

Ordinary Meeting of Council

Thursday 17 February 2022

AGENDA

Notice of Meeting

Councillors of the Tamala Park Regional Council are advised that a meeting will be held electronically on Thursday 17 February 2022 at 6:00pm.



JON MORELLINI
Chief Executive Officer

Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jane Cutler
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale (DEPUTY CHAIR) Cr Bianca Sandri (CHAIR) Cr Karlo Perkov	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Ife	Cr Claire Anderson
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

Representatives from the Satterley Property Group will be in attendance at the meeting.

PRELIMINARIES

1. OFFICIAL OPENING

On behalf of Councillors, we would like to acknowledge the traditional custodians of this land, the Wadjak people of the Nyoongar nation, on which this meeting is taking place and show our respect for Elders past, present and emerging.

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

4. PETITIONS

5. CONFIRMATION OF MINUTES

That the minutes of the Ordinary Meeting of Council of 9 December 2021 be CONFIRMED as a true and accurate record of proceedings.

That the minutes of the Special Meeting of Council of 15 December 2021 be CONFIRMED as a true and accurate record of proceedings.

5A BUSINESS ARISING FROM MINUTES

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

7. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.7)

7.1 BUSINESS REPORT – PERIOD ENDING 10 FEBRUARY 2022

Responsible Officer: Manager Project Coordination

Attachments: Nil

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Business Report to 10 February 2022.

PURPOSE

The report provides information to the Council on key activities, programs and milestones.

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

N/A

PREVIOUS MINUTES

N/A

FINANCIAL/BUDGET IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 2	Risk Rating:
Strategic - Stable and effective governance environment.	Moderate
Action:	
SPG and TPRC provide reports/information to Council Meetings.	

The report provides information to ensure the Council is well informed on the progress of key components of the Catalina Project.

BACKGROUND

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

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

COMMENT

1. Civil Construction - Status

Connolly Drive/Aviator Boulevard Roundabout

Civil works for the Connolly Drive/Aviator Boulevard roundabout have been completed. The roundabout is open to traffic.

Catalina Beach Foreshore Access Road / Carpark

Civil works for the Foreshore Access Road are expected to be completed on 16 February 2022. The final stage of works includes reinstatement of a short section of the Burns Beach – Mindarie coastal dual use path that was removed to construct the Foreshore Access Road.

The outstanding 650m southern segment of the path in Burns Beach has recently been constructed by Peet Limited, finally completing the 4.6km link.

Portofino Promenade

Civil works for the Portofino Promenade extension are expected to be completed on 14 February 2022.



View west of Portofino Promenade extension and Foreshore Access Road in late January 2022

Longbeach Promenade

Earthworks for the Longbeach Promenade extension are largely complete, however civil works are on hold as the civil contractors' available resources will be being allocated to the construction of four civil stages across Catalina (Stages 18C, 27, 30 and 36) in order to prioritise release of lot titles. It is anticipated that work on the Longbeach Promenade extension will not resume until August 2022, to be completed in November 2022.



View east over the Foreshore Access Road and Carpark in late January 2022.

Stage 27B – Catalina Beach

Construction of Stage 27B (23 lots) is in progress. Works are expected in mid-February 2022 to reach the stage where the payment of a security bond to the City of Wanneroo will allow the City's clearance to be issued to enable the release of titles in mid-March 2022. Completion of works is forecast for late March 2022.



Construction of Stages 27b and 30 in progress

Stage 30 – Catalina Beach

Construction of Stage 30 (37 lots) is in progress and expected to be completed in late May 2022. Payment of a security bond to the City of Wanneroo will also be required to expedite a subdivision clearance and the release of titles in early May 2022 ahead of the completion of all required works.

Catalina Green

Earthworks for the first phase of Catalina Green (Stages 36 and 37) are complete.

Civil works for Stage 36 (78 residential lots and a commercial lot) commenced in late January 2022 and are anticipated to be completed in July 2022.

Civil designs are currently underway for Stage 37 (49 lots) and expected to be completed in late March 2022.

Stage 18C – Catalina Central

Construction of Stage 18c (28 lots) has been awarded to the civil contractors and is expected to commence in mid-February 2022 and be completed in July 2022.

2. Landscaping Works - Status

CATALINA BEACH

Foreshore Access Road and Carpark

Landscaping works for the Foreshore Access Road and Carpark will be completed mid-February 2022, including installation of conservation fencing, coir matting and street furniture. A second stage of revegetation works of road and carpark verges will be undertaken in winter 2022.

The Clearing Permit for the Foreshore Access Road and Carpark requires the TPRC to revegetate an area of approximately 1.5ha to offset the vegetation clearing associated with the road works. The TPRC has completed the first stage of offset planting of approximately 800m² in the coastal conservation reserve, approximately 200m to the north of the Foreshore Access Road. A second stage of offset planting will be undertaken in winter 2023.

Portofino Promenade Extension

Landscaping of the Portofino Promenade extension is anticipated to commence in April 2022.

Stage 28 Display Village/Marmion Avenue West

Landscaping of the verges opposite the Stage 28 Display Village commenced in early February 2022.

Catalina Beach Park – Phase 2

Construction of the extension of the existing Stage 25 park is anticipated to commence in June 2022.

Foreshore Park

Landscape works on the new park adjacent to the Portofino Promenade extension are anticipated to commence June 2022.

CATALINA CENTRAL

Aviator Boulevard Greenlink

Landscape works for the Aviator Boulevard Greenlink extension from Roulettes Parade to Connolly Drive in Catalina Central are programmed to commence mid-February 2022.

Connolly Drive/Aviator Boulevard Roundabout and Entry Statement

Landscape works for Connolly Drive, including the Connolly/Aviator Roundabout and entry statements received City of Wanneroo approval on 9 February 2022 and are programmed to commence in late February 2022.

CATALINA GREEN

Phase 1 Park, Streetscapes and Entry Statements

Landscape design for the stage one public open space, streetscape works and entry statements on Connolly Drive and Neerabup Road and parkland adjacent to Neerabup Road in the first phase of the Catalina Green development area is well advanced. Landscape works are programmed to commence in July 2022.

3. Housing Construction

The following table provides an overview of the current progress of housing construction to 10 February 2022:

Stage	Total Lots	Homes Completed	Homes Under Construction	Lots Vacant
Stages 1 – 15, 17A, 18A, 18B, Stage 25 A & DV.	908	905	1	2
Stage 16A	17	2	13	2
Stage 17B	36	32	4	0
Stage 25C	4	0	2	2
Stage 25 (Builders Release)	17	16	1	0
Stage 26	38	24	11	3
Stage 27A	20	0	13	7
Stage 28	34	0	13	21
Total	1,074	979	58	37

4. Community Events

Summer Splashdown

The Summer Splashdown was held on 20 January 2022 at the Catalina Beach Park and featured a range of water-based children’s activities, a sausage sizzle from the Mindarie Rotary Club and food trucks. This is the second time this event has been held at Catalina and it again proved to be very popular, attracting more than 400 attendees.

An event summary infographic follows:

Objectives		
Enhance brand awareness and attract potential buyer traffic to Catalina estate Encourage & facilitate community connection to enhance liveability for residents Support the 'Community' leaf of the EnviroDevelopment accreditation Promote and activate use of Catalina Beach Park		
400 attendees +	Surveys completed 39	
Survey comments (summarised)		
Best event of the year, I brag to my friends about it! Seeing the smiles on kids' faces, great family day out Great free event and well organised Lots of fun, love all the events in Catalina I think it is fantastic that this event happens, perfect for the community Absolutely great, all four of my kids had a ball. Thank you very much		
eDM unique open rates (industry average 19.17%)		
Event notification 32.01% 2,234 emails sent 715 unique opens 20 unique clicks	Event reminder #1 31.18% 2,231 emails sent 679 unique opens 18 unique clicks	Event reminder #2 27.89% 2,230 emails sent 662 unique opens 23 unique clicks
New contacts from survey 27		New leads from survey 8
Facebook event reach 25,3687	Facebook event responses 1,140	Facebook ad campaign responses (click throughs to event page and responded as 'going') 192

Foreshore Access Road – Opening Ceremony

A ceremony to celebrate the opening of the Foreshore Access Road will be held on Saturday 19 February 2022 at 10am at the new foreshore carpark. All Catalina residents and purchasers, TPRC Councillors and other guests have been invited to the event.



5. Commercial Centres

Aviator Boulevard, Catalina Central

The childcare centre at the corner of Aviator Boulevard and Roulettes Parade is due to open for business in early 2022. Stage 2 of the development will include several shop tenancies (300m² net lettable area) and a 170m² café and is due to be completed by May 2023.

Connolly Drive, Catalina Green

The first stage of civil works within Catalina Green will include the 2ha neighbourhood centre site located at the intersection of Connolly Drive and Aviator Boulevard. A tender campaign to offer the site to market on the basis of either an outright sale or a long-term ground lease was released on 1 December 2021 and closed on 21 January 2022. A report on the outcome of the tender process is provided under Item 13.1.

6. Catalina Green Display Village

A tender for the allocation of lots in the proposed Builders' Display Village in Catalina Green closed on 17 November 2021. Currently there are eight builders interested in buying and constructing on a lot in the Display Village. Satterley considers that 10 display homes are required to warrant construction of the Display Village and is in the process of attempting to secure buyers for at least two more lots.

Development Approval for the Display Village was issued by the City of Wanneroo on 22 December 2021.

7.2 STATEMENTS OF FINANCIAL ACTIVITY FOR DECEMBER 2021 AND JANUARY 2022

Responsible Officer:	Chief Executive Officer
Attachments:	Statements of Financial Activity for December 2021 and January 2022
Voting Requirements:	Simple Majority

RECOMMENDATION

That the Council **RECEIVES** and **NOTES** the Statements of Financial Activity for the months ending 31 December 2021 and 31 January 2022.

PURPOSE

Submission of the Statement(s) of Financial Activity required under the *Local Government Act 1995*.

LOCAL GOVERNMENT ACT/REGULATION

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

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 8	Risk Rating:
TPRC Operations - Financial Management of TPRC	Low
Action:	
Preparation and reporting on monthly accounts for Council approval.	

The submission of the Statement(s) of Financial Activity is required under the *Local Government Act 1995* and necessary to ensure transparency and governance of financial activity.

BACKGROUND

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

COMMENT

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

Variances at 31 January 2022 exceeding 10% were experienced in relation to the following:

Interest Earnings	The negative variation is a result of less funds invested due to member distribution payment in December.
Materials and Contracts	The positive variation relates to consultancy fees and timing of payments.
Other	The positive variation relates to timing of payments.
Utilities	The positive variation relates to timing of payments.
Income Sale of Lots - Subdivision	The positive variance is a result of additional settlements for the year to date.
Land Production Costs	The positive variance relates to timing of payments.
Profit Distribution / Contributions Returned	The negative variation relates to timing of payments.

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

Financial Snapshot as at 31 January 2022

	2021-22 Adopted Budget	2021-22 Budget YTD	2021-22 Actual YTD	Variance		Variance %
				Favourable	Unfavourable	
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	337,115	196,650	135,882		(60,768)	-30.90%
Other Revenue	22,380	13,055	12,257		(798)	-6.11%
	\$359,495	\$209,705	\$148,139	\$0	(\$61,566)	
LESS EXPENDITURE						
Depreciation	(31,227)	(18,216)	(18,216)			0.00%
Employee Costs	(648,534)	(381,719)	(362,487)	19,232		5.04%
Insurance	(16,874)	(16,874)	(17,090)		(216)	-1.28%
Interest	(90)	(90)	(91)		(1)	0.00%
Materials and Contracts	(338,763)	(228,389)	(124,536)	103,853		45.47%
Other	(171,005)	(86,341)	(76,305)	10,036		11.62%
Utilities	(6,662)	(3,887)	0	3,887		100.00%
OTHER						
Written Down Value of Assets Sold	(55,188)	(55,188)	(56,744)		(1,556)	-2.82%
Proceeds From Disposal of Asset	60,500	60,500	55,000		(5,500)	-9.09%
Members Equity						
Income Sale of Lots - Subdivisions	34,575,138	10,091,750	14,319,084	4,227,334		41.89%
Land Production Costs	(45,814,343)	(27,955,620)	(7,677,396)	20,278,224		72.54%
GST Withheld Member Councils	(2,524,805)	(1,540,620)	(767,305)	773,315		50.20%
Profit distribution/Contributions Returned	(10,280,000)	0	(5,040,060)		(5,040,060)	-100.00%
	(\$25,251,853)	(\$20,134,694)	\$233,854	\$25,415,881	(\$5,047,333)	
Total Change in Equity	(\$24,892,358)	(\$19,924,989)	\$381,993	\$25,415,881	(\$5,108,899)	

Balance Sheet Summary as at 31 January 2022

	Actual 2020-21 \$	Actual 2021-22 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	53,313,471	53,463,311	149,840	0.28%
Trade and other receivables	354,701	424,866	70,165	19.78%
Total current assets	53,668,172	53,888,177	220,005	0.4%
Non-current assets				
Inventories	1,600,000	1,600,000	0	0.00%
Right of use assets	20,114	8,381	-11,733	-58.33%
Property, plant and equipment	102,610	39,383	-63,226	-61.62%
Total non-current assets	1,722,723	1,647,764	-74,960	-4.35%
Total assets	55,390,896	55,535,941	145,045	0.26%
Current liabilities				
Trade and other payables	116,281	110,673	5,609	4.82%
Lease Liabilities	20,878	0	20,878	100.00%
Provisions	283,214	72,753	210,460	74.31%
Total current liabilities	420,373	183,426	236,947	56.4%
Non-current liabilities				
Lease Liabilities	0	0	0	0.00%
Provisions	1,231	1,231	0	0.00%
Total non-current liabilities	1,231	1,231	0	0.00%
Total liabilities	421,604	184,657	236,947	56.20%
Net assets	54,969,292	55,351,284	381,993	0.69%

Investment Summary as at 31 January 2022

Cash Accounts						
	Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.
	5,012,635.98	0.4000%	Macquarie Bank	A+	5,012,635.98	541301
	5,012,635.98	0.4000%			5,012,635.98	

Term Deposits										
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency
Feb-22	2,000,000.00	0.5500%	AMP Bank	BBB	2,000,000.00	May-21	2,008,046.58	541321	8,046.58	At Maturity
Feb-22	3,000,000.00	0.5500%	AMP Bank	BBB	3,000,000.00	May-21	3,012,069.86	541322	12,069.86	At Maturity
Feb-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,003,267.12	541325	3,267.12	At Maturity
Feb-22	1,000,000.00	0.5000%	Macquarie Bank	A+	1,000,000.00	Mar-21	1,004,301.37	541220	4,301.37	At Maturity
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541706	2,206.85	At Maturity
Mar-22	3,000,000.00	0.5000%	ME Bank	BBB+	3,000,000.00	Mar-21	3,013,561.64	541011	13,561.64	At Maturity
Mar-22	2,000,000.00	0.5000%	ME Bank	BBB+	2,000,000.00	Mar-21	2,009,013.70	541097	9,013.70	At Maturity
Mar-22	3,009,692.06	0.3700%	National Australia Bank	AA-	3,009,692.06	Mar-21	3,019,699.08	541102	10,007.02	At Maturity
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,003,267.12	541326	3,267.12	At Maturity
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541707	2,206.85	At Maturity
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,169.86	541727	2,169.86	At Maturity
May-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541708	2,206.85	At Maturity
May-22	1,000,000.00	0.5000%	ME Bank	BBB+	1,000,000.00	May-21	1,003,630.14	541323	3,630.14	At Maturity
Jun-22	1,500,000.00	0.4000%	Bank of Queensland	BBB+	1,500,000.00	Sep-21	1,502,071.23	541928	2,071.23	At Maturity
Jul-22	2,047,728.09	0.7500%	AMP Bank	BBB	2,047,728.09	Aug-21	2,055,133.57	541726	7,405.48	At Maturity
Aug-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Sep-21	1,001,738.36	541894	1,738.36	At Maturity
Sep-22	3,000,000.00	0.4400%	Westpac Group	AA-	3,000,000.00	Oct-21	3,003,544.11	542013	3,544.11	At Maturity
Oct-22	3,021,000.00	0.4000%	Westpac Group	AA-	3,021,000.00	Oct-21	3,024,641.75	541997	3,641.75	At Maturity
Oct-22	3,000,000.00	0.4100%	National Australia Bank	AA-	3,000,000.00	Oct-21	3,003,673.15	541995	3,673.15	At Maturity
Jan-23	1,000,000.00	0.8000%	Westpac Group	AA-	1,000,000.00	Jan-22	1,000,175.34	542266	175.34	Quarterly
Jan-23	1,000,000.00	0.8100%	Westpac Group	AA-	1,000,000.00	Jan-22	1,000,155.34	542269	155.34	At Maturity
Feb-23	2,000,000.00	0.5200%	National Australia Bank	AA-	2,000,000.00	Aug-21	2,004,900.82	541745	4,900.82	Annually
	38,578,420.15	0.4940%			38,578,420.15		38,681,680.69		103,260.54	

Fixed Rate Bonds										
Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield
Jun-22	3,000,000.00	0.6000%	NT T-Corp Bond (Jun22) 0.60%	Aa3	3,000,000.00	Feb-21	3,011,391.78	540948	11,391.78	0.6000%
Jun-23	3,000,000.00	0.7000%	NT T-Corp Bond (Jun23) 0.70%	Aa3	3,000,000.00	Apr-21	3,013,290.41	541265	13,290.41	0.7000%
	6,000,000.00				6,000,000.00		6,024,682.19		24,682.19	0.6500%

7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR NOVEMBER 2021 – JANUARY 2022

Responsible Officer:	Chief Executive Officer
Attachments:	Summary Payment List for November 2021 – January 2022 CEO's Credit Card Report
Voting Requirements:	Simple Majority

RECOMMENDATION

That the Council:

- RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for November 2021 – January 2022:**
 - November 2021 - \$2,068,852.34
 - December 2021 - \$8,601,643.95
 - January 2022 - \$344,048.74
 - Total Paid - \$11,014,545.03
- APPROVES the CEO Credit Card Statement for November 2021 – January 2022.**

PURPOSE

Submission of payments made under the CEO's Delegated Authority for the months November 2021 – January 2022.

LOCAL GOVERNMENT ACT/REGULATION

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

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 8	Risk Rating:
TPRC Operations - Financial Management of TPRC	Low
Action:	
Preparation and reporting on monthly accounts for Council approval.	

The report provides information to Council on expenditure for November 2021 – January 2022 to ensure transparency and governance of financial activity.

BACKGROUND

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

COMMENT

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

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

7.4 PROJECT FINANCIAL REPORT – DECEMBER 2021

Responsible Officer: Chief Executive Officer

Attachments: Letter from Satterley Property Group dated 25 January 2022 with Financial Report

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Project Financial Report (December 2021) submitted by the Satterley Property Group.

PURPOSE

To consider the Project Financial Report for December 2021 submitted by the Satterley Property Group.

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

N/A

PREVIOUS MINUTES

N/A

FINANCIAL/BUDGET IMPLICATIONS

Review of Project Financial Report for December 2021.

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 2	Risk Rating:
Strategic - Stable and effective governance environment.	Moderate
Action:	
SPG and TPRC provide reports/information to Council Meetings.	

The report provides information to the Council on Catalina Project financial outcomes in particular, revenue, expenditure and variances to ensure transparency and governance of financial activity.

BACKGROUND

At its meeting of 17 June 2021, the Council approved the Project Budget FYE 2022, submitted by the Satterley Property Group (Satterley).

The Development Manager's Key Performance Indicators 2020 - Governance, requires the preparation of monthly progress reports.

COMMENT

Satterley has prepared a Catalina Financial Report for December 2021 for the Project. The report has been prepared on a cash basis and compares actual expenditure to approved budget expenditure for the period 1 December 2021 to 31 December 2021 and is attached at Appendix 7.4.

The Financial Report identifies the following main areas of variance:

1. Residential settlement revenue for the year to date to 31 December 2021 is \$12.25M which is \$6.26M favourable to the approved December 2021 budget due to 17 more settlements.
2. Expenditure is \$9.8M under budget, in the following areas:
 - Lot Production (excl. Bonds) is \$4.56M under budget;
 - P&L expenditure is \$1.11M under budget;
 - Infrastructure is \$2.83M under budget;
 - Clearance Bonds is \$837K favourable to budget;
 - Indirect consultants is \$47K under budget;
 - Landscaping is \$399K under budget;
3. Year to date sales for FYE 2022 are \$8.89M ahead of budget due to higher average price \$27K/lot and 24 more sales than budget.

The Satterley Financial Report provides detail on the variations.

Satterley representatives will be in attendance to present the report.

7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 10 FEBRUARY 2022

Responsible Officer: Manager Project Coordination

Attachments: Staging Plan

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Sales and Settlement Report to 10 February 2022.

PURPOSE

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

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

N/A

Financial/Budget Implications

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

Budget Amount:	\$ 29,575,138
Received to Date:	\$ 14,299,772
Balance:	\$ 15,275,366

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 2	Risk Rating:
Strategic - Stable and effective governance environment.	Moderate
Action:	
SPG and TPRC provide reports/information to Council Meetings.	

The report provides information on Catalina Project sales/settlements and variances to ensure the Council is well informed on sales and market trends.

BACKGROUND

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

The Staging Plan provided under Appendix 7.5 identifies the extent of the stage boundaries referenced within the report.

COMMENT

Table 1 provides a summary of the Catalina Estate Sales and Settlement position for lots released up to 10 February 2022.

Table 1: Summary of Sales and Settlement of Lots – Catalina Estate

Stage	Release Date	Lots Released	Lot Sizes (m ²)	Sold	Stock	Settled
Completed Stages	-	1008	174 - 658	1008	0	1008
Stage 16A	Aug-20	17	375 - 450	17	0	16
Stage 18C (1)	Sep-21	21	183 - 558	20	1	0
Stage 18C (2)	Nov-21	4	150 – 155	2	2	0
Stage 27A (1)	Aug-20	12	225 - 450	12	0	11
Stage 27B (1)	Jun-21	11	300 - 617	11	0	0
Stage 27B (2)	Jul-21	12	375 - 539	11	1	0
Stage 28 (1)	Nov-20	10	357 - 450	10	0	10
Stage 28 (2)	Feb-21	10	370 - 450	10	0	10
Stage 28 (DV)	Mar-21	12	375 - 474	11	1	11
Stage 28 (3)	Apr-21	6	375 - 449	6	0	6
Stage 30 (1)	Oct-21	18	176 - 639	13	5	0
Stage 30 (2)	Dec-21	8	375 - 450	4	4	0
Stage 36 (1)	Oct-21	21	313 - 591	21	0	0
Stage 36 (2)	Dec-21	14	300 - 450	9	5	0
Stage 36 (3)	Feb-21	7	188 - 484	0	7	0
Total		1,191	150 - 658	1,165*	26	1,072

* includes nine sales subject to advertising and acceptance

Table 2: Summary of Net Sales for FYE 2022 against Budget – Catalina Estate

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD	Mar	Apr	May	Jun	FYE 22
Budget	9	13	12	10	18	18	16	17	113	11	12	11	12	159
Actual	9	13	12	10	25	10	20	5	104*					
Variance	-	-	-	-	+7	+8	+14	-12	-9					

Nb – budgeted sales reflect the mid-year FYE 22 Project Budget review approved by the Council at its 9 December 2022 meeting, which revised FYE 22 sales from 110 to 159.

* actual sales includes nine sales subject to advertising and acceptance

The Project currently has 93 lots under contract; 12 unconditional, 72 conditional and nine pending advertising and acceptance.

Sales have been strong so far in 2022. Given reduced stock levels in Catalina Green, seven lots in Stage 36 (3) were released on 2 February 2022. 26 released lots are currently available across Catalina, comprised of the stock listed in Table 3.

Table 3: Summary of Available Stock Position – Catalina Estate

Stage	Precinct	Release Date	Lots Released	Stock	Title Status	Anticipated Title Date
Stage 18C (1)	Central	Sep-21	21	1	Untitled	July 2022
Stage 18C (2)	Central	Nov-21	4	2	Untitled	July 2022
Stage 27B (2)	Beach	Jul-21	12	1	Untitled	March 2022
Stage 28	Beach	Mar-21	12	1	Titled	-
Stage 30 (1)	Beach	Oct-21	18	5	Untitled	May 2022
Stage 30 (2)	Beach	Dec-21	8	4	Untitled	May 2022
Stage 36 (1)	Green	Oct-21	21	0	Untitled	July 2022
Stage 36 (2)	Green	Dec-21	14	5	Untitled	July 2022
Stage 36 (3)	Green	Feb-21	7	7	Untitled	July 2022
			Total	26		

Table 4: Summary of Settlements for FYE 2022 against Budget – Catalina Estate

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD	Mar	Apr	May	Jun	FYE 22
Budget	1	3	16	10	3	3	3	1	40	11	8	7	14	80
Actual	1	3	16	10	4	3	3	0	40					
Variance	-	-	-	-	+1	-	-	-1	-					

Nb – budgeted settlements reflect the mid-year FYE 22 Project Budget review approved by the Council at its 9 December 2022 meeting, which revised FYE 22 settlements from 91 to 80.

Northern Corridor Estates Analysis

Table 5 provides a summary of sales at developments in the northern corridor.

Table 5: Summary of Sales in Northern Corridor (January 2020 to December 2021)

ESTATE	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	12 Month Total Sales
NORTH-WEST METRO													
Alkimos Beach (Alkimos)	5	12	7	5	5	6	10	13	12	15	14	7	111
Alkimos Vista (Alkimos)	3	-1	11	10	3	4	3	5	5	8	16	10	77
Allara (Eglinton)	3	3	7	8	2	2	11	8	7	4	11	5	71
Amberton (Eglinton)	5	7	13	13	15	12	13	10	15	20	13	13	149
Beaumaris (Iluka)	1	0	0	0	0	0	0	6	11	2	5	2	27
Catalina (Clarkson-Mindarie)	-2	9	6	10	3	2	9	13	12	10	23	12	107
East of the Beach (Eglinton)	8	7	12	12	5	12	9	10	9	14	6	3	107
Eden Beach (Jindalee)	12	5	15	5	4	10	9	4	7	17	21	27	136
Elevale									5	7	10	3	25
Jindowie Estate									3	13	14	1	31
Shorehaven (Alkimos)	10	9	15	15	7	9	8	14	12	4	9	3	115

Trinity (Alkimos)	12	7	15	15	8	5	16	20	15	24	11	13	161
TOTAL	57	58	101	93	52	62	88	103	113	138	153	99	1117
CATALINA SHARE (%)	0 %	15.5 %	5.9 %	10.7 %	5.7 %	3.2 %	10.2 %	13 %	11 %	9 %	15%	12%	9.5%

Note 1: Satterley reporting is based on 'mid-month' sales period.

Note 2: Satterley has expressed caution that these sales results are indicative only based on information obtained in the marketplace and supplied on a voluntary basis.

Catalina's market share in the northern coastal corridor for 2021 of 9.5% compares to previous recent years as follows:

2020 – 7.48%

2019 – 6.76%

2018 – 5.46%

2017 – 16.5%

Table 6 provides a summary of available stock in the northern corridor.

Table 6: Summary of Price of Available Lots in Northern Corridor Estates

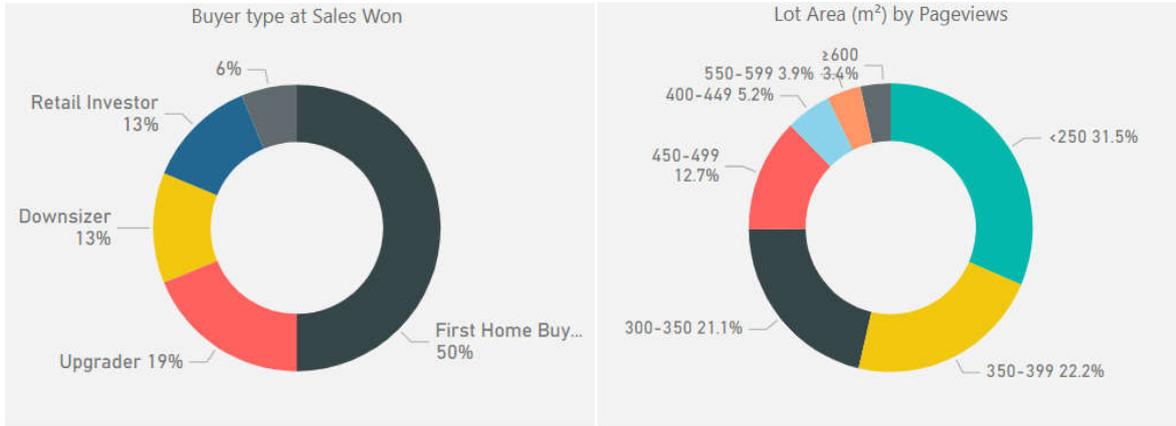
Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	500sqm + Price (\$)	Total Dwellings	Stock
Allara	n/a	n/a	n/a	227,000	220,000-264,000	3,405	19
Alkimos Beach	n/a	n/a	275,000	n/a	n/a	2,413	20
Amberton	n/a	n/a	234,000	277,500	366,000-383,000	2,500	12
Burns Beach	n/a	n/a	445,000	550,000-563,000	n/a	1,580	10
Catalina Central	n/a	n/a	n/a	n/a	n/a	2,480	3
Catalina Beach	n/a	n/a	370,000-385,000	445,000-460,000	n/a		11
Catalina Green	n/a	n/a	270,000	305,000	n/a		12
Eden Beach	n/a	245,000	n/a	n/a	n/a	1,100	5
Myella	\$205,000	n/a	n/a	n/a	n/a	197	20
Shorehaven	289,000	254,000-258,000	263,000	284,000-295,000	n/a	2,800	30
Trinity	n/a	n/a	254,000-258,000	248,000-288,000	n/a	2,500	17

Marketing

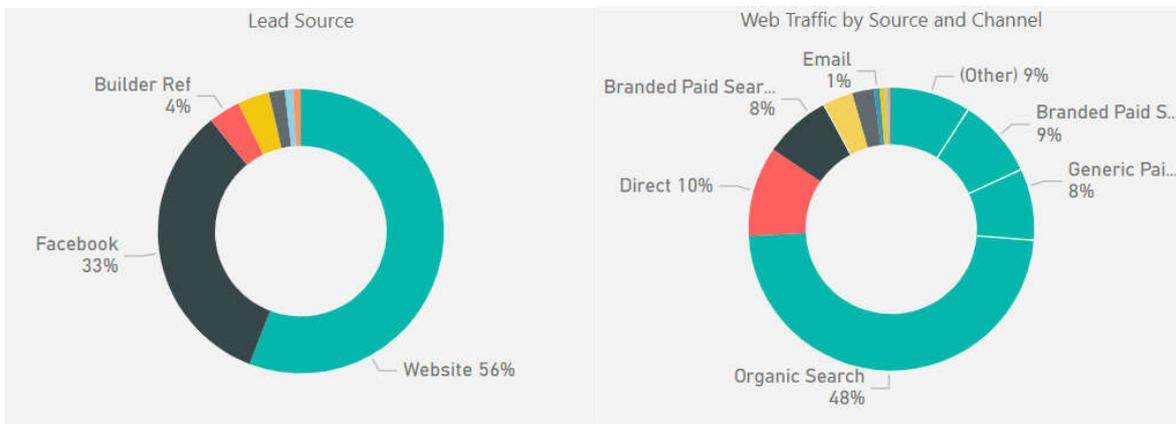
Catalina website traffic and leads remained strong throughout December 2021 and January 2022. Enquiry remained steady throughout the Christmas and New Year period, despite the closure of the Sales Office and reduced digital advertising spend, followed by a very strong increase in website traffic in early January.



A noticeable increase in leads and sales from first home buyers was experienced in December 2021, with increased leads from Facebook advertising and a higher percentage of webpage views for larger lot sizes.



Satterley CRM Data 01/12/21 – 16/01/22



Satterley CRM Data 01/12/21 – 01/01/22

Over January 2022, Catalina’s digital advertising was refreshed to reduce fatigue amongst target audiences and improve effectiveness and a new sign was installed along Connolly Drive promoting Catalina Green and incorporating an artistic perspective render. Drone photography has been featured in the Sales Office and across digital channels to promote the progress of the construction of the Foreshore Access Road. The sales team report positive feedback from purchasers and a sense excitement about the upcoming opening of the beach access.



Refreshed estate signage on Connolly Drive

7.6 TAMALA PARK REGIONAL COUNCIL MEETING PROCEDURES LOCAL LAW 2021

Responsible Officer:	Chief Executive Officer
Attachments:	Tamala Park Regional Council Meeting Procedures Local Law 2021 (Gazettal Version) Tamala Park Regional Council Meeting Procedures Local Law 2021 (Working Version clean) Tamala Park Regional Council Meeting Procedures Local Law 2021 (Working Version tracked changes)
Voting Requirements:	Absolute Majority

RECOMMENDATION

That the Council:

1. **REPEALS** the Tamala Park Regional Council Standing Orders Local Law 2006.
 2. **RESOLVES** to make the Tamala Park Regional Council Meeting Procedures Local Law 2021 as detailed in Attachment 1 and that the Common Seal be affixed.
 3. Under section 3.12(5) of the *Local Government Act 1995*, **AUTHORISES** the publication of the Tamala Park Regional Council Meeting Procedures Local Law 2021 in the Government Gazette and the provision of a copy to the relevant Minister/s.
 4. Under section 3.12(6) of the *Local Government Act 1995*, **AUTHORISES** the giving of local public notice in relation to the Tamala Park Regional Council Meeting Procedures Local Law 2021.
-

PURPOSE

The purpose of this report is to seek Council's approval to make the Tamala Park Regional Council (TPRC) Meeting Procedures Local Law 2021 ("The Local Law").

LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*: Section 5.98 Elected Member Allowances
- Regulation 33
- Regulation 34
- *Local Government Administration Regulations*

LEGISLATION REFERENCE

Local Government Act 1995; s3.12
Local Government (Functions and General) Regulations 1996; r3
Local Government Act 1995, s1.7

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 7	Risk Rating:
TPRC Operations – Internal Controls	Low
Action / Strategy to Manage:	
Management Policies and Procedures reviewed and approved by Council.	

FINANCIAL AND RESOURCE IMPLICATIONS

Expenditure under this matter will be incurred under Item E145029 (Advertising Public / Statutory):

Budget Amount:	\$	25,000
Spent to Date:	\$	13,745
Balance:	\$	11,255

Note: Refers to Mid-Year Budget Review FYE 2022, not yet adopted.

Advertising costs of approximately \$1,000 for the Gazette and local public notices.

BACKGROUND

At the 14 October 2021 Ordinary Council Meeting, Council resolved to commence the local law-making process. The Council resolved as follows:

That the Council:

1. *NOTES the notice of the Chair, in accordance with Section 3.12 of the Local Government Act 1995 of the purposes and the effect of the proposed Tamala Park Regional Council Meeting Procedures Local Law 2021 (Proposed Local Law).*
2. *AUTHORISES the giving of local public notice, under section 3.12(3)(a) of the Local Government Act in relation to the Proposed Local Law.*
3. *REQUESTS the Chief Executive Officer to comply with the other requirements of section 3.12(3) of the Local Government Act in relation to the Proposed Local Law.*
4. *NOTES that the matter will be referred back to the Council for consideration after the last day for submissions under the local public notice.*

In accordance with section 3.12(3) of the *Local Government Act 1995*, TPRC publicly advertised the proposed Local Law in The West Australian newspaper, Community News Local newspaper, TPRC website, TPRC administration offices as well as the member Councils' public libraries. A copy was also provided to Minister of Local Government, Hon. Jon Carey. At the close of the public consultation period on 14 December 2021, the TPRC had not received any public submissions.

DETAILS / DISCUSSION

The TPRC Administration gave public notice and invited submissions for the proposed Local Law in the government section of the Western Australian Newspaper on 3 November 2021, Perth Now Wanneroo Newspaper on 4 November 2021 and requested member Councils to display the notice at their public libraries.

On 2 November 2021, the proposed Local Law was forwarded to Minister Local Government, Hon. Jon Carey requesting his review and a response was received on 9 December 2021.

The Minister made reference to the recently announced package of significant reforms for the *Local Government Act 1995*. Included in the package is a proposal to standardise meeting procedures for council meetings for all local governments. Submissions for the reforms close on 25 February 2022.

The Minister provided no further drafting suggestions to the Local Law and confirmed TPRC to proceed with making the proposed Meeting Procedures a Local Law. However, it was highlighted that the Local Law may eventually be superseded by the proposed reform legislation. Notwithstanding this information, given the uncertainty of the timing, process and final outcome of such potential Meeting Procedures Local law standardisation, it is recommended to finalise the current process undertaken which can help inform any standardisation if it does occur.

There are two versions attached to this report being the Gazettal and Working Versions. The Joint Standing Committee on Delegated Legislation (JSCDL) requires that local laws that are made under the Local Government Act and published in the Government Gazette must not contain notes or reproduced provisions of other legislation. However, many local governments have found that it is useful to have a working, or unofficial, version of local law (particularly standing orders or meeting procedures) that include many, if not all, of the relevant provisions of the Local Government Act and the Administration Regulations.

Once the Local Law is adopted, it then needs to be published in the Government Gazette, with a copy sent to the Minister, and a memorandum sent to the Parliament's Joint Standing Committee.

After publication of the Local Law in the Gazette the Council is to give public notice:

- (a) Stating the title of the Local Law; and
- (b) Summarising the purpose and effect of the Local Law (specifying the date on which it comes into operation); and
- (c) Advising that the Local Law is published on the TPRC's official website and that copies of the local law may be inspected at or obtained from the TPRC's Administration Office.

A Local Law made under section 3.12 of *the Local Government Act 1995* comes into operation on the day on which it is published in the *Gazette* or on such later day as may be specified in the local law.

CONCLUSION

The Tamala Park Regional Council Meeting Procedures Local Law 2021 is consistent with current legislative requirements and is recommended to Council for adoption.

7.7 TPRC RESPONSE TO THE PROPOSED REFORM OF THE LOCAL GOVERNMENT ACT 1995

Responsible Officer:	Chief Executive Officer
Attachments:	TPRC <i>Local Government Act 1995</i> proposed reform submission
Voting Requirements:	Simple Majority

RECOMMENDATION

That the Council **ENDORSES** and **FORWARDS** the TPRC submission regarding the *Local Government Act 1995* proposed reforms to the Department of Local Government, Sport and Cultural Industries by 4 February 2022 and to WALGA by 12 January 2022.

