

Appendix 9.1

Landscaping Table

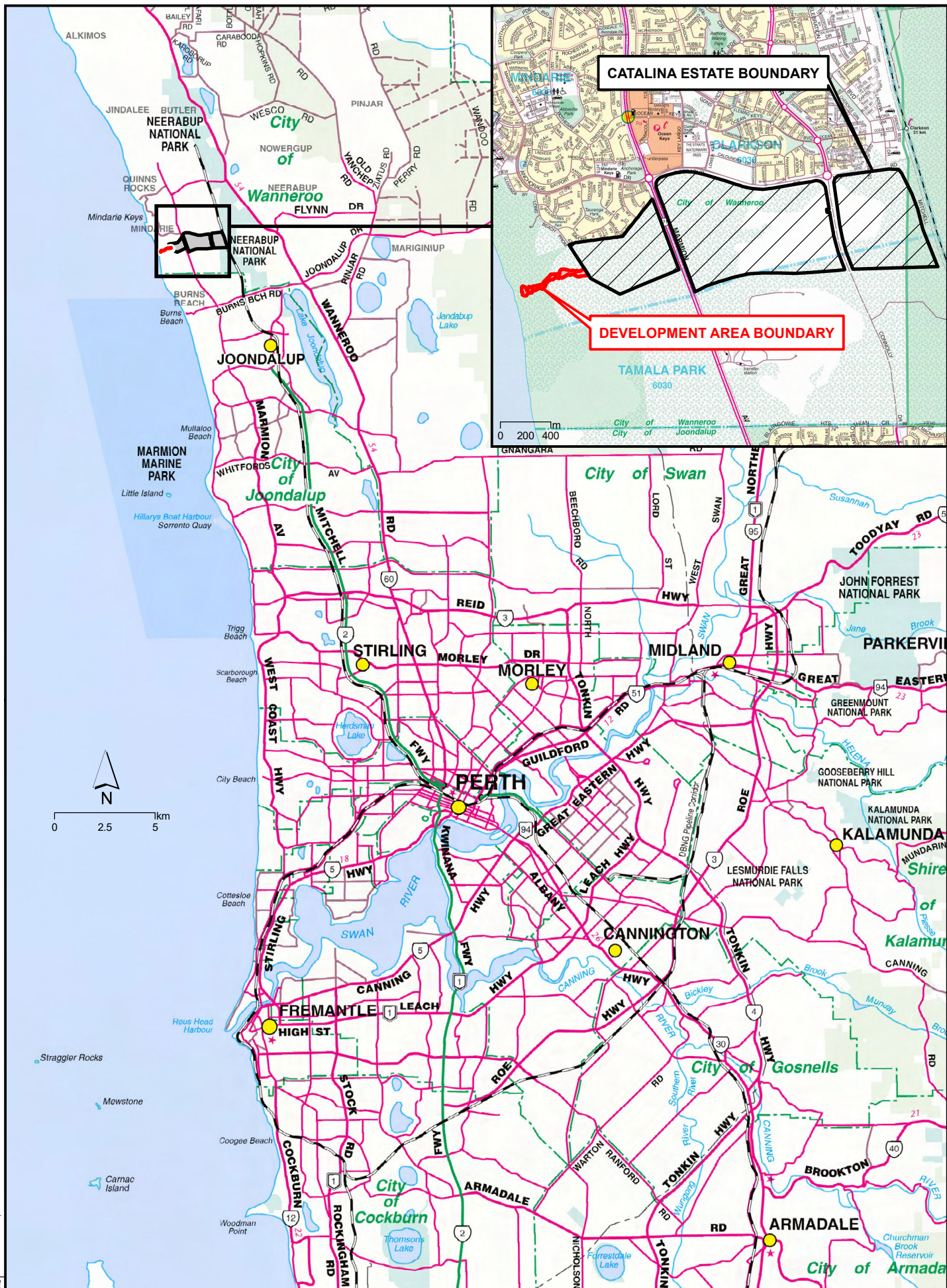
Landscape Works	FYE 2018 Budget	Detailed Design	City of Wanneroo Approval	Proposed Construction Commencement	Proposed Completion	Comments
Catalina Beach Landscaping Works Separable Portion A (POS), B (Greenlink Entry) and E (Streetscapes)	\$2,655,357.00	Complete	15 May 2017	Under construction	February 2018	Works commenced in late August. Practical Completion of the Linear POS (including play tower), Green Link and Medians is anticipated in February 2018.
Catalina Beach Landscaping Works Separable Portion C (Entry Statements)		Under review	15 May 2017	March 2018	June 2018	Design being reviewed in conjunction with recently installed marketing signage on Marmion Avenue. Works anticipated to commence in March 2018.
Separable Portion D (Marmion Ave Verges - West)		Complete	15 May 2017	February 2018	May 2018	The pressure main along Marmion Avenue has been installed and tested, allowing for on the Marmion Avenue Verges West to be undertaken. Works are anticipated to commence in February 2018.
Separable Portion F (Sales Office Car Park)		Complete	15 May 2017	May 2018	October 2018	Works on the Sales Office car park are required to be coordinated with the construction of the Sales Office and car parking facilities. Works are anticipated to commence in May.
Stage 11 POS (Phase 2)	\$750,000	Complete	12 April 2017	July 2018	Pending	Phase 2 includes the temporary Sales Office Car Park being landscaped to integrate with the existing POS. As part of the Mid-Year Budget Review the works have been programmed to commence in FYE 2019.
Aviator Boulevard Entry Statement	\$116,667.00	Complete	28 March 17	February 2018	April 2018	Works awarded and include the installation of ground cover in the entry. The landscape works will result in the completion of the entry to Catalina Central.
Biodiversity Conservation Area (South)	\$331,325.00	Complete	15 April 16	March 2018	June 2018	Southern BCA works to include path construction, minor revegetation works and installation of interpretive signage. Works anticipated to commence in March 2018
Biodiversity Conservation Area (North)	\$116,147.00	Complete	Feb 2015	March 2018	June 2018	Paths complete. Norther BCA works to include minor revegetation works and the installation of interpretive signage. Works anticipated to commence in March 2018
Neerabup Road Verges (Phase 2)	\$1,670,223	Complete	August 2016	March 2018	June 2018	Phase 1 of the works were completed in August 2017. Phase 2 works anticipated to commence in March 2018.

Catalina Beach Landscape Works – Under Construction



Aviator Boulevard Entrance Upgrades





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

SITE LOCATION

Appendix Page 4

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)

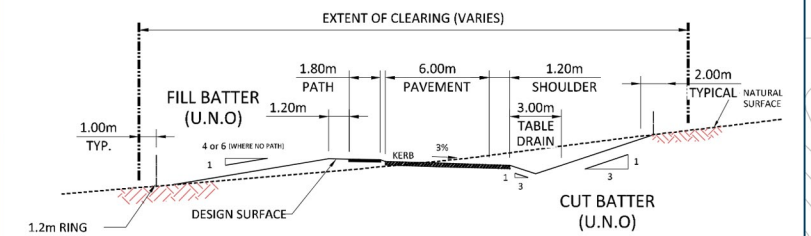
- approx 15m X 5m

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



TYPICAL SECTION THROUGH BEACH ACCESS ROAD

All engineering detail shown on this plan by Cossill and Webley Consulting Engineers (6037-CB-SK02_A).

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

BEACH ACCESS INFRASTRUCTURE
CONCEPT PLAN

Figure 2

Appendix 9.2

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

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

	NOTE	31 December 2017 Actual \$	31 December 2017 Y-T-D Budget \$	2017/18 Adopted Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues	1,2				
Interest Earnings		501,159	476,108	793,512	5.26%
Other Revenue		1,889	0	2,035	0.00%
		503,048	476,108	795,547	5.66%
Expenses	1,2				
Employee Costs		(269,858)	(374,627)	(751,838)	(27.97%)
Materials and Contracts Other		(73,610)	(236,636)	(482,916)	(68.89%)
Depreciation		0	0	(21,212)	0.00%
Utilities		0	(3,225)	(6,450)	0.00%
Insurance		(10,752)	(10,469)	(10,469)	2.70%
Other Expenditure		(87,362)	(90,665)	(181,955)	(3.64%)
		(441,582)	(715,622)	(1,454,840)	(38.29%)
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
Depreciation on Assets		0	0	21,212	0.00%
<u>Capital Revenue and (Expenditure)</u>					
Plant and Equipment	3	0	0	(26,250)	0.00%
LESS MEMBERS EQUITY					
Development of Land for Resale					
Income Sale of Lots - Subdivision		13,472,425	21,929,897	40,372,252	(38.57%)
Income other - Subdivision		0	1,000,000	1,761,500	100.00%
Development Costs - Subdivision		(7,325,007)	(22,148,120)	(55,659,496)	(66.93%)
Contribution Refund		(52,334)	0	(268,725)	0.00%
Profit Distributions		(2,000,001)	0	(4,000,000)	0.00%
Change in Contributed Equity	6	4,095,083	781,777	(17,794,469)	423.82%
Net Current Assets July 1 B/Fwd	7	39,246,178	39,260,668	39,260,668	(0.04%)
Net Current Assets Year to Date	7	43,402,727	39,802,931	20,801,868	

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 2017 TO 31 DECEMBER 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards (as they apply to local governments 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 statement presented below and have been consistently applied unless stated otherwise. They been prepared on 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 the financial report in conformity with Australian Accounting Standards require 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 judgements about the carrying value of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(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

Revenues, expenses and assets are recognised net of the amount of GST, except for where the amount of GST incurred is not receivable 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 receivable 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.

(f) Cash and Cash Equivalents

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

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 31 DECEMBER 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 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 purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. 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 to the buyer at this point. Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

(i) Fixed Assets

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

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 31 DECEMBER 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) 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 Council 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.

