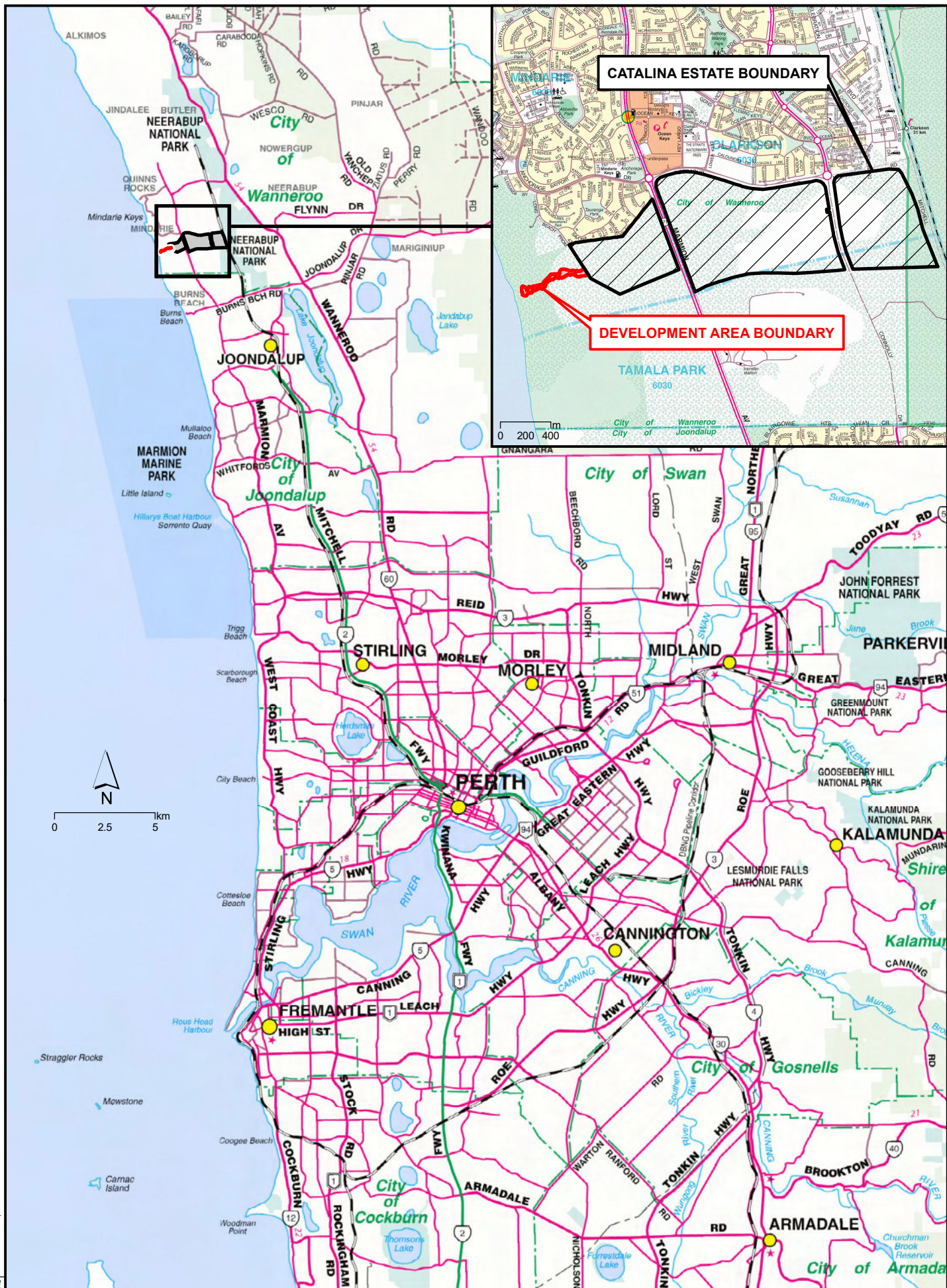


# **Appendix 9.1**



**COTERRA**  
ENVIRONMENT

Job: SATCAT07b  
Doc: 001  
Date: 8/03/2017  
Ph: (08) 9381 5513  
Fax: (08) 9381 5514  
E: info@coterra.com.au

Tamala Park Regional Council  
FORESHORE MANAGEMENT PLAN  
LOT 15448 & 3050 TAMALA PARK

**SITE LOCATION**

Appendix Page 2

**Figure 1**



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

#### CARPARK

- 24 STANDARD BAYS (2.5m X 5.5m)
- 1 DISABLED BAY (2.5m X 5.5m)
- 1 DISABLED SHARED SPACE (2.5m X 5.5m)
- 6.0m WIDE AISLE

#### POSSIBLE LOCATION FOR PUBLIC AMENITIES. (BY OTHERS)

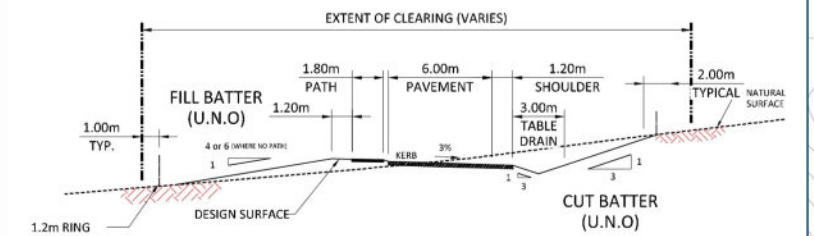
- approx 15m X 5m

#### POSSIBLE LOCATION FOR SURF LIFE SAVERS EQUIPMENT AND STORAGE. (BY OTHERS)

- approx 10m X 5m

#### LEGEND

- EXTENT OF CLEARING FOR ROAD, CARPARK AND ABLUTIONS.
- ROAD 'RESERVE' (13.2m approx.)
- PROPOSED PATH



All engineering detail shown on this plan by Cossill and Webley Consulting Engineers (6037-CB-SK02\_A).

**COTERRA**  
ENVIRONMENT

Job: SATCAT07b  
Doc: 002  
Date: 08.03.17  
Ph: (08) 9381 5513  
Fax: (08) 9381 5514  
E: info@coterra.com.au

Tamala Park Regional Council  
FORESHORE MANAGEMENT PLAN  
LOT 15448 & 3050 TAMALA PARK

**BEACH ACCESS INFRASTRUCTURE**  
CONCEPT PLAN

Figure 2



Landscape Works	FYE 2017 Budget	Detailed Design	City of Wanneroo Approval	Proposed Construction Commencement	Proposed Completion	Comments
Biodiversity Conservation Area (South)	\$331,325.00	Complete	15 April 16	August 2017	October 2017	Pricing received for path construction, fence removal and revegetation. SPG to provide recommendation to TPRC. Interpretive signage designed and to be installed in August.
Biodiversity Conservation Area (North)	\$116,147.00	Complete	Feb 2015	August 2017	October 2017	SPG collating additional quotations to finalise works, including removal of redundant fence and pest control (flora / fauna). Interpretive signage designed and to be installed in August.
Aviator Boulevard Entry Statement	\$116,667.00	Complete	28 March 17	August 2017	October 2017	Recommendation with TPRC for the installation of ground cover in entry (acasia salinga 'green mulch')
Stage 14B Landscaping	\$268,000.00	Complete	August 16	June 2017	September 17	Tree and shrub installation has commenced and stairs have been constructed.
Catalina Central Street Tree Improvements	\$300,000.00	Complete	28 March 16	July 2017	June 2018	SPG are currently investigating procurement of the green stock to undertake landscape improvements to the Green Link throughout FYE 18.
Stage 12 and 13 Landscaping	\$1,395,714	Complete/ Ongoing	April 2015	May 2017	July 2017	Stage 12 and 13 medians and medium density lot verges completed.
Catalina Beach Landscaping Works	\$2,655,357.00	Complete	Pending Approval	August 2017	December 2017	Contracts issued, works to commence late August. Works on the Marmion Avenue Verges West (North) are required to be coordinated with the installation of the pressure main.
Stage 6 McAllister Boulevard Verge	\$148,560.00	Complete	N/A	May 17	August 17	Construction works awarded and commenced on site.
Stage 15 Landscaping	\$315,000.00	Complete	August 16	April 17	September 17	Tree installation has commenced and stairs have been constructed.
Stage 11 POS Phase 2	\$750,000	Complete	12 April 2017	Pending	Pending	CoW approvals in place for the construction of the park. SPG have reviewed budget to bring the expenditure forward.



## **Appendix 9.2**



**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017**

	NOTE	30 June 2017 Actual \$	30 June 2017 Y-T-D Budget \$	2016/17 Amended Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Interest Earnings		1,245,826	1,300,000	1,300,000	(4.17%)
Other Revenue		4,940	3,621	3,621	0.00%
		1,250,766	1,303,621	1,303,621	(4.05%)
<b>Expenses</b>	1,2				
Employee Costs		(583,085)	(677,021)	(677,021)	(13.87%)
Materials and Contracts Other		(193,542)	(447,929)	(447,929)	(56.79%)
Depreciation		(17,942)	(21,024)	(21,024)	(14.66%)
Utilities		0	(18,000)	(18,000)	(100.00%)
Insurance		(10,227)	(10,228)	(10,228)	(0.01%)
Other Expenditure		(155,147)	(177,517)	(177,517)	(12.60%)
		(959,943)	(1,351,719)	(1,351,719)	(28.98%)
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		17,942	21,024	21,024	(14.66%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Plant and Equipment	3	(79,181)	(90,016)	(90,016)	(12.04%)
Proceeds on disposal		42,727	42,727	42,727	0.00%
Adjust Provisions		(50,253)	0	0	(100.00%)
<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		19,933,119	26,604,016	26,604,016	(25.07%)
Other Income - Sale of Apartments		0	333,863	333,863	0.00%
Other Income - Sale of Lots		0	1,000,000	1,000,000	100.00%
Development Costs		(16,955,796)	(32,759,039)	(32,759,039)	(48.24%)
Contribution Refund		(284,565)	(327,714)	(327,714)	0.00%
Profit Distributions		(11,000,000)	(11,000,000)	(11,000,000)	0.00%
<b>Change in Contributed Equity</b>	6	(8,307,242)	(16,148,874)	(16,148,874)	(48.56%)
Net Current Assets July 1 B/Fwd	7	47,345,853	47,345,853	47,345,853	0.00%
Net Current Assets Year to Date	7	39,260,669	31,122,616	31,122,616	

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 2016 TO 30 JUNE 2017**

**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 2016 TO 30 JUNE 2017**

**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 2016 TO 30 JUNE 2017**

**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 2016 TO 30 JUNE 2017**

**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 2016 TO 30 JUNE 2017**

**(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 2016 TO 30 JUNE 2017**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

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

The objectives of the Regional Council are:

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

**3. ACQUISITION OF ASSETS**

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

	<b>30 June 2017 Actual \$</b>	<b>Amended 2016/17 Budget \$</b>
<b><u>By Program</u></b>		
<b>Other Property and Services</b>		
General Office fitout	0	3,000
Office Equipment	14,165	22,000
Motor Vehicle	65,016	65,016
	<b>79,181</b>	<b>90,016</b>
<b><u>By Class</u></b>		
Land and Buildings	0	3,000
Furniture and Equipment	14,165	22,000
Plant and Equipment	65,016	65,016
	<b>79,181</b>	<b>90,016</b>

**4. DISPOSALS OF ASSETS**

The following asset is budgeted to be disposed during the year :

<b><u>Plant and Equipment</u></b>		
Cost	49,260	49,260
Accumulated Depreciation	(6,533)	(8,135)
Profit/(Loss)	0	1,602
<b>Proceeds</b>	<b>42,727</b>	<b>42,727</b>



**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2016-17 financial year.

**6. CONTRIBUTED EQUITY**

	<b>30 June 2017 Actual \$</b>	<b>30 June 2016 Actual \$</b>
Town of Victoria Park	3,433,679	4,101,714
City of Perth	3,433,679	4,101,714
Town of Cambridge	3,433,679	4,101,714
City of Joondalup	6,867,358	8,203,428
City of Wanneroo	6,867,358	8,203,428
Town of Vincent	3,433,679	4,101,714
City of Stirling	13,734,717	16,406,857
<b>TOTAL</b>	<b>41,204,150</b>	<b>49,220,569</b>
<b>Total Movement in equity</b>	<b>(8,016,419)</b>	

Movement in Contributed Equity Represented by:

	<b>Development Expenses 30 June 2017 \$</b>	<b>Land Sales 30 June 2017 \$</b>	<b>Return of Contribution 30 June 2017 \$</b>	<b>Rates Equivalent 30 June 2017 \$</b>
Town of Victoria Park	(1,412,983)	1,661,093	(916,666)	(23,714)
City of Perth	(1,412,983)	1,661,093	(916,666)	(23,714)
Town of Cambridge	(1,412,983)	1,661,093	(916,666)	(23,714)
City of Joondalup	(2,825,966)	3,322,187	(1,833,334)	(47,427)
City of Wanneroo	(2,825,966)	3,322,187	(1,833,334)	(47,427)
Town of Vincent	(1,412,983)	1,661,093	(916,666)	(23,714)
City of Stirling	(5,651,932)	6,644,373	(3,666,668)	(94,855)
	<b>(16,955,796)</b>	<b>19,933,119</b>	<b>(11,000,000)</b>	<b>(284,565)</b>
Members Contributed Equity Movements	(8,307,242)			
TPRC Net Result	290,823			
<b>Total Movement in equity</b>	<b>(8,016,419)</b>			

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017**

**7. NET CURRENT ASSETS**

<b>Composition of Estimated Net Current Asset Position</b>	<b>30 June 2017 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	39,213,368	47,135,952
Receivables	306,092	392,957
Settlement Bonds	4,800	11,550
	<b>39,524,260</b>	<b>47,540,459</b>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(263,591)	(194,606)
<b>NET CURRENT ASSET POSITION</b>	<b>39,260,669</b>	<b>47,345,853</b>
<b>NET CURRENT ASSET POSITION</b>	<b>39,260,669</b>	<b>47,345,853</b>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

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

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

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**TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

	NOTE	31 May 2017 Actual \$	31 May 2017 Y-T-D Budget \$	2016/17 Amended Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Interest Earnings		1,141,922	1,166,834	1,300,000	(2.14%)
Other Revenue		4,940	0	3,621	0.00%
		1,146,862	1,166,834	1,303,621	(1.71%)
<b>Expenses</b>	1,2				
Employee Costs		(491,186)	(634,746)	(677,021)	(22.62%)
Materials and Contracts Other		(177,623)	(410,404)	(447,929)	(56.72%)
Depreciation		0	(19,342)	(21,024)	(100.00%)
Utilities		0	(16,560)	(18,000)	(100.00%)
Insurance		(10,227)	(10,228)	(10,228)	(0.01%)
Other Expenditure		(155,138)	(134,640)	(177,517)	15.22%
		(834,174)	(1,225,920)	(1,351,719)	(31.96%)
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
Depreciation on Assets		0	19,342	21,024	(100.00%)
<b><u>Capital Revenue and (Expenditure)</u></b>					
Plant and Equipment	3	(76,955)	(65,016)	(90,016)	0.00%
Proceeds on disposal		42,727	42,727	42,727	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		18,716,125	26,148,553	26,604,016	(28.42%)
Other Income - Sale of Apartments		0	250,398	333,863	0.00%
Other Income - Sale of Lots		0	1,000,000	1,000,000	100.00%
Development Costs		(16,255,952)	(28,030,400)	(32,759,040)	(42.01%)
Contribution Refund		(47,428)	0	(327,714)	0.00%
Profit Distributions		(5,000,000)	(5,000,000)	(11,000,000)	0.00%
Contribution Returned		0	0	0	0.00%
<b>Change in Contributed Equity</b>	6	(2,587,255)	(5,631,449)	(16,148,875)	(54.06%)
<b>Net Current Assets July 1 B/Fwd</b>	7	47,345,855	47,345,855	47,345,855	0.00%
<b>Net Current Assets Year to Date</b>	7	45,037,060	41,401,975	31,122,617	

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 2016 TO 31 MAY 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

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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.

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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 2016 TO 31 MAY 2017**

**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 2016 TO 31 MAY 2017**

**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 2016 TO 31 MAY 2017**

**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 2016 TO 31 MAY 2017**

**(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 2016 TO 31 MAY 2017**

**2. STATEMENT OF OBJECTIVE**

The Regional Council has a specific regional purpose which is:

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

The objectives of the Regional Council are:

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

**3. ACQUISITION OF ASSETS**

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

	<b>31 May 2017 Actual \$</b>	<b>Amended 2016/17 Budget \$</b>
<b><u>By Program</u></b>		
<b>Other Property and Services</b>		
General Office fitout	0	3,000
Office Equipment	11,939	22,000
Motor Vehicle	65,016	65,016
	<b>76,955</b>	<b>90,016</b>
<b><u>By Class</u></b>		
Land and Buildings	0	3,000
Furniture and Equipment	11,939	22,000
Plant and Equipment	65,016	65,016
	<b>76,955</b>	<b>90,016</b>

**4. DISPOSALS OF ASSETS**

The following asset is budgeted to be disposed during the year :

<b><u>Plant and Equipment</u></b>		
Cost	49,260	49,260
Accumulated Depreciation	(6,533)	(8,135)
Profit/(Loss)	0	1,602
<b>Proceeds</b>	<b>42,727</b>	<b>42,727</b>

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

**5. INFORMATION ON BORROWINGS**

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2016-17 financial year.

**6. CONTRIBUTED EQUITY**

	<b>31 May 2017 Actual \$</b>	<b>30 June 2016 Actual \$</b>
Town of Victoria Park	3,912,167	4,101,714
City of Perth	3,912,167	4,101,714
Town of Cambridge	3,912,167	4,101,714
City of Joondalup	7,824,334	8,203,428
City of Wanneroo	7,824,334	8,203,428
Town of Vincent	3,912,167	4,101,714
City of Stirling	15,648,668	16,406,857
<b>TOTAL</b>	<b>46,946,002</b>	<b>49,220,569</b>
<b>Total Movement in equity</b>	<b>(2,274,567)</b>	

Movement in Contributed Equity Represented by:

	<b>Development Expenses 31 May 2017 \$</b>	<b>Land Sales 31 May 2017 \$</b>	<b>Return of Contribution 31 May 2017 \$</b>	<b>Rates Equivalent 31 May 2017 \$</b>
Town of Victoria Park	(1,354,663)	1,559,677	(416,666)	(23,714)
City of Perth	(1,354,663)	1,559,677	(416,666)	(23,714)
Town of Cambridge	(1,354,663)	1,559,677	(416,666)	0
City of Joondalup	(2,709,325)	3,119,354	(833,334)	0
City of Wanneroo	(2,709,325)	3,119,354	(833,334)	0
Town of Vincent	(1,354,663)	1,559,677	(416,666)	0
City of Stirling	(5,418,650)	6,238,709	(1,666,668)	0
	<b>(16,255,952)</b>	<b>18,716,125</b>	<b>(5,000,000)</b>	<b>(47,428)</b>
Members Contributed Equity Movements	(2,587,255)			
TPRC Net Result	312,688			
<b>Total Movement in equity</b>	<b>(2,274,567)</b>			

**TAMALA PARK REGIONAL COUNCIL**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MAY 2017**

**7. NET CURRENT ASSETS**

Composition of Estimated Net Current Asset Position	31 May 2017 Actual \$	Brought Forward 1-Jul \$
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	44,775,368	47,135,952
Receivables	431,449	392,958
Settlement Bonds	4,200	11,550
	45,211,017	47,540,460
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	(173,957)	(194,605)
 NET CURRENT ASSET POSITION	 45,037,060	 47,345,855
<b>NET CURRENT ASSET POSITION</b>	<b>45,037,060</b>	<b>47,345,855</b>

**8. RATING INFORMATION**

The Regional Council does not levy rates on property.

**9. TRUST FUNDS**

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



## **Appendix 9.3**

**Tamala Park Regional Council**  
**Cheque Detail List**  
**1 May 2017 - 30 June 2017**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
Bill Pmt -Cheque	CH-200535	1/05/2017	City of Wanneroo	CoW Refund (Structure Plan 79 Amendment 4)	-338,786.00
Bill Pmt -Cheque	CH-200536	9/05/2017	City of Wanneroo	Stage 25 Early Clearance Bond (WAPC 153330)	-100,243.00
Bill Pmt -Cheque	CH-200537	25/05/2017	Davidson, Janet	Elected member attendance fee 20 January - 19 April 2017	-2,613.75
Bill Pmt -Cheque	CH-200538	29/05/2017	Water Corporation	Stage 25 Infrastructure Contributions (WAPC 153330)	-280,430.76
Bill Pmt -Cheque	CH-200539	6/06/2017	McMullen Nolan Group	Stage 18B Landgate Fee - additional payment to correct shortfall in original cheque raised	-300.00
<b>TOTAL</b>					<b>-722,373.51</b>

**Tamala Park Regional Council**  
**Summary Payment List**  
**June 2017**

Date	Num	Name	Description	Amount
1/06/2017	ET-4272	Grant, Aaron & Nicole	Lot 171 (17th instalment over a 5 year period)	-2,887.50
6/06/2017	CH-200539	McMullen Nolan Group	Stage 18B Landgate Fee - additional payment to correct shortfa	-300.00
7/06/2017	ET-4273	Swan, Jeremy & Courtney	Lot 174 (17th instalment over a 5 year period)	-3,850.00
8/06/2017		Employee costs	Wages for period 25/05/17 - 07/06/17	-10,952.00
8/06/2017	ET-4274	Australian Super	Superannuation for period 25/05/17 - 07/06/17	-591.18
8/06/2017	ET-4275	National Australia Bank	Superannuation for period 25/05/17 - 07/06/17	-1,337.44
8/06/2017	ET-4276	Australian Taxation Office	IAS (May 2017)	-14,188.00
8/06/2017		All Flags Signs & Banners	Catalina Beach Sign (removal of extension panels)	-825.00
8/06/2017		Burgess Rawson	Valuation services	-440.00
8/06/2017		City of Stirling	GST owing April 2017	-4,500.36
8/06/2017		Cossill & Webley	Engineering services	-68,952.16
8/06/2017		Docushred	Security Bin	-51.70
8/06/2017		Emerge Associates	Landscaping services	-3,303.30
8/06/2017		Homebuyers Centre	Waste Rebate (Lot 861)	-660.00
8/06/2017		LD Total	Landscaping services	-57,770.74
8/06/2017		Main Roads WA	Bus underpass (April 2017)	-766.40
8/06/2017		Marketforce	Statutory advertising	-1,345.27
8/06/2017		McLeods Barristers & Solicitors	Legal services (May 2017)	-1,264.12
8/06/2017		Moore Stephens	Accounting services	-2,997.50
8/06/2017		New Great Cleaning Service	Cleaning of TPRC offices (May 2016)	-143.00
8/06/2017		Retech Rubber	POS 4 softfall repair	-357.50
8/06/2017		Spectur Ltd	Security monitoring for period 01/11/16 - 31/03/17	-2,241.23
8/06/2017		Treacy Fencing	Fencing services	-9,826.74
8/06/2017	ET-4277	Action Couriers	Courier charges for period 15/05/17 - 28/05/17	-62.89
13/06/2017	ET-4278	Westpac Bank	Payment of credit card charges - June 2017	-520.28
15/06/2017	CON-93	City of Joondalup - Supplier	GST March & April 2017	-6,003.51
15/06/2017	CON-94	City of Perth - Supplier	GST owing April 2017	-1,125.10
22/06/2017		Employee costs	Wages for period 08/06/17 - 21/06/17	-10,951.95
22/06/2017	ET-4279	Australian Super	Superannuation for period 08/06/17 - 21/06/17	-591.18
22/06/2017	ET-4280	National Australia Bank	Superannuation for period 08/06/17 - 21/06/17	-1,337.49
22/06/2017		Action Couriers	Courier charges for period 31/05/17 - 11/06/17	-81.53
22/06/2017		Appliance Tagging Services	Testing & tagging services	-206.80
22/06/2017		Burgess Rawson	Valuation services	-110.00
22/06/2017		Butler Settineri	Fee for interim audit for FYE 2017	-3,602.01
22/06/2017		City of Joondalup - Supplier	Rates equivalent payment for 2016/17 financial year	-47,427.41
22/06/2017		City of Stirling	Rates Reimbursement & IT Support	-96,339.81
22/06/2017		City of Vincent - Supplier	GST Mar - May 2017 & Rates Reimbursement	-28,292.71
22/06/2017		City of Wanneroo - Supplier	Rates equivalent payment for 2016/17 financial year	-47,427.41
22/06/2017		Dominic Carbone & Associates	Accounting services (May 2017)	-528.00
22/06/2017		Emerge Associates	General street enhancement (May 2017)	-2,176.90
22/06/2017		Graffik	Inv 17089 & 17098	-1,232.00
22/06/2017		Kyocera Mita	Printing (May 2017)	-65.51
22/06/2017		Lambert, Jordan	Solar Panel Rebate (Lot 855)	-2,000.00
22/06/2017		LD Total	Landscaping services	-34,258.87
22/06/2017		McMullen Nolan Group	Surveying services	-24,805.00
22/06/2017		Neverfail	Water bottles x 2	-28.25
22/06/2017		R J Vincent & Co	Stage WWPS Forward Works (Cert 1)	-71,657.03
22/06/2017		Rare Pty Ltd	Marketing services	-5,198.91
22/06/2017		Realestate.com.au	Project Profile	-3,948.75
22/06/2017		Stantons International	Probity advisory services (May 2017)	-562.10

22/06/2017		Stephen Heath Photography	Meet & greet photography	-360.00
22/06/2017		Town of Cambridge - supplier	Rates equivalent payment for 2016/17 financial year	-23,713.71
22/06/2017		Town of Victoria Park - Supplier	GST Feb - May 2017	-4,768.00
22/06/2017		Treacy Fencing	Fencing services	-4,926.35
22/06/2017		Ventura Home Group	Early Construction Rebate (Lot 730)	-8,000.00
22/06/2017	ET-4281	Synergy	Stage 11 POS Power charges for period 05/04/17 - 06/06/217	-811.05
22/06/2017	ET-4282	Synergy	Stage 8 POS Power charges for period 05/04/17 - 06/06/217	-265.15
22/06/2017	ET-4283	Synergy	Sales Office power charges for period 05/04/17 - 06/06/217	-223.95
26/06/2017		City of Joondalup - Supplier	9th Dividend Payment - TPRC Project	-1,000,000.00
26/06/2017		City of Perth - Supplier	9th Dividend Payment - TPRC Project	-500,000.00
26/06/2017		City of Stirling	9th Dividend Payment - TPRC Project	-2,000,000.00
26/06/2017		City of Vincent - Supplier	9th Dividend Payment - TPRC Project	-500,000.00
26/06/2017		City of Wanneroo - Supplier	9th Dividend Payment - TPRC Project	-1,000,000.00
26/06/2017		Town of Cambridge - supplier	9th Dividend Payment - TPRC Project	-500,000.00
26/06/2017		Town of Victoria Park - Supplier	9th Dividend Payment - TPRC Project	-500,000.00
28/06/2017	CON-95	Town of Cambridge - supplier	GST owing May 2017	-1,577.09
29/06/2017		Burgess Rawson	Valuation fee (Lot 953)	-55.00
29/06/2017		City of Stirling	GST owing May 2017	-6,308.36
29/06/2017		Delron Cleaning	Cleaning of Sales Office (June 2017)	-511.50
29/06/2017		Marketforce	Statutory advertising	-1,504.68
29/06/2017		McCulloch, Kevin & Julie	Solar Panel Rebate (Lot 917)	-2,000.00
29/06/2017		McMullen Nolan Group	Surveying services	-5,307.50
29/06/2017		MP Property Consultants Pty Ltd	Review of Grouped Housing Sites Tender	-962.50
29/06/2017		R J Vincent & Co	Stage 18B Civil Works (Cert 4)	-384,454.65
29/06/2017		Scott Printers Pty Ltd	Printing newsletter	-655.60
29/06/2017		Treacy Fencing	Fencing services	-3,294.50
29/06/2017		Urban Development Institute of Au	2017/2018 Membership Subscription	-4,230.00
29/06/2017	ET-4284	Alinta Energy	Sales Office gas for period 10/03/17 - 09/06/17	-94.45
29/06/2017	ET-8285	Synergy	Stage 1 POS power for period 05/04/17 - 07/06/17	-39.20
29/06/2017	ET-4286	Telstra	Mobile phones - charges to 13 July 2017	-110.00
30/06/2017	CON-96	City of Perth - Supplier	GST owing May 2017	-1,577.09
<b>TOTAL</b>				<b>-7,035,842.87</b>

**Tamala Park Regional Council**  
**Summary Payment List**  
**May 2017**

Date	Num	Name	Description	Amount
1/05/2017	CH-200535	City of Wanneroo - Supplier	CoW Refund (Structure Plan 79 Amendment 4)	-338,786.00
2/05/2017	ET-4259	B Bhabra Investment Trust	Lot 173 (17th instalment over a 5 year period)	-2,887.50
2/05/2017	ET-4260	Steel Test Pty Ltd	Lot 169 (17th instalment over a 5 year period)	-2,887.50
3/05/2017	ET-4261	Paxman, James & Melissa	Lot 168 (17th instalment over a 5 year period)	-3,281.25
8/05/2017	CON-89	City of Wanneroo	GST owing March 2017	-3,753.31
9/05/2017	CH-200536	City of Wanneroo	Stage 25 Early Clearance Bond (WAPC 153330)	-100,243.00
11/05/2017		Employee Costs	Wages for period 27/04/17 - 10/05/17	-10,952.00
11/05/2017	ET-4262	Australian Taxation Office	IAS April 2017	-14,188.00
11/05/2017	ET-4263	Australian Super	Superannuation for period 27/04/17 - 10/05/17	-591.18
11/05/2017	ET-4264	National Australia Bank	Superannuation for period 27/04/17 - 10/05/17	-1,337.44
11/05/2017		Action Couriers	Courier charges for period 19/04/17 - 26/04/17	-160.77
11/05/2017		Burgess Rawson	Valuation fees	-1,540.00
11/05/2017		City of Stirling	GST March 2017 & Office Rent	-11,080.38
11/05/2017		Cossill & Webley	Engineering services	-39,079.43
11/05/2017		Coterra Environment	Environmental consulting services	-3,381.07
11/05/2017		Creating Communities	Community Development Plan (January - May 2016)	-20,328.00
11/05/2017		Dreamstart Homes	Jobs D1390 & D1486	-4,000.00
11/05/2017		Emerge Associates	Landscaping services	-8,130.10
11/05/2017		EventPro Perth	Meet & Greet	-1,122.00
11/05/2017		Homebuyers Centre	Waste Rebate (Lot 793)	-660.00
11/05/2017		Imagesource	Meet & Greet Corflute inserts	-293.70
11/05/2017		Kyocera Mita	Printing costs for period 31/03/17 - 10/04/17	-40.85
11/05/2017		LD Total	Landscaping services	-116,994.62
11/05/2017		Marketforce	Statutory advertising	-1,511.52
11/05/2017		McLeods Barristers & Solicitors	Legal services (February 2017 - April 2017)	-2,597.28
11/05/2017		McMullen Nolan Group	Estate plan with aerial overlay	-990.00
11/05/2017		Moore Stephens	Accounting services (March 2017)	-2,601.50
11/05/2017		Nature Calls	Meet & Greet (8 April 2017)	-550.00
11/05/2017		Neverfail	Bottled water x 4	-54.00
11/05/2017		New Great Cleaning Service	TPRC office cleaning (April 2017)	-214.50
11/05/2017		Outkast Hire Pty Ltd	Meet & Greet Furniture Hire	-660.00
11/05/2017		Proud, Simon	Solar Panel Rebate (Lot 501)	-2,000.00
11/05/2017		R J Vincent & Co	Stage 18B Civil Works (Cert 2)	-401,398.61
11/05/2017		Rare Pty Ltd	Stage 25 Release Display Ads	-8,923.20
11/05/2017		Realestate.com.au	Online advertising	-11,846.25
11/05/2017		Rotary Club of Mindarie	Meet & Greet (26 March 2017)	-500.00
11/05/2017		Stantons International	Probity advisory services (April 2017)	-272.80
11/05/2017		Tranen Revegetation Systems	Northern BCA Vegetation Audit (Close Out)	-2,112.00
11/05/2017		Treacy Fencing	Fencing (Lot 861)	-1,337.49
11/05/2017	ET-4270	Synergy	Lot 9003 electricity charges for period 01/02/17 - 04/03/17	-2,587.85
15/05/2017	ET-4265	Westpac Bank	Payment of credit card charges - May 2017	-1,368.91
18/05/2017	CON-90	City of Perth - Supplier	GST owing March 2017	-1,876.66
24/05/2017	CON-91	City of Wanneroo - Supplier	GST owing April 2017	-2,250.20
24/05/2017	ET-4267	Telstra	Mobile phones (CEO & PC) - charges to 13 June 2017	-110.00
25/05/2017		Employee Costs	Wages for period 11/05/17 - 24/05/17	-10,952.00
25/05/2017	ET-4265	Australian Super	Superannuation for period 11/05/17 - 24/05/17	-591.18

25/05/2017	ET-4266	National Australia Bank	Superannuation for period 11/05/17 - 24/05/17	-1,337.44
25/05/2017		Action Couriers	Courier charges for period 01/05/17 - 11/05/17	-62.89
25/05/2017		Caddy, Karen	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Carat Australia Media Services	Stage 14B digital REA ads	-7,640.33
25/05/2017		Carr, Louis	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Chester, John	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Cole, Emma	Elected member attendance fee 20 January - 19 April	-1,306.87
25/05/2017		Coterra Environment	Environmental consulting services (April 2017)	-2,992.75
25/05/2017		Dominic Carbone & Associates	Accounting services (March 2017)	-594.00
25/05/2017		Emerge Associates	Landscaping services	-2,999.70
25/05/2017		EventPro Perth	Meet & Greet (final event)	-1,122.00
25/05/2017		Guise, Dianne	Deputy Chairman allowance 20 January - 19 April 20	-3,855.25
25/05/2017		Hayes, Keith	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Hollywood, Kerry	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Italiano, Giovanni	Chairman allowance 20 January - 19 April 2017	-8,886.50
25/05/2017		LD Total	Landscaping services	-162,582.58
25/05/2017		Main Roads WA	Neerabup Road bus underpass	-5,070.51
25/05/2017		McMullen Nolan Group	Surveying services	-18,210.50
25/05/2017		Murphy, Jimmy	Alternate member attendance fee 20 January - 19 April	-236.00
25/05/2017		Nature Calls	Meet & Greet (29 April 2017)	-550.00
25/05/2017		Neverfail	Bottled water x 2	-28.25
25/05/2017		R J Vincent & Co	Civil works	-982,772.02
25/05/2017		Rotary Club of Mindarie	Meet & Greets (08/04/17 & 29/04/17)	-1,000.00
25/05/2017		Sargent, Keith	Elected member attendance fee 20 January - 19 April	-862.54
25/05/2017		Sheehan, Lyndsay	Solar Panel Rebate (Lot 858)	-2,000.00
25/05/2017		SpecTerra Services	Tree Canopy Assessment	-9,240.00
25/05/2017		Target Sports	Meet & Greet (29 April 2017)	-450.00
25/05/2017		Treacy Fencing	Fencing (Lot 910)	-4,282.85
25/05/2017		Treby, Brett	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017		Willox, Rod	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017	CH-200537	Davidson, Janet	Elected member attendance fee 20 January - 19 April	-2,613.75
25/05/2017	ET-4268	Water Corporation	Sales Office water usage for period 21/03/17 - 18/05/17	-653.17
25/05/2017	CON-92	Town of Cambridge - supplier	GST owing April 2017	-1,125.10
25/05/2017	ET-4271	Australian Taxation Office	FBT Return payment for period 01/04/16 to 31/03/17	-804.45
29/05/2017	CH-200538	Water Corporation	Stage 25 Infrastructure Contributions (WAPC 15333C)	-280,430.76
29/05/2017	ET-4269	Yang, Shan-Hao & Xiuying Chen	Lot 172 (17th instalment over a 5 year period)	-2,887.50
<b>TOTAL</b>				<b>-2,667,918.01</b>



## **Appendix 9.4**

24 July 2017

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

Dear Tony

### **Catalina Financial Report for June 2017**

Please find attached the Catalina Financial Report for June 2017. This report has been prepared on a cash basis and compares actual income and expenditure to the June 2016 approved budget for the period 1 June 2017 to 30 June 2017. Please note the June 2016 budget includes actuals to 31 March 2016, therefore variances against budget for the period April to June 2016 are included in the PTD variances as stated below.

