan-16 Budget;		
Rate	0.0%	0.0%
From	Jan-11	Dec-15
To	Nov-15	Jun-16
Income Escalation - FYE16 TPRC Approved Budget;		
Rate	0.0%	1.5%
From	Jan-11	Dec-15
To	Nov-15	Jun-16
Cost Escalation - FYE16 TPRC Approved Budget;		
Rate	0.0%	1.5%
From	Jan-11	Dec-15
To	Nov-15	Jun-16

Both income and cost escalation rates in this budget review have been changed to reflect current market conditions, with escalation removed for FYE2016.

Due to the compounding effect of escalation, these rate changes have a significant impact on the life of project budget, but will have little impact on FYE2016 outcomes.

### Cash Requirement, Capital Return and Profit Distributions

The forecast shows minimum cash balance of \$33.5m for the project in FYE2016 and then \$17.5m in FYE2017.

In line with the budget approved in August 2015, distributions remain as forecast at \$18m for FYE2016.

As a result of 95 fewer settlements now forecast over FYE2016 and FYE2017, distributions are required to be reduced by (\$7m) in FYE2017.

Profit Distributions/ (Capital Calls)	Proposed Budget Jan-16	FYE16 TPRC Approved Budget	Budget Total Variance
PTD FYE2015	27,700,000	27,700,000	-
FYE2016	18,000,000	18,000,000	-
FYE2017	24,000,000	31,000,000	(7,000,000)

Should you have any queries on this report, please do not hesitate to contact the undersigned.

Yours sincerely



**Aaron Grant**  
Project Director

## **Appendix 9.7**

**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
BY PROGRAM  
FOR THE PERIOD ENDING 31 DECEMBER 2015**

	2015-16 ADOPTED BUDGET	2015-16 REVISED BUDGET	2015-16 YTD ACTUAL	VARIANCE		VARIANCE
				FAVOURABLE	UNFAVOURABLE	
<b>REVENUE</b>	\$	\$	\$	\$	\$	%
General Purpose Funding	958,606	1,100,000	724,367	141,394		14.7%
Other Property and Services	1,937	5,700	5,700	3,763		194.3%
	960,543	1,105,700	730,067			
<b>LESS EXPENDITURE</b>						
Governance	(175,663)	(175,663)	(80,399)			
Other Property & Services	(1,212,705)	(1,206,689)	(381,844)	6,016		0.5%
	(1,388,368)	(1,382,352)	(462,243)			
Increase(Decrease)	(427,825)	(276,652)	267,824			
<b>ADD</b>						
Depreciation Written Back	17,797	17,797	0			
	17,797	17,797	0			
Sub Total	(410,028)	(258,855)	267,824			
<b>LESS CAPITAL PROGRAMME</b>						
Purchase Plant and Equipment	(25,000)	(25,000)	(1,317)			
	(25,000)	(25,000)	(1,317)			
<b>LESS MEMBERS EQUITY</b>						
<b>Development of Land for Resale</b>						
Income Sale of Lots -Subdivision	40,743,130	34,691,577	14,212,255		(6,051,553)	-14.85%
Income Other -Subdivision	1,659,807	1,142,116	30,382		(517,691)	-31.19%
Income Other - Sale of Apartments	0	6,096,997	6,096,997	6,096,997		100.0%
Development Costs - Subdivision	(47,630,551)	(29,667,691)	(8,333,049)	17,962,860		37.7%
Development Costs - Apartments	0	(5,952,363)	(5,952,363)		(5,952,363)	-100.00%
Contribution Refund	(350,650)	(350,650)	(25,839)			
Contribution Returned	0	0	0			
Profit Distribution	(18,000,000)	(18,000,000)	0			
	(23,578,264)	(12,040,014)	6,028,383			
Sub Total	(24,013,292)	(12,323,869)	\$6,294,890			
Opening Funds	46,155,070	46,155,070	46,155,070			
	46,155,070	46,155,070	46,155,070			
Net Surplus /(Deficit)	22,141,778	33,831,201	52,449,960	24,211,030	(12,521,607)	

11,689,423

\$11,689,423

**TAMALA PARK REGIONAL COUNCIL  
SURPLUS/(DEFICIT)  
BY PROGRAM**

	2015-16 ADOPTED BUDGET	2015-16 REVISED BUDGET	2015-16 YTD ACTUAL
	\$	\$	\$
TOTAL OF OPERATING AND CAPITAL REVENUE AND EXPENDITURE	(24,031,089)	(12,341,666)	6,294,890
<b>ADD</b> DEPRECIATION WRITTEN BACK	17,797	17,797	0
<b>ADD</b> SURPLUS BROUGHT FORWARD	\$46,155,070	\$46,155,070	\$46,155,070
<b>LESS</b> SURPLUS CARRIED FORWARD	(22,141,778)	(33,831,201)	(52,449,960)
RATES LEVIED	0	0	0