(l) Employee Benefits

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

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

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 Council 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.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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.

(n) 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.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. 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 2017 TO 31 DECEMBER 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:

	31 December 2017 Actual \$	Adopted 2017/18 Budget \$
<u>By Program</u>		
Other Property and Services		
Motor Vehicle	0	26,250
	0	26,250
<u>By Class</u>		
Plant and Equipment	0	26,250
	0	26,250

4. DISPOSALS OF ASSETS

There are no assets budgeted to be disposed during the financial year ended 30 June 2018.

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

5. INFORMATION ON BORROWINGS

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2017-18 financial year.

6. CONTRIBUTED EQUITY

	31 December 2017 Actual \$	30 June 2017 Actual \$
Town of Victoria Park	3,779,167	3,432,788
City of Perth	3,779,167	3,432,788
Town of Cambridge	3,779,167	3,432,788
City of Joondalup	7,558,335	6,865,577
City of Wanneroo	7,558,335	6,865,577
Town of Vincent	3,779,167	3,432,788
City of Stirling	15,116,670	13,731,154
TOTAL	45,350,009	41,193,460
Total Movement in equity	4,156,549	

Movement in Contributed Equity Represented by:

	Development Expenses 31 December 2017 \$	Land Sales 31 December 2017 \$	Return of Contribution 31 December 2017 \$	Rates Equivalent 31 December 2017 \$
Town of Victoria Park	(610,417)	1,122,702	(166,667)	0
City of Perth	(610,417)	1,122,702	(166,667)	0
Town of Cambridge	(610,417)	1,122,702	(166,667)	0
City of Joondalup	(1,220,835)	2,245,404	(333,333)	(52,334)
City of Wanneroo	(1,220,835)	2,245,404	(333,333)	0
Town of Vincent	(610,417)	1,122,702	(166,667)	0
City of Stirling	(2,441,669)	4,490,809	(666,667)	0
	(7,325,007)	13,472,425	(2,000,001)	(52,334)
Members Contributed Equity Movements	4,095,083			
TPRC Net Result	61,466			
Total Movement in equity	4,156,549			

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

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position	31 December 2017 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	43,243,424	39,213,368
Receivables	421,717	306,092
Settlement Bonds	21,300	4,800
	43,686,441	39,524,260
LESS: CURRENT LIABILITIES		
Payables and Provisions	(283,714)	(278,082)
NET CURRENT ASSET POSITION	43,402,727	39,246,178

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 2017 TO 30 NOVEMBER 2017

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

	NOTE	30 November 2017 Actual \$	30 November 2017 Y-T-D Budget \$	2017/18 Adopted Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues	1,2				
Interest Earnings		407,471	396,757	793,512	2.70%
Other Revenue		1,889	0	2,035	0.00%
		409,360	396,757	795,547	3.18%
Expenses	1,2				
Employee Costs		(225,464)	(320,899)	(751,838)	(29.74%)
Materials and Contracts Other		(65,246)	(202,826)	(482,916)	(67.83%)
Depreciation		0	0	(21,212)	0.00%
Utilities		0	(2,150)	(6,450)	0.00%
Insurance		(10,752)	(10,469)	(10,469)	2.70%
Other Expenditure		(77,807)	(89,640)	(181,955)	(13.20%)
		(379,269)	(625,984)	(1,454,840)	(39.41%)
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
Depreciation on Assets		0	0	21,212	0.00%
<u>Capital Revenue and (Expenditure)</u>					
Plant and Equipment	3	0	0	(26,250)	0.00%
LESS MEMBERS EQUITY					
Development of Land for Resale					
Income Sale of Lots - Subdivision		12,869,440	15,986,745	40,372,252	(19.50%)
Income other - Subdivision		0	1,000,000	1,761,500	100.00%
Development Costs - Subdivision		(5,394,261)	(16,989,987)	(55,659,496)	(68.25%)
Contribution Refund		(52,334)	0	(268,725)	0.00%
Profit Distributions		0	0	(4,000,000)	0.00%
Change in Contributed Equity	6	7,422,845	(3,242)	(17,794,469)	(229058.82%)
Net Current Assets July 1 B/Fwd	7	39,246,178	39,260,668	39,260,668	(0.04%)
Net Current Assets Year to Date	7	46,699,114	39,028,199	20,801,868	

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 2017 TO 30 NOVEMBER 2017

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(b) The Local Government Reporting Entity

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(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

Revenues, expenses and assets are recognised net of the amount of GST, except for where the amount of GST incurred is not receivable 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 receivable 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.

(f) Cash and Cash Equivalents

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

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 30 NOVEMBER 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 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 purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. 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 to the buyer at this point. Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

(i) Fixed Assets

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

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 30 NOVEMBER 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
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Furniture and Equipment	4 to 10 years
Floor coverings	8 years
Phones and Faxes	6 to 7 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

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

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

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 Council 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.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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.

(n) 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.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. 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 2017 TO 30 NOVEMBER 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:

	30 November 2017 Actual \$	Adopted 2017/18 Budget \$
<u>By Program</u>		
Other Property and Services		
Motor Vehicle	0	26,250
	0	26,250
<u>By Class</u>		
Plant and Equipment	0	26,250
	0	26,250

4. DISPOSALS OF ASSETS

There are no assets budgeted to be disposed during the financial year ended 30 June 2018.

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

5. INFORMATION ON BORROWINGS

No borrowings have been undertaken in the period under review. No borrowings are budgeted during the 2017-18 financial year.

6. CONTRIBUTED EQUITY

	30 November 2017 Actual \$	30 June 2017 Actual \$
Town of Victoria Park	4,053,866	3,432,788
City of Perth	4,053,866	3,432,788
Town of Cambridge	4,053,866	3,432,788
City of Joondalup	8,107,733	6,865,577
City of Wanneroo	8,107,733	6,865,577
Town of Vincent	4,053,866	3,432,788
City of Stirling	16,215,466	13,731,154
TOTAL	48,646,396	41,193,460
Total Movement in equity	7,452,936	

Movement in Contributed Equity Represented by:

	Development Expenses 30 November 2017 \$	Land Sales 30 November 2017 \$	Return of Contribution 30 November 2017 \$	Rates Equivalent 30 November 2017 \$
Town of Victoria Park	(449,522)	1,072,453	0	0
City of Perth	(449,522)	1,072,453	0	0
Town of Cambridge	(449,522)	1,072,453	0	0
City of Joondalup	(899,043)	2,144,907	0	(52,334)
City of Wanneroo	(899,043)	2,144,907	0	0
Town of Vincent	(449,522)	1,072,453	0	0
City of Stirling	(1,798,087)	4,289,814	0	0
	(5,394,261)	12,869,440	0	(52,334)
Members Contributed Equity Movements	7,422,845			
TPRC Net Result	30,091			
Total Movement in equity	7,452,936			

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

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position	30 November 2017 Actual \$	Brought Forward 1-Jul \$
CURRENT ASSETS		
Cash - Unrestricted	46,718,378	39,213,368
Receivables	259,270	306,092
Settlement Bonds	20,100	4,800
	46,997,748	39,524,260
LESS: CURRENT LIABILITIES		
Payables and Provisions	(298,634)	(278,082)
NET CURRENT ASSET POSITION	46,699,114	39,246,178

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
SUMMARY PAYMENT LIST
DECEMBER 2017**