Residential settlement revenue for the financial year to 30 June 2017 is \$19.3m which is \$6.9m under the approved 'June 2016' budget with 24 less residential settlements for the year. Project to date settlement revenue to 30 June 2017 is \$5.0m unfavourable to budget with 16 less settlement to date.

Sales for FYE2017 are \$14.5m unfavourable to budget due to 41 less residential lot sales for the year. It is noted that 15 of the lots budgeted for sale are Display Builder lots which have been allocated and will be contracted for sale shortly. Project to date residential sales to 30 June 2017 is \$12.9m unfavourable to budget on 36 less sales. Special site sales is \$4.8m behind budget due to timing of the Stg 11 local centre and the Stage 18B Group Housing sites. Sale of the Local Centre site for \$1.4m (\$400k above budget) is progressing with the Heads of Agreement executed by the Tenderor. Progression to a contract of sale is immanent and is now projected to settle in FY18. The Stage 18B Group Housing sites are to be re-tendered in FY18, and if unsuccessful, further options will be assessed.

Overall FYE2017 expenditure is \$14.9m under budget per the approved 'June 2016' budget, with \$13.7m spent compared to a budget of \$25.8m. The main areas of variances are summarised below:

- Lot Production \$5.3m under budget, with invoices yet to be received for works undertaken within FYE17.
  - Earthworks Stages 25-27 \$0.7m under budget due to timing of receiving invoices and savings on rates being under budget;
  - Earthworks Stages 36-40 \$0.4m under budget due to delayed construction program;
  - City of Wanneroo Scheme Costs Stages 9-16B \$1.2m under budget – no requirement for payment at this time;
  - Stage 14B \$0.6m under budget due to timing of receiving invoices;
  - Stage 17A \$0.2m over budget due to stage being brought forward (timing);
  - Stage 18B \$0.4m over budget due to stage being brought forward (timing);
  - Stage 25 \$1.5m under budget due to timing of receiving invoices for payment and savings on rates being under budget.
- Infrastructure Expenditure \$2.8m under budget
  - Aviator Blvd Extension Stage 25 \$1.5m under budget (timing);
  - Western Cell Waste Water Pump Station \$0.9m under budget (timing).

- Infrastructure Refunds \$2.2m under budget due to the Primary School refund being deferred to January 2018.
- Landscaping \$5.8m under budget, with invoice yet to be received for works undertaken within FYE17.
  - Stage 12 Landscaping \$1.0m under budget (due to timing, works commenced);
  - Stage 13 Landscaping \$385k under budget (due to timing, works commenced);
  - Stage 14A Landscaping \$258k under budget (due to timing, works commenced);
  - Stage 14B Landscaping \$267k under budget (due to timing, works commenced);
  - Stage 15 Landscaping \$316k under budget (due to timing, works commenced);
  - Stage 10 BCA \$154k under budget (due to timing, works commenced);
  - Western Cell Long Beach Prom Entry Statement \$304k under budget (due to deferred works, awaiting TPRC approval);
  - Western Cell Long Beach Prom Greenlink \$178k under budget (due to deferred works, awaiting TPRC approval);
  - Western Cell Marmion Ave Verge \$421k under budget (due to deferred works, awaiting TPRC approval);
  - Western Cell POS \$1.4m under budget (due to deferred works, awaiting TPRC approval);
  - Western Cell Bore \$213k under budget (due to deferred works, awarded);
  - Streetscape Upgrades to Stage 1 \$136k under budget (works commenced);
  - Stage 6 Landscaping \$149k under budget (works awarded);
  - Western Cell Entry Statement & Greenlink \$444k under budget (due to deferred works, awaiting TPRC approval).
- P&L expenditure - \$2.8m under budget
  - Marketing \$441k under budget with \$223k spent against YTD budget of \$664k;
  - Rates & Taxes \$395k under budget due to refund of lot 9018 rates and provisional sums not required;
  - Contingency \$1.4m not required.

A distribution of \$6m was paid in June to bring total distributions for FYE2017 to \$11m, which is in line with budget.

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

Yours faithfully



**Ross Carmichael**  
General Manager - Finance

**CATALINA**
**FINANCE REPORT  
JUNE 2017**
**1.0 Management Accounts**
**1.1 KEY STATISTICS**
**1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS**

	Lots Produced (titles)		Sales		Settlements		Distributions	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Prior Years	806	806	770	765	746	738	56,000,000	56,000,000
Jul-2016	-	-	8	9	7	14	-	-
Aug-2016	-	-	10	6	7	9	-	-
Sep-2016	-	-	8	6	2	6	-	-
<b>Sep-16 Qtr</b>	-	-	<b>26</b>	<b>21</b>	<b>16</b>	<b>29</b>	-	-
Oct-2016	10	10	1	23	10	5	-	-
Nov-2016	-	-	7	10	11	7	-	-
Dec-2016	-	-	1	7	5	10	5,000,000	5,000,000
<b>Dec-16 Qtr</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>40</b>	<b>26</b>	<b>22</b>	<b>5,000,000</b>	<b>5,000,000</b>
Jan-2017	-	-	6	2	7	10	-	-
Feb-2017	25	58	8	9	1	5	-	-
Mar-2017	-	-	8	8	4	20	-	-
<b>Mar-17 Qtr</b>	<b>25</b>	<b>58</b>	<b>22</b>	<b>19</b>	<b>12</b>	<b>35</b>	-	-
Apr-2017	-	-	7	13	5	4	-	-
May-2017	-	-	7	13	6	2	-	-
Jun-2017	31	-	7	13	4	1	6,000,000	6,000,000
<b>Jun-17 Qtr</b>	<b>31</b>	-	<b>21</b>	<b>39</b>	<b>15</b>	<b>7</b>	<b>6,000,000</b>	<b>6,000,000</b>
<b>PTD</b>	<b>872</b>	<b>874</b>	<b>848</b>	<b>884</b>	<b>815</b>	<b>831</b>	<b>67,000,000</b>	<b>67,000,000</b>
<b>Full 2016/17 Year</b>	<b>66</b>	<b>68</b>	<b>78</b>	<b>119</b>	<b>69</b>	<b>93</b>	<b>11,000,000</b>	<b>11,000,000</b>
<b>2017/18</b>		<b>130</b>		<b>122</b>		<b>122</b>		<b>4,000,000</b>
<b>2018/19</b>		<b>148</b>		<b>145</b>		<b>129</b>		<b>15,000,000</b>

- 4 residential lots settled in June comprising:  

Lots  
 Stage 17A                      4
- Stage 18B achieved titles on 13 June comprising of 31 residential lots.
- A \$6m distribution has been paid in June 2017, bringing PTD distributions in line with budget.

**1.2 Sales & Settlements**

	MTH Act	MTH Bgt	YTD Act	YTD Bgt	PTD Act	PTD Bgt
<b>Residential</b>						
- Sales #	7	13	78	119	848	884
- Sales \$	2,305,000	4,298,465	22,284,000	36,827,887	216,158,500	229,091,858
- Sales \$/lot	329,286	330,651	285,692	309,478	254,904	259,154
- Settlements #	4	1	69	93	815	831
- Settlements \$	1,229,000	295,219	19,340,000	26,283,529	206,277,500	211,244,867
- Settlements \$/lot	307,250	295,219	280,290	282,619	253,101	254,206
<b>Special Sites</b>						
- Sales #	-	-	-	4	2	6
- Sales \$	-	-	-	4,794,250	1,895,000	6,689,250
- Sales \$/lot	-	-	-	1,198,563	947,500	1,114,875
- Settlements #	-	-	-	4	2	6
- Settlements \$	-	-	-	4,794,250	1,895,000	6,689,250
- Settlements \$/lot	-	-	-	1,198,563	947,500	1,114,875
<b>Lots Under Contract</b>						
- Unsettled sales #	34		<div style="display: flex; align-items: center;"> <span style="font-size: 3em; margin-right: 10px;">{</span> <div>                         Unconditional                      3                          Conditional                          31                     </div> </div>		<div style="display: flex; align-items: center;"> <span style="font-size: 3em; margin-right: 10px;">}</span> <div>                         Titled                          875 incl. Spec sites                     </div> </div>	
- Unsettled sales \$	9,881,000					
- Unsettled sales \$/lot	290,618					

## 1.3 Cashflow - MTD Actuals to budget

	MTD Act	MTD Bgt	Variance
<b>Income</b>			
Settlement Revenue	1,229,000	295,219	933,781
Margin GST	(12,008)	(4,545)	(7,463)
Direct selling costs	(54,892)	(13,242)	(41,650)
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	-	-
Rebate Allowance	(53,020)	(59,990)	6,970
	<u>1,109,080</u>	<u>217,441</u>	<u>891,639</u>
<b>Development costs</b>			
Lot production	396,710	2,134,558	1,737,847
Landscaping	24,232	824,637	800,405
Consultants	14,227	44,168	29,941
Infrastructure	91,452	417,698	326,246
Sales office building	-	-	-
	<u>526,621</u>	<u>3,421,060</u>	<u>2,894,439</u>
<b>Overheads</b>			
Sales & marketing	17,377	55,311	37,934
Community Develop.	1,756	16,042	14,286
Administration	46,993	62,550	15,557
Finance/Contingency	-	178,217	178,217
	<u>66,126</u>	<u>312,120</u>	<u>245,994</u>
<b>Net Cashflow</b>	<b><u>516,333</u></b>	<b><u>(3,515,739)</u></b>	<b><u>4,032,072</u></b>

- Current month net cashflow \$4m above budget mainly due to favourable Development Costs.

## 1.4 Cashflow - YTD Actuals to budget

	YTD Act	YTD Bgt	Variance
<b>Income</b>			
Settlement Revenue	19,340,000	26,283,529	(6,943,529)
Margin GST	(202,818)	(422,727)	219,910
Direct selling costs	(865,653)	(1,390,683)	525,031
Interest Income	5,392	-	5,392
Forfeited Deposits	-	-	-
Other Income	406	4,276,068	(4,275,662)
Rebate Allowance	(1,653,656)	(1,474,093)	(179,562)
	<u>16,623,671</u>	<u>27,272,093</u>	<u>(10,648,422)</u>
<b>Development costs</b>			
Lot production	9,303,609	14,594,159	5,290,550
Landscaping	1,024,898	6,807,816	5,782,918
Consultants	342,867	675,204	332,336
Infrastructure	2,369,568	2,967,631	598,063
Sales office building	2,727	49,657	46,930
	<u>13,043,669</u>	<u>25,094,467</u>	<u>12,050,797</u>
<b>Overheads</b>			
Sales & marketing	222,632	663,734	441,102
Community Develop.	29,739	192,500	162,761
Administration	282,508	1,075,117	792,609
Finance/Contingency	76,991	1,483,907	1,406,916
	<u>611,871</u>	<u>3,415,259</u>	<u>2,803,388</u>
<b>Net Cashflow</b>	<b><u>2,968,132</u></b>	<b><u>(1,237,632)</u></b>	<b><u>4,205,763</u></b>

The YTD revenue variance comprises:

- Settlement revenue is \$6.9m unfavourable to budget on 24 less residential settlements than the budget for FY2017.
- Primary School E'wks reimbursement deferred until Jan 18 \$2.2m.

## 1.5 Bonds

	Last Year	Last Month	This Month
City of Wanneroo	201,231	539,029	539,029
	<u>201,231</u>	<u>539,029</u>	<u>539,029</u>

Bonds relate to the waste water pump station, and stages 18B & 25 early clearances.



**CATALINA**
**FINANCE REPORT**
**JUNE 2017**
**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)	1,229,000	295,219	933,781	19,340,000	26,283,530	(6,943,530)	206,277,500	211,244,868
- Revenue \$/lot	307,250	295,219		280,290	282,619		253,101	254,206
- Selling & GST \$	111,901	29,407	(82,494)	1,912,998	3,380,978	1,467,980	21,444,668	22,970,352
- Selling & GST \$/lot	27,975	29,407		27,725	36,355		26,312	27,642
- Cost of sales \$	312,101	87,996	(224,105)	5,579,101	9,395,814	3,816,713	76,225,641	79,474,878
- Cost of sales \$/lot	78,025	87,996		80,857	101,030		93,528	95,638
- Gross profit \$	804,999	177,816	627,182	11,847,901	13,506,738	(1,658,837)	108,607,191	108,799,638
- Gross profit \$/lot	201,250	177,816		171,709	145,234		133,260	130,926
- Gross profit Mgn %	65.50%	60.23%		61.26%	51.39%		52.65%	51.50%
- Special Sites \$	-	-	-	-	2,762,735	(2,762,735)	1,284,073	4,046,808
- Other income \$	-	-	-	5,798	-	5,798	230,717	221,259
- Sales & Marketing \$	68,182	71,499	3,317	294,874	857,988	563,114	1,525,284	2,602,025
- Administration \$	63,788	89,223	25,435	367,596	1,075,701	708,106	2,413,763	3,219,632
- Finance \$	-	-	-	-	-	-	-	8,295
- Contingency \$	-	178,289	178,289	-	1,484,252	1,484,252	20,364	1,842,229
- Net profit \$	673,028	(161,195)	834,222	11,191,229	12,851,532	(1,660,303)	106,162,570	105,395,524
- Net profit \$/lot	168,257	(161,195)		162,192	138,189		130,261	126,830

- FY17 Gross profit is \$1.7m under budget due to unfavourable settlements of 24 lots partly offset by favourable selling costs \$9k/lot, and lot production costs \$20k/lot.
- Special sites gross profit is \$2.8m unfavourable due to timing of sales & settlements (Stg 11 local centre & 2 Stage 18B Group Housing sites). Sale of the local centre site for \$1.4m (\$400k above budget) is progressing with the Heads of Agreement executed by the Tenderor. Progression to a contract of sale is immanent and is now projected to settle in FY18. The Stage 18B Group Housing sites are to be re-tendered in FY18, and if unsuccessful, further options will be assessed.
- FY17 Marketing costs are \$563k below budget due to Community Development costs \$163k under budget (CD activities have only just recommenced for the project), Signage \$156k below budget (Strategy & authority approval delays) and lower general marketing activity and advertising \$244k.
- FY17 net profit is unfavourable against budget by \$1.7m, due to the unfavourable gross profit variance \$1.7m and unfavourable special site variance \$2.8m partly offset by unused contingency \$1.5m and favourable marketing and admin costs of \$1.3m.



## 2.1 GROSS PROFIT ANALYSIS

Actual

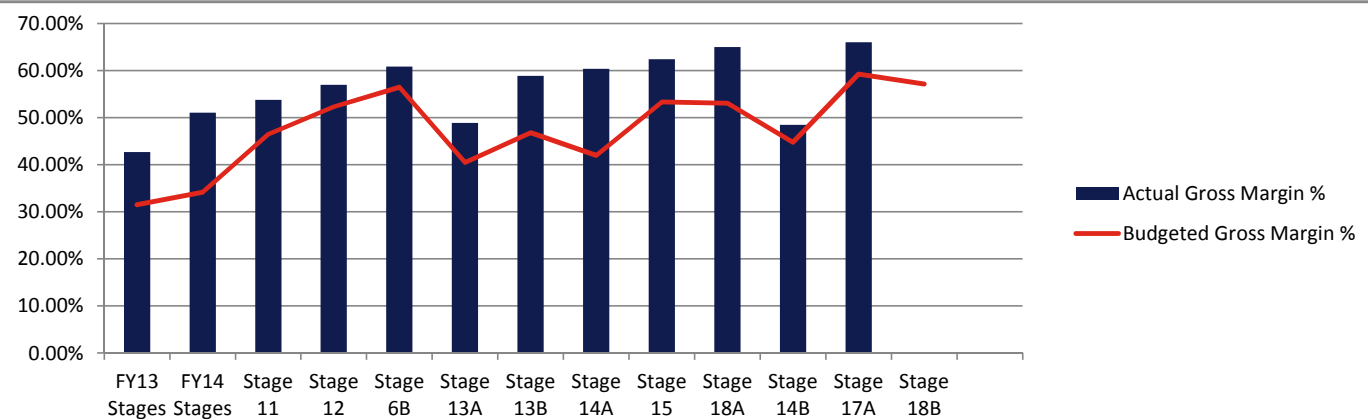
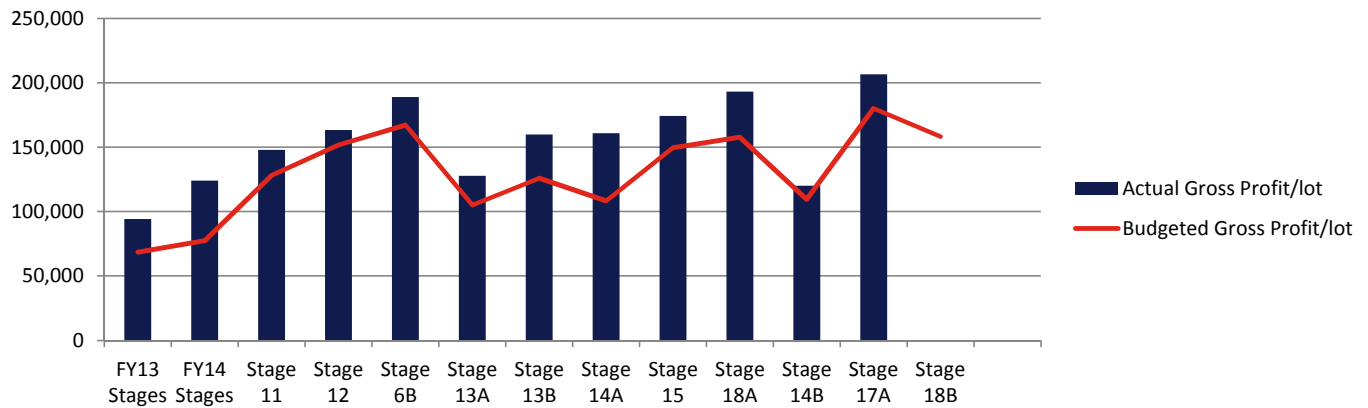
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
FY13 Stages	2012 / 2013	51,375,500	220,496	29,448,888	126,390	21,926,612	94,106	42.68%
FY14 Stages	2013 / 2014	50,325,000	243,116	24,635,745	119,013	25,689,255	124,103	51.05%
Stage 11	1-Oct-14	17,611,000	275,172	8,143,826	127,247	9,467,174	147,925	53.76%
Stage 12	3-Dec-14	13,768,000	286,833	5,922,162	123,378	7,845,838	163,455	56.99%
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	9,675,000	261,486	4,947,835	133,725	4,727,165	127,761	48.86%
Stage 13B	11-May-15	11,683,000	271,698	4,807,944	111,813	6,875,056	159,885	58.85%
Stage 14A	4-Jun-15	16,784,000	266,413	6,653,009	105,603	10,130,991	160,809	60.36%
Stage 15	15-Dec-15	14,253,000	279,471	5,358,594	105,070	8,894,406	174,400	62.40%
Stage 18A	27-May-16	7,731,000	297,346	2,709,553	104,214	5,021,447	193,133	64.95%
Stage 14B	28-Oct-16	1,238,000	247,600	637,641	127,528	600,359	120,072	48.49%
Stage 17A	20-Feb-17	4,382,000	313,000	1,488,588	106,328	2,893,412	206,672	66.03%
Stage 18B	13-Jun-17							
		206,277,500		97,670,309		108,607,191		

- 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%
Stage 18A	Jun-16	8,626,000	297,448	4,048,854	139,616	4,577,146	157,833	53.06%
Stage 14B	Jun-16	2,448,087	244,809	1,352,232	135,223	1,095,855	109,585	44.76%
Stage 17A	Jun-16	9,427,756	304,121	3,845,430	124,046	5,582,326	180,075	59.21%
Stage 18B	Jun-16	8,584,690	276,925	3,677,414	118,626	4,907,276	158,299	57.16%
		218,977,510		126,714,795		92,262,715		

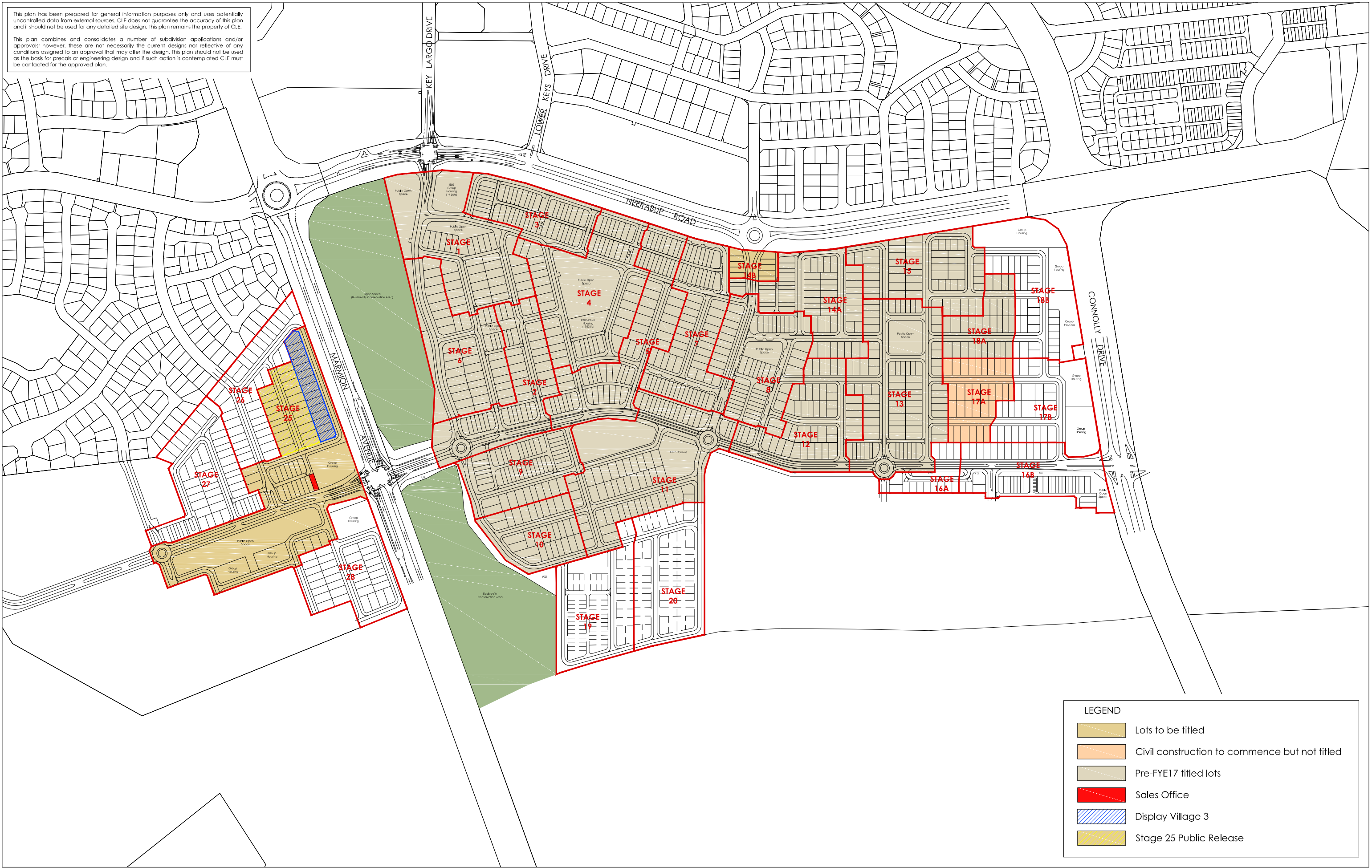
- Values for budget are based on 'total lots' for the relevant stages.



# **Appendix 9.5**

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

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



**LEGEND**

- Lots to be filled
- Civil construction to commence but not titled
- Pre-FYE17 titled lots
- Sales Office
- Display Village 3
- Stage 25 Public Release

# **CATALINA FYE 2017 OPERATIONS** Catalina Estate, Tamala Park City of Wanneroo



**plan no: 2228-351C-02**  
 scale: 1:6,000 @ A3  
 date: 26.05.2016



## **Appendix 9.6**

31 July 2017

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

Via email: [tony.arias@tamalapark.wa.gov.au](mailto:tony.arias@tamalapark.wa.gov.au)

Dear Tony

**RE: Catalina FYE2018 Budget Amendments**

The purpose of the memo is to address budget changes for FYE2018 as a result of the update to actual revenues and costs incurred in FYE2017 and the reforecasting of revenues and costs to be incurred in FYE2018.

The high level snapshot of these changes is shown below:

**Cashflow for Financial Year ending 2018**

Actual net cashflow for the FYE2017 was \$6m better than budget due to reduced gross income of (\$2.7m) and reduced development costs of \$8.7m. Development costs of \$2.4m deferred from FYE2017 to FYE2018 are still required to undertake the deferred works. The net position across both the FYE2017 and FYE2018 years is a project to date net cashflow increase of \$3.8m. Council distribution is maintained at \$4m.

CATALINA CASHFLOW	Revised FYE2018 (July 17)	Approved FYE2018 (June 17)	FYE18 Variance	Revised Project to Date (July 17)	Approved Project to Date (June 17)	Project To Date Variance
Gross Income	\$ 37,403,815	\$ 37,100,145	\$ 303,670	\$ 229,178,701	\$ 231,604,679	-\$ 2,425,978
Development Costs	\$ 50,869,561	\$ 48,476,868	-\$ 2,392,693	\$ 150,819,541	\$ 157,120,335	\$ 6,300,794
<b>Cashflow</b>	<b>\$ 13,465,746</b>	<b>\$ 11,376,723</b>	<b>\$ 2,089,023</b>	<b>\$ 78,359,160</b>	<b>\$ 74,484,344</b>	<b>\$ 3,874,816</b>
Distributions	\$ 4,000,000	\$ 4,000,000	\$ -	\$ 57,700,000	\$ 57,700,000	\$ -

**FYE2018 High Level Variances**

- Gross income has slightly increased due to a deferral in gross income with some settlements deferring from FYE2017 to FYE2018. This also takes into account a deferral of landscape, fencing and solar costs from FYE2017 to FYE2018.
- Development costs have increased largely due to the deferral of landscape works from FYE2017 to FYE2018 and the deferral of Stage 18B lot production costs from FYE2017 to FYE2018.
- Distributions remain unchanged from the budget submitted to the June 2017 Council meeting where \$4m is still forecast to be distributed in FYE2018.

**Cash Balance Assumptions for the review**

The following assumption has been applied to the cash balance for this review:

- The opening cash balance on 1 July 2017 is \$38.1m.

The attached cashflow summaries shows a more detailed analysis on the variances between the budgets.

It is recommended that this updated budget is adopted by TPRC for FYE2018.