**NOTE 1**

**TAMALA PARK REGIONAL COUNCIL  
CLOSING FUNDS  
BY PROGRAM**

	2015-16 ADOPTED BUDGET	2015-16 REVISED BUDGET	2015-16 YTD ACTUAL
	\$	\$	\$
<b>CURRENT ASSETS</b>			
Cash on Hand	0	0	0
Cash at Bank	22,194,684	33,884,107	51,960,205
Trade and Other Receivables	200,000	200,000	787,722
<b>Total Current Assets</b>	22,394,684	34,084,107	52,747,927
<b>LESS CURRENT LIABILITIES</b>			
Provisions	(102,906)	(102,906)	(102,906)
Trade and Other Payables	(150,000)	(150,000)	(196,061)
<b>Total Current Liabilities</b>	(252,906)	(252,906)	(298,967)
<b>NET CURRENT ASSETS</b>	22,141,778	33,831,201	52,448,960
<b>SURPLUS OF CURRENT ASSETS OVER LIABILITIES</b>	\$22,141,778	\$33,831,201	\$52,448,960

**NOTE 2** 2015-16 ADOPTED BUDGET HAS NOT BEEN AMENDED SINCE ADOPTION

**TAMALA PARK REGIONAL COUNCIL**  
**BUDGET REVIEW**  
**2015-16**

Analysis as at 31 December 2015

	YTD Actual to 31/12/2015	YTD Budget to 31/12/2015	Annual Budget 2015/16	Projected Estimates to 30/06/2016	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
<b>Income - Operating</b>						
<b>I03 - GENERAL PURPOSE FUNDING</b>						
<b>I032 - Other GPF</b>						
I032030 - Interest on Investment	724,367.00	575,164.00	958,606.00	1,100,000.00	141,394.00	14.75%
<b>Total I03 - GENERAL PURPOSE FUNDING</b>	<b>724,367.00</b>	<b>575,164.00</b>	<b>958,606.00</b>	<b>1,100,000.00</b>	<b>141,394.00</b>	<b>14.75%</b>
<b>I14 - OTHER PROPERTY &amp; SERVICES</b>						
<b>I145 - Administration</b>						
I145010 - Reimbursements	4,714.38	0.00	1,937.00	4,714.00	2,777.00	143.37%
I145012 - Income Other	985.44	0.00	0.00	985.00	985.00	100.00%
0000000 - Depreciation Written Back	0.00	8,720.00	17,797.00	17,797.00	0.00	0.00%
0000000 - Book Value Of Assets Written Back	0.00	0.00	0.00	0.00	0.00	0.00%
I145030 - Profit on Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total I14 - OTHER PROPERTY &amp; SERVICES</b>	<b>5,699.82</b>	<b>8,720.00</b>	<b>19,734.00</b>	<b>23,496.00</b>	<b>3,762.00</b>	<b>19.06%</b>
<b>I15 - Other Income</b>						
I151 - PPL Received	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total I15 - Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income - Operating</b>	<b>730,066.82</b>	<b>583,884.00</b>	<b>978,340.00</b>	<b>1,123,496.00</b>	<b>145,156.00</b>	<b>14.84%</b>
<b>Expense - Operating</b>						
<b>E04 - GOVERNANCE.</b>						
<b>E041 - Membership</b>						
E041005 - Chairman Allowance	-9,785.00	-9,784.00	-19,570.00	-19,570.00	0.00	0.00%
E041010 - Deputy Chair Allowance	-2,446.00	-2,447.00	-4,893.00	-4,893.00	0.00	0.00%
E041018 - Composite Allowance	-64,375.00	-64,350.00	-128,700.00	-128,700.00	0.00	0.00%
E041019 - Alternate Member Meeting Allowa	-280.00	-1,000.00	-2,000.00	-2,000.00	0.00	0.00%
E041020 - Conference Exp. - Councillors	-3,512.73	-5,124.00	-10,250.00	-10,250.00	0.00	0.00%
E041030 - Other Costs	0.00	-5,024.00	-10,250.00	-10,250.00	0.00	0.00%
<b>Total E04 - GOVERNANCE.</b>	<b>-80,398.73</b>	<b>-87,729.00</b>	<b>-175,663.00</b>	<b>-175,663.00</b>	<b>0.00</b>	<b>0.00</b>
<b>E14 - ADMINISTRATION</b>						
<b>E145 - Administration</b>						
E142224 - Depreciation/Ammortisation Impr	0.00	-8,720.00	-17,797.00	-17,797.00	0.00	0.00%
<b>E145005 - Salaries - Basic Costs</b>						
E145006 - PPL Paid	0.00	0.00	0.00	0.00	0.00	0.00%
E145005 - Salaries - Basic Costs - Other	-224,937.37	-289,075.00	-589,950.00	-589,950.00	0.00	0.00%
E145007 - Salaries Occ. Superannuation	-21,738.92	-27,462.00	-56,045.00	-56,045.00	0.00	0.00%
E145009 - Salaries WALGS Superannuation	0.00	-2,536.00	-5,175.00	-5,175.00	0.00	0.00%
E145011 - Advertising Staff Vacancies	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145015 - Insurance W/comp.	-12,954.23	-6,818.00	-13,914.00	-12,954.00	960.00	6.90%
E145017 - Medical Exam. Costs	0.00	-150.00	-308.00	-308.00	0.00	0.00%
E145019 - Staff Training & Dev.	-382.73	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145020 - Conference Exp. - CEO	-3,735.32	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145021 - Telephone - Staff Reimbursement	0.00	-355.00	-718.00	-718.00	0.00	0.00%
E145024 - Travel Expenses CEO	-545.27	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145025 - Other Accom & Property Costs	-22,405.95	-17,579.00	-35,875.00	-37,991.00	-2,116.00	-5.90%
E145027 - Advertising General	0.00	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145029 - Advertising Public/Statutory	-10,260.00	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145031 - Graphics Consumables	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145033 - Photocopying	-311.04	-1,256.00	-2,563.00	-2,563.00	0.00	0.00%
E145037 - Postage, Courier & Freight	-411.82	-604.00	-1,230.00	-1,230.00	0.00	0.00%
E145039 - Printing	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145043 - Stationery	-341.85	-1,004.00	-2,050.00	-2,050.00	0.00	0.00%
E145045 - Other Admin Expenses	-3,006.30	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145047 - Office Telephones & Faxes	-893.32	-1,507.00	-3,075.00	-3,075.00	0.00	0.00%
E145049 - Mobil Phones, Pages, Radios	0.00	-1,004.00	-2,050.00	-2,050.00	0.00	0.00%
E145053 - Bank Charges	-50.00	-1,004.00	-2,050.00	-2,050.00	0.00	0.00%
E145055 - Credit Charges	-45.00	-103.00	-205.00	-205.00	0.00	0.00%
E145057 - Audit Fees	-35.81	-4,042.00	-8,250.00	-8,250.00	0.00	0.00%
E145059 - Membership Fees	-2,722.04	-3,792.00	-7,739.00	-7,739.00	0.00	0.00%
E145061 - Legal Expenses (General)	0.00	-15,067.00	-30,750.00	-30,750.00	0.00	0.00%
E145069 - Valuation Fees	0.00	-25,112.00	-51,250.00	-51,250.00	0.00	0.00%
E145075 - Promotions	0.00	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145077 - Business Hospitality Expenses	-519.78	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145079 - Consultancy	-18,500.00	-10,045.00	-20,500.00	-20,500.00	0.00	0.00%
E145082 - Lawyers	-6,400.00	-15,067.00	-30,750.00	-30,750.00	0.00	0.00%