Date	Num	Name	Description	Amount
1/12/2017	ET-4349	Grant, Aaron & Nicole	Lot 171 (19th instalment over a 5 year period)	-2,887.50
7/12/2017		Employee Costs	Wages for period 23/11/17 - 06/12/17	-11,137.67
7/12/2017	ET-4346	Australian Super	Superannuation for period 23/11/17 - 06/12/17	-591.18
7/12/2017	ET-4347	National Australia Bank	Superannuation for period 23/11/17 - 06/12/17	-1,141.77
7/12/2017		Action Couriers	Courier charges for period 13/11/17 - 26/11/17	-25.60
7/12/2017		Buckby Contracting	Catalina Beach WWPS (Claim 1)	-239,221.62
7/12/2017		Burnett, Jessica	Solar Panel Rebate (Lot 856)	-2,000.00
7/12/2017		Carat Australia Media	Media services	-2,769.90
7/12/2017		Cossill & Webley	Engineering services	-42,943.25
7/12/2017		Docushred	Security bin	-51.70
7/12/2017		Dominic Carbone & Assoc	Consultancy services (October 2017)	-528.00
7/12/2017		Emerge Associates	Landscape architect services	-3,821.65
7/12/2017		Homebuyers Centre	Waste rebates	-2,475.00
7/12/2017		Kyocera Mita	Printing (November 2017)	-50.49
7/12/2017		LD Total	Landscaping	-493,496.93
7/12/2017		Marketforce	Statutory advertising	-581.92
7/12/2017		Moore Stephens	Accounting services (October 2017)	-2,062.50
7/12/2017		Neverfail	Bottled water x 2	-28.25
7/12/2017		New Living Cleaning	Sales Office Door Repair	-110.00
7/12/2017		Replants	Grass tree storage for period 01/07/16 -30/06/17	-5,390.00
7/12/2017		Scotts Scrubbing & Sweeping	Street and path sweeping	-770.00
7/12/2017		Signs & Lines	Sales Office Updates & Reskins	-10,505.56
7/12/2017	ET-4348	Swan, Jeremy & Courtney	Lot 174 (19th instalment over a 5 year period)	-3,850.00
7/12/2017	ET-4355	Australian Taxation Office	IAS (November 2017)	-14,208.00
13/12/2017	ET-4350	Westpac Bank	Payment of credit card charges (CEO & EA) - Dece	-414.69
19/12/2017		City of Joondalup	10th Dividend Payment - TPRC Project	-333,333.33
19/12/2017		City of Perth	10th Dividend Payment - TPRC Project	-166,666.67
19/12/2017		City of Stirling	10th Dividend Payment - TPRC Project	-666,666.66
19/12/2017		City of Vincent	10th Dividend Payment - TPRC Project	-166,666.67
19/12/2017		City of Wanneroo	10th Dividend Payment - TPRC Project	-333,333.33
19/12/2017		Town of Cambridge	10th Dividend Payment - TPRC Project	-166,666.67
19/12/2017		Town of Victoria Park	10th Dividend Payment - TPRC Project	-166,666.67
19/12/2017	CON-112	Town of Cambridge	GST Oct - Nov 2017	-6,572.89
21/12/2017		Employee Costs	Wages for period 07/12/17 - 20/12/17	-11,137.67
21/12/2017	ET-4350	Australian Super	Superannuation for period 07/12/17 - 20/12/17	-591.18
21/12/2017	ET-4351	National Australia Bank	Superannuation for period 07/12/17 - 20/12/17	-1,141.77
21/12/2017		Action Couriers	Courier charges for period 27/11/17 - 10/12/17	-47.36
21/12/2017		Bruce, D & Dzieciol, G	Solar Panel Rebate (Lot 978)	-2,000.00
21/12/2017		Buckby Contracting	Catalina Beach WWPS (Claim 2)	-154,680.56
21/12/2017		Burgess Rawson	Valuation services	-385.00
21/12/2017		Carat Australia Media Services	Stage 17B Media Release (November 2017)	-566.42
21/12/2017		Chappell Lambert Everett	Agreed Planning Fee (Sept - Oct 2017)	-38,500.00
21/12/2017		City of Stirling	Rent & Oct GST	-21,665.01
21/12/2017		Dymnicki, Emily & Peter	Solar Panel Rebate (Lot 943)	-2,000.00
21/12/2017		Ellenby Tree Farm	Tree watering	-1,540.00
21/12/2017		Emerge Associates	Catalina Beach POS - Phase 2	-9,533.70
21/12/2017		Homebuyers Centre	Waste Rebate (Lot 819)	-660.00
21/12/2017		LD Total	Misc. landscaping	-649,751.80
21/12/2017		Lloyd George Acoustics	DV3 Acoustic Assessment	-1,760.00
21/12/2017		Market Creations	Completion of Logo Concepts & stationery, file form	-1,001.00
21/12/2017		McMullen Nolan Group	Surveying services	-18,931.00
21/12/2017		Moore Stephens	Accounting services (November 2017)	-2,062.50
21/12/2017		Neverfail	Bottled water x 2	-28.25
21/12/2017		New Living Cleaning	Sales Office Cleaning (November 2017)	-495.00
21/12/2017		Officeworks	Office supplies	-74.87
21/12/2017		R J Vincent & Co	Civil works	-368,004.41
21/12/2017		Rare Pty Ltd	Media services	-2,378.38
21/12/2017		Signs & Lines	Catalina Central Flag Rotations	-501.60
21/12/2017		Stantons International	Probity auditing	-9,042.55

21/12/2017		Swann Rubbish Removal	Rubbish removal	-800.00
21/12/2017		Treacy Fencing	Misc. fencing	-16,736.06
21/12/2017		UDIA	2018 Conference x 3	-12,438.00
21/12/2017	ET-4352	Alinta Energy	Sales Office gas supply for period 06/09/17 - 02/12	-48.70
21/12/2017	ET-4353	ASIC	Catalina Central & Grove	-164.00
21/12/2017	ET-4354	Synergy	Electricity supply	-2,629.35
TOTAL				<u><u>-4,178,932.21</u></u>

**TAMALA PARK REGIONAL COUNCIL
SUMMARY PAYMENT LIST
NOVEMBER 2017**

Date	Num	Name	Description	Amount
2/11/2017	ET-4334	B Bhabra Investment	Lot 173 (19th instalment over a 5 year period)	-2,887.50
2/11/2017	ET-4335	Steel Test Pty Ltd	Lot 169 (19th instalment over a 5 year period)	-2,887.50
3/11/2017	ET-4336	D'Rozario, Antonia	Lot 168 (19th instalment over a 5 year period)	-3,281.25
9/11/2017		Employee Costs	Wages for period 26/10/17 - 08/11/17	-11,137.67
9/11/2017	ET-4337	Australian Super	Superannuation for period 26/10/17 - 08/11/17	-591.18
9/11/2017	ET-4338	National Australia Bank	Superannuation for period 26/10/17 - 08/11/17	-1,141.77
9/11/2017	ET-4339	Australian Tax Office	IAS (October 2017)	-14,208.00
9/11/2017		Action Couriers	Courier charges for period 19/10/17 - 29/10/17	-25.60
9/11/2017		Burgess Rawson	GST Valuations (October 2017)	-770.00
9/11/2017		City of Vincent	GST July - August 2017	-2,864.00
9/11/2017		Cossill & Webley	Engineering services	-47,491.75
9/11/2017		Coterra Environment	Foreshore Management Plan (September 2017)	-591.25
9/11/2017		Emerge Associates	Landscaping architect services	-8,247.88
9/11/2017		Greenhalgh, A & C	Solar Panel Rebate (Lot 730)	-2,000.00
9/11/2017		hyd20 Hydrology	Western Cell UWMP (Claim 3)	-475.20
9/11/2017		Kyocera Mita	Printing (October 2017)	-84.15
9/11/2017		LD Total	Landscaping services	-61,589.00
9/11/2017		Learning Horizons	CEO Performance Review 2016/17	-4,400.00
9/11/2017		Market Creations	Development of Logo Concepts	-2,288.00
9/11/2017		Marketforce	Statutory advertising	-1,811.94
9/11/2017		McMullen Nolan Group	Surveying services	-6,963.00
9/11/2017		Moore Stephens	Accounting services (September 2017)	-2,601.50
9/11/2017		NBN Co Limited	Stage 25 NBN Costs - Final 50%	-26,400.00
9/11/2017		Neverfail	Bottled water x 2	-28.25
9/11/2017		New Living Cleaning	Sales Office Cleaning (October 2017)	-495.00
9/11/2017		Rare Pty Ltd	Vision Brochure additional amendments	-531.96
9/11/2017		Replants	50 x grass trees reinstated	-9,570.00
9/11/2017		Satterley Property Group	Community Development Services (October 2017)	-897.60
9/11/2017		Strategen	Bushfire Management Plan (September 2017)	-1,608.75
9/11/2017		Town of Victoria Park	GST owing September 2017	-2,943.00
9/11/2017		Transcore	Grove Structure Plan Review (September 2017)	-4,950.00
9/11/2017		Treacy Fencing	Fencing	-8,300.05
14/11/2017	ET-4340	Westpac Bank	Payment of credit card charges (CEO & EA) - November 2017	-3,381.80
15/11/2017	ET-4341	Planning Institute of Aus	Annual Membership (CEO)	-381.04
22/11/2017		Action Couriers	Courier charges for period 31/10/17 - 12/11/17	-47.36
22/11/2017		Borgomastro, Jason	Solar Panel Rebate (Lot 889)	-2,000.00
22/11/2017		Brown, Allan & Sharon	Solar Panel Rebate (Lot 918)	-2,000.00
22/11/2017		Burgess Rawson	Stages 13B & 17A Valuations (3 x lots)	-165.00
22/11/2017		Caddy, Karen	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Carr, Louis	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Chester, John	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		City of Stirling	Rent, IT & Aug-Sept BAS	-21,488.44
22/11/2017		Cole, Emma	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Eadie, Scott	Solar Panel Rebate (Lot 771)	-2,000.00
22/11/2017		ELO Digital Office	Annual Software Fee for period 01/01/18 - 31/12/18	-2,017.40
22/11/2017		Emerge Associates	Catalina Beach Greenlink (July 2017)	-1,910.53
22/11/2017		Guise, Dianne	Deputy Chairman allowance 20 July - 19 October 2017	-3,855.25
22/11/2017		Hayes, Keith	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Hollywood, Kerry	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Home Group WA	Display Home Rebate (Lot 106)	-39,400.00
22/11/2017		Italiano, Giovanni	Chairman allowance 20 July - 19 October 2017	-8,886.50
22/11/2017		LD Total	Misc landscaping invoices	-141,730.53
22/11/2017		McMullen Nolan Group	Stage 25 Sales Plans (March 2017)	-4,851.00
22/11/2017		Neverfail	Bottled water x 2	-27.00
22/11/2017		Plokhoutuyuk, D & M	Solar Panel Rebate (Lot 863)	-2,000.00
22/11/2017		R J Vincent & Co	Stage 25 Civil Works (Cert 13)	-16,256.46
22/11/2017		Sargent, Keith	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Satterley Property Group	Community Development Services (October 2017)	-1,716.00
22/11/2017		Stantons International	Probity services (October 2017)	-1,176.45
22/11/2017		Strategen	Environmental consulting services	-4,021.88
22/11/2017		The Thirst Aid Stop	Yoga in the Park Lunch (21/10/17)	-250.00

22/11/2017		Treby, Brett	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
22/11/2017		Wilcox, Rod	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
23/11/2017		Employee Costs	Wages for period 09/11/17 - 22/11/17	-11,137.67
23/11/2017	ET-4342	Australian Super	Superannuation for period 09/11/17 - 22/11/17	-591.18
23/11/2017	ET-4343	National Australia Bank	Superannuation for period 09/11/17 - 22/11/17	-1,141.77
23/11/2017	ET-4344	Telstra	Mobile Phones (CEO & PC) for period 14/11/17 - 13/12/17	-101.28
23/11/2017	CH-200549	Davidson, Janet	Elected member attendance fee 20 July - 19 October 2017	-2,613.75
28/11/2017	CH-200550	City of Wanneroo	Stage 25 Decorative Street Lighting	-11,617.00
28/11/2017	ET-4335	National Australia Bank	Bank charges NAB At-Call AC - November 2017	-10.00
29/11/2017	ET-4345	Yang, Shan-Hao & Xiuying	Lot 172 (19th instalment over a 5 year period)	-2,887.50
29/11/2017	CON-109	City of Wanneroo	GST owing October 2017	-9,045.65
30/11/2017	CON-110	City of Joondalup	GST July - October 2017	-20,659.64
30/11/2017	CON-111	City of Perth	GST September - October 2017	-7,466.00
TOTAL				-584,420.58

Appendix 9.4

30 January 2018

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

Dear Tony

Catalina Financial Report for December 2017

Please find attached the Catalina Financial Report for December 2017. This report has been prepared on a cash basis and compares actual income and expenditure to the August 2017 approved budget for the period 1 December 2017 to 31 December 2017.