PURPOSE

For Council to consider a proposed submission to the Department of Local Government, Sport and Cultural Industries (the 'Department') in response to the proposed reforms to the *Local Government Act 1995* ('the Act').

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

Local Government Act 1995

PREVIOUS MINUTES

Nil

FINANCIAL/BUDGET IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 2	Risk Rating:
Strategic - Stable and effective governance environment.	Moderate
Action:	
TPRC provide reports/information to Council Meetings.	

BACKGROUND

The Minister for Local Government announced the commencement of a review of the Act in June 2017.

On 10 November 2021, the Minister for Local Government announced significant proposed reforms to the Act based on six themes:

1. Earlier intervention, effective regulation and stronger penalties;
2. Reducing red tape, increasing consistency and simplicity;
3. Greater transparency and accountability;
4. Stronger local democracy and community engagement;
5. Clear roles and responsibilities;
6. Improved financial management and reporting.

The comment period for the proposed reforms closed 4 February 2021.

WALGA intends to convene a Special Meeting of State Council to finalise a sector position prior to the 4 February 2022 deadline. WALGA has requested that submissions be made to them by 12 January 2022.

COMMENT

The submission in the attachment is a draft submission for Councillor comment. It is proposed that Council consider which of the proposed reforms are relevant to TPRC, and what comments Councillors determine are appropriate to represent TPRC's position.

A Councillor or member of the community who has a different point of view on the consensus reached on any of the key themes may make a separate submission to the Department by 4 February 2022.

CONCLUSION

It is recommended that Council endorses the submission regarding the proposed reforms to the *Local Government Act 1995* to ensure the TPRC's views are considered by the Department of Local Government, Sport and Cultural Industries and WALGA.

Additional Information – 17 February 2022

At the Ordinary Council Meeting held on 9 December 2021, consideration of the submission was listed as Item 7.14 on the Agenda. The Minister for Local Government had that day announced an extension to the closing date for submission on the proposed reforms to 25 February 2022. When this item was considered by Council it was decided that a councillor workshop be held to further consider input from councillors on the proposed reforms. As a result of this Council agreed to the following motion:

That the Council DEFERS consideration of Item 7.14 until the next TPRC Ordinary Council Meeting on 17 February 2022.

On 9 February 2022 a Councillor workshop was held on-line to provide Elected Members the opportunity to comment further on Council's submission. The Councillors in attendance worked through each of TPRC's comments and provided feedback. This feedback has been incorporated into the proposed submission contained in Appendix 7.7.

It is open to the Council to consider whether any further amendments or additions be made to the proposed submission. The dates mentioned in the original recommendation are no longer relevant and therefore an alternative recommendation is required. The alternative recommendation also removes the requirement that the submission be forwarded to WALGA. WALGA have already finalised their submission and forwarded it to the Department and therefore there is no need for TPRC to forward its submission to WALGA as well.

It is recommended that Council endorses the TPRC submission by agreeing to the alternative recommendation.

Suggested Alternative Recommendation

That the Council ENDORSES and FORWARDS the TPRC submission regarding the *Local Government Act 1995* proposed reforms to the Department of Local Government, Sport and Cultural Industries.

8. COMMITTEE REPORTS

CEO PERFORMANCE REVIEW COMMITTEE (10 FEBRUARY 2022)

8.1 CONFIDENTIAL: PROCESS FOR APPOINTMENT OF TPRC CEO

This item satisfies the requirements of Section 5.23 c) and e) of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public.

8.2 CONFIDENTIAL: CEO KEY PERFORMANCE INDICATORS 2021-2022

This item satisfies the requirements of Section 5.23 c) and e) of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public.

AUDIT COMMITTEE (17 FEBRUARY 2022)

The Audit Committee is scheduled to meet immediately prior to the 17 February 2022 Council meeting.

The Council will be updated on the recommendations of the Audit Committee at the Council meeting.

8.3 TPRC FYE 2022 BUDGET REVIEW

Responsible Officer: Chief Executive Officer

Attachments: Statement of Financial Activity;
Statement of Surplus/Deficit;
Statement of Closing Funds; and
Budget Analysis Worksheet.

Voting Requirements: Absolute Majority

AUDIT COMMITTEE RECOMMENDATION

Moved Cr Fleeton, Seconded Cr Perkov.

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2021 to 30 June 2022, as detailed in the Budget Analysis Worksheet attached to Appendix 8.3.

The Motion was put and declared CARRIED (4/0).

PURPOSE

To consider the review of the TPRC Budget for the FYE 2022 financial year in accordance with the *Local Government (Financial Management) Regulations 1996*, Regulation 33A.

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*: Reg 33A

PREVIOUS MINUTES

- Council Meeting – 18 February 2021 (Item 8.1 – TPRC Budget FYE 2021 Review)
- Council Meeting – 20 February 2020 (Item 9.1 – TPRC Budget 2018/2019 Review)

FINANCIAL/BUDGET IMPLICATIONS

Review of variances of TPRC Budget FYE 2022.

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 8	Risk Rating:
TPRC Operations - Financial Management of TPRC	Low
Action:	
Annual Financial Review and Mid-Year Reviews independently prepared and approved by Council.	

The consideration of the Mid-Year Review of the TPRC Budget FYE 2022 is required under the *Local Government Act 1995* and necessary to ensure governance of financial activity and planning for the balance of FYE 2022.

BACKGROUND

A budget review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A, requires that a Regional Local Government conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries within 30 days of the adoption of the review.

At its meeting of 19 August 2021, the Council resolved to adopt the Budget for the Tamala Park Regional Council for the year ending 30 June 2022 and adopted a 10% or \$5,000 variance whichever is the greater for the reporting of material variances identified in the annual budget review.

At its meeting of 9 December 2021, the Council considered the Mid-Year Review of the Catalina Project Budget FYE 2022 undertaken by the Satterley Property Group (Satterley). The Mid-Year Review of the Catalina Project Budget FYE 2022 indicated that assumptions and predictions in the Project Budget FYE 2022 were generally still valid. However, it was noted that the current economic conditions, property market and availability of lots in Catalina will result in an increase in lot sales, but with a small reduction in settlement. The Council resolved to receive the Satterley FYE 2022 Mid-Year Budget Review and that it be used for the balance of the FYE 2022 and as the basis of the Mid-Year Review of the TPRC Budget FYE 2022.

COMMENT

A review of the approved TPRC Budget FYE 2022 has been undertaken in accordance with the Financial Management Regulations. The TPRC budget review has been based on the Mid-Year Review of the Catalina Project Budget FYE 2022.

The review of the approved TPRC Budget FYE 2022 is considered to represent the current expectations for the property market outlook and revisions to the sales and settlement targets and forecast expenditure are considered appropriate. It also is based on the latest sales/settlement information, construction program, and expenditure estimates.

The worksheets attached at Appendix 8.3 detail the actual expenditure, year to date, projected actual and expected variances. These are presented in a summary form below based on main groupings.

**TAMALAPARK REGIONAL COUNCIL
BUDGET REVIEW
2021-22**

	Annual Budget 2021/22	Projected Estimates to 30/06/2022	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
Total Income - Operating	364,807	384,000	19,193	5.26%
Total Expenses - Operating	(1,213,155)	(1,246,365)	(33,210)	-2.74%
Net operating Deficit	(848,348)	(862,365)	(14,017)	1.65%
Income - Members Equity				
Proceed Sale of Lots	29,575,138	28,759,845	(815,293)	-2.76%
Other Income Sale of Lots	5,000,000	5,002,382	2,382	0.05%
Total Income - Members Equity	34,575,138	33,762,227	(812,911)	-2.35%
Expense - Members Equity				
Consultancy	(50,000)	(15,000)	35,000	70.00%
Property Admin & Approvals	(18,000)	(15,000)	3,000	16.67%
Mtce Services - Land (Incl. Selling and Marketing Expenses)	(4,706,632)	(4,009,285)	697,347	14.82%
Land Development Costs	(41,039,711)	(34,834,837)	6,204,874	15.12%
Total Expense - Members Equity	(45,814,343)	(38,874,122)	6,940,221	15.15%
Subtotal	(11,239,205)	(5,111,895)	6,127,310	54.52%
Other Items				
Contribution Refund	(280,000)	(595,200)	(315,200)	-112.57%
Book Value of Assets Written Back	60,500	55,000	(5,500)	-9.09%
Profit and Loss on disposal of asset	(5,312)	1,744	7,056	132.83%
Depreciation Written Back	31,227	29,671	(1,556)	-4.98%
Payments for Principal Portion of Lease Liabilities	(20,878)	(20,878)		
Capital Expenditure	(5,000)	(5,000)		
GST Withheld Member Councils	(2,524,805)	(2,467,736)	57,069	2.26%
Profit Distributions	(10,000,000)	(10,000,000)		
Opening Surplus	53,268,677	53,268,677		
Closing Net Surplus/ Deficit	28,436,856	34,292,018	5,855,162	20.59%

The material variances (5% or \$5,000 whichever is greater) to the TPRC Budget FYE 2022 are summarised as follows:

1. Total Income - Operating

Investment Income

Interest from investment was predicted to be \$0.337M for FYE 2022, however, interest earnings are now expected to be \$0.365M as a result of additional funds available for investment.

2. Income - Members Equity

Proceed Sale of Lots

Lot Sales Income was budgeted at \$34.57M, however, based on the Mid-Year Review of the Catalina Project Budget FYE 2022 and in light of the latest sales/settlement information, sales income is now forecast at \$33.76M. The variance is due to the impact of the reduced total number of settlements.

The variation in Total Income - Members Equity in the Review is (\$0.81M).

3. Expense - Members Equity

Land Development Costs

Land Development Costs are to decrease by \$6.94M due to the timing of completion of infrastructure works, deferral of the WAPC land acquisition from December 2021 to December 2022 and realised savings for Stage 36-37 bulk earthworks and net impact of changes to timing and quantum of expenses for various civil and landscaping stages.

4. Other Items

GST Withheld Member Councils

There is a \$57,069 variance to account for a decrease in withholding tax (GST) on the sale price of the lots, which is now remitted directly to the Australian Tax Office (ATO) by the purchaser as part of the settlement process. It should be noted that this GST is subsequently claimed by the Member local governments.

5. Closing Surplus 2022

The TPRC Budget for FYE 2022 forecast a closing net surplus of \$28.44M, the Mid-Year Review now forecasts a closing net surplus of \$34.29M which represents a \$5.85M positive variance.

6. Distributions to Participant Local Governments

The TPRC Budget FYE 2022 forecast a Distribution to the participant members totalling \$10M.

The Mid-Year Review of the Catalina Project Budget FYE 2022 forecast that the Distributions to member local governments remain unchanged at \$10M.

7. Contribution Refund

This represents reimbursement to member local governments for rates levied due to a revaluation this amount is expected to increase from \$280,000 to \$595,200. This is due to the occurrence of a revaluation undertaken.

CONCLUSION

The Mid-Year Review of the TPRC Budget FYE 2022 forecasts the following key variances:

1. Interest on investments to increase by \$28,267;
2. Income from sale of land and other related income will decrease by \$812,911;
3. Distributions to member local governments remain unchanged at \$10.00M;
4. The Closing Surplus to increase by \$5.855M.
5. Land development costs to decrease by \$6.94M.

The review of the TPRC FYE 2022 Budget shows the TPRC can meet all cashflow obligations for FYE 2022. To date there has been no call upon local authority funds to meet any operating or capital expenditure. This position is expected to continue in FYE 2022.

The assumptions represent the current property market conditions and the latest sales/settlement information, construction program and expenditure estimates which is considered appropriate given the impacts of COVID-19. The Satterley FYE 2022 Mid-Year Budget Review is considered to provide an appropriate basis for financial planning for the TPRC Mid-Year Budget FYE 2022.

8.4 COMPLIANCE AUDIT RETURN FOR YEAR ENDED 31 DECEMBER 2021

Responsible Officer: Chief Executive Officer

Attachments: Compliance Audit Return for Tamala Park Regional Council 2021

Voting Requirements: Simple Majority

AUDIT COMMITTEE RECOMMENDATION

Moved Cr Fleeton, Seconded Cr Krsticevic.

That the Audit Committee recommends the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2021 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.

The Motion was put and declared CARRIED (4/0).

PURPOSE

To submit for adoption the TPRC Local Government Compliance report for the year ended 31 December 2021.

LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*: Section 7.13 Minister may require Compliance Audit
- *Local Government (Audit) Regulations 1996*: Regulation 13-15 Audit items and Procedure

PREVIOUS MINUTES

- Council Meeting – 18 February 2021 (Item 8.2 Local Government Compliance Audit)
- Council Meeting – 20 February 2020 (Item 9.2 Local Government Compliance Audit)

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

BACKGROUND

The Minister for Local Government has required that all Local Governments complete a Compliance Return in reference to the statutory obligations of Councils, Council Members, and the Local Government. The Compliance Return requires answers to specific questions, which seek performance answers and comments relative to specific provisions of the Local Government Act and Regulations.

The Compliance Return is one of the tools to assist Local Governments and the Minister to understand how the local government is functioning and to promote a minimum standard of response to the statutory obligations set down in legislation.

The Compliance Audit is to be:

- Conducted for the period 1 January to 31 December each year;
- Presented to the Council at a meeting of the Council;
- Adopted by the Council; and
- Recorded in the minutes of the meeting at which it is adopted.

A certified copy with the relevant section of the Council minutes and any additional information explaining or qualifying the Compliance Audit is to be submitted to the Director General (DLGSCI) by 31 March.

DETAILS / DISCUSSION

The Compliance Return (Appendix 8.4) comprises the following parts:

- Commercial Enterprises by Local Governments;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Tenders for Providing Goods and Services.

Some items mentioned in the Compliance Return are not relevant to operations of the TPRC for the review period. These have been noted 'N/A'.

The TPRC Compliance Audit Return for the year ended 31 December 2021 is recommended for the Council's adoption and referral to the Director General of the Department of Local Government, Sports and Cultural Industries, in accordance with the *Local Government Act* and Regulations.

8.5 FINANCIAL MANAGEMENT SIGNIFICANT ACCOUNTING POLICY REVIEW 2022

Responsible Officer:	Chief Executive Officer
Attachments:	Financial Management Significant Accounting Policy Review 2022 – Track Changes
Voting Requirements:	Simple Majority

AUDIT COMMITTEE RECOMMENDATION

Moved Cr Perkov, Seconded Cr Krsticevic.

That the Council APPROVES the Financial Management Significant Accounting Policy 2022.

The Motion was put and declared CARRIED (4/0).

PURPOSE

For Council to review the Financial Management Significant Accounting Policy 2022.

LEGAL/POLICY REFERENCE

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- Australian Accounting Standards

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 7	Risk Rating:
TPRC Operations – Internal Controls	Low
Action / Strategy to Manage:	
Management Policies and Procedures reviewed and approved by Council	

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

BACKGROUND

In October 2020, the Council approved the Financial Management – Significant Accounting Policy consistent with the Local Government Regulations. The Policy provides guidelines for the preparation of the financial report.

COMMENT

The Financial Management Significant Accounting Policy reflects the most recent accounting standards and local government practice, as recommended by Moore Australia Accountants and Butler Settineri - Auditors.

The proposed changes to the Financial Management Significant Accounting Policy 2022 are consistent with the Annual Financial Report for the year ended 30 June 2021 (Notes) prepared by Moore Australia – Accountants and reviewed by the Council appointed Auditor (Butler Settineri).

The proposed changes are highlighted in the Financial Management Significant Accounting Policy 2022 attached at Appendix 8.5 and are recommended for adoption.

9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN
10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
11. URGENT BUSINESS APPROVED BY THE CHAIR
12. GENERAL BUSINESS
13. DECISION TO MOVE TO CONFIDENTIAL SESSION

That the Council:

Move into Closed Session and exclude members of the press and public from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 5.23 of the *Local Government Act 1995*, as items:

13.1 – CATALINA GREEN NEIGHBOURHOOD CENTRE – TENDER 08/2021 comes within the following provision:

- c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
- e) *A matter that if disclosed, would reveal –*
 - i) *Information that has a commercial value to a person; or*
 - ii) *Information about the business, professional, commercial or financial affairs of a person.**where the information is held by, or is about, a person other than the TPRC (section 5.23(2)(e)).*

13.2 – TPRC LANDHOLDING comes within the following provision:

- d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- e) *a matter if disclosed would reveal –*
 - (i) *a trade secret.*

14. FORMAL CLOSURE OF MEETING

APPENDICES

Appendix 7.2

TAMALA PARK REGIONAL COUNCIL
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2022

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2022**

STATUTORY REPORTING PROGRAMS

Regional Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide good governance to the Regional Council

Member of Council allowances and reimbursements and administration expenses

GENERAL PURPOSE FUNDING

To collect interest on investments

Interest revenue

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads on operating accounts

Other unclassified activities

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	2(c)	53,268,677	53,268,677	53,268,677	0	0.00%	
Revenue from operating activities							
General purpose funding - other		337,115	196,650	144,521	(52,129)	(26.51%)	▼
Other property and services		27,692	18,367	3,618	(14,749)	(80.30%)	▼
		364,807	215,017	148,139	(66,878)		
Expenditure from operating activities							
Governance		(171,005)	(86,341)	(78,965)	7,376	8.54%	
Other property and services		(1,042,150)	(649,175)	(521,504)	127,671	19.67%	▲
		(1,213,155)	(735,516)	(600,469)	135,047		
Non-cash amounts excluded from operating activities	2(a)	25,915	12,904	(6,980,040)	(6,992,944)	(54192.06%)	▼
Amount attributable to operating activities		(822,433)	(507,595)	(7,432,370)	(6,924,775)		
Investing Activities							
Proceeds from disposal of assets	7	60,500	60,500	55,000	(5,500)	(9.09%)	
Payments for property, plant and equipment and infrastructure	8	(5,000)	0	0	0	0.00%	
Amount attributable to investing activities		55,500	60,500	55,000	(5,500)		
Financing Activities							
Payments of member contributions	1	(45,814,343)	(27,955,620)	(7,677,396)	20,278,224	72.54%	▲
Proceeds from member contributions	1	34,575,138	10,091,750	14,319,084	4,227,334	41.89%	▲
Payments of GST Withheld	1	(2,524,805)	(1,540,620)	(767,305)	773,315	50.20%	▲
Payments for principal portion of lease liabilities	1	(20,878)	(20,878)	(20,878)	0	0.00%	
Payments of profit distribution	1	(10,000,000)	0	0	0	0.00%	
Payments of contribution refund	1	(280,000)	0	(5,000,000)	(5,000,000)	0.00%	▼
Proceeds from rates equivalent	1	0	0	(40,060)	(40,060)	0.00%	▼
Amount attributable to financing activities		(24,064,888)	(19,425,368)	813,445	20,238,813		
Closing funding surplus / (deficit)	2(c)	28,436,856	33,396,214	46,704,752			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 11 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2022**

NATURE OR TYPE DESCRIPTIONS

REVENUE

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	2(c)	53,268,677	53,268,677	53,268,677	0	0.00%	
Revenue from operating activities							
Interest earnings		337,115	196,650	135,882	(60,768)	(30.90%)	▼
Other revenue		22,380	13,055	12,257	(798)	(6.11%)	
Profit on disposal of assets	7	5,312	5,312	0	(5,312)	(100.00%)	▼
		364,807	215,017	148,139	(66,878)		
Expenditure from operating activities							
Employee costs		(648,534)	(381,719)	(362,487)	19,232	5.04%	
Materials and contracts		(338,763)	(228,389)	(124,536)	103,853	45.47%	▲
Utility charges		(6,662)	(3,887)	0	3,887	100.00%	
Depreciation on non-current assets		(31,227)	(18,216)	(18,216)	0	0.00%	
Interest expenses		(90)	(90)	(91)	(1)	(1.11%)	
Insurance expenses		(16,874)	(16,874)	(17,090)	(216)	(1.28%)	
Other expenditure		(171,005)	(86,341)	(76,305)	10,036	11.62%	▲
Loss on disposal of assets	7	0	0	(1,744)	(1,744)	0.00%	
		(1,213,155)	(735,516)	(600,469)	135,047		
Non-cash amounts excluded from operating activities	2(a)	25,915	12,904	(6,980,040)	(6,992,944)	(54192.06%)	▼
Amount attributable to operating activities		(822,433)	(507,595)	(7,432,370)	(6,924,775)		
Investing activities							
Proceeds from disposal of assets	7	60,500	60,500	55,000	(5,500)	(9.09%)	
Payments for property, plant and equipment and infrastructure	8	(5,000)	0	0	0	0.00%	
Amount attributable to investing activities		55,500	60,500	55,000	(5,500)		
Financing Activities							
Payments of member contributions	1	(45,814,343)	(27,955,620)	(7,677,396)	20,278,224	72.54%	▲
Proceeds from member contributions	1	34,575,138	10,091,750	14,319,084	4,227,334	41.89%	▲
Payments of GST Withheld	1	(2,524,805)	(1,540,620)	(767,305)	773,315	50.20%	▲
Payments for principal portion of lease liabilities	1	(20,878)	(20,878)	(20,878)	0	0.00%	
Payments of profit distribution	1	(10,000,000)	0	0	0	0.00%	
Payments of contribution refund	1	(280,000)	0	(5,000,000)	(5,000,000)	0.00%	▼
Proceeds from rates equivalent	1	0	0	(40,060)	(40,060)	0.00%	▼
Amount attributable to financing activities		(24,064,888)	(19,425,368)	813,445	20,238,813		
Closing funding surplus / (deficit)	2(c)	28,436,856	33,396,214	46,704,752	13,308,538		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 11 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

PREPARATION TIMING

Date prepared: All known transactions up to 09 February 2022

SIGNIFICANT ACCOUNTING POLICES

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

NOTE 1
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Land Sales	Development Expenses	Contributed Equity	Return of Contribution	Rates Equivalent	Payments of Lease Liabilities	GST Withheld	Total Movement
	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date
	31 January 2022	31 January 2022	2022	2022	2022	2022	2022	2022
	\$	\$	\$	\$	\$	\$	\$	\$
Town of Victoria Park	1,193,257	(639,783)	0	(416,667)	0	(1,740)	(63,942)	71,125
City of Perth	1,193,257	(639,783)	0	(416,667)	(40,060)	(1,740)	(63,942)	31,065
Town of Cambridge	1,193,257	(639,783)	0	(416,667)	0	(1,740)	(63,942)	71,125
City of Joondalup	2,386,514	(1,279,566)	0	(833,333)	0	(3,480)	(127,884)	142,251
City of Wanneroo	2,386,514	(1,279,566)	0	(833,333)	0	(3,480)	(127,884)	142,251
Town of Vincent	1,193,257	(639,783)	0	(416,667)	0	(1,740)	(63,942)	71,125
City of Stirling	4,773,028	(2,559,132)	0	(1,666,666)	0	(6,959)	(255,768)	284,502
Total	14,319,084	(7,677,396)	0	(5,000,000)	(40,060)	(20,878)	(767,305)	813,445

	Land Sales	Development Expenses	Contributed Equity	Return of Contribution	Rates Equivalent	Payments of Lease Liabilities	GST Withheld	Total Movement
	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(1,740)	(210,400)	(2,005,407)
	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(1,740)	(210,400)	(2,005,407)
	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(1,740)	(210,400)	(2,005,407)
	5,762,523	(7,635,724)	(1,666,667)	(46,667)	0	(3,480)	(420,801)	(4,010,815)
	5,762,523	(7,635,724)	(1,666,667)	(46,667)	0	(3,480)	(420,801)	(4,010,815)
	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(1,740)	(210,400)	(2,005,407)
	11,525,046	(15,271,448)	(3,333,333)	(93,333)	0	(6,959)	(841,602)	(8,021,629)
	34,575,138	(45,814,343)	(10,000,000)	(280,000)	0	(20,878)	(2,524,805)	(24,064,888)

Movement in Total Equity Represented by:

	Closing Balance	Movement in		Year to Date
	30 June 2021	Contributed Equity	Net Result	2022
	\$	\$	\$	\$
Town of Victoria Park	4,627,003	71,125	(37,694)	4,660,434
City of Perth	4,627,003	31,065	(37,694)	4,620,374
Town of Cambridge	4,627,003	71,125	(37,694)	4,660,434
City of Joondalup	9,254,002	142,251	(75,388)	9,320,865
City of Wanneroo	9,254,002	142,251	(75,388)	9,320,865
Town of Vincent	4,627,003	71,125	(37,694)	4,660,434
City of Stirling	18,510,820	284,502	(150,777)	18,644,546
Total	55,526,836	813,445	(452,330)	55,887,951

Total Movement in Equity **361,115**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(5,312)	(5,312)	0
Movement in financial assets at amortised cost (non current)	3	0	0	(7,000,000)
Add: Loss on asset disposals	7	0	0	1,744
Add: Depreciation on assets		31,227	18,216	18,216
Total non-cash items excluded from operating activities		25,915	12,904	(6,980,040)

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 January 2021	Year to Date 31 January 2022
Adjustments to net current assets				
Add: Lease liabilities	9	20,878	35,699	0
Total adjustments to net current assets		20,878	35,699	0

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	3	1,008,998	4,908,398	8,884,891
Financial assets at amortised cost	3	52,304,473	50,782,775	37,578,420
Receivables	4	341,213	314,220	407,366
Other current assets	5	3,996	0	17,500
Less: Current liabilities				
Payables	6	(106,789)	(80,981)	(110,672)
Lease liabilities	9	(20,878)	(35,699)	0
Provisions	10	(283,214)	(267,082)	(72,753)
Less: Total adjustments to net current assets	2(b)	20,878	35,699	0
Closing funding surplus / (deficit)		53,268,677	55,657,330	46,704,752

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash and Financial Assets	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Current cash and financial assets								
Municipal bank	Cash and cash equivalents	1,562,954	0	1,562,954	0	Westpac	0.10%	Nil
Settlement proceeds	Cash and cash equivalents	1,917,486	0	1,917,486	0	Westpac	0.05%	Nil
At call account	Cash and cash equivalents	391,814	0	391,814	0	NAB	Variable	Nil
Cash management	Cash and cash equivalents	1	0	1	0	Macquarie	Variable	Nil
Accelerator	Cash and cash equivalents	5,012,636	0	5,012,636	0	Macquarie	Variable	Nil
Term Deposit 7868	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.50%	Feb-22
Term Deposit 645	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	0.55%	Feb-22
Term Deposit 646	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	0.55%	Feb-22
Term Deposit 3491	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Feb-22
Term Deposit 3064	Financial assets at amortised cost	3,000,000	0	3,000,000	0	ME Bank	0.50%	Mar-22
Term Deposit 3127	Financial assets at amortised cost	2,000,000	0	2,000,000	0	ME Bank	0.50%	Mar-22
Term Deposit 0755	Financial assets at amortised cost	3,009,692	0	3,009,692	0	ME Bank	0.37%	Mar-22
Term Deposit 9832	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Mar-22
Term Deposit 6355	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Mar-22
Term Deposit 8568	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Apr-22
Term Deposit 5721	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Apr-22
Term Deposit 0002	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	May-22
Term Deposit 1959	Financial assets at amortised cost	1,000,000	0	1,000,000	0	ME Bank	0.50%	May-22
Term Deposit 7275	Financial assets at amortised cost	1,500,000	0	1,500,000	0	BOQ	0.40%	Jun-22
Term Deposit AA1101A	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NT Bonds	0.60%	Jun-22
Term Deposit 9279	Financial assets at amortised cost	2,047,728	0	2,047,728	0	AMP	0.75%	Jul-22
Term Deposit 9747	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Aug-22
Term Deposits 2250	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.44%	Sep-22
Term Deposit 0647	Financial assets at amortised cost	3,021,000	0	3,021,000	0	Westpac	0.40%	Oct-22
Term Deposit 5247	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.41%	Oct-22
		46,463,311	0	46,463,311				
Non current cash and financial assets								
Term Deposit 2662	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.80%	Jan-23
Term Deposit 5593	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.81%	Jan-23
Term Deposit 3473	Financial assets at amortised cost	2,000,000	0	2,000,000	0	NAB	0.52%	Feb-23
Term Deposit AA1102A	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NT Bonds	0.70%	Jun-23
		7,000,000	0	7,000,000				
Total		53,463,311	0	53,463,311	0			
Comprising								
Cash and cash equivalents		8,884,891	0	8,884,891	0			
Financial assets at amortised cost - current		37,578,420	0	37,578,420	0			
Financial assets at amortised cost - non current		7,000,000	0	7,000,000	0			
		53,463,311	0	53,463,311	0			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	27,414	208,704	14,052	20,237	270,407
Percentage	0%	10%	77%	5%	8%	
Balance per trial balance						
Sundry receivable						270,407
Accrued interest						136,959
Total receivables general outstanding						407,366

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 January 2022
	\$	\$	\$	\$
Other current assets				
Other current assets				
Funds held by Settlement agent in Trust	1,000	17,500	(1,000)	17,500
Prepayments	2,996	0	(2,996)	0
Total other current assets	3,996	17,500	(3,996)	17,500
Amounts shown above include GST (where applicable)				

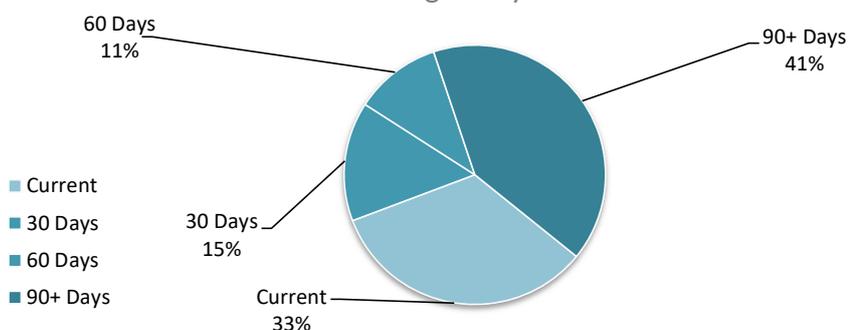
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	25,253	11,266	8,146	30,934	75,599
Percentage	0%	33.4%	14.90%	10.8%	40.9%	
Balance per trial balance						
Sundry creditors						75,599
ATO liabilities						7,404
Credit card						669
Other payables						27,000
Total payables general outstanding						110,672

Amounts shown above include GST (where applicable)

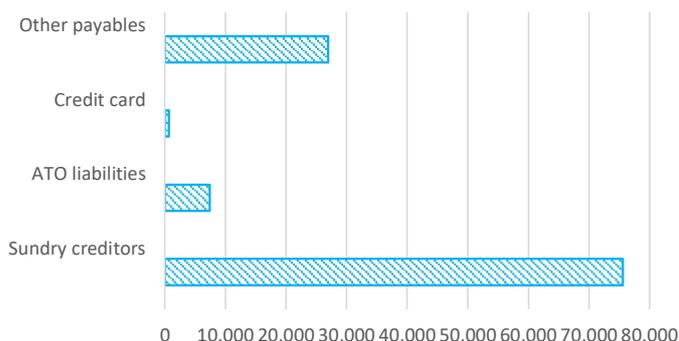
KEY INFORMATION

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

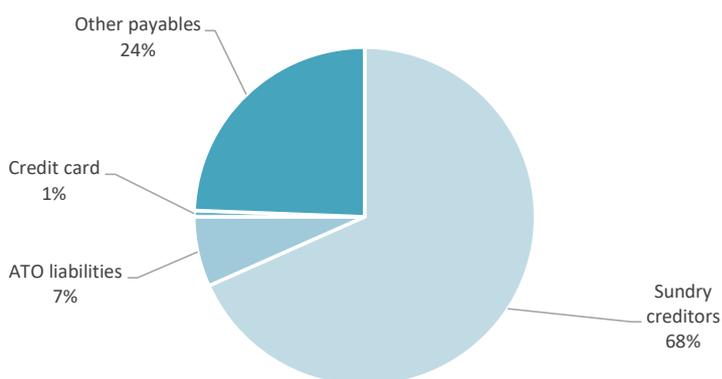
Aged Payables - General



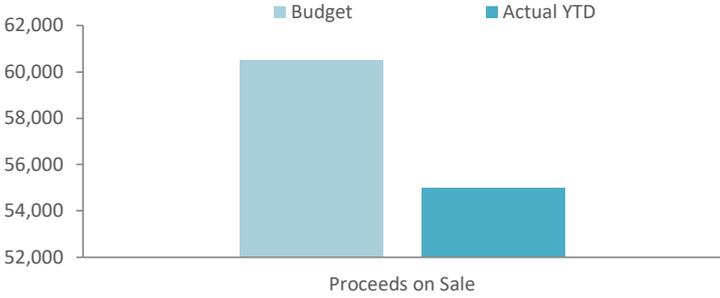
Payables



Payables



Asset Ref.	Asset description	Adopted Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Other property and services								
	Motor Vehicle - CEO	55,188	60,500	5,312	0	56,744	55,000	0	(1,744)
		55,188	60,500	5,312	0	56,744	55,000	0	(1,744)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

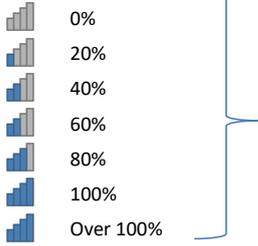
Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	5,000	0	0	0
Payments for Capital Acquisitions	5,000	0	0	0
Total Capital Acquisitions	5,000	0	0	0
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Other (disposals & C/Fwd)	60,500	60,500	55,000	(5,500)
Contribution - operations	(55,500)	(60,500)	(55,000)	5,500
Capital funding total	5,000	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

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.