	YTD Actual to 31/12/2015	YTD Budget to 31/12/2015	Annual Budget 2015/16	Projected Estimates to 30/06/2016	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
E145083 - Research	0.00	-15,067.00	-30,750.00	-30,750.00	0.00	0.00%
E145086 - Probity Auditor	-6,739.00	-10,045.00	-20,500.00	-20,500.00	0.00	0.00%
E145087 - Computer Software Mtce	-453.64	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145088 - Accounting Management	-22,418.13	-25,112.00	-51,250.00	-51,250.00	0.00	0.00%
E145089 - Computer Software Purchase	-310.24	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145091 - Computer Sundries	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145092 - Data Communication Links	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145093 - Internet Provider Costs	-6,200.00	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145094 - Plant & Equipment Purchase Non-Capital	0.00	-1,004.00	-2,050.00	-2,050.00	0.00	0.00%
E145095 - Furniture & Equipment Purchase	0.00	-2,511.00	-5,125.00	-5,125.00	0.00	0.00%
E145097 - Hire of Equipment	0.00	-1,004.00	-2,050.00	-2,050.00	0.00	0.00%
E145098 - Fringe Benefit Tax MotorVehicle	-1,692.00	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145099 - Vehicle Operating Expense	-3,347.98	-7,534.00	-15,375.00	-15,375.00	0.00	0.00%
E145100 - Safety Clothes and Equipment	0.00	-503.00	-1,025.00	-1,025.00	0.00	0.00%
E145101 - Consumable Stores	-230.96	-502.00	-1,025.00	-1,025.00	0.00	0.00%
E145103 - Newspapers & Periodicals	0.00	-103.00	-205.00	-205.00	0.00	0.00%
E145105 - Publications & Brochures	0.00	-251.00	-513.00	-513.00	0.00	0.00%
E145107 - Subscriptions	0.00	-503.00	-1,025.00	-1,025.00	0.00	0.00%
E145109 - Parking Expenses	-104.16	-150.00	-307.00	-307.00	0.00	0.00%
E145111 - Plans	0.00	-754.00	-1,538.00	-1,538.00	0.00	0.00%
E145113 - Emergency Services	0.00	-5,022.00	-10,250.00	-10,250.00	0.00	0.00%
E145117 - Electricity	0.00	-3,013.00	-6,150.00	-6,150.00	0.00	0.00%
E145121 - Insurance - Public Liability	-4,221.29	-2,511.00	-5,125.00	-4,221.00	904.00	17.64%
E145123 - Insurance - Property (ISR)	-4,655.24	-954.00	-1,948.00	-4,655.00	-2,707.00	-138.96%
E145126 - Insurance - Personal Accident	-1,275.00	-2,511.00	-5,125.00	-1,275.00	3,850.00	75.12%
E145127 - Insurance - Other	0.00	-2,511.00	-5,125.00	0.00	5,125.00	100.00%
<b>Total E14 - ADMINISTRATION</b>	<b>-381,844.39</b>	<b>-594,224.00</b>	<b>-1,212,705.00</b>	<b>-1,206,689.00</b>	<b>6,016.00</b>	<b>0.50%</b>
<b>Total Expenses - Operating</b>	<b>-462,243.12</b>	<b>-681,953.00</b>	<b>-1,388,368.00</b>	<b>-1,382,352.00</b>	<b>6,016.00</b>	<b>0.43%</b>
<b>E24 - CONSULTANT EXPENSE</b>						
E145079 - Consultancy						
E145440 - Env Innovation Consultancies						
E145441 - Sustainability Assessment Syst	0.00	0.00	0.00	0.00	0.00	0.00%
E145447 - Graceful Sun Moth Survey	0.00	0.00	0.00	0.00	0.00	0.00%
E145448 - EPBC Act Management	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total E145440 - Env Innovation Consultancies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
E145450 - Admin-Operational Consultancies						
E145451 - GST management	-5,852.27	-9,800.00	-20,000.00	-20,000.00	0.00	0.00%
E145452 - Recruitment_Human Resources	0.00	-2,450.00	-5,000.00	-5,000.00	0.00	0.00%
E145453 - GST Margin Scheme Consultancy	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total E145450 - Admin-Operational Consultancies</b>	<b>-5,852.27</b>	<b>-12,250.00</b>	<b>-25,000.00</b>	<b>-25,000.00</b>	<b>0.00</b>	<b>0.00%</b>
E145079 - Consultancy - Other	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total E145079 - Consultancy - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total E24 - CONSULTANT EXPENSE</b>	<b>-5,852.27</b>	<b>-12,250.00</b>	<b>-25,000.00</b>	<b>-25,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>E34 - PROPERTY DEVELOPMENT- SERVICES</b>						
E345 - Property Admin & Approvals						
E145041 - Signage/Decals	0.00	-2,450.00	-5,000.00	-5,000.00	0.00	0.00%
E145042 - Branding/Marketing	0.00	-4,900.00	-10,000.00	-10,000.00	0.00	0.00%
<b>Total E345 - Property Admin &amp; Approvals</b>	<b>0.00</b>	<b>-7,350.00</b>	<b>-15,000.00</b>	<b>-15,000.00</b>	<b>0.00</b>	<b>0.00</b>
E346 - Mtce Services - Land						
E145204 - Fences/Walls	0.00	-9,800.00	-20,000.00	-20,000.00	0.00	0.00%
E145206 - Mtce Services - Land - Other	0.00	-4,900.00	-10,000.00	-10,000.00	0.00	0.00%
E145216 - Direct Selling Expenses	-1,111,255.00	-2,614,297.00	-6,843,099.00	-6,283,105.00	559,994.00	8.18%
E145218 - Sales and Marketing	-99,789.00	-486,862.00	-811,860.00	-811,860.00	0.00	0.00%
<b>Total E346 - Mtce Services - Land</b>	<b>-1,211,044.00</b>	<b>-3,115,859.00</b>	<b>-7,684,959.00</b>	<b>-7,124,965.00</b>	<b>559,994.00</b>	<b>7.29%</b>
<b>Total E34 - PROPERTY DEVELOPMENT- SERVICES</b>	<b>-1,211,044.00</b>	<b>-3,123,209.00</b>	<b>-7,699,959.00</b>	<b>-7,139,965.00</b>	<b>559,994.00</b>	<b>7.27%</b>
<b>E347 - Land Development Costs</b>						
E145207 - Land & Special Sites Developmen	-827.00	-99,720.00	-324,357.00	-324,294.00	63.00	0.02%
E145208 - Consultants	-196,333.00	-844,841.00	-1,361,186.00	-773,363.00	587,823.00	43.18%
E145209 - Landscape	-1,292,717.00	-4,816,362.00	-6,477,500.00	-4,864,981.00	1,612,519.00	24.89%
E145210 - Infrastructure	-200,000.00	-2,039,536.00	-5,107,060.00	-1,254,333.00	3,852,727.00	75.44%
E145211 - Lot Production	-2,728,372.00	-4,269,054.00	-17,550,304.00	-8,856,606.00	8,693,698.00	49.54%
E145212 - Administration (Land Developmen	-278,751.00	-704,638.00	-1,083,928.00	-548,833.00	535,095.00	49.37%
E145213 - Community Development	-17,992.00	-96,252.00	-192,500.00	-126,133.00	66,367.00	34.48%
E145214 - Contingency	0.00	-870,022.00	-2,054,440.00	-689,222.00	1,365,218.00	66.45%
E145215 - Precinct 1 Bulk Earthworks	-2,401,161.00	-2,752,491.00	-4,077,580.00	-3,374,067.00	703,513.00	17.25%
E145219 - Land Develop - Finance	0.00	-1,002,111.00	-1,402,111.00	-1,457,780.00	-55,669.00	-3.97%
- Debtors/Creditors Movement	0.00	-137,316.00	-274,626.00	-233,113.00	41,513.00	15.12%