Residential settlement revenue for the financial year to 31 December 2017 is \$13.6m which is \$8.3m behind the approved 'August 2017' budget with 30 less residential settlements for the year.


Sales for FYE2018 are \$8.8m unfavourable to budget due to 28 less residential lot sales for the year.

Overall FYE2018 expenditure is \$12.7m(67%) under budget per the approved 'August 2017' budget, with \$6.3m spent compared to a budget of \$19.0m. The main areas of variances are summarised below:

- Lot Production \$4.6m under budget, with invoices yet to be received for works undertaken within FYE18.
 - Stage 18A \$0.5m under budget due to savings;
 - Stage 18B \$0.7m under budget due to minor works still to be completed;
 - Stage 25 (\$0.6m) over budget due to timing of receiving invoices for payment;
 - Stage 26 \$0.8m under budget as work not yet commenced (mid-year budget review shows works commencing April 2018);
 - Timing of bond payments \$1.1m under budget.
- Landscaping \$4.2m under budget, with invoices yet to be received for works undertaken within FYE18.
 - Stage 18 Landscaping \$1.0m under budget (phase 1 complete, phase 2 & 3 currently under review);
 - Stage 25 Greenlink Landscaping \$1.0m under budget (due to timing of payments);
 - Stage 11 Landscaping Phase 2 \$0.8m under budget (currently under review);
 - Central Landscape Upgrade (\$0.4m) over budget (due to timing of payment).
- Infrastructure \$1.7m under budget, with invoices yet to be received for works undertaken within FYE18.
 - Connolly Drive Greenlink Intersection \$0.3m under budget (due to timing of payments);
 - Aviator Boulevard Extension \$0.7m under budget (Aviator/Connolly Round-a-bout not yet commenced, delayed due to Water Corporation requirement to commence works in August).
- P&L expenditure - \$1.8m under budget
 - Marketing \$338k(85%) under budget with \$59k spent against YTD budget of \$398k;
 - Rates and Taxes \$258k under budget as full provisional amount not yet required;
 - Contingency \$835k not required.

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



Antonina Lazzara
Project Director

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

	<u>Lots Produced (titles)</u>		<u>Sales</u>		<u>Settlements</u>		<u>Distributions</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Prior Years	872	872	848	848	815	815	67,000,000	67,000,000
Jul-2017	-	57	8	13	7	6	-	-
Aug-2017	58	-	-	22	4	17	-	-
Sep-2017	-	-	14	13	8	9	-	-
Sep-17 Qtr	58	57	22	48	19	32	-	-
Oct-2017	-	-	6	6	14	9	-	-
Nov-2017	-	-	9	8	6	12	-	-
Dec-2017	-	-	2	5	2	18	2,000,000	-
Dec-17 Qtr	-	-	17	19	22	39	2,000,000	-
Jan-2018	-	-	-	8	-	11	-	-
Feb-2018	-	-	-	9	-	4	-	-
Mar-2018	-	38	-	8	-	7	-	-
Mar-18 Qtr	-	38	-	25	-	22	-	-
Apr-2018	-	36	-	9	-	10	-	-
May-2018	-	-	-	8	-	10	-	-
Jun-2018	-	-	-	9	-	14	-	4,000,000
Jun-18 Qtr	-	36	-	26	-	34	-	4,000,000
PTD	930	929	887	915	856	886	69,000,000	67,000,000
Full 2017/18 Year	58	131	39	118	41	127	2,000,000	4,000,000
2018/19		105		152		96		2,000,000
2019/20		136		171		176		27,000,000

- A \$2m distribution was paid in December, with the next distribution forecast for June 18.
- 2 residential lots settled in December comprising:

	<u>Lots</u>
Stage 18B	1
Stage 25	1

1.2 Sales & Settlements

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
Residential						
- Sales #	2	5	39	67	887	915
- Sales \$	491,000	1,663,308	13,004,000	21,827,959	229,162,500	237,986,459
- Sales \$/lot	245,500	332,662	333,436	325,790	258,357	260,094
- Settlements #	2	18	41	71	856	886
- Settlements \$	610,000	5,943,151	13,626,000	21,929,896	219,903,500	228,207,396
- Settlements \$/lot	305,000	330,175	332,341	308,872	256,897	257,570
Special Sites						
- Sales #	-	-	-	-	2	2
- Sales \$	-	-	-	-	1,895,000	1,895,000
- Sales \$/lot	-	-	-	-	947,500	947,500
- Settlements #	-	-	-	-	2	2
- Settlements \$	-	-	-	-	1,895,000	1,895,000
- Settlements \$/lot	-	-	-	-	947,500	947,500
Lots Under Contract						
- Unsettled sales #	32		{ Unconditional		8	Titled 935 incl. Spec sites
- Unsettled sales \$	9,259,000		{ Conditional		24	
- Unsettled sales \$/lot	289,344					

1.3 Cashflow - MTD Actuals to budget

	MTD Act	MTD Bgt	Variance
<u>Income</u>			
Settlement Revenue	610,000	5,943,152	(5,333,152)
Margin GST	(7,016)	(81,818)	74,803
Direct selling costs	(27,265)	(265,727)	238,462
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	-	-
Rebate Allowance	(71,845)	(249,077)	177,233
	<u>503,874</u>	<u>5,346,529</u>	<u>(4,842,655)</u>
<u>Development costs</u>			
Lot production	355,389	2,101,126	1,745,738
Landscaping	997,974	1,079,961	81,987
Consultants	44,890	131,308	86,418
Infrastructure	384,713	823,384	438,671
Sales office building	-	50,000	50,000
	<u>1,782,966</u>	<u>4,185,779</u>	<u>2,402,813</u>
<u>Overheads</u>			
Sales & marketing	15,731	66,250	50,519
Community Develop.	-	16,042	16,042
Administration	24,275	62,550	38,275
Finance/Contingency	8,667	226,689	218,022
	<u>48,672</u>	<u>371,530</u>	<u>322,858</u>
Net Cashflow	<u>(1,327,764)</u>	<u>789,220</u>	<u>(2,116,984)</u>

1.4 Cashflow - YTD Actuals to budget

	YTD Act	YTD Bgt	Variance
<u>Income</u>			
Settlement Revenue	13,626,000	21,929,898	(8,303,898)
Margin GST	(155,392)	(322,727)	167,335
Direct selling costs	(607,714)	(1,026,251)	418,537
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	909,091	(909,091)
Rebate Allowance	(415,215)	(1,672,664)	1,257,450
	<u>12,447,679</u>	<u>19,817,347</u>	<u>(7,369,668)</u>
<u>Development costs</u>			
Lot production	1,416,286	6,058,112	4,641,827
Landscaping	3,417,031	7,623,837	4,206,807
Consultants	223,830	462,153	238,322
Infrastructure	924,091	2,635,129	1,711,038
Sales office building	-	149,657	149,657
	<u>5,981,238</u>	<u>16,928,889</u>	<u>10,947,652</u>
<u>Overheads</u>			
Sales & marketing	59,351	397,500	338,149
Community Develop.	23,673	96,250	72,577
Administration	180,347	699,162	518,815
Finance/Contingency	58,478	893,972	835,494
	<u>321,848</u>	<u>2,086,884</u>	<u>1,765,036</u>
Net Cashflow	<u>6,144,593</u>	<u>801,573</u>	<u>5,343,020</u>

The YTD revenue variance comprises:

- Settlement revenue is \$8.3m unfavourable to budget on 30 less residential settlements than the budget for FY2018.

1.5 Bonds

	Last Year	Last Month	This Month
City of Wanneroo	539,029	263,132	263,132
	<u>539,029</u>	<u>263,132</u>	<u>263,132</u>

Bonds relate to stages 18B & 25 early clearances and are all expected to be returned within 12 months.