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	E168513 General office equipment	5,000	0	0	0
		5,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Unit 2, 369 Scarborough Beach Road, Innaloo	STIRLI/170672	20,878	0	0	20,878	20,878	0	0	91	90
Total		20,878	0	0	20,878	20,878	0	0	91	90
Current lease liabilities		20,878					0			
		20,878					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Regional Council assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Regional Council uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 January 2022
		\$	\$	\$	\$
Provisions					
Annual leave		160,651	0	(122,774)	37,877
Long service leave		122,563	0	(87,687)	34,876
Total Provisions		283,214	0	(210,461)	72,753
Total other current liabilities		283,214	0	(210,461)	72,753
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

The Regional Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Regional Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Regional Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Regional Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(52,129)	(26.51%)	▼	
Other property and services	(14,749)	(80.30%)	▼	
Expenditure from operating activities				
Other property and services	127,671	19.67%	▲	
Financing activities				
Payments of member contributions	20,278,224	72.54%	▲	
Proceeds from member contributions	4,227,334	41.89%	▲	
Payments of GST Withheld	773,315	50.20%	▲	
Payments of contribution refund	(5,000,000)	0.00%	▼	
Proceeds from rates equivalent	(40,060)	0.00%	▼	

TAMALA PARK REGIONAL COUNCIL
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 December 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2021

STATUTORY REPORTING PROGRAMS

Regional Council operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide good governance to the Regional Council

Member of Council allowances and reimbursements and administration expenses

GENERAL PURPOSE FUNDING

To collect interest on investments

Interest revenue

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads on operating accounts

Other unclassified activities

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	2(c)	53,551,892	53,551,892	53,268,677	(283,215)	(0.53%)	
Revenue from operating activities							
General purpose funding - other		337,115	168,557	122,833	(45,724)	(27.13%)	▼
Other property and services		22,380	11,190	3,618	(7,572)	(67.67%)	▼
		359,495	179,747	126,451	(53,296)		
Expenditure from operating activities							
Governance		(171,005)	(85,507)	(79,448)	6,059	7.09%	
Other property and services		(1,068,040)	(586,507)	(487,395)	99,112	16.90%	▲
		(1,239,045)	(672,014)	(566,843)	105,171		
Non-cash amounts excluded from operating activities	2(a)	56,207	28,103	(4,974,977)	(5,003,080)	(17802.65%)	▼
Amount attributable to operating activities		(823,343)	(464,164)	(5,415,369)	(4,951,205)		
Investing Activities							
Proceeds from disposal of assets	7	60,500	60,500	55,000	(5,500)	(9.09%)	
Payments for property, plant and equipment and infrastructure	8	(5,000)	0	0	0	0.00%	
Amount attributable to investing activities		55,500	60,500	55,000	(5,500)		
Financing Activities							
Payments of member contributions	1	(45,814,343)	(23,890,145)	(7,402,826)	16,487,319	69.01%	▲
Proceeds from member contributions	1	34,575,138	8,601,220	13,124,077	4,522,857	52.58%	▲
Payments of GST Withheld	1	(2,524,805)	(1,316,574)	(709,905)	606,669	46.08%	▲
Payments for principal portion of lease liabilities	1	(36,000)	(17,377)	(17,886)	(509)	(2.93%)	
Payments of profit distribution	1	(10,000,000)	0	0	0	0.00%	
Payments of contribution refund	1	(280,000)	0	(5,000,000)	(5,000,000)	0.00%	▼
Proceeds from rates equivalent	1	0	0	(19,411)	(19,411)	0.00%	▼
Amount attributable to financing activities		(24,080,010)	(16,622,876)	(25,951)	16,596,925		
Closing funding surplus / (deficit)	2(c)	28,704,039	36,525,352	47,882,357			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 threshold. Refer to Note 11 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	2(c)	53,551,892	53,551,892	53,268,677	(283,215)	(0.53%)	
Revenue from operating activities							
Interest earnings		337,115	168,557	115,391	(53,166)	(31.54%)	▼
Other revenue		22,380	11,190	11,060	(130)	(1.16%)	
		359,495	179,747	126,451	(53,296)		
Expenditure from operating activities							
Employee costs		(648,534)	(328,356)	(328,423)	(67)	(0.02%)	
Materials and contracts		(338,762)	(209,339)	(119,433)	89,906	42.95%	▲
Utility charges		(6,663)	(3,333)	0	3,333	100.00%	
Depreciation on non-current assets		(56,207)	(28,103)	(23,279)	4,824	17.17%	
Interest expenses		(1,000)	(502)	(88)	414	82.47%	
Insurance expenses		(16,874)	(16,874)	(17,090)	(216)	(1.28%)	
Other expenditure		(171,005)	(85,507)	(76,786)	8,721	10.20%	▲
Loss on disposal of assets	7	0	0	(1,744)	(1,744)	0.00%	
		(1,239,045)	(672,014)	(566,843)	105,171		
Non-cash amounts excluded from operating activities	2(a)	56,207	28,103	(4,974,977)	(5,003,080)	(17802.65%)	▼
Amount attributable to operating activities		(823,343)	(464,164)	(5,415,369)	(4,951,205)		
Investing activities							
Proceeds from disposal of assets	7	60,500	60,500	55,000	(5,500)	(9.09%)	
Payments for property, plant and equipment and infrastructure	8	(5,000)	0	0	0	0.00%	
Amount attributable to investing activities		55,500	60,500	55,000	(5,500)		
Financing Activities							
Payments of member contributions	1	(45,814,343)	(23,890,145)	(7,402,826)	16,487,319	69.01%	▲
Proceeds from member contributions	1	34,575,138	8,601,220	13,124,077	4,522,857	52.58%	▲
Payments of GST Withheld	1	(2,524,805)	(1,316,574)	(709,905)	606,669	46.08%	▲
Payments for principal portion of lease liabilities	1	(36,000)	(17,377)	(17,886)	(509)	(2.93%)	
Payments of profit distribution	1	(10,000,000)	0	0	0	0.00%	
Payments of contribution refund	1	(280,000)	0	(5,000,000)	(5,000,000)	0.00%	▼
Proceeds from rates equivalent	1	0	0	(19,411)	(19,411)	0.00%	▼
Amount attributable to financing activities		(24,080,010)	(16,622,876)	(25,951)	16,596,925		
Closing funding surplus / (deficit)	2(c)	28,704,039	36,525,352	47,882,357	11,357,005		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 11 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

PREPARATION TIMING

Date prepared: All known transactions up to 11 January 2022

SIGNIFICANT ACCOUNTING POLICES

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021

NOTE 1
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Land Sales	Development Expenses	Contributed Equity	Return of Contribution	Rates Equivalent	Payments of Lease Liabilities	GST Withheld	Total Movement
	Year to Date 2021	Year to Date 2021	Year to Date 2021	Year to Date 2021	Year to Date 2021	Year to Date 2021	Year to Date 2021	Year to Date 2021
	\$	\$	\$	\$	\$	\$	\$	\$
Town of Victoria Park	1,093,673	(616,902)	0	(416,667)	(19,411)	(1,491)	(59,159)	(19,956)
City of Perth	1,093,673	(616,902)	0	(416,667)	0	(1,491)	(59,159)	(545)
Town of Cambridge	1,093,673	(616,902)	0	(416,667)	0	(1,491)	(59,159)	(545)
City of Joondalup	2,187,346	(1,233,805)	0	(833,333)	0	(2,981)	(118,318)	(1,091)
City of Wanneroo	2,187,346	(1,233,805)	0	(833,333)	0	(2,981)	(118,318)	(1,091)
Town of Vincent	1,093,673	(616,902)	0	(416,667)	0	(1,491)	(59,159)	(545)
City of Stirling	4,374,693	(2,467,608)	0	(1,666,666)	0	(5,962)	(236,635)	(2,178)
Total	13,124,077	(7,402,826)	0	(5,000,000)	(19,411)	(17,886)	(709,905)	(25,951)

	Land Sales	Development Expenses	Contributed Equity	Return of Contribution	Rates Equivalent	Payments of Lease Liabilities	GST Withheld	Total Movement
	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$	\$	\$
Town of Victoria Park	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(3,000)	(210,400)	(2,006,668)
City of Perth	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(3,000)	(210,400)	(2,006,668)
Town of Cambridge	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(3,000)	(210,400)	(2,006,668)
City of Joondalup	5,762,523	(7,635,724)	(1,666,667)	(46,667)	0	(6,000)	(420,801)	(4,013,335)
City of Wanneroo	5,762,523	(7,635,724)	(1,666,667)	(46,667)	0	(6,000)	(420,801)	(4,013,335)
Town of Vincent	2,881,262	(3,817,862)	(833,333)	(23,333)	0	(3,000)	(210,400)	(2,006,668)
City of Stirling	11,525,046	(15,271,448)	(3,333,333)	(93,333)	0	(12,000)	(841,602)	(8,026,670)
Total	34,575,138	(45,814,343)	(10,000,000)	(280,000)	0	(36,000)	(2,524,805)	(24,080,010)

Movement in Total Equity Represented by:

	Closing Balance 30 June 2021	Movement in Contributed Equity	Net Result	Year to Date 2021
	\$			\$
Town of Victoria Park	4,490,196	(19,956)	(36,699)	4,433,540
City of Perth	4,490,196	(545)	(36,699)	4,452,951
Town of Cambridge	4,490,196	(545)	(36,699)	4,452,951
City of Joondalup	8,980,387	(1,091)	(73,399)	8,905,898
City of Wanneroo	8,980,387	(1,091)	(73,399)	8,905,898
Town of Vincent	4,490,196	(545)	(36,699)	4,452,951
City of Stirling	17,963,589	(2,178)	(146,797)	17,814,614
Total	53,885,147	(25,951)	(440,392)	53,418,804

Total Movement in Equity (466,343)

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Movement in financial assets at amortised cost (non current)	3	0	0	(5,000,000)
Add: Loss on asset disposals	7	0	0	1,744
Add: Depreciation on assets		56,207	28,103	23,279
Total non-cash items excluded from operating activities		56,207	28,103	(4,974,977)

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 December 2020	Year to Date 31 December 2021
Adjustments to net current assets				
Add: Lease liabilities	9	20,878	38,652	2,992
Total adjustments to net current assets		20,878	38,652	2,992

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	3	1,008,998	3,821,332	7,929,298
Financial assets at amortised cost	3	52,304,473	50,782,775	39,578,420
Receivables	4	341,213	187,847	533,565
Other current assets	5	3,996	0	16,000
Less: Current liabilities				
Payables	6	(106,789)	(53,848)	(102,173)
Lease liabilities	9	(20,878)	(38,652)	(2,992)
Provisions	10	(283,214)	(267,082)	(72,753)
Less: Total adjustments to net current assets	2(b)	20,878	38,652	2,992
Closing funding surplus / (deficit)		53,268,677	54,471,024	47,882,357

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash and Financial Assets	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Current cash and financial assets								
Municipal bank	Cash and cash equivalents	209,159	0	209,159	0	Westpac	0.10%	Nil
Settlement proceeds	Cash and cash equivalents	1,817,457	0	1,817,457	0	Westpac	0.05%	Nil
At call account	Cash and cash equivalents	391,747	0	391,747	0	NAB	Variable	Nil
Cash management	Cash and cash equivalents	1	0	1	0	Macquarie	Variable	Nil
Accelerator	Cash and cash equivalents	5,510,934	0	5,510,934	0	Macquarie	Variable	Nil
Term Deposit 1466	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.50%	Jan-22
Term Deposit 1214	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Jan-22
Term Deposit 7868	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.50%	Feb-22
Term Deposit 645	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	0.55%	Feb-22
Term Deposit 646	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	0.55%	Feb-22
Term Deposit 3491	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Feb-22
Term Deposit 3064	Financial assets at amortised cost	3,000,000	0	3,000,000	0	ME Bank	0.50%	Mar-22
Term Deposit 3127	Financial assets at amortised cost	2,000,000	0	2,000,000	0	ME Bank	0.50%	Mar-22
Term Deposit 0755	Financial assets at amortised cost	3,009,692	0	3,009,692	0	ME Bank	0.37%	Mar-22
Term Deposit 9832	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Mar-22
Term Deposit 6355	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Mar-22
Term Deposit 8568	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Apr-22
Term Deposit 5721	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Apr-22
Term Deposit 0002	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	May-22
Term Deposit 1959	Financial assets at amortised cost	1,000,000	0	1,000,000	0	ME Bank	0.50%	May-22
Term Deposit 7275	Financial assets at amortised cost	1,500,000	0	1,500,000	0	BOQ	0.40%	Jun-22
Term Deposit AA1101A	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NT Bonds	0.60%	Jun-22
Term Deposit 9279	Financial assets at amortised cost	2,047,728	0	2,047,728	0	AMP	0.75%	Jul-22
Term Deposit 9747	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.45%	Aug-22
Term Deposit	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.44%	Sep-22
Term Deposit 0647	Financial assets at amortised cost	3,021,000	0	3,021,000	0	Westpac	0.40%	Oct-22
Term Deposit	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.41%	Oct-22
		47,507,718	0	47,507,718				
Non current cash and financial assets								
Term Deposit 3473	Financial assets at amortised cost	2,000,000	0	2,000,000	0	NAB	0.52%	Feb-23
Term Deposit AA1102A	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NT Bonds	0.70%	Jun-23
		5,000,000	0	5,000,000				
Total		52,507,718	0	52,507,718	0			
Comprising								
Cash and cash equivalents		7,929,298	0	7,929,298	0			
Financial assets at amortised cost - current		39,578,420	0	39,578,420	0			
Financial assets at amortised cost - non current		5,000,000	0	5,000,000	0			
		52,507,718	0	52,507,718	0			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	373,499	14,052	8,821	11,416	407,788
Percentage	0%	92%	3%	2%	3%	
Balance per trial balance						
Sundry receivable						407,788
Accrued interest						125,777
Total receivables general outstanding						533,565

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

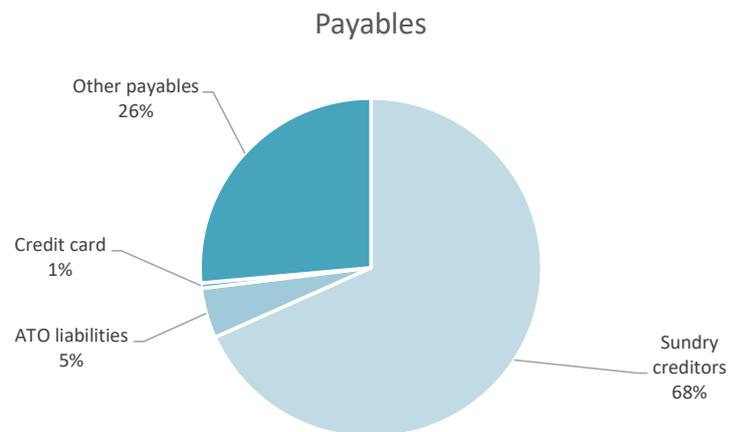
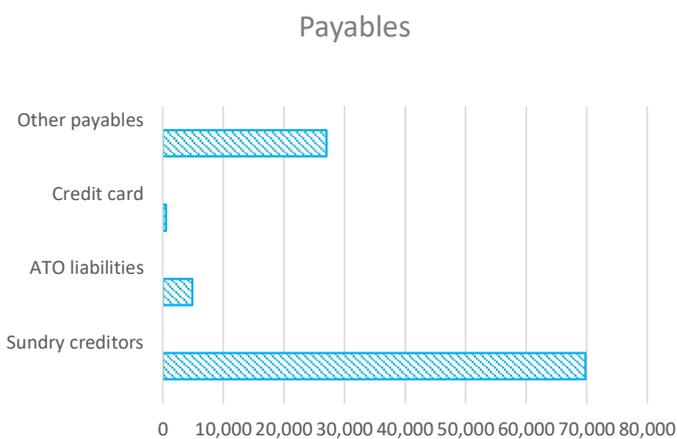
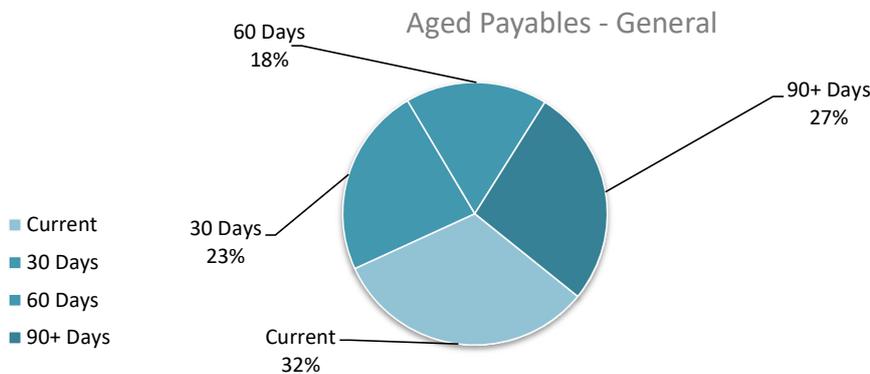
	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 December 2021
	\$	\$	\$	\$
Other current assets				
Other current assets				
Funds held by Settlement agent in Trust	1,000	16,000	(1,000)	16,000
Prepayments	2,996	0	(2,996)	0
Total other current assets	3,996	16,000	(3,996)	16,000
Amounts shown above include GST (where applicable)				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	22,546	16,292	12,119	18,815	69,772
Percentage	0%	32.3%	23.40%	17.4%	27%	
Balance per trial balance						
Sundry creditors						69,772
ATO liabilities						4,885
Credit card						516
Other payables						27,000
Total payables general outstanding						102,173

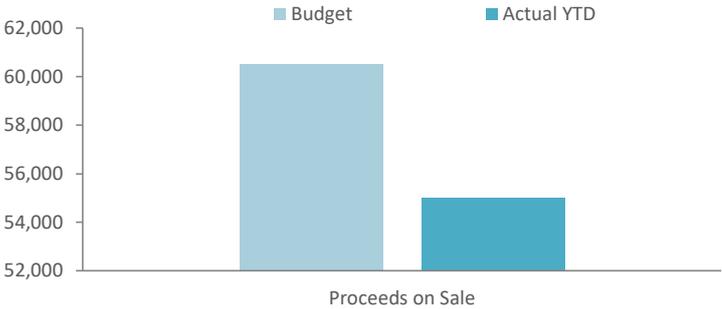
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Asset Ref.	Asset description	Adopted Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Other property and services								
	Motor Vehicle - CEO	60,500	60,500	0	0	56,744	55,000	0	(1,744)
		60,500	60,500	0	0	56,744	55,000	0	(1,744)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

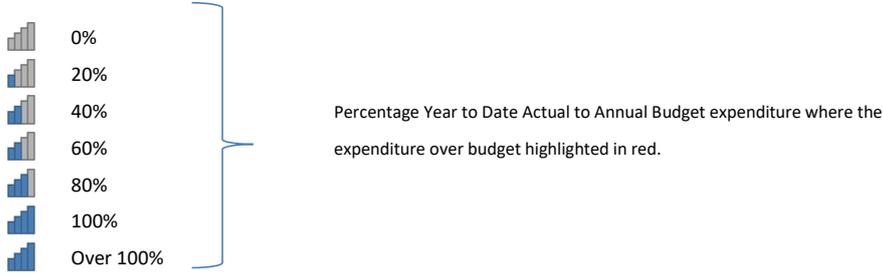
Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	5,000	0	0	0
Payments for Capital Acquisitions	5,000	0	0	0
Total Capital Acquisitions	5,000	0	0	0
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Other (disposals & C/Fwd)	60,500	60,500	55,000	(5,500)
Contribution - operations	(55,500)	(60,500)	(55,000)	5,500
Capital funding total	5,000	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

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.

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	E168513 General office equipment	5,000	0	0	0
		5,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Unit 2, 369 Scarborough Beach Road, Innaloo	STIRLI/170672	20,878	0	0	17,886	36,000	2,992	(15,122)	88	1,000
Total		<u>20,878</u>	<u>0</u>	<u>0</u>	<u>17,886</u>	<u>36,000</u>	<u>2,992</u>	<u>(15,122)</u>	<u>88</u>	<u>1,000</u>
Current lease liabilities		<u>20,878</u>					<u>2,992</u>			
		20,878					2,992			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Regional Council assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Regional Council uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 December 2021
		\$	\$	\$	\$
Provisions					
Annual leave		160,651	0	(122,774)	37,877
Long service leave		122,563	0	(87,687)	34,876
Total Provisions		283,214	0	(210,461)	72,753
Total other current liabilities		283,214	0	(210,461)	72,753

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

The Regional Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Regional Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Regional Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Regional Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**NOTE 11
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(45,724)	(27.13%)	▼	
Other property and services	(7,572)	(67.67%)	▼	
Expenditure from operating activities				
Other property and services	99,112	16.90%	▲	
Financing activities				
Payments of member contributions	16,487,319	69.01%	▲	
Proceeds from member contributions	4,522,857	52.58%	▲	
Payments of GST Withheld	606,669	46.08%	▲	
Payments of contribution refund	(5,000,000)	0.00%	▼	
Proceeds from rates equivalent	(19,411)	0.00%	▼	

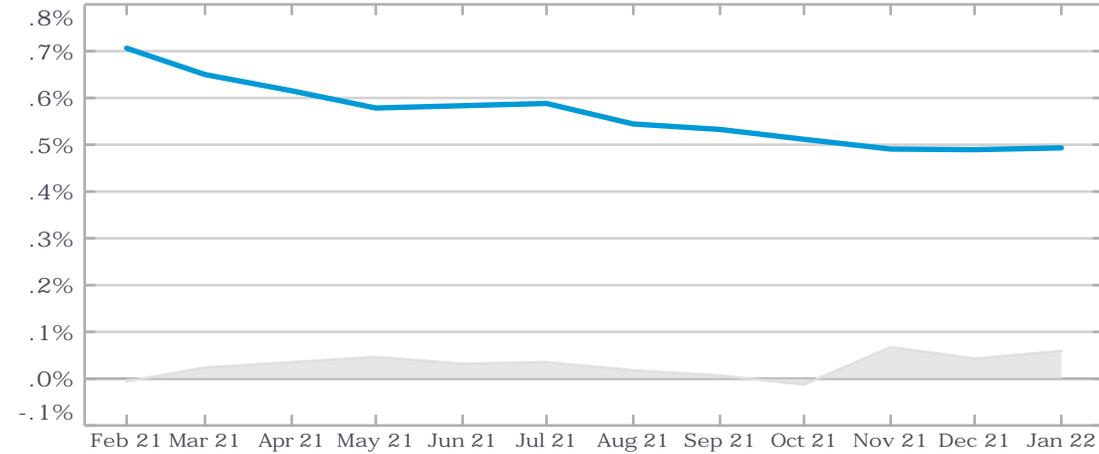


Investment Summary Report
January 2022

Investment Holdings

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	6,000,000.00	6,024,682.19	0.6500
Cash	5,012,635.98	5,012,635.98	0.4000
Term Deposit	38,578,420.15	38,681,680.69	0.4940
	49,591,056.13	49,718,998.86	0.5034

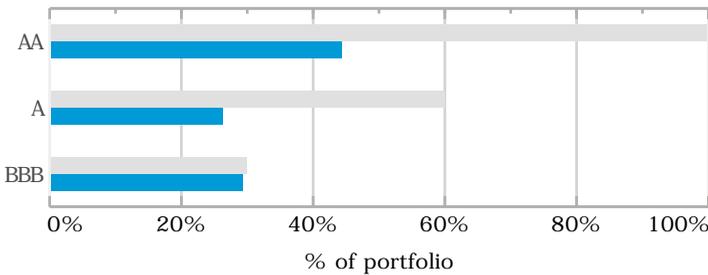
Investment Performance



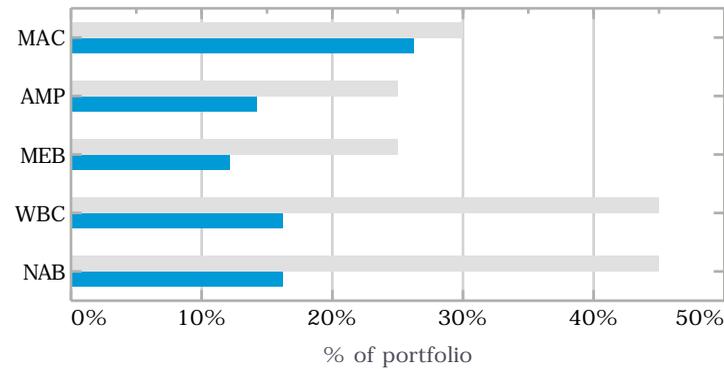
■ Portfolio Annualised Return ■ AusBond BB Index Annualised Return

Investment Policy Compliance

Total Credit Exposure



Highest Individual Exposures vs Policy



Term to Maturities

Maturity Profile	Face Value (\$)	Policy	Max
Between 0 and 1 Year	44,591,056	90%	100%
Between 1 and 3 Years	5,000,000	10%	20%
	49,591,056		

■ Portfolio Exposure ■ Investment Policy Limit

Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
5,012,635.98	0.4000%	Macquarie Bank	A+	5,012,635.98	541301	
5,012,635.98	0.4000%			5,012,635.98		

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
Feb-22	2,000,000.00	0.5500%	AMP Bank	BBB	2,000,000.00	May-21	2,008,046.58	541321	8,046.58	At Maturity	644
Feb-22	3,000,000.00	0.5500%	AMP Bank	BBB	3,000,000.00	May-21	3,012,069.86	541322	12,069.86	At Maturity	645
Feb-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,003,267.12	541325	3,267.12	At Maturity	647
Feb-22	1,000,000.00	0.5000%	Macquarie Bank	A+	1,000,000.00	Mar-21	1,004,301.37	541220	4,301.37	At Maturity	641
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541706	2,206.85	At Maturity	650
Mar-22	3,000,000.00	0.5000%	ME Bank	BBB+	3,000,000.00	Mar-21	3,013,561.64	541011	13,561.64	At Maturity	636
Mar-22	2,000,000.00	0.5000%	ME Bank	BBB+	2,000,000.00	Mar-21	2,009,013.70	541097	9,013.70	At Maturity	637
Mar-22	3,009,692.06	0.3700%	National Australia Bank	AA-	3,009,692.06	Mar-21	3,019,699.08	541102	10,007.02	At Maturity	638
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,003,267.12	541326	3,267.12	At Maturity	648
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541707	2,206.85	At Maturity	651
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,169.86	541727	2,169.86	At Maturity	654
May-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,002,206.85	541708	2,206.85	At Maturity	652
May-22	1,000,000.00	0.5000%	ME Bank	BBB+	1,000,000.00	May-21	1,003,630.14	541323	3,630.14	At Maturity	646
Jun-22	1,500,000.00	0.4000%	Bank of Queensland	BBB+	1,500,000.00	Sep-21	1,502,071.23	541928	2,071.23	At Maturity	657
Jul-22	2,047,728.09	0.7500%	AMP Bank	BBB	2,047,728.09	Aug-21	2,055,133.57	541726	7,405.48	At Maturity	653
Aug-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Sep-21	1,001,738.36	541894	1,738.36	At Maturity	656
Sep-22	3,000,000.00	0.4400%	Westpac Group	AA-	3,000,000.00	Oct-21	3,003,544.11	542013	3,544.11	At Maturity	660
Oct-22	3,021,000.00	0.4000%	Westpac Group	AA-	3,021,000.00	Oct-21	3,024,641.75	541997	3,641.75	At Maturity	658
Oct-22	3,000,000.00	0.4100%	National Australia Bank	AA-	3,000,000.00	Oct-21	3,003,673.15	541995	3,673.15	At Maturity	659
Jan-23	1,000,000.00	0.8000%	Westpac Group	AA-	1,000,000.00	Jan-22	1,000,175.34	542266	175.34	Quarterly	661

Term Deposits

Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
Jan-23	1,000,000.00	0.8100%	Westpac Group	AA-	1,000,000.00	Jan-22	1,000,155.34	542269	155.34	At Maturity	662
Feb-23	2,000,000.00	0.5200%	National Australia Bank	AA-	2,000,000.00	Aug-21	2,004,900.82	541745	4,900.82	Annually	655
	38,578,420.15	0.4940%			38,578,420.15		38,681,680.69		103,260.54		

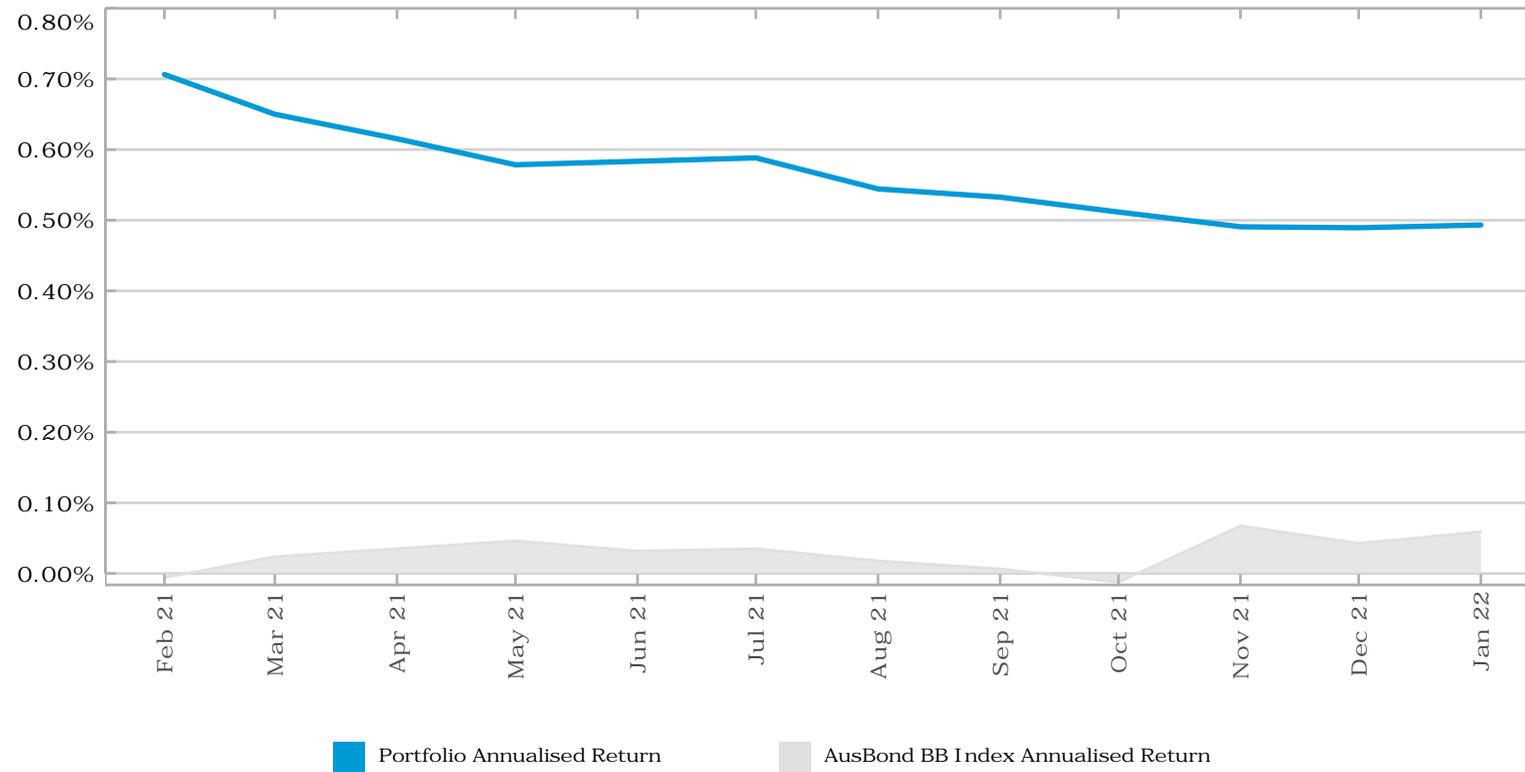
Fixed Rate Bonds

Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
Jun-22	3,000,000.00	0.6000%	NT T-Corp Bond (Jun22) 0.60%	Aa3	3,000,000.00	Feb-21	3,011,391.78	540948	11,391.78	0.6000%	
Jun-23	3,000,000.00	0.7000%	NT T-Corp Bond (Jun23) 0.70%	Aa3	3,000,000.00	Apr-21	3,013,290.41	541265	13,290.41	0.7000%	
	6,000,000.00				6,000,000.00		6,024,682.19		24,682.19	0.6500%	

Tamala Park Regional Council
Accrued Interest Report - January 2022

Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Bonds									
NT T-Corp Bond (Jun22) 0.60%	540948	635		Feb-21	Jun-22	0.00	31	1,528.77	.60%
NT T-Corp Bond (Jun23) 0.70%	541265	642		Apr-21	Jun-23	0.00	31	1,783.56	.70%
Bonds Total						0.00		3,312.33	.65%
Cash									
Macquarie Bank	541301	Accelerator				1,702.27	31	1,702.27	.40%
Cash Total						1,702.27		1,702.27	.40%
Term Deposit									
Macquarie Bank	541219	640		Mar-21	Jan-22	4,191.78	23	315.07	.50%
Macquarie Bank	541292	643		Apr-21	Jan-22	3,328.77	24	295.89	.45%
AMP Bank	541321	644		May-21	Feb-22	0.00	31	934.25	.55%
AMP Bank	541322	645		May-21	Feb-22	0.00	31	1,401.37	.55%
Macquarie Bank	541325	647		May-21	Feb-22	0.00	31	382.19	.45%
Macquarie Bank	541220	641		Mar-21	Feb-22	0.00	31	424.66	.50%
Macquarie Bank	541706	650		Aug-21	Mar-22	0.00	31	382.19	.45%
ME Bank	541011	636		Mar-21	Mar-22	0.00	31	1,273.97	.50%
ME Bank	541097	637		Mar-21	Mar-22	0.00	31	849.32	.50%
National Australia Bank	541102	638		Mar-21	Mar-22	0.00	31	945.79	.37%
Macquarie Bank	541326	648		May-21	Mar-22	0.00	31	382.19	.45%
Macquarie Bank	541707	651		Aug-21	Apr-22	0.00	31	382.19	.45%
Macquarie Bank	541727	654		Aug-21	Apr-22	0.00	31	382.19	.45%
Macquarie Bank	541708	652		Aug-21	May-22	0.00	31	382.19	.45%
ME Bank	541323	646		May-21	May-22	0.00	31	424.66	.50%
Bank of Queensland	541928	657		Sep-21	Jun-22	0.00	31	509.59	.40%
AMP Bank	541726	653		Aug-21	Jul-22	0.00	31	1,304.37	.75%
Macquarie Bank	541894	656		Sep-21	Aug-22	0.00	31	382.20	.45%
Westpac Group	542013	660		Oct-21	Sep-22	0.00	31	1,121.10	.44%
National Australia Bank	541995	659		Oct-21	Oct-22	0.00	31	1,044.66	.41%
Westpac Group	541997	658		Oct-21	Oct-22	0.00	31	1,026.31	.40%
Westpac Group	542266	661		Jan-22	Jan-23	0.00	8	175.34	.80%
Westpac Group	542269	662		Jan-22	Jan-23	0.00	7	155.34	.81%
National Australia Bank	541745	655		Aug-21	Feb-23	0.00	31	883.29	.52%
Term Deposit Total						7,520.55		15,760.32	.48%
						9,222.82		20,774.92	.49%

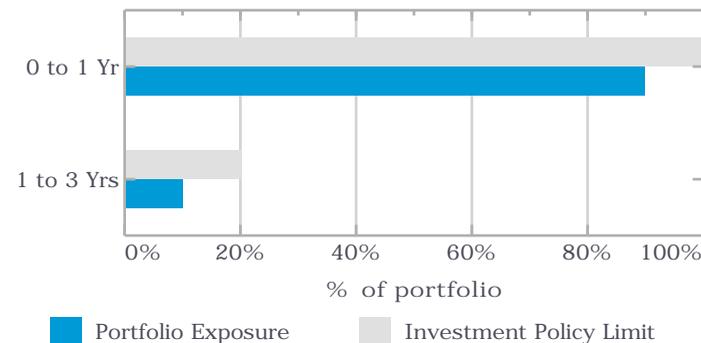
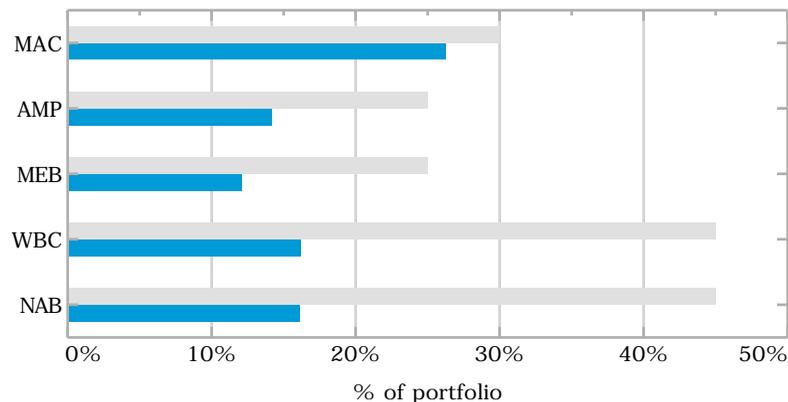
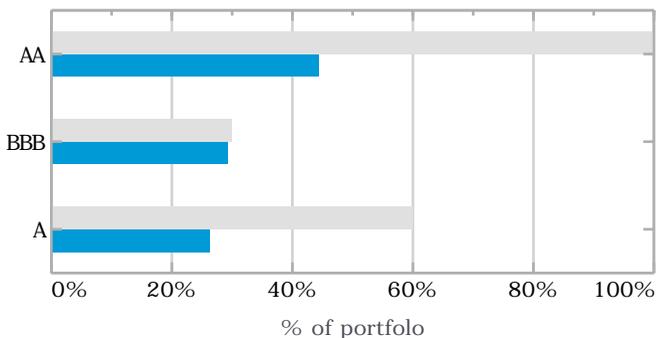
Annualised Monthly Return



Historical Performance Summary

	Portfolio	AusBond BB Index	Outperformance
Jan 2022	0.49%	0.06%	0.43%
Last 3 Months	0.49%	0.06%	0.43%
Last 6 Months	0.51%	0.03%	0.48%
Financial Year to Date	0.52%	0.03%	0.49%
Last 12 months	0.56%	0.03%	0.54%

Total Credit Exposure Individual Institutional Exposures Term to Maturities



Credit Rating Group	Face Value (\$)		Policy Max	
AA	22,030,692	44%	100%	a
A	13,012,636	26%	60%	a
BBB	14,547,728	29%	30%	a
	49,591,056			

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
Macquarie Bank (A+)	26%	30%	a
AMP Bank (BBB)	14%	25%	a
Members Equity Bank (BBB+)	12%	25%	a
Westpac Group (AA-)	16%	45%	a
National Australia Bank (AA-)	16%	45%	a
NT T-Corp (Aa3)	12%	45%	a
Bank of Queensland (BBB+)	3%	25%	a

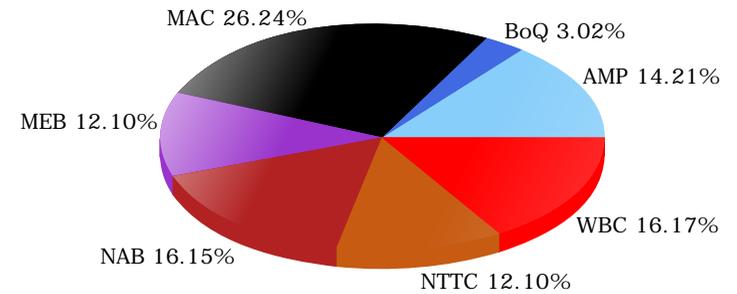
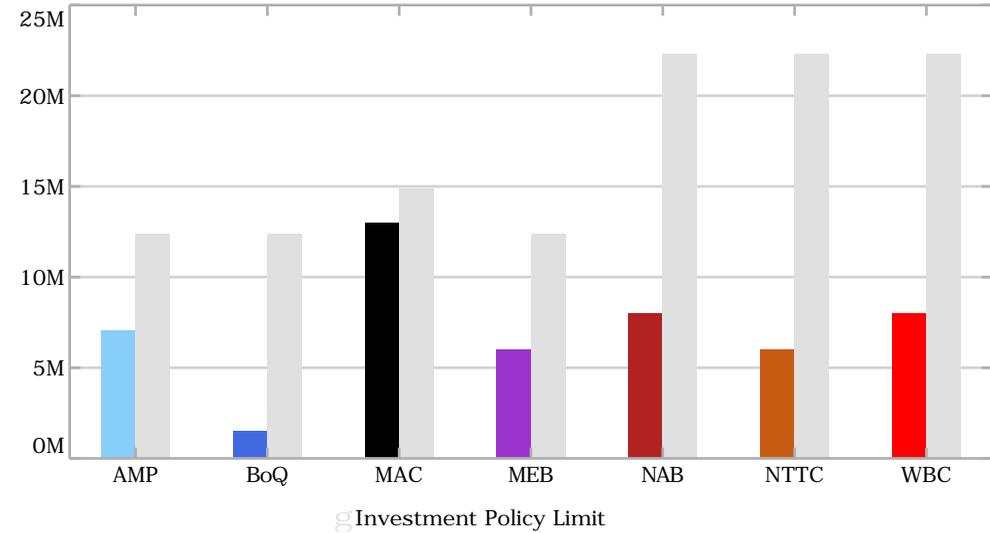
	Face Value (\$)	Policy Max	
Between 0 and 1 Year	44,591,056	90%	100% a
Between 1 and 3 Years	5,000,000	10%	20% a
	49,591,056		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	5,012,636	10%
01. Less Than 30 Days	7,000,000	14%
02. Between 30 Days and 60 Days	10,009,692	20%
03. Between 60 Days and 90 Days	2,000,000	4%
04. Between 90 Days and 180 Days	8,547,728	17%
05. Between 180 Days and 365 Days	12,021,000	24%
06. Between 365 Days and 3 Years	5,000,000	10%
	49,591,056	

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	7,047,728	14%	12,397,764	25%	5,350,036
Bank of Queensland (BBB+)	1,500,000	3%	12,397,764	25%	10,897,764
Macquarie Bank (A+)	13,012,636	26%	14,877,317	30%	1,864,681
Members Equity Bank (BBB+)	6,000,000	12%	12,397,764	25%	6,397,764
National Australia Bank (AA-)	8,009,692	16%	22,315,975	45%	14,306,283
NT T-Corp (Aa3)	6,000,000	12%	22,315,975	45%	16,315,975
Westpac Group (AA-)	8,021,000	16%	22,315,975	45%	14,294,975
	49,591,056				

