



**TAMALA PARK**  
Regional Council

## **Meeting of Council**

# **AGENDA**

**Thursday 17 August 2017, 6:00pm**  
**City of Wanneroo**  
**23 Dundebur Road, Wanneroo**

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

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

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**TAMALA PARK REGIONAL COUNCIL**

Councillors of the Tamala Park Regional Council are advised that the ordinary meeting of Council will be held in the Council Chambers at the City of Wanneroo, 23 Dundobar Road, Wanneroo on Thursday 17 August 2017 at 6:00pm.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



**TONY ARIAS**  
Chief Executive Officer

**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>	<b>ALTERNATE MEMBER</b>
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr John Chester Cr Kerry Hollywood	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Cr Karen Caddy Mayor Giovanni Italiano JP (Chairman) Cr Keith Sargent Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa Cr Hugh Nguyen

**PRELIMINARIES**

**1. OFFICIAL OPENING**

**DISCLOSURE OF INTERESTS**

**2. PUBLIC STATEMENT/QUESTION TIME**

**3. APOLOGIES AND LEAVE OF ABSENCE**

**4. PETITIONS**

**5. CONFIRMATION OF MINUTES**

Council Meeting –15 June 2017

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

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

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

**8. REPORTS OF COMMITTEES**

- Management Committee Meeting – 20 July 2017
- Audit Committee Meeting – 3 August 2017

**9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.17)**

## 9.1 BUSINESS REPORT – PERIOD ENDING 10 AUGUST 2017

### Report Information

Reporting Officer: Project Coordinator

### Recommendation

**That the Council RECEIVES the Business Report to 10 August 2017.**

### Voting Requirements

Simple Majority

### Report Purpose

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

### Relevant Documents

Appendix:

- Landscape Schedule and Program FYE 2017
- Foreshore Access Plans

### Background

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

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

### Comment

#### 1. Civil Construction - Status

The following table provides the status of current civil works:

Stage	Lots	Commenced Construction	Practical Completion Date	Works Status	Titles
Stage 25 Civil Construction	59	24 October 2016	5 May 2017	100% complete	Issued August 2017
Stage 18B Civil Construction	31	27 February 2017	16 June 2017	100% complete	Issued June 2017
Catalina Beach – Pump Station Forward Works	N/A	29 May 2017	17 July 2017	100% Complete	N/A

## 2. Landscape works – Status

A status report on Landscape Works proposed for the balance of FYE 2017 is attached at Appendix 9.1. The report details budget, detailed design and approval status and commencement and completion timeframes.

## 3. Housing Construction

The following table provides an overview of the current progress of housing construction to date. A significant number of homes are under construction in Stages 13-15 and 18A.

Stage	Under Construction	Completed	Total
Stage 1	1	34	35
Stage 2	0	31	31
Stage 3	1	42	43
Stage 4	2	45	47
Stage 5	0	63	63
Stage 6	6	36	42
Stage 7	0	63	63
Stage 8	1	52	53
Stage 9	3	48	51
Stage 10	2	28	30
Stage 11	2	62	64
Stage 12	4	45	49
Stage 13	14	70	84
Stage 14A	9	54	63
Stage 15	26	27	53
Stage 18A	29	0	29
<b>Total</b>	<b>100</b>	<b>700</b>	<b>800</b>

## 4. Builders Display Village 3 (Catalina Beach)

The allocation of the 15 display village lots to builders has been undertaken and contracts issued to builders for signing. The contracts have been delayed due to costs associated with acoustic attenuation to be incorporated into the display homes as a result of the proximity to Marmion Avenue. The SPG is working with the builders to undertake individual lot assessments to mitigate acoustic requirements. It is anticipated that the lots will settle in September 2017.

The Catalina Beach Builders Display Village and Sales Office is due to open in October 2018, at the conclusion of the Builders Display Village 2 (Central Precinct).

## 5. Local Centre Site - Update

The Local Centre Heads of Agreement which details the TPRC requirements/conditions and the purchaser's commitments has been finalised and executed by both parties. The Contract for Sale is currently being prepared with settlement anticipated to occur in late

November 2017. The purchaser is currently progressing with the design of the Local Centre in order to lodge a Development Application to obtain a Planning Approval.

## **6. Foreshore Access Proposal**

The TPRC lodged a draft Foreshore Management Plan (FMP), supporting a beach access proposal, with the City of Wanneroo in April 2017.

A coastal access road from the western edge of Catalina is proposed to provide local access to a safe beach for the local community.

The TPRC has received preliminary comments on the FMP from the City of Wanneroo. The City has not raised any major constraint to the coastal access road proposal. The City has required the proposed carpark to be setback to the 2050 coastal vulnerability line, consistent with Council's Coastal Assets Policy. The location of the car park behind the 2050 coastal line is required to meet identified coastal vulnerability timeframes and life cycle expectancy of the car park. This will result in the carpark being located approximately an additional 45 metres from the beach (100 metres in total from the beach).

The FMP is being modified consistent with the City of Wanneroo requirements and is expected to be resubmitted with the City in August 2017 and to be lodged with the Western Australian Planning Commission for consideration in October 2017.

A plan showing the location of the proposed access road and beach location is attached at Appendix 9.1.

## **7. Catalina Central Stages 16A and 16B Small Lot Product**

The SPG has undertaken extensive consultation with builders on proposed new 'small' lot product (lots less than 200m<sup>2</sup> with frontages of 4.5 to 6 metres) for Catalina. The lots have been successfully implemented in Ellenbrook and meet the objectives of the Council to provide diversity, innovation and affordable housing.

The SPG is in the process of formulating advice to be presented to the Council addressing market demand, potential commercial terms, building design requirements, streetscape outcomes and project feasibility on the new small lot product. The SPG advice is expected to be provided to Council in October 2017.

## **8. Mitchell Freeway and Neerabup Road Extensions**

The Mitchell Freeway and Neerabup Road extensions are complete and opened on 3 August 2017. The new 6 km section of Mitchell Freeway will provide direct access to and from Neerabup Road and Hester Avenue.

The Neerabup Road extensions provide access west to Connolly Drive and Marmion Avenue. The Neerabup Road extension (east) provides access to Wanneroo Road and a more direct route to the Wanneroo Town Centre and future significant employment area at Meridian Park industrial precinct.

The Mitchell Freeway and Neerabup Road extensions improve exposure and accessibility for the Project.



## **9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MAY & JUNE 2017**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

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

- **31 May 2017; and**
- **30 June 2017.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

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

### **Relevant Documents**

Appendix:

- Statement of Financial Activity for 31 May 2017
- Statement of Financial Activity for 30 June 2017

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

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

### **Background**

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

### **Comment**

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

**Variances at 30 June 2017 exceeding 10% were experienced in relation to the following:**

<b>Employee Costs</b>	The positive variation is a result of under expenditure.
<b>Materials and Contracts</b>	The positive variance is a result of deferred expenditure and savings on consultant payments.
<b>Utilities</b>	The positive variance is a result of under expenditure.
<b>Income Sale of Lots – Subdivisions</b>	The negative variance relates to fewer lot settlements.
<b>Income Other - Subdivisions</b>	The negative variance relates to the Local Centre settlement which is now forecast to settle in FYE 2018.
<b>Land Production Costs</b>	The positive variance relates to deferred works and savings.

The information in the appendices is summarised in the tables following.