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

Yours sincerely



**Antonina Lazzara**  
Project Director



Catalina FY18 Cashflow - Actuals Update

FY18 BUDGET REVIEW ACTUALS UPDATE	ACTUALS UPDATE FY2018 TOTAL	APPROVED BUDGET FY2018 TOTAL	VARIANCE FY2018 TOTAL	FY2018 VARIANCE COMMENT	ACTUALS UPDATE PTD FY2018	APPROVED BUDGET PTD FY2018	VARIANCE PTD FY2018
Sales Release	114	107	7	Release of 7x lots in Stage 25 deferred from FY17 to FY18.	1,022	1,022	-
Sales - Stage 12	1	-	1	Sale deferred from FY17 to FY18.	49	49	-
Sales - Stage 13B	-	1	(1)	Final sale achieved in FY17, previously forecast FY18.	45	45	-
Sales - Stage 14B	3	-	3	Sales deferred from FY17 to FY18.	10	10	-
Sales - Stage 15	1	-	1	Sale deferred from FY17 to FY18.	55	55	-
Sales - Stage 16A	2	2	-		2	2	-
Sales - Stage 17A	4	4	-		25	25	-
Sales - Stage 17B	24	36	(12)	Sales deferred from FY18 to FY19.	24	36	(12)
Sales - Stage 18A	1	-	1	Sale deferred from FY17 to FY18.	29	29	-
Sales - Stage 18B	17	21	(4)	Higher sales achieved in FY17.	31	31	-
Sales - Stage 25	53	22	31	Sales deferred from FY17 to FY18.	57	57	-
Sales - Stage 26	12	32	(20)	Sales deferred from FY18 to FY19.	12	32	(20)
Total Sales	118	118	-		967	999	(32)
Titles	131	131	-		1,003	1,003	-
Settlements	127	123	4	Settlements deferred from FY17 to FY18.	942	949	(7)
Closing Stock	55	23	32		55	3	52
Contracts on hand	25	50	(25)		25	50	(25)
Average Settlement Price	317,892	324,075	(6,184)		261,836	262,825	(989)
GROSS INCOME							
Income - Stage 12	295,000	-	295,000	Settlement of 1 lot deferred from FY17 to FY18.	14,063,000	14,072,000	(9,000)
Income - Stage 13B	420,000	210,000	210,000	Settlement of 1 lot deferred from FY17 to FY18.	12,103,000	12,103,000	-
Income - Stage 14B	1,233,000	1,247,667	(14,667)	Different product mix settling compared to forecast.	2,471,000	2,471,000	-
Income - Stage 15	1,199,000	618,000	581,000	Settlement of 2 lots deferred from FY17 to FY18.	15,452,000	15,457,000	(5,000)
Income - Stage 17A	3,423,000	1,537,000	1,886,000	Settlement of 6 lots deferred from FY17 to FY18.	7,805,000	7,805,000	-
Income - Stage 17B	2,332,554	2,332,554	-		2,332,554	2,332,554	-
Income - Stage 18A	895,000	584,417	310,583	Settlement of 1 lot deferred from FY17 to FY18.	8,626,000	8,626,000	-
Income - Stage 18B	8,909,000	8,909,000	-		8,909,000	8,909,000	-
Income - Stage 25	19,696,448	19,696,448	(0)		19,696,448	19,696,448	-
Income - Stage 26	1,969,250	4,726,199	(2,756,950)	Settlement of 7 lots deferred from FY18 to FY19.	1,969,250	4,726,199	(2,756,949)
Income - Lots Total	40,372,252	39,861,285	510,967		246,649,752	249,420,702	(2,770,949)
Income - Other	1,761,500	1,761,500	-		4,594,717	4,592,236	2,481
Direct Selling Expenses	4,729,937	4,522,641	(207,296)	Fencing, landscaping and sustainability rebates deferred from FY17 to FY18.	22,065,768	22,408,259	342,491
GROSS INCOME	37,403,815	37,100,145	303,671		229,178,701	231,604,679	(2,425,978)
DEVELOPMENT COSTS							
Special Sites Development	10,889,547	10,846,000	(43,547)	Costs deferred from FY17 to FY18.	11,769,789	11,769,789	-
Consultants	827,319	697,365	(129,955)	Costs deferred from FY17 to FY18.	3,310,994	3,347,296	36,302
Landscape	11,872,836	10,245,403	(1,627,433)	\$2.8m costs deferred from FY17 to FY18, offset by \$1.2m deferred from FY18 to FY19.	21,219,759	22,434,672	1,214,913
Infrastructure	6,583,296	7,659,480	1,076,184	\$1.8m costs deferred from FY18 to FY19 (West Beach Access \$1.4m) offset by \$0.7m costs deferred from FY17 to FY18.	17,193,981	19,029,580	1,835,599
Main 01 Bulk Earthworks Stg 20-24 PS/GHS/Oval	1,526,500	1,526,500	-		1,553,613	1,553,613	-
Western Cell Bulk Earthworks Stgs 25-28	49,799	-	(49,799)	Costs deferred from FY17 to FY18.	3,842,409	3,842,409	-
Western Cell Bulk Earthworks Stgs 29-31	346,630	346,630	-		346,630	346,630	-
Eastern Cell Cell Bulk Earthworks Stgs 36-40	2,297,900	2,251,025	(46,875)	Costs deferred from FY17 to FY18.	2,297,900	2,297,900	-
Eastern Cell Bulk Earthworks Stgs 41-44	151,095	151,095	-		151,095	151,095	-
Eastern Cell Bulk Earthworks Stgs 45-47	16,093	16,093	-		16,093	16,093	-
Lot Production - Stage 6B	67,500	67,500	-		1,099,181	1,099,181	-
Lot Production - Stage 6C	27,000	27,000	-		654,012	654,012	-
Lot Production - Stage 9	137,700	137,700	-		3,199,550	3,199,550	-
Lot Production - Stage 10	81,000	81,000	-		1,634,041	1,634,041	-
Lot Production - Stage 11	178,200	178,200	-		3,735,182	3,735,182	-
Lot Production - Stage 12	132,300	132,300	-		2,714,740	2,714,740	-
Lot Production - Stage 13A	105,345	99,900	(5,445)	Costs deferred from FY17 to FY18.	2,485,683	2,485,683	-
Lot Production - Stage 13B	121,500	121,500	-		2,663,880	2,663,880	-
Lot Production - Stage 14A	212,630	170,100	(42,530)	Costs deferred from FY17 to FY18.	3,203,538	3,203,538	-
Lot Production - Stage 14B	134,996	32,000	(102,996)	Costs deferred from FY17 to FY18.	764,476	764,476	-
Lot Production - Stage 15	271,671	271,671	-		2,892,434	2,892,434	-
Lot Production - Stage 16A	432,197	432,197	-		477,282	477,282	-
Lot Production - Stage 16B	1,041,933	1,041,933	-		1,041,933	1,041,933	-
Lot Production - Stage 17A	102,340	5,911	(96,429)	Costs deferred from FY17 to FY18.	1,105,903	1,105,903	-
Lot Production - Stage 17B	3,058,406	3,048,267	(10,139)	Costs deferred from FY17 to FY18.	3,069,400	3,069,400	-
Lot Production - Stage 18A	523,447	-	(523,447)	Costs deferred from FY17 to FY18.	1,731,506	1,731,506	-
Lot Production - Stage 18B	1,065,100	-	(1,065,100)	Costs deferred from FY17 to FY18.	2,753,390	2,753,390	-
Lot Production - Stage 25	315,769	1,028,859	713,090	Invoice received late FY17, previously forecast FY18.	6,297,200	6,297,200	-
Lot Production - Stage 26	2,780,318	2,791,321	11,003	Costs deferred from FY17 to FY18.	2,851,200	2,851,200	-
Lot Production - Stage 27	-	597,467	597,467	Costs deferred from FY18 to FY19.	-	597,467	597,467
Lot Production - Stage 36	45,659	45,659	-		45,659	45,659	-
Other Lot Production	-	-	-		35,433,770	35,433,770	-
Administration	1,074,460	1,040,717	(33,743)	Costs deferred from FY17 to FY18.	3,364,897	3,475,596	110,699
Marketing	795,000	795,000	-		2,682,005	3,115,991	433,986
Community Development	192,500	192,500	-		398,459	462,481	64,022
Finance/Bonds	960,971	100,000	(860,971)	Bonds deferred from FY17 to FY18.	1,538,439	1,538,438	-
Debtor/Creditor Movement	(9,608)	(124,445)	(114,837)	Immaterial creditor movement.	(1,250,230)	176,886	1,427,116
Contingency	2,460,212	2,423,021	(37,191)	Immaterial FY18 contingency variance. Note PTD savings of \$580,692 at June 2018.	2,529,750	3,110,442	580,692
DEVELOPMENT COSTS	50,869,561	48,476,868	(2,392,693)		150,819,541	157,120,335	6,300,794
CASHFLOW	(13,465,746)	(11,376,724)	(2,089,022)		78,359,160	74,484,344	3,874,816
Capital Calls	-	-	-		(13,300,000)	(13,300,000)	-
Capital Returns	-	-	-		13,300,000	13,300,000	-
Profit Distribution Capacity	4,000,000	4,000,000	-		57,700,000	57,700,000	-
Cumulative Cash Balance	20,659,160	16,784,344	3,874,816		20,659,160	16,784,344	3,874,816

Catalina FY18 Budget (July 2017)

FY18 BUDGET REVIEW PROJECT UPDATE	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY18 BUDGET (JULY 2017)	APPROVED BUDGET (MAY 2017)	VARIANCE FY2018 TOTAL
Sales Release	-	14	45	-	36	-	-	-	-	-	19	-	114	107	7
Sales - Stage 12	1	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Sales - Stage 13B	-	-	-	-	-	-	-	-	-	-	-	-	-	1	(1)
Sales - Stage 14B	1	2	-	-	-	-	-	-	-	-	-	-	3	-	3
Sales - Stage 15	1	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Sales - Stage 16A	-	-	-	-	-	-	-	-	-	-	-	2	2	2	-
Sales - Stage 17A	2	2	-	-	-	-	-	-	-	-	-	-	4	4	-
Sales - Stage 17B	-	-	-	-	-	2	6	6	2	2	2	4	24	36	(12)
Sales - Stage 18A	1	-	-	-	-	-	-	-	-	-	-	-	1	-	1
Sales - Stage 18B	2	3	3	3	6	-	-	-	-	-	-	-	17	21	(4)
Sales - Stage 25	5	15	10	1	1	2	1	1	5	6	5	1	53	22	31
Sales - Stage 26	-	-	-	2	1	1	1	2	1	1	1	2	12	32	(20)
Total Sales	13	22	13	6	8	5	8	9	8	9	8	9	118	118	-
Titles	57	-	-	-	-	-	-	-	38	36	-	-	131	131	-
Settlements	6	17	9	9	12	18	11	4	7	10	10	14	127	123	4
Closing Stock	46	38	70	64	92	87	79	70	62	53	64	55	55	23	32
Contracts on hand	41	46	50	47	43	30	27	32	33	32	30	25	25	50	(25)
Average Settlement Price	278,683	329,297	285,071	284,855	298,939	330,175	328,956	304,969	299,579	353,188	337,897	328,291	317,892	324,075	(6,184)
GROSS INCOME															
Income - Stage 12	-	-	295,000	-	-	-	-	-	-	-	-	-	295,000	-	295,000
Income - Stage 13B	210,000	-	210,000	-	-	-	-	-	-	-	-	-	420,000	210,000	210,000
Income - Stage 14B	-	-	-	493,200	739,800	-	-	-	-	-	-	-	1,233,000	1,247,667	(14,667)
Income - Stage 15	303,667	-	-	596,889	-	298,444	-	-	-	-	-	-	1,199,000	618,000	581,000
Income - Stage 17A	605,714	618,796	628,140	314,070	942,210	314,070	-	-	-	-	-	-	3,423,000	1,537,000	1,886,000
Income - Stage 17B	-	-	-	-	-	-	-	-	-	-	583,139	1,749,416	2,332,554	2,332,554	-
Income - Stage 18A	-	-	298,333	298,333	298,333	-	-	-	-	-	-	-	895,000	584,417	310,583
Income - Stage 18B	552,714	1,396,152	1,134,162	861,201	579,263	877,101	877,101	877,101	1,754,203	-	-	-	8,909,000	8,909,000	-
Income - Stage 25	-	3,583,108	-	-	1,027,660	4,453,536	2,741,410	342,773	342,850	2,744,176	2,401,978	2,058,956	19,696,448	19,696,448	(0)
Income - Stage 26	-	-	-	-	-	-	-	-	-	787,700	393,850	787,700	1,969,250	4,726,199	(2,756,950)
Income - Lots Total	1,672,095	5,598,056	2,565,635	2,563,693	3,587,266	5,943,152	3,618,512	1,219,874	2,097,053	3,531,876	3,378,967	4,596,072	40,372,252	39,861,285	510,967
Income - Other	-	-	-	1,000,000	-	-	761,500	-	-	-	-	-	1,761,500	1,761,500	-
Direct Selling Expenses	373,236	606,316	383,092	597,316	555,969	596,623	449,103	94,296	203,540	277,791	266,340	326,315	4,729,937	4,522,641	(207,296)
GROSS INCOME	1,298,859	4,991,741	2,182,544	2,966,377	3,031,297	5,346,529	3,930,909	1,125,578	1,893,513	3,254,085	3,112,627	4,269,757	37,403,815	37,100,145	303,671
DEVELOPMENT COSTS															
Special Sites Development	49,657	-	-	-	50,000	50,000	50,000	50,000	50,000	10,256,000	168,309	165,582	10,889,547	10,846,000	(43,547)
Consultants	72,185	72,783	72,734	56,653	56,490	131,308	85,024	58,463	56,318	56,029	54,925	54,406	827,319	697,365	(129,955)
Landscape	920,578	877,975	1,100,438	1,920,866	1,724,019	1,079,961	735,801	708,987	704,373	667,234	630,169	802,434	11,872,836	10,245,403	(1,627,433)
Infrastructure	197,021	197,021	183,825	679,563	554,314	823,384	788,035	788,035	800,978	571,228	362,383	637,508	6,583,296	7,659,480	1,076,184
Main 01 Bulk Earthworks Stg 20-24 PS/GHS/Oval	-	-	-	-	-	-	381,625	381,625	381,625	381,625	-	-	1,526,500	1,526,500	-
Western Cell Bulk Earthworks Stgs 25-28	12,450	12,450	12,450	12,450	-	-	-	-	-	-	-	-	49,799	-	(49,799)
Western Cell Bulk Earthworks Stgs 29-31	2,548	2,548	2,548	5,881	5,881	5,881	5,881	5,881	5,881	2,548	2,548	298,601	346,630	346,630	-
Eastern Cell Bulk Earthworks Stgs 36-40	9,375	13,375	13,375	13,375	13,375	13,375	9,375	9,375	9,375	731,175	731,175	731,175	2,297,900	2,251,025	(46,875)
Eastern Cell Bulk Earthworks Stgs 41-44	21,849	21,849	21,849	21,849	25,183	25,183	3,333	3,333	3,333	3,333	-	-	151,095	151,095	-
Eastern Cell Bulk Earthworks Stgs 45-47	-	-	-	-	-	-	-	-	-	-	-	16,093	16,093	16,093	-
Lot Production - Stage 6B	-	-	-	-	-	67,500	-	-	-	-	-	-	67,500	67,500	-
Lot Production - Stage 6C	-	-	-	-	-	27,000	-	-	-	-	-	-	27,000	27,000	-
Lot Production - Stage 9	-	-	-	-	-	137,700	-	-	-	-	-	-	137,700	137,700	-
Lot Production - Stage 10	-	-	-	-	-	81,000	-	-	-	-	-	-	81,000	81,000	-
Lot Production - Stage 11	-	-	-	-	-	178,200	-	-	-	-	-	-	178,200	178,200	-
Lot Production - Stage 12	-	-	-	-	-	132,300	-	-	-	-	-	-	132,300	132,300	-
Lot Production - Stage 13A	2,722	2,722	-	-	-	99,900	-	-	-	-	-	-	105,345	99,900	(5,445)
Lot Production - Stage 13B	-	-	-	-	-	121,500	-	-	-	-	-	-	121,500	121,500	-
Lot Production - Stage 14A	42,530	-	-	-	-	170,100	-	-	-	-	-	-	212,630	170,100	(42,530)
Lot Production - Stage 14B	85,496	17,500	-	5,000	-	27,000	-	-	-	-	-	-	134,996	32,000	(102,996)
Lot Production - Stage 15	-	-	-	-	123,171	148,500	-	-	-	-	-	-	271,671	271,671	-
Lot Production - Stage 16A	-	-	-	-	4,066	4,066	4,066	4,066	4,066	4,066	203,900	203,900	432,197	432,197	-
Lot Production - Stage 16B	-	-	-	-	17,617	17,617	17,617	17,617	17,617	17,617	468,117	468,117	1,041,933	1,041,933	-
Lot Production - Stage 17A	84,215	6,625	6,625	1,625	1,625	1,625	-	-	-	-	-	-	102,340	5,911	(96,429)
Lot Production - Stage 17B	19,912	19,912	19,912	19,912	19,912	442,245	442,245	442,245	787,445	422,333	422,333	-	3,058,406	3,048,267	(10,139)
Lot Production - Stage 18A	521,356	1,045	1,045	-	-	-	-	-	-	-	-	-	523,447	-	(523,447)
Lot Production - Stage 18B	356,399	252,133	252,133	204,437	-	-	-	-	-	-	-	-	1,065,100	-	(1,065,100)
Lot Production - Stage 25	312,208	28,621	(31,357)	1,574	1,574	1,574	1,574	-	-	-	-	-	315,769	1,028,859	713,090
Lot Production - Stage 26	12,557	12,557	12,557	12,557	398,860	398,860	398,860	760,903	386,303	386,303	-	-	2,780,318	2,791,321	11,003
Lot Production - Stage 27	-	-	-	-	-	-	-	-	-	-	-	-	-	597,467	597,467
Lot Production - Stage 36	-	-	-	-	-	-	-	-	-	-	22,829	22,829	45,659	45,659	-
Other Lot Production												-	-	-	-
Administration	70,980	54,217	386,317	62,550	62,550	62,550	62,550	62,550	62,550	62,550	62,550	62,550	1,074,460	1,040,717	(33,743)
Marketing	66,250	66,250	66,250	66,250	66,250	66,250	66,250	66,250	66,250	66,250	66,250	66,250	795,000	795,000	-
Community Development	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	16,042	192,500	192,500	-
Finance/Bonds	860,971	-	-	-	-	-	-	100,000	-	-	-	-	960,971	100,000	(860,971)
Debtor/Creditor Movement	(9,608)	-	-	-	-	-	-	-	-	-	-	-	(9,608)	(124,445)	(114,837)
Contingency	152,311	85,186	106,742	155,841	167,204	226,689	163,572	187,938	177,412	691,938	160,640	184,739	2,460,212	2,423,021	(37,191)
DEVELOPMENT COSTS	3,880,005	1,760,810	2,243,484	3,256,424	3,308,134	4,557,309	3,231,850	3,663,310	3,529,570	14,336,272	3,372,169	3,730,225	50,869,561	48,476,868	(2,392,693)
CASHFLOW	(2,581,146)	3,230,931	(60,941)	(290,048)	(276,836)	789,220	699,058	(2,537,731)	(1,636,056)	(11,082,187)	(259,542)	539,532	(13,465,746)	(11,376,724)	(2,089,022)
Capital Calls	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Returns	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Profit Distribution Capacity	-	-	-	-	-	-	-	-	-	-	-	4,000,000	4,000,000	4,000,000	-
Cumulative Cash Balance	35,543,760	38,774,691	38,713,751	38,423,703	38,146,867	38,936,087	39,635,145	37,097,414	35,461,357	24,379,170	24,119,628	20,659,160	20,659,160	16,784,344	3,874,816

## **Appendix 9.7**



# **ANNUAL BUDGET**

**2017/2018**

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## **Chairman's Introduction**

It gives me great pleasure to present the 2017/2018 Tamala Park Regional Council Annual Budget, which will see the consolidation of works for the subdivision and sale of lots of the Tamala Park Project, which is being marketed as 'Catalina'.

Highlights of the Works program include:

- Civil construction for 190 lots;
- Bulk earthworks completion for Catalina Central Primary School site and the Eastern (Grove) Precinct;
- Significant landscape construction, including Catalina Beach Entry Park;
- Continued Catalina branding and marketing;
- 118 lot sales and 123 lot settlements;
- Construction of the Western Precinct Sewer Pump Station;
- Construction of the Connolly Drive and Aviator Boulevard intersections.

It is anticipated that the local government participants will receive a return of capital in 2017/2018 amounting to \$4,000,000.

The 2017/2018 Budget compiled by the Tamala Park Regional Council progresses the development, subdivision and sales of land for the Catalina Project.

This significant works program will ensure that each member Council will continue to receive a return of capital into the future.

**Cr Giovanni Italiano JP**  
**Chairman**

## Chief Executive Officer's Summary

The TPRC Budget 2017/2018 sets out the programs, projects and allocation of resources required to perform the Municipal obligations and functions required by the Local Government Act and associated legislation.

The TPRC Budget 2017/2018 continues the civil works and marketing undertaken to date in order to consolidate the Catalina Project. The TPRC Budget 2017/2018 includes a comprehensive marketing program to achieve 118 sales and 123 settlements. The proposed expenditure is detailed in the Budget and accompanying notes.

The major development costs are shown below:

	\$
▪ Land & Special Sites Development	10,889,547
▪ Consultants	827,319
▪ Landscape	11,872,836
▪ Infrastructure	6,583,296
▪ Precinct 1 Bulk	4,388,016
▪ Lot Production	10,835,010
▪ Admin Land Development	1,074,460
▪ Community Development	192,500
▪ Contingency	2,460,212
▪ Finance	960,971
▪ GST Recoupable, Debtors and Creditors Movements	-9,608
▪ Selling Expenses	4,729,937
▪ Sales and Marketing	795,000
	<u>55,599,496</u>

The TPRC Budget 2017/2018 reflects a conservative approach to sale rates and development costs and is within industry practice. It predicts that the TPRC can meet all cashflow obligations from investment income and existing cash funds.

The TPRC Budget 2017/2018 has been developed so that it is financially responsible and reflects current economic conditions.

**Tony Arias**  
**Chief Executive Officer**

## Budget Processes

This section lists the budget processes undertaken in order to adopt the Annual Budget in accordance with the Local Government Act 1995 and its Regulations.

The preparation of the budget begins with the Chief Executive Officer preparing the operating and capital components of the annual budget. A draft consolidated budget is then prepared and various iterations are considered by Council. An annual budget is prepared in accordance with the Act and submitted to Council for approval.

The budget is required to be adopted by 31 August in each year. The key dates for the budget process are summarised below:

<b>Budget process</b>	<b>Timing</b>
1. Officers prepare operating and capital estimates for inclusion in the budget.	Jun-17
2. Audit Committee considers draft budget	Aug-17
3. Proposed budget to Council for approval	Aug-17
4. Copy of adopted budget submitted to the Department	Sep-17



## **1. Budget Influences**

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

### **1.1 External influences**

In preparing the 2017/18 Annual Budget, a number of external influences have been taken into consideration, because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Consumer Price Index (CPI) increases on goods and services .
- Prevailing economic conditions .
- Demand for residential lots .

### **1.2 Internal influences**

As well as external influences, there are also a number of internal influences which are expected to have a significant impact on the preparation of the 2017/18 Annual Budget. These matters have arisen from events occurring in the 2016/17 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2016/17 year. These matters and their financial impact are set out below:

- Budget surplus for the 2016/17 financial year ended 30 June 2017
- Internal financing of land subdivision and development.

### **1.3 Budget principles**

In response to these influences, budget principles were developed upon which the officers were to prepare their budgets. The principles included:

- CPI or market levels
- New revenue sources resulting from the sale of lots
- Salaries and wages to be increased in line with Average Weekly Earnings

### **1.4 Legislative requirements**

Under the Local Government Act 1995 ("the Act"), Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include a range of information required by the Local Government (Financial Management ) Regulations 1996 ("the Regulations") which support the Act.

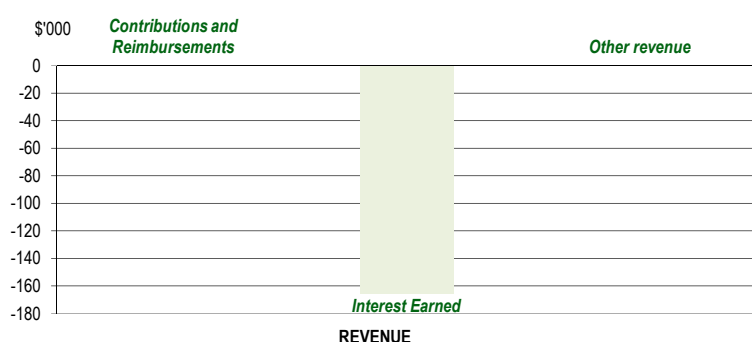
The 2017/18 Annual Budget, which is included in this report, is for the year 1 July 2017 to 30 June 2018 and is prepared in accordance with the Act and Regulations. The budget includes statutory statements being a budget comprehensive income, budget statement of financial activity, budget statement of cash flows, budget rate setting statement and notes forming part of the annual budget. These statements have been prepared for the year ended 30 June 2018 in accordance with Accounting Standards and other mandatory professional reporting requirements and in accordance with the Act and Regulations. It also includes detailed information about the capital works program to be undertaken and other financial information, which Council requires in order to make an informed decision about the adoption of the budget.

## 2. Analysis of Operating Budget

This section analyses the expected revenues and expenses of the Council for the 2017/2018 year.

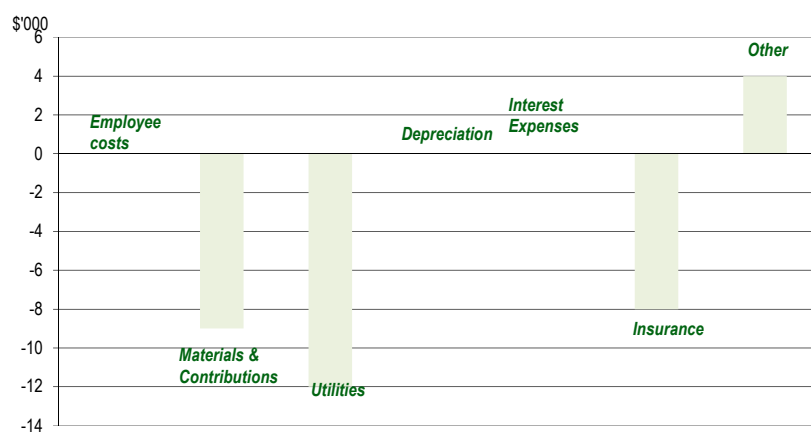
### 2.1 Operating revenue

Revenue Types	Budget 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
Contributions and Reimbursements	2	2	0
Interest Earned	959	793	-166
Other revenue	0	0	0
<b>Total operating revenue</b>	<b>961</b>	<b>795</b>	<b>-166</b>
Net gain on sale of assets	0	0	0



### 2.2 Operating expenditure

Expenditure Types	Budget 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
Employee Costs	752	752	0
Materials and Contracts	492	483	-9
Utilities	18	6	-12
Depreciation	21	21	0
Interest Expenses	0	0	0
Insurance	18	10	-8
Other expenses	178	182	4
<b>Total operating expenditure</b>	<b>1,479</b>	<b>1,454</b>	<b>-25</b>



### 3. Analysis of Budgeted Cash Position

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2016/17 year. Budgeting cash flows for Council is a key factor in providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves.

The analysis is based on three main categories of cash flows:

- **Operating activities** - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt
- **Investing activities** - Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment
- **Financing activities** - Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

#### 3.1 Budgeted cash flow statement

	Budget 2016/17 \$'000	Budget 2017/18 \$'000	Variance \$'000
<b>Cash flows from operating activities</b>			
<i>Receipts</i>			
Contributions and Reimbursements	2	2	0
Interest Earned	977	820	-157
Other revenue	0	27	27
	<b>979</b>	<b>849</b>	<b>-130</b>
<i>Payments</i>			
Employee Costs	-777	-752	25
Materials and Contracts	-504	-494	10
Utilities	-18	-6	12
Insurance	-18	-10	8
Other expenses	-179	-182	-3
	<b>-1,496</b>	<b>-1,444</b>	<b>52</b>
<b>Net cash provided by operating activities</b>	<b>-517</b>	<b>-595</b>	<b>-78</b>
<b>Cash flows from investing activities</b>			
Receipts from disposal of assets	43	0	-43
Receipts from sale of land	31,078	42,134	11,056
Payments for development of land, plant and equipment	-32,636	-55,686	-23,050
<b>Net cash provided by investing activities</b>	<b>-1,515</b>	<b>-13,552</b>	<b>-12,037</b>
<b>Cash flows from financing activities</b>			
Contributions to be returned	-11,328	-4,269	7,059
<b>Net cash used in financing activities</b>	<b>-11,328</b>	<b>-4,269</b>	<b>7,059</b>
<b>Net decrease in cash and cash equivalents</b>	<b>-13,360</b>	<b>-18,416</b>	<b>-5,056</b>
Cash and cash equivalents at the beg of the year	47,136	39,213	-7,923
<b>Cash and cash equivalents at end of the year</b>	<b>33,776</b>	<b>20,797</b>	<b>-12,979</b>

## **Statutory Annual Budget**

The information in regard to the Annual Budget Statements include:

- Budget Comprehensive Income Statement
- Budget Statement of Financial Activity
- Budget Rate Setting Statement
- Budget Statement of Cashflow
- Notes to and Forming Part of the Annual Budget
- Detailed Schedules

**TAMALA PARK REGIONAL COUNCIL**  
**BUDGET COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2018**

2016/17			2016/17	2017/18
ADOPTED BUDGET		NOTES	ACTUAL	ADOPTED BUDGET
\$	<b>EXPENDITURE</b>	1,2,3,4,12,13	\$	\$
(177,517)	Governance		(155,101)	(181,955)
(1,301,203)	Other Property and Services		(804,842)	(1,272,884)
<b>(\$1,478,720)</b>			<b>(\$959,943)</b>	<b>(\$1,454,839)</b>
	<b>REVENUE</b>	1,2,3,4,11,13		
959,170	General Purpose Funding		1,245,826	793,512
1,985	Other Property & Services		4,940	2,035
<b>\$961,155</b>			<b>\$1,250,766</b>	<b>\$795,547</b>
<b>(\$517,565)</b>	<i><u>Increase(Decrease)</u></i>		<b>290,823</b>	<b>(659,292)</b>
	<b>DISPOSAL OF ASSETS</b>	2,6		
0	Land		0	0
1,602	Plant and Equipment		0	0
0	Furniture and Equipment		0	0
<b>\$1,602</b>	<i>Gain (Loss) on Disposal</i>		<b>\$0</b>	<b>\$0</b>
<b>(\$515,963)</b>	<b>NET RESULT</b>		<b>\$290,823</b>	<b>(\$659,292)</b>
	<b>OTHER COMPREHENSIVE INCOME</b>			
0	Changes on revaluation of non current assets		0	0
<b>\$0</b>	<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>\$0</b>	<b>\$0</b>
<b>(\$515,963)</b>	<b>TOTAL COMPREHENSIVE INCOME</b>		<b>\$290,823</b>	<b>(\$659,292)</b>

**TAMALA PARK REGIONAL COUNCIL**  
**BUDGET FINANCIAL ACTIVITY STATEMENT FOR THE YEAR ENDING 30 JUNE 2018**

2016/17 ADOPTED		2016/17 ACTUAL	2017/18 ADOPTED	2017/18 JULY	2017/18 AUGUST	2017/18 SEPTEMBER	2017/18 OCTOBER	2017/18 NOVEMBER	2017/18 DECEMBER	2017/18 JANUARY	2017/18 FEBRUARY	2017/18 MARCH	2017/18 APRIL	2017/18 MAY	2017/18 JUNE
BUDGET			BUDGET												
<b>\$</b>	<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
959,170	General Purpose Funding	1,245,826	793,512	79,351	158,702	238,053	317,404	396,756	476,107	535,621	595,134	654,647	714,162	753,837	793,512
1,985	Other Property and Services	4,940	2,035	0	0	0	0	0	0	0	0	0	0	0	2,035
<b>\$961,155</b>		<b>\$1,250,766</b>	<b>\$795,547</b>	<b>\$79,351</b>	<b>\$158,702</b>	<b>\$238,053</b>	<b>\$317,404</b>	<b>\$396,756</b>	<b>\$476,107</b>	<b>\$535,621</b>	<b>\$595,134</b>	<b>\$654,647</b>	<b>\$714,162</b>	<b>\$753,837</b>	<b>\$795,547</b>
(177,517)	<b>LESS OPERATING EXPENDITURE</b>														
(1,301,203)	Governance	(155,101)	(181,955)	(718)	(44,361)	(45,079)	(46,001)	(89,645)	(90,670)	(91,387)	(135,031)	(135,954)	(136,979)	(180,930)	(181,955)
	Other Property & Services	(804,842)	(1,272,884)	(91,744)	(201,778)	(301,429)	(427,267)	(536,345)	(624,952)	(721,910)	(819,944)	(907,475)	(1,053,989)	(1,150,948)	(1,272,884)
<b>(1,478,720)</b>		<b>(959,943)</b>	<b>(1,454,839)</b>	<b>(92,462)</b>	<b>(246,140)</b>	<b>(346,508)</b>	<b>(473,268)</b>	<b>(625,990)</b>	<b>(715,622)</b>	<b>(813,298)</b>	<b>(954,976)</b>	<b>(1,043,429)</b>	<b>(1,190,968)</b>	<b>(1,331,878)</b>	<b>(1,454,839)</b>
<b>(\$517,565)</b>	<i>Increase(Decrease)</i>	<b>\$290,823</b>	<b>(\$659,292)</b>	<b>(\$13,111)</b>	<b>(\$87,437)</b>	<b>(\$108,456)</b>	<b>(\$155,864)</b>	<b>(\$229,234)</b>	<b>(\$239,514)</b>	<b>(\$277,677)</b>	<b>(\$359,842)</b>	<b>(\$388,782)</b>	<b>(\$476,806)</b>	<b>(\$578,040)</b>	<b>(\$659,292)</b>
	<b>ADD</b>														
0	Provision for Employee Entitlements	(50,253)	0	0	0	0	0	0	0	0	0	0	0	0	0
1602	Profit/Loss on the Disposal of Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21,024	Depreciation Written Back	17,942	21,212	0	0	0	0	0	0	0	0	0	0	0	21,212
41,125	Book Value of Assets Sold Written Back	42727	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>\$63,751</b>		<b>\$10,416</b>	<b>\$21,212</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,212</b>
<b>(\$453,814)</b>	<i>Sub Total</i>	<b>\$301,239</b>	<b>(\$638,080)</b>	<b>(\$13,111)</b>	<b>(\$87,437)</b>	<b>(\$108,456)</b>	<b>(\$155,864)</b>	<b>(\$229,234)</b>	<b>(\$239,514)</b>	<b>(\$277,677)</b>	<b>(\$359,842)</b>	<b>(\$388,782)</b>	<b>(\$476,806)</b>	<b>(\$578,040)</b>	<b>(\$638,082)</b>
	<b>LESS CAPITAL PROGRAMME</b>														
(65,016)	Purchase Plant and Equipment	(65,016)	(26,250)	0	0	0	0	0	0	0	0	0	0	0	(26,250)
(3,000)	Purchase Buildings and Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(22,000)	Purchase Furniture and Equipment	(12,915)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>(\$90,016)</b>		<b>(\$79,181)</b>	<b>(\$26,250)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$26,250)</b>
	<b>LESS MEMBERS EQUITY</b>														
	<b>Development of Land for Resale</b>														
26,283,529	Income Sale of Lots -Subdivision	19,137,182	40,372,252	1,672,095	7,270,151	9,835,786	12,399,479	15,986,745	21,929,897	25,548,409	26,768,283	28,865,336	32,397,212	35,776,179	40,372,252
4,794,250	Income Other -Subdivision	462,072	1,761,500	0	0	0	1000000	1000000	1000000	1761500	1761500	1761500	1761500	1761500	1761500
0	Income Other -Proceeds Sale of Apartments	333,863	0	0	0	0	0	0	0	0	0	0	0	0	0
(32,546,354)	Development Costs - Subdivision	(16,616,888)	(55,659,496)	(4,257,440)	(6,629,367)	(9,260,744)	(13,120,485)	(16,989,987)	(22,148,120)	(25,833,874)	(29,596,281)	(33,333,590)	(47,954,852)	(51,598,162)	(55,659,496)
0	Development Costs - Apartments	(338,909)	0	0	0	0	0	0	0	0	0	0	0	0	0
(327,714)	Contribution Refund	(284,565)	(268,725)	0	0	0	0	0	0	0	0	0	0	0	(268,725)
(11,000,000)	Profit Distributions	(11,000,000)	(4,000,000)	0	0	0	0	0	0	0	0	0	0	0	(4,000,000)
<b>(\$12,796,289)</b>		<b>(\$8,307,244)</b>	<b>(\$17,794,469)</b>	<b>(\$2,585,345)</b>	<b>\$640,784</b>	<b>\$575,042</b>	<b>\$278,994</b>	<b>(\$3,242)</b>	<b>\$781,777</b>	<b>\$1,476,035</b>	<b>(\$1,066,498)</b>	<b>(\$2,706,754)</b>	<b>(\$13,796,140)</b>	<b>(\$14,060,483)</b>	<b>(\$17,794,469)</b>
0	Plus Rounding	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>(\$12,886,305)</b>		<b>(\$8,386,424)</b>	<b>(\$17,820,719)</b>	<b>(\$2,585,345)</b>	<b>\$640,784</b>	<b>\$575,042</b>	<b>\$278,994</b>	<b>(\$3,242)</b>	<b>\$781,777</b>	<b>\$1,476,035</b>	<b>(\$1,066,498)</b>	<b>(\$2,706,754)</b>	<b>(\$13,796,140)</b>	<b>(\$14,060,483)</b>	<b>(\$17,820,719)</b>
<b>(\$13,340,119)</b>	<i>Sub Total</i>	<b>(\$8,085,186)</b>	<b>(\$18,458,800)</b>	<b>(\$2,598,456)</b>	<b>\$553,347</b>	<b>\$466,586</b>	<b>\$123,130</b>	<b>(\$232,476)</b>	<b>\$542,263</b>	<b>\$1,198,358</b>	<b>(\$1,426,340)</b>	<b>(\$3,095,536)</b>	<b>(\$14,272,946)</b>	<b>(\$14,638,523)</b>	<b>(\$18,458,801)</b>
	<b>LESS FUNDING FROM</b>														
47,345,854	Opening Funds	47,345,854	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668	39,260,668
(34,005,735)	Closing Funds	(39,260,668)	(20,801,868)	(36,662,212)	(39,856,941)	(39,727,254)	(39,383,798)	(39,071,118)	(39,802,931)	(40,459,026)	(37,877,255)	(36,165,132)	(24,987,722)	(24,665,071)	(20,801,868)
<b>\$13,340,119</b>		<b>\$8,085,186</b>	<b>\$18,458,800</b>	<b>\$2,598,456</b>	<b>(\$596,273)</b>	<b>(\$466,586)</b>	<b>(\$123,130)</b>	<b>\$189,550</b>	<b>(\$542,263)</b>	<b>(\$1,198,358)</b>	<b>\$1,383,413</b>	<b>\$3,095,536</b>	<b>\$14,272,946</b>	<b>\$14,595,597</b>	<b>\$18,458,801</b>
<b>\$0</b>	<b>NET (SURPLUS)DEFICIT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$42,926)</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$42,926)</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$42,927)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$42,926)</b>	<b>(\$0)</b>