	YTD Actual to 31/12/2015	YTD Budget to 31/12/2015	Annual Budget 2015/16	Projected Estimates to 30/06/2016	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
<b>Total E347 - Land Development Costs</b>	-7,116,153.00	-17,632,343.00	-39,905,592.00	-22,502,725.00	17,402,867.00	-43.61%
<b>Total Expense</b>	-8,795,292.39	-21,449,755.00	-49,018,919.00	-31,050,042.00	17,968,877.00	-36.66%
<b>Net Income</b>	<b>-8,065,225.57</b>	<b>-20,865,871.00</b>	<b>-48,040,579.00</b>	<b>-29,926,546.00</b>	<b>18,114,033.00</b>	<b>-37.71%</b>
<b>Other Items</b>						
Contribution Refund	-25,839.00	0.00	-350,650.00	-350,650.00	0.00	0.00%
Development Costs Apartments	-5,952,363.00	0.00	0.00	-5,952,363.00	-5,952,363.00	-100.00%
Capital Expenditure	-1,317.00	0.00	-25,000.00	-25,000.00	0.00	0.00%
Profit Distributions	0.00	-8,000,000.00	-18,000,000.00	-18,000,000.00	0.00	0.00%
Proceed Sale of Lots	14,212,255.00	17,743,488.00	40,743,130.00	34,691,577.00	-6,051,553.00	-14.85%
Other Income Sale of Apartments	6,096,997.00	0.00	0.00	6,096,997.00	6,096,997.00	100.00%
Other Income Sale of Lots	30,382.00	0.00	1,659,807.00	1,142,116.00	-517,691.00	-31.19%
Opening Surplus	46,155,070.00	46,155,070.00	46,155,070.00	46,155,070.00	0.00	0.00%
<b>Closing Net Surplus/ Deficit</b>	<b>52,449,959.43</b>	<b>35,032,687.00</b>	<b>22,141,778.00</b>	<b>33,831,201.00</b>	<b>11,689,423.00</b>	<b>52.79%</b>