**Financial Snapshot as at 30 June 2017**

**TAMALA PARK REGIONAL COUNCIL  
FINANCIAL SNAPSHOT  
FOR THE PERIOD ENDING 30 JUNE 2017**

	2016-17 Adopted Budget	2016-17 Amended Budget	2016-17 Actual	Variance		Variance
				Favourable	Unfavourable	
<b>Revenue</b>	\$		\$	\$	\$	%
Interest Earnings	959,170	1,300,000	1,245,826		(54,174)	-4.35%
Other Revenue	1,985	3,621	4,940	1,319		36.43%
	<b>\$961,155</b>	<b>\$1,303,621</b>	<b>\$1,250,766</b>	<b>\$1,319</b>	<b>(\$54,174)</b>	
<b>Less Expenditure</b>						
Depreciation	(21,024)	(21,024)	(17,942)	3,082		14.66%
Employee Costs	(752,311)	(677,021)	(583,085)	93,936		13.87%
Insurance	(17,756)	(10,228)	(10,227)	1		0.01%
Materials and Contracts	(492,112)	(447,929)	(193,542)	254,387		56.79%
Other	(177,517)	(177,517)	(155,141)	22,376		12.60%
Utilities	(18,000)	(18,000)	0	18,000		100.00%
<b>Members Equity</b>						
-Income Sale of Lots - Subdivisions	26,283,529	26,604,016	19,137,182		(7,466,834)	-29.22%
-Income Other - Sale of Apartments	0	333,863	333,863	0		0.00%
-Income Other - Subdivisions	4,794,250	1,000,000	462,072		(537,928)	-53.79%
-Land Production Costs including Apartments	(32,546,354)	(32,759,039)	(16,955,797)	15,803,242		48.24%
-Profit distribution/Contributions Returned	(11,327,714)	(11,327,714)	(11,284,565)	43,149		0.38%
	<b>(\$14,275,009)</b>	<b>(\$17,500,593)</b>	<b>(\$9,267,182)</b>	<b>\$16,238,173</b>	<b>(\$8,004,762)</b>	
<b>Total Change in Equity</b>	<b>(\$13,313,854)</b>	<b>(\$16,196,972)</b>	<b>(\$8,016,416)</b>	<b>\$16,239,492</b>	<b>(\$8,058,936)</b>	

Balance Sheet Summary as at 30 June 2017

TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2017

	Actual 2015-16 \$	Actual 2016-17 \$	Variance \$	Variance %
<b>Current assets</b>				
Cash and cash equivalents	47,135,952	39,213,368	(7,922,584)	-16.81%
Trade and other receivables	404,507	308,308	(96,199)	-23.78%
<b>Total current assets</b>	<b>47,540,459</b>	<b>39,521,676</b>	<b>(8,018,783)</b>	<b>-16.9%</b>
<b>Non-current assets</b>				
Inventories	1,800,000	1,800,000	0	0.00%
Property, plant and equipment	131,368	149,880	18,512	14.09%
<b>Total non-current assets</b>	<b>1,931,368</b>	<b>1,949,880</b>	<b>18,512</b>	<b>0.96%</b>
<b>Total assets</b>	<b>49,471,827</b>	<b>41,471,556</b>	<b>(8,000,271)</b>	<b>-16.17%</b>
<b>Current liabilities</b>				
Trade and other payables	73,175	50,131	23,044	31.49%
Provisions	121,431	210,874	-89,443	-73.66%
<b>Total current liabilities</b>	<b>194,606</b>	<b>261,005</b>	<b>-66,399</b>	<b>-34.1%</b>
<b>Non-current liabilities</b>				
Provisions	56,652	6,398	50,254	88.71%
<b>Total non-current liabilities</b>	<b>56,652</b>	<b>6,398</b>	<b>50,254</b>	<b>88.71%</b>
<b>Total liabilities</b>	<b>251,258</b>	<b>267,403</b>	<b>-16,145</b>	<b>-6.43%</b>
<b>Net assets</b>	<b>49,220,569</b>	<b>41,204,153</b>	<b>(8,016,416)</b>	<b>-16.29%</b>

### **9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MAY & JUNE 2017**

#### **Report Information**

Reporting Officer: Chief Executive Officer

#### **Recommendation**

**That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of May and June 2017:**

- **Month ending 31 May 2017 (Total \$2,667,918.01)**
- **Month ending 30 June 2017 (Total \$7,035,842.87)**
- **Total Paid - \$9,703,760.88**

#### **Voting Requirements**

Simple Majority

#### **Report Purpose**

Submission of payments made under the CEO's Delegated Authority for the months ending 31 May 2017 and 30 June 2017.

#### **Relevant Documents**

Appendix:

- Cheque Detail for May & June 2017
- Summary Payment List for May 2017
- Summary Payment List for June 2017

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

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

#### **Background**

A list of accounts paid under delegation or submitted for authorisation for payment is to be submitted to the Council at each meeting. It is a specific requirement of Regulations that list state the month (not the period) for which the account payments or authorisation relates.

#### **Comment**

Payments made are in accordance with authorisations from Council, approved budget, TPRC procurement and other relevant policies.

Payments are reviewed by TPRC Accountants Moore Stephens following completion of each month's accounts.

## **9.4 PROJECT FINANCIAL REPORT – JUNE 2017**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council RECEIVES the Project Financial Report (June 2017) submitted by the Satterley Property Group.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider the Project Financial Report for June 2017 submitted by the Satterley Property Group.

### **Policy Reference**

N/A

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

N/A

### **Previous Minutes**

N/A

### **Financial/Budget Implications**

Review of Project Financial Report for June 2017.

### **Relevant Documents**

Appendix: Letter from Satterley Property Group dated 24 July 2017 with Financial Report

### **Background**

At its meeting of 16 June 2016, the Council approved the Project Budget FYE 2017 (May 2016), submitted by the Satterley Property Group, as the basis of financial planning for the 2016/2017 TPRC budget.

KPI 4.8 of the Development Managers Key Performance Indicators; Financial, requires the preparation of monthly financial reports.

### **Comment**

The Satterley Property Group has prepared a Financial Report for June 2017 for the Project. The report has been prepared on a cash basis and compares actual expenditure to approved budget expenditure for the period up to 30 June 2017 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$19.3M which is \$6.9M under budget with 24 less residential settlements for the year less year to date.
2. Expenditure was \$14.9M under budget, in the following areas:
  - Lot Production \$5.3M;
  - Landscape \$5.8M;
  - Infrastructure \$2.8M;
  - P&L expenditure \$2.8M.

The Satterley Property Group Financial Report provides greater details on the variations.

3. Lot Sales Value was \$14.5M unfavourable to budget due to 41 less lot sales year to date. Special Sites sales value is \$4.8M below budget due to timing of the Local Centre site and the Stage 18 Group Housing sites (now expected to settle in FYE 2018).

Satterley Property Group representatives will be in attendance to present the report.

## **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 10 AUGUST 2017**

### **Report Information**

Reporting Officer: Project Coordinator

### **Recommendation**

**That the Council RECEIVES the Sales and Settlement Report to 10 August 2017.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To advise the Council of the status of sales, settlements and sales releases.

### **Policy Reference**

N/A

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

Local Government Act 1995: Sect 3.58 – Disposal of Property.

### **Previous Minutes**

N/A

### **Financial/Budget Implications**

Income under this matter will be posted under item I145011 (Income on Lot Sales):

Budget Amount:	\$ 40,372,252
Received to Date:	\$ 2,185,425
Balance:	\$ 38,186,827

*Based on Draft Budget FYE 2018*

### **Relevant Documents**

Appendix: Staging Plan

### **Background**

The Sales and Settlement Report provides the Council with a status update of sales and settlements for the Project.

The Staging Plan provided under Appendix 9.5 identifies the extent of the stage boundaries referenced within the report.

**Comment**

The following table provides a summary of the Sales and Settlement position for lots released to 10 August 2017:

Stage	Release Date	Lots Released	Lot Sizes	Sold	Stock	Settled
<b>Stages 1 – 11, 12B, 13A, 13B, 14A, 14B, 14 Builders, 14C, 14D, 15A 15B and 15C</b>	-	751	-	751	0	750
<b>Stage 12A</b>	May 2014	25	295-463	24	1	24
<b>Stage 14B (Release 2)</b>	July 2016	10	262-329	9	1	6
<b>Stage 15D</b>	Sep 2016	2	375-376	1	1	1
<b>Stage 17A</b>	Oct 2016	25	300-510	21	4	15
<b>Stage 18A</b>	March 2016	29	300-510	28	1	26
<b>Stage 18B</b>	March 2017	31	200-474	17	14	2
<b>Stage 25 (Display Village)</b>	May 2017	15	375-552	0	15	0
<b>Stage 25 (Public Release)</b>	May 2017	21	300-450	7	14	0
<b>Total</b>		<b>909</b>		<b>858</b>	<b>51</b>	<b>824</b>

The following table provides a summary of lot sizing and commentary of current “Aged Stock” on hand. Aged Stock refers to lots that have been on the market for longer than 6 months.