Individual Institutional Exposure Charts



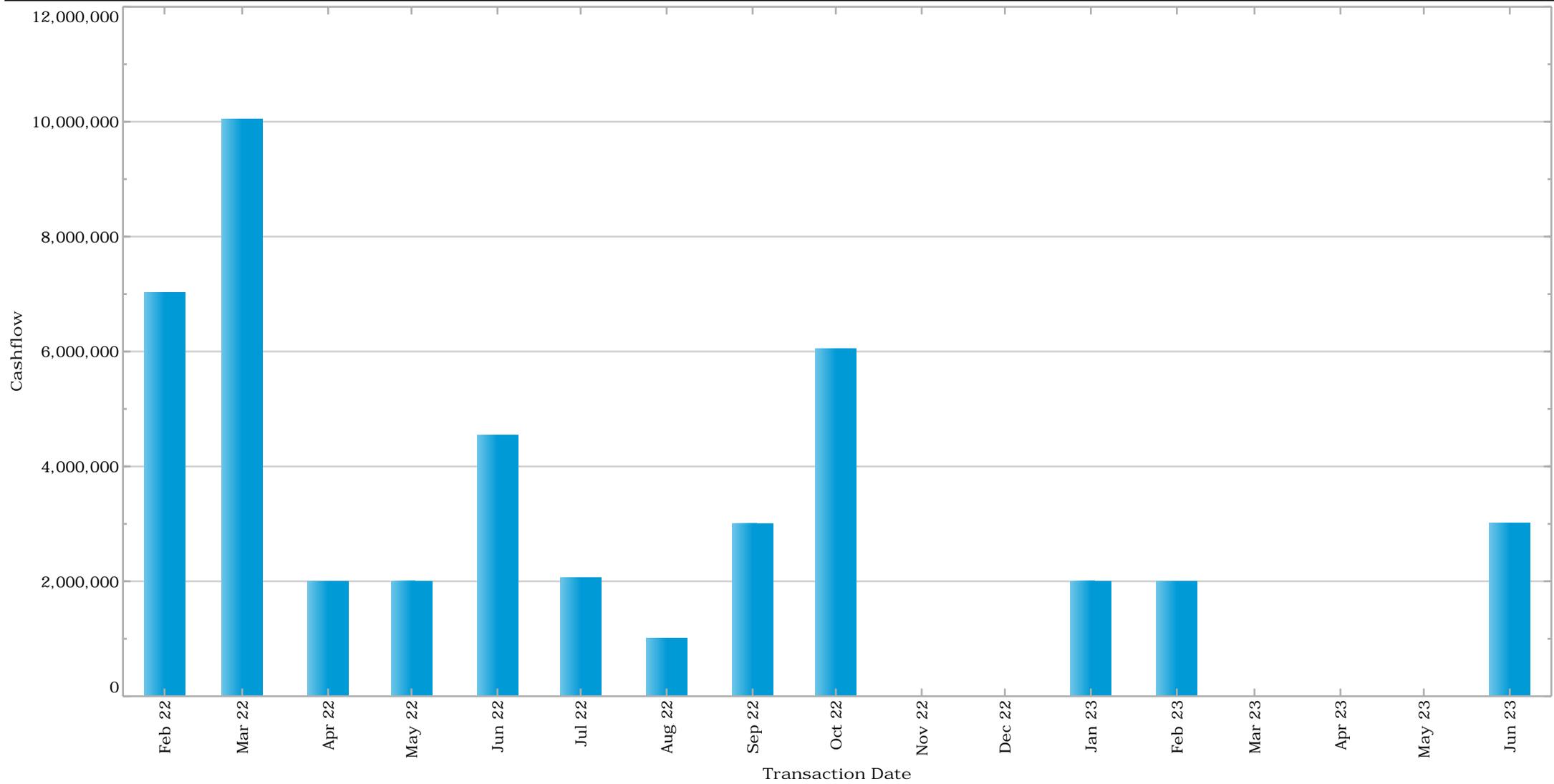
Tamala Park Regional Council
Cash Flows Report - January 2022

Current Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
Jan-22	541219	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	4,191.78
				<u>Deal Total</u>	<u>1,004,191.78</u>
	542266	Westpac Group	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
				<u>Deal Total</u>	<u>-1,000,000.00</u>
				Day Total	4,191.78
Jan-22	541292	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	3,328.77
				<u>Deal Total</u>	<u>1,003,328.77</u>
	542269	Westpac Group	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
				<u>Deal Total</u>	<u>-1,000,000.00</u>
				Day Total	3,328.77
				<u>Net Cash Movement for Period</u>	<u>7,520.55</u>

Next Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
Feb-22	541321	AMP Bank	Term Deposit	Maturity Face Value - Received	2,000,000.00
		AMP Bank	Term Deposit	Interest - Received	8,317.81
				<u>Deal Total</u>	<u>2,008,317.81</u>
	541322	AMP Bank	Term Deposit	Maturity Face Value - Received	3,000,000.00
		AMP Bank	Term Deposit	Interest - Received	12,476.71
				<u>Deal Total</u>	<u>3,012,476.71</u>
				Day Total	5,020,794.52
Feb-22	541325	Macquarie Bank	Term Deposit	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposit	Interest - Received	3,427.40
				<u>Deal Total</u>	<u>1,003,427.40</u>
				Day Total	1,003,427.40
Feb-22	541220	Macquarie Bank	Term Deposit	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposit	Interest - Received	4,602.74
				<u>Deal Total</u>	<u>1,004,602.74</u>
				Day Total	1,004,602.74
				<u>Net Cash Movement for Period</u>	<u>7,028,824.66</u>



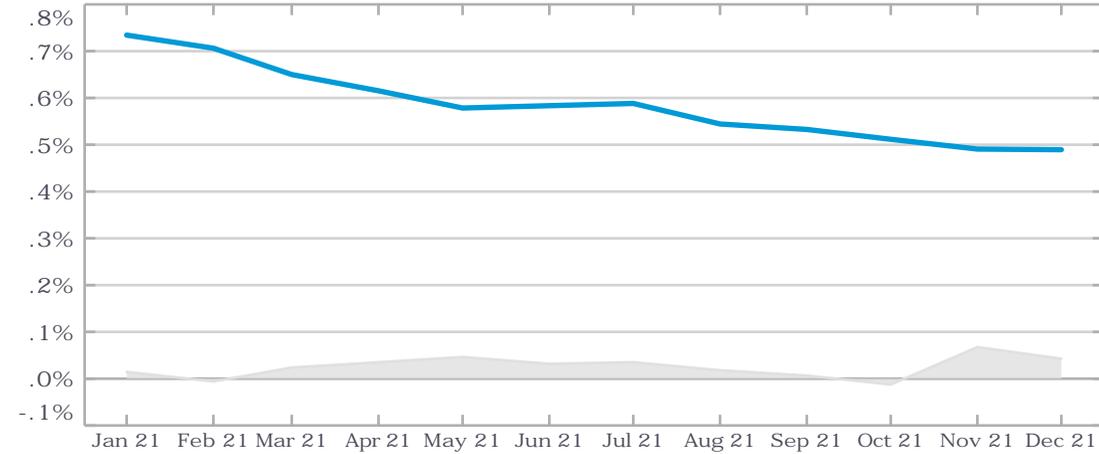


Investment Summary Report
December 2021

Investment Holdings

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	6,000,000.00	6,021,369.86	0.6500
Cash	5,010,933.71	5,010,933.71	0.4000
Term Deposit	38,578,420.15	38,673,440.92	0.4769
	49,589,353.86	49,705,744.49	0.4901

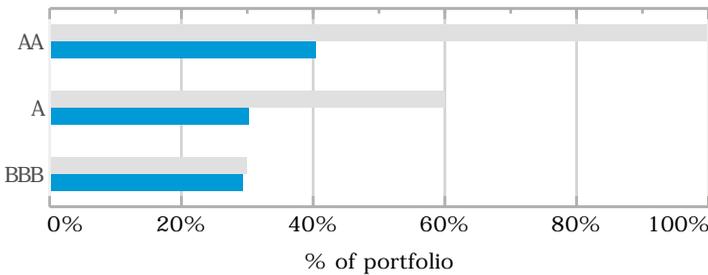
Investment Performance



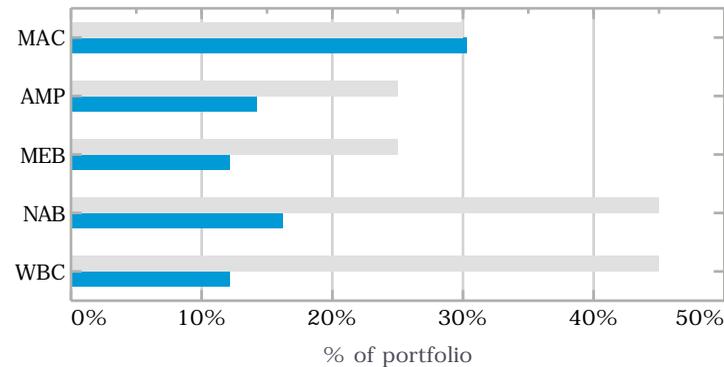
■ Portfolio Annualised Return ■ AusBond BB Index Annualised Return

Investment Policy Compliance

Total Credit Exposure



Highest Individual Exposures vs Policy



Term to Maturities

Maturity Profile	Face Value (\$)	Policy Max
Between 0 and 1 Year	44,589,354	90%
Between 1 and 3 Years	5,000,000	10%
	49,589,354	

■ Portfolio Exposure ■ Investment Policy Limit

Cash Accounts

Face Value (\$)	Current Yield	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
5,010,933.71	0.4000%	Macquarie Bank	A+	5,010,933.71	541301	
5,010,933.71	0.4000%			5,010,933.71		

Term Deposits

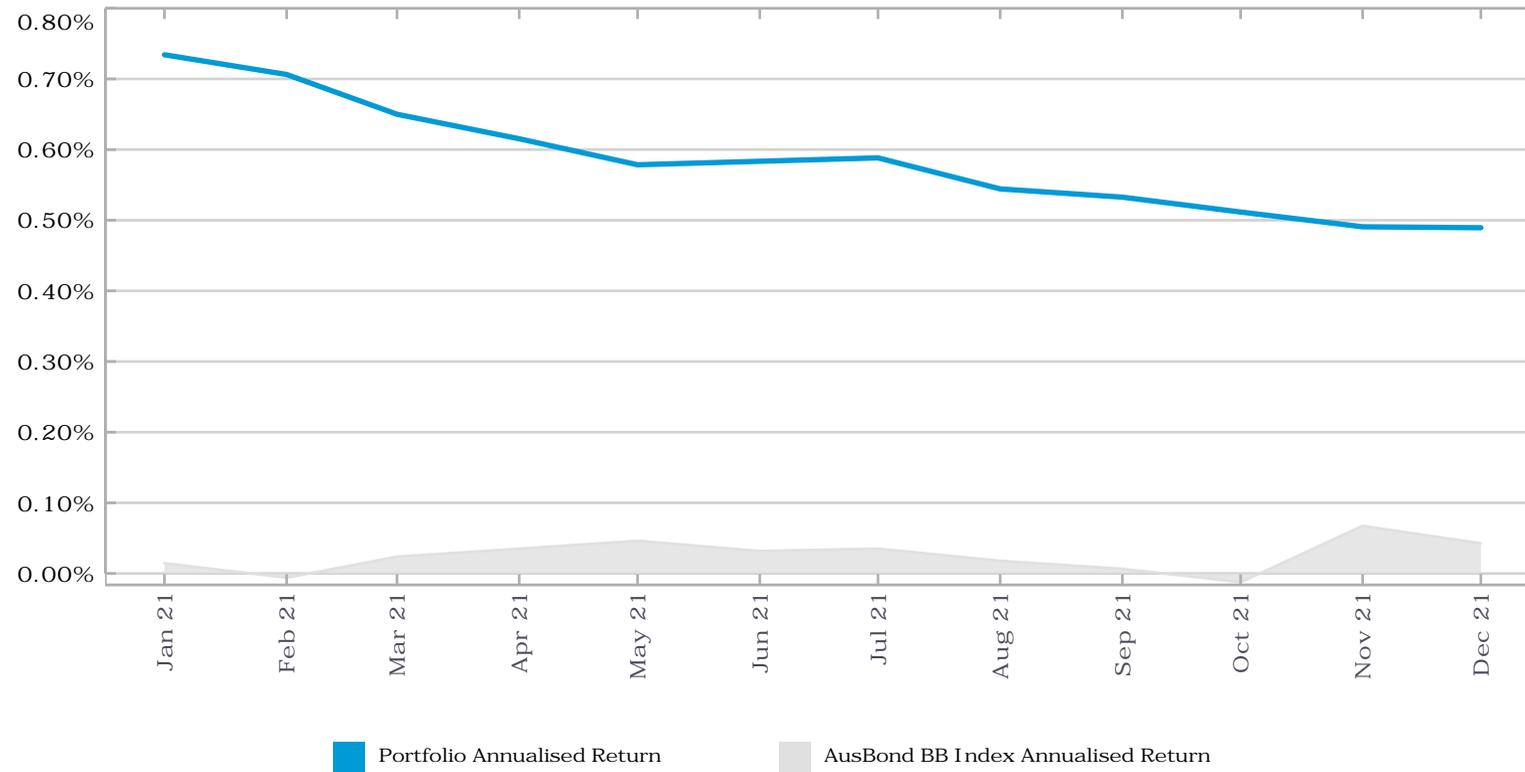
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
Jan-22	1,000,000.00	0.5000%	Macquarie Bank	A+	1,000,000.00	Mar-21	1,003,876.71	541219	3,876.71	At Maturity	640
Jan-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Apr-21	1,003,032.88	541292	3,032.88	At Maturity	643
Feb-22	2,000,000.00	0.5500%	AMP Bank	BBB	2,000,000.00	May-21	2,007,112.33	541321	7,112.33	At Maturity	644
Feb-22	3,000,000.00	0.5500%	AMP Bank	BBB	3,000,000.00	May-21	3,010,668.49	541322	10,668.49	At Maturity	645
Feb-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,002,884.93	541325	2,884.93	At Maturity	647
Feb-22	1,000,000.00	0.5000%	Macquarie Bank	A+	1,000,000.00	Mar-21	1,003,876.71	541220	3,876.71	At Maturity	641
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,001,824.66	541706	1,824.66	At Maturity	650
Mar-22	3,000,000.00	0.5000%	ME Bank	BBB+	3,000,000.00	Mar-21	3,012,287.67	541011	12,287.67	At Maturity	636
Mar-22	2,000,000.00	0.5000%	ME Bank	BBB+	2,000,000.00	Mar-21	2,008,164.38	541097	8,164.38	At Maturity	637
Mar-22	3,009,692.06	0.3700%	National Australia Bank	AA-	3,009,692.06	Mar-21	3,018,753.29	541102	9,061.23	At Maturity	638
Mar-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	May-21	1,002,884.93	541326	2,884.93	At Maturity	648
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,001,824.66	541707	1,824.66	At Maturity	651
Apr-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,001,787.67	541727	1,787.67	At Maturity	654
May-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Aug-21	1,001,824.66	541708	1,824.66	At Maturity	652
May-22	1,000,000.00	0.5000%	ME Bank	BBB+	1,000,000.00	May-21	1,003,205.48	541323	3,205.48	At Maturity	646
Jun-22	1,500,000.00	0.4000%	Bank of Queensland	BBB+	1,500,000.00	Sep-21	1,501,561.64	541928	1,561.64	At Maturity	657
Jul-22	2,047,728.09	0.7500%	AMP Bank	BBB	2,047,728.09	Aug-21	2,053,829.20	541726	6,101.11	At Maturity	653
Aug-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Sep-21	1,001,356.16	541894	1,356.16	At Maturity	656
Sep-22	3,000,000.00	0.4400%	Westpac Group	AA-	3,000,000.00	Oct-21	3,002,423.01	542013	2,423.01	At Maturity	660
Oct-22	3,021,000.00	0.4000%	Westpac Group	AA-	3,021,000.00	Oct-21	3,023,615.44	541997	2,615.44	At Maturity	658

Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
Oct-22	3,000,000.00	0.4100%	National Australia Bank	AA-	3,000,000.00	Oct-21	3,002,628.49	541995	2,628.49	At Maturity	659
Feb-23	2,000,000.00	0.5200%	National Australia Bank	AA-	2,000,000.00	Aug-21	2,004,017.53	541745	4,017.53	Annually	655
38,578,420.15		0.4769%			38,578,420.15		38,673,440.92		95,020.77		

Fixed Rate Bonds											
Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
Jun-22	3,000,000.00	0.6000%	NT T-Corp Bond (Jun22) 0.60%	Aa3	3,000,000.00	Feb-21	3,009,863.01	540948	9,863.01	0.6000%	
Jun-23	3,000,000.00	0.7000%	NT T-Corp Bond (Jun23) 0.70%	Aa3	3,000,000.00	Apr-21	3,011,506.85	541265	11,506.85	0.7000%	
6,000,000.00					6,000,000.00		6,021,369.86		21,369.86	0.6500%	

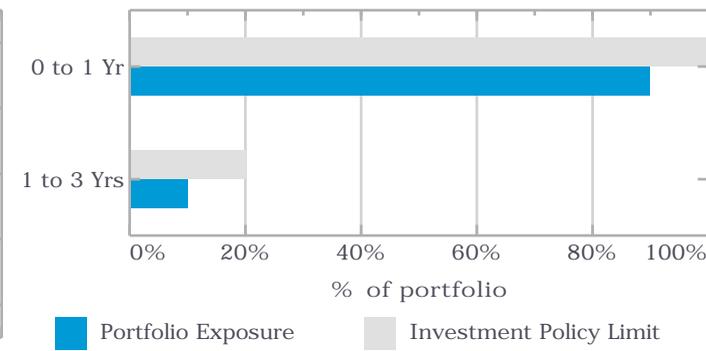
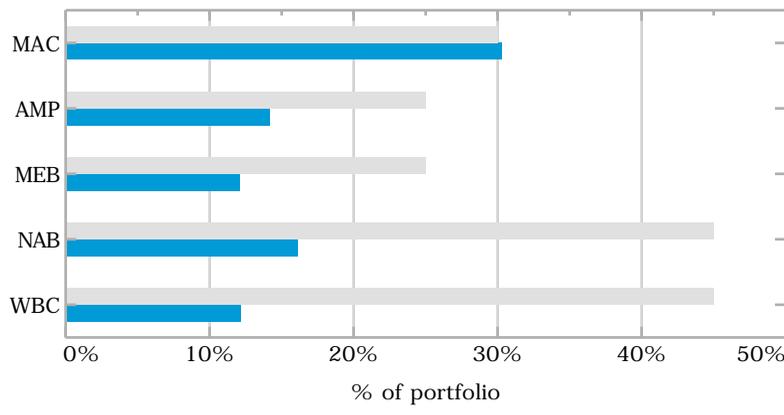
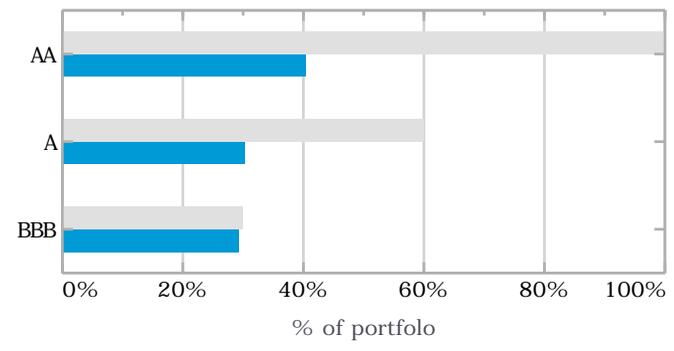
Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Bonds									
NT T-Corp Bond (Jun22) 0.60%	540948	635		Feb-21	Jun-22	0.00	31	1,528.76	.60%
NT T-Corp Bond (Jun23) 0.70%	541265	642		Apr-21	Jun-23	0.00	31	1,783.56	.70%
Bonds Total						0.00		3,312.32	.65%
Cash									
Macquarie Bank	541301	Accelerator				1,772.88	31	1,772.88	.40%
Cash Total						1,772.88		1,772.88	.40%
Term Deposit									
Westpac Group	540690	631 Green		Dec-20	Dec-21	7,180.27	8	315.61	.48%
Westpac Group	540700	632 Green		Dec-20	Dec-21	4,786.85	13	341.92	.48%
Macquarie Bank	541219	640		Mar-21	Jan-22	0.00	31	424.66	.50%
Macquarie Bank	541292	643		Apr-21	Jan-22	0.00	31	382.20	.45%
AMP Bank	541321	644		May-21	Feb-22	0.00	31	934.25	.55%
AMP Bank	541322	645		May-21	Feb-22	0.00	31	1,401.37	.55%
Macquarie Bank	541325	647		May-21	Feb-22	0.00	31	382.19	.45%
Macquarie Bank	541220	641		Mar-21	Feb-22	0.00	31	424.66	.50%
Macquarie Bank	541706	650		Aug-21	Mar-22	0.00	31	382.19	.45%
ME Bank	541011	636		Mar-21	Mar-22	0.00	31	1,273.97	.50%
ME Bank	541097	637		Mar-21	Mar-22	0.00	31	849.31	.50%
National Australia Bank	541102	638		Mar-21	Mar-22	0.00	31	945.78	.37%
Macquarie Bank	541326	648		May-21	Mar-22	0.00	31	382.19	.45%
Macquarie Bank	541707	651		Aug-21	Apr-22	0.00	31	382.19	.45%
Macquarie Bank	541727	654		Aug-21	Apr-22	0.00	31	382.19	.45%
Macquarie Bank	541708	652		Aug-21	May-22	0.00	31	382.19	.45%
ME Bank	541323	646		May-21	May-22	0.00	31	424.66	.50%
Bank of Queensland	541928	657		Sep-21	Jun-22	0.00	31	509.59	.40%
AMP Bank	541726	653		Aug-21	Jul-22	0.00	31	1,304.38	.75%
Macquarie Bank	541894	656		Sep-21	Aug-22	0.00	31	382.19	.45%
Westpac Group	542013	660		Oct-21	Sep-22	0.00	31	1,121.09	.44%
National Australia Bank	541995	659		Oct-21	Oct-22	0.00	31	1,044.65	.41%
Westpac Group	541997	658		Oct-21	Oct-22	0.00	31	1,026.31	.40%
National Australia Bank	541745	655		Aug-21	Feb-23	0.00	31	883.28	.52%
Term Deposit Total						11,967.12		16,283.02	.48%
						13,740.00		21,368.22	.49%

Annualised Monthly Return



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Dec 2021	0.49%	0.04%	0.45%
Last 3 Months	0.50%	0.03%	0.47%
Last 6 Months	0.53%	0.03%	0.50%
Financial Year to Date	0.53%	0.03%	0.50%
Last 12 months	0.58%	0.03%	0.56%

Total Credit Exposure Individual Institutional Exposures Term to Maturities



Credit Rating Group	Face Value (\$)	Policy Max
AA	20,030,692	40%
A	15,010,934	30%
BBB	14,547,728	29%
	49,589,354	

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
Macquarie Bank (A+)	30%	30%	r
AMP Bank (BBB)	14%	25%	a
Members Equity Bank (BBB+)	12%	25%	a
National Australia Bank (AA-)	16%	45%	a
Westpac Group (AA-)	12%	45%	a
NT T-Corp (Aa3)	12%	45%	a
Bank of Queensland (BBB+)	3%	25%	a

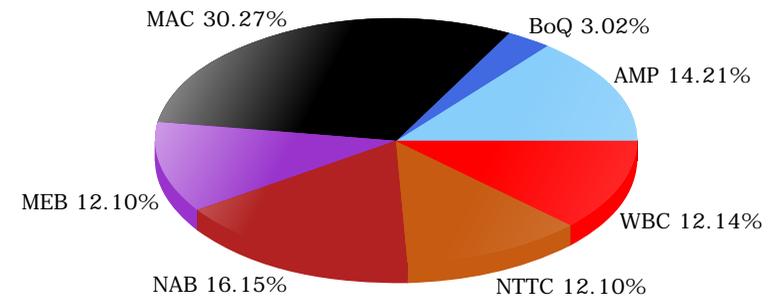
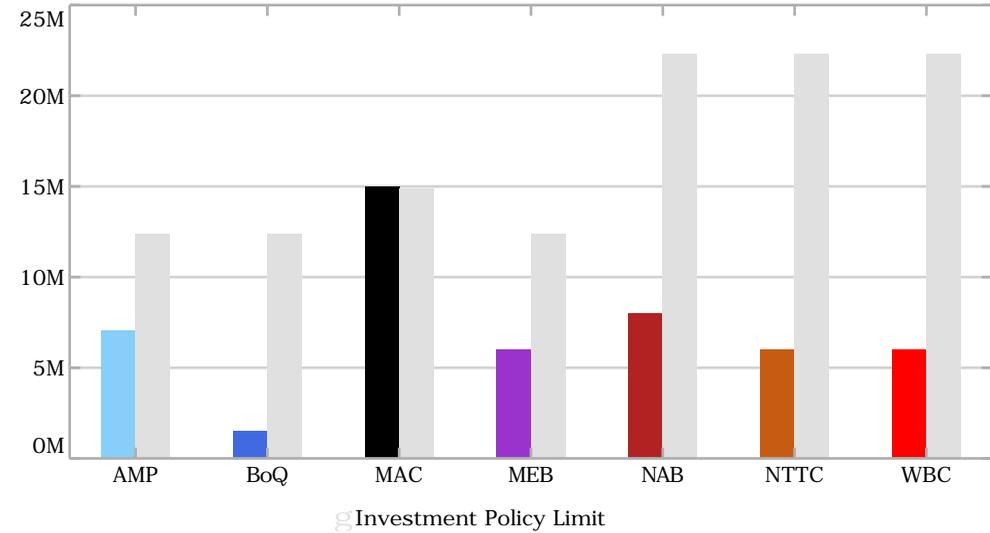
	Face Value (\$)	Policy Max	
Between 0 and 1 Year	44,589,354	90%	a
Between 1 and 3 Years	5,000,000	10%	a
	49,589,354		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	5,010,934	10%
01. Less Than 30 Days	2,000,000	4%
02. Between 30 Days and 60 Days	7,000,000	14%
03. Between 60 Days and 90 Days	10,009,692	20%
04. Between 90 Days and 180 Days	8,500,000	17%
05. Between 180 Days and 365 Days	12,068,728	24%
06. Between 365 Days and 3 Years	5,000,000	10%
	49,589,354	

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	7,047,728	14%	12,397,338	25%	5,349,610
Bank of Queensland (BBB+)	1,500,000	3%	12,397,338	25%	10,897,338
Macquarie Bank (A+)	15,010,934	30%	14,876,806	30%	-134,128
Members Equity Bank (BBB+)	6,000,000	12%	12,397,338	25%	6,397,338
National Australia Bank (AA-)	8,009,692	16%	22,315,209	45%	14,305,517
NT T-Corp (Aa3)	6,000,000	12%	22,315,209	45%	16,315,209
Westpac Group (AA-)	6,021,000	12%	22,315,209	45%	16,294,209
	49,589,354				

Individual Institutional Exposure Charts



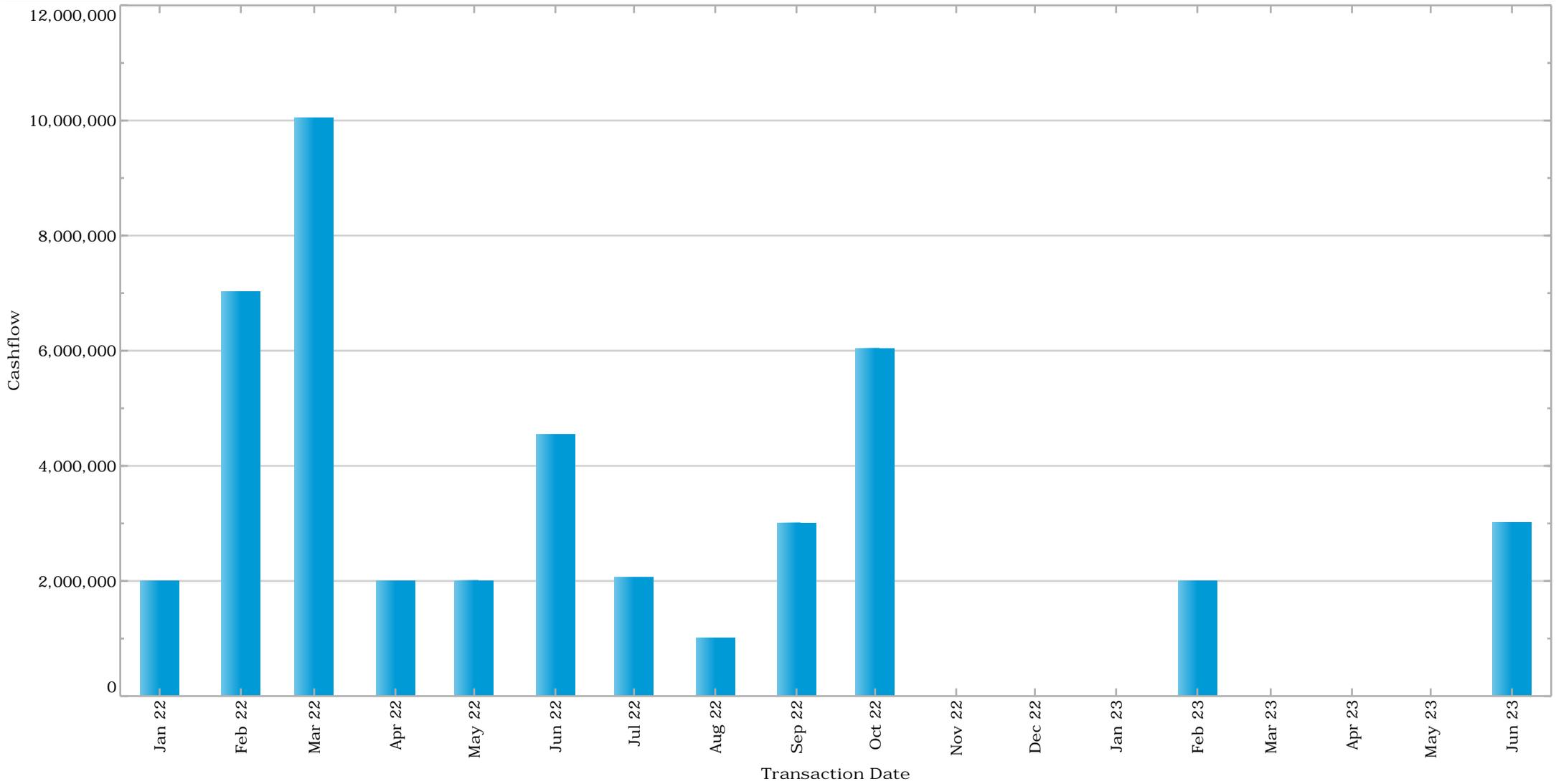
Tamala Park Regional Council
Cash Flows Report - December 2021

Current Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
Dec-21	540690	Westpac Group	Term Deposits	Maturity Face Value - Received	3,000,000.00
		Westpac Group	Term Deposits	Interest - Received	7,180.27
				<u>Deal Total</u>	<u>3,007,180.27</u>
				Day Total	3,007,180.27
Dec-21	540700	Westpac Group	Term Deposits	Maturity Face Value - Received	2,000,000.00
		Westpac Group	Term Deposits	Interest - Received	4,786.85
				<u>Deal Total</u>	<u>2,004,786.85</u>
				Day Total	2,004,786.85
				<u>Net Cash Movement for Period</u>	<u>5,011,967.12</u>

Next Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
Jan-22	541219	Macquarie Bank	Term Deposit	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposit	Interest - Received	4,191.78
				<u>Deal Total</u>	<u>1,004,191.78</u>
				Day Total	1,004,191.78
Jan-22	541292	Macquarie Bank	Term Deposit	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposit	Interest - Received	3,328.77
				<u>Deal Total</u>	<u>1,003,328.77</u>
				Day Total	1,003,328.77
				<u>Net Cash Movement for Period</u>	<u>2,007,520.55</u>



Appendix 7.3

**Tamala Park Regional Council
Summary Payment List
January 2022**

Date	Name	Description	Amount
Jan 22			
10/01/2022	The Pavilion Mindarie	Councillor Strategic Workshop Venue Balance	-1,800.00
13/01/2022	Bus Charters Perth	Councillor site tour 22/01/2022	-372.00
13/01/2022	City of Stirling	Office rent & IT support	-12,469.85
13/01/2022	Cossill and Webley	Engineering services	-22,575.87
13/01/2022	Docushred	Destruction of paperwork security bin	-51.70
13/01/2022	LD Total	Landscaping rebates	-8,030.00
13/01/2022	Marketforce	Statutory advertising	-1,577.71
13/01/2022	McMullen Nolan Group	Surveying services	-7,342.50
13/01/2022	New Living Cleaning	Sales office - Cleaning 31/12/2021	-210.00
13/01/2022	Next Level Signage	Signage	-869.00
13/01/2022	O'Sullivan, Simon	Reimbursement (Mobile phone & parking)	-65.18
13/01/2022	Prudential Investment Services	Investment services (Dec 2021)	-1,664.85
13/01/2022	R1i Services	Smartnet UCS maintenance support	-759.43
13/01/2022	Tim Davies Landscaping	Landscaping architecture services	-18,113.65
13/01/2022	Vocus Pty Ltd	Internet fees (January 2022)	-162.80
13/01/2022	Canon Australia	Copying fees (21.11.21 - 24.12.21)	-85.27
13/01/2022	Synergy	Electricity charges	-1,083.69
13/01/2022	Telstra	CEO Mobile (21.11.2021 - 20.12.2021)	-85.00
13/01/2022	Employee costs	Wages 30.12.2021 - 12.01.2022	-9,582.31
13/01/2022	Australian Super	Superannuation 16.12.2021 - 12.01.2022	-2,833.76
13/01/2022	Westpac Bank	Payment of credit card charges - January 2022	-1,559.60
27/01/2022	Australian Taxation Office	BAS (October - December 2021)	-4,791.00
27/01/2022	Employee costs	Wages 13.01.2022 - 26.01.2022	-11,303.24
27/01/2022	Burgess Rawson	GST Valuations January 2022	-165.00
27/01/2022	City of Stirling	GST owing December 2021	-7,519.82
27/01/2022	Cossill and Webley	Stage 29, 30 & 36 (Consulting Engineering services to 31/12/21)	-60,128.90
27/01/2022	Coterra Environment	Catalina Estate - Environmental consulting services December 2021	-1,623.88
27/01/2022	Environmental Industries	Catalina Beach Estate - Repairs to retic cabinet Bore 1	-1,191.85
27/01/2022	Fast Flyers	Deliver 'Summer Splashdown' flyers 07/01/2022	-229.90
27/01/2022	HWL Ebsworth Lawyers	Catalina Estate - Titles for POS areas	-215.00
27/01/2022	hyd20 Hydrology	Stage 18 - Progress Claim 3 (Stormwater modelling addendum)	-1,603.80
27/01/2022	Jim's Building Maintenance	Catalina Estate - Replace damaged decking	-455.00
27/01/2022	Kevin Smith Cleaning Services	Office cleaning 10/12 & 24/12	-138.42
27/01/2022	LO-GO Appointments	Contract services - C Healy week ending 22/01/2022	-827.26
27/01/2022	McMullen Nolan Group	Catalina Estate - POS Lots (Landgate & WAPC fees)	-7,301.14
27/01/2022	Neverfail	4 x 15L Water (return 3 x 15L empty)	-55.65
27/01/2022	Niche Planning Studio	Retainer fee (November 2021) and Beach concept planning	-5,115.00
27/01/2022	R J Vincent and Co	Hydromulch & Additional Clearing works	-83,632.27
27/01/2022	Realestate.com.au	Lot 3128 Commercial Listing	-1,199.00
27/01/2022	Satterley Property Group	Consulting Fees (December 2021)	-2,541.00
27/01/2022	Tim Davies Landscaping	Stage 1 - Detailed Design & Planting Species	-17,251.37
27/01/2022	Town of Victoria Park	GST December 2021	-1,880.00
27/01/2022	Canon Australia Pty Ltd	Copying charges 22.12.2021 - 24.01.2022	-10.77
27/01/2022	Telstra	CEO mobile 21.12.2021 - 20.01.2022	-62.42
27/01/2022	Australian Super	Superannuation 13.01.2022 - 26.01.2022	-1,572.47
27/01/2022	City of Perth	Rates equivalent payment for 2021/22 financial year	-40,060.46
31/01/2022	City of Perth	GST owing December 2021	-1,879.95
Jan 22			<u>-344,048.74</u>

Tamala Park Regional Council
Summary Payment List
December 2021

Date	Name	Description	Amount
Dec 21			
02/12/2021	Australian Taxation Office	IAS (November 2021)	-9,318.00
02/12/2021	City of Wanneroo - Supplier	Stage 27B Subdivision Clearance Bond	-226,071.86
02/12/2021	Water Corporation	Stage 27B8 Headworks (WAPC 159334)	-138,589.10
02/12/2021	Employee costs	Wages for 18.11.2021 - 01.12.2021	-11,350.94
02/12/2021	Australian Super	Superannuation (18.11.2021 - 01.12.2021)	-1,572.47
02/12/2021	All Flags Signs & Banners	Signage updates Catalina office	-8,140.00
02/12/2021	Appliance Tagging Services	Test and tag equipment	-244.20
02/12/2021	Capital Transport Services	Freight (17.11.2021 - 29.11.2021)	-77.96
02/12/2021	Chaicharoenmaitri, Siriat	Lot 869 Solar Panel Rebate	-2,000.00
02/12/2021	City of Stirling	Rental fees - Jan 2022 & GST October 2021	-27,533.81
02/12/2021	City of Vincent	GST Sept & Oct 2021	-15,467.00
02/12/2021	City of Wanneroo	Stage 27B Bonding & Stage 18C Engineering asse:	-5,882.29
02/12/2021	Cossill and Webley	Stage 18C - Consulting engineering services Octob	-10,311.47
02/12/2021	Coterra Environment	Catalina - Environmental consulting services Octob	-5,874.00
02/12/2021	Creative Design and Planning	Green, Stages 27B/30, 1 & 18	-18,260.24
02/12/2021	Environmental Industries	Landscape maintenance - October 2021	-46,079.44
02/12/2021	hyd20 Hydrology	Stage 18 - Stormwater. Groundwater applications.	-1,910.70
02/12/2021	Imagesource	Newsletter	-902.00
02/12/2021	Kevin Smith Cleaning Services	Cleaning office 15 & 29 October 2021	-138.42
02/12/2021	LD Total	Planting - Aug & Sept. Reveg - Aug & Sept. Tree Pl	-140,980.76
02/12/2021	LO-GO Appointments	Contract services C Healy - weeks ending 20 and 2	-1,304.53
02/12/2021	McGees Property	Valuation of englobo landholding	-13,750.00
02/12/2021	McLeods Barristers and Solicitors	Retainer arrangement (01.09.2021 - 31.08.2022)	-4,400.00
02/12/2021	Moore Australia (WA) Pty Ltd	Monthly accounting services - 31 October 2021	-6,358.00
02/12/2021	New Living Cleaning	Cleaning Sales Office (12 & 19 November 2021)	-420.00
02/12/2021	O'Sullivan, Simon	Reimbursements (Parking & Mobile phone)	-73.66
02/12/2021	Prudential Investment Services	Investment services - November 2021	-1,664.85
02/12/2021	R J Vincent and Co	Civil works	-1,260,383.16
02/12/2021	Town of Victoria Park	GST Sept & Oct 2021	-15,467.00
02/12/2021	Treacy Fencing	Lot 326 Fencing	-3,342.24
02/12/2021	Canon Australia Pty Ltd	Copying fees (21.08.2021 - 20.11.2021)	-245.25
02/12/2021	Synergy	Adjustment Electricity 03.12.2020 - 07.10.2021 (Inv	-0.41
02/12/2021	Telstra	CEO Mobile (21.10.2021 - 20.11.2021)	-85.00
02/12/2021	Water Corporation	Catalina Beach Sales Office (Water 16.09.2021 - 1:	-218.72
13/12/2021	Westpac Bank	Payment of credit card charges - December 2021	-2,443.33
13/12/2021	Town of Cambridge	GST June - November 2021	-19,427.32
16/12/2021	City of Joondalup	16th Dividend Payment - TPRC Project	-833,333.00
16/12/2021	City of Perth	16th Dividend Payment - TPRC Project	-416,667.00
16/12/2021	City of Stirling	16th Dividend Payment - TPRC Project	-1,666,666.00
16/12/2021	City of Vincent	16th Dividend Payment - TPRC Project	-416,667.00
16/12/2021	City of Wanneroo	16th Dividend Payment - TPRC Project	-833,333.00
16/12/2021	Town of Cambridge	16th Dividend Payment - TPRC Project	-416,667.00
16/12/2021	Town of Victoria Park	16th Dividend Payment - TPRC Project	-416,667.00
16/12/2021	Arbor Logic	Green Stage 1 - Onsite consultation 21/10/2021	-511.50
16/12/2021	City of Stirling	Preparation of new office lease by Kott Gunning	-1,650.00
16/12/2021	City of Vincent	GST owing November 2021	-2,036.55
16/12/2021	City of Wanneroo	Stage 30 - Engineering assessment fee	-465.47
16/12/2021	Cossill and Webley	Engineering services	-153,822.67
16/12/2021	Coterra Environment	Catalina - Environmental consulting (Nov 2021)	-3,220.94
16/12/2021	Dominic Carbone and Assoc	Consultancy services (09/11/21 - 24/11/2021)	-957.00