**TAMALA PARK REGIONAL COUNCIL**  
**BUDGET RATE SETTING STATEMENT FOR THE YEAR ENDING 30 JUNE 2018**

2016/17 ADOPTED BUDGET		NOTES	2016/17 ACTUAL	2017/18 ADOPTED BUDGET
<b>\$</b>	<b>REVENUE</b>	1,2,3,4,11,13	<b>\$</b>	<b>\$</b>
959,170	General Purpose Funding		1,245,826	793,512
1,985	Other Property and Services		4,940	2,035
<b>\$961,155</b>			<b>\$1,250,766</b>	<b>\$795,547</b>
	<b>LESS EXPENDITURE</b>	1,2,3,4,12,13		
(177,517)	Governance		(155,101)	(181,955)
(1,301,203)	Other Property & Services		(804,842)	(1,272,884)
<b>(\$1,478,720)</b>			<b>(\$959,943)</b>	<b>(\$1,454,839)</b>
<b>(\$517,565)</b>	<i>Increase(Decrease)</i>		<b>\$290,823</b>	<b>(\$659,292)</b>
	<b>ADD</b>			
41,125	Book Value of Assets Sold Written Back		42,727	0
1,602	Profit/Loss on the Disposal of Assets		0	0
0	Provision for Employee Entitlements		(50,253)	0
21,024	Depreciation Written Back		17,942	21,212
<b>\$63,751</b>			<b>\$10,416</b>	<b>\$21,212</b>
<b>(\$453,814)</b>	<i>Sub Total</i>		<b>\$301,239</b>	<b>(\$638,080)</b>
	<b>LESS CAPITAL PROGRAMME</b>	1,14		
(3,000)	Purchase Land & Buildings		(1,250)	0
(65,016)	Purchase Plant and Equipment		(65,016)	(26,250)
(22,000)	Purchase Furniture and Equipment		(12,915)	0
<b>(\$90,016)</b>			<b>(\$79,181)</b>	<b>(\$26,250)</b>
	<b>LESS MEMBERS EQUITY</b>			
	<b>Development of Land for Resale</b>			
26,283,529	Income Sale of Lots -Subdivision		19,137,182	40,372,252
4,794,250	Income Other -Subdivision		462,072	1,761,500
0	Income Other -Proceeds Sale of Apartments		333,863	0
(32,546,354)	Development Costs - Subdivision		(16,616,888)	(55,659,496)
0	Development Costs - Apartments		(338,909)	0
(327,714)	Contribution Refund		(284,565)	(268,725)
(11,000,000)	Profit Distributions		(11,000,000)	(4,000,000)
<b>(\$12,796,289)</b>			<b>(\$8,307,244)</b>	<b>(\$17,794,469)</b>
0				0
<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(\$13,340,119)</b>	<i>Sub Total</i>		<b>(\$8,085,186)</b>	<b>(\$18,458,800)</b>
	<b>LESS FUNDING FROM</b>			
47,345,854	Opening Funds	26	47,345,854	39,260,668
(34,005,735)	Closing Funds	26	(39,260,668)	(20,801,868)
<b>\$13,340,119</b>			<b>\$8,085,186</b>	<b>\$18,458,800</b>
<b>\$0</b>	<b>TO BE MADE UP FROM RATES</b>		<b>\$0</b>	<b>\$0</b>

**TAMALA PARK REGIONAL COUNCIL**  
**BUDGET STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 JUNE 2018**

2016/17 ADOPTED BUDGET		NOTES	2016/17 ACTUAL	2017/18 ADOPTED BUDGET
<b>\$</b>	<b>Cash Flows from operating activities</b>		<b>\$</b>	<b>\$</b>
	<b>PAYMENTS</b>			
(776,878)	Employee Costs		(543,642)	(751,839)
0	Materials & Contracts		0	0
(504,430)	- Professional Consulting Fees		(214,043)	(493,920)
(18,000)	- Other		0	(6,450)
(17,756)	Utilities		(10,227)	(10,469)
(179,007)	Insurance		(155,147)	(181,955)
	Other			
<b>(\$1,496,071)</b>			<b>(\$923,059)</b>	<b>(\$1,444,632)</b>
	<b>RECEIPTS</b>			
1,985	Contributions and Donations Reimbursements		4,940	2,035
977,520	Interest Received		1,257,935	819,753
0	Other		81,297	27,267
<b>\$979,505</b>			<b>\$1,344,172</b>	<b>\$849,055</b>
<b>(\$516,566)</b>	<b>Net Cash flows from Operating Activities</b>	<b>9</b>	<b>\$421,113</b>	<b>(\$595,577)</b>
	<b>Cash flows from investing activities</b>			
	<b>Payments</b>			
(65,016)	Purchase Plant and Equipment		(65,016)	(26,250)
(22,000)	Purchase Furniture and Equipment		(12,915)	0
(3,000)	Purchase Land & Buildings		(1,250)	0
	<b>Receipts</b>			
42,727	Disposal of Plant and Equipment		42,727	0
<b>(\$47,289)</b>			<b>(\$36,454)</b>	<b>(\$26,250)</b>
	<b>Members Equity</b>			
	<b>Payments</b>			
(32,546,354)	- Development of Land for Resale		(16,955,796)	(55,659,496)
(327,714)	-Contribution to be Returned		(284,565)	(268,725)
(11,000,000)	-Change in Contributed Equity		(11,000,000)	(4,000,000)
0	-Capital Returned		-	0
<b>(\$43,874,068)</b>			<b>(\$28,240,361)</b>	<b>(\$59,928,221)</b>
	<b>Receipts</b>			
26,283,529	-Income Sale of Lots -Subdivision		19,137,182	40,372,252
4,794,250	-Income Other -Subdivision		795,935	1,761,500
<b>\$31,077,779</b>			<b>\$19,933,118</b>	<b>\$42,133,752</b>
<b>(\$12,843,578)</b>	<b>Net cash flows from investing activities</b>		<b>(\$8,343,697)</b>	<b>(\$17,820,719)</b>
	<b>Cash flows from financing activities</b>			
<b>\$0</b>	<b>Net cash flows from financing activities</b>		<b>\$0</b>	<b>\$0</b>
<b>(\$13,360,144)</b>	<b>Net (decrease)/increase in cash held</b>		<b>(\$7,922,584)</b>	<b>(\$18,416,297)</b>
47,135,952	<b>Cash at the Beginning of Reporting Period</b>		47,135,952	39,213,368
<b>\$33,775,808</b>	<b>Cash at the End of Reporting Period</b>	<b>5</b>	<b>\$39,213,368</b>	<b>\$20,797,071</b>



**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of preparation**

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.

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

**Critical accounting estimates**

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**The local government reporting entity**

All funds through which the Tamala Park Regional Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 17 to the budget.

**(b) 2016/17 actual balances**

Balances shown in this budget as 2016/17 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

**(c) Rounding off figures**

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

**(d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

**(e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(f) Forecast fair value adjustments**

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets are impacted upon by external forces and not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

**(g) Rates, grants, donations and other contributions**

Rates, grants, donations and other contributions are recognised as revenues when the Tamala Park Regional Council 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.

**(h) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(i) Superannuation**

The Tamala Park Regional Council contributes to a number of superannuation funds on behalf of employees.

All funds to which the Tamala Park Regional Council contributes are defined contribution plans.

**(j) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 4 - Net Current Assets.

**(k) Trade and other receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(l) Inventories**

**General**

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

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

**Land held for resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

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

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

**(m) Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

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.

During the year ended 30 June 2013, the Tamala Park Regional Council commenced the process of adopting fair value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at fair value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Tamala Park Regional Council revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Tamala Park Regional Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(m) Fixed assets (continued)**

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Land under roads***

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(m) Fixed assets (continued)**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(n) Fair value of assets and liabilities**

When performing a revaluation, the Tamala Park Regional Council uses a mix of both independent and management valuations using the following as a guide:

Fair value is the price that the Tamala Park Regional Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

***Fair value hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

***Valuation techniques***

The Tamala Park Regional Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured.

The valuation techniques selected by the Tamala Park Regional Council are consistent with one or more of the following valuation approaches:

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(n) Fair value of assets and liabilities (continued)**

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Tamala Park Regional Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget as necessary.

**(o) Financial instruments**

**Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the Tamala Park Regional Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Tamala Park Regional Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and subsequent measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(o) Financial instruments (continued)**

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Tamala Park Regional Council management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

*(v) Financial liabilities*

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.



**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(o) Financial instruments (continued)**

***Impairment***

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

***Derecognition***

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Tamala Park Regional Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**(p) Impairment of assets**

In accordance with Australian Accounting Standards the Tamala Park Regional Council 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 impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(p) Impairment of assets (continued)**

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 adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

**(q) Trade and other payables**

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

**(r) Employee benefits**

**Short-term employee benefits**

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

The Tamala Park Regional Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Tamala Park Regional Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Tamala Park Regional Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Tamala Park Regional Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(s) 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 until such time as the asset is substantially ready for its intended use or sale.

**(t) Provisions**

Provisions are recognised when the Tamala Park Regional Council has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(u) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Tamala Park Regional Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(v) Investment in associates**

An associate is an entity over which the Tamala Park Regional Council has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Tamala Park Regional Council's share of net assets of the associate. In addition, the Tamala Park Regional Council's share of the profit or loss of the associate is included in the Tamala Park Regional Council's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Tamala Park Regional Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

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

**(w) Investment in associates (continued)**

Profits and losses resulting from transactions between the Tamala Park Regional Council and the associate are eliminated to the extent of the Tamala Park Regional Council's interest in the associate.

When the Tamala Park Regional Council's share of losses in an associate equals or exceeds its interest in the associate, the Tamala Park Regional Council discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Tamala Park Regional Council will resume recognising its share of these profits once its share of the profits equals the share of the losses not recognised.

**(x) Interests in joint arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Tamala Park Regional Council's interests, in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 20.

**(y) 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 Tamala Park Regional Council's operational cycle. In the case of liabilities where the Tamala Park Regional 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 sale where it is held as non-current based on the Tamala Park Regional Council's intentions to release for sale.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**2 OPERATING, REVENUES AND EXPENSES**

The Operating Revenue and Expenses as reported in the Annual Budget includes:

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
\$		\$	\$
	<b>Charging as Expense</b>		
21,024	Depreciation on Non-Current Assets	17,942	21,212
	<b>Crediting as Revenue</b>		
1,602	Profit/(Loss) on Sale of Non-Current Assets	0	0
959,170	Interest Earnings	1,245,826	793,512
<b>960,772</b>		<b>1,245,826</b>	<b>793,512</b>

**3 DESCRIPTION OF FUNCTIONS/ACTIVITIES**

The principal activities of the Council covers the provisions of general purpose funding, governance and other property services as permitted under the Local Government Act or other written law.

**Description of Programs**

**General Purpose Funding**

Interest Received on Investments.

**Governance**

Member of Council Allowances and Reimbursements, and Administration Expenses.

**Other Property and Services**

Other Unclassified Activities.

**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 the 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 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, 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.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**4 OPERATING REVENUES AND EXPENSES**

Operating expenses and revenues classified according to nature and type.

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<b>\$</b>		<b>\$</b>	<b>\$</b>
	<b>Operating Expenses</b>		
(752,311)	Employee Costs	(583,085)	(751,839)
	Materials and Contracts		
0	Professional Consulting fees	0	0
(492,112)	Other	(193,542)	(482,915)
(18,000)	Utility Charges (Gas, Electricity, Water, etc)	0	(6,450)
(21,024)	Depreciation on Non-Current Assets	(17,942)	(21,212)
0	Loss on Asset Disposals	0	0
(17,756)	Insurance Expenses	(10,227)	(10,469)
(177,517)	Other Expenses	(155,147)	(181,955)
<b>(1,478,720)</b>	<b>Agrees with Statement of Comprehensive Income</b>	<b>(959,943)</b>	<b>(1,454,839)</b>
	<b>Operating Revenues</b>		
959,170	Interest Earnings	1,245,826	793,512
1,985	Contributions and Donations Reimbursements	0	2,035
1,602	Profit on Asset Disposals	0	0
0	Other	4,940	0
<b>962,757</b>	<b>Agrees with Statement of Comprehensive Income</b>	<b>1,250,766</b>	<b>795,547</b>
<b>(515,963)</b>	<b>Net Result</b>	<b>290,823</b>	<b>(659,292)</b>
	<b>Other Comprehensive Income</b>		
0	Changes on Revaluation of Non - Current Assets	-	0
<b>(515,963)</b>	<b>Total Comprehensive Income</b>	<b>290,823</b>	<b>(659,292)</b>

**5 CASH**

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<b>\$</b>		<b>\$</b>	<b>\$</b>
0	Cash on Hand	0	0
33,775,808	Cash at Bank	2,054,025	20,797,071
0	Investments	37,159,343	0
<b>33,775,808</b>	<b>Represented by:-</b>	<b>39,213,368</b>	<b>20,797,071</b>
0	Restricted	0	0
33,775,808	Unrestricted	39,213,368	20,797,071
<b>33,775,808</b>		<b>39,213,368</b>	<b>20,797,071</b>

**6 DISPOSAL OF ASSETS**

**(A) DISPOSAL OF ASSETS BY CLASS**

<b>Asset by Class</b>	<b>Proceeds Sale of Assets</b>	<b>Written Down Value</b>	<b>Gain/(Loss) on Disposal</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Furniture and Equipment	0	0	0
Land and Buildings	0	0	0
Plant and Equipment	42,727	41,125	1,602
<b>TOTAL BY CLASS OF ASSETS</b>	<b>42,727</b>	<b>41,125</b>	<b>1,602</b>

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**(B) DISPOSAL OF ASSETS BY PROGRAM**

	Proceeds Sale of Assets	Written Down Value	Gain/(Loss) on Disposal
	\$	\$	\$
Other Property and Services	42,727	42,727	0
<b>TOTAL BY PROGRAM</b>	<b>42,727</b>	<b>42,727</b>	<b>0</b>

**(C) BORROWING COSTS INCURRED AND CAPITALISED AS PART OF A QUALIFYING ASSET**

No Borrowing Costs were incorporated in the Annual Budget as Assets purchased are to be funded from General Purpose Funding.

**7 BORROWINGS INFORMATION**

**(a) Loans Raised in Financial Year**

No Loans are anticipated to be raised during the year:

**(b) Loan Repayments**

No Loans Repayments anticipated to be raised during the year:

**(a) Overdraft**

The Regional Council has no overdraft facility and it is not anticipated such a facility will be required during the year ended 30 June 2018.

**8 RESERVES**

The Regional Council has no Reserve Accounts set aside for specific purposes and does not intend to set aside any cash during the year

**9 CASH FLOW INFORMATION**

Reconciliation of cash flows with change in net result from operations.

For the purpose of the Cash Flow Statement, cash includes cash on hand and in or at call deposits with Banks or Financial Institutions.

Adopted Budget 2016/17		Actual 2016/17	Adopted Budget 2017/18
\$		\$	\$
	<b>Change in net result from operations</b>		
(515,963)	Net Result	290,823	(659,293)
21,024	Depreciation	17,942	21,212
(1,602)	(Profit) loss on sale of Fixed Assets	0	0
	<b>Change in Assets and Liabilities</b>		
0	Increase/(Decrease) in Provisions - Employee Entitlements	39,194	0
18,350	(Increase)/Decrease in Receivables	93,615	53,508
(38,375)	Increase/(Decrease) in Payables	(20,461)	(11,005)
<b>(516,566)</b>	Cash flows from Operations	<b>421,113</b>	<b>(595,578)</b>
6,000	Credit Card Facility	6,000	6,000
0	Amount Utilised	(1,740)	0
<b>6,000</b>	Unused Facility available	<b>4,260</b>	<b>6,000</b>

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**10 TRUST FUND INFORMATION**

The Regional Council has no funds held in Trust on behalf of third parties.

**11 INVESTMENTS**

Earnings from Investments is summarised as follows:

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
959,170	General Account	1,245,826	793,512
<u><b>959,170</b></u>	<b>TOTAL</b>	<u><b>1,245,826</b></u>	<u><b>793,512</b></u>

**12 COUNCIL MEMBERS - FEES, EXPENSES AND ALLOWANCES**

The 2017/2018 Budget provides for the following:

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
	<b>- Annual Attendance Fee</b>		
130,687	- Elected Members Remuneration	127,306	133,954
2000	-Alternate Elected Members Remuneration	472	2050
	<b>- Telecommunication, Travel, and Information Technology Allowance</b>		
0	- Telecommunication	0	0
0	- Information Technology	0	0
0	- Travel Expenses	0	0
	<b>- Annual Local Government Allowance</b>		
19,864	- Chairman	19,815	20,361
4,966	- Deputy Chairman	4,954	5,090

**13 DEPRECIATION ON NON-CURRENT ASSETS**

The Depreciation charge included in the Annual Budget is summarised as follows:

**BY PROGRAM**

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
21,024	Other Property and Services	17,942	21,212
<u><b>21,024</b></u>	<b>TOTAL</b>	<u><b>17,942</b></u>	<u><b>21,212</b></u>



**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**13 DEPRECIATION ON NON-CURRENT ASSETS**

**BY CLASS**

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
1,915	Furniture and Equipment	3,910	3,910
5,539	Improvements to Leasehold Property	5,539	5,539
13,570	Plant and Equipment	8493	11,763
<b>21,024</b>	<b>TOTAL</b>	<b>17,942</b>	<b>21,212</b>

**14 ACQUISITION OF ASSETS**

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

**BY PROGRAM**

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
	Other Property and Service		
3000	General Office Fit out	1250	0
22000	Office Equipment	12915	0
0	Furniture	0	0
65,016	Motor Vehicle - Work Vehicle	65016	26,250
<b>90,016</b>		<b>79,181</b>	<b>26,250</b>

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<u>\$</u>		<u>\$</u>	<u>\$</u>
3000	Land and Buildings	1250	0
65016	Plant and Equipment	65016	26250
22000	Furniture and Equipment	12915	0
<b>90,016</b>		<b>79,181</b>	<b>26,250</b>

**15 FEES AND CHARGES INFORMATION**

In accordance with Financial Management Regulation 25, the estimates of total revenue from Fees and Charges for each program is summarised as follows:

No fees and charges are to be raised during the year ended 30 June 2018

**16 RATING INFORMATION**

A Regional Council does not impose rates

**17 SPECIFIED AREA RATE**

No specified area rates will be levied during the year 2017/2018

**18 SERVICE CHARGES**

No specified area rates will be imposed during the year 2017/2018

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**19 INFORMATION ABOUT DISCOUNTS, INCENTIVES, CONCESSIONS AND WRITE OFFS**

The Regional Council does not anticipate to offer discounts, incentives, concessions or write-offs

**20 INTEREST CHARGES FOR THE LATE PAYMENT OF RATES CHARGES**

Pursuant to Section 6.51 of the Local Government Act and Financial Management Regulation 27(a) the Regional Council will not impose an interest charge .

**21 MAJOR LAND TRANSACTIONS**

The project is undertaken on behalf of the TPRC's seven participating councils. The Establishment Agreement details the following:

- (a) The participants are the owners of the land ,in shares as set out below:

Town of Cambridge	One Twelfth
City of Joondalup	One Sixth
City of Perth	One Twelfth
City of Stirling	One Third
Town of Victoria Park	One Twelfth
Town of Vincent	One Twelfth
City of Wanneroo	One Sixth

- (b) The land owned from time to time by the participants jointly or by the TPRC:

Land being part of Lot 118 Mindarie  
Land between Lot 118 and the Mitchell Freeway Reserve  
Any land that may be acquired by the TPRC

- (c) Revenue and Expenditure associated with the Project:

<b>Adopted Budget 2016/17</b>		<b>Actual 2016/17</b>	<b>Adopted Budget 2017/18</b>
<b>\$</b>		<b>\$</b>	<b>\$</b>
	Rezonning,Subdivision, Development and Sale of land		
	Revenue		
1,468,575	Participants Equity	0	13,525,744
31,077,779	Sale of Lots	19,933,118	42,133,752
<b>32,546,354</b>		<b>19,933,118</b>	<b>55,659,496</b>
	Expenditure		
27,336,730	Land Development Costs	13,851,592	49,247,240
675,204	Consultancy Fees	247,584	827,319
663,734	Sales and Marketing	296,633	795,000
3,805,686	Selling Expenses	2,520,344	4,729,937
65,000	Other	39,643	60,000
0	Participants Equity	2,977,322	0
<b>32,546,354</b>		<b>19,933,118</b>	<b>55,659,496</b>

**22 JOINT VENTURE**

The Regional Council does not anticipate any joint venture

**23 TRADING UNDERTAKINGS**

The Regional Council does not anticipate any trading undertakings.

**24 CAPITAL AND LEASING COMMITMENTS**

Council does not have any Capital and Leasing Commitments.

**TAMALA PARK REGIONAL COUNCIL  
NOTES TO AND FORMING PART OF THE ANNUAL BUDGET  
FOR THE YEAR ENDING 30TH JUNE 2018**

**25 FINANCIAL INSTRUMENTS**

(a) Interest Rate Risk

The following table details the Regional Council exposure to interest rate risks projected to 30th June 2018.

	Average Interest %	Variable Interest Rate	Fixed Interest Rate Less than 1 year	Maturity 1 to 5 years	Non Interest Bearing	Total
		\$	\$	\$	\$	\$
<b>Financial Assets</b>						
Cash on Hand						0
Cash	2.50	0	20,797,071			20,797,071
Trade Receivables					254,800	254,800
		<b>0</b>	<b>20,797,071</b>	<b>0</b>	<b>254,800</b>	<b>21,051,871</b>
<b>Financial Liabilities</b>						
Creditors and Provisions					250,003	250,003
		<b>0</b>	<b>0</b>	<b>0</b>	<b>250,003</b>	<b>250,003</b>

(b) Regional Council does not have any material credit risk exposure to any single debtor under any financial instruments entered into.

(c) The aggregate net fair values and carry amounts of financial assets and financial liabilities are disclosed in the notes to and forming part of the Annual Budget.

**26 POSITION AT COMMENCEMENT OF FINANCIAL YEAR**

Determination of opening funds:

Adopted Budget 2016/17		Actual 2016/17	Adopted Budget 2017/18
\$		\$	\$
0	<b>Current Assets</b>	0	0
33,775,808	Cash On Hand	39,213,368	20,797,071
386,158	Cash at Bank	308,308	254,800
34,161,966	Receivables	39,521,676	21,051,871
34,800	<b>LESS CURRENT LIABILITIES</b>		
121,431	Payables	50,134	39,129
	Provisions - Employees Entitlements	210,874	210,874
156,231		261,008	250,003
34,005,735	<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	39,260,668	20,801,868

**27 MEMBER COUNCILS' EQUITY IN THE TAMALA PARK REGIONAL COUNCIL**

Adopted Budget 2016/17			Actual 2016/17	Adopted Budget 2017/18
\$			\$	\$
49,238,752	<b>Members Equity</b>		49,220,570	41,204,150
(515,963)	Accumulated surplus		290,823	(659,292)
(1,468,575)	Total Comprehensive Income		2,977,322	(13,525,744)
(11,327,714)	Change in Contributed Equity		(11,284,565)	(4,268,725)
	Contribution Returned			
35,926,500	<b>Total Equity</b>		41,204,150	22,750,389
	<b>Share</b>			
2,993,875	Town of Cambridge	One Twelfth	3,433,679	1,895,866
5,987,750	City of Joondalup	One Sixth	6,867,358	3,791,732
2,993,875	City of Perth	One Twelfth	3,433,679	1,895,866
11,975,500	City of Stirling	One Third	13,734,717	7,583,463
2,993,875	Town of Victoria Park	One Twelfth	3,433,679	1,895,866
2,993,875	Town of Vincent	One Twelfth	3,433,679	1,895,866
5,987,750	City of Wanneroo	One Sixth	6,867,358	3,791,732
35,926,500			41,204,150	22,750,389

# **Tamala Park Regional Council**

Details By function Under The Following Programme Titles  
And Type Of Activities Within The Programme

	ACTUAL 2016-17		Adopted Budget 2016-2017		Draft Budget 2017-2018	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Proceeds Sale of Assets</b>						
00000 Proceeds Sale of Assets - Motor Vehicle CEO	(\$42,727)	\$0	(\$42,727)	\$0	\$0	\$0
<b>Written Down Value</b>						
00000 Written Down Value - Motor Vehicle CEO	\$0	\$42,727	\$0	\$41,125	\$0	\$0
<b>Sub Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	(\$42,727)	\$42,727	(\$42,727)	\$41,125	\$0	\$0
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	(\$42,727)	\$42,727	(\$42,727)	\$41,125	\$0	\$0
<b>ABNORMAL ITEMS</b>						
<b>Sub Total - ABNORMAL ITEMS</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - ABNORMAL ITEMS</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - OPERATING STATEMENT</b>	(\$42,727)	\$42,727	(\$42,727)	\$41,125	\$0	\$0
<b>OTHER GENERAL PURPOSE FUNDING</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING INCOME</b>						
I032030 · Interest on Investment	(\$1,245,826)	\$0	(\$959,170)	\$0	(\$793,512)	\$0
<b>Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC</b>	(\$1,245,826)	\$0	(\$959,170)	\$0	(\$793,512)	\$0
<b>Total - OTHER GENERAL PURPOSE FUNDING</b>	(\$1,245,826)	\$0	(\$959,170)	\$0	(\$793,512)	\$0
<b>Total - GENERAL PURPOSE FUNDING</b>	(\$1,245,826)	\$0	(\$959,170)	\$0	(\$793,512)	\$0
<b>GOVERNANCE</b>						
<b>MEMBERS OF COUNCIL</b>						
<b>OPERATING EXPENDITURE</b>						
E041005 · Chairman Allowance	\$0	\$19,815	\$0	\$19,864	\$0	\$20,361
E041010 · Deputy Chair Allowance	\$0	\$4,954	\$0	\$4,966	\$0	\$5,090
E041018 · Composite Allowance	\$0	\$127,306	\$0	\$130,687	\$0	\$133,954
E041019 · Alternative Member Meeting Fee	\$0	\$472	\$0	\$2,000	\$0	\$2,050
E041020 · Conference Expenses	\$0	\$2,541	\$0	\$10,000	\$0	\$10,250
E041030 · Other Costs	\$0	\$14	\$0	\$10,000	\$0	\$10,250
<b>Sub Total - MEMBERS OF COUNCIL OP/EXP</b>	\$0	\$155,101	\$0	\$177,517	\$0	\$181,955
<b>OPERATING INCOME</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS OF COUNCIL OP/INC</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - GOVERNANCE</b>	\$0	\$155,101	\$0	\$177,517	\$0	\$181,955
<b>Total - GOVERNANCE</b>	\$0	\$155,101	\$0	\$177,517	\$0	\$181,955
<b>OTHER PROPERTY AND SERVICES</b>						
<b>SALARIES AND WAGES</b>						
<b>OPERATING EXPENDITURE</b>						
New · Gross Total Salaries and Wages	\$0	\$513,148	\$0	\$610,598	\$0	\$610,598
New · Gross Total Salaries and Wages Allocated	\$0	(\$513,148)	\$0	(\$610,598)	\$0	(\$610,598)
<b>Sub Total - SALARIES AND WAGES OP/EXP</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - SALARIES AND WAGES</b>	\$0	\$0	\$0	\$0	\$0	\$0

# **Tamala Park Regional Council**

Details By function Under The Following Programme Titles  
And Type Of Activities Within The Programme

	ACTUAL 2016-17		Adopted Budget 2016-2017		Draft Budget 2017-2018	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>UNCLASSIFIED</b>						
<b>OPERATING EXPENDITURE</b>						
<b>Administration</b>						
E145005 · Salaries - Basic Costs	\$0	\$513,148	\$0	\$610,598	\$0	\$610,598
E145007 · Salaries Occ. Superannuation	\$0	\$44,861	\$0	\$58,007	\$0	\$58,007
E145009 · Salaries WALGS Superannuation	\$0	\$0	\$0	\$5,356	\$0	\$5,544
E145011 · Advertising Staff Vacancies	\$0	\$0	\$0	\$5,253	\$0	\$5,384
E145015 · Insurance W/comp.	\$0	\$11,000	\$0	\$14,262	\$0	\$12,000
E145017 · Medical Exam. Costs	\$0	\$0	\$0	\$315	\$0	\$323
E145019 · Staff Training & Dev.	\$0	\$1,692	\$0	\$5,253	\$0	\$5,384
E145020 · Conference Expenses	\$0	\$2,350	\$0	\$15,759	\$0	\$16,153
E145021 · Telephone - Staff Reimbursement	\$0	\$0	\$0	\$735	\$0	\$754
E145024 · Travel Expenses CEO	\$0	\$496	\$0	\$10,506	\$0	\$10,769
E145025 · Other Accom & Property Costs	\$0	\$39,261	\$0	\$36,772	\$0	\$37,691
E145027 · Advertising General	\$0	\$0	\$0	\$15,759	\$0	\$16,153
E145029 · Advertising Public/Statutory	\$0	\$0	\$0	\$15,759	\$0	\$16,153
E145031 · Graphics Consumables	\$0	\$0	\$0	\$5,253	\$0	\$5,384
E145033 · Photocopying	\$0	\$569	\$0	\$2,627	\$0	\$2,692
E145037 · Postage, Courier & Freight	\$0	\$1,168	\$0	\$1,261	\$0	\$1,292
E145039 · Printing	\$0	\$0	\$0	\$5,253	\$0	\$5,384
E145043 · Stationery	\$0	\$1,398	\$0	\$2,101	\$0	\$2,154
E145045 · Other Admin Expenses	\$0	\$1,999	\$0	\$15,759	\$0	\$16,153
E145047 · Office Telephones & Faxes	\$0	\$1,826	\$0	\$3,152	\$0	\$3,231
E145049 · Mobil Phones, Pages, Radios	\$0	\$1,040	\$0	\$2,101	\$0	\$2,154
E145053 · Bank Charges	\$0	\$91	\$0	\$2,101	\$0	\$2,154
E145055 · Credit Charges	\$0	\$90	\$0	\$210	\$0	\$215
E145057 · Audit Fees	\$0	\$8,240	\$0	\$8,456	\$0	\$8,668
E145059 · Membership Fees	\$0	\$6,603	\$0	\$7,500	\$0	\$7,688
E145061 · Legal Expenses (General)	\$0	\$4,000	\$0	\$30,000	\$0	\$30,750
E145069 · Valuation Fees	\$0	\$18,000	\$0	\$50,000	\$0	\$51,250
E145075 · Promotions	\$0	\$800	\$0	\$15,000	\$0	\$15,375
E145077 · Business Hospitality Expenses	\$0	\$0	\$0	\$10,000	\$0	\$10,250
E145079 · Consultancy	\$0	\$550	\$0	\$20,000	\$0	\$20,500
E145082 · Lawyers	\$0	\$0	\$0	\$30,000	\$0	\$30,750
E145083 · Research	\$0	\$0	\$0	\$30,000	\$0	\$30,750
E145100 · Safety Clothes and Equipment	\$0	\$163	\$0	\$1,000	\$0	\$1,025
E145086 · Probity Auditor	\$0	\$0	\$0	\$20,000	\$0	\$20,500
E145087 · Computer Software Mtce	\$0	\$608	\$0	\$5,000	\$0	\$5,125
E145088 · Accounting Management	\$0	\$39,306	\$0	\$52,531	\$0	\$53,845
E145089 · Computer Software Purchase	\$0	\$43,188	\$0	\$50,000	\$0	\$30,000
E145091 · Computer Sundries	\$0	\$918	\$0	\$5,000	\$0	\$5,125
E145092 · Data Communication Links	\$0	\$0	\$0	\$5,500	\$0	\$5,638
E145093 · Internet Provider Costs	\$0	\$8,444	\$0	\$10,500	\$0	\$10,763
E145094 · Plant & Equipment Purchase Non-Capital	\$0	\$1,809	\$0	\$2,000	\$0	\$2,050
E145095 · Furniture & Equipment Purchase	\$0	\$0	\$0	\$5,000	\$0	\$5,125
E145097 · Hire of Equipment	\$0	\$0	\$0	\$2,000	\$0	\$2,050
E145099 · Vehicle Operating Expense	\$0	\$4,263	\$0	\$15,759	\$0	\$16,153
E145013 · Fringe Benefit Tax -Motor Vehicle	\$0	\$5,274	\$0	\$10,506	\$0	\$10,769
E145101 · Consumable Stores	\$0	\$757	\$0	\$1,000	\$0	\$1,025
E145103 · Newspapers & Periodicals	\$0	\$0	\$0	\$200	\$0	\$205
E145105 · Publications & Brochures	\$0	\$0	\$0	\$500	\$0	\$513
E145107 · Subscriptions	\$0	\$0	\$0	\$1,000	\$0	\$1,025
E145109 · Parking Expenses	\$0	\$72	\$0	\$315	\$0	\$323
E145111 · Plans	\$0	\$0	\$0	\$1,500	\$0	\$1,538
E145113 · Emergency Services	\$0	\$0	\$0	\$10,000	\$0	\$10,250
E145117 · Electricity	\$0	\$0	\$0	\$18,000	\$0	\$6,450
E145121 · Insurance - Public Liability	\$0	\$4,392	\$0	\$5,253	\$0	\$2,649
E145123 · Insurance - Property (ISR)	\$0	\$4,478	\$0	\$1,997	\$0	\$4,478
E145126 · Insurance - Personal Accident	\$0	\$1,358	\$0	\$5,253	\$0	\$850
E145127 · Insurance - Other	\$0	\$0	\$0	\$5,253	\$0	\$2,492
E145222 · Depreciation	\$0	\$17,942	\$0	\$21,024	\$0	\$21,212
E145451 · GST management	\$0	\$2,688	\$0	\$0	\$0	\$0
E145452 · Recruitment_Human Resources	\$0	\$2,500	\$0	\$0	\$0	\$0
0000000- Record Management Consultancy	\$0	\$7,500	\$0	\$10,000	\$0	\$10,000
<b>Sub Total - UNCLASSIFIED OP/EXP</b>	<b>\$0</b>	<b>\$804,842</b>	<b>\$0</b>	<b>\$1,301,203</b>	<b>\$0</b>	<b>\$1,272,884</b>
<b>OPERATING INCOME</b>						
I145012 · Reimbursements	(\$4,940)	\$0	(\$1,985)	\$0	(\$2,035)	\$0
<b>Sub Total - UNCLASSIFIED OP/INC</b>	<b>(\$4,940)</b>	<b>\$0</b>	<b>(\$1,985)</b>	<b>\$0</b>	<b>(\$2,035)</b>	<b>\$0</b>
<b>Total - UNCLASSIFIED</b>	<b>(\$4,940)</b>	<b>\$804,842</b>	<b>(\$1,985)</b>	<b>\$1,301,203</b>	<b>(\$2,035)</b>	<b>\$1,272,884</b>
<b>Total - OTHER PROPERTY AND SERVICES</b>	<b>(\$4,940)</b>	<b>\$804,842</b>	<b>(\$1,985)</b>	<b>\$1,301,203</b>	<b>(\$2,035)</b>	<b>\$1,272,884</b>