Stage	Lot Number	Release Date	Months on Market	Price	M <sup>2</sup>	Comment
12A*	305	May 2014	38	\$295,000	447	Corner lot, side loaded, located on Aviator Boulevard, opposite future primary school site.
18A	883	Mar 2016	16	\$335,000	450	Regular lot, 15m frontage
14B*	775	July 2016	12	\$252,000	290	Cottage lot – rear loaded, 10.1m frontage, quiet house requirements
15D*	835	Aug 2016	11	\$288,000	376	Regular lot abutting Neerabup Road, Quiet house requirements
17A	951	October 2016	9	\$335,000	450	Regular Lot, 15 metre frontage
17A	953	October 2016	9	\$335,000	450	Regular Lot, 15 metre frontage
17A	974	October 2016	9	\$298,000	375	Regular Lot, 12.5 metre frontage
17A	979	October 2016	9	\$335,000	450	Regular Lot, 15 metre frontage

The aged stock is actively being sold down by the SPG, a position of eight aged stock is considered reasonable given current market conditions. Lots 305, 775, 835 and 883 have been approved for the \$8,000 early construction rebate.



## Competition Analysis

The following table provides a summary of gross sales at competing developments in the northern corridor.

The SPG has expressed caution that competitor's sales results are indicative only based on information that the SPG is able to obtain in the marketplace.

Estate	Sales												total	Size Range (m <sup>2</sup> )	Price Range
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Allara	18	11	11	4	7	8	12	10	6	0	9	1	97	225-520	\$129,950-\$223,000
Eden Beach	11	7	17	9	4	6	12	11	7	11	12	4	111	225-625	\$200,000-\$430,000
Catalina	11	9	5	9	1	7	11	8	8	8	11	4	92	225-448	\$210,000-\$315,000
Alkimos Beach	9	9	5	6	5	7	10	9	12	14	11	11	108	150-535	\$128,000-\$335,000
Amberton	12	11	15	4	6	6	7	12	4	5	8	3	93	188-526	\$160,000-\$275,000
Shorehaven	4	8	0	1	1	1	6	3	5	2	1	4	36	217-385	\$179,000-\$315,000
Trinity	4	5	10	7	8	3	8	7	5	8	13	7	85	298-542	\$198,000-\$280,000
<b>Total</b>	<b>69</b>	<b>60</b>	<b>63</b>	<b>40</b>	<b>32</b>	<b>39</b>	<b>62</b>	<b>60</b>	<b>47</b>	<b>48</b>	<b>65</b>	<b>34</b>	<b>619</b>		
<b>CATALINA MARKET SHARE (%)</b>	15.9	15.0	7.9	22.5	3.1	17.9	17.8	13.3	17	16.6	16.9	11.7	14.6		

A summary of available stock in the corridor is provided in the table below. The table indicates that generally Burns Beach is the most expensive estate. Catalina has the most expensive 225m<sup>2</sup> lots and Burns Beach has the most expensive 375m<sup>2</sup> and 450m<sup>2</sup> lots.

Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	Stock
Allara	149,950	169,000	193,000	223,000	47
Burns Beach	N/A	395,000	570,000 (beach)	500,000	19
Eden Beach	200,000	245,000	289,000	339,000	24
Catalina Central	210,000	255,000	298,000	335,000	22
Catalina Beach	N/A	320,000	380,000	425,000	29
Alkimos Beach	186,000	230,000	252,000	280,000	59
Amberton	160,000	199,000	233,000	270,000	28
Shorehaven	199,000	265,000	287,000	N/A	48
Trinity	N/A	202,000	230,000	255,000	28
<b>TOTAL</b>					<b>304</b>

In July 2017, 4 lots were sold in Catalina, 2 in the Central Precinct and 2 in the Beach Precinct. The Project currently has a stock position of 51 lots.

The SPG has advised that despite indications that the Western Australian property market has started to turn around, this has not yet translated to an increase in lot sales, and will likely be the case for the next few quarters. Consumer confidence still remains relatively low, with prospective buyers remaining cautious and taking considerable time to research their available options prior to committing to purchasing. The established homes market continues to be a major threat to lot sales, as many established homes within Clarkson and the surrounding suburbs are listed below replacement cost.

Competition amongst the north-west metro corridor estates remains strong, with many projects offering a variety of sales incentives and rebates. This competitive market space continues to place additional pressure on lot pricing at Catalina, which sits at the upper end of the available land in the corridor.

The current market for premium lots at Catalina Beach is limited, with fewer buyers seeking to purchase lots at greater than \$400,000. With seven lots under contract to date, this is in line with the projected rate of sales of two per month.

Satterley Property Group representatives will be in attendance to present the Sales and Settlement report.

## **9.6 PROJECT BUDGET 2017/2018**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Project Budget 2017/2018 (July 2017), submitted by the Satterley Property Group, and it be used as the basis of financial planning and reporting for the TPRC Budget 2017/2018.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider a report on the proposed revised Project Budget 2017/2018 (July 2017) prepared by the Satterley Property Group.

### **Policy Reference**

N/A

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

Nil

### **Previous Minutes**

- Council Meeting – 16 June 2016 (Item 9.9 - Project Budget FYE 2017)
- Council Meeting – 18 June 2015 (Item 9.6 - Project Budget 2015/2016)

### **Financial/Budget Implications**

Input to TPRC 2017/18 Budget.

### **Relevant Documents**

Appendix: SPG Project Budget 2017/2018 (July 2017)

### **Background**

At its meeting of 15 June 2017, the Council approved the Project Budget FYE 2018 (May 2017), submitted by the Satterley Property Group (SPG), as the basis of financial planning for the TPRC Budget 2017/2018.

The Project Budget FYE 2018 (May 2017) has been used to inform the TPRC Budget 2017/2018.

**Comment**

The SPG has completed the reconciliation of the Project Budget FYE 2017 and is proposing modification to the approved Project Budget FYE 2018 (May 2017) as a result of actual revenues/costs for FYE 2017 which impact on the accuracy of the Project Budget FYE 2018.

The changes in the Project Budget FYE 2018 are shown in the table below:

	<b>Project Budget FYE 2018 (May 2017) – Forecast</b>	<b>Project Budget FYE 2018 (July 2017) - Actuals</b>	<b>FYE 2018 Variance</b>
Gross Income	\$37.10M	\$37.40M	\$0.30M
Development Costs	(\$48.48M)	(\$50.87M)	(\$2.4M)
<b>Cashflow</b>	(\$11.38M)	(\$13.47M)	(\$2.09M)
Distributions	(\$4.00M)	(\$4.00M)	0

The main variance to the Project Budget FYE 2018 (May 2017) relates to the following:

- Landscape Works - \$1.63M, increased due to the deferral of costs for landscape works commenced in FYE 2017 and Catalina Beach landscape works which are now to be expended in FYE 2018;
- Infrastructure - \$1.08M, increased due to the delay in approval to Catalina Beach Pump Station works which are now to be expended in FYE 2018;
- Civil Construction Stages 18B and Stage 25 - \$1.78M, increased due to the deferral of costs for works commenced in FYE 2017 which are now to be expended in FYE 2018;
- Finance/Bonds - \$0.86M, increased due to additional bonding requirements for Stages 18B and 25 and the Catalina Beach Pump Station.

The impact of the proposed variations is that the Cashflow position in Project Budget for FYE 2018 is \$2.09M less favourable.

The proposed Distribution of \$4M to member local governments remains unchanged.

It is recommended that the Council approves the Project Budget FYE 2018 (July 2017), submitted by the Satterley Property Group, and that it be used as the basis of financial planning for the TPRC Budget 2017/2018.

## **9.7 TPRC DRAFT BUDGET FOR THE FINANCIAL YEAR 2017/2018**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

#### **That the Council:**

- 1. ADOPTS the Budget for the Tamala Park Regional Council for the year ending 30 June 2018, incorporating the following statements:**
  - a. Statement of Comprehensive Income, indicating an operating deficit of \$659,292.**
  - b. Statement of Financial Activity, showing surplus at end of year position of \$20,787,071.**
  - c. Rate Setting Statement, indicating no rates levied.**
- 2. ADOPTS a percentage of 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2017/2018 financial year, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

Consideration of the budget estimates for the financial year 1 July 2017 - 30 June 2018 including project approval and resource allocation.