**Tamala Park Regional Council
Summary Payment List
December 2021**

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
16/12/2021	Environmental Industries	Landscaping services	-1,962.95
16/12/2021	hyd20 Hydrology	Grove Precinct - Claim 6 (UWMP report & consultat	-866.80
16/12/2021	JBS&G Australia Pty Ltd	Beach & Green (Subdivision consultation)	-2,750.00
16/12/2021	Kevin Smith Cleaning Services	Office cleaning (12/11 & 26/11)	-138.42
16/12/2021	LD Total	Lndscaping services	-28,585.47
16/12/2021	LO-GO Appointments	Contract services (C Healy week ending 04/12/2021	-445.45
16/12/2021	Market Creations	250 x Business cards (J Morellini)	-88.00
16/12/2021	Marketforce	Statutory advertising	-3,851.39
16/12/2021	McMullen Nolan Group	Surveying services	-20,196.00
16/12/2021	Neverfail	2 x 15L Springwater bottles	-27.20
16/12/2021	New Living Cleaning	Sales office cleaning (26/11 & 03/12)	-420.00
16/12/2021	Next Level Signage	Signage	-924.00
16/12/2021	R J Vincent and Co	Civil engineering works	-1,139,222.91
16/12/2021	Replants	Relocate 25 x grass trees	-9,350.00
16/12/2021	Satterley Property Group	Professional fees (Nov 2021)	-1,674.75
16/12/2021	Stantons International	Advisory services (01/11/2021 - 18/11/2021)	-1,091.20
16/12/2021	Tim Davies Landscaping P/L	Landscaping architecture services	-76,910.32
16/12/2021	Treacy Fencing	Fencing services	-3,562.13
16/12/2021	UDIA (WA)	2022 State Conference	-1,299.00
16/12/2021	Vocus Pty Ltd	Internet (December 2021)	-162.80
16/12/2021	Synergy	Electricity (08/10/2021 - 06/12/2021)	-130.34
16/12/2021	Employee costs	Wages 02.12.2021 - 15.12.2021	-12,526.94
16/12/2021	Australian Super	Superannuation (02/12/2021 - 16/12/2021)	-1,572.47
21/12/2021	The Pavilion Mindarie	Councillor Workshop Venue Deposit	-1,000.00
22/12/2021	Synergy	Electricity charges	-1,584.02
22/12/2021	Burgess Rawson	GST Valuation Certificates (December 2021)	-220.00
22/12/2021	Capital Transport Services (WA) P/L	Courier charges (09/12/21 & 15/12/21)	-45.52
22/12/2021	City of Wanneroo	Landscape assessment fees	-788.08
22/12/2021	Coughlan, CZ & Gibbs, DE	Solar & WELS Rebates	-3,000.00
22/12/2021	Eco Logical Australia	EPBC Compliance Report 2021	-4,532.00
22/12/2021	Environmental Industries	Catalina Central landscape maintenance (Novembe	-45,910.15
22/12/2021	HWL Ebsworth Lawyers	BCA South application for titles	-275.00
22/12/2021	hyd20 Hydrology	Stormwater modelling & UWMP Addendum	-2,673.00
22/12/2021	LO-GO Appointments	Contract services (C Healy)	-1,081.80
22/12/2021	McMullen Nolan Group	Connolly Drive roundabout (November 2021)	-1,925.00
22/12/2021	Moore Australia (WA) Pty Ltd	Accounting services (November 2021)	-6,358.00
22/12/2021	New Living Cleaning	Cleaning of Sales Office (10/12/21 & 17/12/21)	-420.00
22/12/2021	Nguyen, PTT	WELS Rebate Lot 942	-1,000.00
22/12/2021	R J Vincent and Co	Stage 30 Bulk earthworks (Cert 1)	-16,023.52
22/12/2021	Town of Victoria Park	GST November 2021	-2,037.00
22/12/2021	Treacy Fencing	Fencing - Lot 2001	-1,392.60
23/12/2021	WAPC	Stages 31 - 33 Application for subdivision approval	-8,013.00
23/12/2021	City of Joondalup	GST June - August 2021	-3,847.80
23/12/2021	City of Perth	GST September - November 2021	-17,503.42
30/12/2021	Employee costs	Wages 16.12.2021 - 29.12.2021	-11,303.24
			-8,601,643.95

Dec 21

Tamala Park Regional Council
Summary Payment List
November 2021

	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
Nov 21	04/11/2021	Employee costs	Wages for 21/10/2021 - 03/11/2021	-11,806.82
	04/11/2021	Australian Super	Superannuation 21/10/2021 - 03/11/2021	-1,358.15
	04/11/2021	Tonkin, Gemma	GT Leave payout	-1,102.03
	04/11/2021	Australian Taxation Office	PAYG (IAS October 2021)	-9,124.00
	04/11/2021	Blackfox Corporation	Consulting services (12/08/21 - 25/08/21)	-5,687.00
	04/11/2021	Burgess Rawson	GST Valuation services - October 2021	-880.00
	04/11/2021	Capital Transport Services (WA) P/L	Freight 1/9 and 22/9	-50.76
	04/11/2021	City of Wanneroo	Beach Access - Engineering assessment fee (Octol	-362.97
	04/11/2021	Coterra Environment	BCA Compliance report - September 2021	-4,127.20
	04/11/2021	Creative Design and Planning	Design works (September 2021)	-28,820.00
	04/11/2021	Docushred	Destruction of security bin paperwork	-51.70
	04/11/2021	Dominic Carbone and Assoc	Consultancy services 09/08/2021 - 13/08/2021	-2,376.00
	04/11/2021	Fast Flyers	Delivery of leaflets - October 2021	-497.20
	04/11/2021	LO-GO Appointments	Contract services for Courtney Healy for week endir	-986.35
	04/11/2021	Marketforce	Advertising (August & October 2021)	-5,504.63
	04/11/2021	McMullen Nolan Group	Surveying services	-3,025.00
	04/11/2021	Moore Australia (WA) Pty Ltd	Accounting support services (August & September	-13,596.00
	04/11/2021	New Living Cleaning	Sales Office cleaning 01/10 and 08/10	-420.00
	04/11/2021	Prudential Investment Services	Investment portfolio services for October 2021	-1,664.85
	04/11/2021	R J Vincent and Co	Civil works	-1,503,807.92
	04/11/2021	Red Empire Media	Catalina - Virtual tour (August 2021)	-2,200.00
	04/11/2021	Scott Printers Pty Ltd	Catalina Green Flyers x 1000	-310.20
	04/11/2021	Signs and Lines	Signage	-14,805.51
	04/11/2021	Town of Victoria Park	GST owing July 2021	-347.00
	04/11/2021	Treacy Fencing	Fencing services	-6,545.22
	04/11/2021	Vocus Pty Ltd	Internet - November 2021	-162.80
	04/11/2021	Alinta Energy	Electricity Sales Office 15.07.2021 - 12.10.2021	-26.10
	04/11/2021	Telstra	CEO Mobile Phone 21.09.2021 - 20.10.2021	-200.00
	11/11/2021	Westpac Bank	Payment of credit card charges - November 2021	-2,324.60
	18/11/2021	Australian Super	GT Superannuation for period Aug - Nov 2021	-1,692.32
	18/11/2021	Employee costs	Wages for 04.11.2021 - 17.11.2021	-11,298.38
	18/11/2021	Australian Super	Superannuation 04.11.2021 - 17.11.2021	-1,572.47
	18/11/2021	City of Wanneroo	GST September 2021	-18,814.68
	18/11/2021	Anderson, Claire	Elected member attendance fee 20 July 2021 - 19 (-2,640.00
	18/11/2021	Blockley, Sharon	Lot 2080 Solar Panel Rebate	-2,000.00
	18/11/2021	Burgess Rawson	Sage 27A & 36 Valuations & GST Valuations Nov 2	-935.00
	18/11/2021	Caddy, Karen	Chairman allowance 20 July 2021 - 19 October 202	-8,975.50
	18/11/2021	Capital Transport Services	Freight (1/11, 1/11, 3/11 & 15/11) Innaloo - West Pe	-90.56
	18/11/2021	Chester, John	Elected member attendance fee 20 July 2021 - 19 (-2,640.00
	18/11/2021	City of Stirling	GST September 2021, office rent & secondment	-49,978.09
	18/11/2021	City of Wanneroo	Stages 25-31 (Proposed amended local developme	-401.32
	18/11/2021	Cossill and Webley	Engineering Services - October 2021	-112,290.36
	18/11/2021	Docushred	Destruction of paperwork bin	-51.70
	18/11/2021	Dominic Carbone and Assoc	Consultancy Services (5 - 14 October 2021)	-3,696.00
	18/11/2021	ELO Digital Office	Annual Software Assurance (01/01/2022 - 31/12/20	-2,348.50
	18/11/2021	Environmental Industries	Landscape design and maintenance	-50,766.10
	18/11/2021	Fleeton, Brent	Elected member attendance fee 20 July 2021 - 19 (-2,640.00
	18/11/2021	Fotakis, Joanne	Elected member attendance fee 20 July 2021 - 19 (-2,640.00
	18/11/2021	Jim's Building Maintenance	Sales Office - repair & paint walls	-1,200.00
	18/11/2021	Lagan, David	Elected member attendance fee 20 July 2021 - 19 (-2,640.00

**Tamala Park Regional Council
Summary Payment List
November 2021**

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
18/11/2021	LD Total	Landscape and irrigation packages	-20,681.92
18/11/2021	LGIS Liability	Insurance Liability - Instalment 2	-1,865.60
18/11/2021	LGIS Property	Insurance Property - Instalment 2	-5,083.87
18/11/2021	LGIS Workcare	Insurance Workcare - Instalment 2	-3,861.00
18/11/2021	LO-GO Appointments	Temp (C Healy 6/11 and 13/11)	-1,018.17
18/11/2021	McMullen Nolan Group	Surveying services	-7,755.00
18/11/2021	Migdale, Suzanne	Elected member attendance fee 20 July 2021 - 19 C	-2,640.00
18/11/2021	New Living Cleaning	Sales Office cleaning (15/10, 22/10, 29/10 & 5/11)	-840.00
18/11/2021	O'Sullivan, Simon	Reimbursements (Mobile & Parking Oct 2021)	-59.32
18/11/2021	Of Note Design	Sales Office - Signage artwork	-2,783.00
18/11/2021	Officeworks	Copy paper	-74.50
18/11/2021	Plantrite	Catalina - Year 2 Seed Propagation	-10,460.95
18/11/2021	Sandri, Bianca	Elected member attendance fee 20 July 2021 - 19 C	-2,640.00
18/11/2021	Satterley Property Group	Community Development - October 2021	-1,905.75
18/11/2021	Social Garden	Advertising (March - June 2021)	-2,200.00
18/11/2021	Stantons International	Surveying and town planning services (October 202	-316.80
18/11/2021	Taylor, Philippa	Elected member attendance fee 20 July 2021 - 19 C	-2,640.00
18/11/2021	Tim Davies Landscaping P/L	Landscaping architect services	-71,539.68
18/11/2021	Timmermanis, Andres	Deputy Chair allowance 20 July 2021 - 19 October ;	-3,893.94
18/11/2021	Treacy Fencing	Fencing services	-7,056.28
18/11/2021	Treby, Brett	Elected member attendance fee 20 July 2021 - 19 C	-2,640.00
18/11/2021	Zappa, Domenic	Elected member attendance fee 20 July 2021 - 19 C	-2,640.00
18/11/2021	Synergy	Electricity (3 Dec 2020 - 7 Oct 2021)	-656.25
30/11/2021	City of Wanneroo	GST owing October 2021	-12,119.32
Nov 21			-2,068,852.34

Tamala Park Regional Council
Account FastReport
As of January 31, 2022

Type	Date	Name	Description	Amount
A01110 - Westpac Visa Corp Credit Card				
Credit Card Charge	1/11/2021	Lot Six Zero	Governance meeting	18.38
Credit Card Charge	4/11/2021	Lot Six Zero	CEO meeting with CoS governance	8.48
Credit Card Charge	4/11/2021	Sayers Sister	CEO Meeting with Chair	14.30
Credit Card Charge	10/11/2021	Westpac Bank	Credit card fees (CEO, EA & MPC)	11.25
Credit Card Charge	11/11/2021	Officeworks	Office chair (CEO) & general office su...	643.77
Cheque	11/11/2021	Westpac Bank	Credit card charges (EA)	-46.98
Cheque	11/11/2021	Westpac Bank	Credit card charges (CEO)	-434.42
Cheque	11/11/2021	Westpac Bank	Credit card charges (MPC)	-1,843.20
Credit Card Charge	18/11/2021	Officeworks	PC Monitors x2 and office supplies	723.99
Credit Card Charge	24/11/2021	Australia Post	Postage stamps	24.20
Credit Card Charge	24/11/2021	Reckon	Reckon Accounts Annual Licence (2nd...	740.00
Credit Card Charge	29/11/2021	Zoom Video Comm...	Standard Pro Monthly x 2 (December ...	43.23
Credit Card Charge	30/11/2021	Neverfail	Bottled water	138.50
Credit Card Charge	2/12/2021	Lot Six Zero	CEOs' meeting	23.43
Credit Card Charge	7/12/2021	Neverfail	Bottled water	69.25
Credit Card Charge	8/12/2021	Lot Six Zero	Governance meeting	11.41
Credit Card Charge	12/12/2021	Westpac Bank	Credit card fees (CEO, EA & MPC)	11.25
Cheque	13/12/2021	Westpac Bank	Credit card charges (EA)	-1,766.35
Cheque	13/12/2021	Westpac Bank	Credit card charges (CEO)	-673.23
Cheque	13/12/2021	Westpac Bank	Credit card charges (MPC)	-3.75
Credit Card Charge	15/12/2021	Sayers Sister	Meeting with Chair	14.30
Credit Card Charge	15/12/2021	City of perth Parking	CEO Parking	12.15
Credit Card Charge	16/12/2021	TechSmith	Snagit Screen Capture Software	97.77
Credit Card Charge	16/12/2021	Istockphoto LP	Purchase of credits for stock photos	39.60
Credit Card Charge	16/12/2021	City of perth Parking	CEO Parking	22.55
Credit Card Charge	22/12/2021	Pricesavers	Velcro dots	5.00
Credit Card Charge	23/12/2021	The West Australian	Disposition of Property Notice - Lot 2373	281.00
Credit Card Charge	29/12/2021	Zoom Video Comm...	Standard Pro Monthly x 2 (January 20...	43.23
Credit Card Charge	5/01/2022	The West Australian	Disposition of Property - Lots 2380, 31...	371.75
Credit Card Charge	5/01/2022	The West Australian	Disposition of Property - Lots 3038 & 3...	338.75
Credit Card Charge	6/01/2022	The West Australian	Disposition of Property - Lots 1061 & 1...	322.25
Credit Card Charge	10/01/2022	Westpac Bank	Credit card fees (CEO, EA & MPC)	11.25
Credit Card Charge	11/01/2022	Lot Six Zero	CEO meeting with consultant	14.44
Credit Card Charge	12/01/2022	KMart	Office supplies	22.25
Cheque	13/01/2022	Westpac Bank	Credit card charges (EA)	-1,503.10
Cheque	13/01/2022	Westpac Bank	Credit card charges (CEO)	-52.75
Cheque	13/01/2022	Westpac Bank	Credit card charges (MPC)	-3.75
Credit Card Charge	14/01/2022	Odyssea	Staff Xmas/New Year Breakfast	161.90
Credit Card Charge	14/01/2022	kikki,k	Desk calender	10.00
Credit Card Charge	22/01/2022	Lot Six Zero	Coffees for councillor bus tour	23.74
Credit Card Charge	22/01/2022	Lot Six Zero	Refreshments for councillor bus tour	73.53
Credit Card Charge	25/01/2022	Austin Computers A...	2 x Logitech webcams	288.00
Credit Card Charge	28/01/2022	Bunnings	P2 Face Masks	31.99
Credit Card Charge	29/01/2022	Zoom Video Comm...	Standard Pro Monthly x 2 (February 20...	43.23
Total A01110 - Westpac Visa Corp Credit Card				-1,617.41
TOTAL				-1,617.41

Appendix 7.4

25 January 2022

Mr Jon Morellini
Chief Executive Officer
Tamala Park Regional Council
PO Box 655
INNALOO WA 6918

Dear Jon

Catalina Financial Report for December 2021

Please find attached the Catalina Financial Report for December 2021. This report has been prepared on a cash basis and compares actual income and expenditure to the December 2021 approved budget for the period 1 December 2021 to 31 December 2021.

Residential settlement revenue for the year to date to 31 December 2021 is \$13.36m which is \$0.2m favourable to the approved 'December 2021' budget due to 1 more settlement achieved than budget.

YTD Sales for FYE2022 are \$0.25m unfavourable to budget due to 1 less sale than budget.

Overall year to date expenditure for FYE2022 is \$3.51m under budget per the approved 'December 2021' budget, with \$6.61m spent against a budget of \$10.12m. The main areas of variances are summarised below:

- Lot Production (excl. Bonds) is \$2.89m under budget, noting the following variances:
 - Stages 36-40 Earthworks \$347k under budget as earthworks now undertaken a stage at a time;
 - Stage 27B \$110k under budget due to timing of invoice payments;
 - Stage 28 \$75k under budget due to timing of invoice payments;
 - Stage 30 \$383k under budget due to timing of invoice payments;
 - Stage 31 \$159k under budget due to timing of invoice payments;
 - Stage 36 \$1.77m under budget due to timing of invoice payments;
 - Stage 37 \$40k under budget due to timing of invoice payments;
 - \$6k combined minor variances.
- Landscaping is \$150k over budget, noting the following variances:
 - Preliminary landscaping consultancy \$147k over budget – within FY22 budget;
 - Environmental landscaping \$29k over budget due to timing of invoice payments;
 - Beach foreshore access area \$35k under budget due to timing of invoice payments;
 - Green POS 1 Phase 1 \$8.5k over budget due to timing of invoice payments;
- Infrastructure Spend is \$740k over budget, noting the following variances:
 - Connolly Drv Aviator Blvd Intersection \$428k over budget – within FY22 budget;

- Foreshore Access Rd \$169k over budget due to timing of invoice payments;
 - Portofino Extension \$357k over budget – within FY22 budget;
 - Catalina Beach Dual Use Path \$85k under budget due to timing of invoice payments;
 - Longreach Prom Extension \$85k under budget due to timing of invoice payments;
 - CAT Foreshore POS \$20k under budget due to timing of invoice payments;
 - Rubbish Removal \$23k under budget due to timing of invoice payments;
-
- Clearance bonds \$812k favourable to budget – timing.
-
- Indirect Consultants are \$20k under budget due to timing of invoice payments.
-
- P&L expenditure is \$667k under budget, noting the following variances:
 - Sales & Marketing is \$65k under budget due to timing of spend;
 - Community and Development \$21k under budget due timing of invoice payments;
 - Audit and Tax \$4k over budget due to timing of invoice payments;
 - Maintenance \$18k under budget due to timing of invoice payments;
 - Legal Fees \$12k under budget due to timing of invoice payments;
 - Contingency \$368k not required;
 - Rates & Taxes \$153k under budget due to timing of invoice payments;
 - \$34k under budget - combined minor variances for other Overheads.

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

Yours faithfully



Ross Carmichael
General Manager Finance

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved	
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD Budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance	
REVENUE												
Settlements	Settlement revenue	1,105,000	1,115,556	(10,556)	13,361,500	13,154,056	207,444	288,024,500	287,817,056	207,444	37 settlements YTD ex GST Margin scheme. GST Margin as detailed in Burgess Rawson valuations Includes Commission and Management Fees Penalty interest income on settlements Construction Recycling, Fencing, Landscape, Shared Bore, Solar, and Display Builder Rebates	
Margin GST	Margin GST	(22,105)	(13,739)	(8,366)	(246,657)	(200,410)	(46,247)	(4,162,260)	(4,116,012)	(46,248)		
Direct Selling Costs		(49,493)	(50,927)	1,433	(598,806)	(594,505)	(4,301)	(13,135,138)	(13,080,836)	(54,303)		
Interest Income		0	0	0	4,690	2,382	2,308	95,603	93,295	2,308		
Forfeited Deposits		4,545	0	4,545	4,545	0	4,545	31,818	27,273	4,545		
Other Income	Special sites revenue	0	0	0	0	0	0	3,728,594	3,728,594	0		
Rebate Allowance		(20,843)	(66,541)	45,699	(190,661)	(493,202)	302,541	(6,340,196)	(7,843,115)	1,502,919		
		1,017,105	984,349	32,756	12,334,612	11,868,321	466,291	268,242,922	266,626,255	1,616,667		
LOT PRODUCTION												
Completed Earthworks		0	0	0	0	0	0	13,529,541	13,529,541	(0)		
Earthworks Stages 1-4, 6	Siteworks / Earthworks	0	0	0	0	0	0	2,122,407	2,122,407	0		
	Direct Consultants	0	0	0	0	0	0	157,827	157,827	0		
Total Earthworks Stages 1-4, 6		0	0	0	0	0	0	2,280,234	2,280,234	(0)		
Earthworks Stages 5 & 7	Siteworks / Earthworks	0	0	0	0	0	0	2,368,798	2,368,798	0		
	Direct Consultants	0	0	0	0	0	0	121,827	121,827	0		
Total Earthworks Stages 5 & 7		0	0	0	0	0	0	2,490,625	2,490,625	0		
Earthworks Stage 8	Siteworks / Earthworks	0	0	0	0	0	0	1,265,418	1,265,418	0		
	Direct Consultants	0	0	0	0	0	0	63,366	63,366	0		
Total Earthworks Stage 8		0	0	0	0	0	0	1,328,784	1,328,784	0		
Earthworks Stages 9-11	Siteworks / Earthworks	0	0	0	0	0	0	4,066,094	4,066,094	0		
	Direct Consultants	0	0	0	0	0	0	99,325	99,325	0		
Total Earthworks Stages 9-11		0	0	0	0	0	0	4,165,419	4,165,419	0		
Earthworks Stages 12-13	Siteworks / Earthworks	0	0	0	0	0	0	1,139,937	1,139,937	0		
	Direct Consultants	0	0	0	0	0	0	108,025	108,025	0		
Total Earthworks Stage 12-13		0	0	0	0	0	0	1,247,962	1,247,962	0		
Earthworks Stages 14-18	Siteworks / Earthworks	0	0	0	0	0	0	1,738,744	1,738,744	0		
	Direct Consultants	0	0	0	0	0	0	250,660	250,660	0		
Total Earthworks Stage 14-18		0	0	0	0	0	0	1,989,404	1,989,404	0		
Earthworks Stage 20-24	Direct Consultants	0	0	0	0	0	0	27,113	27,113	0		
Total Earthworks Stage 20-24		0	0	0	0	0	0	27,113	27,113	0		
Earthworks Stages 25-27	Siteworks / Earthworks	0	0	0	0	0	0	3,603,087	3,603,087	(0)		
	Direct Consultants	0	0	0	0	0	0	186,216	189,523	3,307		
Total Earthworks Stage 25-27		0	0	0	0	0	0	3,789,303	3,792,610	3,307		
Earthworks Stages 36-40	Siteworks / Earthworks	437,403	445,616	8,213	981,818	1,329,109	347,292	996,538	1,343,829	347,292		
Total Earthworks Stage 36-40		437,403	445,616	8,213	981,818	1,329,109	347,292	996,538	1,343,829	347,292		
Earthworks Stages 38-40	Direct Consultants	0	11,979	11,979	0	11,979	11,979	0	11,979	11,979		
Earthworks Stages 38-40		0	11,979	11,979	0	11,979	11,979	0	11,979	11,979		
Earthworks Stages 41-44	Direct Consultants	0	0	0	0	0	0	0	0	0		
Total Earthworks Stage 41-44		0	0	0	0	0	0	0	0	0		
Completed Stages		0	0	0	0	0	0	46,092,294	46,092,295	1		
Stage 1	Siteworks / Earthworks	0	0	0	0	0	0	3,208,532	3,208,532	0		
	Authorities Fees	0	0	0	0	0	0	158,201	158,201	(0)		
	Direct Consultants	0	0	0	0	0	0	214,916	214,916	0		
Total Stage 1		0	0	0	0	0	0	3,581,649	3,581,649	(0)		
Stage 2	Siteworks / Earthworks	0	0	0	0	0	0	2,691,287	2,691,287	0		
	Authorities Fees	0	0	0	0	0	0	210,292	210,292	0		
	Direct Consultants	0	0	0	0	0	0	164,171	164,171	0		
Total Stage 2		0	0	0	0	0	0	3,065,749	3,065,750	0		
Stage 3	Siteworks / Earthworks	0	0	0	0	0	0	2,010,933	2,010,933	0		
	Authorities Fees	0	0	0	0	0	0	284,155	284,155	(0)		
	Direct Consultants	0	0	0	0	0	0	187,648	187,648	0		
Total Stage 3		0	0	0	0	0	0	2,482,736	2,482,736	(0)		
Stage 4	Siteworks / Earthworks	0	0	0	0	0	0	2,298,741	2,298,741	0		
	Authorities Fees	0	0	0	0	0	0	284,471	284,471	0		
	Direct Consultants	0	0	0	0	0	0	219,983	219,983	0		
Total Stage 4		0	0	0	0	0	0	2,803,195	2,803,195	0		
Stage 5	Siteworks / Earthworks	0	0	0	0	0	0	2,796,102	2,796,102	(0)		

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
	Authorities Fees	0	0	0	0	0	0	392,082	392,082	0	
	Direct Consultants	0	0	0	0	0	0	388,371	388,371	0	
Total Stage 5		0	0	0	0	0	0	3,576,555	3,576,555	(0)	
Stage 6A	Siteworks / Earthworks	0	0	0	0	0	0	297,465	297,465	0	
	Authorities Fees	0	0	0	0	0	0	50,207	50,207	0	
	Direct Consultants	0	0	0	0	0	0	39,033	39,033	0	
Total Stage 6A		0	0	0	0	0	0	386,705	386,705	0	
Stage 6B	Siteworks / Earthworks	0	0	0	0	0	0	708,104	708,104	0	
	Authorities Fees	0	0	0	0	0	0	202,417	202,417	0	
	Direct Consultants	0	0	0	0	0	0	121,160	121,160	0	
Total Stage 6B		0	0	0	0	0	0	1,031,681	1,031,681	0	
Stage 6C	Siteworks / Earthworks	0	0	0	0	0	0	484,386	484,386	0	
	Authorities Fees	0	0	0	0	0	0	90,611	90,611	0	
	Direct Consultants	0	0	0	0	0	0	52,015	52,015	0	
Total Stage 6C		0	0	0	0	0	0	627,012	627,012	0	
Stage 7	Siteworks / Earthworks	0	0	0	0	0	0	2,257,683	2,257,684	1	
	Authorities Fees	0	0	0	0	0	0	425,907	425,907	0	
	Direct Consultants	0	0	0	0	0	0	290,878	290,878	0	
Total Stage 7		0	0	0	0	0	0	2,974,468	2,974,469	1	
Stage 8	Siteworks / Earthworks	0	0	0	0	0	0	2,494,187	2,494,187	0	
	Authorities Fees	0	0	0	0	0	0	314,992	314,992	0	
	Direct Consultants	0	0	0	0	0	0	251,105	251,105	0	
Total Stage 8		0	0	0	0	0	0	3,060,284	3,060,284	0	
Stage 9	Siteworks / Earthworks	0	0	0	0	0	0	2,418,198	2,418,198	0	
	Authorities Fees	0	0	0	0	0	0	406,804	406,804	0	
	Direct Consultants	0	0	0	0	0	0	236,848	236,848	0	
Total Stage 9		0	0	0	0	0	0	3,061,850	3,061,850	0	
Stage 10	Siteworks / Earthworks	0	0	0	0	0	0	1,229,760	1,229,760	0	
	Authorities Fees	0	0	0	0	0	0	160,060	160,060	0	
	Direct Consultants	0	0	0	0	0	0	141,355	141,355	0	
Total Stage 10		0	0	0	0	0	0	1,531,175	1,531,175	0	
Stage 11	Siteworks / Earthworks	0	0	0	0	0	0	2,778,422	2,778,422	(0)	
	Authorities Fees	0	0	0	0	0	0	463,449	463,449	0	
	Direct Consultants	0	0	0	0	0	0	336,976	336,976	0	
Total Stage 11		0	0	0	0	0	0	3,578,848	3,578,848	(0)	
Stage 12	Siteworks / Earthworks	0	0	0	0	0	0	2,077,002	2,077,002	0	
	Authorities Fees	0	0	0	0	0	0	258,204	258,204	0	
	Direct Consultants	0	0	0	0	0	0	247,233	247,233	0	
Total Stage 12		0	0	0	0	0	0	2,582,440	2,582,440	0	
Stage 13A	Siteworks / Earthworks	0	0	0	0	0	0	1,932,316	1,932,316	0	
	Authorities Fees	0	0	0	0	0	0	264,752	264,752	0	
	Direct Consultants	0	0	0	0	0	0	172,787	172,787	(0)	
Total Stage 13A		0	0	0	0	0	0	2,369,855	2,369,855	(0)	
Stage 13B	Siteworks / Earthworks	0	0	0	0	0	0	2,115,792	2,115,792	0	
	Authorities Fees	0	0	0	0	0	0	195,434	195,434	0	
	Direct Consultants	0	0	0	0	0	0	241,636	241,637	0	
Total Stage 13B		0	0	0	0	0	0	2,552,862	2,552,863	0	
Stage 14A	Siteworks / Earthworks	0	0	0	0	0	0	2,221,820	2,221,820	0	
	Authorities Fees	0	0	0	0	0	0	467,540	467,540	0	
	Direct Consultants	0	0	0	0	0	0	301,549	301,549	0	
Total Stage 14A		0	0	0	0	0	0	2,990,908	2,990,909	0	
Stage 14B	Siteworks / Earthworks	0	0	0	0	0	0	482,855	500,850	17,995	
	Authorities Fees	0	0	0	0	0	0	110,991	110,991	0	
	Direct Consultants	0	0	0	0	0	0	17,639	17,639	0	
Total Stage 14B		0	0	0	0	0	0	611,485	629,480	17,995	
Stage 15	Siteworks / Earthworks	0	0	0	0	0	0	1,999,681	1,999,681	0	
	Authorities Fees	0	0	0	0	0	0	357,841	357,841	0	
	Direct Consultants	0	0	0	0	0	0	263,241	263,241	0	
Total Stage 15		0	0	0	0	0	0	2,620,763	2,620,763	0	
Stage 16A	Siteworks / Earthworks	0	0	0	0	0	0	1,352,625	1,352,625	(0)	
	Authorities Fees	0	0	0	0	0	0	131,304	131,304	0	
	Direct Consultants	170	0	(170)	170	172	2	95,306	95,307	2	

Catalina Actual vs Budget Analysis

Tamaha Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
Total Stage 16A		170	0	(170)	170	172	2	1,579,236	1,579,237	2	
Stage 16B	Direct Consultants	0	0	0	0	0	0	26,000	26,000	0	
Total Stage 16B		0	0	0	0	0	0	26,000	26,000	0	
Stage 17A	Siteworks / Earthworks	0	0	0	0	0	0	732,033	732,033	0	
	Authorities Fees	0	0	0	0	0	0	161,279	161,279	0	
	Direct Consultants	0	0	0	0	0	0	110,250	110,250	0	
Total Stage 17A		0	0	0	0	0	0	1,003,563	1,003,563	0	
Stage 17B	Siteworks / Earthworks	0	0	0	0	0	0	1,273,015	1,273,015	0	
	Authorities Fees	0	0	0	3,547	3,547	0	197,958	197,958	0	
	Direct Consultants	0	0	0	0	0	0	180,869	180,869	0	
Total Stage 17B		0	0	0	3,547	3,547	0	1,651,842	1,651,842	0	
Stage 18A	Siteworks / Earthworks	0	0	0	0	0	0	871,358	871,358	0	
	Authorities Fees	0	0	0	0	0	0	216,537	216,537	0	
	Direct Consultants	0	0	0	0	0	0	125,664	125,664	0	
Total Stage 18A		0	0	0	0	0	0	1,213,559	1,213,559	0	
Stage 18B	Siteworks / Earthworks	0	0	0	0	0	0	1,486,381	1,486,381	(0)	
	Authorities Fees	0	0	0	0	0	0	267,438	267,438	0	
	Direct Consultants	0	0	0	0	0	0	191,390	191,390	0	
Total Stage 18B		0	0	0	0	0	0	1,945,209	1,945,209	(0)	
Stage 18C	Siteworks / Earthworks	0	0	0	0	0	0	0	0	0	
	Authorities Fees	362	0	(362)	362	0	(362)	5,901	5,539	(362)	
	Direct Consultants	14,374	10,551	(3,823)	53,836	45,317	(8,518)	59,206	50,687	(8,518)	
Total Stage 18C		14,735	10,551	(4,184)	54,198	45,317	(8,880)	56,226	56,226	(8,880)	
Stage 25	Siteworks / Earthworks	0	0	0	0	0	0	5,523,981	5,523,981	0	
	Authorities Fees	0	0	0	0	0	0	212,929	212,929	0	
	Direct Consultants	0	0	0	0	0	0	280,279	276,971	(3,307)	
Total Stage 25		0	0	0	0	0	0	6,017,188	6,013,881	(3,307)	
Stage 26	Siteworks / Earthworks	0	0	0	0	0	0	1,273,228	1,263,410	(9,818)	
	Authorities Fees	0	0	0	0	0	0	239,777	239,777	0	
	Direct Consultants	750	763	13	750	763	13	145,718	145,731	13	
Total Stage 26		750	763	13	750	763	13	1,658,723	1,648,918	(9,805)	
Stage 27A	Siteworks / Earthworks	0	0	0	17,029	17,029	0	719,840	728,022	8,182	
	Authorities Fees	0	0	0	931	931	0	132,310	132,310	0	
	Direct Consultants	200	0	(200)	2,200	2,202	2	80,448	80,450	2	
Total Stage 27A		200	0	(200)	20,160	20,162	2	932,599	940,783	8,184	
Stage 27B	Siteworks / Earthworks	300,834	197,126	(103,708)	349,938	593,404	243,466	349,938	593,404	243,466	
	Authorities Fees	143,859	0	(143,859)	144,195	336	(143,859)	145,269	1,410	(143,859)	Timing of invoice
	Direct Consultants	10,719	13,223	2,504	51,444	61,839	10,395	75,200	85,595	10,395	
Total Stage 27B		455,412	210,349	(245,063)	545,577	655,579	110,001	570,407	680,409	110,001	
Stage 28	Siteworks / Earthworks	0	0	0	404,131	440,245	36,114	2,196,566	2,355,606	159,040	
	Authorities Fees	0	4,425	4,425	0	26,070	26,070	269,413	295,483	26,070	
	Direct Consultants	0	0	0	23,107	35,780	12,673	148,382	161,055	12,673	
Total Stage 28		0	4,425	4,425	427,238	502,095	74,857	2,614,361	2,812,144	197,783	
	Authorities Fees	0	0	0	0	0	0	3,221	3,221	0	
	Direct Consultants	31,163	18,990	(12,173)	51,938	64,289	12,352	51,938	64,289	12,352	
Total Stage 29		31,163	18,990	(12,173)	51,938	64,289	12,352	55,159	67,510	12,352	
Stage 30	Siteworks / Earthworks	14,567	208,744	194,177	14,567	416,277	401,710	14,567	416,277	401,710	
	Authorities Fees	465	0	(465)	465	0	(465)	3,394	2,928	(465)	
	Direct Consultants	36,464	19,535	(16,929)	62,798	44,776	(18,022)	62,798	44,776	(18,022)	
Total Stage 30		51,496	228,278	176,783	77,831	461,053	383,223	80,759	463,982	383,223	
	Authorities Fees	8,013	0	(8,013)	8,013	0	(8,013)	12,210	4,197	(8,013)	
	Direct Consultants	0	0	0	0	166,612	166,612	0	166,612	166,612	
Total Stage 31		8,013	0	(8,013)	8,013	166,612	158,599	12,210	170,809	158,599	
Stage 36	Siteworks / Earthworks	0	914,761	914,761	0	1,824,217	1,824,217	0	1,824,217	1,824,217	
	Authorities Fees	0	0	0	0	0	0	0	0	0	
	Direct Consultants	48,600	41,675	(6,925)	222,163	167,213	(54,949)	222,163	167,213	(54,949)	Timing of invoice
Total Stage 36		48,600	956,436	907,836	222,163	1,991,430	1,769,267	222,163	1,991,430	1,769,267	
Stage 37	Siteworks / Earthworks	0	0	0	0	0	0	0	0	0	
	Direct Consultants	0	26,593	26,593	0	40,894	40,894	0	40,894	40,894	
Total Stage 37		0	26,593	26,593	0	40,894	40,894	0	40,894	40,894	
	Direct Consultants	0	0	0	0	0	0	0	(0)	(0)	
Total Stage 38		0	0	0	0	0	0	0	(0)	(0)	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021		
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance
Various Stages	Clearance Bonds	205,520	350,000	144,480
TOTAL LOT PRODUCTION		1,253,462	2,263,980	998,539