2.0 PROFIT & LOSS

	MTH Act	MTH Bgt	Var	YTD Act	YTD Bgt	Var	PTD Act	PTD Bgt
- Revenue \$ (Stlmts)	610,000	5,943,151	(5,333,151)	13,626,000	21,929,896	(8,303,896)	219,903,500	228,207,396
- Revenue \$/lot	305,000	330,175		332,341	308,872		256,897	257,570
- Selling & GST \$	59,281	546,035	486,754	1,549,356	2,088,410	539,054	22,994,024	23,533,078
- Selling & GST \$/lot	29,641	30,335		37,789	29,414		26,862	26,561
- Cost of sales \$	218,579	2,282,991	2,064,412	4,605,295	7,808,574	3,203,279	80,830,936	84,034,215
- Cost of sales \$/lot	109,289	126,833		112,324	109,980		94,429	94,847
- Gross profit \$	332,140	3,114,125	(2,781,985)	7,471,349	12,032,912	(4,561,563)	116,078,540	120,640,103
- Gross profit \$/lot	166,070	173,007		182,228	169,478		135,606	136,163
- Gross profit Mgn %	54.45%	52.40%		54.83%	54.87%		52.79%	52.86%
- Special Sites \$	-	-	-	-	472,138	(472,138)	1,284,073	1,756,211
- Other income \$	-	-	-	-	-	-	230,717	230,717
- Sales & Marketing \$	13,728	86,019	72,291	47,440	516,114	468,674	1,572,724	2,041,398
- Administration \$	28,187	86,537	58,350	192,304	555,396	363,092	2,606,067	2,969,159
- Finance \$	-	-	-	-	-	-	-	-
- Contingency \$	-	226,773	226,773	-	894,314	894,314	20,364	914,678
- Net profit \$	290,226	2,714,796	(2,424,570)	7,231,604	10,539,226	(3,307,622)	113,394,175	116,701,796
- Net profit \$/lot	145,113	150,822		176,381	148,440		132,470	131,718

- YTD Gross profit is \$4.6m behind budget due to 30 unfavourable settlements.
- YTD Marketing costs are \$469k below budget due to Signage \$111k below budget (Strategy & authority approval delays), Community Development \$93k under budget (Payment approval delays) and lower general marketing activity and advertising \$265k.
- YTD administration costs are \$363k below budget due to full provisional sums for rates and taxes and R&M not being
- YTD net profit is unfavourable against budget by \$3.3m, due to the unfavourable gross profit variance \$4.6m, partly offset by unused contingency \$894k and favourable marketing and admin costs of \$832k.

YEAR TO DATE VERSUS FULL YEAR BUDGET

	YTD Act	FY18 Full Year Bgt	Var
- Revenue \$ (Stlmts)	13,626,000	40,372,249	(26,746,249)
- Revenue \$/lot	332,341	317,892	
- Selling & GST \$	1,549,356	3,785,523	2,236,166
- Selling & GST \$/lot	37,789	29,807	
- Cost of sales \$	4,605,295	14,887,619	10,282,324
- Cost of sales \$/lot	112,324	117,225	
- Gross profit \$	7,471,349	21,699,107	(14,227,759)
- Gross profit \$/lot	182,228	170,859	
- Gross profit Mgn %	54.83%	53.75%	
- Special Sites \$	-	651,463	(651,463)
- Other income \$	-	-	-
- Sales & Marketing \$	47,440	1,032,228	984,788
- Administration \$	192,304	1,074,618	882,314
- Finance \$	-	-	-
- Contingency \$	-	2,461,148	2,461,148
- Net profit \$	7,231,604	17,782,576	(10,550,972)
- Net profit \$/lot	176,381	140,020	

2.1 GROSS PROFIT ANALYSIS

Actual

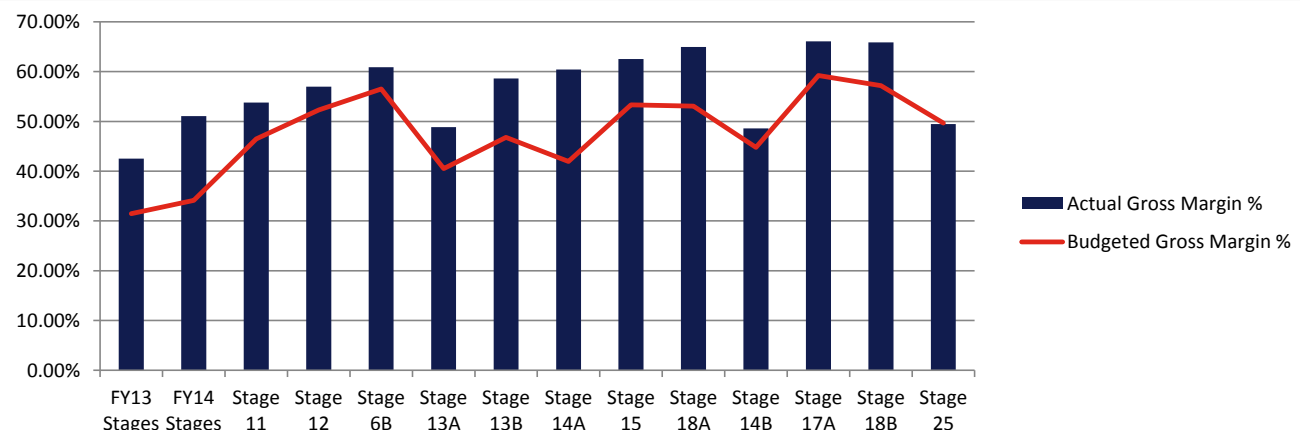
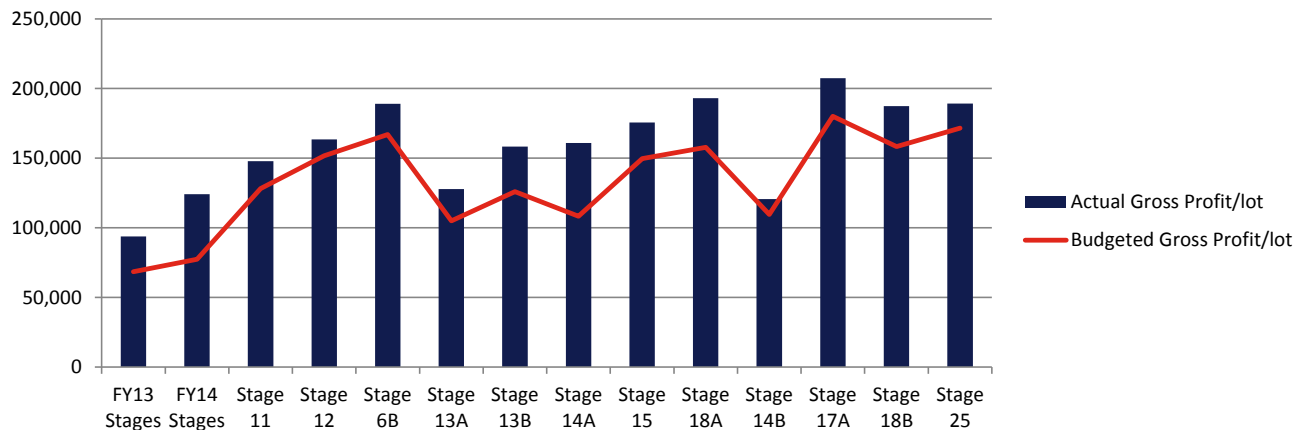
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
FY13 Stages	2012 / 2013	51,375,500	220,496	29,530,933	126,742	21,844,567	93,754	42.52%
FY14 Stages	2013 / 2014	50,325,000	243,116	24,635,745	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	11,893,000	270,295	4,922,480	111,875	6,970,520	158,421	58.61%
Stage 14A	4-Jun-15	16,784,000	266,413	6,647,554	105,517	10,136,446	160,896	60.39%
Stage 15	15-Dec-15	15,164,000	280,815	5,679,024	105,167	9,484,976	175,648	62.55%
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	1,985,000	248,125	1,020,249	127,531	964,751	120,594	48.60%
Stage 17A	20-Feb-17	5,648,000	313,778	1,914,707	106,373	3,733,293	207,405	66.10%
Stage 18B	13-Jun-17	2,843,000	284,300	969,964	96,996	1,873,036	187,304	65.88%
Stage 25	8-Aug-17	7,649,000	382,450	3,864,404	193,220	3,784,596	189,230	49.48%
		219,903,500		103,824,960		116,078,540		

- 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%
Stage 25	Aug-17	19,696,448	345,552	9,915,141	173,950	9,781,307	171,602	49.66%
		238,673,958		136,629,937		102,044,021		