### **Relevant Documents**

Appendix: Draft Annual Budget Estimates for 2017/2018 including -

- Comprehensive Income Statement;
- Statement of Financial Activity;
- Rate Setting Statement.

### **Previous Minutes**

- Council Meeting – 11 August 2016 (Item 9.6 - TPRC Draft Budget for the Financial Year 20016/2017)
- Council Meeting – 13 August 2015 (Item 9.11 - TPRC Draft Budget for the Financial Year 20015/2016)

### **Policy Reference**

N/A

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

- Local Govt Act 1995: Sect 6.2 Council Required, between 1 June and 31 August to adopt budget for financial year

- Local Govt (Financial Management) Regs 1996: Part 3 - Annual Budget form and content
- Guideline 8 - Opening Closing Funds - Annual Budget
- Local Government (Financial Mgt) Regs 1996: Reg 34 (5) Material Variance Reports [10%]
- Local Government (Audit) Regs 1996: Reg 13 Compliance Audit Item

### **Background**

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

The Budget is used as the base document for monthly financial reporting, for the formal Budget Review and for the Annual Financial Report, including financial performance ratios.

At its meeting of 15 June 2017, the Council approved the Project Budget FYE 2018 (May 2017), submitted by the Satterley Property Group (SPG), as the basis of financial planning for the TPRC Budget 2017/2018.

As a result of subdued market conditions, the SPG has proposed a conservative Project Budget FYE 2018 (May 2017) incorporating lower sales rates, revenue and construction activity than anticipated in the approved Project Forecast 2011 – 2029. It is noted that the Project Budget FYE 2018 forecasts higher land sales and gross income than FYE 2017.

The Project Budget FYE 2018 (May 2017) is based on the following key activities and key assumptions:

#### Sales/Settlements

- 118 sales;
- 127 settlements;
- Titles – 131 lots, Stages 17B, 25 and 26.

#### Civil Construction/Bulk Earthworks - \$11.9M

- Civil construction Stages 16A, 16B, 17B, 26 and 27 totalling 189 lots;
- Bulk Earthworks - Catalina Central Primary School site;
- Bulk Earthworks - Catalina Grove (Phase 1);
- Bulk Earthworks - Catalina Beach Stages 29-31.

#### Infrastructure - \$6.6M

- Connolly Drive Green Link intersection (\$1.9M);
- Aviator/Portofino extension (\$1.4M);
- Beach Access Road/services (\$1.6M);
- Waste Water Pump Station Catalina Beach (\$2.0M).  
*Note reimbursement from Water Authority FYE 2019.*

#### Landscape Construction - \$11.8M

- Catalina Beach Entry Park;
- Marmion Avenue verge and median;
- Marmion Avenue Catalina Beach Entry Statement;
- Biodiversity Conservation Area (South);
- Stages 10–15 Public Open Space areas – Central Precinct.

#### Marketing - \$0.83M

- Continued Catalina branding;
- Promotion of second Builders Display Village;

- Launch Catalina Beach Precinct;
- Upgrading of estate signage;
- Advertising for estate campaigns.

Planning

- Subdivision application for Stages 16A and 16B in Catalina Central;
- Planning and Subdivision application for Phase 1 – Catalina Grove.

The proposed Distribution to member local governments is \$4.0M.

**Comment**

1. In 2016/2017 the TPRC did not expend all projected operating allocations, particularly in the areas of Infrastructure, Lot Production, Administration and Marketing as a result of lower lot sales resulting in less lot production/infrastructure expenditure. Consequently, the operating budget for the financial year was in surplus.
2. As indicated above, the TPRC Budget 2017/2018 is based on the Project Budget FYE 2018 (May 2017), submitted by the Satterley Property Group. The SPG considers that the decline of the WA resource sector and slowing population growth is likely to result in the land market remaining soft for the next 18 months. As a result, the SPG has proposed a conservative position in terms of sales and revenue.
3. The comparison of projected income and expenditure for 2017/2018 with the previous year is shown in the table below.

<b>Net Result</b>	<b>Actual 2016/17 \$</b>	<b>Budget 2017/18 \$</b>
<b>Income</b>		
Investments	1,245,826	793,512
Proceeds Sale of Lots	19,933,119	42,133,752
Profit Disposal of Assets	0	0
Other income	4,940	2,035
<b>Total Income</b>	<b>21,183,885</b>	<b>42,929,299</b>
<b>Expenditure</b>		
Depreciation	17,942	21,212
Employee Costs	583,085	751,839
Insurance	10,227	10,469
Administration Expenses	193,588	489,364
Governance	155,101	181,955
<b>Total Expenditure</b>	<b>959,943</b>	<b>1,454,839</b>
<b>Net Result</b>	<b>20,223,942</b>	<b>41,474,460</b>
<b>Less Development of Land for Resale</b>		
Development Costs, Subdivisions & Apartments	16,955,797	55,659,496
Equity Distribution	11,284,565	4,268,725
	<b>28,240,362</b>	<b>59,928,221</b>
<b>Net Change in Members Equity</b>	<b>(8,016,420)</b>	<b>(18,453,761)</b>

Plus Accumulated Surplus as at 30th June	49,220,570	41,204,150
Less Changes on Revaluation of Non- Current Assets	0	0
	<u>49,220,570</u>	<u>41,204,150</u>
<b>Total Members Equity</b>	<u><u>41,204,150</u></u>	<u><u>22,750,389</u></u>

4. The Budget has been assembled in local government format and is shown in Appendix 9.7, which indicates items of revenue and expenditure and cash flow through the 12 months of the financial year. The emphasis of the budget is focused on initiatives in the following areas:

- Administration;
- Sales and Marketing;
- Land Development Costs;
- Revenue (sales revenue and investment income).

4.1. Administration

This category provides for the operation of the TPRC administration.

4.2. Sales and Marketing

Provision is made for the Sales and Marketing of the Project consistent with the Annual Marketing Plan (May 2017), Lot Release Strategy Plan (May 2017) and the Project Budget FYE 2018 (May 2017) approved by Council. The expenditure covered in this category is under item E145216 (Direct Selling Expenses). This category allows for expenditure associated with the following:

- Brand Development;
- Lead generation to achieve sales targets;
- Project Signage Strategy and upgrade;
- Point of Sale – Improve purchaser journey;
- Project website improvements and sales collateral refinement; and
- Catalina Beach Launch.

4.3. Land Development Costs

This category reflects the forecast subdued market conditions and proposes a conservative construction program for 2017/2018.

The expenditure projected is shown in the table below:

Land & Special Sites Development	\$10,889,547
Consultants	\$827,319
Landscape	\$11,872,836
Infrastructure	\$6,583,296
Bulk Earthworks	\$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
Debtors /Creditors Movement	<u>\$(9,608)</u>
	<u>\$50,074,559</u>

These are shown as Capital Costs in the Budget.



4.4. Revenue

Last financial year investment income amounted to \$1,245,826. Indications are that interest rates will remain stable through 2017/2018. The estimated investment revenue is \$793,512. This assumes an investment rate of 2.5% per annum for 2017/2018.

To date there has been no call upon local authority funds to meet any operating or capital expenditure. This position is expected to continue in 2017/2018.

5. Financial Activity Statement

The Financial Activity Statement 2017/2018 (Appendix 9.7) shows the TPRC cashflow position for 2017/2018. It predicts that the TPRC can meet all cashflow obligations. This assumes income from the sale of lots of \$42.13M. The Draft Annual Budget for 2017/2018 predicts that the TPRC can meet all cashflow obligations without the need for a finance or overdraft facility.

6. Material Variance

Regulation 34(5) of the *Local Government (Functions and General) Regulations 1996* specifically requires Local Government in each financial year, to adopt a percentage or value to be used in the Statements of Financial Activity. In previous years the TPRC used 10% for reporting material variances. This is considered an appropriate measure of variance that has resulted in reporting of minor variations in total cost terms.

It is recommended that the Council adopt a percentage of 10% or \$5,000 whichever is the greater for the purpose of reporting material variances by Nature and Type monthly for 2017/2018.