11689423.00

# **Appendix 9.8**

14 January 2016

Mr Tony Arias  
Chief Executive Officer  
Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road  
INNALOO WA 6018

Dear Tony

#### **CATALINA: Sales Office Hours Recommendation**

We are pleased to provide the following recommendation in relation to operating hours for the Catalina sales office.

Satterley Property Group has undertaken a review of the Catalina sales office opening hours in relation to the trial period from December 2014 to February 2016.

Please find below a summary of the competing estates in the northern corridor and their respective office hours.

#### **Competing Estate Opening Hours**

Estate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Brighton	12pm-5pm	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	12pm-5pm	12pm-5pm
Eden Beach	12pm-5pm	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	12pm-5pm	12pm-5pm
Trinity	2pm-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	1pm-5pm	1pm-5pm
Alkimos Beach	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm
Shorehaven	1pm - 5pm	1pm-5pm	1pm-5pm	CLOSED	CLOSED	1pm-5pm	1pm-5pm
Amberton	1pm - 5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm
Allara	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	CLOSED	10.30am-5pm	10.30am-5pm
Vertex	1pm - 5pm	1pm - 5pm	1pm - 5pm	CLOSED	CLOSED	1pm - 5pm	1pm - 5pm
<b>CATALINA</b>	<b>12pm - 5pm</b>	<b>12pm - 5pm</b>	<b>12pm -</b>	<b>CLOSED</b>	<b>12pm-5pm</b>	<b>12pm - 5pm</b>	<b>12pm - 5pm</b>

The softening market conditions over the last 12 months, current low traffic levels and the overall competitiveness of the land development industry has resulted in the sales team striving to improve. A more intensive and targeted approach of our sales activities will ensure maximum return on the sales teams' efforts, whilst working strategically and more efficiently together.

Our sales office currently receive low levels of traffic on Thursdays and Fridays and as such the opening times proposed no longer include these days. Overall staffing hours won't change but will enable one of the sales representatives to focus their time with the builders representatives at the Catalina estate and competing estates, whilst the office is still being maintained. As a result this will now bring our opening hours more into line with the operation of the builder display homes.

- Traffic analysis of the 12 month period shows that 1,128 persons attended the Catalina sales office with 70% of these visitations occurring between Saturday to Monday.
- SPG believe that reducing the office hours on Friday and focusing the use of resources to increase service levels to builder partners on their standard working days.
- Phone & email line of enquiries would be monitored on Thursday's and Friday's remotely.

Sales and Settlements for the period December 2014 to December 2015 are depicted in the table below:

	ACTUAL	BUDGET
<b>NET SALES</b>	<b>163</b>	<b>194</b>
<b>SETTLEMENTS</b>	<b>200</b>	<b>222</b>

The Catalina display village operates on Mon, Wed, Sat & Sun. Hours of operation are 2pm — 5pm (Mon/Wed) and 1pm — 5pm (Sat/Sun)

The table below highlights the source of leads over the past six months.