Year to date Vs Budget to Dec 2021		
YTD to Dec 2021	YTD budget	Variance
(334,993)	477,237	812,230
2,058,408	5,770,238	3,699,851

Project to date Vs Budget to Dec 2021			<i>Bud Comparison: Jun 21 Approved</i>
PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
561,162	1,246,155	684,993	
84,014,847	87,738,726	3,711,900	Within budget

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
LANDSCAPING											
Completed Landscaping		0	0	0	0	0	0	7,149,264	7,149,264	0	
Stage 7 Landscaping	Landscape Construction	0	0	0	0	0	0	169,816	169,816	0	Within total FY22 Landscaping budget
Stage 7 Landscaping	Landscape Consulting	0	0	0	0	0	0	7,193	7,193	0	
Stage 8 Landscaping	Landscape Construction	0	0	0	0	0	0	412,952	412,952	0	
Stage 8 Landscaping	Landscape Consulting	0	0	0	0	0	0	30,857	30,857	0	
Stage 9 Landscaping Aviator Blvd Greenlink	Landscape Construction	0	0	0	0	0	0	104,134	104,134	0	
Stage 9 Landscaping Aviator Blvd Greenlink	Landscape Consulting	0	0	0	0	0	0	11,489	11,489	0	
Stage 10 POS (10.1)	Landscape Construction	0	0	0	0	0	0	198,747	198,747	0	
Stage 10 POS (10.1)	Landscape Consulting	0	0	0	0	0	0	14,417	14,417	0	
Stage 11 Landscape Consultancy	Landscape Construction	0	0	0	0	0	0	1,332,634	1,328,968	(3,666)	
Stage 11 Landscape Consultancy	Landscape Consulting	0	0	0	0	0	0	162,929	162,929	0	
Stage 12 Landscaping	Landscape Construction	0	0	0	0	0	0	236,650	236,650	0	
Stage 12 Landscaping	Landscape Consulting	0	0	0	0	0	0	27,377	27,377	0	
Stage 13 Landscaping	Landscape Construction	0	0	0	0	0	0	789,993	789,993	0	
Stage 13 Landscaping	Landscape Consulting	0	0	0	0	0	0	61,433	61,433	0	
Stage 14A Landscaping	Landscape Construction	0	0	0	0	0	0	553,652	553,652	0	
Stage 14A Landscaping	Landscape Consulting	0	0	0	0	0	0	12,013	8,430	(3,583)	
Stage 14B Landscaping	Landscape Construction	0	0	0	0	0	0	216,700	216,700	0	
Stage 14B Landscaping	Landscape Consulting	0	0	0	0	0	0	15,457	15,457	0	
Stage 15 Landscaping	Landscape Construction	0	0	0	0	0	0	115,933	115,933	0	
Stage 15 Landscaping	Landscape Consulting	0	0	0	0	0	0	18,838	18,838	0	
Stage 16A Landscaping	Landscape Construction	0	0	0	0	0	0	47,600	47,600	0	
Stage 16A Landscaping	Landscape Consulting	0	0	0	0	0	0	11,303	11,303	0	
Stage 17 Landscaping	Landscape Construction	0	0	0	0	0	0	213,992	213,992	0	
Stage 17 Landscaping	Landscape Consulting	0	0	0	0	0	0	2,720	2,720	0	
Stage 18 Landscaping	Landscape Construction	0	0	0	0	0	0	267,780	267,780	0	
Stage 18 Landscaping	Landscape Consulting	0	0	0	0	0	0	46,251	46,251	0	
Stage 8 Landscaping Verge Landscaping Lot 475	Landscape Construction	0	0	0	0	0	0	1,001	1,001	0	
Stage 8 Landscaping Street Trees / Streetscapes	Landscape Construction	0	0	0	0	0	0	63,552	63,552	0	
Stage 8 Landscaping Street Trees / Streetscapes	Landscape Consulting	0	0	0	0	0	0	2,587	2,587	0	
Stage 10 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	228,092	228,092	0	
Stage 10 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	28,012	28,012	0	
Stage 9 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	40,000	40,000	0	
Stage 9 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	3,120	3,120	0	
Stage 10 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	116,647	116,647	0	
Stage 10 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	7,918	7,918	0	
Seed Collection	Landscape Construction	0	0	0	0	0	0	22,797	0	(22,797)	
Stage 8 Medium Density Lot Verges	Landscape Construction	0	0	0	0	0	0	19,598	19,598	0	
Stage 8 Medium Density Lot Verges	Landscape Consulting	0	0	0	0	0	0	1,346	1,346	0	
Stage 9 Medium Density Lot Verges	Landscape Construction	0	0	0	0	0	0	95,700	95,700	0	
Stage 9 Medium Density Lot Verges	Landscape Consulting	0	0	0	0	0	0	5,500	5,500	0	
School Oval	Landscape Construction	0	0	0	0	0	0	44,219	44,219	0	
Marmion Ave Eastern Verge Upgrade	Landscape Construction	0	0	0	0	0	0	269,451	269,451	0	
Marmion Ave Eastern Verge Upgrade	Landscape Consulting	0	0	0	0	0	0	19,688	19,688	0	
Western Cell Long Beach Prom Entry Statement	Landscape Consulting	0	0	0	0	0	0	19,164	19,164	0	
Western Cell Long Beach Prom Greenlink	Landscape Consulting	0	0	0	0	0	0	11,880	11,880	0	
Western Cell Marmion Ave Verge	Landscape Consulting	0	0	0	0	0	0	19,196	19,196	0	
Western Cell POS	Landscape Consulting	0	0	0	0	0	0	83,145	83,145	0	
Western Cell POS2	Landscape Consulting	0	0	0	0	0	0	64,091	64,091	0	
West Cell Bore, Pump, Electrics & Iron Filtration	Landscape Construction	0	0	0	0	0	0	118,324	118,324	0	
West Cell Bore, Pump, Electrics & Iron Filtration	Landscape Consulting	0	0	0	0	0	0	9,466	9,466	0	
Western Cell Long Beach Prom Medians	Landscape Consulting	0	0	0	0	0	0	19,357	19,357	0	
Catalina Beach Foreshore Node / Beach Connect	Landscape Construction	0	0	0	0	0	0	889	0	(889)	
Catalina Beach Portofino Medians	Landscape Construction	0	0	0	0	0	0	506	0	(506)	
Catalina Beach Greenlink Stage 25	Landscape Construction	0	0	0	0	0	0	3,941,470	3,941,470	0	
Catalina Beach Greenlink Stage 25	Landscape Consulting	0	0	0	0	0	0	120,249	118,508	(1,741)	
Preliminary Landscaping Consultancy	Landscape Consulting	65,745	5,510	(60,234)	274,735	127,700	(147,035)	652,809	505,774	(147,035)	
Northern Biodiversity Conservation Area	Landscape Construction	0	0	0	0	0	0	354,111	354,111	0	
Northern Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	19,093	19,093	0	
Neerabup Road Verge Treatment - West	Landscape Construction	0	0	0	0	0	0	795,713	795,713	0	
Neerabup Road Verge Treatment - West	Landscape Consulting	0	0	0	0	0	0	47,056	47,056	0	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
Neerabup Road Verge Treatment - East	Landscape Construction	0	0	0	0	0	0	180,487	180,487	0	
Neerabup Road Verge Treatment - East	Landscape Consulting	0	0	0	0	0	0	23,134	23,134	0	
Neerabup Entry Statement	Landscape Construction	0	0	0	0	0	0	87,605	87,605	0	
Neerabup Entry Statement	Landscape Consulting	0	0	0	0	0	0	1,927	1,927	0	
Public Open Space 1	Landscape Construction	0	0	0	0	0	0	369,509	369,509	0	
Public Open Space 1	Landscape Consulting	0	0	0	0	0	0	46,158	46,158	0	
Public Open Space - Lot 8009	Landscape Construction	0	0	0	0	0	0	166,728	166,728	0	
Public Open Space - Lot 8009	Landscape Consulting	0	0	0	0	0	0	11,504	11,504	0	
Sales Centre Landscaping	Landscape Construction	0	0	0	0	0	0	1,700	1,700	0	
Environmental Landscaping	Landscape Construction	21,994	0	(21,994)	39,990	10,764	(29,227)	323,513	359,063	35,550	
Public Open Space - Lot 8007	Landscape Construction	0	0	0	0	0	0	1,083,262	1,083,262	0	
Public Open Space - Lot 8007	Landscape Consulting	0	0	0	0	0	0	76,262	76,262	0	
Irrigation System	Landscape Construction	0	0	0	0	0	0	76,010	76,010	0	
Irrigation System	Landscape Consulting	0	0	0	0	0	0	4,801	4,801	0	
Public Art	Landscape Construction	0	0	0	15,000	15,000	0	186,764	186,764	0	
Public Art	Landscape Consulting	0	0	0	0	0	0	13,105	13,105	0	
Streescapes Stg 2 Consultancy	Landscape Construction	0	0	0	0	0	0	164,882	164,882	0	
Streescapes Stg 2 Consultancy	Landscape Consulting	0	0	0	0	0	0	11,980	11,980	0	
Streetscape To Stage 3	Landscape Construction	0	0	0	0	0	0	40,537	40,537	0	
Aviator Blvd Greenlink (5.2)	Landscape Consulting	0	0	0	0	0	0	6,072	6,072	0	
Neerabup Road Verge Treatment Stg4	Landscape Construction	0	0	0	0	0	0	206,713	206,713	0	
Neerabup Road Verge Treatment Stg4	Landscape Consulting	0	0	0	0	0	0	12,759	12,759	0	
Neerabup Road Verge Treatment Stg5	Landscape Construction	0	0	0	0	0	0	157,346	157,346	0	
Neerabup Road Verge Treatment Stg5	Landscape Consulting	0	0	0	0	0	0	14,093	14,093	0	
Public Open Space Stage 6	Landscape Construction	0	0	0	0	0	0	145,252	145,252	0	
Public Open Space Stage 6	Landscape Consulting	0	0	0	0	0	0	6,768	6,768	0	
Sales Centre Landscaping Stg 2	Landscape Construction	0	0	0	0	0	0	6,798	6,798	(0)	
Sales Centre Landscaping Stg 2	Landscape Consulting	0	0	0	0	0	0	7,527	7,527	0	
Public Access Way 2.1	Landscape Construction	0	0	0	0	0	0	150,700	150,700	0	
Public Access Way 2.1	Landscape Consulting	0	0	0	0	0	0	11,232	11,232	0	
Aviator Blvd Entry Stmt	Landscape Construction	0	0	0	0	0	0	511,858	511,858	0	
Aviator Blvd Entry Stmt	Landscape Consulting	0	0	0	0	0	0	27,897	27,897	0	
Roundabout	Landscape Construction	0	0	0	0	0	0	7,162	7,162	0	
Roundabout	Landscape Consulting	0	0	0	0	0	0	1,035	1,035	0	
Fauna Relocation	Landscape Construction	0	0	0	0	0	0	37,080	0	(37,080)	
Western Cell Entry Statement & Greenlink	Landscape Construction	0	0	0	0	0	0	59,051	59,051	0	
Stage 11 Landscape Phase 2	Landscape Construction	0	0	0	17,278	17,278	0	760,968	760,969	0	
Catalina Grove Initial Scoping Works	Landscape Consulting	0	0	0	0	0	0	16,803	16,803	0	
Catalina Central Landscape Upgrade	Landscape Construction	0	0	0	0	0	0	821,012	821,012	0	
Catalina Central Landscape Upgrade	Landscape Consulting	0	0	0	0	0	0	63,128	63,128	0	
Stage 12/13 Greenlink New Bore	Landscape Construction	0	0	0	0	0	0	70,354	70,354	0	
Marmion Ave Shrub Planting	Landscape Construction	0	0	0	0	0	0	18,751	18,751	0	
Catalina Beach Display Village Verge Landscaping	Landscape Construction	0	0	0	0	0	0	53,415	53,415	0	
Bore 6	Landscape Construction	0	0	0	0	0	0	30,906	30,906	0	
Catalina Beach Stage 26 Landscaping	Landscape Construction	0	0	0	0	0	0	40,000	40,000	0	
Central Connolly Drive	Landscape Construction	0	0	0	0	0	0	0	0	0	
Central Green Link	Landscape Construction	526	0	(526)	526	0	(526)	526	0	(526)	
Beach Display Village Verge	Landscape Construction	262	0	(262)	262	0	(262)	262	0	(262)	
Beach Portofino Verge - South	Landscape Construction	0	0	0	0	0	0	0	506	506	
Beach Park 2	Landscape Construction	0	0	0	0	0	0	0	0	0	
Beach Foreshore POS Area 1	Landscape Construction	0	0	0	0	0	0	0	0	0	
Beach Foreshore Access Area 1	Landscape Construction	119,950	55,105	(64,845)	129,460	164,357	34,897	129,460	165,246	35,786	
Beach Malla Way Medians	Landscape Construction	0	0	0	0	0	0	0	0	0	
Beach Bore, Pump & Filtration Unit	Landscape Construction	0	0	0	0	0	0	0	0	0	
Green Neerabup Road Phase 1	Landscape Construction	0	0	0	0	0	0	0	0	0	
Green Connolly Drive Phase 1	Landscape Construction	0	0	0	0	0	0	0	0	0	
Green POS 1 Phase 1	Landscape Construction	8,500	0	(8,500)	8,500	0	(8,500)	8,500	0	(8,500)	
TOTAL LANDSCAPING		216,977	60,615	(156,362)	485,751	335,098	(150,653)	18,581,901	18,427,158	(154,742)	Within budget
INDIRECT CONSULTANTS											
Planning - indirect	Planning	16,600	21,322	4,722	96,124	116,518	20,394	2,728,885	2,749,279	20,394	
	Architect	0	830	830	0	2,475	2,475	15,100	27,511	12,411	
	Environmental	12,388	3,323	(9,065)	26,753	20,523	(6,230)	396,372	390,142	(6,230)	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
	Geotechnical	0	691	691	0	2,060	2,060	12,300	14,360	2,060	
	Title - Survey & Legal fees	11,150	2,964	(8,186)	30,933	17,624	(13,309)	200,388	187,079	(13,309)	
	Engineering fees	9,361	7,101	(2,259)	20,018	28,374	8,355	312,705	321,060	8,355	
	Traffic planning	0	102	102	0	305	305	84,181	84,486	305	
	Landscaping consultancy	0	0	0	0	0	0	9,936	0	(9,936)	
	Miscellaneous Consultants	0	1,010	1,010	1,072	4,083	3,011	7,762	10,772	3,011	
	Planning - fire & safety	2,500	34	(2,466)	4,700	2,301	(2,399)	18,780	16,381	(2,399)	
	Planning - Hydrology	4,955	2,314	(2,641)	7,272	9,218	1,946	139,545	141,491	1,946	
	Planning - Sustainability	0	1,234	1,234	0	3,682	3,682	26,805	33,987	7,182	
	Acoustic & Noise Consult	0	88	88	0	264	264	8,265	8,529	264	
	Tree Mapping	465	226	(239)	465	674	209	4,871	5,080	209	
TOTAL INDIRECT CONSULTANTS		57,419	41,239	(16,180)	187,337	208,100	20,763	3,965,895	3,990,158	24,263	Within budget
INFRASTRUCTURE											
Completed Infrastructure		0	0	0	0	0	0	11,110,854	11,110,854	-0	
Marmion relocation services		0	0	0	0	0	0	450,680	450,680	0	Within total FY22 Infrastructure budget
Marmion relocation services		0	0	0	0	0	0	48,750	48,750	0	
Neerabup Road Key Largo Intersection		0	0	0	0	0	0	974,127	974,127	0	
Neerabup Road Key Largo Intersection Eng		0	0	0	0	0	0	54,024	54,024	0	
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	1,498,274	1,480,279	(17,995)	
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	97,321	97,321	0	
Connolly Drive Aviator Blvd Intersection		467,490	174,955	(292,534)	1,204,175	771,164	(433,010)	1,306,694	873,683	(433,010)	
Connolly Drive Aviator Blvd Intersection		0	1,524	1,524	4,981	9,526	4,545	113,123	117,668	4,545	
Neerabup Road Green Link Underpass		0	0	0	0	0	0	2,296,934	2,296,934	0	
EPBC Offset - foraging		0	0	0	0	0	0	490,000	490,000	0	
Gravity Sewer		0	0	0	0	0	0	1,518,761	1,518,761	0	
Gravity Sewer Engineering		0	0	0	0	0	0	100,778	100,778	0	
Marmion Avenue Green Link Intersection		0	0	0	0	0	0	3,041,955	3,041,955	0	
Marmion Avenue Green Link Intersection Eng		0	0	0	0	0	0	151,585	151,585	0	
Asbestos and rubbish removal - Gen Allowance		0	108	108	0	108	108	25,801	47,095	21,294	
Foreshore Access Road		392,779	161,078	(231,701)	758,048	582,088	(175,961)	760,648	584,688	(175,961)	
Foreshore Access Road		1,670	6,699	5,029	14,728	21,043	6,315	53,816	60,131	6,315	
UXO - Search Western Cell Phase 2		0	0	0	0	0	0	14,500	14,500	0	
UXO - Search Western Cell Phase 2		0	0	0	0	0	0	1,625	1,625	0	
Portofino Extension		479,549	315,680	(163,869)	1,142,638	756,275	(386,364)	1,144,138	757,775	(386,364)	
Portofino Extension		1,050	15,809	14,759	5,643	34,598	28,955	47,935	76,890	28,955	
Housing Auth Dist Plan Scheme 2		0	0	0	0	0	0	162,919	162,919	0	
Main 01 Bulk Earthworks Stg 20-24 Primary School & GHS		0	0	0	0	0	0	57,021	57,021	0	
Catalina Beach North/South Dual Use Path		0	0	0	0	49,545	49,545	680,742	730,287	49,545	
Catalina Beach North/South Dual Use Path		0	35,616	35,616	0	35,616	35,616	0	35,616	35,616	
Longreach Prom Extension		108,313	151,012	42,699	214,601	301,149	86,548	214,601	301,149	86,548	
Longreach Prom Extension		1,613	6,062	4,448	42,738	41,601	(1,136)	42,738	41,601	(1,136)	
CAT Foreshore POS		0	9,540	9,540	0	19,025	19,025	0	19,025	19,025	
CAT Foreshore POS		0	620	620	0	1,237	1,237	0	1,237	1,237	
Waste Water Pump Station (West)		0	0	0	0	0	0	1,804,215	1,804,215	(0)	
Rubbish removal - General Allowance		0	8,010	8,010	0	23,891	23,891	17,314	41,205	23,891	
INFRASTRUCTURE		1,452,464	886,714	(565,750)	3,387,552	2,646,866	(740,687)	17,171,019	16,433,523	(737,496)	Within budget
INFRASTRUCTURE REFUNDS											
Neerabup Road Reimbursement		0	0	0	0	0	0	(432,548)	(432,548)	0	
Waste Water Pump Station (West)		0	0	0	0	0	0	(1,397,613)	(1,397,613)	0	
INFRASTRUCTURE REFUNDS		0	0	0	0	0	0	(1,830,161)	(1,830,161)	0	
TOTAL INFRASTRUCTURE		1,452,464	886,714	(565,750)	3,387,552	2,646,866	(740,687)	15,340,858	14,603,362	(737,496)	Within budget

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance
SPECIAL SITES & FIXED ASSETS											
Lot 1 Group Housing Site Construction		0	0	0	0	0	0	172,782	172,782	0	
Removal of temp sales office		0	0	0	0	0	0	8,636	8,636	0	
Sales Office Building		0	0	0	0	0	0	573,050	573,981	932	
Sales Office Retrofit		0	0	0	0	0	0	11,186	3,440	(7,746)	
Sales Office Carparks		0	0	0	0	0	0	98,087	98,087	0	
Temp Sales office services		0	0	0	0	0	0	3,812	3,812	0	
Sales Office Construction Western		0	0	0	0	0	0	624,762	624,776	14	
Sales office carparks Western		0	0	0	0	0	0	240,000	240,000	0	
Security Cameras		0	0	0	0	0	0	19,560	19,560	0	
TOTAL SPECIAL SITES & FIXED ASSETS		0	0	0	0	0	0	1,751,875	1,745,075	(6,800)	Within budget
TOTAL CONSTRUCTION		2,980,322	3,252,548	272,226	6,119,048	8,960,302	2,841,254	123,655,376	126,504,479	2,849,104	Within budget
LAND											
		0	0	0	0	0	0	0	0	0	
PROFIT & LOSS EXPENDITURE											
Sales & Marketing											
	Brand Development	0	3,617	3,617	7,950	13,300	5,350	268,889	274,883	5,994	
	Sales Office & Builder Rel.	7,400	3,333	(4,067)	13,680	10,000	(3,680)	125,348	128,214	2,866	
	Brochures	2,290	3,046	756	20,359	16,725	(3,634)	167,972	164,338	(3,634)	
	Advertising	3,757	19,702	15,946	32,531	81,786	49,255	976,373	1,032,530	56,157	
	Signage	380	7,532	7,152	23,395	34,810	11,415	475,939	487,588	11,649	
	Website	0	1,852	1,852	2,340	8,891	6,551	12,531	20,644	8,113	
	Promotions	0	0	0	0	0	0	19,550	28,903	9,353	
	Public Relations	0	0	0	0	0	0	7,424	13,498	6,075	
Total Sales and Marketing		13,827	39,082	25,255	100,255	165,511	65,256	2,054,025	2,150,597	96,573	Within budget
Total Community Development	Comm Dev - Resident Dev	2,343	9,204	6,861	18,238	39,271	21,034	515,307	555,847	40,539	Within budget
Administration											
	Audit and Tax	1,532	0	(1,532)	7,560	3,280	(4,280)	279,903	264,254	(15,649)	
	Cleaning	1,260	1,018	(242)	5,670	5,785	115	51,829	51,967	138	
	Computer Costs	0	509	509	0	1,612	1,612	0	4,363	4,363	
	Couriers	0	305	305	0	1,168	1,168	1,338	11,526	10,188	
	Electricity & Gas	1,559	1,018	(541)	5,416	4,927	(489)	132,835	132,378	(457)	
	Insurance	0	509	509	0	1,518	1,518	3,184	4,701	1,518	
	Legal fees	0	4,240	4,240	0	12,646	12,646	199,392	212,047	12,655	
	Licenses & Fees	0	509	509	323	1,840	1,518	1,186	3,516	2,330	
	Postage, Print & Stationery	0	509	509	0	1,518	1,518	2,244	30,509	28,265	
	Rent - Sales Office & Cprk	0	0	0	0	0	0	467,350	467,350	0	
	Sundry Office Expenses	0	1,526	1,526	0	4,632	4,632	1,076	20,909	19,832	
	Training	0	2,120	2,120	0	6,323	6,323	0	6,323	6,323	
	Valuations	200	3,392	3,192	10,600	17,017	6,417	197,813	204,230	6,417	
	Rates & Taxes	219	0	(219)	21,409	174,928	153,519	727,041	1,100,638	373,597	
	Maintenance	90,045	70,537	(19,508)	301,689	319,725	18,036	2,743,081	2,747,698	4,616	
	Maint- Carpark Makegood	0	0	0	0	0	0	53,798	53,798	0	
	Security	0	3,053	3,053	0	9,105	9,105	28,877	38,403	9,526	
Total Administration		94,815	89,244	(5,571)	352,666	566,024	213,359	4,890,946	5,354,609	463,663	Within budget
Finance											
	Contingency	0	152,004	152,004	22,058	390,178	368,120	2,210,222	390,178	(1,820,044)	Actual Contingency spend applied to cost types above.
	Contingency Offset Transfer	0	0	0	0	0	0	(2,188,164)	0	2,188,164	
Total Finance		0	152,004	152,004	22,058	390,178	368,120	22,058	390,178	368,120	
Total P&L Expenditure		110,984	289,533	178,549	493,216	1,160,984	667,769	7,482,336	8,451,231	968,896	
Grand Expense Total		3,091,306	3,542,081	450,775	6,612,263	10,121,286	3,509,023	131,137,711	134,955,710	3,817,999	Within budget
		(2,074,201)	(2,557,732)	483,531	5,722,348	1,747,034	3,975,314				

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		Actual MTD Vs Budget Dec 2021			Year to date Vs Budget to Dec 2021			Project to date Vs Budget to Dec 2021			Bud Comparison: Jun 21 Approved
Job Description	Account Description	Actual 1 month to Dec 2021	Budget 1 month to Dec 2021	Variance	YTD to Dec 2021	YTD budget	Variance	PTD to Dec 2021	PTD budget	Variance	Comments regarding variance

Contingency Summary		
YTD Budget		390,178
Contingency Transferred (Actual & Budget)		0
Contingency not yet used		<u>390,178</u>
List of Contingency items transferred year to date		
<u>Period</u>	<u>Job Description</u>	<u>Amount</u>
		<u>0</u>
Budget Transfers		
List of Budget items transferred year to date		
<u>Period</u>	<u>Job Description</u>	<u>Amount</u>
		<u>0</u>

Note: Actual Contingency spend in prior years is reported against the job that the spend relates to.

CATALINA
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1.0 Management Accounts

1.1 KEY STATISTICS

1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS

	Lots Produced (titles)		Sales		Settlements		Distributions	
	Actual	Budget (Dec-21)	Actual	Budget (Dec-21)	Actual	Budget (Dec-21)	Actual	Budget (Dec-21)
Prior Years	1,046	1,046	1,061	1,061	1,032	1,032	78,000,000	78,000,000
Jul-2021	-	-	9	9	1	1	-	-
Aug-2021	-	-	13	13	3	3	-	-
Sep-2021	34	34	12	12	16	16	-	-
Sep Qtr	34	34	34	34	20	20	-	-
Oct-2021	-	-	10	10	10	10	-	-
Nov-2021	-	-	23	18	4	3	-	-
Dec-2021	-	-	12	18	3	3	5,000,000	-
Dec Qtr	-	-	45	46	17	16	5,000,000	-
Jan-2022	-	-	-	16	-	3	-	-
Feb-2022	-	23	-	17	-	1	-	-
Mar-2022	-	-	-	11	-	11	-	-
Mar Qtr	-	23	-	44	-	15	-	-
Apr-2022	-	-	-	12	-	8	-	-
May-2022	-	94	-	11	-	7	-	-
Jun-2022	-	28	-	12	-	14	-	10,000,000
Jun Qtr	-	122	-	35	-	29	-	10,000,000
PTD	1,080	1,080	1,140	1,141	1,069	1,068	83,000,000	78,000,000
Full 2021/22 Year	34	179	79	159	37	80	5,000,000	10,000,000
2022/23		134		100		164		15,000,000
2023/24		43		96		96		10,000,000

- \$5m was distributed in Dec, with the next distribution forecast for June 22.
- There were 12 sales and 3 residential settlements for December.

1.2 Sales & Settlements

	MTH Act	MTH Bgt (Dec-21)	YTD Act	YTD Bgt (Dec-21)	PTD Act	PTD Bgt (Dec-21)
Residential						
- Sales #	12	18	79	80	1,140	1,141
- Sales \$	3,244,000	4,777,084	24,825,000	25,074,323	310,156,500	310,405,823
- Sales \$/lot	270,333	265,394	314,241	313,429	272,067	272,047
- Settlements #	3	3	37	36	1,069	1,068
- Settlements \$	1,105,000	1,115,556	13,361,500	13,154,056	288,024,500	287,817,056
- Settlements \$/lot	368,333	371,852	361,122	365,390	269,434	269,492
Special Sites						
- Sales #	-	-	-	-	4	4
- Sales \$	-	-	-	-	3,772,000	3,772,000
- Sales \$/lot	-	-	-	-	943,000	943,000
- Settlements #	-	-	-	-	4	4
- Settlements \$	-	-	-	-	3,772,000	3,772,000
- Settlements \$/lot	-	-	-	-	943,000	943,000
Lots Under Contract						
- Unsettled sales #	71			3	Titled	
- Unsettled sales \$	22,132,000			68	1,080 incl. Spec sites	
- Unsettled sales \$/lot	311,718					

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1.3 Cashflow - MTD Actuals to budget

	<u>MTD Act</u>	<u>MTD Bgt</u> <i>(Dec-21)</i>	<u>Variance</u>
<u>Income</u>			
Settlement Revenue	1,105,000	1,115,556	(10,556)
Margin GST	(22,105)	(13,739)	(8,366)
Direct selling costs	(49,493)	(50,927)	1,433
Interest Income	-	-	-
Forfeited Deposits	4,545	-	4,545
Other Income	-	-	-
Rebate Allowance	(20,843)	(66,541)	45,699
	<u>1,017,105</u>	<u>984,349</u>	<u>32,756</u>
<u>Development costs</u>			
WAPC Land Acq.	-	-	-
Lot production	1,047,942	1,913,980	866,038
Clearance Bonds	205,520	350,000	144,480
Landscaping	216,977	60,615	(156,362)
Consultants	57,419	41,239	(16,180)
Infrastructure	1,452,464	886,714	(565,750)
Sales office building	-	-	-
	<u>2,980,322</u>	<u>3,252,548</u>	<u>272,226</u>
<u>Overheads</u>			
Sales & marketing	13,827	39,082	25,255
Community Develop.	2,343	9,204	6,861
Administration	94,815	89,244	(5,571)
Finance/Contingency	-	152,004	152,004
	<u>110,984</u>	<u>289,533</u>	<u>178,549</u>
Net Cashflow	<u>(2,074,201)</u>	<u>(2,557,732)</u>	<u>483,531</u>

1.4 Cashflow - YTD Actuals to budget

	<u>YTD Act</u>	<u>YTD Bgt</u> <i>(Dec-21)</i>	<u>Variance</u>
<u>Income</u>			
Settlement Revenue	13,361,500	13,154,056	207,444
Margin GST	(246,657)	(200,410)	(46,247)
Direct selling costs	(598,806)	(594,505)	(4,301)
Interest Income	4,690	2,382	2,308
Forfeited Deposits	4,545	-	4,545
Other Income	-	-	-
Rebate Allowance	(190,661)	(493,202)	302,541
	<u>12,334,612</u>	<u>11,868,321</u>	<u>466,291</u>
<u>Development costs</u>			
WAPC Land Acq.	-	-	-
Lot production	2,393,401	5,293,002	2,899,601
Clearance Bonds	(334,993)	477,237	812,230
Landscaping	485,751	335,098	(150,653)
Consultants	187,337	208,100	20,763
Infrastructure	3,387,552	2,646,866	(740,687)
Sales office building	-	-	-
	<u>6,119,048</u>	<u>8,960,302</u>	<u>2,841,254</u>
<u>Overheads</u>			
Sales & marketing	100,255	165,511	65,256
Community Develop.	18,238	39,271	21,034
Administration	352,666	566,024	213,359
Finance/Contingency	22,058	390,178	368,120
	<u>493,216</u>	<u>1,160,984</u>	<u>667,769</u>
Net Cashflow	<u>5,722,348</u>	<u>1,747,034</u>	<u>3,975,314</u>

1.5 Bonds

	<u>Last Year</u>	<u>Last Month</u>	<u>This Month</u>
City of Wanneroo	242,868	355,642	561,162
	<u>242,868</u>	<u>896,155</u>	<u>561,162</u>

Bonds relate to stages 25, 16A & 27A early clearances.

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2.0 PROFIT & LOSS

	<u>MTH Act</u>	<u>MTH Bgt</u> <i>(Dec-21)</i>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bgt</u> <i>(Dec-21)</i>	<u>Var</u>	<u>PTD Act</u>	<u>PTD Bgt</u> <i>(Dec-21)</i>
- Revenue \$ (Stlmnts)	1,105,000	1,115,556	(10,556)	13,361,500	13,154,056	207,444	288,024,500	275,051,461
- Revenue \$/lot	368,333	371,852		361,122	365,390		269,434	257,539
- Selling & GST \$	106,998	103,899	(3,099)	1,287,313	1,243,160	(44,153)	25,694,111	25,064,060
- Selling & GST \$/lot	35,666	34,633		34,792	34,532		24,036	23,468
- Cost of sales \$	387,636	531,380	143,744	4,693,279	5,727,338	1,034,059	101,541,092	98,751,042
- Cost of sales \$/lot	129,212	177,127		126,845	159,093		94,987	92,464
- Gross profit \$	<u>610,366</u>	<u>480,277</u>	<u>130,089</u>	<u>7,380,908</u>	<u>6,183,558</u>	<u>1,197,350</u>	<u>160,789,298</u>	<u>151,236,359</u>
- Gross profit \$/lot	203,455	160,092		199,484	171,766		150,411	141,607
- Gross profit Mgn %	55.24%	43.05%		55.24%	47.01%		55.82%	54.98%
- Special Sites \$	-	-	-	-	-	-	2,091,959	2,091,959
- Other income \$	4,545	-	4,545	9,235	2,382	6,853	274,991	263,843
- Sales & Marketing \$	7,949	48,773	40,824	120,493	204,113	83,621	2,553,451	2,645,195
- Administration \$	59,266	84,847	25,581	386,632	423,738	37,107	5,533,828	5,177,172
- Finance/Other \$	-	-	-	-	9,637	9,637	198,181	198,181
- Contingency \$	-	152,004	152,004	22,058	390,179	368,121	22,058	116,876
- Net profit \$	<u>547,697</u>	<u>194,652</u>	<u>353,044</u>	<u>6,860,961</u>	<u>5,158,273</u>	<u>1,702,689</u>	<u>154,848,730</u>	<u>145,454,737</u>
- Net profit \$/lot	182,566	64,884		185,431	143,285		144,854	136,194

- Year to date Gross profit is \$1.19M favourable to budget due to 1 more settlement.
- Year to date Overheads are \$498k below budget due to:
 - Marketing \$83k favourable - timing;
 - Admin \$37k favourable - timing (mainly R&M);
 - Unused Contingency \$368k.