7. Distributions

The Draft TPRC Budget for 2017/2018 predicts Distributions to the seven participant members totalling \$4.0 million. It is anticipated that the Distributions are to be made as follows:

- December 2017 - \$2M
- June 2018 - \$2M

*At its meeting of 3 August 2017, the Audit Committee considered the Draft TPRC Budget for 2017/2018 and resolved to recommend that Council:*

1. *ADOPTS the Budget for the Tamala Park Regional Council for the year ending 30 June 2018, incorporating the following statements:*
  - a. *Statement of Comprehensive Income, indicating an operating deficit of \$659,292.*
  - b. *Statement of Financial Activity, showing surplus at end of year position of \$22,890,886.*
  - c. *Rate Setting Statement, indicating no rates levied.*
2. *ADOPTS a percentage of 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2017/2018 financial year, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.*

It should be noted that the Draft TPRC Budget for 2017/2018 considered by the Audit Committee has been varied to reflect actual expenditure and revenue in FYE 2017 and the revised Project Budget FYE 2018 (July 2017), submitted by the Satterley Property Group.

As outlined in the revised Project Budget FYE 2018 (July 2017), Item 9.6 of this Agenda, the impact of the proposed variations is that the Cashflow position in Project Budget for FYE 2018 is \$2.09M less favourable, which has a similar impact on the Draft TPRC Budget for 2017/2018. This results in the Draft TPRC Budget for 2017/2018 showing a surplus at end of year position of \$20,787,071, (previously \$22,890,886). The changes have no material impact on the Draft TPRC Budget for 2017/2018.

### **Conclusion**

The Draft TPRC Budget for 2017/2018 has been updated consistent with the Project Budget FYE 2018 (July 2017) reflecting actual expenditure and revenue in FYE2017.

It reflects a conservative sales, revenue and construction activity position which is considered appropriate given the soft forecast for the land sales market and the adverse conditions being reported on the Western Australian economy. It is also consistent with the Annual Plan (May 2017) and the Sales and Lot Release Strategy Plan (May 2017) approved by Council on 15 June 2017, as the basis of sales, land releases and civil construction.

It predicts that the TPRC can meet all cashflow obligations without the need for any call upon member local government funds to meet any operating or capital expenditure.

The Draft TPRC Budget for 2017/2018 is recommended to Council for adoption.

## **9.8 REVIEW OF SUSTAINABILITY INITIATIVES PLAN**

### **Report Information**

Reporting Officer: Project Coordinator

### **Recommendation**

#### **That the Council:**

- 1. RECEIVES the Satterley Property Group advice relating to implementation of the proposed sustainability initiatives dated 6 July 2017.**
- 2. NOT SUPPORT the implementation of the following proposed new initiatives for Catalina:**
  - 2.1 The provision of an Electronic Tablet to purchasers;**
  - 2.2 A rebate of \$400 to residents for the installation of LED lighting;**
  - 2.3 A rebate for replacement LED lighting to existing residents to a value of \$150.**
- 3. SUPPORTS the investigation and potential trial of LED street lighting and Smart Pole technology with the City of Wanneroo and requests the Satterley Property Group to provide a report on implementation for Council's consideration.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider a report on the implementation of proposed new sustainability initiatives for the Project, prepared by the Satterley Property Group.

### **Policy Reference**

N/A

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

N/A

### **Previous Minutes**

Council Meeting – 15 June 2017 (Item 9.12: Review of Sustainability Initiatives Plan)

### **Financial/Budget Implications**

Expenditure under this matter will be incurred under the following items:

Item E145216 (Sales Expenditure – Direct Selling Costs):

Budget Amount:       \$ 4,729,937  
Spent to Date:       \$ 117,532  
Balance:               \$ 4,612,405

*Based on Draft Budget FYE 2018*

### **Relevant Documents**

Appendix: SPG report dated July 2017 – Sustainability Initiatives Review 2017 – Implementation Strategy

### **Background**

At its June 2017 meeting the Council considered a review of the Sustainability Initiatives Plan (SIP), prepared by the Satterley Property Group (SPG) and approved sustainability initiatives for FYE 2018. The Council also requested that the Satterley Property Group provide an implementation strategy on the following proposed new initiatives 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;
- Investigation of SmartPole technology with the City of Wanneroo including, but not limited, to LED lighting, CCTV and battery power.

The purpose of the SIP is to identify initiatives that the Council can undertake in the Project to meet sustainability and innovation objectives. The SIP focuses on key elements including reduction of water use, reduction of energy use, reduction of waste; and general initiatives relating to civil design and construction and landscape design and construction.

### **Comment**

As requested by the Council at its June 2017 meeting the SPG has provided advice outlining implementation strategies for the proposed initiatives. The SPG correspondence is attached at Appendix 9.8.

#### Electronic Tablet

The SPG has recommended that each new purchaser be provided with an electronic tablet, at an estimated cost of \$500 per lot. The intent of the tablet is to provide the residents with Catalina documents, including a copy of the sales contract and educational material primarily centred on sustainability.

The SPG has outlined an implementation process which includes SPG preloading the tablets with all relevant information. The SPG would issue the tablets to the purchasers upon settlement of lots. Notifications and updates including the Community Newsletter would be sent to the purchaser and received through a notification on the tablet.

In order to send information to the purchasers there would be an additional cost of \$60 per tablet per annum. The additional cost is a result of setting up individual accounts to a domain name (@catalinawa.com.au) through an exchange provider host. This would be an ongoing cost to cease at the conclusion of the Project. The SPG has confirmed that it would be difficult to ascertain if the accounts were being used or not and that it is likely that the TPRC would be paying an annual fee irrespective of whether the account is being used.

The SPG has also confirmed that there is no way of preventing the tablet from being reset or for the programs/applications that deliver the TPRC initiatives and information from being deleted.

The total cost associated with the implementation of the electronic tablet initiative to 2028, based on 1,200 lots, is in excess of \$900,000.

Providing each new purchaser with an electronic tablet with preloaded documentation and 'apps' is potentially an innovative way to promote sustainability to residents. However, if the ongoing use of the tablet in delivering TPRC information cannot be secured for a substantial period of time then the value of the initiative is significantly diminished. There are also concerns that the TPRC will be committing to ongoing costs without appropriate management and accountability procedures in place.

Given the significant cost of the electronic tablet initiative and lack of certainty regarding the security of software to deliver TPRC information the initiative is not supported at this time.

There is no current provision for the cost of the Tablet or ongoing annual fees in the approved Project Budget FYE 2018, which will need to be updated if supported.

#### LED Lighting

The SPG proposes that the TPRC offer a \$400 rebate to homeowners where LED lighting is installed in a new home. The SPG has recommended the following implementation process:

- In order to qualify for the rebate, the home owner must install a minimum of 20 LED lights attached to the home;
- Upon construction of the home (18 months for a single storey, 24 months for double storey), the home owner submits a completed application form to the SPG providing evidence of building specification (including LED lighting) and evidence of installation;
- A rebate form and accompanying evidence is assessed by the SPG and if complete forwarded to the TPRC for payment.

The SPG also recommends that the TPRC offer a rebate up to \$150 to existing Catalina residents who upgrade existing lights to LED lights. The SPG has recommended the following implementation process:

- In order to qualify for the rebate, the home owner must provide a tax invoice for the purchase of LED lights;
- The rebate will take the form of a re-imbusement, based on the amount on the tax invoice, with the re-imbusement being capped at \$150;
- The resident will only be able to claim the rebate once;
- The lot details of all residents who claim the rebate will be recorded by the SPG to ensure that only one rebate is claimed;
- The rebate form and accompanying evidence is assessed by the SPG and if complete forwarded to the TPRC for payment.

The cost of the LED rebates is anticipated to be approximately \$630,000.

Whilst potentially a useful initiative, there is no current provision for the cost of the LED lighting initiative in the approved Project Budget FYE 2018, which will need to be updated if supported. There are also concerns about the reliability and management of the rebate based on the reimbursement of tax invoices.

It is also noted that the TPRC already provides a significant energy efficiency initiative through the \$2,000 Solar Panel Rebate. The LED initiative is not recommended to Council for approval at this time.