TV	1	2%
Signage	12	24%
Press	0	0%
EDM	1	2%
Website	0	0%
Builder Ref	30	61%
Client Ref	1	2%
Realestate/ <a href="http://REIWA.com">REIWA.com</a>	0	0%
Live in Area	3	6%
Unknown	1	2%
Blank	0	0%
<b>Total</b>	<b>49</b>	<b>100%</b>

Builder referrals account for 61% of leads currently being generated therefore the Satterley Property Group believe it's imperative the sales professionals continue to provide a high level of service and continue to work closely with the builders to deliver the sales targets for the FYE16 period.

Both sales staff working the same 5 day roster will enable the sales team to increase the efficiency and the overall operation effectiveness of the sales office by allowing the actioning of the following activities:

- Increasing visitations by Satterley sales staff to the builder display homes and display villages located in and around each estate;
- Providing an increase in resources to attend to administrative tasks i.e. following up all current and active leads, actioning any tasks or outstanding items from the weekend, 'mining' the database and networking with our key builder partners.

The current opening times for Catalina are as follows:

- Mon — Wed and Fri: 12.00pm — 5.00pm
- Sat — Sun: 12.00pm — 5.00pm

The proposed opening times for Catalina are as follows:

- Mon — Wed: 12.00pm — 5.00pm
- Sat — Sun: 12.00pm — 5.00pm

#### **Recommendation**

Satterley Property Group recommends the above-mentioned proposed opening hours should be implemented from March 2016 to allow the sales professionals to provide a greater level of service to the builders and focus on achieving the sales targets for FY16 and beyond.

Should you have any concerns please contact the undersigned.



Regards,

**AARON GRANT**

PROJECT DIRECTOR

# **Appendix 9.9**



28 January 2016

Mr Tony Arias  
Chief Executive Officer  
Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road  
INNALOO WA 6018

Dear Tony

#### **CATALINA: Rebate Recommendation**

The Tamala Park Regional Council meeting held on 15 October 2015, resolved to approve an early Construction rebate to the value of \$8,000 per lot on selected lots until 31 January 2016.

#### **WA Market Update**

WA property market conditions remain tough and highly competitive, with shallow market confidence continuing to be a factor impacting the local real estate market. Western Australia's population growth has slowed in the wake of falling commodity prices, which has seen the price of iron ore drop 60% since last year and record its lowest level this decade in July 2015.

The state's dependency on the mining sector has drastically effected interstate migration numbers into WA, contributed by a slump in employment and as a result effecting the local residential market.

Despite interest rates remaining at historically low levels, sentiment for housing affordability declined significantly over the past year given weaker confidence in the housing market and speculation on banks raising mortgage rates. The time to buy a dwelling index fell a significant 18.1 per cent as a result and has the potential to drop further, given the recent increase in mortgage rates by all major banks.

Volumes of sales and median sale prices continued to decline over the quarter to June 2015. Total properties listed for sale hit 16,409 which is 5% higher than the total properties listed for sale four weeks ago (15,645) and 29% higher than same time last year (12,674). The increase in properties available for lease has leapt to record 8,842 with the vacancy rate lifted to 5.6% and median rents continuing to fall to \$400 p/week. (Source: REIWA June Quarter market update)

#### **Catalina Sales**

Sales activities at Catalina Estate since July this year have yielded 62 net sales and 64 settlements.

Competition amongst developer estates operating in the northern corridor remains highly competitive. There is a lack of urgency from prospective buyers and visitations to the sales office and display villages remain consistently low.

Buyers remain sensitive to any increases in block prices and are looking for a 'sharp' price and in many cases, a retail incentive, to proceed with a purchase. The sales team continues to actively



promote the estate with a significant focus on networking and partnering with key project homes builders through home and land packaging. Consistent sales service is being provided to builder sales reps through visits to local display villages and group presentations at builder sales meetings.

The introduction of sales incentives in recent months has provided an opportunity to engage the Catalina client database as well as the builder database. Catalina will be boosted by the opening of the second display village in February 2016. Construction of all homes is well under way and it is anticipated that this will provide renewed interest and increase awareness of the project to prospective buyers and our builder partners.

The current FYE16 sales budget is 180 lots is based on achieving 15 net sales per month. Currently the project is netting 10 sales per month. A review of the FYE16 sales budget has been undertaken for the mid-year budget review.

The Satterley Property Group believes 120 net sales are achievable based on the current rate of sale.

The builder rebate since it was approved by the TPRC council in October 2015 has enabled the sales team to move old stock that previously was receiving little interest from potential purchasers. Six of the thirty sales made between November and January have been with the rebate in place. Without the rebate these sales would not have come to fruition.