# **Tamala Park Regional Council**

Details By function Under The Following Programme Titles  
And Type Of Activities Within The Programme

	ACTUAL 2016-17		Adopted Budget 2016-2017		Draft Budget 2017-2018	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>MEMBERS EQUITY</b>						
<b>EXPENDITURE</b>						
Contribution Refund	\$0	\$284,565	\$0	\$327,714	\$0	\$268,725
Profit Distributions	\$0	\$11,000,000	\$0	\$11,000,000	\$0	\$4,000,000
Development Costs Apartments	\$0	\$338,909	\$0	\$0		
<b>Sub Total - MEMBERS EQUITY</b>	\$0	\$11,623,474	\$0	\$11,327,714	\$0	\$4,268,725
<b>INCOME</b>						
I145011 · Income Sale on Lots	(\$19,137,182)	\$0	(\$26,283,529)	\$0	(\$40,372,252)	\$0
I145012 · Income Other	(\$462,072)	\$0	(\$4,794,250)	\$0	(\$1,761,500)	\$0
I000000 · Income Other Proceeds Sale of Apartments	(\$333,863)	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - MEMBERS EQUITY</b>	(\$19,933,118)	\$0	(\$31,077,779)	\$0	(\$42,133,752)	\$0
<b>Total - MEMBERS EQUITY</b>	(\$19,933,118)	\$0	(\$31,077,779)	\$11,327,714	(\$42,133,752)	\$4,268,725
<b>Total - MEMBERS EQUITY</b>	(\$19,933,118)	\$11,623,474	(\$31,077,779)	\$11,327,714	(\$42,133,752)	\$4,268,725
<b>SURPLUS</b>						
New (Surplus) / Deficit - Brought Forward	(\$47,345,854)	\$0	(\$47,345,854)	\$0	(\$39,260,668)	\$0
New (Surplus) / Deficit - Carried Forward	\$0	\$39,260,668	\$0	\$34,005,735	\$0	\$20,801,868
<b>Sub Total - SURPLUS C/FWD</b>	(\$47,345,854)	\$39,260,668	(\$47,345,854)	\$34,005,735	(\$39,260,668)	\$20,801,868
<b>Total - SURPLUS</b>	(\$47,345,854)	\$39,260,668	(\$47,345,854)	\$34,005,735	(\$39,260,668)	\$20,801,868
<b>DEPRECIATION</b>						
New · Depreciation Written Back	\$0	(\$17,942)	\$0	(\$21,024)	\$0	(\$21,212)
New · Employee Provisions	\$0	\$50,253	\$0	\$0	\$0	\$0
New · Book Value of Assets Written Back	\$0	(\$42,727)	\$0	(\$41,125)	\$0	\$0
<b>Sub Total - DEPRECIATION WRITTEN BACK</b>	\$0	(\$10,416)	\$0	(\$62,149)	\$0	(\$21,212)
<b>Total - DEPRECIATION</b>	\$0	(\$10,416)	\$0	(\$62,149)	\$0	(\$21,212)
<b>FURNITURE AND EQUIPMENT</b>						
<b>OTHER PROPERTY AND SERVICES</b>						
<b>EXPENDITURE</b>						
E168566 · Computer Equipment	\$0	\$10,689	\$0	\$20,000	\$0	\$0
E168567 · Phones	\$0	\$2,226	\$0	\$2,000	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$12,915	\$0	\$22,000	\$0	\$0
<b>Total - OTHER PROPERTY AND SERVICES</b>	\$0	\$12,915	\$0	\$22,000	\$0	\$0
<b>Total - FURNITURE AND EQUIPMENT</b>	\$0	\$12,915	\$0	\$22,000	\$0	\$0
<b>LAND AND BUILDINGS</b>						
<b>OTHER PROPERTY AND SERVICES</b>						
<b>EXPENDITURE</b>						
E168565 · Office Furniture Overhead Cupboards	\$0	\$1,250	\$0	\$3,000	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$1,250	\$0	\$3,000	\$0	\$0
<b>Total - OTHER PROPERTY AND SERVICES</b>	\$0	\$1,250	\$0	\$3,000	\$0	\$0
<b>Total - LAND AND BUILDINGS</b>	\$0	\$1,250	\$0	\$3,000	\$0	\$0
<b>PLANT AND EQUIPMENT</b>						
<b>OTHER PROPERTY AND SERVICES</b>						
<b>EXPENDITURE</b>						
0000000 Motor Vehicle - CEO	\$0	\$65,016	\$0	\$65,016	\$0	\$0
0000000 Work Vehicle	\$0	\$0	\$0	\$0	\$0	\$26,250
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$65,016	\$0	\$65,016	\$0	\$26,250
<b>Total - OTHER PROPERTY AND SERVICES</b>	\$0	\$65,016	\$0	\$65,016	\$0	\$26,250
<b>Total - PLANT AND EQUIPMENT</b>	\$0	\$65,016	\$0	\$65,016	\$0	\$26,250

# **Tamala Park Regional Council**

Details By function Under The Following Programme Titles  
And Type Of Activities Within The Programme

	ACTUAL 2016-17		Adopted Budget 2016-2017		Draft Budget 2017-2018	
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>INFRASTRUCTURE ASSETS - OTHER</b>						
<b>Land Development Costs</b>						
New-Land & Special Sites Development	\$0	\$0	\$0	\$49,657	\$0	\$10,889,547
99.4 - Land Develop - Consultants	\$0	\$247,584	\$0	\$675,204	\$0	\$827,319
99.5 - Land Develop - Landscape	\$0	\$1,028,288	\$0	\$6,807,816	\$0	\$11,872,836
99.1 - Land Develop - Infrastructure	\$0	\$1,670,207	\$0	\$1,474,031	\$0	\$6,583,296
99.9 - Land Develop - Bulk Earthworks	\$0	\$1,075,922	\$0	\$3,770,383	\$0	\$4,388,016
99.2 - Land Develop - Lot Production	\$0	\$9,392,336	\$0	\$10,717,375	\$0	\$10,835,010
99.6 - Land Develop - Admin Land Dev	\$0	\$315,262	\$0	\$1,075,117	\$0	\$1,074,460
New-Community Development	\$0	\$30,668	\$0	\$192,500	\$0	\$192,500
New-Contingency	\$0	\$0	\$0	\$1,483,907	\$0	\$2,460,212
New-finance	\$0	\$0	\$0	\$1,600,000	\$0	\$960,971
Debtors /Creditors Movement	\$0	\$0	\$0	\$165,944	\$0	(\$9,608)
<b>Consultancy</b>						
-Env Innovation Consultancies	\$0	\$0				
-Admin-Operational Consultancies						
E145451 - GST management	\$0	\$4,484	\$0	\$20,000	\$0	\$20,000
E145452 - Recruitment_Human Resources	\$0	\$0	\$0	\$5,000	\$0	\$10,000
<b>Property Development Services</b>						
-Property Admin and Approvals						
E145041 - Signage/Decals	\$0	\$0	\$0	\$5,000	\$0	\$5,000
E145042 - Branding/Marketing	\$0	\$0	\$0	\$10,000	\$0	\$10,000
<b>-Mtce Services-Land</b>						
E145204 - Fences/Walls	\$0	\$0	\$0	\$20,000	\$0	\$10,000
E145206 - MtceServices-Land	\$0	\$0	\$0	\$5,000	\$0	\$5,000
<b>-Sales Expenditure</b>						
E145216 - Direct Selling Expenses	\$0	\$2,520,344	\$0	\$3,805,686	\$0	\$4,729,937
E145218 - Sales and Marketing	\$0	\$296,633	\$0	\$663,734	\$0	\$795,000
<b>-Other Expenditure</b>						
E145029 - Advertising Public/Statutory	\$0	\$16,314	\$0	\$0	\$0	\$0
E145061 - Legal Expenses (General)	\$0	\$16,547	\$0	\$0	\$0	\$0
E145086 - Probity Auditor	\$0	\$2,298	\$0	\$0	\$0	\$0
<b>Sub Total - CAPITAL WORKS</b>	\$0	\$16,616,888	\$0	\$32,546,354	\$0	\$55,659,496
<b>Total - OTHER</b>	\$0	\$16,616,888	\$0	\$32,546,354	\$0	\$55,659,496
<b>Total - INFRASTRUCTURE ASSETS - OTHER</b>	\$0	\$16,616,888	\$0	\$32,546,354	\$0	\$55,659,496
<b>GRAND TOTALS</b>	(\$68,572,465)	\$68,572,464	(\$79,427,515)	\$79,427,515	(\$82,189,967)	\$82,189,967
		(\$0)		(\$0)		(\$0)

# Appendix 9.8



6 July 2017

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

Via Email: [luke.aitkin@tamalapark.wa.gov.au](mailto:luke.aitkin@tamalapark.wa.gov.au)

Dear Tony,

**RE: SUSTAINABILITY INITIATIVES REVIEW 2017 - IMPLEMENTATION STRATEGY**

On the 15<sup>th</sup> June 2017 the Tamala Park Regional Council considered the Sustainability Initiative Plan Review prepared by the Satterley Property Group. During this meeting, the Council resolved as follows:

**“APPROVES the following new initiatives, subject to the Satterley Property Group providing an implementation strategy for Council’s consideration for the August 2017 meeting:**

- **The provision of an Electronic Tablet to purchasers;**
- **A rebate of \$400 to residents for the installation of LED lighting;**
- **A rebate for replacement LED lighting to existing purchasers to a value of \$150.”**

The following implementation plans seek to address Council’s requirements.

## Electronic Tablets

The Sustainability Initiatives Plan Review, considered providing electronic tablets to all new home owners upon settlement.

1. The Satterley property group register a domain name through an exchange provider host (@catalinawa.com.au). The cost for registration is approximately \$60 per account per annum.
2. Tablet are setup for users using volume licencing or machine management to pre-load apps. In order to do this, purchasers are provided with an email address using their sir name and lot number as the user name (for example smith123@catalinwa.com.au). A password will be created for each resident (street name followed by house number).
3. Set up to be undertaken by Sales Staff.
4. Tablets are issued to purchasers upon successful settlement of the lot. The tablet is provided with any gate keys and / or letter box keys that may be attributed to the lot.



5. Tablets are pre-loaded with energy efficiency, water efficiency, smart metre / smart home apps and communications applications
6. Sales Staff would email all contracts, design guidelines, rebate application forms and newsletters to residents.
7. Tablets would be loaded with the 'Your Home' publication by SPG Sales Staff
8. Tablets are purchased at the beginning of every month based on forecast settlements with no more than 20 tablets purchased at any time. No more than two tablets shall be stored at the Sales Office with any additional tablets stored at SPG head office in a locked cupboard.
9. Upon receipt of the tablet, purchasers will be required to sign a delivery / confirmation docket.
10. At the time the tablet is provided to the purchaser, the sales staff would provide the purchaser with receipt and warranty information and details of the manufacturers IT support line.
11. Tablets will be issued to the purchaser by the Sales staff.
12. Communications will be issued to purchasers via push applications.

## LED Lighting Rebate

The Council considered an additional rebate to incentivise the use of LED light fitting in homes constructed within Catalina Beach and Catalina Grove. The proposed value of the rebate (\$400) is intended to offset additional costs associated with the purchase of low energy consuming globes.

The following outlines the proposed implementation strategy for the LED Lighting Rebate, the outlined methodology is consistent with the approach adopted for the solar panel rebates:

1. The Satterley Property Group Prepare a rebate application form. The rebate application form is uploaded to the internet and included within Contracts for Sale.
2. In order to qualify for the rebate, the home owners must install a minimum of 20 Led lights within or external to the home.
3. Upon construction of the home (18 months for single storey, 24 months for double storey), the purchaser submits a completed application form providing evidence from their building (including specification) of lighting installed throughout the home.
4. The Satterley Property Group consider the documentation provided and process the rebate for payment by the Tamala Park Regional Council.
5. Home owners have 24 months from achieving completion on their home to apply for the rebate.

## LED Replacement Program

The Council considered an additional rebate to incentivise the use of LED light fitting in homes already constructed within Catalina Central. It is proposed that a light globe exchange program be offered providing residents the opportunity to replace existing, conventional globes with sustainable, low energy consuming LED light globes. The proposal sought to provide a \$150 light glob pack to residents. In order to achieve administrative efficiencies and successfully manage the exchange SPG considers



that a once off rebate be offered to existing residents who provide a receipt / tax invoice for the purchase of LED Light globes.

The following outlines the proposed implementation strategy for the LED Lighting Rebate, the outlined methodology is consistent with the approach adopted for the solar panel rebates:

1. The Satterley Property Group Prepare a rebate application form. The rebate application form is uploaded to the internet and communicated to existing residents via an EDM.
2. In order to qualify for the rebate, the home owners must provide a tax invoice for the purchase of LED light globes to a maximum value of \$150.00. The Tamala Park Regional Council shall reimburse only costs incurred for LED light globes (i.e. up to \$150).
3. Residents will only be able to claim the rebate once.
4. Residents seeking to claim the rebate will be required to complete the rebate form and provide copies of receipts to an email address created by Satterley Property Group.
5. The lot details of all residents who claim the rebate will be recorded through Satterley's invoice management system to ensure only one rebate is claimed
6. The Satterley Property Group consider the documentation provided and process the rebate for payment by the Tamala Park Regional Council.
7. The rebate is offered 12 months only.

Based on the above, Council support is sought for the implementation of the additional sustainability initiatives.

If you have any queries or require additional information, please do not hesitate to contact me at your convenience.

Kind Regards

Lauren Vidler  
**DEVELOPMENT MANAGER**

# Appendix 9.9

## Catalina Grove Structure Plan Amendment:

### *Structure Plan Options, Significant Tree Survey and Tree Canopy Retention*

Prepared:

July 2017

Committee:

20<sup>th</sup> July 2017

Council:

17<sup>th</sup> August 2017

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Date	Revision	Comments	Author	Quality
27/7/17	H	Clarification Regarding Tree Retention	LV	AL
3/8/17	I	Clarification re Land Use and updated plans	LV	AL

## Background

The Tamala Park Local Structure Plan (LSP) underpins the planning framework for the delivery of the Catalina Estate. The Tamala Park LSP was developed between 2006 and 2009 and approved by the Western Australian Planning Commission and the City of Wanneroo in March 2014. The approved LSP requires an amendment to ensure planning and design parameters are responsive to the prevailing market conditions. A copy of the endorsed Local Structure Plan has been included as Annexure A.

At its meeting on 16<sup>th</sup> April 2015, the Council approved the appointment of Urbis to undertake an *Integrated Urban Design and Landscape Design Review*. The purpose of the review was to inform the detailed design of the Catalina Grove precinct. As part of this review, Urbis were required to:

- Review the vision, objectives and principals for the precinct;
- Undertake economic and market analysis for apartment and mixed use developments for the site and to inform the urban design and built form outcomes;
- Determine the appropriate location and size for the *Neighbourhood Activity Centre*;
- Investigate opportunities to integrate the landscape, public realm and open space with built form to create a contemporary, legible and climate responsive urban environment; and
- Prepared a *Precinct Plan* that identifies best practice urban design and landscaping with an implementation strategy to assist in the future built form and public realm outcomes,

Subsequent to receiving the Catalina Grove *Precinct Plan*, the Satterley Property Group undertook consultation with a number of key stakeholders including, City of Wanneroo, Public Transport Authority and the Western Australian Planning Commission / Department of Planning. During these meetings the following key considerations were noted:

- Preference for increased residential densities and residential land uses within an 800 metre walkable catchment of the Clarkson Train Station.
- Although City of Wanneroo expressed a preference for private vehicular use of the Catalina underpass, the Public Transport Authority would not support private vehicles using the underpass. The underpass has been designed for private vehicles however, the movement network north-east of the underpass is not conducive to the carriage of private vehicles. The underpass shall be for the exclusive use of busses, pedestrians and cyclists.
- Support for the rationalisation and relocation of 'mixed-use' land and relation of the *Neighbourhood Activity Centre* subject to appropriate interface with Connolly Drive.

At its meeting on the 8<sup>th</sup> December 2016, the Tamala Park Regional Council considered three Local Structure Plan Concept options to progress a proposed amendment to the approved Tamala Park Local Structure Plan. The options were:

- Option 1 - Traditional development (low / medium density).
- Option 2 - Transit orientated development (high density ).
- Option 3 - A hybrid option combining high density development towards the station with medium density development across the site including rationalisation of mixed use land and relocation of the Neighborhood Centre to front Connolly Drive.



During this meeting, the Council resolved to proceed with Option 3 as outlined above. Prior to formalising agreement to the endorsed Structure Plan, the Council requested that the Satterley Property Group prepare a cash flow feasibility and program, technical advice and consultation.

At its meeting on the 23<sup>rd</sup> February 2017, the Council considered a feasibility study on the preferred LSP concept (Option3) for Catalina Grove and resolved not to progress the amendment to the endorsed LSP based on the Option 3 concept. The Council considered that opportunities for further canopy retention were required to be considered. During this meeting, the Council resolved that prior to endorsing a structure plan amendment the following tasks were to be undertaken:

- That a tree canopy assessment be undertaken of Catalina Grove. Following the completion of the tree canopy analysis for the Grove Precinct the Satterley Property Group is required to provide recommendations on tree canopy retention targets for the Catalina Grove Precinct for Council's consideration.
- Satterley Property Group provide a report to Council on the number of significant trees to be retained under Concept Plan (Option 3) (hereafter referred to As 'LSP Concept').

In June 2017, the Council received an update prepared by the Satterley Property Group providing advice regarding the tree canopy analysis undertaken by Specterra Digital Services for The Catalina Estate including Catalina Grove. This report outlined the tree canopy cover at various height intervals at Catalina Grove.

Subsequent to Council's consideration of Satterley Property Group's update on tree canopy cover, Arbor Logic have completed a tree health assessment to determine the environmental values of all trees on site.

## Catalina Grove – Key Principles

The following Key Principles have been defined by the Tamala Park Regional Council to guide the final design of Catalina Grove (15 June, 2017);

- Mixed Use Zone – To rationalise the extent of mixed-use zoned land in line with economic and market research and to locate the mixed use zoned land in optimal locations;
- Green Link and Public Opens Space – to retain mature trees which create a sense of place and provide a connection to surrounding green areas;
- Retail Land Use – Locate the commercial zoned land near the intersection of Aviator Boulevard and Connolly Drive to frame the western entry to Catalina Grove and provide exposure to the commercial site;
- Road Network and Connections – to maximise and enhance the connection to the Clarkson Train Station to drive success of density in the north-eastern corner of the site;
- A Range of Housing Options and Densities – to provide density in high amenity areas to underpin a vibrant community in Catalina Grove;
- Green Link and road connections strongly aligned to more directly feed into the Station;
- A main street proposed off the Local Centre to provide a focal point for residents of Catalina Grove; and
- Potential to retain vegetation in pocket parks (more pocket parks).

These principles have been considered in formulating two alternative concepts for the Catalina Grove Local Structure Plan amendment.

## Engineering Requirements

Cossill and Webley have undertaken a constraints assessment of the Catalina Grove LSP area. The following key considerations are required to be considered when finalising the LSP and the detailed planning design:

- Drainage requirements and POS size
  - Drainage is required in the north western corner of the site due to topographic conditions of the site and the requirements of the City of Wanneroo to contain storm events on site.
  - Draining and overflow areas associated with the waste water pump station is required within the existing vegetation retention area (located adjacent to the proposed Aviator Boulevard extension).
- Intersection Design and Details
  - The proposed Aviator Extension east of Connolly Drive is constrained by the existing location of Aviator Boulevard within Catalina Central. Despite efforts being made to create a signalised intersection at Connolly Drive / Aviator Boulevard, Main Roads have insisted upon a round-a-bout in this location.
  - The location and design of the Neerabup Road intersection is not known and requires agreement from Main Roads. Preliminary advice from Main Road is that they will support a left in, left out only at the location nominated in all structure plan concepts, the turning movement is limited. The Satterey Property Group has sought approval from the Tamala Park Regional Council to appoint a traffic engineer to resolve intersection design details.
  - Main Roads approval shall be required for any additional access / egress to Connolly Drive and / or Neerabup Road.
- Interface Levels
  - Neerabup Road
  - Interface between lots and the underpass to the Clarkson Train Station
  - Freeway Interface
  - WAPC Land interface
  - Vegetation Retention Area interface
  - Interface with the Water Corporation Site
- Pump Station
- Tree Retention
  - Trees generally do not tolerate a level change greater than 0.5 metres.
  - Tree retention need to consider driveway cross over locations.
  - If services are required to be bored under trees there can be a significant cost impost.
  - If trees are to be retained in locations that are on typical alignment of a servicing authority, consent from the servicing authority is required to place the service on a non-standard alignment.
  - In order to optimise opportunities for tree retention, Cossill and Webley as the project civil engineer will be required to undertake an earthwork strategy to match road levels with tree levels and seek to avoid locating services where trees are proposed to be retained.

## Traffic Engineering Requirements

The Satterley Property Group have recommended that the TPRC engage a suitably qualified traffic engineer to determine traffic modelling constraints, undertake consultation with Main Roads and the City of Wanneroo, review intersection details, negotiate preferred traffic engineering outcomes and undertake traffic modelling required in support of the proposed amendment to the Structure Plan.

Traffic assessment will be undertaken during July and August 2017.

Despite efforts from SPG, TPRC, the City of Wanneroo and the project civil engineers, Main Roads have advised that they will not support a signalised intersection at Connolly Drive and Aviator Boulevard. Cossill and Webley are in the process of designing the round-a-bout for this intersection to be constructed next financial year.

Access and egress to Catalina Grove is limited off Neerabup Road due to proximity to the future Mitchell Freeway off-ramp. The location of the access / egress road from Catalina Grove to Neerabup road is governed by minimum setback requirements specified by Main Roads. Advice from Main Roads regarding this intersection detail indicates that a left in, left out turn only will be supported.

In order to optimise traffic efficiencies throughout Catalina Grove, traffic modelling is required to define and negotiate access and egress to the site from Connolly Drive and Neerabup Road. Traffic advice may also impact on BAL ratings of residential lots.

## Environmental Requirements

Catalina Grove is subject to the Clearing Revegetation Management Plan (CRMP) prepared for the Catalina Estate. This plan identifies areas identified for clearing and revegetation and has been prepared to ensure that the development of the Catalina Estate minimises impact on the habitat for the Carnaby's Cockatoo. The EPBC environmental approvals requires the preparation of the CRMP. A copy of the map depicting areas for clearing and revegetation as approved in the CRMP is attached as Annexure B.

As evident in Annexure B, there is a large area identified as vegetation retention centrally located in the southern portion of the site. The Tamala Park Regional Council is required to revegetate a minimum of 3.49 hectares of land within the Eastern Cell. Based on the recent arborist report and digital tree mapping, it is evident that alternative areas within the cell may have equal or higher biodiversity values.

Opportunities exist to relocate the identified 'Vegetation Retention Area'. Cotterra Environmental Services, the project's environmental scientists, have reviewed the quality and type of vegetation contained elsewhere within Catalina Grove. Coterra has identified the area hatched below as a preferred location for vegetation retention:

In order to progress the Local Structure Plan and ultimately subdivision, an Urban Water Management Plan will be required. An Urban Water Management Plan provides guidance regarding the urban water management issues that need to be addressed at the subdivision stage of development. State Planning Policy 2.9 outlines the principles for water sensitive urban design required to be considered when formulating the urban design framework for Catalina Grove.

Figure 1: Alternative Vegetation Retention Area



The area identified as an alternative Vegetation Retention Area demonstrates the following characteristics:

- It contains the best condition vegetation within Catalina Grove;
- It represents the best Carnaby's black cockatoo quality habitat in Catalina Grove;
- It would allow for retention of a number of taller trees;
- It allows for connection to Neerabup National Park which joins the southern boundary of Catalina in this location;
- There is only residential development on one side of the area (i.e. not on the freeway side) which would assist to limit edge effects such as weed invasion.

The Satterley Property Group have liaised with EcoLogical, the environmental consultancy that manages the EPBC approval including variations and monitoring. Based on preliminary investigations, EcoLogical are confident that the revegetation area within Catalina Grove could successfully be relocated via a Section 143 variation. In order to facilitate the substitution / relocation, TPRC would be required to commission an ecological assessment of the proposed alternative vegetation retention area. The estimated time frame for completing the variation to the EPBC approval is two weeks for the preparation of the request and approximately 30 days to receive a determination.

The potential relocation of the vegetation retention area would result in the retention of a higher number of significant trees and retention of a broader canopy.

## Tree Canopy Survey

On the 10th March, 2017 Specterra Services completed a flight over Catalina Grove, Catalina Central and Catalina Beach. During the flight, digital images were captured of tree / tree canopy locations. The information collected forms a baseline to monitor canopy growth in Catalina Central and Catalina Beach and canopy retention for Catalina Grove.

Trees with a height over six metres have had their height mapped at 1 metre intervals.

The following tables provide a high level canopy cover assessment for Catalina Grove:

Table 1: Canopy Cover %

	Catalina Grove
Total Vegetation Cover Percentage	41.59%

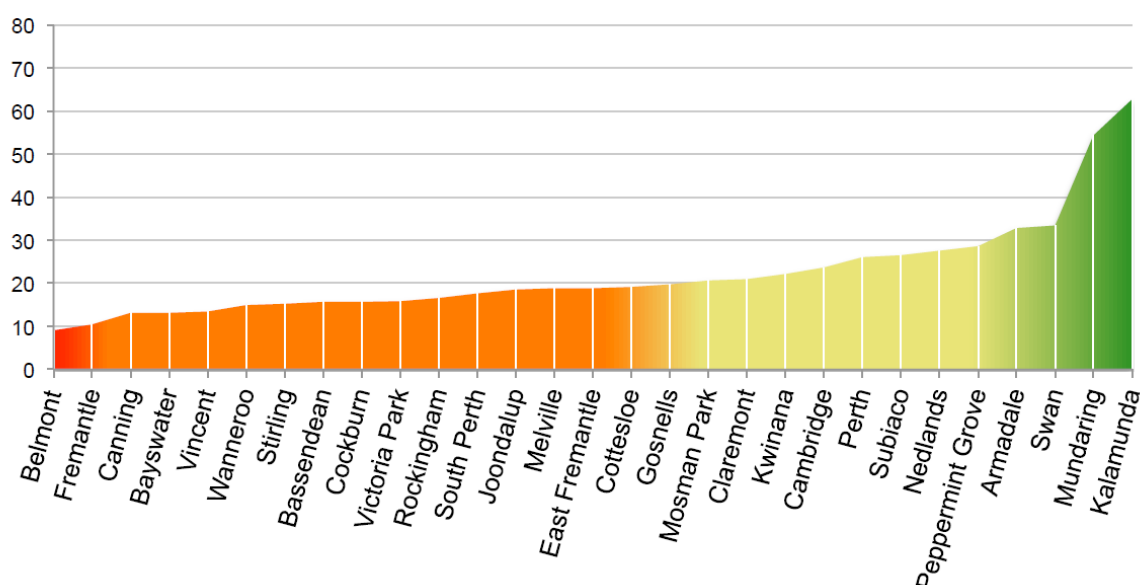
Table 2: Canopy Cover % by Tree Height

	Catalina Grove
0-3 metres	15.39%
3-6 metres	13.43%
6-12 metres	9.77%
12 metres +	3.01%

The Western Australian Planning Commission define the urban forest as trees greater than 3 metres in height. For the purpose of commercial viability trees with a height greater than 6 metres have been proposed for retention as commercially it is more practical to secure trees with a height six (6) metres or less from a plant nursery than retain the vegetation on site (loss of developable land, engineering solutions associated with tree retention). Trees with heights six (6) metres or less are readily available through nursery suppliers. The current canopy cover for trees with heights greater than 6 metres in Catalina Grove is 12.78% (6.65 hectares).

There are several local governments within the Perth Metropolitan area currently working towards achieving greater tree canopy cover also referred to as Urban Forest target. When assessing canopy cover, these established local government areas consider all vegetation including street trees, reserves, public open space, trees within residential lots, and foreshore reserves. Generally canopy increased in older, more established suburbs with larger residential lots, larger areas of national parks and reserves and fewer areas of commercial and industrial zoned land. The following chart represents current tree canopy cover by selected Local Government area:

Figure 2: Tree Canopy Cover by Local Government Area



The current canopy cover for the City of Wanneroo is 15%. The City of Wanneroo do not currently have a long term canopy target.

Based on tree canopy assessments, many local governments have set tree canopy targets. The following provides a summary of targets of other local government areas:

- The City of Stirling have established a long term canopy target of 18% (by 2030) from a base reference of 15%.
- The City of Perth have established a long term canopy target of 30% (by 2036) from a base reference of 19% (public realm)
- The City of Bayswater have established a long term canopy target of 20% (by 2025) from a base of 13.2%
- The City of Vincent have established a long term canopy target of 20-25% (by 2050) from a base reference of 11.7%
- The City of Belmont have established a long term canopy target of 14.1% from a base position of 9.1% (no timeframe nominated)

Most local governments within Western Australia have an objective to achieve between 18% and 30% canopy cover.

Vegetation in urban landscapes provides multiple benefits to the social and physical environment. These benefits include:

- Maintenance of habitat for native fauna, which can include vulnerable or threatened species including the Carnaby's Black Cockatoo.
- Reduction of the urban heat island effect.
- Improvements in air quality.
- Improvements in storm water management through reductions in the extent of hardscaped surfaces.
- Provision of spaces for interaction, amenity and recreation, which improve community health and social well-being.
- Aesthetically appealing.



The landscape packages associated with landscape improvement and street tree replacement recently awarded within Catalina Central will result in a number of mature trees being installed and will provide increased canopy over time. A number of mature trees have been sourced for the Catalina Beach landscape works to replace previously cleared shrub land noting that the endemic vegetation to the Catalina Beach area is low lying shrubs and ground cover. A stand of mature Tuarts within Catalina Beach have been retained.

## Arborist Assessment

In June 2017, Arbor Logic completed a tree assessment for the Catalina Grove Estate. Arbor Logic completed a visual tree assessment of all trees within Catalina Grove. The purpose of the assessment was to:

- Identify any areas of better tree vegetation in Catalina Grove to be considered for retention during local structure planning conceptual development.
- Identify and tag any trees considered to be of 'significance'.
- Provide cursory basic information on each of the 'significant' trees; its species, approximate height, main stem diameter, health and structural condition and any comments deemed pertinent to the tree.
- Provide protection recommendations for any tree considered suitable for retention.

Arbor Logic also provided advice regarding the Safe-Useful Life Expectancy (SULE) of the trees. This assessment is undertaken to determine the approximate length of time a tree can be retained within an acceptable level of risk.