Smart Pole Technology

In accordance with Council’s June 2017 resolution there have been preliminary discussions with the City of Wanneroo regarding the use of Smart Pole technology. The City of Wanneroo is currently preparing a Council Policy on LED street lighting which will include guidance on Smart Pole technology. The City has indicated a willingness to work with the TPRC to investigate trial Smart Pole technology and LED street lights in advance of the preparation of this Policy.

**Conclusion**

The SPG has previously advised that Catalina is considered to exceed a number of competitors on sustainability initiatives. Given this any new initiatives should demonstrate significant sustainability benefits and consideration of financial implications prior to being accepted. The TPRC currently provides the following approved rebates.

<b>Sustainability Initiative</b>	<b>Allocation</b>
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$600 - \$900 per lot
High rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot

In addition to the above rebate the Council undertakes other significant sustainability initiatives, which include:

- Fauna/flora relocation;
- Flora revegetation programs;
- Native seed collection and propagation program;
- Use of locally appropriate water wise plants;
- Installation of water efficient sub soil irrigation systems;
- Housing Design Guidelines.

In order to support the proposed new initiatives for the life of the Project, the following additional costs would need to be budgeted for in the approved Project Budget FYE 2018 and included in the Project Forecast:

Tablet (including ongoing costs) - \$900,000  
 LED Rebates - \$630,000

At this stage, the Tablet and the LED initiatives are not recommended for implementation by the Council.

*At its meeting of 20 July 2017, the Management Committee considered a report (dated 6 July 2017) from the Satterley Property Group relating to implementation of the proposed sustainability initiatives and resolved to recommend that Council:*

1. *RECEIVES the Satterley Property Group advice relating to implementation of the proposed sustainability initiatives dated 6 July 2017.*
2. *NOT SUPPORT the implementation of the following proposed new initiatives for Catalina:*
  - 2.1 *The provision of an Electronic Tablet to purchasers;*
  - 2.2 *A rebate of \$400 to residents for the installation of LED lighting;*
  - 2.3 *A rebate for replacement LED lighting to existing residents to a value of \$150.*
3. *SUPPORTS the investigation and potential trial of LED street lighting and Smart Pole technology with the City of Wanneroo and requests the Satterley Property Group to provide a report on implementation for Council consideration.*

## **9.9 CATALINA GROVE PRECINCT PLAN**

### **Report Information**

Reporting Officer: Project Coordinator

### **That the Council:**

- 1. RECEIVES the correspondence dated July 2017, submitted by the Satterley Property Group, relating to the Catalina Grove Precinct Concept Plan.**
- 2. APPROVES the following:**
  - a) Concept Plan – Variation B as the preferred Local Structure Plan Concept for Catalina Grove.**
  - b) Submission of an application to the Department of Sustainability, Environment, Water, Population and Communities (SEWPAC) for approval to relocate the approved environmental area in accordance with Concept Plan – Variation B.**
  - c) The progression and lodgement of an Amendment to the Tamala Park Local Structure Plan consistent with the Catalina Grove Concept Plan – Variation B.**
  - d) A Tree Canopy Target of 20% by 2028 for Catalina Grove.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider a report prepared by the Satterley Property Group on the Catalina Grove Precinct Plan.

### **Policy Reference**

N/A

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

N/A

### **Previous Minutes**

- Council Meeting – 15 June 2017 (Item 9.15: Catalina Grove Tree Canopy Retention Update)
- Council Meeting – 23 February 2017 (Item 9.10: Catalina Grove Precinct Plan – Feasibility Analysis)
- Council Meeting – 8 December 2016 (Item 9.8: Catalina Grove Structure Plan Update).
- Council Meeting - 15 October 2016 (Item 9.11: Catalina Grove Precinct Plan).

### **Financial/Budget Implications**

N/A



## Relevant Documents

Appendix: SPG Correspondence: Catalina Grove Structure Plan Amendment

## Background

At its meeting of 8 December 2016, the Council considered an update provided by the Satterley Property Group (SPG) on the progress of the Catalina Grove Precinct Plan and concept plans for the development of the Catalina Grove Precinct and resolved as follows:

1. *RECEIVE the Catalina Grove Update (November 2016) prepared by Satterley Property Group.*
2. *SUPPORT Option 3 as the preferred Concept Plan for the Catalina Grove Precinct for the purpose of further consultation with the City of Wanneroo and State Authorities.*
3. *REQUEST the Satterley Property Group to:*
  - a) *Undertake a cash flow feasibility analysis on Catalina Grove Concept Plan (Option 3) with a report to be presented for Council's consideration at its February 2017 meeting.*
  - b) *Finalise a program for progressing the resolution of issues, detailed consultation with key stakeholders, finalisation of specialist consultant's inputs and preparation and approval of an Amendment to the Tamala Park Local Structure Plan for Council's consideration at its February 2017 meeting.*
  - c) *Provide a map showing the location of all significant trees in the Precinct, and how many of those significant trees are retained under the recommended Concept Plan.*
  - d) *Undertake a tree canopy cover survey of the Catalina Grove Precinct to allow Council to set a realistic target for future tree canopy cover for the Precinct.*

The preferred Concept Plan - Option 3 (Concept Plan Attached at Appendix 9.9) was preferred on the following basis:

- Provides a greater range of housing options and densities;
- Recognises the importance of the Station and Local Centre as contexts for density and diversity around amenity;
- Larger focus on locating density in concentrated areas with amenity, allowing for pockets of higher density housing/apartments;
- Enhanced pedestrian, vehicle and public transport movement and connection options to Station;
- Greenlink and road connection strongly aligned to more directly feed into the Station;
- Options for mixed use residential within the high-density precinct and adjacent Local Centre;
- Local Centre shifted to Connolly Drive corner for exposure and also providing a density opportunity;
- A main street proposed off the Local Centre to provide a focal point for residents of Catalina Grove;

- Opportunity for traditional product (R30/40) located away from the Station and Centre Precincts to achieve diversity of product; and
- Potential to retain vegetation in pocket parks (more pocket parks).

At its meeting of 23 February 2017, the Council considered a feasibility study on the preferred Concept Plan (Option 3) for Catalina Grove and resolved as follows:

1. *RECEIVE the correspondence dated 7 February 2017, submitted by the Satterley Property Group, relating to the Catalina Grove Precinct Concept Plan.*
2. *NOT APPROVE the progression of the Amendment to the Tamala Park Local Structure Plan consistent with Catalina Grove Concept Plan (Option 3) and in accordance with the Catalina Grove Program (8 February 2017), noting that the Amendment to the Tamala Park Local Structure Plan will be presented to Council prior to the formal submission to the City of Wanneroo and Western Australian Planning Commission.*
3. *REQUEST the Satterley Property Group as follows:*
  - 3.1 *That following the completion of the tree canopy analysis for the Grove Precinct it provides recommendations on tree canopy retention targets for the Catalina Grove Precinct for Council's consideration.*
  - 3.2 *To provide a report to Council on the number of significant trees to be retained under Concept Plan (Option 3) prior to the finalisation of the Amendment to the Tamala Park Local Structure Plan.*

**Comment**

The Catalina Grove Concept Plan has been reviewed with a view to maximising the retention of significant trees and tree canopy while still delivering important planning and economic objectives.

The SPG has provided a report on Catalina Grove, providing two additional variations of the preferred Catalina Grove Concept Plan that address significant tree retention, canopy targets and yield. A copy of the correspondence is attached at Appendix 9.9.

Tree Canopy Retention

A canopy assessment has been undertaken for Catalina Grove.

The canopy assessment indicates the following vegetation strata:

<b>Catalina Grove</b>	
<b>Vegetation Strata</b>	<b>Percentage of Grove Precinct</b>
0 – 3 metres	15.39%
3 – 6 metres	13.43%
6 – 12 metres	9.77%
<b>12 metres +</b>	<b>3.01%</b>
<b>Total</b>	<b>41.6%</b>

Although the total vegetation coverage of the precinct is 41.6%, the vegetation 0 – 3m in height is primarily made up of ground cover and not canopy.