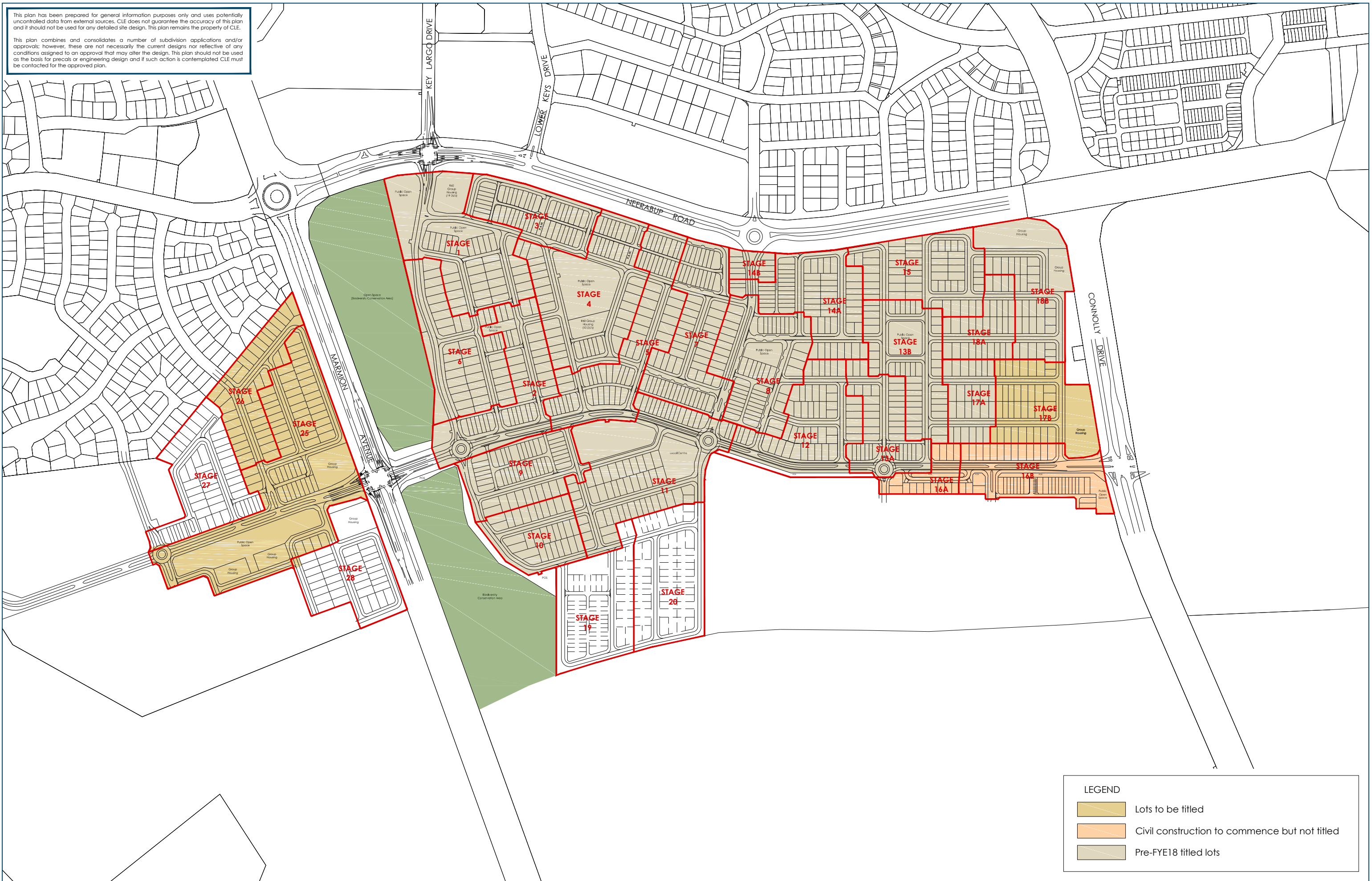
- Values for budget are based on 'total lots' for the relevant stages.



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 precasts or engineering design and if such action is contemplated CLE must be contacted for the approved plan.



LEGEND

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

Appendix 9.6

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW WORKSHEET
2017-18**

Analysis as at 31 December 2017

	YTD Actual to 31/12/2017	YTD Budget to 31/12/2017	Annual Budget 2017/18	Projected Estimates to 30/06/2018	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
Ordinary Income/Expense	\$	\$	\$	\$	\$	%
Income						
I03 · GENERAL PURPOSE FUNDING						
I032 · Other GPF						
I032030 · Interest on Investment	501,159.03	476,108.00	793,512.00	900,000.00	106,488.00	13.42%
Total I032 · Other GPF	501,159.03	476,108.00	793,512.00	900,000.00	106,488.00	13.42%
Total I03 · GENERAL PURPOSE FUNDING	501,159.03	476,108.00	793,512.00	900,000.00	106,488.00	13.42%
I14 · OTHER PROPERTY & SERVICES						
I145 · Administration						
I145016 · Reimbursements	1,747.27	0.00	2,035.00	2,035.00	0.00	0.00%
I145012 · Income Other	283.14	0.00	0.00	283.00	283.00	100.00%
I145016 · Reimbursement - Insurance Claim	0.00	0.00	0.00	0.00	0.00	0.00%
Total I145 · Administration	2,030.41	0.00	2,035.00	2,318.00	283.00	13.91%
Total I14 · OTHER PROPERTY & SERVICES	2,030.41	0.00	2,035.00	2,318.00	283.00	13.91%
Total Income Operating	503,189.44	476,108.00	795,547.00	902,318.00	106,771.00	13.42%
Expense						
E04 · GOVERNANCE.						
E041 · Membership						
E041005 · Chairman Allowance	(9,932.00)	(10,181.00)	(20,361.00)	(20,361.00)	0.00	0.00%
E041010 · Deputy Chair Allowance	(2,483.00)	(2,544.00)	(5,090.00)	(5,090.00)	0.00	0.00%
E041018 · Attendance Fee - Councillors	(65,343.50)	(66,976.00)	(133,954.00)	(133,954.00)	0.00	0.00%
E041019 · Alternate Member Meeting Fee	0.00	(1,024.00)	(2,050.00)	(2,050.00)	0.00	0.00%
E041020 · Conference Exp. - Councillors	(7,591.82)	(5,124.00)	(10,250.00)	(10,250.00)	0.00	0.00%
E041030 · Other Costs	(1,978.21)	(4,816.00)	(10,250.00)	(10,250.00)	0.00	0.00%
Total E041 · Membership	(87,328.53)	(90,665.00)	(181,955.00)	(181,955.00)	0.00	0.00%
Total E04 · GOVERNANCE.	(87,328.53)	(90,665.00)	(181,955.00)	(181,955.00)	0.00	0.00%
E14 · OTHER PROPERTY AND SERVICES						

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW WORKSHEET
2017-18**

Analysis as at 31 December 2017

	YTD Actual to 31/12/2017	YTD Budget to 31/12/2017	Annual Budget 2017/18	Projected Estimates to 30/06/2018	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
E145 · Administration						
E145005 · Salaries - Basic Costs	(227,442.28)	(299,192.00)	(610,598.00)	(610,598.00)	0.00	0.00%
E145007 · Salaries Occ. Superannuation	(22,528.35)	(28,422.00)	(58,007.00)	(58,007.00)	0.00	0.00%
E145009 · Salaries WALGS Superannuation	0.00	(2,719.00)	(5,544.00)	(5,544.00)	0.00	0.00%
E145011 · Advertising Staff Vacancies	0.00	(2,637.00)	(5,384.00)	(5,384.00)	0.00	0.00%
E145013 · Fringe Benefits Tax	(1,622.00)	(5,385.00)	(10,769.00)	(10,769.00)	0.00	0.00%
E145015 · Insurance W/comp.	(8,692.53)	(12,000.00)	(12,000.00)	(12,000.00)	0.00	0.00%
E145017 · Medical Exam. Costs	0.00	(157.00)	(323.00)	(323.00)	0.00	0.00%
E145019 · Staff Training & Dev.	(570.65)	(2,637.00)	(5,384.00)	(5,384.00)	0.00	0.00%
E145020 · Conference Exp. - CEO	(4,303.19)	(7,916.00)	(16,153.00)	(16,153.00)	0.00	0.00%
E145021 · Telephone - Staff Reimbursement	0.00	(371.00)	(754.00)	(754.00)	0.00	0.00%
E145024 · Travel Expenses CEO	(463.64)	(5,275.00)	(10,769.00)	(10,769.00)	0.00	0.00%
E145025 · Other Accom & Property Costs	(24,566.95)	(18,470.00)	(37,691.00)	(37,691.00)	0.00	0.00%
E145027 · Advertising General	0.00	(7,916.00)	(16,153.00)	(16,153.00)	0.00	0.00%
E145029 · Advertising Public/Statutory	(4,459.05)	(7,916.00)	(16,153.00)	(16,153.00)	0.00	0.00%
E145031 · Graphics Consumables	0.00	(2,637.00)	(5,384.00)	(5,384.00)	0.00	0.00%
E145033 · Photocopying	(339.94)	(1,321.00)	(2,692.00)	(2,692.00)	0.00	0.00%
E145037 · Postage, Courier & Freight	(343.47)	(635.00)	(1,292.00)	(1,292.00)	0.00	0.00%
E145039 · Printing	(138.18)	(2,637.00)	(5,384.00)	(5,384.00)	0.00	0.00%
E145043 · Stationery	(571.86)	(1,057.00)	(2,154.00)	(2,154.00)	0.00	0.00%
E145045 · Other Admin Expenses	(315.29)	(7,916.00)	(16,153.00)	(16,153.00)	0.00	0.00%
E145047 · Office Telephones & Faxes	(492.88)	(1,585.00)	(3,231.00)	(3,231.00)	0.00	0.00%
E145049 · Mobile Phones, Pages, Radios	(906.36)	(1,057.00)	(2,154.00)	(2,154.00)	0.00	0.00%
E145053 · Bank Charges	(30.00)	(1,057.00)	(2,154.00)	(2,154.00)	0.00	0.00%
E145055 · Credit Charges	(45.00)	(106.00)	(215.00)	(215.00)	0.00	0.00%
E145057 · Audit Fees	(462.44)	(4,249.00)	(8,668.00)	(8,668.00)	0.00	0.00%
E145059 · Membership Fees	(3,073.67)	(3,767.00)	(7,688.00)	(7,688.00)	0.00	0.00%
E145061 · Legal Expenses (General)	(6,834.41)	(15,067.00)	(30,750.00)	(30,750.00)	0.00	0.00%
E145069 · Valuation Fees	0.00	(25,112.00)	(51,250.00)	(30,000.00)	21,250.00	41.46%
E145075 · Promotions	(2,990.00)	(7,534.00)	(15,375.00)	(15,375.00)	0.00	0.00%