Stage	Lot	Size (m2)	Price (without rebate)	Notes	Status	Released to the market
11	288	320	\$259,000		Available	22nd March 2014
12A	295	300	\$249,000	Mandatory two storey	Available	24th May 2014
13A	312	290	\$225,000		Available	30th August 2014
13A	317	288	\$225,000		Available	30th August 2014
13B	725	295	\$249,000	Mandatory two storey	Available	6th June 2015
13B	726	225	\$219,000	Mandatory two storey	Available	6th June 2015
13B	727	225	\$219,000	Mandatory two storey	Available	6th June 2015
13B	728	225	\$219,000	Mandatory two storey	Available	6th June 2015
13B	730	295	\$249,000	Mandatory two storey	Available	6th June 2015
13B	755	225	\$219,000	Mandatory two storey	Available	6th June 2015
13B	757	225	\$219,000	Mandatory two storey	Available	6th June 2015
13B	758	225	\$219,000	Mandatory two storey	Available	6th June 2015
14B	798	304	\$249,000	Quiet Noise	Available	28th February 2015
15	819	320	\$268,000	Quiet Noise	Available	25 <sup>th</sup> July 2015
15	821	358	\$275,000	Quiet Noise	Available	25 <sup>th</sup> July 2015

As outlined in the table above there are currently 15 lots on the market out of the 28 total lots available that have been on the market for a period of more than six months and meet the criteria for a builders rebate to be applied.

### Recommendation

Satterley Property Group provides the following recommendations to achieve the FYE16 sales target:

- Approve the extension of the Early Construction rebate of \$8,000 on selected lots that are older than six months up to 380m2 from 19 February 2016 until 30 June 2016.

Should you require any further clarification please contact the undersigned.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'A. Grant', written over the printed name.

**Aaron Grant**  
Project Director

# **Appendix 9.10**



## Tamala Park Regional Council - Compliance Audit Return Regional Local Government 2015

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) Functions & General Regulation 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Tony Arias
2	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Tony Arias
3	s3.59(2)(a)(b)(c) Functions & General Regulation 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Tony Arias
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Tony Arias
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Tony Arias



<b>Delegation of Power / Duty</b>					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Tony Arias
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Tony Arias
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Tony Arias
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Tony Arias
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Tony Arias
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Tony Arias
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Tony Arias
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Delegation Register	Tony Arias
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Delegation Register	Tony Arias
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Tony Arias
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Tony Arias
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Tony Arias
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Tony Arias

<b>Disclosure of Interest</b>					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A	No Disclosure of Financial Interest during audit term.	Tony Arias
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Tony Arias



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Tony Arias
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Tony Arias
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Tony Arias
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Tony Arias
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Tony Arias
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Tony Arias
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Tony Arias
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Tony Arias
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Tony Arias
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Tony Arias
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Tony Arias
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Tony Arias



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Tony Arias
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Tony Arias

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was any property that was not disposed of by public auction or tender, given local public notice prior to disposal (except where excluded by Section 3.58(5)).	Yes		Tony Arias
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Tony Arias

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tony Arias
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Tony Arias
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tony Arias
4	S7.3, s7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Tony Arias
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Tony Arias
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Tony Arias
7	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Tony Arias



No	Reference	Question	Response	Comments	Respondent
8	s7.12A(4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Tony Arias
9	s7.12A(4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Tony Arias
10	A Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Tony Arias
11	A Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Tony Arias
12	A Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Tony Arias
13	A Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Tony Arias
14	A Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Tony Arias





<b>Local Government Employees</b>					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position was advertised.	N/A	No appointment during audit term.	Tony Arias
2	s5.36(4), 5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s5.36(4), s5.37(3) and Admin Reg 18A.	N/A		Tony Arias
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	No appointments or dismissals during audit term.	Tony Arias
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Tony Arias
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Tony Arias



### Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is complaints officer.	Tony Arias
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Tony Arias
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Tony Arias
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Tony Arias
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Tony Arias
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Tony Arias

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Tony Arias
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Tony Arias
3	F&G Reg 14(1)&(3)	Did the local government invite tenders via Statewide public notice.	Yes		Tony Arias
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14 & 15.	Yes		Tony Arias



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Tony Arias
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Tony Arias
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Tony Arias
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Tony Arias
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Tony Arias
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Tony Arias
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	No EOI sought during audit term.	Tony Arias
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Tony Arias
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Tony Arias
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Tony Arias
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	No invitation for pre-qualified suppliers during audit term.	Tony Arias
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Tony Arias
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Tony Arias



No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Tony Arias
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Tony Arias
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Tony Arias
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Tony Arias
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Tony Arias
23	F&G Reg 24E	Where the local government gave regional price preference in relation to a tender process, did the local government comply with requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	No regional preference provided during audit term.	Tony Arias
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Tony Arias
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Tony Arias



Government of **Western Australia**  
Department of **Local Government and Communities**

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Tamala Park Regional Council

\_\_\_\_\_  
Signed CEO, Tamala Park Regional Council

# **Appendix 9.11**



**TAMALA PARK**  
Regional Council

**Tamala Park Regional Council  
Code of Conduct for ~~Elected~~Council  
Members and Staff**

**February 2016**

## PREAMBLE

The Code of Conduct provides ~~elected Council m~~Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct.

The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:

- a) Better decision-making by local governments;
- b) Greater community participation in the decisions and affairs of local governments;
- c) Greater accountability of local governments to their communities; and
- d) More efficient and effective local government.