The SPG advice indicates that trees 6m or greater in height are considered to be most significant, based on landscape amenity and advice from the landscape architects and the arborist. The focus of the tree retention and canopy has been on the most significant trees in the Precinct. It is noted that almost 60% of the site is cleared and has no canopy, which influences canopy retention and constrains design opportunities.

The SPG has provided the following information on Perth metropolitan local governments that have set tree canopy targets.

Local Government	Current Canopy	Target Canopy	Target Date
City of Bayswater	13.20%	20.00%	2025
City of Belmont	9.10%	14.10%	No Date
City of Perth	19.00%	30.00%	2036
City of Stirling	15.00%	18.00%	2030
City of Vincent	11.70%	20%-25%	2050
City of Wanneroo	15.00%	No Target	

The SPG considers that based on the potential to retain existing canopy and new tree planting a tree canopy target for Catalina Grove of 20% is achievable by 2028.

### Significant Trees

An arborist has assessed the health of each significant tree within the Grove Precinct. The arborist's assessment is summarised in the table below.

Classification	Description	Quantity
Very High Retention Value	<ul style="list-style-type: none"> <li>Considered to be an exceptionally good specimen of its species.</li> <li>Retention of the tree is strongly recommended.</li> </ul>	7
High Retention Value	<ul style="list-style-type: none"> <li>Generally, a good / very good specimen of its species.</li> </ul>	90
Medium Retention Value	<ul style="list-style-type: none"> <li>Reasonably good specimen of its species.</li> <li>Higher management and maintenance requirements.</li> </ul>	105
Low Retention Value	<ul style="list-style-type: none"> <li>Ok specimen, typically includes trees in declining health.</li> <li>Retention of trees within road reserve or lot is not recommended.</li> </ul>	54
Very Low Retention Value	<ul style="list-style-type: none"> <li>Low quality trees.</li> <li>Suggested to be removed.</li> </ul>	1

The very high and high retention value trees in the table above have been prioritised in consideration of the Concept Plans (Variations A and B).

### Concept Plan Options

The Catalina Grove Concept Plan has been reviewed to achieve the Council's objective to maximise tree canopy and significant tree retention while still delivering important planning and economic objectives which will be required by the City of Wanneroo and the Western Australian Planning Commission. Two variations of the preferred Catalina Grove Concept Plan have been developed to address Council's requirements.

The process undertaken to develop the two Concept Plans is considered innovative and best practice. The Satterley Property Group is unaware of any project in Western Australia that has undertaken an analysis of the existing tree canopy and individual tree assessment to the level of detail undertaken for the Grove Concept Plans. The level of analysis has allowed the Concept Plan Variations to be developed with a high degree of accuracy and confidence to determine canopy and significant tree retention.

#### Concept Plan - Variation A

This Concept Plan seeks to enhance the retention of tree canopy and the number of retained significant trees through the following:

- Inclusion of a POS area within 400 meters walkable catchment of the Clarkson Train Station that is strategically located and shaped to maximise canopy retention and retain high value trees.
- Inclusion of an additional POS area located in the south east portion of the Precinct, capturing high value canopy and trees.
- Green Link realigned to maximise retention of high value trees and canopy.
- POS in the north western portion of the site relocated to capture higher value trees and canopy.
- Retention of significant trees through the inclusion of Public Access Ways (PAW) and within road reserves.

#### Concept Plan - Variation B

This Concept Plan proposes the relocation of the SEWPAC approved environmental area to retain more significant vegetation and includes the following:

- Inclusion of a POS area within 400 meters walkable catchment of the Clarkson Train Station that is strategically located and shaped to maximise canopy retention and retain high value trees.
- Green Link realigned to maximise retention of high value trees and canopy.
- POS in the north western portion of the site relocated to capture higher value trees and canopy.
- Retention of significant trees through the inclusion of Public Access Ways (PAW) and within road reserves.

The Concept Plan Variations A and B increase the extent of tree canopy and number of significant trees to be retained.

The following table provides details on the canopy retention of Concept Plan Variations A and B.

<b>Catalina Grove – Retention of Existing Canopy</b>	<b>Canopy Retained</b>	<b>Canopy as Percentage of the Site</b>
Concept Plan - Variation A	26.7%	12.5%
Concept Plan - Variation B	27.9%	13%

The total tree canopy retention ranges between 23% - 26% of the existing canopy, this is considered to set a benchmark for projects in the north-west corridor. It is also noted that 45% of the tree canopy strata > 6meters is proposed to be retained.

Given that approximately 60% of the site has no canopy, a canopy percentage range for the site of 10.6% - 12% would be achievable and is considered appropriate to provide the necessary base canopy to achieve a target of 20% for the Catalina Grove site.

Concept Plan - Variation B has been recommended by the SPG as it achieves a higher retention of significant trees, a high retention of overall canopy and based on SPG's modelling higher project profitability. It also demonstrates the following planning and economic characteristics:

- Centrally located public open space.
- Relocation of the Neighbourhood Centre to the intersection of Connolly Drive and Aviator Boulevard.
- Rationalisation of the mixed use zoned land.
- Mixed use development adjacent the Neighbourhood Centre.
- Medium density (R60) residential development adjacent to the Green Link, Neighbourhood Centre and Public Open Space.
- The SEWPAC approved environmental area relocated to the south-east corner of the site. The area proposed for retention has significantly more canopy cover and contains more high retention value trees.
- 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.
- 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).
- 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.

It is noted that the relocation of the approved SEWPAC environmental area will require approval from SEWPAC and has potential to impact on project program.

The SPG has also recommended that Council approve the following actions:

1. Concept Plan – Variation B as the preferred Local Structure Plan Concept.
2. Seek SEWPAC approval for the relocation of the environmental area in accordance with Concept Plan – Variation B.
3. The progression and lodgement of an Amendment to the Tamala Park Local Structure Plan consistent with the Catalina Grove Concept Plan – Variation B.
4. A Tree Canopy Target of 20% by 2028 for Catalina Grove.

### **Conclusion**

It is considered that Concept Plan - Variation B best satisfies Council's objectives, including providing the highest retention of canopy and significant trees. It also addresses the following important principles:

- 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 opens space has been positioned to maximise the retention of canopy and significant trees;
- 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;
- Pocket parks and road carriage ways have been designed to maximise retention of significant trees and tree canopy;
- Highest total gross profit (estimated \$94m);
- It provides the opportunity for a best practice tree canopy target of 20% by 2028 for Catalina Grove;
- Delivers important planning and economic objectives which will be required by the City of Wanneroo and the Western Australian Planning Commission.

The process undertaken is considered best practice and has delivered tree retention targets and canopy targets that will deliver further innovation on the Project. The canopy and tree retention targets identified will ensure the TPRC is delivering its objective to produce a quality development demonstrating the best urban design and development practice.

It should also be noted that as part of the Department of Sustainability, Environment, Water, Population and Communities (SEWPAC) approval to develop the Catalina Project the TPRC has provided substantial offsets, including the following:

- Marmion Avenue conservation area (BCA), 13.3ha is retained and managed for conservation. This area of bushland contains good to very good condition habitat for the Carnaby's Black Cockatoo.
- Provision of Foraging Species in Streetscape, Road Reserves and Local Open Space Reserves.
- Ceding of Coastal reserve (91ha) to the west of the site, to the WAPC for conservation.
- Acquisition of a 500ha site for Carnaby's Cockatoo foraging habitat and transfer to DPAW.

The SPG recommendations 1 – 4 listed above, including approval of the Catalina Grove Concept Plan – Variation B, are supported in order to progress the Catalina Grove Local Structure Plan Amendment.

*The Management Committee at its meeting of 20 July recommended that Council:*

1. *RECEIVE the correspondence dated July 2017, submitted by the Satterley Property Group, relating to the Catalina Grove Precinct Concept Plan.*
2. *APPROVE the following actions:*
  - a) *Concept Plan – Variation B as the preferred Local Structure Plan Concept for Catalina Grove.*
  - b) *Application to SEWPAC for approval to the relocation of the approved environmental area in accordance with Concept Plan – Variation B.*
  - c) *The progression and lodgement of an Amendment to the Tamala Park Local Structure Plan consistent with the Catalina Grove Concept Plan – Variation B.*
  - d) *A Tree Canopy Target of 20% by 2028 for Catalina Grove.*

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

### **Report Information**

Reporting Officer: Chief Executive Officer

### **That the Council:**

- 1. APPROVES the TPRC Audit Charter (July 2017).**
- 2. ADOPTS the Audit Plan 2017/2018.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the TPRC Audit Charter and Annual Audit Plan 2017/2018.