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW WORKSHEET
2017-18**

Analysis as at 31 December 2017

	YTD Actual to 31/12/2017	YTD Budget to 31/12/2017	Annual Budget 2017/18	Projected Estimates to 30/06/2018	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
E145077 · Business Hospitality Expenses	(401.12)	(5,022.00)	(10,250.00)	(10,250.00)	0.00	0.00%
E145454 · Record Management Consultancy	0.00	(4,900.00)	(10,000.00)	(10,000.00)	0.00	0.00%
E145079 · Consultancy - Other	0.00	(10,045.00)	(20,500.00)	(20,500.00)	0.00	0.00%
E145082 · Lawyers	0.00	(15,067.00)	(30,750.00)	(20,000.00)	10,750.00	34.96%
E145083 · Research	0.00	(15,067.00)	(30,750.00)	(30,750.00)	0.00	0.00%
E145086 · Probity Auditor	(1,829.00)	(10,045.00)	(20,500.00)	(20,500.00)	0.00	0.00%
E145087 · Computer Software Mtce	(653.63)	(2,511.00)	(5,125.00)	(5,125.00)	0.00	0.00%
E145088 · Accounting Management	(22,948.00)	(26,383.00)	(53,845.00)	(53,845.00)	0.00	0.00%
E145089 · Computer Software Purchase	(2,126.27)	(14,700.00)	(30,000.00)	(20,000.00)	10,000.00	33.33%
E145091 · Computer Sundries	0.00	(2,511.00)	(5,125.00)	(5,125.00)	0.00	0.00%
E145092 · Data Communication Links	0.00	(2,762.00)	(5,638.00)	(5,638.00)	0.00	0.00%
E145093 · Internet Provider Costs	(4,195.10)	(5,274.00)	(10,763.00)	(10,763.00)	0.00	0.00%
E145094 · Plant & Equip. Purchase Non-Cap	(1,817.27)	(1,004.00)	(2,050.00)	(2,050.00)	0.00	0.00%
E145095 · Plant & Equip. Purchase Capital	0.00	(2,511.00)	(5,125.00)	(5,125.00)	0.00	0.00%
E145097 · Hire of Equipment	0.00	(1,004.00)	(2,050.00)	(2,050.00)	0.00	0.00%
E145099 · Vehicle Operating Expense	(2,431.75)	(7,916.00)	(16,153.00)	(16,153.00)	0.00	0.00%
E145100 · Safety Clothes and Equipment	0.00	(502.00)	(1,025.00)	(1,025.00)	0.00	0.00%
E145101 · Consumable Stores	(377.76)	(502.00)	(1,025.00)	(1,025.00)	0.00	0.00%
E145103 · Newspapers & Periodicals	0.00	(102.00)	(205.00)	(205.00)	0.00	0.00%
E145105 · Publications & Brochures	0.00	(251.00)	(513.00)	(513.00)	0.00	0.00%
E145107 · Subscriptions	0.00	(502.00)	(1,025.00)	(1,025.00)	0.00	0.00%
E145109 · Parking Expenses	(41.48)	(157.00)	(323.00)	(323.00)	0.00	0.00%
E145111 · Plans	0.00	(753.00)	(1,538.00)	(1,538.00)	0.00	0.00%
E145113 · Emergency Services	0.00	(5,022.00)	(10,250.00)	(10,250.00)	0.00	0.00%
E145117 · Electricity	0.00	(3,225.00)	(6,450.00)	(6,450.00)	0.00	0.00%
E145121 · Insurance - Public Liability	(2,649.00)	(2,649.00)	(2,649.00)	(2,649.00)	0.00	0.00%
E145123 · Insurance - Property (ISR)	(4,477.76)	(4,478.00)	(4,478.00)	(4,478.00)	0.00	0.00%
E145126 · Insurance - Personal Accident	(1,275.00)	(850.00)	(850.00)	(1,275.00)	(425.00)	-50.00%
E145127 · Insurance - Other	(2,492.00)	(2,492.00)	(2,492.00)	(2,492.00)	0.00	0.00%
E145222 · Depreciation Furniture_office E	0.00	0.00	(21,212.00)	(21,212.00)	0.00	0.00%

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW WORKSHEET
2017-18**

Analysis as at 31 December 2017

	YTD Actual to 31/12/2017	YTD Budget to 31/12/2017	Annual Budget 2017/18	Projected Estimates to 30/06/2018	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
Total E145 · Administration	(358,907.28)	(624,957.00)	(1,272,885.00)	(1,231,310.00)	41,575.00	3.27%
Total E14 · OTHER PROPERTY AND SERVICES	(358,907.28)	(624,957.00)	(1,272,885.00)	(1,231,310.00)	41,575.00	3.27%
Total Expenses Operating	(446,235.81)	(715,622.00)	(1,454,840.00)	(1,413,265.00)	41,575.00	2.86%
E24 · CONSULTANT EXPENSE						
E145079 · Consultancy						
E145440 · Env Innovation Consultancies	0.00	0.00	0.00	0.00	0.00	0.00%
Total E145440 · Env Innovation Consultancies	0.00	0.00	0.00	0.00	0.00	0.00%
E145450 · Admin-Operational Consultancies						
E145451 · GST management	(3,600.00)	(9,800.00)	(20,000.00)	(20,000.00)	0.00	0.00%
E145452 · Recruitment_Human Resources	(4,000.00)	(4,900.00)	(10,000.00)	(10,000.00)	0.00	0.00%
E145453 · GST Margin Scheme Consultancy	0.00	0.00	0.00	0.00	0.00	0.00%
Total E145450 · Admin-Operational Consultancies	(7,600.00)	(14,700.00)	(30,000.00)	(30,000.00)	0.00	0.00%
E145079 · Consultancy - Other	0.00	0.00	0.00	0.00	0.00	0.00%
Total E145079 · Consultancy - Other	0.00	0.00	0.00	0.00	0.00	0.00%
Total E24 · CONSULTANT EXPENSE	(7,600.00)	(14,700.00)	(30,000.00)	(30,000.00)	-	0.00%
E34 · PROPERTY DEVELOPMENT- SERVICES						
E345 · Property Admin & Approvals						
E145041 · Signage/Decals	0.00	(2,450.00)	(5,000.00)	(5,000.00)	0.00	0.00%
E145042 · Branding/Marketing	0.00	(4,900.00)	(10,000.00)	(10,000.00)	0.00	0.00%
Total E345 · Property Admin & Approvals	0.00	(7,350.00)	(15,000.00)	(15,000.00)	0.00	0.00%
E346 · Mtce Services - Land						
E145204 · Fences/Walls	0.00	(4,900.00)	(10,000.00)	(10,000.00)	0.00	0.00%
E145206 · Mtce Services - Land - Other	0.00	(2,450.00)	(5,000.00)	(5,000.00)	0.00	0.00%
E145216 · Direct Selling Expenses	(915,395.41)	(3,112,552.00)	(4,729,937.00)	(3,964,707.00)	765,230.00	16.18%
E145218 · Sales and Marketing	(148,043.67)	(397,500.00)	(795,000.00)	(637,000.00)	158,000.00	19.87%
Total E346 · Mtce Services - Land	(1,063,439.08)	(3,517,402.00)	(5,539,937.00)	(4,616,707.00)	923,230.00	16.66%
Total E34 · PROPERTY DEVELOPMENT- SERVICES	(1,063,439.08)	(3,524,752.00)	(5,554,937.00)	(4,631,707.00)	923,230.00	16.62%
E347 · Land Development Costs						
E145207 · Land & Special Sites Developmen	0.00	(149,657.00)	(10,889,547.00)	(379,167.00)	10,510,380.00	96.52%
E145208 · Consultants	(197,034.00)	(462,153.00)	(827,319.00)	(628,319.00)	199,000.00	24.05%
E145209 · Landscape	(3,438,095.17)	(7,623,837.00)	(11,872,836.00)	(9,863,944.00)	2,008,892.00	16.92%

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW WORKSHEET
2017-18**

Analysis as at 31 December 2017

	YTD Actual to 31/12/2017	YTD Budget to 31/12/2017	Annual Budget 2017/18	Projected Estimates to 30/06/2018	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
E145210 · Infrastructure	(479,615.09)	(2,635,128.00)	(6,583,296.00)	(4,993,990.00)	1,589,306.00	24.14%
E145211 · Lot Production	(1,939,855.64)	(4,908,042.00)	(10,835,010.00)	(5,258,703.00)	5,576,307.00	51.47%
E145212 · Administration (Land Developmen	(163,759.23)	(699,164.00)	(1,074,460.00)	(1,074,294.00)	166.00	0.02%
E145213 · Community Development	(23,672.61)	(96,252.00)	(192,500.00)	(192,500.00)	0.00	0.00%
New- Contingency	0.00	(893,973.00)	(2,460,212.00)	(1,108,219.00)	1,351,993.00	54.95%
New- Finance	0.00	(860,971.00)	(960,971.00)	(653,902.00)	307,069.00	31.95%
New- Debtors /Creditors Movement	0.00	9,608.00	9,608.00	(1,357,171.00)	(1,366,779.00)	-14225.43%
E145215 · Bulk Earthworks	0.00	(289,099.00)	(4,388,016.00)	(667,583.00)	3,720,433.00	84.79%
Total E347 · Land Development Costs	(6,242,031.74)	(18,608,668.00)	(50,074,559.00)	(26,177,792.00)	23,896,767.00	47.72%
Total Expense	(7,759,306.63)	(22,863,742.00)	(57,114,336.00)	(32,252,764.00)	24,861,572.00	43.53%
Net Income	(7,256,117.19)	(22,387,634.00)	(56,318,789.00)	(31,350,446.00)	24,968,343.00	44.33%
Other Items						
Contribution Refund	(52,334.00)	0.00	(268,725.00)	(268,725.00)	0.00	0.00%
Capital Expenditure	0.00	0.00	(26,250.00)	(26,250.00)	0.00	0.00%
Proceeds Sale of Asset	0.00	0.00	0.00	0.00	0.00	0.00%
Profit Distributions	(2,000,001.00)	0.00	(4,000,000.00)	(4,000,000.00)	0.00	0.00%
Proceed Sale of Lots	13,470,607.68	21,929,897.00	40,372,252.00	25,844,383.00	(14,527,869.00)	-35.98%
Other Income Sale of Lots	1,818.18	1,000,000.00	1,761,500.00	2,161,500.00	400,000.00	22.71%
Depreciation Written Back	0.00	0.00	21,212.00	21,212.00	0.00	0.00%
Opening Surplus	39,246,178.00	39,260,668.00	39,260,668.00	39,246,178.00	(14,490.00)	-0.04%
Closing Net Surplus/ Deficit	43,410,151.67	39,802,931.00	20,801,868.00	31,627,852.00	10,825,984.00	52.04%