It was noted that the size, age and health of the 3,000 to 4,000 trees on site varied considerably (including over 1,000 grass trees many of which may be suitable for relocation). There are no known endangered tree species within Catalina Grove with species identified including:

- Bull Banksia
- Candle Banksia
- Common Sheoak
- Firewood Banksia
- Grass Trees
- Jarrah
- Prickly Bark
- Tuart
- West Australian Christmas Tree

The results of the arborist assessment may be summarised as follows:

Table 3: Arborist Assessment

Classification	Description	Quantity
Very High Retention Value	<ul style="list-style-type: none"> <li>• <i>Considered to be an exceptionally good specimen of its species.</i></li> <li>• <i>Retention of the trees is strongly recommended</i></li> </ul>	7
High Retention Value	<ul style="list-style-type: none"> <li>• <i>Generally a good / very good specimen of its species</i></li> </ul>	90
Medium Retention Value	<ul style="list-style-type: none"> <li>• <i>Reasonably good specimen of its species</i></li> </ul>	105

	<ul style="list-style-type: none"> <li>• <i>Higher management and maintenance requirements</i></li> </ul>	
Low Retention Value	<ul style="list-style-type: none"> <li>• <i>Ok specimen, typically includes trees in declining health</i></li> <li>• <i>Retention of trees within road reserve or lot is not recommended</i></li> </ul>	54
Very Low Retention Value	<ul style="list-style-type: none"> <li>• <i>Low quality trees</i></li> <li>• <i>Suggested to be removed</i></li> </ul>	1

A map depicting the location of the identified trees is included as Annexure C.

Arbor Logic also identified that the grass trees (very large quantity) are suitable for transplanting. Based on the very limited success in transplanting grass trees from Catalina Central and re-using within the Estate the ongoing use of this species has been limited. The Tamala Park Regional Council may wish to offer the grass trees to nurseries who specialise in grass tree transplants.

Although Arbor Logic have not identified the mature trees as suitable for transplanting, the Satterley Property Group have undertaken consultation and a site inspection with the Arbor Centre, Perth's leading specialist in mature transplant trees, the Arbor Centre have advised they are able to successfully transplant Tuart trees with a trunk diameter of 30cm or less (generally less than 10 metres in height). SPG are undertaking further consultation with Arbor Centre to identify opportunities for preparing the selected trees for relocation. Root preparation of Tuarts generally takes between 9 months and 12 months.

## Bushfire Planning

In March 2017, Strategen were appointed by the Tamala Park Regional Council to undertake bushfire planning for the Catalina Grove LSP area. Preliminary advice from Strategen is that separation of at least 20 metres from a bush fire fuel zone shall be required to mitigate BAL ratings on Lots. Lots within close proximity to the vegetation retention areas and the southern boundary of the LSP area will be affected by a BAL rating. Upon identification of the preferred LSP concept, Strategen will provide further bushfire planning advice.

## Acoustic Requirements

Upon resolution of a preferred LSP concept an acoustic engineer will be consulted to mitigate acoustic noise requirements (including quiet house design requirements). It is likely that lots abutting the Mitchell Freeway extension, Connolly Drive and Neerabup Road will be affected by quiet house design requirements. Depending upon the classification allocated as a result of acoustic modelling additional construction costs for affected lots may be between \$5,000 and \$20,000. SPG will pursue a structure plan design that mitigates the requirement for costly noise walls to be constructed on property boundaries.

## Local Employment Opportunities

In March 2017, Tony Shrapnel Urban Planning and Design drafted a Retail Sustainability and Employment study for Catalina Grove. The purpose of the study was to determine the optimal size and locations for retail, commercial and mixed use zoned land to achieve the optimal commercial and land use outcomes.

The endorsed LSP identified a Neighbourhood Centre centrally located along the future Aviator Boulevard extension. At the time the Structure Plan was prepared and endorsed, this location was nominated based on a proposed freeway off-ramp that would provide direct access through the

Estate to the Neighbourhood Centre. The location was also selected on the assumption that the underpass connecting Catalina Grove to the Clarkson Train Station would be for the use of private vehicles thereby directing traffic further in an east-west / west- east direction past the proposed Neighbourhood centre. Neither the freeway off-ramp nor the anticipated private vehicle movement through the underpass have transpired resulting in anticipated reduction in traffic movement past the endorse Neighbourhood Centre site. These changes significantly impact on the commercial and economic viability of the Neighbourhood Centre.

The Retail Sustainability and Employment study supports the relocation of the Neighbourhood centre to the intersection of Connolly Drive and Aviator Boulevard. This location is highly visible and highly accessible. The report indicates that the optimal net leasable area for the Neighbourhood Centre is 3,300m<sup>2</sup>.

Further, the study indicated that the location and area of proposed 'Mixed Use' zone land identified in the endorsed local structure plan was not viable. Opportunities for mixed use development along Neerabup Road and in the north-eastern corner of the site were limited due to issues with accessibility. For the same reasons the Neighbourhood Centre would not thrive on Aviator Boulevard, Mixed Use would not provide best land use outcomes in this location. The Retail Sustainability and Employment Strategy states that the optimal location for Mixed Use zoned land was framing the Neighbourhood Centre site.

Prior to finalising a Local Structure Plan submission, detailed assessment will be complete to determine local employment (employment self-sufficiency) opportunities and compliance with the City of Wanneroo Employment Policy (LPP 3.6).

# Strengths, Limitations, Opportunities and Constraints Summary

## Strengths

The following summarises the strengths of the Catalina Grove Precinct:

- Location - Catalina Grove is positioned within close proximity to existing facilities, infrastructure and amenities. The north east portion of the site is within a 400 metre walkable catchment of the Clarkson Train Station with a broader 800 metre walkable catchment traversing a significant portion of the site.
- Freeway Access - Catalina Grove is positioned at the end of the Mitchell Freeway extension scheduled to open mid 2017. Catalina Grove will have convenient freeway access / egress.
- Existing Vegetation - Catalina Grove is well covered by natural bushland and significant trees.

## Limitations

- Limited access / egress to Catalina Grove Precinct from Neerabup Road and Connolly Drive
- Intersection type at Connolly Drive / Aviator Extension approved by Main Roads as round-a-bout.
- Acoustic attenuation requirements associated with Mitchell Freeway extension, Connolly Drive and Neerabup Road.
- BAL ratings affecting residential development within the bush fire fuel zone of native bush land and vegetation retention areas.

## Opportunities

- Transit Orientated Development - portions of the Catalina Grove Estate are located within a 400 metre walkable catchment of the Clarkson Train Station with a significant portion of the site being within an 800 metre walkable catchment of the station. This infrastructure will support densification in the north eastern corner of the site.
- *Neighbourhood Activity Centre* - The Neighbourhood activity centre shall provide opportunities for local employment and foster a sense of local community. Opportunities exist to re-position the Neighbourhood Centre to be highly visible from Connolly Drive.
- Tree Retention - Structure Plan concepts have been identified that seek to maximise canopy retention and retention of very significant and significant trees.
- Tree Relocation - The Arbor Centre, Perth's leading tree transplant specialists have also been consulted to discuss the opportunity to transplant trees within the Catalina Grove Estate to mitigate canopy loss by relocating the trees within the project or offering to competing developers within member local government areas.

## Constraints

- Vegetation Retention Area - a minimum of 0.38 hectares of vegetation is required to be retained within Catalina Grove to provide habitat for the Carnaby's Cockatoo.
- Engineering Requirement - The project engineers will be required to balance level changes across the site to tie in to existing infrastructure including Connolly Drive and Neerabup Road and the Clarkson Train Station underpass

## Catalina Grove – Budgeted Deliverables

The following table provides a high level overview of the program for works as approved in the FYE 18 budget:

Table 4: Budgeted Deliverables

Deliverables	Date
First Stage Bulk Earthworks	April 2018 – August 2018
First Stage (Stage 36) Subdivision Approval	April 2019
Stage 36 Civil Construction	February 2019 to July 2019
Stage 36 Public Release	February 2019
Stage 36 Titles	June 2019
Stage 36 Settlements	July 2019

In order to maintain a consistent supply of regular single residential lot product, there may be a requirement to bring forward the Stage 36 bulk earthworks and civil construction. It is necessary to progress the planning framework for Catalina Grove to ensure that more affordable product is available. Based on timing of the Catalina Grove LSP Amendment, there may be a lag between exhausting stock in Catalina central and release product in Catalina Grove.

## Catalina LSP Options

### Local Structure Plan Concept (As Per 8<sup>th</sup> December 2016 Council Meeting) – Plan 228-437A

#### Overview

At its meeting on the 8<sup>th</sup> December 2016, the Council considered three LSP concepts to progress the Structure Plan Amendment. Option 3 (Local Structure Plan Concept), the hybrid transit orientated development was identified as the preferred of the three concepts presented.

The LSP Concept (referred to at Council's meeting as Option 3 "Preferred Option") demonstrates the following characteristics:

- Increased density within 500 metres of the Clarkson Train Station.
- Relocation of the Neighbourhood Centre to the intersection of Connolly Drive and Aviator Boulevard.
- Vegetation Retention Area consistent with the CRMP as per EPBC environmental approvals.
- Creation of a 'community heart' as described in the Urbis *Integrated Urban Design and Landscape Design Review*.
- Mixed Use development adjacent the Neighbour Hood Centre and within 500 metres of the Clarkson Train Station.
- Medium density residential development encourages adjacent to the Green Link, Neighbourhood Centre, Neighbourhood Centre, Public Open Space and Vegetation Retention area.
- Medium density (R30) development across balance of the LSP area.
- Small pocket parks distributed throughout

A copy of the Local Structure Plan may be viewed as Annexure D

#### Advantages

- Higher residential densities toward the Clarkson Train Station
- Relocation of the Neighbourhood Centre to intersection of Connolly Drive and Aviator Boulevard to frame the western entry to the Catalina Grove Estate
- Rationalisation of the Mixed Use Zoned Land along the future Aviator Boulevard extension
- Consistent with the Design intent of the *Integrated Urban Design and Landscape Design Review*.

#### Disadvantages

- Low canopy retention
- Low retention of 'very high retention value tree's' and 'high retention value trees' (as per Arbor Logic Report June 2017)
- Further rationalisation of the Mixed Use zoned land required.
- Sub-optimal road network design.

#### Development Yield

The following table provides a summary of the lot yield and product mix proposed in the Local Structure Plan Concept:

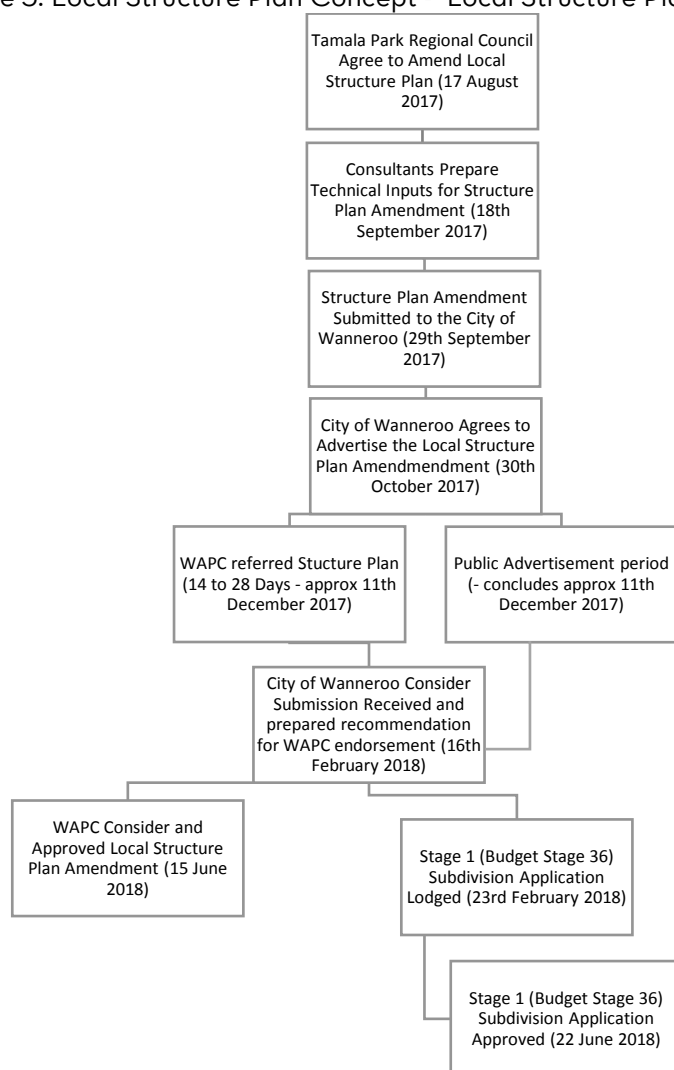
Table 5: Product Mix and Yield

Single Lot Product		Lot Type Summary		
		Lots	DU's	% Lot Product
Front	15 x 25m	192	192	24.5%
	12.5 x 25m	184	184	23.5%
	7.5 x 25m	50	50	6.4%
	6.2 x 25m	49	49	6.3%
	15 x 20m	35	35	4.5%
	12.5 x 20m	34	34	4.3%
	7.5 x 20m	27	27	3.4%
	Sub Total	571	571	72.9%
Rear	10 x 25m	44	44	5.6%
	6 x 25m	157	157	20.1%
	Sub Total	201	201	98.6%
Density	R60	1	36	0.1%
	R100	10	458	1.3%
	TOTAL	783	1,266	100%

## Program

The following provides a high level program for the amendment of the Local Structure Plan:

Figure 3: Local Structure Plan Concept - Local Structure Plan Amendment Program





## Financial Model

The following table provides a static financial analysis for the Local Structure Plan Concept:

Table 6 : Local Structure Plan Concept Static Financial Model

		Option 3 "Preferred Option"
<i>Residential lots (excl. group housing)</i>		772
<i>Residential saleable area</i>		204,070 m <sup>2</sup>
<i>Group housing area</i>		38,900 m <sup>2</sup>
<i>Total residential and group housing area</i>		242,970 m <sup>2</sup>
<i>Retail site area</i>		21,300 m <sup>2</sup>
<i>Total saleable area</i>		264,270 m <sup>2</sup>
<i>Avg. resi lot size</i>		264 m <sup>2</sup>
UNESCALATED GROSS REVENUE		
Residential income		161,426,795
Group housing income		15,560,000
Retail site income		4,260,000
<b>TOTAL UNESCALATED GROSS REVENUE</b>		<b>181,246,795</b>
DIRECT SELLING	<i>per lot</i>	
GST		6,141,818
Selling commission	2.10%	3,806,183
Project management	2.25%	4,078,053
Settlement fees	400	308,800
Construction Recycling rebate	750	579,000
Fencing Package	3,500	2,592,333
Waterwise Landscaping Package	5,000	3,860,000
Wells/ Waterwise Rebate	1,000	772,000
Solar Package	2,000	1,544,000
<b>TOTAL DIRECT SELLING COSTS</b>		<b>23,682,187</b>
UNESCALATED INFRASTRUCTURE COSTS		4,315,000
<b>TOTAL UNESCALATED INFRASTRUCTURE COSTS</b>		<b>4,315,000</b>
UNESCALATED CIVIL COSTS	<i>per lot</i>	
Bulk Earthworks and Civils		47,729,500
Underground Power	6,727	5,193,000
Headworks	4,549	3,512,000
Local Auth Sprvision & WC plng	709	547,000
Western Power Fees	1,886	1,456,000
Engineering Consultants	3,381	2,610,000
Local Auth Scheme Costs	2,700	2,084,400
Survey / Titles	1,000	772,000
<b>TOTAL UNESCALATED CIVIL COSTS</b>		<b>63,903,900</b>
UNESCALATED LANDSCAPING COSTS		7,967,160
<b>TOTAL UNESCALATED LANDSCAPING COSTS</b>		<b>7,967,160</b>
<b>TOTAL GROSS PROFIT</b>		<b>81,378,548</b>

\* This model assumes inefficiencies in lot production as a result of the radiant round network and the production of irregular shaped lots. This issue has been mitigated in subsequent plans.

A comparison of the financial model prepared for each option may be viewed in Annexure I.

### *Tree Canopy Retained*

The following table summarises retention of tree canopy (trees with heights greater than 6 metres only) and significant trees:

Table 7: Local Structure Plan Concept - Tree Canopy and Significant Tree Retention

	Percentage (%)	Number (No.)
Total Tree Canopy Retained (Greater than 6 Metres)	23.49%	1.56 hectares
Very High Retention Value Trees Retained	14%	1
High Retention Value Trees Retained	7.7%	7

## Local Structure Plan Concept Variation A – Vegetation Retention Area (as Approved) – Plan Number 2228-498

### Overview

In order to realise Council's objectives to maximise retention of canopy and significant trees, Local Structure Plan Concept Variation A "Vegetation Retention Area (As Approved)" has been developed. This option seeks to retain the Vegetation Retention area in the location approved under the EPBC environmental approval and CRMP.

The LSP concept referred to as Variation A "Vegetation Retention Area (as approved)" demonstrates the following characteristics:

- Centrally located public open space
- Increased density within 500 metres of the Clarkson Train Station.
- Relocation of the Neighbourhood Centre to the intersection of Connolly Drive and Aviator Boulevard.
- Vegetation Retention Area consistent with the CRMP as per EPBC environmental approvals.
- Creation of a 'community heart' as described in the Urbis *Integrated Urban Design and Landscape Design Review*.
- Rationalisation of the Mixed Use Zoned land consistent with the advice from the Retail Sustainability and Employment study for Catalina Grove
- Mixed Use development adjacent the Neighbourhood Centre.
- Medium density (R60) residential development adjacent to the Green Link, Neighbourhood Centre, Neighbourhood Centre, Public Open Space and Vegetation Retention area.
- Medium density (R30) development across balance of the LSP area.
- Small pocket parks distributed throughout including:
  - Strategically positioned POS within 400 metres walkable catchment of the Clarkson Train Station to maximise canopy retention and retain very high retention value trees.
  - 'L' shaped POS east of the vegetation retention area to capture very high retention value and high retention value trees
  - Green Link aligned to maximise retention of the high retention value trees
  - POS in the north west corner of the site to accommodate high retention value trees and drainage
- Retention of Trees through Public Access Ways and within Road Reserves.

A copy of Variation A "Vegetation Retention Area (As Approved)" may be viewed as Annexure E

### Advantages

- Higher canopy retention and significant trees in public open space areas, Green Link, road reserves and public access ways.
- Number of significant Trees being retained is greater than the Local Structure Plan .
- POS centrally located with residential development framing and providing passive surveillance.
- Rationalised mixed use zoned land strategically positioned to create a 'Main Street' shopping centre (adjacent to the Neighbourhood Centre).
- Relocated the Neighbourhood Centre to the intersection of Aviator Boulevard and Connolly Drive to frame the western entry of Catalina Grove.
- Efficient road network, direct cyclist and pedestrian connection to the Clarkson Train Station.

- Creation of a 'neighbourhood heart' through the retention of Vegetation Retention Area within proximity to the Neighbourhood Centre.
- High density residential development within a 500 metre catchment of the Clarkson Train Station.
- Medium density residential development within walkable catchment of the Neighbourhood Centre.
- Increase in the overall provision of public open space (compared to Local Structure Plan Concept).

#### *Disadvantages*

- Centrally located POS has limited functionality due to revegetation requirements and landscaping may be limited to formalisation of tracks and revegetation (i.e. the POS is not as useable as alternative landscaped spaces).
- Large run of residential lots abutting Mitchell Freeway extension (lower value land) may attract additional construction costs for acoustic attenuation both through home construction and civil construction.
- Centrally located public open space likely to result in BAL ratings for lots within 100 metres (approximately). This will add costs to construction and potentially impact on revenue / saleability.

#### *Development Yield*

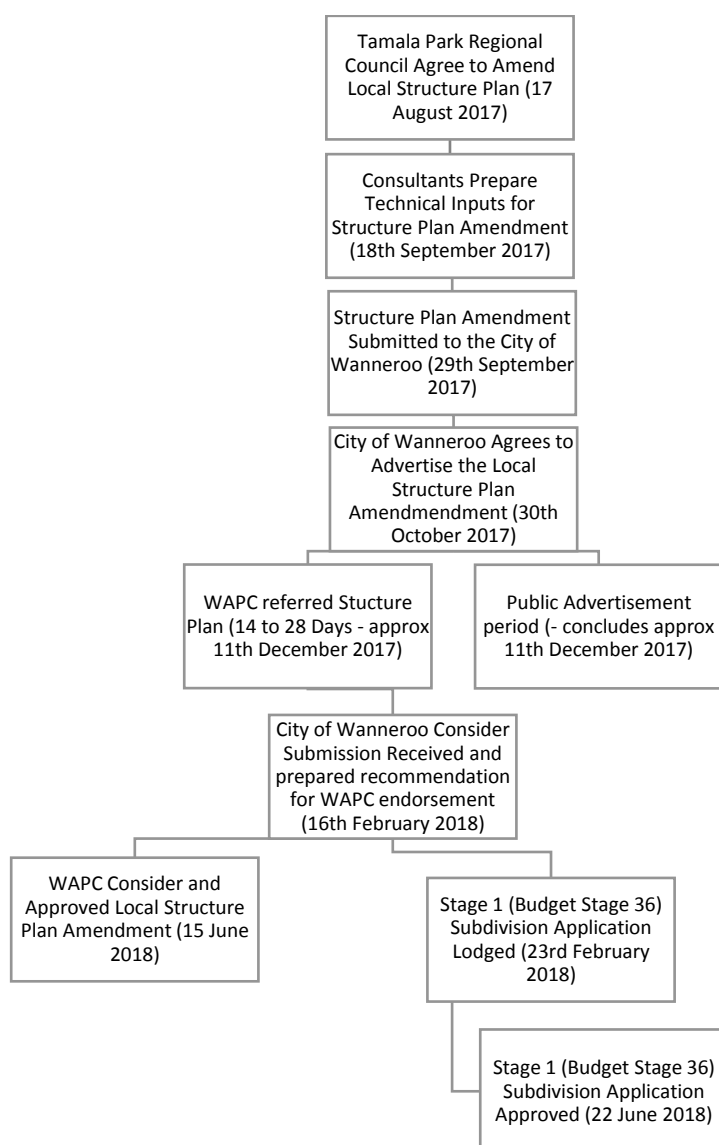
Table 8: Product Mix and Yield

Single Lot Product		Lot Type Summary		
		Lots	DU's	% Lot Product
Front	17.5 x 30m	21	21	2.9%
	15 x 30m	100	100	13.7%
	12.5 x 30m	248	248	33.9%
	10.5 x 30m	80	80	10.9%
	15 x 20m	47	47	6.4%
	7.5 x 16m	21	21	2.9%
	Sub Total	517	517	37.6%
Rear	7.5 x 30m	45	45	6.2%
	6 x 30m	118	118	16.1%
	4.5 x 30m	45	45	6.2%
	Sub Total	208	208	28.5%
Density	R40	2	24	0.3%
	R100	4	626	0.5%
	TOTAL	731	1,375	100%

## Program

The following provides a high level program for the amendment of the Local Structure Plan:

Figure 4: Variation A “Vegetation Retention Area as Approved” Local Structure Plan Amendment Program (Plan 2228-498)



### Financial Model

The following table provides a static financial analysis for the Variation A “Vegetation Retention Area as Approved”:

Table 9: Static Financial Model Variation A (Vegetation Retention Area as Approved)

		Variation A (Vegetation Retention Area as Approved)
Residential lots (excl. group housing)		725
Residential saleable area		228,285 m <sup>2</sup>
Group housing area		29,100 m <sup>2</sup>
Total residential and group housing area		257,385 m <sup>2</sup>
Retail site area		16,800 m <sup>2</sup>
Total saleable area		274,185 m <sup>2</sup>
Avg. resi lot size		315 m <sup>2</sup>
<b>UNESCALATED GROSS REVENUE</b>		
Residential income		171,935,367
Group housing income		11,640,000
Retail site income		3,360,000
<b>TOTAL UNESCALATED GROSS REVENUE</b>		<b>186,935,367</b>
<b>DIRECT SELLING</b>	<i>per lot</i>	
GST		6,555,455
Selling commission	2.10%	3,925,643
Project management	2.25%	4,206,046
Settlement fees	400	290,000
Construction Recycling rebate	750	543,750
Fencing Package	3,500	2,537,500
Waterwise Landscaping Package	5,000	3,625,000
Wells/ Waterwise Rebate	1,000	725,000
Solar Package	2,000	1,450,000
<b>TOTAL DIRECT SELLING COSTS</b>		<b>23,858,393</b>
<b>UNESCALATED INFRASTRUCTURE COSTS</b>		4,315,000
<b>TOTAL UNESCALATED INFRASTRUCTURE COSTS</b>		<b>4,315,000</b>
<b>UNESCALATED CIVIL COSTS</b>	<i>per lot</i>	
Bulk Earthworks and Civils		45,868,750
Underground Power	6,727	4,876,846
Headworks	4,549	3,298,187
Local Auth Sprvision & WC plng	709	513,698
Western Power Fees	1,886	1,367,358
Engineering Consultants	3,381	2,451,101
Local Auth Scheme Costs	2,700	1,957,500
Survey / Titles	1,000	725,000
<b>TOTAL UNESCALATED CIVIL COSTS</b>		<b>61,058,439</b>
<b>UNESCALATED LANDSCAPING COSTS</b>		7,967,160
<b>TOTAL UNESCALATED LANDSCAPING COSTS</b>		<b>7,967,160</b>
<b>TOTAL GROSS PROFIT</b>		<b>89,736,375</b>

A comparison of the financial model prepared for each option may be viewed in Annexure I.

### *Tree Canopy Retained*

The following table summarises retention of tree canopy (trees with heights greater than 6 metres only) and significant trees:

Table 10: Variation A - Canopy and Significant Tree Retention

	Percentage (%)	Number (No.)
Total Tree Canopy Retained (Greater than 6 metres)	35.33%	2.35ha
Very High Retention Value Trees Retained	85%	6
High Retention Value Trees Retained	52%	47

A plan illustrating tree retention may be viewed in Annexure F.

## Local Structure Plan Concept Variation B – Vegetation Retention Area (relocated) – Plan Number 2228-501

### *Overview*

In order to realise Council's objectives to maximise retention of canopy and significant trees, Local Structure Plan Variation B "Vegetation Retention Area (Relocated)" has been developed. This option seeks to retain the Vegetation Retention area in the location approved under the EPBC environmental approval and CRMP.

The LSP concept referred to as Variation B "Vegetation Retention Area (Relocated)" demonstrates the following characteristics:

- Centrally located public open space.
- Increased density within 500 metres of the Clarkson Train Station.
- Relocation of the Neighbourhood Centre to the intersection of Connolly Drive and Aviator Boulevard.
- Vegetation Retention Area consistent with the CRMP as per EPBC environmental approvals.
- Creation of a 'community heart' as described in the Urbis *Integrated Urban Design and Landscape Design Review*.
- Rationalisation of the Mixed Use Zoned land consistent with the advice from the Retail Sustainability and Employment study for Catalina Grove.
- Mixed Use development adjacent the Neighbourhood Centre.
- Medium density (R60) residential development adjacent to the Green Link, Neighbourhood Centre, Neighbourhood Centre, Public Open Space and Vegetation Retention area.
- Medium density (R30) development across balance of the LSP area.
- Vegetation Retention Area relocated to the south East Corner of the Site. The area proposed for Vegetation Retention has significantly canopy cover and contains more very high retention value and high retention value trees. This option maximises retention of tree canopy.
- Small pocket parks distributed throughout including:
  - Strategically positioned POS within 400 metres walkable catchment of the Clarkson Train Station to maximise canopy retention and retain very high retention value trees.
  - Green Link aligned to maximise retention of the high retention value trees
  - POS in the north west corner of the site to accommodate high retention value trees and drainage.
- Retention of Trees through Public Access Ways and within Road Reserves.

A copy of Variation B "Vegetation Retention Area (Relocated)" may be viewed as Annexure G.

### *Advantages*

- Highest canopy retention in public open space areas, Green Link, road reserves and public access ways.
- Highest number of significant trees proposed to be retained.
- Rationalised mixed use zoned land strategically positioned to create a 'Main Street' shopping centre (adjacent to the Neighbourhood Centre).
- Relocation of the Neighbourhood Centre to the intersection of Aviator Boulevard and Connolly Drive to frame the western entry of Catalina Grove.
- Efficient road network, direct cyclist and pedestrian connection to the Clarkson Train Station.



- Creation of a 'neighbourhood heart' through the retention of Public Open Space within proximity to the Neighbourhood Centre.
- High density residential development within a 500 metre catchment of the Clarkson Train Station.
- Medium density residential development within walkable catchment of the Neighbourhood Centre.
- Increase in the overall provision of public open space (compared to Local Structure Plan Concept).
- Greater diversity in the type of Public Open Space proposed (passive and active). The nominated Vegetation Retention Area has high conservation values, greater canopy cover and tree density.
- Likely reduction in the number of lots affected by a BAL rating.
- Likely reduction in the number of lots affected by quiet house design requirements.
- Reduction in the number of lots abutting the Mitchell Freeway extension.

#### *Disadvantages*

- There is a negligible risk that amendment of the EPBC approval to relocate the vegetation will not be supported.
- There is a program implication associated with the relocation of the vegetation retention area (between 60 days and 120 days).

#### *Development Yield*

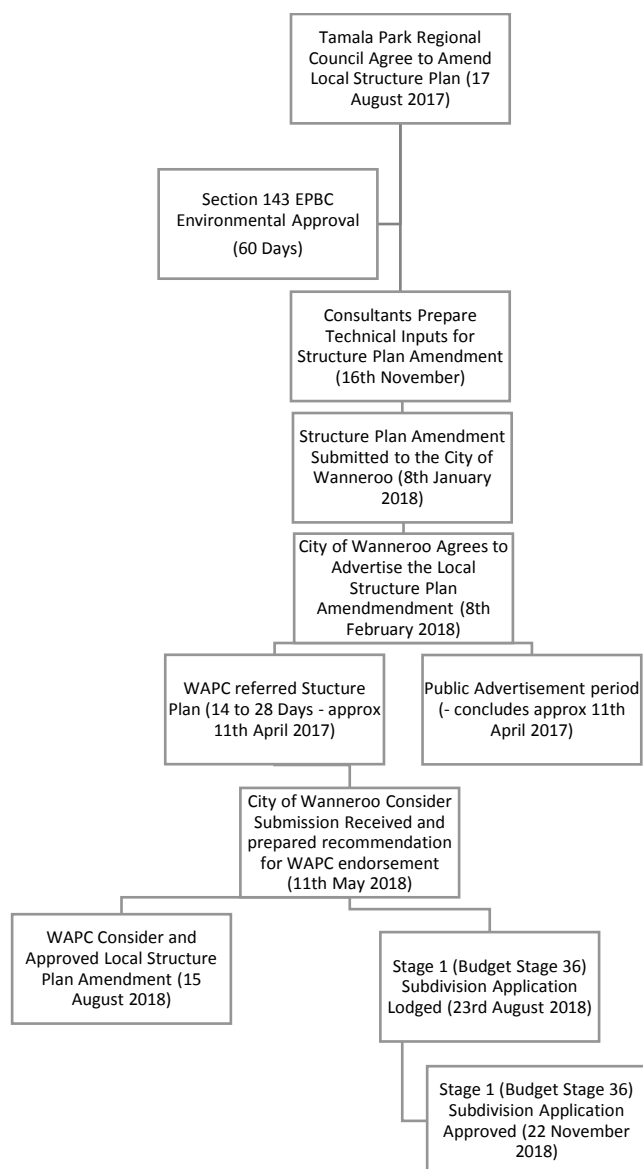
Table 11: Lot Mix and Development Yield

Single Lot Product		Lot Type Summary		
		Lots	DU's	% Lot Product
Front	17.5 x 30m	21	21	2.8%
	15 x 30m	104	104	13.9%
	12.5 x 30m	256	256	34.3%
	10.5 x 30m	83	83	11.1%
	15 x 20m	48	48	6.4%
	7.5 x 16m	22	22	2.9%
	Sub Total	534	534	71.6%
Rear	7.5 x 30m	45	45	6.0%
	6 x 30m	116	116	15.5%
	4.5 x 30m	45	45	6.0%
	Sub Total	206	206	27.6%
Density	R40	2	24	0.3%
	R100	4	626	0.5%
	TOTAL	746	1,390	100%

## Program

The following provides a high level program for the relocation of the vegetation retention area and the subsequent amendment of the Local Structure Plan:

Figure 5: Variation B “Vegetation Retention Area Relocated” Local Structure Plan Amendment Program – Plan Number 2228-501



### Financial Model

The following table provides a static financial analysis for the Variation B “Vegetation Retention Area Relocated”:

Table 12: Static Financial Model Option B – Vegetation Retention Area Relocated

		Variation B – Vegetation Retention Area Relocated
Residential lots (excl. group housing)		740
Residential saleable area		234,090 m <sup>2</sup>
Group housing area		31,800 m <sup>2</sup>
Total residential and group housing area		265,890 m <sup>2</sup>
Retail site area		16,800 m <sup>2</sup>
Total saleable area		282,690 m <sup>2</sup>
Avg. resi lot size		316 m <sup>2</sup>
<b>UNESCALATED GROSS REVENUE</b>		
Residential income		176,060,883
Group housing income		12,720,000
Retail site income		3,360,000
<b>TOTAL UNESCALATED GROSS REVENUE</b>		<b>192,140,883</b>
<b>DIRECT SELLING</b>	<i>per lot</i>	
GST		6,623,636
Selling commission	2.10%	4,034,959
Project management	2.25%	4,323,170
Settlement fees	400	296,000
Construction Recycling rebate	750	555,000
Fencing Package	3,500	2,555,000
Waterwise Landscaping Package	5,000	3,700,000
Wells/ Waterwise Rebate	1,000	740,000
Solar Package	2,000	1,480,000
<b>TOTAL DIRECT SELLING COSTS</b>		<b>24,307,765</b>
<b>UNESCALATED INFRASTRUCTURE COSTS</b>		<b>4,315,000</b>
<b>TOTAL UNESCALATED INFRASTRUCTURE COSTS</b>		<b>4,315,000</b>
<b>UNESCALATED CIVIL COSTS</b>	<i>per lot</i>	
Bulk Earthworks and Civils		45,868,750
Underground Power	6,727	4,977,746
Headworks	4,549	3,366,425
Local Auth Sprvion & WC plng	709	524,326
Western Power Fees	1,886	1,395,648
Engineering Consultants	3,381	2,501,813
Local Auth Scheme Costs	2,700	1,998,000
Survey / Titles	1,000	740,000
<b>TOTAL UNESCALATED CIVIL COSTS</b>		<b>61,372,709</b>
<b>UNESCALATED LANDSCAPING COSTS</b>		<b>7,967,160</b>
<b>TOTAL UNESCALATED LANDSCAPING COSTS</b>		<b>7,967,160</b>
<b>TOTAL GROSS PROFIT</b>		<b>94,178,250</b>

A comparison of each the financial model prepared for each option may be viewed in Annexure I.