### **Relevant Documents**

Appendix:

- Audit Charter (July 2017)
- Audit Plan (2017/2018)

### **Previous Minutes**

- Audit Committee Meeting – 3 August 2017 (Item 8.3 – Audit Committee Audit Charter & Annual Audit Plan Review)
- Council Meeting – 11 August 2016 (Item 9.8 – Audit Committee Audit Charter & Annual Audit Plan Review)

### **Policy Reference**

Audit Charter (2016)

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

- Local Government Act: Sect 7.1
- Regs - Local Government (Audit) 1996

### **Background**

The Audit Committee has specific obligations prescribed by the Act and audit regulations. The Audit Committee also has obligations and responsibilities set out in the adopted Audit Charter.

The principal activities of the Audit Committee are as follows:

- Review of the draft Budget and review of the formal Budget Review to be undertaken between 1 January – 31 March;
- Review of the Annual Compliance Return;
- Review of the Annual Report and recommendation for adoption of the Annual Report to the Council.



**Comment**

The Council approved the TPRC Audit Charter (July 2016) and the Audit Plan 2016/2017 at its meeting of 11 August 2016.

The Annual Audit Plan has been altered to reflect Audit Committee meetings during the next twelve months and proposed activities during that period and is attached at Appendix 9.10.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the TPRC Audit Charter and Annual Audit Plan 2017/2018 and resolved to recommend that Council APPROVES the TPRC Audit Charter (July 2017) and Annual Audit Plan 2017/2018.*

## **9.11 PAYMENT OF ACCOUNTS & SECURITY OF PAYMENT INSTRUMENTS POLICY REVIEW**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (July 2017).**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the Payment of Accounts & Security of Payment Instruments Policy.

### **Relevant Documents**

Appendix: Payment of Accounts & Security of Payment Instruments Policy (July 2017)

### **Policy Reference**

Payment of Accounts & Security of Payment Instruments Policy (July 2016) adopted October 2016.

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

Local Government (Functions & General) Regs1996, Part 4, Division 1 (Purchasing Policies)

### **Previous Minutes**

Council Meeting – 13 August 2015 (Item 9.13 – Payment of Accounts & Security of Payment Instruments Policy Review)

### **Background**

At its meeting of 20 October 2016, the Council approved the Payment of Accounts & Security of Payment Instruments Policy (July 2016) consistent with the Local Government Regulations.

### **Comment**

The Payment of Accounts & Security of Payment Instruments Policy has operated satisfactorily and the Council's Auditor has raised no issues in relation to the Policy.

No changes are proposed and the Payment of Accounts & Security of Payment Instruments Policy (July 2017) is recommended for adoption.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the Payment of Accounts & Security of Payment Instruments Policy and resolved to recommend that Council APPROVES the Payment of Accounts & Security of Payment Instruments Policy (July 2017).*

## **9.12 INVESTMENT POLICY REVIEW**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Investment Policy (July 2017).**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the Investment Policy.

### **Relevant Documents**

Appendix: Investment Policy (July 2017)

### **Previous Minutes**

- Audit Committee Meeting – 14 September 2016 (Item 8.5 – Investment Policy Review)
- Council Meeting – 20 October 2016 (Item 9.8 – Investment Policy Review)

### **Policy Reference**

Existing Investment Policy (July 2016).

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

- Local Government Act: Sect 6.14
- Trustees Act 18-21

### **Background**

The Local Government Act allows investment of funds by local authorities.

At its meeting of 20 October 2016, the Council approved the Investment Policy (July 2016).

### **Comment**

The Council's auditor has undertaken a review of the TPRC's investment practices and procedures and the Investment Policy, as part of its annual audit, and has found them to be satisfactory. The Policy continues to operate satisfactorily, even with prudent practices investment returns have exceeded budget expectations. No changes are proposed and the Investment Policy (July 2017) is recommended for adoption.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the Investment Policy and resolved to recommend that Council approves the review of the Investment Policy (July 2017).*

## **9.13 CREDIT CARD POLICY REVIEW**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Credit Card Policy (July 2017).**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the Credit Card Policy consistent with Local Government Regulations.

### **Relevant Documents**

Appendix: Credit Card Policy (July 2017)

### **Policy Reference**

Existing Credit Card Policy (July 2016).

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

Local Government (Financial Management) Regulations 1996, Part 2 (General Financial Management)

### **Previous Minutes**

- Council Meeting – 11 August 2016 (Item 9.9 – Credit Card Policy Review)
- Audit Committee Meeting – 28 July 2016 (Item 8.6 – Credit Card Policy Review)

### **Financial/Budget Implications**

N/A

### **Background**

The Council approved the Credit Card Policy (July 2016) at its meeting of 11 August 2016.

### **Comment**

The Credit Card Policy continues to operate satisfactorily and provides internal control and operational guidelines for protection of the TPRC. It is noted that the Council's auditor has raised no issues in relation to the Credit Card Policy. The Credit Card Policy continues to operate satisfactorily and no changes are proposed. The Credit Card Policy (July 2017) is recommended for adoption.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the Credit Card Policy and resolved to recommend that Council APPROVES the Credit Card Policy (July 2017).*

## **9.14 PROCUREMENT POLICY REVIEW**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Procurement Policy (July 2017).**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the Procurement Policy.

### **Relevant Documents**

Appendix: Procurement Policy (July 2017)

### **Policy Reference**

Existing Procurement Policy (July 2016)

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

Local Government (Financial Management) Regulations 1996, Part 2 (General Financial Management)

### **Previous Minutes**

- Council Meeting – 11 August 2016 (Item 9.11 – Procurement Policy Review)
- Audit Committee Meeting – 28 July 2016 (Item 8.8 – Procurement Policy Review)

### **Financial/Budget Implications**

N/A

### **Background**

Part 3 of the Local Government Act together with the Financial Management Regulations and Functions and General Regulations provides an outline of specific requirements and probity guidelines in respect of the purchase of goods and tendering on behalf of local governments.

### **Comment**

The Council's probity auditor considers the TPRC Procurement Policy provides sound guidelines for the procurement of goods or services and have raised no issues in relation to the Procurement Policy.

The TPRC Procurement Policy continues to operate satisfactorily and provides best practice guidelines for the procurement of goods or services through quotes or public tender. The Procurement Policy (July 2017) is recommended for adoption.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the Procurement Policy and resolved to recommend that Council approves the Procurement Policy (July 2017).*

## **9.15 RECORDKEEPING POLICY REVIEW**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

**That the Council APPROVES the Recordkeeping Policy (July 2017).**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To review the Recordkeeping Policy consistent with Local Government Regulations.

### **Relevant Documents**

Appendix: Recordkeeping Policy (July 2017)

### **Policy Reference**

Existing Recordkeeping Policy (March 2011).

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

- Local Government Act 1995
- State Records Act 2000

### **Financial/Budget Implications**

N/A

### **Background**

The Council approved the Recordkeeping Policy (March 2011) at its meeting of 14 April 2011.

### **Comment**

The intent of the Recordkeeping Policy is to provide guidance to TPRC staff, Councillors and contractors on recordkeeping requirements consistent with the *State Records Act 2000*.

The Recordkeeping Policy has been updated to reflect the amended Recordkeeping Plan approved by the State Records Commission on 17 March 2017. The Recordkeeping Policy (July 2017) is recommended for adoption.

An advice note is to be prepared and circulated to Councillors.

*At its meeting of 3 August 2017, the Audit Committee considered a report on the review of the Recordkeeping Policy and resolved to recommend that Council APPROVES the Recordkeeping Policy (July 2017).*

9.16 CATALINA LOCAL JOB CREATION STRATEGY - **CONFIDENTIAL**

CONFIDENTIAL



**9.17 DEVELOPMENT MANAGERS – KEY PERFORMANCE INDICATORS – FYE 2017**  
**CONFIDENTIAL**

CONFIDENTIAL

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

# **APPENDICES**