YEAR TO DATE VERSUS FULL YEAR BUDGET

	<u>YTD Act</u>	<u>Full Year Bgt</u>	<u>Var</u>
- Revenue \$ (Stlmnts)	13,361,500	28,759,845	(15,398,345)
- Revenue \$/lot	361,122	359,498	
- Selling & GST \$	1,287,313	2,743,322	1,456,009
- Selling & GST \$/lot	34,792	34,292	
- Cost of sales \$	4,693,279	12,855,557	8,162,278
- Cost of sales \$/lot	126,845	160,694	
- Gross profit \$	<u>7,380,908</u>	<u>13,160,966</u>	<u>(5,780,058)</u>
- Gross profit \$/lot	199,484	164,512	
- Gross profit Mgn %	55.24%	45.76%	
- Special Sites \$	-	3,183,575	(3,183,575)
- Other income \$	9,235	2,382	6,853
- Sales & Marketing \$	120,493	496,754	376,261
- Administration \$	386,632	945,096	558,465
- Finance \$	-	9,637	9,637
- Contingency \$	22,058	1,611,600	1,589,542
- Net profit \$	<u>6,860,961</u>	<u>13,283,835</u>	<u>(6,422,874)</u>
- Net profit \$/lot	185,431	166,048	

2.1 GROSS PROFIT ANALYSIS

Actual

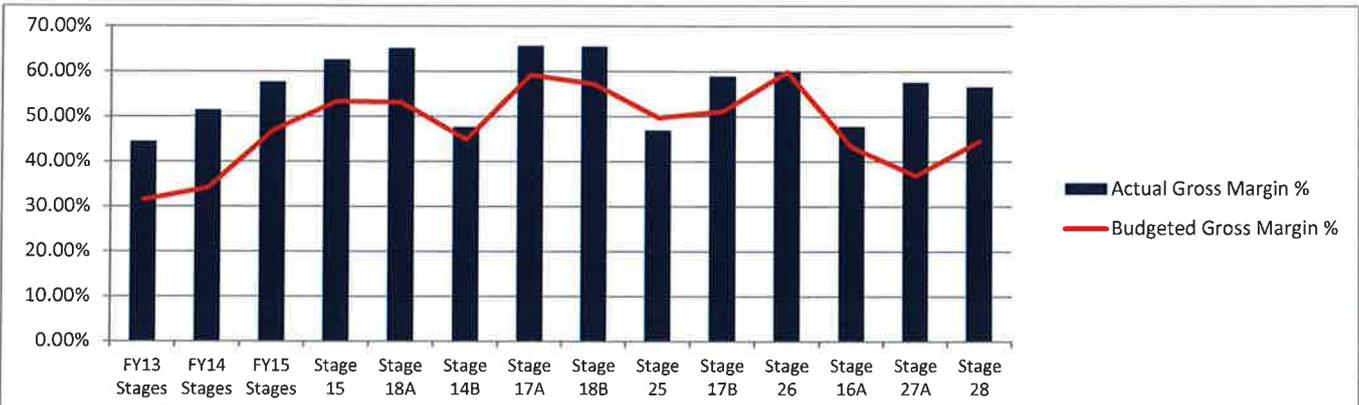
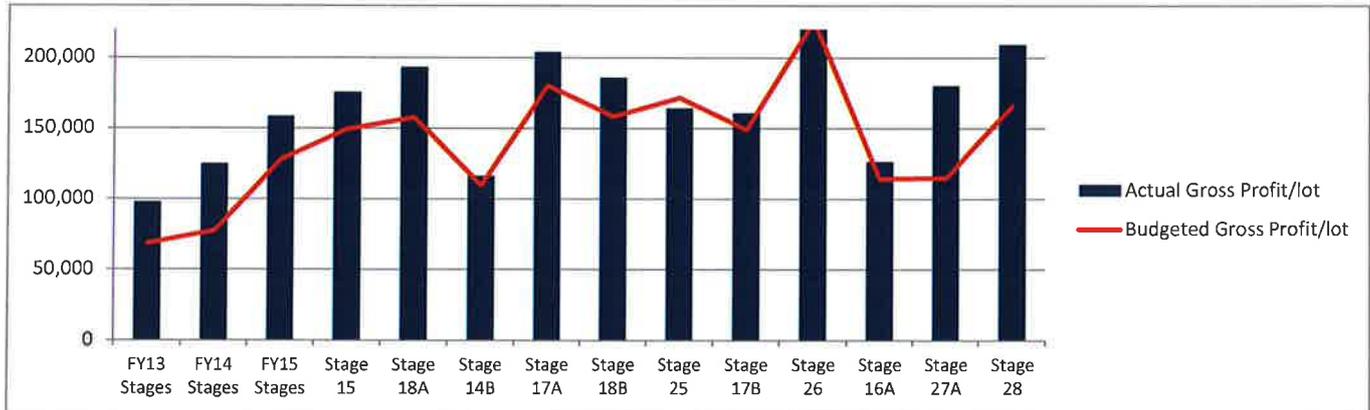
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)		Direct Costs/lot	Actual Gross		Actual Gross Margin %
							Profit	Profit/lot	
Incentives Writeback					-4,253,385		4,253,385		
FY13 Stages	2012 / 2013	51,375,500	220,496	28,570,159		122,619	22,805,341	97,877	44.39%
FY14 Stages	2013 / 2014	50,325,000	243,116	24,477,309		118,248	25,847,691	124,868	51.36%
FY15 Stages	2014 / 2015	77,688,000	275,489	32,963,408		116,892	44,724,592	158,599	57.57%
Stage 15	15-Dec-15	15,444,000	280,800	5,791,567		105,301	9,652,433	175,499	62.50%
Stage 18A	27-May-16	8,626,000	297,448	3,015,429		103,980	5,610,571	193,468	65.04%
Stage 14B	28-Oct-16	2,444,000	244,400	1,281,011		128,101	1,162,989	116,299	47.59%
Stage 17A	20-Feb-17	7,774,000	310,960	2,674,295		106,972	5,099,705	203,988	65.60%
Stage 18B	13-Jun-17	8,792,000	283,613	3,035,185		97,909	5,756,815	185,704	65.48%
Stage 25	8-Aug-17	20,323,000	350,397	10,793,934		186,102	9,529,066	164,294	46.89%
Stage 17B	22-May-18	9,827,500	272,986	4,037,425		112,151	5,790,075	160,835	58.92%
Stage 26	26-Sep-19	14,125,500	371,724	5,677,256		149,401	8,448,244	222,322	59.81%
Stage 16A	25-Jan-21	4,234,000	264,625	2,211,562		138,223	2,022,438	126,402	47.77%
Stage 27A	24-Feb-21	5,946,000	312,947	2,524,375		132,862	3,421,625	180,086	57.54%
Stage 28	1-Sep-21	11,100,000	370,000	4,820,793		160,693	6,279,207	209,307	56.57%
		<u>288,024,500</u>		<u>127,620,323</u>			<u>160,404,177</u>		

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

Budget

Stages	Budget Version	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)		Direct Costs/lot	Budgeted Gross		Budgeted Gross Margin %
							Profit	Profit/lot	
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%
FY 15 Stages	Aug-14	76,167,089	273,000	40,469,170		145,051	35,697,919	127,950	46.87%
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%
Stage 17B	Dec-17	10,496,494	291,569	5,131,807		142,550	5,364,687	149,019	51.11%
Stage 26	Jun-19	14,347,000	377,553	5,766,060		151,738	8,580,940	225,814	59.81%
Stage 16A	Dec-20	4,498,002	264,588	2,555,841		150,344	1,942,161	114,245	43.18%
Stage 27A	Dec-20	6,251,840	312,592	3,951,378		197,569	2,300,462	115,023	36.80%
Stage 28	Jul-21	12,669,500	372,632	7,027,024		206,677	5,642,476	165,955	44.54%
		<u>286,936,794</u>		<u>161,062,047</u>			<u>125,874,748</u>		

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



- Stage 27A Gross profit / lot is \$65k above budget due to savings on construction. Stage 27A was originally budgeted as a single stage 27, but when it was split into 2, the construction budget was split 50/50. We therefore expect extra costs for stage 27B.
- Stage 28 Gross profit / lot is \$43k above budget due to lot mix of settlements to date.

Catalina

Finished Lots & Cost of Lots Sold calculations to 31 Dec 2021

Title date:	Completed	Completed	7-Nov-12	7-Nov-12	28-Oct-16	20-Feb-17	13-Jun-17	8-Aug-17	8-Aug-17	8-Aug-17	22-May-18	26-Sep-19	25-Jan-21	24-Feb-21	1-Sep-21	TOTAL
	Spec Sites	Resi Stages	Stage 2	Central Cell Sales Office	Stage 14B	Stage 17A	Stage 18B	Stage 25	Stage 25 Sales Office	Stage 25 GHS Lot 2179	Stage 17B	Stage 26	Stage 16A	Stage 27A	Stage 28	
Direct costs																
Civil Contruction			3,312,998	89,540	633,835	795,104	794,550	4,918,686	83,260	253,163	968,747	1,238,569	945,403	707,388	2,248,532	
Sewer headwks			209,432	5,660	51,015	116,369	136,672	261,837	4,514	4,514	174,117	183,682	101,201	113,955	196,552	
Local authority fees			161,433	4,363	1,911	6,839	10,835	35,653	615	615	12,684	12,947	28,623	17,424	14,962	
Local authority scheme costs			100,077	2,705	27,000	67,500	83,700	156,600	-	-	97,200	13,620	-	-	-	
Survey & legal fees			37,093	1,003	13,139	25,550	29,762	54,801	945	945	35,586	34,200	16,150	21,000	31,837	
Engineering fees			205,607	5,557	18,200	85,250	97,962	159,500	2,750	12,341	100,839	104,500	77,057	58,349	116,545	
Sales Office Build Cost				330,780												
Finished Goods Adjustments	31,206	1,282,787	1,044,810	28,238	11,250	25,549	39,478	220,060				82,824		14,482	32,920	
	420,826	43,233,645	2,981,830	411,370	733,850	1,071,063	1,114,003	5,367,017	92,084	271,578	1,389,173	1,670,342	1,168,434	932,598	2,641,348	
Earthworks Allocation	260,179	11,806,198	447,375	12,091	50,570	123,078	152,616	1,077,304	18,574	66,681	166,059	672,342	112,605	303,183	642,426	
Indirect Costs																
Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Infrastructure	84,898	6,012,456	265,106	7,165	70,224	235,295	282,496	620,746	7,879	31,674	351,671	521,532	176,806	245,746	381,466	
Landscape	118,628	8,518,643	333,226	9,006	154,123	495,646	594,017	1,308,860	16,613	66,785	871,324	1,270,179	409,039	568,530	725,814	
TOTAL COST	884,530	69,570,942	4,027,536	439,633	1,008,767	1,925,082	2,143,132	8,373,927	135,150	436,718	2,778,227	4,134,395	1,866,884	2,050,057	4,391,054	
Lots	3	769	37	1	10	25	31	58	1	1	36	38	17	20	34	
COST PER LOT	294,843	90,469	108,852	439,633	100,877	77,003	69,133	144,378	135,150	436,718	77,173	108,800	109,817	102,503	129,149	
Lots settled	3	769	37	1	10	25	31	58	-	-	36	38	16	19	30	1,073
COST OF LOTS SETTLED	884,530	69,570,942	4,027,536	439,633	1,008,767	1,925,082	2,143,132	8,373,927	-	-	2,778,227	4,134,395	1,757,067	1,947,555	3,874,459	102,865,252
Stage Area (m2)	10,900	261,394	6,849	320	2,926	10,128	11,236	11,236	255	1,795	13,154	15,904	6,632	6,615	6,615	
Cost per m2	81	266	588	1,374	345	190	191	745	530	243	211	260	281	310	664	
Avg lot size	3,633	340	185	320	293	405	362	194	255	1,795	365	419	390	331	195	
Other cash expenditure																
Direct Selling & Proj Mgt Costs																26,049,990
Marketing costs																2,553,451
Administration																5,533,828
Finance																198,181
Contingency																22,058
TOTAL COSTS																137,222,759

PERIODIC ANALYSIS	Month	YTD	PTD	PY Jun-21
Lots settled	3	37	1,073	1,036
Cost of lots settled	387,636*	4,693,279	102,865,254	98,171,975
Direct selling costs	106,998	1,287,313	26,049,990	24,762,677
Marketing costs	7,949	120,493	2,553,451	2,432,958
Administration	59,266	386,632	5,533,828	5,147,196
Finance	-	-	198,181	198,181
Contingency	-	22,058	22,058	-
TOTAL COSTS	561,849	6,509,774	137,222,761	130,712,987

Job	Titled Date	Direct Cost	Indirect Cost	COGS Total	Lot #	Titled	Untitled	COGS/Lot	Settled Lots	PTD COGS	Per Accounts	Variance	Finished Goods	FG/Lot
140-01-001	17-Oct-2012	4,004,839	637,443	4,642,282	35	35	-	132,637	35	4,642,282	4,642,282.13	-	-	-
140-01-002	7-Nov-2012	3,429,204	598,332	4,027,537	37	37	-	108,852	37	4,027,537	4,027,536.73	-	-	-
140-01-003	14-Jan-2013	3,002,658	554,241	3,556,899	43	43	-	82,719	43	3,556,899	3,556,898.74	-	-	-
140-01-004	20-Mar-2013	3,371,482	800,585	4,172,067	47	47	-	88,767	47	4,172,067	4,172,066.61	-	-	-
140-01-005	20-May-2013	4,894,899	968,068	5,862,967	63	63	-	93,063	63	5,862,967	5,862,967	-	-	-
140-01-06A	18-Jan-2013	483,435	179,725	663,160	8	8	-	82,895	8	663,160	663,159.73	-	-	-
140-01-06B	19-Jan-2015	1,100,352	510,130	1,610,482	24	24	-	67,103	24	1,610,482	1,610,481.72	-	-	-
140-01-06C	3-Apr-2014	671,286	211,296	882,581	10	10	-	88,258	10	882,581	882,581.41	-	-	-
140-01-007	31-Oct-2013	4,146,749	938,488	5,085,238	63	63	-	80,718	63	5,085,238	5,085,237.80	-	-	-
140-01-008	16-Jan-2014	4,389,068	881,805	5,270,874	53	53	-	99,450	53	5,270,874	5,270,873.51	-	-	-
140-01-009	8-May-2014	4,640,905	814,395	5,455,300	51	51	-	106,967	51	5,455,300	5,455,299.97	-	-	-
140-01-010	8-May-2014	2,460,031	595,126	3,055,157	30	30	-	101,839	30	3,055,157	3,055,157.18	-	-	-
140-01-011	1-Oct-2014	4,797,823	1,320,873	6,118,696	64	64	-	95,605	64	6,118,696	6,118,695.94	-	-	-
140-01-012	3-Dec-2014	3,225,081	1,064,585	4,289,666	49	49	-	87,544	49	4,289,666	4,289,666.34	-	-	-
140-01-13A	30-Mar-2015	2,965,498	717,571	3,683,069	37	37	-	99,542	37	3,683,069	3,683,068.77	-	-	-
140-01-13B	11-May-2015	2,739,324	986,155	3,725,479	45	45	-	82,788	45	3,725,479	3,725,479.06	-	-	-
140-01-014	4-Jun-2015	3,619,629	1,347,229	4,966,858	63	63	-	78,839	63	4,966,858	4,966,857.57	-	-	-
140-01-015	15-Dec-2015	3,073,171	1,243,145	4,316,316	55	55	-	78,478	55	4,316,316	4,316,315.85	-	-	2
140-01-18A	27-May-2016	1,453,614	760,239	2,213,853	29	29	-	76,340	29	2,213,853	-	-	-	-
140-01-14B	28-Oct-2016	784,420	224,347	1,008,767	10	10	-	100,877	10	1,008,767	1,008,766.81	-	-	-
140-01-017	20-Feb-2017	1,194,140	730,941	1,925,081	25	25	-	77,003	25	1,925,081	4,316,315.85	-	-	-
140-01-18B	13-Jun-2017	1,266,620	876,513	2,143,133	31	31	-	69,133	31	2,143,133	-	-	-	-
140-02-025	8-Aug-2017	6,444,321	1,929,606	8,373,927	58	58	-	144,378	58	8,373,927	1,757,067.37	0.00	0	-
140-01-17B	22-May-2018	1,555,232	1,222,995	2,778,227	36	36	-	77,173	36	2,778,227	-	-	-	-
140-02-026	26-Sep-2019	2,342,687	1,791,711	4,134,398	38	38	-	108,800	38	4,134,398	1,925,081.23	-	-	-
140-01-16A	25-Jan-2021	1,281,039	585,845	1,866,884	17	17	-	109,817	16	1,757,067	2,778,226.53	-	109,817	109,817
140-02-27A	24-Feb-2021	1,235,782	814,276	2,050,058	20	20	-	102,503	19	1,947,555	2,213,852.77	-	102,503	102,503
140-02-028	1-Sep-2021	3,283,773	1,107,280	4,391,053	-	34	-	129,149	30	3,874,458	-	-	516,594	129,149
140-70-001	7-Nov-2012	423,461	16,171	439,633	1	1	-	439,633	1	439,633	-	-	-	-
140-70-004	12-Dec-2013	20,322	41,798	62,119	1	1	-	62,119	1	62,119	62,119.36	-	-	-
140-70-005	8-Aug-2017	110,657	24,492	135,149	1	1	-	135,149	-	-	-	-	135,149	135,149
140-70-007	17-Oct-2012	222,150	87,611	309,761	1	1	-	309,761	1	309,761	309,761.28	-	-	-
140-70-008	1-Oct-2014	438,532	74,117	512,649	1	1	-	512,649	1	512,649	512,649.06	-	-	-
140-70-028	8-Aug-2017	338,259	98,459	436,718	1	1	-	436,718	-	-	-	-	436,718	436,718
79,410,442		24,755,593	104,166,036	1,047	1,081	-			1,073	102,865,254	85,446,056	-0	1,300,782	

Appendix 7.5

LEGEND

-  CATALINA ESTATE BOUNDARY
-  TITLED LOTS
-  LOTS TO BE TITLED
-  CIVIL CONSTRUCTION COMMENCED BUT NOT TITLED
-  CONSERVATION AREA - CONFIRMED
-  CONSERVATION AREA - SUBJECT TO FUTURE PLANNING
-  SUBJECT TO FUTURE PLANNING



CATALINA FYE 2022 OPERATIONS

Catalina Estate. TAMALA PARK

A Tamala Park Regional Council Project

NORTH



Scale: 1:7500 @ A3



PLAN: TAMCA-1-033 REVISION: A
 DATE: 09/06/2021 DRAWN: JP
 PROJECTION: PCG 94 PLANNER: TV
 DATUM: AHD CHECK: JH



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Appendix 7.6



MEETING PROCEDURES LOCAL LAW 2021

Local Government Act 1995

Tamala Park Regional Council

Meeting Procedures Local Law 2021

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Local Government Act 1995

Tamala Park Regional Council

Meeting Procedures Local Law 2021

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the Tamala Park Regional Council resolved on a [*add day and month*] 2021 to make the following local law.

Part 1 - Preliminary

1.1 Short title

- (1) This is the *Tamala Park Regional Council Meeting Procedures Local Law 2021*.
- (2) In the clauses that follow, this local law is referred to as *this local law* or *these Meeting Procedures*.

1.2 Commencement

This local law commences 14 days after it is published in the *Government Gazette*.

1.3 Application and intent

- (1) These Meeting Procedures contain the rules that apply to the conduct of meetings of the Council and its committees.
- (2) Meetings are to be conducted in accordance with the Act, the Regulations, the Model Code of Conduct and this local law.
- (3) These Meeting Procedures are intended to result in -
 - (a) better decision making by the Council and its committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) more efficient and effective use of time at meetings.

1.4 Terms used

- (1) In this local law, unless the context requires otherwise -
absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the TPRC;

chairman means the chairman of the TPRC elected under clause 6.3 of the Establishment Agreement;

committee means a committee of the Council (established under section 5.8 of the Act);

Council means the Council of TPRC;

Council member, or member, means a member of the Council;

deputy chairman means the deputy chairman of the TPRC elected under clause 6.3 of the Establishment Agreement;

employee means a person employed by the TPRC under section 5.36 of the Act;

Establishment Agreement means the Establishment Agreement of the TPRC approved by the Minister on 24 January 2006;

meeting means a meeting of the Council or of a committee;

member has the same meaning as **Council member**;

Minister means the Minister responsible for administering the Act;

minor amendment, in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

participant means a local government that is a party to the Establishment Agreement;

presiding member means -

- (a) in respect of the Council, the person presiding under section 5.6 of the Act (see clause 4.1); and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 4.4 and 4.5);

primary motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion;

Regulations means the *Local Government (Administration) Regulations 1996*;

Model Code of Conduct means the model code of conduct prescribed in the *Local Government (Model Code of Conduct) Regulations 2021*, as adopted by the TPRC under section 5.104 of the Act;

simple majority means more than 50% of the members present and voting; and

TPRC means the Tamala Park Regional Council.

- (2) Unless otherwise defined, the terms used in this local law have the meaning given to them in the Act and Regulations.

1.5 Repeal

The *Tamala Park Regional Council Standing Orders Local Law 2006* published in the *Government Gazette* on 4 August 2006, is repealed.

Part 2 - Establishment and membership of committees

2.1 Establishment and appointment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include -
 - (a) the terms of reference or functions of the committee;
 - (b) either -
 - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
 - (ii) the number of members, employees and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
 - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

2.7 Appointment of deputies

The appointment of a person to be a deputy of a member of a committee is dealt with in the Act.

2.8 Resignation of a committee member

The resignation of a committee member is dealt with in the Regulations.

2.9 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

2.10 Committees to report

A committee -

- (a) is answerable to the Council;
- (b) is to report on its activities when, and to the extent, required by the Council; and
- (c) is to prepare and submit to the Council a report containing recommendations.

2.11 Reports of committees - questions

Where a recommendation of a committee is submitted for adoption by the council, any council member may direct questions directly relating to the recommendation, through the presiding member of the council, to the presiding member of the committee or to any member of the committee in attendance.

2.12 Permissible motions on committee recommendations

A recommendation made by a committee may be -

- (a) adopted by the Council without amendment;
- (b) rejected by the Council and replaced by an alternative decision;
- (c) amended, and adopted as amended, by the Council; or
- (d) referred back to the committee for further consideration.

Part 3 - Meetings of Council

3.1 Ordinary and special council meetings

- (1) Ordinary and special Council meetings are dealt in the Act.
- (2) An ordinary meeting of the Council, held on a bi-monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

3.3 Convening Council meetings

- (1) The convening of a Council meeting is dealt with the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.

- (3) Where, in the opinion of the chairman or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

A meeting of a committee is to be held -

- (a) if called for in a verbal or written request to the CEO by the chairman or the presiding member of the committee, advising the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) in accordance with a decision of the Council or the committee.

3.5 Public Notice of Meetings

Public notice of meetings is dealt with in the Regulations.

Part 4 - Chairman and quorum

4.1 Who presides?

Who presides at a Council meeting is dealt with in the Act.

4.2 When the deputy chairman can act

When the deputy chairman can act is dealt with in the Act.

4.3 Who acts if no chairman?

Who acts if there is no chairman is dealt with in the Act.

4.4 Election of presiding members of committees

The election of committees is dealt with in the Act.

4.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

4.6 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

4.7 Who acts if no presiding member?

Who acts if no presiding member is dealt with in the Act.

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

4.9 Reduction of quorum for council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in accordance with in the Act.

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

4.12 Procedure Where Quorum Does Not Present During a Meeting

If at any time during a meeting a quorum is not present -

- (a) the chairman is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the chairman may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the chairman is to adjourn the meeting to a later time on the same day or to another day.

4.13 Names to be recorded

At any meeting -

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned for want of a quorum, the names of the members then present are to be recorded in the minutes.

Part 5 - Business of a Meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the chairman or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the chairman or a decision of the committee.

- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that:
 - (a) specified in the notice of the meeting that is adjourned; and
 - (b) which remains unresolved.
- (7) The CEO may withdraw an item from the agenda of a meeting.

5.2 Order of Business

- (1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -
 1. Official opening.
 2. Record of attendance, apologies and leave of absence.
 3. Disclosure of interests
 4. Public statement/question time
 5. Announcements by the chairman
 6. Petitions/deputations/presentations
 7. Confirmation of minutes and business arising from minutes
 8. Administration reports
 9. Committee reports
 10. Motions of which previous notice has been given
 11. Members questions of which previous notice has been given
 12. Urgent business approved by the chairman
 13. General business
 14. Matters behind closed doors
 15. Closure
- (2) Unless otherwise decided by the committee, the order of business at any ordinary meeting of a committee is to be as follows -
 1. Official opening.

2. Record of attendance, apologies and leave of absence.
 3. Disclosure of interests.
 4. Petitions/deputations/presentations
 5. Confirmation of minutes and business arising from minutes.
 6. Announcements by the chairman.
 7. Administration reports.
 8. Motions of which previous notice has been given.
 9. Members questions of which previous notice has been given.
 10. Urgent business approved by the chairman.
 11. General business
 12. Matters behind closed doors.
 13. Closure.
- (3) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.
- (4) Notwithstanding subclauses (1), (2) and (3), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

5.3 Reports of the CEO

- (1) The functions of the CEO, including to advise the Council and implement decisions, are dealt with in the Act.
- (2) The CEO may prepare or cause to be prepared any report that in the CEO's opinion requires consideration by the Council, including any report of a late or urgent nature.

5.4 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Meeting Procedures otherwise provide, a member may raise at a meeting such business of the Council or the committee (as the case may be) as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO or at the last Council or committee meeting.
- (2) A notice of motion under subclause (1) is to be given at least 15 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion must relate to a purpose for which the TPRC is established.
- (4) The CEO -

- (a) with the concurrence of the presiding member, may exclude from the agenda any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
 - (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and
 - (c) may provide to the Council or the committee (as the case may be) relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, strategy, budget, and law.
- (5) A notice of motion is not out of order because the policy involved is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (7) A motion of which notice has been given is to lapse unless -
- (a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or
 - (b) the Council or committee on a motion agrees to defer consideration of the motion to a later stage or date.
- (8) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.
- (9) The presiding member -
- (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (8); and
 - (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

5.5 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), *cases of extreme urgency or other special circumstances* means matters -
- (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the TPRC and must be considered and dealt with by the Council before the next meeting; and
 - (b) that, if not dealt with at the meeting, are likely to -
 - (i) have a significant adverse effect (financially or otherwise) on the TPRC; or

- (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written report from the CEO to the meeting -
 - (a) the presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give a verbal report to the meeting.
- (4) The minutes of the meeting are to include -
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

5.6 Questions by members of which due notice has been given

- (1) A member who wishes to ask a question at a meeting of the Council is to give to the CEO written notice of the text of the question at least 4 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Meeting Procedures or any other law -
 - (a) the CEO is to refer the question to the chairman;
 - (b) the chairman is to exclude the question if he or she concurs with the view of the CEO; and
 - (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (1) is to be included, if practicable, in the agenda of the meeting, or is otherwise to be tabled at the meeting.
- (4) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the chairman.

5.7 Adoption by exception resolution

- (1) In this clause ***adoption by exception resolution*** means -
 - (a) in respect of a resolution of the Council, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and
 - (b) in respect of a resolution of a committee, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) The Council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter -

- (a) that requires an absolute majority;
- (b) in which a financial or proximity interest has been disclosed;
- (c) that has been the subject of a petition;
- (d) that is a matter on which a member wishes to make a statement or ask a question; or
- (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

5.8 Announcements by the chairman

Announcements by the chairman under item 5 of clause 5.2(1) and item 6 of clause 5.2(2) are -

- (a) to inform the Council of official duties performed, or functions attended, by the chairman, or of other matters of importance to the Council, of which the Council has not previously been informed;
- (b) to be brief and concise; and
- (c) to be completed within 10 minutes

5.9 Questions during debate

At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.

5.10 Restrictions on questions and answers

- (1) Questions asked by a member, and responses given by a member or an employee -
 - (a) are to be brief and concise; and
 - (b) are not to be accompanied by -
 - (i) expression of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
 - (ii) any discussion or further question, except with the consent of the presiding member.
- (2) In answering any question, a member or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

5.11 Grant of leave of absence

The grant of leave of absence is dealt with in the Act.

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings closed to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -
 - (a) the presiding member is to direct -
 - (i) all members of the public, other than a person specified in the resolution, to leave the meeting;
 - (ii) any employee of TPRC unless specified in a resolution to leave the meeting; and
 - (iii) any member or employee of a participant unless specified in the resolution to leave the meeting; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that -
 - (a) any resolution of the Council or committee made while the meeting was closed is to be read out; and
 - (b) the vote of a member or members is recorded in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must -
 - (a) first state his or her name and address;
 - (b) direct the question to the presiding member;
 - (c) ask the question briefly and concisely;
 - (d) limit any preamble to matters directly relevant to the question; and
 - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that -
 - (a) a written response is given to the person who asked the question; and
 - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to -
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (9) A response to a question -
 - (a) is to be brief and concise; and

- (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The presiding member may decide that a question is not to be responded to where -
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
 - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
 - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of these Meeting Procedures or any other law.
- (12) The Council or committee, by resolution, may agree to extend public question time.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council or a committee, the presiding member -

- (a) may invite the distinguished visitor to sit beside the chair or at the Council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

6.9 Deputations and statements

- (1) A deputation may be made to the Council or a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by the Council or a committee, or wishes to make a statement, must -
 - (a) apply in writing to the CEO for approval prior to the meeting; and
 - (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer to the presiding member a copy or summary of the application.
- (4) Unless the Council or a committee resolves otherwise -
 - (a) a deputation that complies with subclause (2) may address the Council or the committee for up to 5 minutes; and

- (b) the presiding member may allow that period of 5 minutes to be shared between 2 or 3 members of the deputation and, in the absence of agreement by members of the deputation, the presiding member is to determine which members of the deputation are to address the committee and for how long (within the total period of 5 minutes).
- (5) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (6) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or the committee until the deputation has completed its presentation.
- (7) Where a deputation is to be received by the Council or a committee, the person or group comprising the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 5.2(1) and 5.2(2).
- (8) Any item of business to be discussed at a Council or committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

6.10 Petitions

- (1) A petition must -
 - (a) be addressed to the chairman, a member or the CEO;
 - (b) be made by electors of the district;
 - (c) state the request on each page;
 - (d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request;
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given;
 - (g) be respectful and temperate in its language; and
 - (h) comply with any form prescribed by the Act or any other written law.
- (1) On the presentation of a petition -
 - (a) the member presenting it is confined to reading the petition; and
 - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (2) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless -
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council or committee has considered the issues raised in the petition.

6.11 Presentations

- (1) If the CEO determines that it would be beneficial for a presentation to be made, with the agreement of the presiding member, the presentation may take place at the relevant order of business under clause 5.2(1) and (2) or at the time of dealing with that particular item of business
- (2) The time allocated to the presentation and any questions from members will be determined by the presiding member according to the particular case or circumstance.

6.12 Participation at committee meetings

- (1) In this clause a reference to a *person* is to a person who -
 - (a) is entitled to attend a committee meeting;
 - (b) attends the committee meeting; and
 - (c) is not a member of the committee.
- (2) A member may attend, as an observer, any meeting of a committee of which he or she is not a member or the deputy of a member.
- (3) Without the consent of the presiding member, no person is to address a committee meeting.
- (4) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.

6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) Unless otherwise resolved by the Council, the CEO and the chairman are to set the time and date of the meeting.
- (3) Where the Council resolves to meet at another time under clause 6.13(1) -
 - (a) the CEO is to provide local public notice of the time and date of the meeting; and
 - (b) give a written invitation to attend the meeting to all members of the public who applied under clause 6.9 to make a deputation on the issue.
- (4) At a meeting held under this clause -
 - (a) each person making a submission is to be provided with the opportunity to fully state their case;
 - (b) a member of the public is to be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member;

- (c) no resolutions are to be made by the Council;
 - (d) the presiding member is to ensure that minutes are kept; and
 - (e) once every member of the public has had the opportunity to make a submission, the presiding member is to close the meeting.
- (5) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
 - (6) The Council must not make a decision on a matter that is the subject of a meeting under this clause until it has received the CEO's report under clause 6.13(5)
 - (7) A meeting held under clause 6.13(1) shall be conducted only to hear submissions, the Council shall not make resolutions at a meeting to provide the opportunity to be heard.
 - (8) At a meeting held under clause 6.13(1), each person making a submission shall be provided with the opportunity to fully state their case.
 - (9) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the chairman.
 - (10) Once every member of the public has had the opportunity to make a submission the chairman is to close the meeting.

6.14 Public inspection of agenda material

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

6.15 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be -
 - (a) identified in the agenda of a Council or committee meeting under the item "Matters behind closed doors";
 - (b) marked "Confidential" in the agenda; and
 - (c) kept confidential by members and employees until the Council or committee resolves otherwise.
- (2) A member or an employee who has -
 - (a) confidential information under subclause (1); or
 - (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,

must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not prevent a member or employee from disclosing information -
 - (a) at a closed meeting;

- (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
- (c) that is already in the public domain;
- (d) to an officer of the department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

6.16 Recording of proceedings

- (1) Unless otherwise decided by the meeting -
 - (a) the CEO is to ensure that an audio recording is taken of the proceedings of each meeting; and
 - (b) the CEO may also record the proceedings of a meeting in any other way that he or she considers to be appropriate.
- (2) Unless with the written authorisation of the presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.
- (3) If an authorisation is given under clause 6.16(2), the presiding member is to advise the meeting, immediately before the recording commences, that the authorisation has been given and the nature and extent of the authorisation.

6.17 Media attendance

Media representatives

- (a) may attend meetings of the Council; and
- (b) must be seated in that part of the Council chamber or meeting room (if any) that is set aside for their use; and
- (c) must leave the meeting during any period when the meeting is closed to the public.

6.18 Prevention of disturbance

- (1) A reference in this clause to a *person* is to a person other than a member.
- (2) A person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.
- (3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If -
 - (a) after being warned, the person again acts contrary to this clause, or to these Meeting Procedures; or
 - (b) a person refuses or fails to comply with a direction by the presiding member,the chair may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 7 - Conduct of members

7.1 Members to occupy own seats

- (1) At Council meetings, members must be seated in the order as determined by Council following each ordinary election.
- (2) At committee meetings, committee members must be seated in those positions that are closest to the presiding member followed by other members.
- (3) The CEO is to sit beside the presiding member

7.2 Respect to the presiding member

After the business of a Council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

7.3 Official titles to be used

A speaker, when speaking or referring to the presiding member, or to a presiding member or employee, must use the title of that person's office.

7.4 Entering or leaving a meeting

During a meeting, a member must not enter or leave the meeting without first giving an appropriate indication to the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

7.5 Members who wish to speak

- (1) A member who wishes to speak at a Council meeting -
 - (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
 - (b) when invited by the presiding member to speak, and unless otherwise determined by the Council, must address the meeting through the presiding member.
- (2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

7.6 Priority of speaking

- (1) At a Council meeting, where 2 or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.
- (3) A decision of the presiding member under this clause is not open to discussion or dissent.
- (4) A member is to cease speaking immediately after being asked to do so by the presiding member.

7.7 The presiding member may take part in debates

Subject to compliance with procedures for the debate of motions contained in these Meeting Procedures, the presiding member may take part in a discussion of any matter before the meeting.

7.8 Relevance

- (1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may -
 - (a) call the attention of the meeting to-
 - (i) any irrelevant, repetitious, offensive or insulting remarks by a member; or
 - (ii) any breach of order by a member; and
 - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause 7.8(2) by immediately ceasing to speak.

7.9 Speaking twice

- (1) A member must not address the Council or a committee more than once on any motion or amendment except -
 - (a) as the mover of a primary motion, to exercise a right of reply;
 - (b) to raise a point of order; or
 - (c) to make a personal explanation.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.10 Duration of speeches

- (1) A member must not speak on any matter for more than 5 minutes without the consent of the meeting to extend which, if given, is to be given without discussion.
- (2) A member's total speaking time on any matter must not exceed 10 minutes.

7.11 No speaking after conclusion of debate

A member must not speak on any motion or amendment -

- (a) after the mover has replied; or
- (b) after the question has been put.

7.12 No interruption

A member must not interrupt another member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10.1(f)).

7.13 Personal explanation

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

7.14 No reopening of discussion

A member must not reopen a discussion on any Council or committee decision, except to move that the decision be revoked or changed (see Part 15).

7.15 Offensive language

- (1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 15).
- (2) A member must not -
 - (a) reflect adversely on the character or actions of another member or employee;
 - (b) use an expression that is offensive or objectionable

- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes-
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the Council may, by resolution, decide to record those words in the minutes

7.16 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member -
 - (a) reflects adversely on the character or actions of another member or employee;
 - (b) imputes any motive to a member or employee; or
 - (c) uses an expression that is offensive or objectionable
 must, when directed by the presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under clause 7.15(2), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

Part 8 - Preserving order

8.1 Presiding member to preserve order

- (1) The presiding member is to preserve order and, whenever he or she considers it necessary, may call any member to order.
- (2) When the presiding member rises or speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present must preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause 8.1(2) is not to be used by the chairman to exercise the right provided in clause 7.7, but to preserve order.

8.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of -
 - (a) any of these Meeting Procedures; or
 - (b) any other written law.
- (2) Examples of valid points of order are -
 - (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.8); and

- (b) a speaker's use of offensive or objectionable expressions (see clause 7.15).
- (3) Despite anything in these Meeting Procedures to the contrary, a point of order -
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

- (1) A member who is addressing the presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must resume his or her seat until -
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

8.4 Calling attention

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

8.5 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order -
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause 8.5(2), if the presiding member rules that -
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

8.6 Continued breach of order

If a member -

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.8(2)(b), 7.15 or 8.5(3)(b)),

the presiding member may direct the member to refrain from taking any further part in that meeting, other than by voting, and the member must comply with that direction.

8.7 Presiding member may adjourn meeting

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.
- (4) If there is an adjournment under this clause, the names of the members who have spoken on the motion or amendment before the adjournment are to be recorded in the minutes and those members are not to speak to the motion when the meeting is resumed.

Part 9 - Motions and amendments

9.1 Motions to be seconded

- (1) A primary motion or an amendment to a primary motion is not open to debate until it has been seconded.
- (2) A member seconding a motion is to be taken to have reserved the right to speak on the motion later in the debate.
- (3) A motion to revoke or change a decision made at a Council or a committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 15.1 below).

9.2 Unopposed business

- (1) Immediately after a primary motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may put the motion to the vote without debate.
- (3) A motion carried under subclause 9.2(2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion or decision to revoke or change a decision which has been made at a Council or committee meeting (see Part 15).

9.3 Only one primary motion at a time

- (1) The Council or committee -
 - (a) is not to accept a primary motion while another primary motion is being debated; and

- (b) is not to consider more than one primary motion at any time.
- (2) The presiding member may require that a complex primary motion, or a complex amendment to a primary motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.4 Order of call in debate

The presiding member is to call speakers to a primary motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

9.5 Limit of debate

The presiding member may offer the right of reply and put a primary motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

9.6 Member may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.7 Consent of seconder required for alteration

The mover of a primary motion may not alter the wording of the motion without the consent of the seconder.

9.8 Order of amendments

Any number of amendments may be proposed to a primary motion, but when an amendment is moved to a primary motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.9 Form of an amendment

An amendment must add, delete, or substitute words to the primary motion.

9.10 Amendments must not negate original motion

An amendment to a primary motion cannot negate the original motion or the intent of the original motion.

9.11 Relevance of amendments

An amendment must be relevant to the motion in respect of which it is moved.

9.12 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

9.13 Effect of an amendment

If an amendment to a primary motion is carried, the motion as amended then becomes the primary motion, on which any member may speak and any further amendment may be moved.

9.14 Withdrawal of motion and amendments

- (1) The Council or a committee may, without debate, grant leave to withdraw a primary motion or amendment on the request of the mover of the motion or amendment if -
 - (a) it has the approval of the seconder; and
 - (b) there is no voice expressed to the contrary by any member, in which case discussion on the motion or amendment is to continue.
- (2) If either paragraph (a) or (b) of subclause (1) applies, the discussion on the motion or amendment is to continue.
- (3) Where an amendment has been proposed to a primary motion, the primary motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.15 Right of reply

- (1) The mover of a primary motion has the right of reply.
- (2) The mover of any amendment to a primary motion has a right of reply.
- (3) The right of the reply may be exercised only -
 - (a) where no amendment is moved to the primary motion - at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the primary motion - at the conclusion of the discussion on the primary motion and any amendments.
- (4) After the mover of the primary motion has commenced the reply -
 - (a) no other member is to speak on the motion; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the primary motion, or the primary motion as amended, is immediately to be put to the vote.

Part 10 - Procedural motions

10.1 Permissible Procedural Motions

In addition to the right to move an amendment to a primary motion (under Part 9), a member may move any of the following procedural motions -

- (a) that the debate now be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be deferred;
- (d) that the motion now be put;
- (e) that the item be referred back to the CEO or a committee;
- (f) that the member be no longer heard;
- (g) that the ruling of the presiding member be disagreed with;
- (h) that the meeting be closed to the public (see clause 6.2);
- (i) that the meeting be now closed;

10.2 No debate

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (e), (f), (h), (i) or (j) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraph (d) or (g) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move?

With the exception of 10.1(g) a member who has moved, seconded, or spoken for or against the primary motion, or any amendment to the primary motion, cannot move any procedural motion which, if carried, would close the debate on the primary motion or amendment.

10.4 Procedural motions - right of reply on primary motion

The carrying of a procedural motion which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion.

10.5 Debate to be adjourned

- (1) A motion “that the debate be adjourned” -
 - (a) Is to state the time to which the debate is to be adjourned; and
 - (b) If carries, has the effect that all debate on the primary motion or amendment ceases immediately, but continues at the time stated in the motion.

- (c) Must not be moved in respect of the election of the chairman or deputy chairman.
- (2) A member must not, at the same meeting, move or second more than one motion “that the debate be adjourned” in respect of the same item.