The Code provides a guide and a basis of expectations for ~~elected Council members~~Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

## STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

## RULES OF CONDUCT

Council ~~members~~Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

### 1. ROLES

#### 1.1 ~~ROLE OF ELECTED MEMBERS~~Role of Council Members

~~A Councillor's~~The primary role ~~of a Council Member~~ is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The role of Council Members as set out in S2.10 of the Local Government Act 1995 follows:

*'A Councillor -*

- a) Represents the interests of electors, ratepayers and residents of the District;*
- b) Provides leadership and guidance to the community in the District;*
- c) Facilitates communication between the community and the Council;*
- c) Participates in the TPRC's decision making processes at Council and Committee meetings; and*
- d) Performs such other functions as are given to the Councillor by the Act or any other written law.'*

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A Councillor ~~Member~~ is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council ~~Members~~ activities will focus on:

- ~~Achieving-achieving~~ a balance in the diversity of community views to develop an overall strategy for the future of the community;
- ~~Achieving-achieving~~ sound financial management and accountability in relation to the Local Government's finances;
- ~~Ensuring-ensuring~~ that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- ~~Working-working~~ with other governments and organisations to achieve benefits for the community at both a local and regional level;
- ~~Having-having~~ an awareness of the statutory obligations imposed on Councillors and on Local Governments.

## **1.2** ~~ROLE OF STAFF~~ Role of Staff

The role of staff is determined by the functions of the CEO as set out in S5.41 of the LGA 1995:

*"The CEO's functions are to:*

- advise the council in relation to the functions of a local government under this Act and other written laws;*
- ensure that advice and information is available to the council so that informed decisions can be made;*
- cause council decisions to be implemented;*
- manage the day to day operations of the local government;*
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- speak on behalf of the local government if the mayor or president agrees;*
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO."*

## **1.3** ~~ROLE OF COUNCIL~~ Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

- The council —*
  - directs and controls the local government's affairs; and*
  - is responsible for the performance of the local government's functions.*
- Without limiting subsection (1), the council is to —*
  - oversee the allocation of the local government's finances and resources;**and*

(b) determine the local government's policies."

#### **1.4 RELATIONSHIPS BETWEEN COUNCIL MEMBERS AND STAFF**

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An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following :

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

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### **4. CONFLICT AND DISCLOSURE OF INTEREST**

#### **4.1 Conflict of Interest**

- a) Council Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Council Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- d) Council Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

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#### **4.22. Financial Interest**

Council Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

#### **4.3 Disclosure of Interest**

*Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 - "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
  - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- f) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

The nature of the interest is to be recorded in the minutes of the meeting.

**23. PERSONAL BENEFIT**

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**23.1 Use of Confidential Information**

**Council** Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

**23.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

**23.3 Improper or Undue Influence**

**Council** Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

**23.4 Gifts**

*Definition :*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity -*

*(a) that cannot be undertaken without an authorisation from the local government; or*

*(b) by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -*

*(a) a gift from a relative as defined in S 5.74(1); or*

*(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*

*(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -*

*(a) a gift worth between \$50 and \$300; or*

*(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“prohibited gift”, in relation to a person who is an employee, means -*

*(a) a gift worth \$300 or more; or*

*(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
  - (iii) notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
    - (1) a description; and
    - (2) the estimated value; and
    - (3) the date of acceptance,of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

## | **34. CONDUCT OF COUNCIL MEMBERS AND STAFF**

### | **34.1 Personal Behaviour**

- | a) Council Members and staff will:
  - i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - v) always act in accordance with their obligation of fidelity to the Local Government.
- | b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

| **34.2 Honesty and Integrity**

| [Council](#) Members and staff will:

- a) Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) Bring to the notice of the Chairman any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- c) Be frank and honest in their official dealing with each other.

| **34.3 Performance of Duties**

- a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- b) [Council](#) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. [Council](#) Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

| **34.4 Compliance with Lawful Orders**

- a) [Council](#) Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- b) [Council](#) Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

| **34.5 Administrative and Management Practices**

| [Council](#) Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

| **34.6 Corporate Obligations**

- a) Standard of Dress  
  
[Council](#) Members and staff are expected to comply with neat and responsible dress standard at all times. [Council](#) Members will dress in a manner appropriate to their position, in particular, when attending meetings or representing the [TPRC-Tamala Park Regional Council](#) in an official capacity. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.
- b) Communication and Public Relations

- i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- ii) As a representative of the community [Council](#) Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so [Council](#) Members should acknowledge that:
  - as a member of the Council there is a respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

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#### **34.7 Appointments to Committees**

As part of their representative role [Council](#) Members are often asked to represent the Council on external organisations. It is important that [Council](#) Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

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### **45. DEALING WITH COUNCIL PROPERTY**

#### **45.1 Use of Local Government Resources**

[Council](#) Members and staff will:

- a) Be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) Use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- c) Not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

#### **45.2 Travelling and Sustenance Expenses**

- | [Council](#) Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

- | **45.3 Access to Information**

- | [ia\)](#) Staff will ensure that [Council](#) ~~Members~~ Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- | [ib\)](#) [Council](#) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



## **Appendix 9.12**

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## **Appendix 9.13**

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## **Appendix 9.14**

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## **Appendix 9.15**

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