### *Tree Canopy Retained*

The following table summarises retention of tree canopy (trees with heights greater than 6 metres only) and significant trees:

Table 13 – Canopy and Significant Tree Retention

	Percentage (%)	Number (No.)
Total Tree Canopy Retained (Greater than 6 metres)	45.26	3.01 Ha
Very High Retention Value Trees Retained	85%	6
High Retention Value Trees Retained	57%	51

A plan depicting the extent of Retained Vegetation may be viewed in Annexure H.

## Summary

The following table provides a summary of the keys design outcomes and feasibility considerations:

Table 14: Summary of Key Features of All Options

	Local Structure Plan Concept	Variation A	Variation B
Total Significant Tree Canopy Retention**	23.49%	35.33%	45.26%
Number of Very Significant Trees Retained	1	6	6
Number of Significant Trees to be retained	7	47	51
Total Residential Area	27.54 ha	26.41 ha	27.33ha
Total Retail Area	2.13 ha	1.68 ha	1.68 ha
Total POS / Drainage Area	7.19 ha	10.2 ha	9.61 ha
Total Road Area	15.23 ha	13.79 ha	13.47 ha
Total Gross Profit	\$81,378,548*	\$89,736,375	\$94,178,250
Anticipated Local Structure Plan Approval Date	June 2018	June 2018	August 2018

\* This model assumes inefficiencies in lot production as a result of the radiant round network and the production of irregular shaped lots. This issue has been mitigated in subsequent plans.

\*\* (trees with heights greater than 6 metres only)

## Tree Canopy Retention Targets

Based on the potential canopy retention of the Local Structure Plan Concept, The Satterley Property Group in consultation with TPRC sought opportunities for improved environmental outcomes. As evident throughout this report, alternative LSP concepts have identified opportunity for higher canopy retention and preservation of very significant and significant trees.

Based on the digital tree mapping survey undertaken by Specterra and the Arborist investigation, the Satterley Property Group have considered Council's requests for tree canopy retention and propose as follows:

- Tree canopy retention target of 30% of the defined canopy of trees with a height greater than 6 metres, achievement of this tree canopy retention target is subject to Council accepting Variation B (or 25 % if Variation A is preferred by Council). Very detailed engineering design is required to ascertain root protection zones clearly defined, a commitment to retain all identified canopy is not a realistic target.

## Ultimate Tree Canopy Target

It is proposed that the TPRC establish a long term canopy cover target for the whole of Catalina Grove. This canopy target will consider; the growth of trees planted in landscaping packages (including street trees) and will be monitored across the life of the project. Monitoring canopy growth and canopy cover will help to realise TPRC's objectives for greening, shading and cooling.

The current canopy cover for trees with heights greater than 6 metres in Catalina Grove is 12.78% (6.65 hectares). It is estimated that 30% of the existing canopy will be retained. In addition to this,

a number of smaller trees with heights less than 6 metres will be retained in POS, Green Link and streetscapes where commercially practical.

- Ultimate tree Canopy Cover Target -20% Catalina Grove by 2028 (project completion) within POS and Road Reserves.
- Achievement of the tree canopy target is contingent upon TPRC's commitment to fully expend landscape budgets associated with the development of Catalina Grove and ongoing commitment to the installation of street trees through front landscaping packages.

A long term canopy target of 20% by 2028 (project completion) is consistent with targets set by most local governments who have considered tree canopy cover including Stirling, Belmont and Bayswater (canopy cover assumes trees with heights greater than 3 metres).

## Recommendation

The Satterley Property Group considers that Variation B – Revised Vegetation Retention Area best satisfies Council's Objectives for the site. Variation B has the highest retention of canopy and significant vegetation.

Variation B addresses the Tamala Park Regional Council's key principles as follows:

- Mixed Use Zone has been rationalised consistent with market conditions and positioned in locations with higher activity to complement the Neighbourhood Centre
- Green Link and public open space has been positioned to maximise the retention of canopy and significant tree
- The Neighbourhood Centre has been positioned at the intersection of Aviator Boulevard and Connolly Drive to frame the western entry to Catalina Grove and provide exposure to passing trade;
- Road Network and connections have been designed to enhance the connection to the Clarkson Train Station with density sites proposed in the north-eastern corner of the site;
- A range of housing options and densities have been proposed to satisfy market expectation whilst achieving best urban design outcomes including higher density development in areas of high amenity;
- A main street proposed off the Neighbourhood Centre to provide a focal point for residents of Catalina Grove. The main street is framed by the Neighbourhood Centre and Mixed Use land; and
- Pocket parks and road carriage ways have been designed to maximise retention of significant trees and tree canopy.
- Highest total gross profit (estimated \$94,178,250)

The Local Structure Plan sets a broad planning framework for Catalina Grove. There is opportunity to refine the detailed plans to optimise realisation to the TPRC's key principles and objectives. SPG would continue to refine and review the plan to ensure that product mix and design is consistent with market expectations.

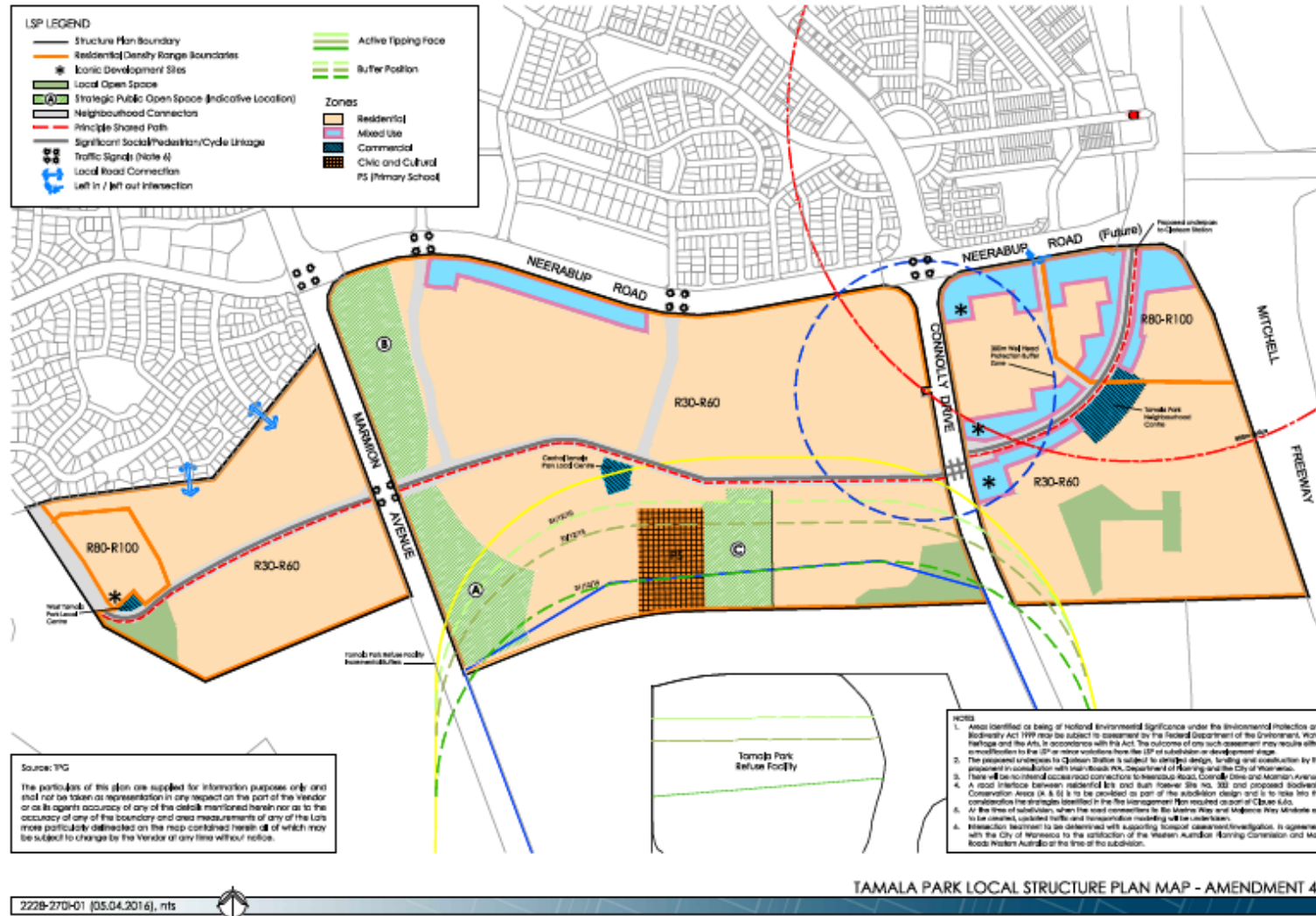
The Satterley Property Group recommends as follows:

1. Tamala Park Regional Council approve Variation B (Vegetation Retention Area Relocated) as the ultimate preferred Local Structure Plan Concept.
2. Immediately engage EcoLogical, who have managed the EPBC approval and sought all previous amendments to the environmental approvals to negotiate the revised location for vegetation retention.
3. Immediately engage CLE Town Planners to prepare and submit LSP Plans and Reports for lodgement with the City of Wanneroo to avoid delays to LSP approval and Stage 36 subdivision approval.
4. Engage technical consultants including (but not limited to) hydrologists, landscape architects and engineers as required to finalise LSP Report.
5. In the unlikely event that EPBC conditions of approval cannot be amended or the WAPC does not support the relocation of the revegetation retention area proceed with Revised Option A as the basis for the Local Structure Plan Amendment
6. Set a Tree Canopy Target of 20% by 2028 in POS, Reserves and Road Reserves.
7. Set a canopy Retention Target of 30% for trees with a height greater than 6 metres.

## Annexures



## Annexure A - Endorsed Local Structure Plan



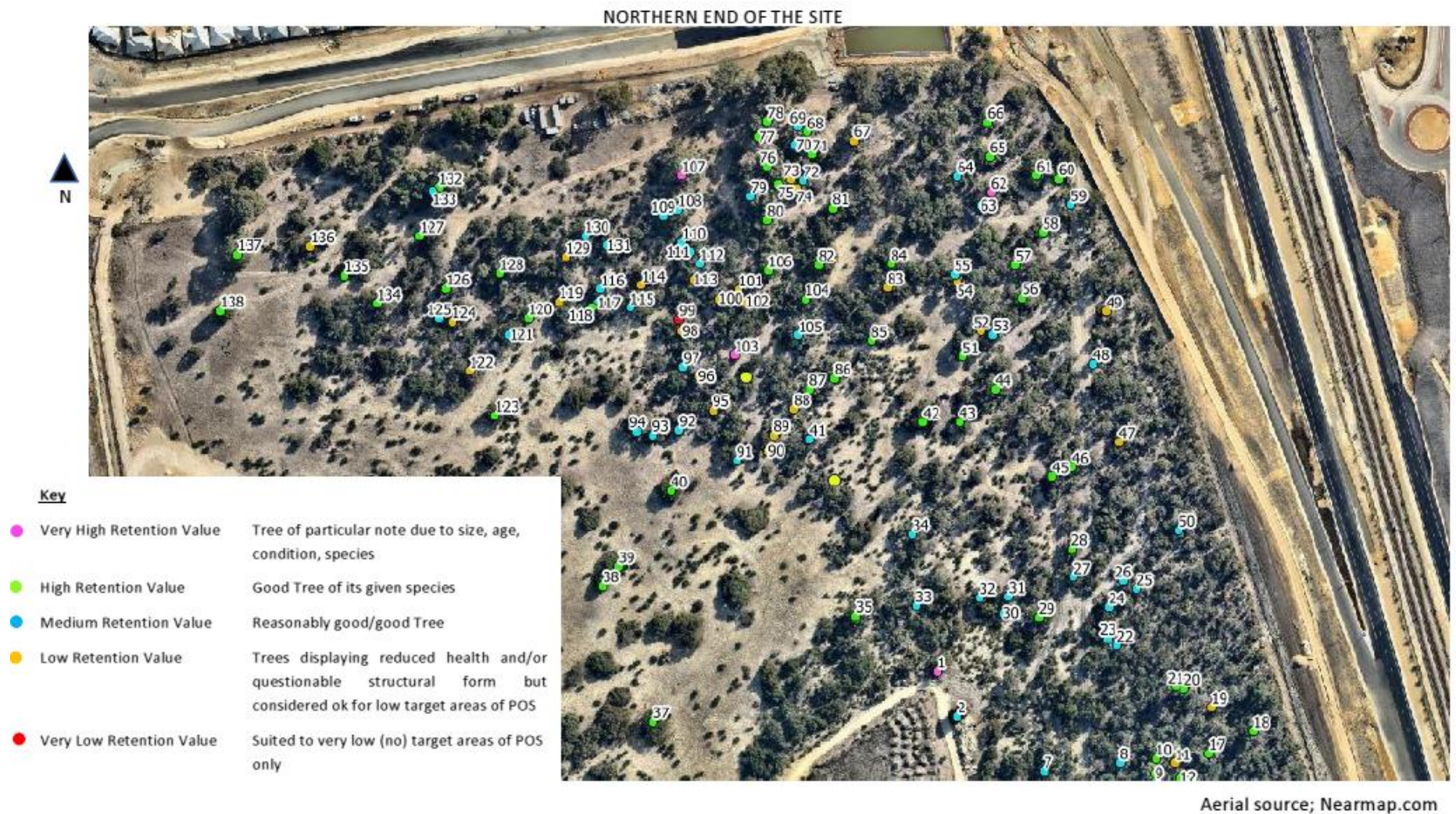
## Annexure B - Clearing Revegetation Management Plan



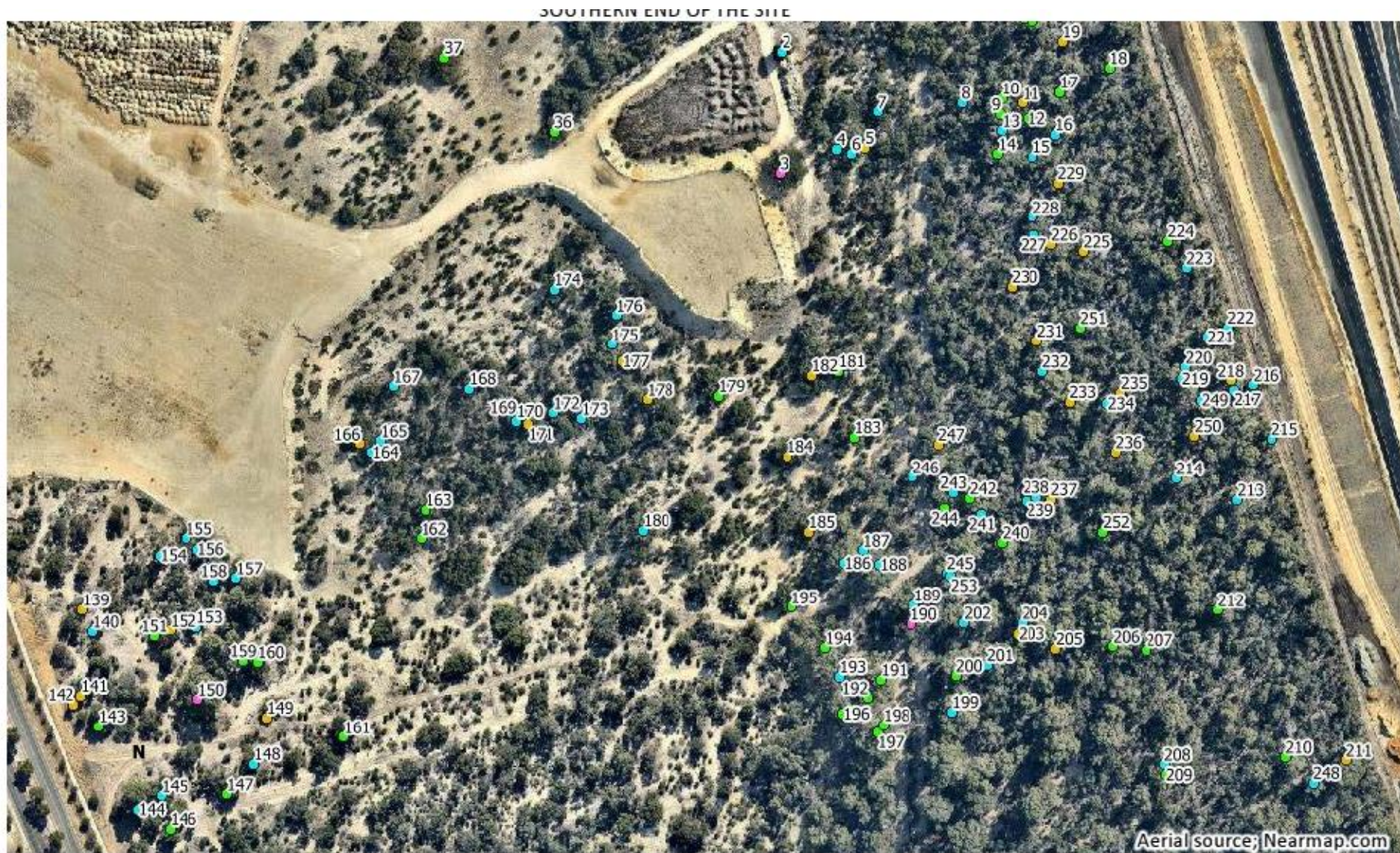
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## Annexure C- Arborist Maps









## Annexure D - Local Structure Plan Concept





# Annexure E - Variation A (Vegetation Retention Area as Approved)

This plan has no formal approval status and has been prepared by CLE to demonstrate one potential land use scenario for the land which could be by the client. Implementation in any form would be subject to the receipt of all appropriate approvals. The plan may be changed without notice and should not be relied upon. This plan remains the property of CLE.





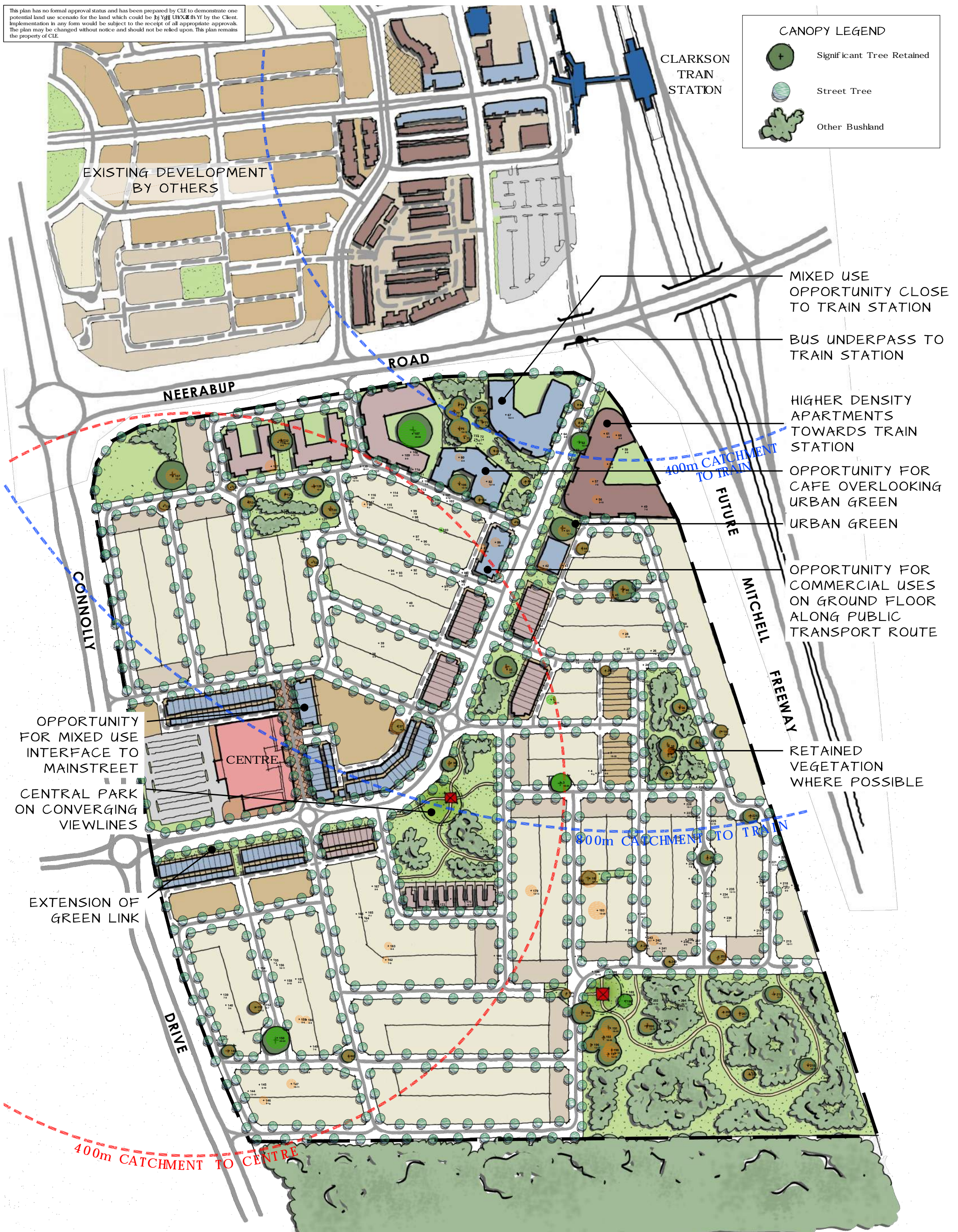
Annexure F - Variation A Tree Canopy Retention Area





Annexure G - Variation B (Vegetation Retention Area Relocated)

This plan has no formal approval status and has been prepared by CLE to demonstrate one potential land use scenario for the land which could be by the client. Implementation in any form would be subject to the receipt of all appropriate approvals. The plan may be changed without notice and should not be relied upon. This plan remains the property of CLE.





# Annexure H -Variation B (Vegetation Retention Area Relocated)



**Option 2**  
Canopy Cover within POS (>6m)  
3.01 hectares

■ Canopy Cover  
■ POS

**Catalina Grove Subdivision Concept**

Base data: HiRAMS Multispectral  
Date of acquisition: 11-03-2017  
Data resolution: 0.25m

150 0 150 300 m

**SpecTerra**  
airborne remote sensing

Imagery acquired and processed by  
SpecTerra Services Pty Ltd.  
[www.specterra.com.au](http://www.specterra.com.au)

## Annexure I – Static Financial Model

## Catalina Grove Concept Plan Analysis

		INITIAL CONCEPT PLAN PLAN 228-437A	NEW OPTION 1 PLAN 2228-498	NEW OPTION 2 PLAN 2228-501
Residential lots (excl. group housing)		772	725	740
Residential saleable area		204,070 m <sup>2</sup>	228,285 m <sup>2</sup>	234,090 m <sup>2</sup>
Group housing area		38,900 m <sup>2</sup>	29,100 m <sup>2</sup>	31,800 m <sup>2</sup>
Total residential and group housing area		242,970 m <sup>2</sup>	257,385 m <sup>2</sup>	265,890 m <sup>2</sup>
Retail site area		21,300 m <sup>2</sup>	16,800 m <sup>2</sup>	16,800 m <sup>2</sup>
Total saleable area		264,270 m <sup>2</sup>	274,185 m <sup>2</sup>	282,690 m <sup>2</sup>
Avg. resi lot size		264 m <sup>2</sup>	315 m <sup>2</sup>	316 m <sup>2</sup>
<b>UNESCALATED GROSS REVENUE</b>				
Residential income		161,426,795	171,935,367	176,060,883
Group housing income		15,560,000	11,640,000	12,720,000
Retail site income		4,260,000	3,360,000	3,360,000
<b>TOTAL UNESCALATED GROSS REVENUE</b>		<b>181,246,795</b>	<b>186,935,367</b>	<b>192,140,883</b>
<b>DIRECT SELLING</b>	<i>per lot</i>			
GST		6,141,818	6,555,455	6,623,636
Selling commission	2.10%	3,806,183	3,925,643	4,034,959
Project management	2.25%	4,078,053	4,206,046	4,323,170
Settlement fees	400	308,800	290,000	296,000
Construction Recycling rebate	750	579,000	543,750	555,000
Fencing Package	3,500	2,592,333	2,537,500	2,555,000
Waterwise Landscaping Package	5,000	3,860,000	3,625,000	3,700,000
Wells/ Waterwise Rebate	1,000	772,000	725,000	740,000
Solar Package	2,000	1,544,000	1,450,000	1,480,000
<b>TOTAL DIRECT SELLING COSTS</b>		<b>23,682,187</b>	<b>23,858,393</b>	<b>24,307,765</b>
<b>UNESCALATED INFRASTRUCTURE COSTS</b>		4,315,000	4,315,000	4,315,000
<b>TOTAL UNESCALATED INFRASTRUCTURE COSTS</b>		<b>4,315,000</b>	<b>4,315,000</b>	<b>4,315,000</b>
<b>UNESCALATED CIVIL COSTS</b>	<i>per lot</i>			
Bulk Earthworks and Civils		47,729,500	45,868,750	45,868,750
Underground Power	6,727	5,193,000	4,876,846	4,977,746
Headworks	4,549	3,512,000	3,298,187	3,366,425
Local Auth Sprvion & WC plng	709	547,000	513,698	524,326
Western Power Fees	1,886	1,456,000	1,367,358	1,395,648
Engineering Consultants	3,381	2,610,000	2,451,101	2,501,813
Local Auth Scheme Costs	2,700	2,084,400	1,957,500	1,998,000
Survey / Titles	1,000	772,000	725,000	740,000
<b>TOTAL UNESCALATED CIVIL COSTS</b>		<b>63,903,900</b>	<b>61,058,439</b>	<b>61,372,709</b>
<b>UNESCALATED LANDSCAPING COSTS</b>		7,967,160	7,967,160	7,967,160
<b>TOTAL UNESCALATED LANDSCAPING COSTS</b>		<b>7,967,160</b>	<b>7,967,160</b>	<b>7,967,160</b>
<b>TOTAL GROSS PROFIT</b>		<b>81,378,548</b>	<b>89,736,375</b>	<b>94,178,250</b>

### Notes

1. Under the initial concept plan above, the total residential and group housing site saleable areas provided by CLE does not reconcile to the 'Pure Residential Area' of 27.54ha indicated on the plan. Residential saleable area is based on the product mix tables provided by CLE.
2. Landscaping - no updated costs - assumed consistent with current approved budget.
3. Analysis adopts budget rate per square metre pricing for similar product types to allow like for like comparison.
4. Engineer costings prepared on very high level basis - no detailed design.
5. No consideration given to timings of revenue and costs which are affected by escalation and will differ with changes to the timing of when particular product types are produced and sold.
6. Fencing package not directly proportional to yield - increase above lowest lot yield scenario applied at rate of 1/3 of standard per lot cost.
7. Civil costings apply OPC rates as at May 2017.
8. Mixed Use Area of approximately 22,000m<sup>2</sup> is included within the 'Residential Saleable Area'

# **Appendix 9.10**

## POLICY MANUAL

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### **Audit Charter (Terms of Reference) (July 2017)**

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#### **Background**

Section 7.1A of the *Local Government Act* requires each local government to appoint an Audit Committee comprising of at least 3 persons.

Included in the responsibilities of the Committee, as set out by the Regulations are the following:

- a. The development of a process for appointment of an external auditor.
- b. The recommendation of an appointment of an external auditor to the Council.

Additionally, the Audit Committee may recommend to the Council good management practices and guidelines relating to financial control and (generally) matters covered by part 6 (Financial Management) of the *Local Government Act*.

#### **Comment**

Although it is possible for the Council to delegate functions to the Audit Committee, it is generally considered good governance practice to have the Committee operate in a review and recommendation role to allow input of independent opinion on Council actions and policies from a risk management and probity perspective.

The scope of activity for the Audit Committee can be changed from time to time.

#### **Scope of Activity – Audit Committee**

1. Recommending adoption of an audit charter
2. Recommending appointment of an external auditor
3. Review of statutory documents
  - Annual budget
  - Statutory budget review 1 January – 30 March (yearly)
  - Annual financial statement
  - Compliance audit
4. Review of statutory processes
  - Quarterly financial reporting format
  - Annual financial reporting format
5. Review of guidelines and policies relating to *Local Government Act* part 6
  - Purchasing Policy
  - Investment Policy
  - Procurement Policy
  - Payment of Accounts & Security of Payments Policy
  - Credit Card Policy
  - Records Management Policy
  - Financial Management – Significant Accounting Policies

## POLICY MANUAL

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### **Audit Charter (Terms of Reference) (July 2017)**

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The Council has adopted the following as the Audit Charter Terms of Reference for the Audit Committee.

#### **1. Objectives of Audit Committee**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The credibility and objectivity of internal and external financial reporting.
- Effective management of financial and other risks and the protection of Council assets.
- Compliance with laws and regulations as well as use of best practice guidelines relative to auditing.
- The coordination of the internal audit function with the external audit.
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

#### **2. Powers of the Audit Committee**

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

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

## POLICY MANUAL

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### **Audit Charter (Terms of Reference) (July 2017)**

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#### 3. Membership

The Committee will consist of a minimum of five members.

The CEO and employees are not members of the Committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the Committee.

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

#### 4. Meetings

The Committee shall meet at least three times in each calendar year.

At least one meeting per annum is required to meet with the external auditor.

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

#### 5. Reporting

Reports and recommendations of each Committee shall be presented to the next ordinary meeting of the Council.

#### 6. Duties and Responsibilities

The duties and responsibilities of the Committee will be:

- a) Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council:
  - A list of those matters to be audited; and
  - The scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
  - The objectives of the audit.
  - The scope of the audit.

## POLICY MANUAL

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### **Audit Charter (Terms of Reference) (July 2017)**

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- A plan of the audit.
  - Details of the remuneration and expenses to be paid to the auditor.
  - The method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to:
- Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
- Determine if any matters raised require action to be taken by the local government; and
  - Ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.
- l) Review reports of any special internal audits by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
- m) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- n) Review the local government's draft annual financial report, focusing on:
- Accounting policies and practices.
  - Changes to accounting policies and practices.
  - The process used in making significant accounting estimates.
  - Significant adjustments to the financial report (if any) arising from the audit process.



## POLICY MANUAL

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### **Audit Charter (Terms of Reference) (July 2017)**

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- Compliance with accounting standards and other reporting requirements.
  - Significant variances from prior years.
- o) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- p) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- q) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.
- r) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

This Audit Charter (Terms of Reference) is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017

## AUDIT PLAN 2017/2018

	Statutory Date	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Appoint Auditor													
Note: Auditor appointed for FYE 2017							Audit	Council					
Compliance Return										Audit Council			
- To be completed by	31 December												
- To Audit Committee and Council Before	31 March												
- To Director General DLGRD Before	31 March												
Annual Financials													
- To Council to refer to Audit			Audit	Council									
- To Auditor by	30 September												
- Auditor to report to Council by	31 December						Audit	Council					
- To DLGRD within 30 days of receipt of Audit Report													
- Council to accept Annual Report by	31 December												
Budget													
- Draft Budget			Audit										
- Earliest date for adoption	1 July												
- Budget adoption by	31 August			Council									
- To DLGRD within 30 days of adoption													
Budget Review													
- Required by LG between 1 January and 31 March													
- Considered by Council within 30 days of review									Audit	Council			
- To DLGRD within 30 days of Council review													
Delegations to CEO													
- Annual Review Required							Audit	Council					
Investment Policy			Audit	Council									
Procurement Policy			Audit	Council									
Audit Charter / Plan			Audit	Council									
Payment of Accounts & Security of Payment			Audit	Council									
Credit Card Policy			Audit	Council									
Petty Cash Policy			Audit	Council									
Financial Management – Significant Accounting Policies							Audit	Council					
Councillor Returns and General Council Interests									Audit	Council			
Code of Conduct					Audit	Council							
Records Management Policy			Audit	Council									

# **Appendix 9.11**

## POLICY MANUAL

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### **Payment of Accounts & Security of Payment Instruments Policy (July 2017)**

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#### **POLICY**

##### **1. Objectives**

- To safeguard the funds of the Council and to provide a transparent record for authorisation of expenditures which reflect good accounting practice and the requirements of local government legislation.
- To facilitate communication to representatives of TPRC and to the public about probity practices associated with the payment of accounts of the Council.

##### **2. Delegation of Authority**

The Council has delegated authority to the Chief Executive Officer to make payment of accounts in accordance with Regulation 13.1 of the financial management regulation.

##### **3. Risk Profile**

When exercising functions relating to payment of accounts, the following matters should be considered:

- That relevant delegations are current and complete;
- That bank authorisations are current and complete;
- That chequebooks, bank tokens and passwords are adequately secured;
- That procedures in relation to the use of credit cards, chequebooks, bank tokens and passwords are documented;
- That procedures for recording obligations for expenditure and for authorising payments prior to payments being made are adequate and appropriately recorded and communicated; and
- That all accounts and expenditures are made consistent with the Council's Procurement, Purchasing & Investment Policies.