10,825,984.00

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDING 31 DECEMBER 2017**

	2017-18 YTD ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	VARIANCE		VARIANCE
				FAVOURABLE	UNFAVOURABLE	
REVENUE	\$	\$	\$	\$	\$	%
General Purpose Funding	501,159	793,512	900,000	106,488		13.42%
Other Property and Services	2,030	2,035	2,318	283		13.91%
	503,189	795,547	902,318			
LESS EXPENDITURE						
Governance	(87,329)	(181,955)	(181,955)			
Other Property & Services	(358,907)	(1,272,885)	(1,231,310)	41,575		3.27%
	(446,236)	(1,454,840)	(1,413,265)			
Increase(Decrease)	56,953	(659,293)	(510,947)			
ADD						
Proceeds Sale of Asset	0	0	0			
Depreciation Written Back	0	21,212	21,212			
	0	21,212	21,212			
Sub Total	56,953	(638,081)	(489,735)			
LESS CAPITAL PROGRAMME						
Purchase Plant and Equipment	0	(26,250)	(26,250)			
	0	(26,250)	(26,250)			
LESS MEMBERS EQUITY						
Development of Land for Resale						
Income Sale of Lots -Subdivision	13,470,608	40,372,252	25,844,383		14,527,869	-35.98%
Income Other -Subdivision	1,818	1,761,500	2,161,500	400,000		22.71%
Development Costs - Subdivision	(7,320,496)	(55,659,496)	(30,839,499)	24,819,997		44.59%
Contribution Refund	(52,334)	(268,725)	(268,725)			
Profit Distribution	(2,000,001)	(4,000,000)	(4,000,000)			
	4,099,595	(17,794,469)	(7,102,341)			
Sub Total	\$4,156,548	(18,458,800)	(7,618,326)			
Opening Funds	39,246,178	39,260,668	39,246,178		14,490	-0.04%
	39,246,178	39,260,668	39,246,178			
Net Surplus /(Deficit)	43,402,726	20,801,868	31,627,852	25,368,343	14,542,359	

10,825,984

\$10,825,984

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

	2017-18 YTD ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET
	\$	\$	\$
Total of Operating and Capital Revenue and Expenditure	4,156,549	(18,480,012)	(7,639,538)
ADD			
Depreciation Written Back	0	21,212	21,212
ADD			
Surplus Brought Forward	39,246,178	39,260,668	39,246,178
LESS			
Surplus Carried Forward	(43,402,727)	(20,801,868)	(31,627,852)
Rates Levied	0	0	0

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

	2017-18 YTD ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET
	\$	\$	\$
CURRENT ASSETS			
Cash on Hand	0	0	0
Cash at Bank	43,243,424	20,797,071	31,635,926
Trade and Other Receivables	443,017	254,800	254,800
Total Current Assets	43,686,441	21,051,871	31,890,726
LESS CURRENT LIABILITIES			
Provisions	(223,745)	(210,874)	(223,745)
Trade and Other Payables	(59,969)	(39,129)	(39,129)
Total Current Liabilities	(283,714)	(250,003)	(262,874)
NET CURRENT ASSETS	43,402,727	20,801,868	31,627,852
SURPLUS OF CURRENT ASSETS OVER LIABILITIES	\$43,402,727	\$20,801,868	\$31,627,852

NOTE 2 2017-18 ADOPTED BUDGET HAS NOT BEEN AMENDED SINCE ADOPTION

Appendix 9.7



Department of
**Local Government, Sport
and Cultural Industries**

Tamala Park Regional Council - Compliance Audit Return Regional Local Government 2017

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Tony Arias
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Tony Arias
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Tony Arias
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Tony Arias
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Tony Arias



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Tony Arias
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Tony Arias
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Tony Arias
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Tony Arias
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Tony Arias
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Tony Arias
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Tony Arias
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Delegation Register	Tony Arias
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Delegation Register	Tony Arias
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Tony Arias
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Tony Arias
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Tony Arias
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Tony Arias

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



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Tony Arias
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Tony Arias
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A	No new employees during audit term.	Tony Arias
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Tony Arias
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Tony Arias
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Tony Arias
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Tony Arias
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Tony Arias
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Tony Arias
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Tony Arias
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Tony Arias
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Tony Arias



Department of
**Local Government, Sport
and Cultural Industries**

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

Disposal of Property

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tony Arias
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	No delegation issued	Tony Arias
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tony Arias
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Tony Arias
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Tony Arias
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Tony Arias
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised	Tony Arias



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised	Tony Arias
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised	Tony Arias
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Tony Arias
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Tony Arias
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Tony Arias
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Tony Arias
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Tony Arias



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted 20 June 2013, currently under review and to be reported in 2018.	Tony Arias
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Tony Arias
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted 20 June 2013, currently under review and to be reported in 2018.	Tony Arias
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Tony Arias
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted 20 October 2016	Tony Arias
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted 20 October 2016	Tony Arias
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	20 October 2016	Tony Arias



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



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

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Tony Arias
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	No multiple contracts entered into during audit term	Tony Arias
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Tony Arias
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Tony Arias



Department of
**Local Government, Sport
and Cultural Industries**

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



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Tony Arias
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Tony Arias
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Tony Arias
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Tony Arias
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Tony Arias
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Tony Arias
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Tony Arias
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Tony Arias
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Tony Arias



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

Signed Chairman, Tamala Park Regional Council

Signed CEO, Tamala Park Regional Council

Appendix 9.8



Code of Conduct for Council Members and Staff

February 2018

PREAMBLE

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

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

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

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

LEGISLATIVE OBLIGATIONS

This Code is not a complete statement of the obligations that Council Members and Staff must observe. Legislative obligations, such as those included in the *Local Government Act 1995* and its subsidiary legislation, must be complied with.

RULES OF CONDUCT

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

~~This Code must be read with the Rules of Conduct which are made under the *Local Government (Rules of Conduct) Regulations 2007* and apply to all elected members in Western Australia.~~

RULES OF CONDUCT PRINCIPLES

~~The following principles (set out in the *Local Government (Rules of Conduct) Regulations 2007*) should be used to guide Council Members and Staff in their conduct:~~

- ~~(a) act with reasonable care and diligence;~~
- ~~(b) act with honesty and integrity;~~
- ~~(c) act lawfully;~~
- ~~(d) avoid damage to the reputation of the local government;~~
- ~~(e) be open and accountable to the public;~~
- ~~(f) base decisions on relevant and factually correct information;~~
- ~~(g) treat others with respect and fairness; and~~
- ~~(h) not be impaired by mind affecting substances.~~

1. ROLES

1.1 Role of Council Members

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

The role of Council Members as set out in clause 6.7 of the Tamala Park Regional Council Establishment Agreement as follows:

'A member of the Tamala Park Regional Council:

- (a) Represents the interests of the ratepayers and residents of the Region [defined to mean the combined districts of the Participants];*
- (b) Facilitates communication between the community of the Region and the Tamala Park Regional Council ;*
- (c) Participates in the TPRC's decision making processes at meetings of the Tamala Park Regional Council and its committees; and*
- (d) Performs such other functions as are given to the Councillor by the Act or any other written law.'*

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

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

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S5.41 of the *Local Government Act 1995*:

"The CEO's functions are to:

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

1.3 Role of Council

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

- “(1) The council —
(a) governs the local government’s affairs; and
(b) is responsible for the performance of the local government’s functions.
(2) Without limiting subsection (1), the council is to —
(a) oversee the allocation of the local government’s finances and resources; and
(b) determine the local government’s policies.”

1.4 Relationships Between Council Members and Staff

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

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

CONFLICT AND DISCLOSURE OF INTEREST

Conflict of Interest

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

2. FINANCIAL INTEREST

Council Members and staff will adopt the principles of disclosure of financial interest as contained within the *Local Government Act 1995*.

Disclosure of Interest

Definition :

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

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

- (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

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

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

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

3.2 Intellectual Property

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

3.3 Improper or Undue Influence

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

3.4 Gifts

Definition :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or

- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
 - (iii) notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a Register of Notifiable Gifts and record in it details of notifications given to comply with a requirement made under item (c). The Register of Notifiable Gifts is to be public and maintained on the TPRC website.
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members and staff will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Tamala Park Regional Council uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Tamala Park Regional Council;
 - (iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; ~~and~~

- ~~(v)~~ always act in accordance with their obligation of fidelity to the Tamala Park Regional Council;
- ~~(vi)~~ act at all times when representing the Tamala Park Regional Council in a manner that will not adversely reflect on the Tamala Park Regional Council or bring the Tamala Park Regional Council into disrepute; and
- ~~(vi)~~(vii) not denigrate or cast aspersions on an employee's or Tamala Park Regional Council Member's commitment, contribution or competence.

- (b) Council Members will represent and promote the interests of the Tamala Park Regional Council, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members and staff will:

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

4.3 Performance of Duties

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

4.4 Compliance with Lawful Orders

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

4.5 Administrative and Management Practices

Council Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members and staff are expected to comply with neat and responsible dress standard at all times. Council Members will dress in a manner appropriate to their position, in particular, when attending meetings or representing the Tamala Park Regional Council in an official capacity. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

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

4.7 Appointments to Committees

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

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

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- (a) Be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) Use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

- (c) Not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

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

5.3 Access to Information

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

CONFIDENTIAL

Appendix 9.9

CONFIDENTIAL

Appendix 9.10