##### **4. Guidelines**

###### **(a) Securing TPRC Cheque Instruments**

- Only one chequebook will be maintained at any one time;
- A secure location will be identified for retention of the chequebook;
- Only authorised staff signatories will be advised of the location of the chequebook;
- A monthly reconciliation of cheque instruments recorded on bank statements and the balance of cheque instruments maintained in the chequebook will be made by the Executive Assistant and approved by the CEO;

## POLICY MANUAL

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### **Payment of Accounts & Security of Payment Instruments Policy (July 2017)**

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- The External Auditor will be required to verify the retention practices and check that the balance of cheque instruments reconciles to instruments recorded in the bank statement.

#### **(b) Security of Tokens and Passwords**

- On an annual, or more frequent basis (if required), financial institutions will be requested to supply to external auditors details covering the number of passwords and number of tokens issued to TPRC elected and staff representatives. The External Auditor will be asked to reconcile information provided by banks with information provided by elected and staff members.
- Relevant elected members and staff members are to be advised of the procedures for operating bank accounts with tokens and passwords and the limits of delegation from the TPRC Council and in respect of tokens and passwords.
- Relevant elected members and staff are to be acquainted with bank requirements and TPRC requirements relating to reporting of forgotten or lost passwords and tokens.
- Relevant elected and staff representatives are to be acquainted with procedures for reporting potential breach of security in respect of passwords or tokens.
- A compliance checklist covering the points above is to be provided to and completed by elected members and staff members provided with passwords and tokens to ensure current knowledge of requirements and responsibilities.

#### **(c) Purchasing and Credit Cards**

Refer to the Credit Card Policy for further information.

#### **(d) Incurrence of Expenditure/Liability on Behalf of TPRC**

- All monetary liabilities incurred on behalf of TPRC must conform to the Council Procurement Policy or otherwise be specifically resolved by the TPRC Council.
- In brief, incurrence of expenditure is to be:
  - In accordance with allocations in the TPRC budget;
  - If not in budget, in reference to specific Council resolutions;
  - Subject of tender or quotation as required by TPRC Purchasing Policy;
  - Subject of an order issued on behalf of TPRC by a person authorised under delegation and otherwise in accordance with the Council's Purchasing Policy.

#### **(e) Reporting of Payment Activity**

All expenditures incurred or payments made are to be reported to the Council in reference to budget and statutory requirements including:

- Annual budget
- Statutory budget review (by 31 March)

## POLICY MANUAL

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### **Payment of Accounts & Security of Payment Instruments Policy (July 2017)**

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- Financial Management Regulations, particularly relating to lists of payments for Council information (Regulation 13)
- Monthly financial statements (Regulation 14)

#### **(f) Petty Cash**

Should the TPRC utilise petty cash it will be in accordance with the Petty Cash Policy.

#### **(g) Receipt of Goods and Services**

- A delivery docket and/or account must accompany all goods purchased by TPRC (except minor purchases covered by a detailed receipt).
- Goods and services will be checked to purchase orders, investment instructions, letters of commission or contracts as appropriate.
- The person checking receipt of goods will endorse the appropriate instrument with verification that goods or services have been received and note any variation in supply to requirements.
- Where there is no variation in supply, the receiving officer shall also authorise payment for goods and services.
- Where there is a variation in supply regulations, the variation will be noted together with an appropriate adjustment to the payment obligation of the TPRC.
- In the event that the value of the variation exceeds 10% (plus or minus) of the initial amount, a variation docket will be prepared and attached with the original order or other instrument.

This Payment of Accounts & Security of Payment Instruments Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017

# **Appendix 9.12**

## POLICY MANUAL

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### Investment Policy (July 2017)

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#### 1. POLICY

##### 1.1 Objectives

- To undertake authorised investment of surplus funds after assessing credit risk and diversification limits.
- To maximise earnings from authorised investments and ensure the security of Tamala Park Regional Council (TPRC) funds.
- To preserve TPRC capital funds.
- To ensure provision of sufficient liquidity to meet TPRC cash flow requirements as and when they fall due without incurring significant costs due to unanticipated sales of investments.
- To target a minimum market average return based upon accepted investment indicators reflecting the Council's risk tolerance.

##### 1.2 Authority for Investment

All investments are to be made generally in accordance with:

- Local Government Act 1995 Section 6.14.
- Trustees Act 1962 and particularly Part 3 Investments
- The Local Government Financial Management Regulations
- Local Government Operational Guidelines No 19 – Investment Policy
- Australian Accounting Standards

##### 1.3 Delegation of Authority

The Chief Executive Officer or delegated representative(s) have authority to invest surplus funds.

##### 1.4 Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this investment policy, and not for speculative purposes.

##### 1.5 Risk Profile

When exercising the power of investment, the following are to be given consideration:

- The purpose of the investment and the needs and circumstances;
- The desirability of diversifying investments;
- The nature of and risk associated with existing investments;
- The need to maintain the real value of the capital and income;
- The risk of capital or income loss or depreciation;
- The potential for capital appreciation;



## POLICY MANUAL

### Investment Policy (July 2017)

- The likely income return and the timing of income return;
- The length of the term of the proposed investment;
- The liquidity and the marketability of the proposed investment during, and on the determination of, the term of the proposed investment;
- The aggregate value of the investment;
- The effect of the proposed investment in relation to the tax liability (if any)
- The likelihood of inflation affecting the value of the proposed investment;
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- The results of a review of existing investments.

#### 1.6 Authorised Investments

##### (i) *Investments in Managed Funds would include:*

Fund Type	Minimum Investment Time Horizon	Minimum Rating (where applicable)	Maximum Exposure as % Total Investment Portfolio
Cash Funds (at call)	0-366 days	A	0-100
Cash Plus/Cash Enhanced	3-12 months	A	0-95
Diversified Funds/or Equivalent	3-5 years	A	0-15
Fixed Interest Funds	3-5 years	A	0-15

##### (ii) *Council Direct Investments would include, but not necessarily limited to*

- Bank accepted/endorsed bank bills;
- Bank negotiable Certificates of Deposit;
- Bank interest bearing deposits;
- State/Commonwealth Government Bonds;
- Bank backed floating rate notes
- Mortgage backed securities

#### 1.7 Guidelines

##### (a) Council's Direct Investments

##### (i) *Quotations on Investments*

Not less than three (3) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful

## POLICY MANUAL

### Investment Policy (July 2017)

after allowing for administrative and banking costs, as well as having regard to the limits set in this Policy.

#### **(ii) Term to Maturity**

The term to maturity of any Council's direct investment may range from at Call to 1 year or 366 days.

#### **(b) Diversification/Credit Risk**

##### **(i) Managed Fund Investments**

The total amount invested with any one fund manager should not exceed **45%** of average annual funds invested (or projected).

Long Term Rating	Short Term Rating	Maximum % of funds
AAA to <b>AA</b>	A1+	45%
A+ to <b>A-</b>	A1	30%
BBB+BBB-	A2	nil

##### **(ii) Credit Ratings**

If any of the funds/securities held are downgraded such that they no longer fall within Council's investment policy guidelines, they will be divested within **30** days or as soon as is practicable.

**The short-term rating order 0-365 days** (as defined by S & P Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payout
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment
AAA AAA	An extremely strong capacity to repay
AA+ to AA	A strong capacity to repay

## POLICY MANUAL

### Investment Policy (July 2017)

A+ to A-	A strong capacity to repay
BBB+ to BBB-	An adequate capacity to repay

#### (c) Performance Benchmarks

Investment	Performance Benchmark
Cash/Cash Plus/or Equivalent/Direct Investments Fixed Interest Capital Stable Funds	11AM and UBSWA Bank Bill Index UBSWA 0-3yr &/or Master Index CPI + 2% AV. Rolling 3 yr periods.

#### (d) Reporting

A report will be provided to each bi-monthly ordinary Council meeting, detailing the investment portfolio in terms of performance and counterpart percentage exposure of total portfolio, maturity date and changes in market value

#### (e) Variation to Policy

The Chief Executive Officer is authorized to approve variations to this policy following consultation with the Chairman if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy are to be reported to the meeting of the Council following the change and in the event that a meeting of the Council is not scheduled within 14 days then an interim report is to be made to both the Chairman of the Council and to the Chairman of the Audit Committee of the Council.

## 2. OPERATIONAL PROVISIONS

### Investment Limits

- Maximum investment of total funds with any one institution having an A-1 short term rating or better shall be 75%.
- Maximum investment of total funds with any one institution having an A-1 or less short-term rating shall be 60%.

## POLICY MANUAL

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### Investment Policy (July 2017)

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- Total funds held in shares should not exceed 5% of funds invested and no single shareholding in a public company should have a value greater than 1% of total investment funds at the time of placement.
- No single property value should be greater than 5% of the total investment funds at the time of purchase and total property value is not to exceed 15% of total investment of funds at any one time.
- Notwithstanding the investment limits shown above, the Council, **where land or capital funds are invested in property development within the TPRC area** may vary the investment limits subject to the criteria listed under the heading 'TPRC investments in TPRC development'.

#### **Preference**

Priority is to be given to institutions that are Australian institutions with business offices located in Western Australia.

Income maximisation and risk level management is to feature prominently in the determination of fund's placement with preferred institutions.

#### **Guarantee**

That in the case of term deposits, the return of principle and interest is a pre-requisite of a financial investment. Institutions that fall short of this requirement are required to provide a guarantee of return or a back-to-back arrangement with another institution for the return of investments on maturity.

#### **Prohibited Investments**

This Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments,
- Principal only investments or securities that provide potentially nil or negative cash flow, and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This Policy prohibits the use of leveraging, (borrowing to invest) of an investment, however, this prohibition may be varied, subject to the criteria listed under the heading 'TPRC investments in TPRC development', except in the special circumstances where investment is made in infrastructure or capital developments within the TPRC area.

## POLICY MANUAL

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### Investment Policy (July 2017)

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#### **Monthly Reconciliation and Advice**

It is a requirement that funds placed with approved institutions or withdrawal of such funds made are to be reconciled monthly and matched with Council records.

Details of maturity and rollover investments are to be recorded as expended on new investments (as the case requires) in the Investment Register with an Investment Transaction Voucher prepared on the date of maturity or rollover for ledger entry.

#### **Investment Register**

An Investment Register shall be maintained containing the following particulars with respect to each investment.

1. Date of investment;
2. Fund in which money is being invested;
3. The investment amount;
4. The investment house or party with whom the investment is lodged;
5. Type of investment;
6. Security status and nature of security;
7. Date of maturity;
8. Investment interest rate;
9. Interest payment terms;
10. Penalties applicable for pre-expiry termination of investment;
11. Officer initialising the investment;
12. The particulars and location of any security held by Trustees on behalf of the TPRC;
13. The location and any security for an investment held directly by the TPRC;
14. The Investment Register is to be completed prior to the close of business on the day on which the investment is made;
15. The Investment Register and Ledger are to be reconciled at least monthly.

#### **Initiating Investment**

1. All cheques initiating investments are to be drawn by voucher or bill payment request.
2. Investments made with a new investment house must receive and be endorsed by the Chief Executive Officer.
3. The purchase of shares or related products and/or properties for the purpose of long term investments, as endorsed by Council shall have such investments evaluated by professional experts prior to purchase.
4. A maturing investment payment from one investment may not be used to directly initiate one investment of another class or with another borrower.

## POLICY MANUAL

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### Investment Policy (July 2017)

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#### **TPRC Investments in TPRC Development**

Notwithstanding anything contained in this Policy, the Council may, subject to receiving investment advice:

Invest funds in property development within the TPRC development project where the application of funds:

- Is consistent with the TPRC purpose and development objectives;
- Will produce economic, social and environmental outcomes consistent with the TPRC development objectives;
- Has potential for increasing (of the unsold) value of land in the TPRC area other than the land in respect of which the direct investment is made;
- Has a defined payback period for invested principal;
- Produces an internal rate of return at least equivalent to the 30 day USBW cash rate for the period of investment;
- Has an ongoing revenue return following repayment of principle; and
- Is independently assessed for financial viability and security by a competent investment adviser.

This Investment Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017

# **Appendix 9.13**

## POLICY MANUAL

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### Credit Card Policy (July 2017)

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#### 1. POLICY

This policy is to ensure effective controls, policies and procedures are in place with respect to the use of corporate credit cards.

#### 2. PRINCIPLES

- Ensure transparency in Council's operations concerning the use of corporate credit cards.
- Ensure Council's resources are managed with integrity and diligence.

#### 3. OBJECTIVES

- Fulfil all statutory requirements of the Local Government Act with respect to the use of corporate credit cards.
- To adopt best practice in developing a clear and comprehensive policy on the use of corporate credit cards.

#### 4. STRATEGIES

##### **Purpose of Corporate Credit Cards**

Corporate credit cards have been implemented to allow the Council to transact its business in an efficient manner and, at the same time, provide Council officers with a more convenient method to meet costs they incur on Council's behalf.

Corporate credit cards should be recognised as a valuable tool for the efficient and effective operation of Council's daily business and not as a benefit assigned to specific individuals. The use of corporate credit cards will create savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences and by eliminating the need for overseas bank drafts for certain purchases. It will also reduce the number of creditor creations that are required for one-off purchases.

It is intended to save time and paperwork in making purchases while still maintaining control of purchase through a monthly reconciliation process as well as reducing the need for Council staff to use their private credit card to conduct Council business.

Staff members are not to use their private credit card to conduct Council business over the amount of \$100 in any one transaction, without CEO approval.



## POLICY MANUAL

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### Credit Card Policy (July 2017)

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#### Issuing of Cards

The Chief Executive Officer has delegated authority to authorise the issuing of corporate credit cards to staff.

The Chief Executive Officer will be responsible for maintaining a register of the individual corporate credit cards including their associated limits and expiry dates.

The Chief Executive Officer will be responsible for obtaining approval of the Chairman for the issue of a card and this will be recorded on a 'Cardholder Approval and Acknowledgement' form. Each cardholder will be required to sign this form on receipt of the corporate credit card and acknowledge these policies and procedures.

#### Monthly Limit and Authorisations

Each corporate credit card will have a monthly limit on expenditure and the expenditure is to be authorised by the person as indicated in the following table.

	<i>Monthly Limit</i>	<i>Expenditure Authorisation</i>
Chief Executive Officer	5,000	Chairman
Project Co-Coordinator	2,000	Chief Executive Officer
Executive Assistant	1,000	Chief Executive Officer

#### Restrictions

Corporate credit cards are not to be used for personal expenses under any circumstances.

Corporate credit cards are not to be used for purchases of fuel unless authorised by the Chief Executive Officer.

Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of TPRC.

## POLICY MANUAL

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### Credit Card Policy (July 2017)

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#### Use of Cards

Corporate credit cards are to be used as a normal credit card, with the valid PIN required to make any purchase.

No cash advances are available from ATM's or over the counter and BPay facilities are not available.

The card is for official Council business only and may not be used for personal items under any circumstances. The card is not linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the corporate credit card.

A tax invoice is required to be obtained for every purchase made by the credit card holder. This is required in reconciliations of the corporate credit card statement at the end of each month.

If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the monthly reconciliation.

Tax invoices must contain the following components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid:

- Name of creditor
- The ABN of the creditor
- Date of issue
- The quantity and a brief description of what is being supplied
- The name Tamala Park Regional Council (being the recipient)
- The words 'tax invoice'
- The GST as a separate component OR the invoice total with a statement that 'Total includes GST'

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases at the end of each month.

Use of a corporate credit card will require the user to abide by Council's Code of Conduct and purchasing policies including purchasing from Council's preferred suppliers wherever possible.

Where any expenditure is incurred relating to business hospitality or other purposes involving staff the cardholder must write on the receipt, or a receipt attached statement, the names of employees and non-employees, detail of

## POLICY MANUAL

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### Credit Card Policy (July 2017)

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expenditures and other sufficient information to make an assessment of fringe benefits tax payable in total and per employee.

The credit limit of the individual cards is not being exceeded.

#### **Payment of Monthly Account**

The outstanding balance of each corporate credit card will be automatically debited to Council's bank account around the 14<sup>th</sup> day of each month.

#### **Reconciling Monthly Statements**

1. Each cardholder will be issued with a monthly statement listing all their transactions. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
2. Monthly statements must be reconciled and returned to the Executive Assistant within seven days of receiving the statement.
3. When the monthly statement is received, a check is required to ensure all purchases are supported by invoices.
4. Record next to each transaction:
  - The reason for the purchase.
  - The account number the purchase is to be allocated to.
5. Attach tax invoices for all the purchases with GST and normal invoices for purchases without GST.
6. For FBT purposes, expenses relating to the provision of entertainment must provide details of the function, the total number of staff who attended, and the total number of attendees.
7. Sign and date the monthly corporate credit card statement at completion of the reconciliation.
8. The monthly corporate credit card statement, with all invoices attached, should then be authorised by the appropriate person as described in the Monthly Limit and Authorisation section of this policy.
9. The corporate credit card statement and all attachments are then to be provided to the Chief Executive Officer.

## POLICY MANUAL

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### Credit Card Policy (July 2017)

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10. After processing, all corporate credit card statements will be kept by the Executive Assistant.
11. The CEO's corporate credit card statements are to be presented to the Audit Committee every four months.
12. Copies of all statements and supporting documents are to be filed for audit review.
13. The Council Auditor will include as part of the annual work plan, a periodic review of the supporting documentation in respect of the monthly corporate credit card statement.

#### **Disputed Purchases**

The Chief Executive Officer is to be notified of all disputed transactions. The cardholder must complete the 'disputed transactions' form and include it with the monthly reconciliation.

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. If unable to correct the situation, the matter is to be referred to the Chief Executive Officer. The Chief Executive Officer will attempt to resolve the matter and may have to contact the bank for assistance.

The bank can assist with resolving some disputes with merchants, particularly those involving duplicated charges, non receipt of goods ordered or credits not processed after refund vouchers have been issued.

#### **Terminating or Ceasing Employment**

Any cardholder, who is leaving the services of Council, should return any Cards, no later than 5 working days prior to the last day of employment.

#### **Reporting Lost or Stolen Cards**

If a card is lost or stolen it is the cardholder's responsibility to immediately to report the loss to the relevant bank.

The Chief Executive Officer should be contacted immediately and advised by the next business day and the cardholder should then complete a 'Lost or Stolen Cards' form and forward it to the Chief Executive Officer.

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### Credit Card Policy (July 2017)

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#### Replacement Cards

The card is valid for the period shown on the face of the card and the relevant Bank will automatically reissue replacement cards to the Chief Executive Officer one month prior to the expiry date. The Executive Assistant will then update the register details in regard to the replacement card and issue it to the cardholder.

The cardholder will need to complete a 'Replacement Cards' form and sign the form on receipt of the new card.

This Credit Card Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017

# **Appendix 9.14**

## POLICY MANUAL

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### Procurement Policy (July 2017)

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#### BACKGROUND

Part 6 of the Local Government Act together with the Financial Management Regulations and Functions and General Regulations provide an outline of specific requirements and probity guidelines in respect of purchase of goods and tendering on behalf of local governments.

The State Supply Commission has an extensive series of policies and guidelines that are available for use by local governments.

The West Australian Local Government Association purchasing service negotiates contracts for the supply of goods and services for local government.

The State Supply Commission and the Commonwealth Supply agencies also have contracts for the supply of goods and services that are accessible by local governments.

All of the accessible supply contracts and the policies of WALGA and the State Supply Commission provide a framework for best practice procurement.

The West Australian Local Government Association has produced a purchasing and tender guide that refers specifically to good procurement practices in reference to the Local Government Act and Regulations.

Wherever possible and appropriate, the contracts and guidelines mentioned above will be used by the Tamala Park Regional Council following objectives for best practice and probity in all procurement activity.

#### TPRC OBJECTIVES – PROCUREMENT

To provide guidelines for adopting a value for money approach in procuring goods or services through quotes or public tender.

#### PROCUREMENT POLICY AND GUIDELINES

1. Value for money is the basis for comparing conforming bids so that the optimal offer can be selected. Achieving user requirements, quality standards and service benchmarks is considered to be more important than obtaining the lowest price.

An assessment of the best value for money outcome for any procurement should take into account:

- All relevant whole-of-life costs and benefits;

## POLICY MANUAL

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### Procurement Policy (July 2017)

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- Technical merits of the goods or services being offered in terms of compliance with specifications and contractual conditions; and
- Financial viability and capacity to supply without risk of default.

In this context, the value for money principle embraces:

- Cost related factors; and
- Non-cost factors.

2. Value for Money assessment involves the comparison and evaluation of suitable conforming offers.

Factors to be considered in making this decision include the following:

- Value for money is not necessarily about selecting the successful bidder based on price alone, although the lowest total priced, conforming offer can be used as an initial benchmark for comparing value for money. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer;
- All offers should be evaluated in a consistent manner against the evaluation criteria for the procurement. The use of weighted matrix analysis is a recommended method for analysing and comparing bids in a detailed and consistent manner, particularly for high value purchases; and
- A due diligence investigation of the preferred or shortlisted bidders should be undertaken for all high value or complex purchases to ensure that bidders have the financial stability and technical capacity to comply with the requirements of the contract.

Value for money considerations are not only relevant to the selection of a successful supplier and the purchase of goods or services. Value for money should also be applied to the ongoing contract management over the life of the procurement.

3. The exclusion provisions contained in the functions and general regulations relating to procurement for a value greater than \$50,000 will also apply to procurement for values less than \$50,000.
4. The Local Government legislation does not require local governments to tender for purchases under the value of \$150,000.

Purchases under \$150,000 are categorised as simple purchases but nevertheless require controls and appropriate accounting and probity support practices.



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### Procurement Policy (July 2017)

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5. The following should apply to purchases of value less than \$150,000.

5.1. Direct Purchasing – less than or equal to \$2,000

Purchases to \$2,000 may be made on a single quotation, however, best practice will require that market testing be undertaken from time to time and that consideration be given to value for money purchasing.

5.2. Non-Formalised Quotations – Over \$2,000 and less than \$10,000

At least 3 quotations should be obtained except where impractical due to availability of suppliers.

A record of quotations obtained must be maintained.

All quotations are to be obtained prior to a supply order being authorised.

Where there is a waiver of the requirement for 3 quotations the reason for the waiver must be noted and approved by the CEO.

5.3. Formalised Quotations – Over \$10,000 and less than \$150,000

A formalised quotation must be obtained in writing, by fax or email. Email submissions must contain an electronic signature or the image of a signature of a person authorised to provide the quotation.

Quotations must be made in reference to a specification setting out the details of supply, the pricing required, delivery requirements and other relevant matters.

5.4. Special Provisions with respect to Consultancy Services - More than \$10,000 and less than \$150,000

- Quotations must be made in reference to:
  - A written brief defining the services required;
  - The deliverables from the consultancy;
  - The start and end time;
  - The fee basis i.e. fixed, hourly, component completion;
  - The basis for any variation fees; and
  - Provisions for termination of services.
- Completion of a contract for consultancy services must be subject of a written agreement signed by the consultant and TPRC.
- If it is expected that the Council will enter into 2 or more contracts with one supplier which may exceed \$150,000 then Council should invite tenders in accordance with Section 6 of the Policy.

6. Tendering for Goods – Value \$150,000+

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### Procurement Policy (July 2017)

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All supply of goods and services to a value greater than \$150,000 will proceed in reference to the provisions of the Local Government Act and specifically the requirements of Part 4 of the Functions and General Regulations made pursuant to the Act.

Before tendering for the supply of goods for an amount greater than \$150,000 an authorisation to proceed with the tender must be obtained from the Council.

Tenders must be subject of a tender brief setting out, in appropriate detail, at least the following:

- The goods or services required;
- The deliverables from the procurement;
- The start and end time for supply;
- The fee basis i.e. fixed, hourly, component completion;
- The basis for any variation fees; and
- Provisions for termination of services.

Evaluation criteria are to be stipulated in tender invitation documents.

The basis for contracts must be stipulated in tender invitations i.e. any Australian Standard contract proposed to be used.

Where a specifically designed contract is proposed, the details of the contract are to be provided with the tender invitation.

Where variations are proposed to Australian Standard contracts, a schedule of variations is to be included in the tender invitation.

An evaluation matrix is to be used in advising prospective tenderers of the evaluation criteria and the method for scoring tender responses.

Evaluation matrix's may consist of either:

- A weighted cost criteria; or
- A non-weighted cost criteria.

a) Weighted Cost Criteria

The use of a weighted cost criteria method is suited to acquisitions where price is considered to be crucial to the outcome of the contract. Price is assessed as a selection criteria item with a predetermined weighting, together with quality criteria.

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#### b) Non-Weighted Cost Criteria

The use of a non-weighted cost criteria method is suited to acquisitions where functional considerations such as capacity or quality, are considered crucial to the outcome of the contract.

A weighted selection criteria containing items addressing the qualitative requirements of the contract are comprised and assessed prior to considerations of price within the evaluation.

Once tenders have been ranked against the qualitative items of the selection criteria, a value judgment of cost differences is able to be made, with judgment as to whether qualitative advantages of a tender justify cost differences.

The allocation of evaluation points available in conducting evaluation of tender responses must be made in accordance with criteria set prior to the issue of tender invitations. The allocation would typically be made over a range of items such as those shown in the following table:

Rate	Description
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion
2	Marginal offer, some deficiencies, partly meets criterion
4	Fair offer, few deficiencies, almost meets criterion
6	Good offer, no deficiencies, meets criterion
8	Very good offer, exceeds criterion
10	Outstanding offer, greatly exceeds criterion

The table showing the evaluation of points is not to be published with the tender invitation or to be made otherwise available to prospective or actual tenderers.

Tenders may be lodged to a secure tender box or secure email tender box.

The use of an email tender box will be decided by the CEO in each instance having regard for the nature of the tender, the size of the likely tender response and such other factors as may relate to each tender invitation. Where an email tender is permitted, the full details of how the tender should be submitted should be included in the tender invitation.

When tenders are opened there must be at least two employees of Council, or one Council employee and one person authorised by the CEO, present.

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### Procurement Policy (July 2017)

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#### 7. Use of Probity Auditor

In all cases where tenders are valued at an amount greater than \$150,000, consideration shall be given to the use of a probity auditor.

A proposal to engage/not engage services of a probity auditor will be included in the report to the Council under section (6) above proposing the issue of an invitation for supply of goods or services.

#### 8. Environmental Procurement Policy

The TPRC will consider the environmental impact in the procurement process when undertaking the purchase of goods and services and disposal of goods.

The governing principle for goods and services procurement is the achievement of value for money. However, when determining value for money, the environmental impact issues to be considered may include:

- Use of recycled or recovered materials;
- Product reusability;
- Product recyclability;
- Durability;
- Energy efficiency and consumption;
- Water efficiency;
- Waste prevention;
- End of life disposal method; and
- Environmental health issues.

#### 9. Environmental Purchasing

Environmental purchasing generally refers to the inclusion of relevant environmental factors in any decision to procure goods and/or services in order to maintain the quality of the environment, conserve resources, minimise waste and protect human health.

The aim of considering environmental factors in procurement is to:

- Managing risks to the broader environment by procuring goods and services that have a reduced impact on the natural environment and human health compared with competing products or services that serve the same purpose.
- Promote the achievement of better value for money on a whole-of-life cycle basis.
- Fostering the development of products and processes that have a positive environmental impact.

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### Procurement Policy (July 2017)

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- Reducing costs for addressing the effects of environmental health impacts and pollution to the community over the long term.

The focus of environmental purchasing may vary, depending on the nature of the good or service being procured.

#### 10. Environmental Procurement and Value for Money

Value for money is the core principle governing goods and services procurement. In this context, the lowest price is not necessarily an indicator of best value for money.

The environmental impact of a good or service is also a major consideration in the Value for Money Assessment.

Environmentally friendly products will usually involve reduced risks and more efficient use of energy, water and materials leading to lower costs, particularly on a whole of life basis. Therefore, even where an environmentally friendly product or service initially costs more than a conventional product or service, consideration of value for money requires purchasers to give due regard to the benefits obtained from good environmental performance.

It is also essential that the environmental impacts and/or value-add in all procurements are considered across the lifecycle of a product.

Value for Money is assessed on a whole of life basis so that all costs and benefits across the procurement cycle can be adequately considered. For example, in the case of a good, the environmental impact should be assessed at each stage of production, use and disposal. Therefore, to ensure effective Value for Money decisions, the environmental assessment also needs to factor in the impacts and costs created when a product is used, particularly during the evaluation stage when comparing products. These costs electrical power, water, fuel and requirements for other consumables.

#### 11. Environmental Considerations in Contracting Process

The level of effort expended to minimise the environmental impact of procurement should be commensurate with the nature of the purchase and should be applied in all phases of the procurement process as follows:

##### Contract Planning (pre-tender)

- Is the proposed purchase necessary?
- Identify and address environmental impact issues in all procurement plans.
- Develop specifications that give consideration to environmental standards, codes or legislation, where appropriate.

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### Procurement Policy (July 2017)

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- Consider options for quotation and tender design, including selection criteria that provide positive advantage to goods, services and/or processes that minimise environmental impact.
- Consider options for quotation and tender design that provide positive advantage to innovative goods, services and/or processes that minimise environmental impact.
- Develop selection criteria that provide positive advantage to goods, services and/or processes that minimise environmental impact.
- Where appropriate consider quality assurance, environmental standards, codes or legislation for inclusion in specifications.
- Where appropriate, seek information from suppliers through the offer document on the environmental impact of goods, services and processes tendered (e.g. accreditation, practices, recycled content, durability and reuse options, hazardous material content, energy efficiency, waste prevention, water efficiency).
- Consider options for, and where appropriate specify methods for end of life disposal of product and/or packaging.

The Guidelines provided in:

- The State Sustainability Strategy; and
- The State Supply Commission Environmental Purchasing Guide may be accessed as appropriate to achieve the stated policy outcomes, operational and cost efficiency.

This Procurement Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 17 August 2017

# **Appendix 9.15**

## POLICY MANUAL

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### Recordkeeping Policy (July 2017)

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#### 1. OBJECTIVE

The objective of this Policy is to ensure that the Tamala Park Regional Council (TPRC) meets the statutory requirements of the *State Records Act 2000*.

#### 2. SCOPE

This Policy applies to all TPRC Elected Members, staff and contractors.

#### 3. DEFINITIONS

**“corporate document/record”** means any document/record that meets one or more of the following criteria:

- a. Does it convey information essential or relevant in making a decision?
- b. Does it convey information upon which others will be, or are likely to make decisions affecting the TPRC’s operations, or rights and obligations under legislation?
- c. Does it commit the TPRC to certain courses of action or the commitment of resources or provision of services?
- d. Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- e. Is the information likely to be needed for future use, or is it of historical value or interest?

**“ephemeral record”** means any document/record that has no continuing value to the TPRC and is generally only needed for a few hours or a few days. As defined within the State Records Office of Western Australia’s publication, *General Disposal Authority for Local Government Records*. The following are considered to be ephemeral records:

- a. Duplicate (or exact) copies of records, documents, circulars, forms, etc.
- b. Information material including price lists, catalogues, advertising material, brochures etc., produced by other organisations.
- c. Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.
- d. Unsolicited letters or promotional material offering goods or services to the local government.
- e. Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government. (N.B.: messages that do relate to the business functions of



## POLICY MANUAL

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### Recordkeeping Policy (July 2017)

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the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.)

- f. Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file. (N.B.: versions of drafts that contain significant changes to context must be placed in the appropriate subject file (e.g.: internal policy)).
- g. Transitory messages giving minor instructions and of a routine or instructional nature that are used to further some activity in either a paper-based or electronic format (e.g.: correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating; etc.)
- h. Letters or cards of appreciation, sympathy or greetings of no enduring value.
- i. Working papers, background notes and reference materials used to prepare or complete other documents. (Those documents become the record of the local government and are placed on the appropriate subject file.) (N.B.: working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file).

#### 4. STATEMENT

Under the *State Records Act 2000*, the TPRC has an obligation as a 'government organisation' to develop a Recordkeeping Plan that sets out the manner in which records are created and kept by the TPRC.

The TPRC has a Recordkeeping Plan approved by the State Records Commission on 17 March 2017.

This Policy informs the policies and procedures principle within the Recordkeeping Plan, by establishing the TPRC's position in relation to appropriate definitions, records accessibility, destruction of records, management of ephemeral records and training and education.

For greater detail on the processes and legislative requirements relating to recordkeeping responsibilities, refer to the TPRC's *Recordkeeping Plan*.

#### 5. DETAILS

##### General Recordkeeping:

- a. The TPRC's corporate records are to be managed in accordance with the TPRC's *Recordkeeping Plan*.

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### Recordkeeping Policy (July 2017)

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- b. All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all corporate documents are retained within the TPRC's official recordkeeping system at the point of creation, regardless of the format being in accordance with the following:
- *Evidence Act 1906*
  - *Freedom of Information Act 1992*
  - *Local Government Accounting Directions 1994*
  - *Local Government Act 1995*
  - *State Records Act 2000*

#### **Access:**

- a. Access to corporate records by TPRC staff will be in accordance with designated access and security classifications, as determined by the Executive Assistant (Records Services Coordinator).
- b. Access to the TPRC's records by the general public will be in accordance with the *Freedom of Information Act 1992*.
- c. Access to the TPRC's records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the *Local Government Act 1995*.

#### **Destruction:**

The Executive Assistant (Records Services Coordinator) will dispose of records kept by the TPRC in accordance with the State Records Office of Western Australia's publication, *General Disposal Authority for Local Government Records*, following authorisation from the Chief Executive Officer.

#### **Ephemeral Records:**

Ephemeral records may not be required to be placed within the TPRC's official recordkeeping system. Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

#### **Training and Education:**

Training in recordkeeping practices and the use of the TPRC's document and records management system is available to all new staff upon commencement and ongoing training is available upon request to the Executive Assistant (Records Services Coordinator).

Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

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### Recordkeeping Policy (July 2017)

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This Recordkeeping Policy is authorised by the Chief Executive Officer on 17 August 2017.

Signature:

Name:

Date:

## **Appendix 9.16**

CONFIDENTIAL

## **Appendix 9.17**

CONFIDENTIAL