10.6 Meeting now adjourns

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting the motion for the adjournment of a meeting, the presiding member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution (see clause 5.7).
- (3) A motion “that the meeting now adjourn” -
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause 10.6(3) is to continue from the point at which it was adjourned, unless the presiding member or the meeting determines otherwise.

10.7 Motion be deferred

- (1) If a motion “that the motion be deferred” (and the reasons for the motion), is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be re-submitted for consideration at a time and date specified in the motion.
- (2) A motion “that the motion be deferred” must not be moved in respect of the election of the chairman or deputy chairman.

10.8 Motion to be now put

- (1) If the motion “that the motion be now put”, is carried during discussion on a primary motion without amendment, the presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion “that the motion be now put” is carried during debate of the amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

10.9 That the item be referred back to the CEO or a committee

- (1) Is a motion “that the item be referred back to the CEO or a committee” (and the reasons for the motion), is carried, debate on the primary motion and any amendment is to cease and the primary motion, excluding any amendment, is to be referred back to the CEO or a committee for further consideration.
- (2) If the motion in clause 10.9(1) is lost, debate on the primary motion or amendment is to continue.

10.10 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current primary motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the primary motion.

10.11 Ruling of the presiding member be disagreed with

If the motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

10.12 The meeting now be closed

- (1) If a motion “that the meeting now be closed”, is carried, then -
 - (a) the presiding member is to close the meeting, and no further business may be transacted; and
 - (b) any business outstanding on the agenda for that meeting is to be carried forward to the agenda for the next ordinary meeting.
- (2) If the motion “that the meeting now be closed” is carried at a meeting of the Council -
 - (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
 - (b) the provisions of clause 7.9 (speaking twice) apply when the outstanding business is resumed.

Part 11 - Disclosure of interests

11.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations, the Model Code of Conduct Regulations and the TPRC Code of Conduct.

Part 12 - Voting

12.1 Motion - when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member -
 - (a) is to put the motion to the meeting; and
 - (b) if requested by a member, is again to state the terms of the motion.
- (2) A member must not leave the meeting or cross the meeting room when the presiding member is putting any motion.

12.2 Voting

Voting is dealt with in the Act and Regulations.

12.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

12.4 Method of taking vote

- (1) In taking the vote on any motion , the presiding member -
 - (a) is to put the motion, first in the affirmative, and then in the negative;
 - (b) may put the motion in this way as often as may be necessary to enable them to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and
 - (d) is subject to this clause, is to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member specifically requests that there be recorded -
 - (a) their vote; or
 - (b) the vote of all members present on a matter voted on at a meeting of the Council or a committee, the presiding member is to cause the vote of votes, as the case may be, to be recorded in the minutes.

Part 13 - Minutes

13.1 Keeping of Minutes

The keeping and confirmation of minutes are dealt with in the Act.

13.2 Content of Minutes

The content of minutes is dealt with in the Regulations.

13.3 Public Inspection of Unconfirmed Minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

13.4 Confirmation of Minutes

- (1) The CEO is to give to each member -
 - (a) the unconfirmed minutes of each Council meeting - within 10 clear working days after the meeting; and
 - (b) the unconfirmed minutes of a committee meeting - within 5 clear working days after the meeting.
- (2) When minutes of a meeting of Council or a committee are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the CEO a written copy of the

alternative wording to amend the minutes no later than 7 working days before the next meeting of the Council or committee.

- (3) At the next meeting of Council or a committee, the member who provided the alternative wording is to, at the time for confirmation of minutes -
 - (a) state the item or items with which they are dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes
- (4) A member must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 14 - Adjournment of Meeting

14.1 Meeting may be adjourned

The Council or a committee may adjourn any meeting -

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law -

- (a) the names of members who have spoken on the matter prior the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 (speaking twice) apply when the debate is resumed.

Part 15 - Implementing decisions

15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in the Regulations.

15.2 Procedure for moving a revocation motion

- (1) A motion to revoke or change a decision made at a meeting must -
 - (a) be in writing in a form prescribed by Council
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be supported by the number of members required under the Regulations;

- (e) specify the date of the meeting of Council or a committee where it is to be presented, as the case may be; and
 - (f) be given to the CEO in accordance with the notice of motion provisions in clause 5.4.
- (2) A notice of revocation motion given to the CEO must be dealt with in accordance with clause 5.4

15.3 Limitations on powers to revoke or change decisions

- (1) Subject to clause 15.3(2), the Council or a committee is not to consider a motion to revoke or change a decision -
- (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 15.4 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in clause 15.3(1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

15.4 Implementing a decision

- (1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting is not to be implemented by the CEO or any other person until after 12 noon of the first clear working day after the commencement of the meeting at which the decision was made.
- (2) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.
- (3) A decision made at a meeting is not to be implemented by the CEO or any other person -
- (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (4) The CEO is to ensure that members of the public attending a meeting are informed, by an appropriate notice, that a decision to grant an authorisation -
- (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

15.5 Meaning of terms

In this Part -

implement, in relation to a decision, includes -

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
- (b) take any other action to give effect to the decision; and

valid notice of revocation motion means a notice of a motion to revoke or change a decision that -

- (a) complies with the requirements of the Act, Regulations and the Meeting Procedures and may be considered, but has not yet been considered, by the Council or a committee as the case may be; and
- (b) if carried and implemented, would result in the decision being revoked or being substantially different.

Part 16 - Suspension of these Meeting Procedures

16.1 Suspension of these Meeting Procedures

- (1) A member may, at any time, move that the operation of one or more of the clauses of these Meeting Procedures be suspended.
- (2) A member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is seconded and carried by absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

16.2 Where Meeting Procedures do not apply

- (1) In situations where -
 - (a) these Meeting Procedures have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.11.

Part 17 - Miscellaneous

17.1 Representation on public bodies

When the Council is required to appoint or nominate a member or other person to a public body, written notice of the vacancy or need for the appointment or nomination is to be given to all members and the Council is by resolution to determine the appointment or nomination.

17.2 Improper use of information

Improper use of information is dealt with in the Act

17.3 Application to committees

- (1) Unless otherwise provided in the local law, the provisions of this local law are to apply to meetings of committees with the exception of -
 - (a) clause 7.1 (seating); and
 - (b) clause 7.9 (speaking twice).

17.4 Cases not provided for in the local law

Where there is no provision or insufficient provision is made in the local law, the presiding member is to determine the procedure to be observed.

Part 18 - Enforcement

18.1 Penalty for breach

A person who breaches a provision of these Meeting Procedures commits an offence.

18.2 Who can prosecute?

Who can prosecute is dealt with in the Act.

Part 19 - Common Seal

19.1 Custody of the Common Seal

The CEO is to have charge of the common seal of TPRC and is responsible for the safe custody and proper use of it.

19.2 Use of Common Seal

The use of the common seal is dealt with in the Act.

Dated:

The Common Seal of the Tamala Park Regional Council was affixed by authority of a resolution of the Council in the presence of:

.....
KAREN CADDY
CHAIR

.....
JON MORELLINI
CHIEF EXECUTIVE OFFICER



MEETING PROCEDURES LOCAL LAW 2021

Local Government Act 1995

Tamala Park Regional Council

Meeting Procedures Local Law 2021

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Local Government Act 1995

Tamala Park Regional Council

Meeting Procedures Local Law 2021

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the Tamala Park Regional Council resolved on a [*add day and month*] 2021 to make the following local law.

Part 1 - Preliminary

1.1 Short title

- (1) This is the *Tamala Park Regional Council Meeting Procedures Local Law 2021*.
- (2) In the clauses that follow, this local law is referred to as *this local law* or *these Meeting Procedures*.

1.2 Commencement

This local law commences 14 days after it is published in the *Government Gazette*.

1.3 Application and intent

- (1) These Meeting Procedures contain the rules that apply to the conduct of meetings of the Council and its committees.
- (2) Meetings are to be conducted in accordance with the Act, the Regulations, the Model Code of Conduct and this local law.
- (3) These Meeting Procedures are intended to result in -
 - (a) better decision making by the Council and its committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) more efficient and effective use of time at meetings.

1.4 Terms used

- (1) In this local law, unless the context requires otherwise -
absolute majority has the meaning given to it in the Act;

absolute majority -

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

[Section 1.4 of the *Local Government Act 1995*]

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the TPRC;

chairman means the chairman of the TPRC elected under clause 6.3 of the Establishment Agreement;

committee means a committee of the Council (established under section 5.8 of the Act);

Council means the Council of TPRC;

Council member, or **member**, means a member of the Council;

deputy chairman means the deputy chairman of the TPRC elected under clause 6.3 of the Establishment Agreement;

employee means a person employed by the TPRC under section 5.36 of the Act;

Establishment Agreement means the Establishment Agreement of the TPRC approved by the Minister on 24 January 2006;

meeting means a meeting of the Council or of a committee;

member has the same meaning as **Council member**;

Minister means the Minister responsible for administering the Act;

minor amendment, in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

Model Code of Conduct means the model code of conduct prescribed in the *Local Government (Model Code of Conduct) Regulations 2021*, as adopted by the TPRC under section 5.104 of the Act on 15 April 2021;

participant means a local government that is a party to the Establishment Agreement;

presiding member means -

- (a) in respect of the Council, the person presiding under section 5.6 of the Act (see clause 4.1); and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 4.4 and 4.5);

primary motion means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion;

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting; and

TPRC means the Tamala Park Regional Council.

- (2) Unless otherwise defined, the terms used in this local law have the meaning given to them in the Act and Regulations.

Notes:

1. In this local law -
 - (a) provisions of the Act and Regulations, and of other legislation, are reproduced in a boxed format; and
 - (b) notes are also included.
2. The purpose of reproducing these provisions, and of including the notes, is to assist the reader in the interpretation or administration of this local law.
3. The reproduced provisions of the Act and Regulations and other legislation, and the notes -
 - (a) are to be treated as footnotes and are not part of this local law (see section 32(2) of the *Interpretation Act 1984*); and
 - (b) reproduce only the provisions, or refer only to the provisions, that were in force at the time that the council resolved to adopt this local law and, therefore, may not necessarily be accurate at a future date.

1.5 Repeal

The *Tamala Park Regional Council Standing Orders Local Law 2006* published in the *Government Gazette* on 4 August 2006, is repealed.

Part 2 - Establishment and membership of committees

2.1 Establishment and appointment of committees

- (1) The establishment of committees is dealt with in the Act.

Section 5.8 of the *Local Government Act 1995* states -

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* *Absolute majority required.*

- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include -
 - (a) the terms of reference or functions of the committee;

- (b) either -
 - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
 - (ii) the number of members, employees and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
- (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

Note: other person means a person who is not a Council member or an employee

2.2 Types of committees

The types of committees are dealt with in the Act.

Section 5.9(2) of the *Local Government Act 1995* states -

A committee is to comprise –

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

Section 5.16 of the *Local Government Act 1995* states -

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* –

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

- Section 5.17 of the *Local Government Act 1995* states -
- (1) A local government can delegate –
 - (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except –
 - (i) any power or duty that requires a decision of an absolute majority of the council;
 - (ii) any other power or duty that is prescribed; and
 - (b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government’s powers or duties that are necessary or convenient for the proper management of –
 - (i) the local government’s property; or
 - (ii) an event in which the local government is involved.
 - (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

- Section 5.10 of the *Local Government Act 1995* states -
- (1) A committee is to have as its members –
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- * *Absolute majority required.*
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member

nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Note: In the case of the TPRC, as a regional local government, the reference in this section to the 'mayor or president' is taken to be the chairman.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

Section 5.11 of the *Local Government Act 1995* states -

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until –
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –
 - (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or

- (c) the committee is disbanded; or
- (d) the next ordinary elections day, whichever happens first.

2.7 Appointment of deputies

The appointment of a person to be a deputy of a member of a committee is dealt with in the Act.

Section 5.11A of the *Local Government Act 1995* states -

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.
* Absolute majority required.
- (2) A person who is appointed as a deputy of a member of a committee is to be –
 - (a) if the member of the committee is a council member – a council member; or
 - (b) if the member of the committee is an employee – an employee; or
 - (c) if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

2.8 Resignation of a committee member

The resignation of a committee member is dealt with in the Regulations.

Regulation 4 of the *Local Government (Administration) Regulations 1996* states -

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

2.9 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

Section 5.18 of the *Local Government Act 1995* states -

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

2.10 Committees to report

A committee -

- (a) is answerable to the Council;
- (b) is to report on its activities when, and to the extent, required by the Council; and
- (c) is to prepare and submit to the Council a report containing recommendations.

2.11 Reports of committees - questions

Where a recommendation of a committee is submitted for adoption by the council, any council member may direct questions directly relating to the recommendation, through the presiding member of the council, to the presiding member of the committee or to any member of the committee in attendance.

2.12 Permissible motions on committee recommendations

A recommendation made by a committee may be -

- (a) adopted by the Council without amendment;
- (b) rejected by the Council and replaced by an alternative decision;
- (c) amended, and adopted as amended, by the Council; or
- (d) referred back to the committee for further consideration.

Part 3 - Meetings of Council

3.1 Ordinary and special council meetings

- (1) Ordinary and special Council meetings are dealt in the Act.

Section 5.3 of the *Local Government Act 1995* states -

- ‘(1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure’.

- (2) An ordinary meeting of the Council, held on a bi-monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

Section 5.4 of the *Local Government Act 1995* states -

‘An ordinary or a special meeting of a council is to be held –

- (a) if called for by either –
 - (i) the mayor or president; or
 - (ii) at least 1/3 of the councillors,
in a notice to the CEO setting out the date and purpose of the proposed meeting;
or
- (b) if so decided by the council’.

3.3 Note: in the case of the TPRC, as a regional local government, the reference in this section to the ‘mayor or president’ is taken to be the chairman. Convening Council Meetings

- (1) The convening of a Council meeting is dealt with the Act.

Section 5.5 of the *Local Government Act 1995* states -

- ‘(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours’ notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting’.

Sections 9.50 to 9.54 of the *Local Government Act 1995* and sections 75 and 76 of the *Interpretation Act 1984* deal with how documents can be given to a person. Under these provisions, notice of a meeting may be given to a council member by -

- (a) personally, handing the notice to the member;
- (b) sending it by post to the last known address of the member; or
- (c) leaving it for the member at his or her usual or last known place of abode or, if he or she is the principal of a business, at his or her usual or last known place of business.

- (2) Subject to subclause (3), the CEO is to give at least 72 hours’ notice, for the purposes of section 5.5, in convening a special meeting of the Council.
- (3) Where, in the opinion of the chairman or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

A meeting of a committee is to be held -

- (a) if called for in a verbal or written request to the CEO by the chairman or the presiding member of the committee, advising the date and purpose of the proposed meeting;

- (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) in accordance with a decision of the Council or the committee.

3.5 Public Notice of Meetings

Public notice of meetings is dealt with in the Regulations.

Regulation 12 of the *Local Government (Administration) Regulations 1996* states -

‘(1) In this regulation –

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made’.

Part 4 - Chairman and quorum

4.1 Who presides?

Who presides at a Council meeting is dealt with in the Act.

Section 5.6 of the *Local Government Act 1995* states -

‘(1) The mayor or president is to preside at all meetings of the council.

(2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.

(3) If the circumstances mentioned in section 5.34(a) or (b) apply and –

(a) the office of deputy mayor or deputy president is vacant; or

- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then, the council is to choose one of the councillors present to preside at the meeting’.

Note:

In the case of the TPRC, as a regional local government, the reference in this section to the ‘mayor or president’ is taken to be the chairman, and the references ‘deputy mayor or deputy president’ are to the deputy chairman.

4.2 When the deputy chairman can act

When the deputy chairman can act is dealt with in the Act.

Section 5.34 of the *Local Government Act 1995* states –

‘If –

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires’.

Note: In the case of the TPRC, as a regional local government, the references in this section to the ‘mayor or president’ are taken to be the chairman and the references to ‘deputy mayor’ and ‘deputy president’ are taken to be deputy chairman.

4.3 Who acts if no chairman?

Who acts if there is no chairman is dealt with in the Act.

Section 5.34 of the *Local Government Act 1995* states -

‘If –

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires’.

Note: In the case of the TPRC, as a regional local government, the references in this section to the ‘mayor or president’ are taken to be the chairman and the references to ‘deputy mayor’ and ‘deputy president’ are taken to be deputy chairman.

4.4 Election of presiding members of committees

The election of committees is dealt with in the Act.

Section 5.12(1) of the *Local Government Act 1995* states -

- '(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule -
- (a) to "office" were references to "office of presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule -
- (a) to "office" were references to "office of deputy presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members"; and
 - (d) to "mayor or president" were references to "presiding member".

Clauses 2 to 5 (inclusive) of Schedule 2.3, Division 1 of the *Local Government Act* states -

2. When council elects mayor or president

- (1) The office is to be filled as the first matter dealt with -
- (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and
 - (b) at the first meeting of the council after an extraordinary vacancy occurs in the office.
- (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.

- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

[Clause 4 amended: No. 49 of 2004 s. 69(2) (5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

- (1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.
- (2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.
- (3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.
- (4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election'.

4.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

Section 5.12(2) of the *Local Government Act 1995* states -

- '(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule -
 - (a) to "office" were references to "office of deputy presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members"; and

4.6 (d) to “mayor or president” were references to “presiding member”’.Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

Section 5.13 of the *Local Government Act 1995* states -

‘If, in relation to the presiding member of a committee –

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member’.

4.7 Who acts if no presiding member?

Who acts if no presiding member is dealt with in the Act.

Section 5.14 of the *Local Government Act 1995* states -

‘If, in relation to the presiding member of a committee –

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting’.

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

Section 5.19 of the *Local Government Act 1995* states -

‘The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee’.

4.9 Reduction of quorum for council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

Section 5.7 of the *Local Government Act 1995* states -

‘(1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.

(2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which

would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting’.

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in accordance with in the Act.

Section 5.15 of the *Local Government Act 1995* states -

‘The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting’.

* *Absolute majority required.*

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

Regulation 8 of the *Local Government (Administration) Regulations 1996* states -

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned –

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president; or
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member; or
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present; or
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.

Note: in the case of the TPRC, as a regional local government, the references in this regulation to the ‘mayor or president’ is taken to be the chairman, and the references to the ‘deputy mayor or deputy president’ is taken to be the deputy chairman.

4.12 Procedure Where Quorum Does Not Present During a Meeting

If at any time during a meeting a quorum is not present -

- (a) the chairman is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the chairman may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and

- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the chairman is to adjourn the meeting to a later time on the same day or to another day.

4.13 Names to be recorded

At any meeting -

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned for want of a quorum, the names of the members then present are to be recorded in the minutes.

Part 5 - Business of a Meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the chairman or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the chairman or a decision of the committee.
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that:
 - (a) specified in the notice of the meeting that is adjourned; and
 - (b) which remains unresolved.

5.2 Order of Business

- (1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -
 1. Official opening.
 2. Record of attendance, apologies and leave of absence.
 3. Disclosure of interests
 4. Public statement/question time

5. Announcements by the chairman
 6. Petitions/deputations/presentations
 7. Confirmation of minutes and business arising from minutes
 8. Administration reports
 9. Committee reports
 10. Motions of which previous notice has been given
 11. Members questions of which previous notice has been given
 12. Urgent business approved by the chairman
 13. General business
 14. Matters behind closed doors
 15. Closure
- (2) Unless otherwise decided by the committee, the order of business at any ordinary meeting of a committee is to be as follows -
1. Official opening.
 2. Record of attendance, apologies and leave of absence.
 3. Disclosure of interests.
 4. Petitions/deputations/presentations
 5. Confirmation of minutes and business arising from minutes.
 6. Announcements by the presiding member.
 7. Administration reports.
 8. Motions of which previous notice has been given.
 9. Members questions of which previous notice has been given.
 10. Urgent business approved by the presiding member.
 11. General business
 12. Matters behind closed doors.
 13. Closure.
- (3) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.

Note: in exercising its discretion relating to the order of business under subclause (1) and (2), a meeting must comply with the requirements of the Act and Regulations relating to public question time (see clauses 6.3-6.5 below).

- (4) Notwithstanding subclauses (1), (2) and (3), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

5.3 Reports of the CEO

- (1) The functions of the CEO, including to advise the Council and implement decisions, are dealt with in the Act.
- (2) The CEO may prepare or cause to be prepared any report that in the CEO's opinion requires consideration by the Council, including any report of a late or urgent nature.

5.4 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Meeting Procedures otherwise provide, a member may raise at a meeting such business of the Council or the committee (as the case may be) as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO or at the last Council or committee meeting.
- (2) A notice of motion under subclause (1) is to be given at least 15 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion must relate to a purpose for which the TPRC is established.
- (4) The CEO -
 - (a) with the concurrence of the presiding member, may exclude from the agenda any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
 - (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and
 - (c) may provide to the Council or the committee (as the case may be) relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, strategy, budget, and law.
- (5) A notice of motion is not out of order because the policy involved is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (7) A motion of which notice has been given is to lapse unless -
 - (a) the member who gave notice of it, or some other member authorised by him or her in writing, moves the motion when called on; or
 - (b) the Council or committee on a motion agrees to defer consideration of the motion to a later stage or date.

- (8) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.
- (9) The presiding member -
 - (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (8); and
 - (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

5.5 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), *cases of extreme urgency or other special circumstances* means matters -
 - (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the TPRC and must be considered and dealt with by the Council before the next meeting; and
 - (b) that, if not dealt with at the meeting, are likely to -
 - (i) have a significant adverse effect (financially or otherwise) on the TPRC; or
 - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written report from the CEO to the meeting -
 - (a) the presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give a verbal report to the meeting.
- (4) The minutes of the meeting are to include -
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

5.6 Questions by members of which due notice has been given

- (1) A member who wishes to ask a question at a meeting of the Council is to give to the CEO written notice of the text of the question at least 4 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Meeting Procedures or any other law -

- (a) the CEO is to refer the question to the chairman;
 - (b) the chairman is to exclude the question if he or she concurs with the view of the CEO; and
 - (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (1) is to be included, if practicable, in the agenda of the meeting, or is otherwise to be tabled at the meeting.
- (4) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the chairman.

5.7 Adoption by exception resolution

- (1) In this clause *adoption by exception resolution* means -
- (a) in respect of a resolution of the Council, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and
 - (b) in respect of a resolution of a committee, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) The Council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter -
- (a) that requires an absolute majority;
 - (b) in which a financial or proximity interest has been disclosed;
 - (c) that has been the subject of a petition;
 - (d) that is a matter on which a member wishes to make a statement or ask a question; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

5.8 Announcements by the chairman

Announcements by the chairman under item 5 of clause 5.2(1) and item 6 of clause 5.2(2) are -

- (a) to inform the Council of official duties performed, or functions attended, by the chairman, or of other matters of importance to the Council, of which the Council has not previously been informed;
- (b) to be brief and concise; and
- (c) to be completed within 10 minutes

5.9 Questions during debate

At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.

5.10 Restrictions on questions and answers

- (1) Questions asked by a member, and responses given by a member or an employee -
 - (a) are to be brief and concise; and
 - (b) are not to be accompanied by -
 - (i) expression of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
 - (ii) any discussion or further question, except with the consent of the presiding member.
- (2) In answering any question, a member or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

5.11 Grant of leave of absence

The grant of leave of absence is dealt with in the Act.

Section 2.25 of the *Local Government Act 1995* states -

- ‘(1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of –
- (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

- (5) The non attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –
- (a) if no meeting of the council at which a quorum is present is actually held on that day; or
 - (b) if the non attendance occurs –
 - (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
 - (iiia) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the *Local Government Amendment Act 2009* section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

Section 5.23 of the Act states -

- ‘(1) Subject to subsection (2), the following are to be open to members of the public –
- (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
 where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to –
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 and
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed’.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

6.2 Meetings closed to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public (other than any person specified in a resolution).
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -
 - (a) the presiding member is to direct -
 - (i) all members of the public, other than a person specified in the resolution, to leave the meeting;

- (ii) any employee of TPRC unless specified in a resolution to leave the meeting; and
 - (iii) any member or employee of a participant unless specified in the resolution to leave the meeting; and
- (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that -
- (a) any resolution of the Council or committee made while the meeting was closed is to be read out; and
 - (b) the vote of a member or members is recorded in the minutes.

Note: restrictions on the disclosure of information considered at a meeting closed to the public are set out in clause 6.15 below.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

Section 5.24 of the *Local Government Act 1995* states -

- ‘(1) Time is to be allocated for questions to be raised by members of the public and responded to at –
- (a) every ordinary meeting of a council; and
 - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations’.

Note: in the case of an electronic meeting of the Council or a committee, section 24 is modified as set out in regulation 14E(4) of the *Local Government (Administration) Regulations 1996*.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

Regulation 5 of the *Local Government (Administration) Regulations 1996* states -

‘For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are –

- (a) every special meeting of a council;
- (b) every meeting of a committee to which the local government has delegated a power or duty’.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

Regulation 6 of the *Local Government (Administration) Regulations 1996* states -

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Note for this regulation:

For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4)’.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

Regulation 7 of the *Local Government (Administration) Regulations 1996* states -

- ‘(1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined –
 - (a) by the person presiding at the meeting; or
 - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires –
 - (a) a council to answer a question that does not relate to a matter affecting the local government; or
 - (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or

- (c) a committee to answer a question that does not relate to a function of the committee.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to –
- (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question’.
- Note: For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4). ements for an electronic meeting held under regulation 14D, see regulation 14E(4).

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must -
- (a) first state his or her name and address;
 - (b) direct the question to the presiding member;
 - (c) ask the question briefly and concisely;
 - (d) limit any preamble to matters directly relevant to the question; and
 - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that -
- (a) a written response is given to the person who asked the question; and
 - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to -

- (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (9) A response to a question -
- (a) is to be brief and concise; and
 - (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The presiding member may decide that a question is not to be responded to where -
- (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
 - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
 - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of these Meeting Procedures or any other law.
- (12) The Council or committee, by resolution, may agree to extend public question time.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council or a committee, the presiding member -

- (a) may invite the distinguished visitor to sit beside the chair or at the Council table;
- (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- (c) may direct that the presence of the distinguished visitor be recorded in the minutes.

6.9 Deputations and statements

- (1) A deputation may be made to the Council or a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by the Council or a committee, or wishes to make a statement, must -
 - (a) apply in writing to the CEO for approval prior to the meeting; and

- (b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer to the presiding member a copy or summary of the application.
- (4) Unless the Council or a committee resolves otherwise -
 - (a) a deputation that complies with subclause (2) may address the Council or the committee for up to 5 minutes; and
 - (b) the presiding member may allow that period of 5 minutes to be shared between 2 or 3 members of the deputation and, in the absence of agreement by members of the deputation, the presiding member is to determine which members of the deputation are to address the committee and for how long (within the total period of 5 minutes).
- (5) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (6) Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or the committee until the deputation has completed its presentation.
- (7) Where a deputation is to be received by the Council or a committee, the person or group comprising the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 5.2(1) and 5.2(2).
- (8) Any item of business to be discussed at a Council or committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

6.10 Petitions

- (1) A petition must -
 - (a) be addressed to the chairman, a member or the CEO;
 - (b) be made by electors of the district;
 - (c) state the request on each page;
 - (d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request;
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given;
 - (g) be respectful and temperate in its language; and
 - (h) comply with any form prescribed by the Act or any other written law.
- (1) On the presentation of a petition -
 - (a) the member presenting it is confined to reading the petition; and

- (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (2) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless -
- (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council or committee has considered the issues raised in the petition.

6.11 Presentations

- (1) If the CEO determines that it would be beneficial for a presentation to be made, with the agreement of the presiding member, the presentation may take place at the relevant order of business under clause 5.2(1) and (2) or at the time of dealing with that particular item of business
- (2) The time allocated to the presentation and any questions from members will be determined by the presiding member according to the particular case or circumstance.

6.12 Participation at committee meetings

- (1) In this clause a reference to a *person* is to a person who -
 - (a) is entitled to attend a committee meeting;
 - (b) attends the committee meeting; and
 - (c) is not a member of the committee.

Note: a member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.

- (2) A member may attend, as an observer, any meeting of a committee of which he or she is not a member or the deputy of a member.
- (3) Without the consent of the presiding member, no person is to address a committee meeting.
- (4) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.

6.13 Council may meet to hear public submissions

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) Unless otherwise resolved by the Council, the CEO and the chairman are to set the time and date of the meeting.
- (3) Where the Council resolves to meet at another time under clause 6.13(1) -

- (a) the CEO is to provide local public notice of the time and date of the meeting; and
 - (b) give a written invitation to attend the meeting to all members of the public who applied under clause 6.9 to make a deputation on the issue.
- (4) At a meeting held under this clause -
- (a) a person is to be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member;
 - (b) no resolutions are to be made by the Council;
 - (c) the presiding member is to ensure that minutes are kept; and
 - (d) once every member of the public has had the opportunity to make a submission, the presiding member is to close the meeting.
- (5) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (6) The Council must not make a decision on a matter that is the subject of a meeting under this clause until it has received the CEO's report under clause 6.13(5)
- (7) A meeting held under clause 6.13(1) shall be conducted only to hear submissions, the Council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (8) At a meeting held under clause 6.13(1), each person making a submission shall be provided with the opportunity to fully state their case.
- (9) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the chairman.
- (10) Once every member of the public has had the opportunity to make a submission the chairman is to close the meeting.

6.14 Public inspection of agenda material

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

Regulation 14 of the *Local Government (Administration) Regulations 1996* states -

'(1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which -

- (a) are to be tabled at the meeting; or
- (b) have been produced by the local government or a committee for presentation at the meeting,

and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public and published on the local government's official website from the time the notice papers, agenda or documents were made available to the members of the council or committee.

6.15 (2) Subregulation (1) does not apply if, in the CEO’s opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2)’. Confidentiality of information withheld

(1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be -

- (a) identified in the agenda of a Council or committee meeting under the item “Matters behind closed doors”;
- (b) marked “Confidential” in the agenda; and
- (c) kept confidential by members and employees until the Council or committee resolves otherwise.

(2) A member or an employee who has -

- (a) confidential information under subclause (1); or
- (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,

must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not prevent a member or employee from disclosing information -

- (a) at a closed meeting;
- (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
- (c) that is already in the public domain;
- (d) to an officer of the department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

Clause 21 of Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021* states -

‘(1) In this clause –

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member –
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information –
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

6.16 Recording of proceedings

- (1) Unless otherwise decided by the meeting -
 - (a) the CEO is to ensure that an audio recording is taken of the proceedings of each meeting; and
 - (b) the CEO may also record the proceedings of a meeting in any other way that he or she considers to be appropriate.
- (2) Unless with the written authorisation of the presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.
- (3) If an authorisation is given under clause 6.16(2), the presiding member is to advise the meeting, immediately before the recording commences, that the authorisation has been given and the nature and extent of the authorisation.

6.17 Media attendance

Media representatives

- (a) may attend meetings of the Council; and
- (b) must be seated in that part of the Council chamber or meeting room (if any) that is set aside for their use; and
- (c) must leave the meeting during any period when the meeting is closed to the public.

6.18 Prevention of disturbance

- (1) A reference in this clause to a *person* is to a person other than a member.
- (2) A person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.
- (3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If -
 - (a) after being warned, the person again acts contrary to this clause, or to these Meeting Procedures; or
 - (b) a person refuses or fails to comply with a direction by the presiding member,the chair may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Section 75 of the Criminal Code states -

‘Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years.

Summary conviction penalty: imprisonment for 12 months and a fine of \$12 000’.

Part 7 - Conduct of members

7.1 Members to occupy own seats

- (1) At Council meetings, members must be seated in the order as determined by Council following each ordinary election.
- (2) At committee meetings, committee members must be seated in those positions that are closest to the presiding member followed by other members.
- (3) The CEO is to sit beside the presiding member

7.2 Respect to the presiding member

After the business of a Council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

7.3 Official titles to be used

A speaker, when speaking or referring to the presiding member, or to a presiding member or employee, must use the title of that person's office.

7.4 Entering or leaving a meeting

During a meeting, a member must not enter or leave the meeting without first giving an appropriate indication to the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

Note: regulation 11(b) of the Regulations requires the content of minutes of a meeting of a council or committee to include -

'(b) where a member enters or leaves a meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting ...'

7.5 Members who wish to speak

(1) A member who wishes to speak at a Council meeting -

(a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and

(b) when invited by the presiding member to speak, and unless otherwise determined by the Council, must address the meeting through the presiding member.

(2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

7.6 Priority of speaking

(1) At a Council meeting, where 2 or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.

(2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.

(3) A decision of the presiding member under this clause is not open to discussion or dissent.

(4) A member is to cease speaking immediately after being asked to do so by the presiding member.

7.7 The presiding member may take part in debates

Subject to compliance with procedures for the debate of motions contained in these Meeting Procedures, the presiding member may take part in a discussion of any matter before the meeting.

7.8 Relevance

- (1) A member must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may -
 - (a) call the attention of the meeting to-
 - (i) any irrelevant, repetitious, offensive or insulting remarks by a member; or
 - (ii) any breach of order by a member; and
 - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause 7.8(2) by immediately ceasing to speak.

7.9 Speaking twice

- (1) A member must not address the Council or a committee more than once on any motion or amendment except -
 - (a) as the mover of a primary motion, to exercise a right of reply;
 - (b) to raise a point of order; or
 - (c) to make a personal explanation.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.10 Duration of speeches

- (1) A member must not speak on any matter for more than 5 minutes without the consent of the meeting to extend which, if given, is to be given without discussion.
- (2) A member's total speaking time on any matter must not exceed 10 minutes.

7.11 No speaking after conclusion of debate

A member must not speak on any motion or amendment -

- (a) after the mover has replied; or
- (b) after the question has been put.

7.12 No interruption

A member must not interrupt another member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or

- (d) to move a procedural motion that the member be no longer heard (see clause 10.1(f)).

7.13 Personal explanation

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

7.14 No reopening of discussion

A member must not reopen a discussion on any Council or committee decision, except to move that the decision be revoked or changed (see Part 15).

7.15 Offensive language

- (1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 15).
- (2) A member must not -
 - (a) reflect adversely on the character or actions of another member or employee;
 - (b) use an expression that is offensive or objectionable
- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes-
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the Council may, by resolution, decide to record those words in the minutes

Note: clause 5 of Schedule 1 to the *Local Government (Model Code of Conduct) Regulations 2021* states -

5. Relationship with others

- (1) A council member, committee member or candidate should –
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment

7.16 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member -
 - (a) reflects adversely on the character or actions of another member or employee;
 - (b) imputes any motive to a member or employee; or
 - (c) uses an expression that is offensive or objectionablemust, when directed by the presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under clause 7.15(2), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

Note: clause 8.5 applies where a member fails or refuses to comply with a direction by the presiding member under this clause.

Part 8 - Preserving order

8.1 Presiding member to preserve order

- (1) The presiding member is to preserve order and, whenever he or she considers it necessary, may call any member to order.
- (2) When the presiding member rises or speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present must preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause 8.1(2) is not to be used by the chairman to exercise the right provided in clause 7.7, but to preserve order.

8.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of -
 - (a) any of these Meeting Procedures; or
 - (b) any other written law.
- (2) Examples of valid points of order are -
 - (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.8); and
 - (b) a speaker's use of offensive or objectionable expressions (see clause 7.15).
- (3) Despite anything in these Meeting Procedures to the contrary, a point of order -
 - (a) takes precedence over any discussion; and

- (b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

- (1) A member who is addressing the presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must resume his or her seat until -
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

8.4 Calling attention

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

8.5 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order -
 - (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause 8.5(2), if the presiding member rules that -
 - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

8.6 Continued breach of order

If a member -

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.8(2)(b), 7.15 or 8.5(3)(b)),

the presiding member may direct the member to refrain from taking any further part in that meeting, other than by voting, and the member must comply with that direction.

8.7 Presiding member may adjourn meeting

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.
- (4) If there is an adjournment under this clause, the names of the members who have spoken on the motion or amendment before the adjournment are to be recorded in the minutes and those members are not to speak to the motion when the meeting is resumed.

Part 9 - Motions and amendments

9.1 Motions to be seconded

- (1) A primary motion or an amendment to a primary motion is not open to debate until it has been seconded.
- (2) A member seconding a motion is to be taken to have reserved the right to speak on the motion later in the debate.
- (3) A motion to revoke or change a decision made at a Council or a committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 15.1 below).

9.2 Unopposed business

- (1) Immediately after a primary motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may put the motion to the vote without debate.
- (3) A motion carried under subclause 9.2(2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion or decision to revoke or change a decision which has been made at a Council or committee meeting (see Part 15).

9.3 Only one primary motion at a time

- (1) The Council or committee -
 - (a) is not to accept a primary motion while another primary motion is being debated; and
 - (b) is not to consider more than one primary motion at any time.

- (2) The presiding member may require that a complex primary motion, or a complex amendment to a primary motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.4 Order of call in debate

The presiding member is to call speakers to a primary motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

9.5 Limit of debate

The presiding member may offer the right of reply and put a primary motion to the vote if he or she believes that sufficient discussion has taken place even though all members may not have spoken.

9.6 Member may require motion to be read

A member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

9.7 Consent of seconder required for alteration

The mover of a primary motion may not alter the wording of the motion without the consent of the seconder.

9.8 Order of amendments

Any number of amendments may be proposed to a primary motion, but when an amendment is moved to a primary motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.9 Form of an amendment

An amendment must add, delete, or substitute words to the primary motion.

9.10 Amendments must not negate original motion

An amendment to a primary motion cannot negate the original motion or the intent of the original motion.

9.11 Relevance of amendments

An amendment must be relevant to the motion in respect of which it is moved.

9.12 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

9.13 Effect of an amendment

If an amendment to a primary motion is carried, the motion as amended then becomes the primary motion, on which any member may speak and any further amendment may be moved.

9.14 Withdrawal of motion and amendments

- (1) The Council or a committee may, without debate, grant leave to withdraw a primary motion or amendment on the request of the mover of the motion or amendment if -
 - (a) it has the approval of the seconder; and
 - (b) there is no voice expressed to the contrary by any member, in which case discussion on the motion or amendment is to continue.
- (2) If either paragraph (a) or (b) of subclause (1) applies, the discussion on the motion or amendment is to continue.
- (3) Where an amendment has been proposed to a primary motion, the primary motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

9.15 Right of reply

- (1) The mover of a primary motion has the right of reply.
- (2) The mover of any amendment to a primary motion has a right of reply.
- (3) The right of the reply may be exercised only -
 - (a) where no amendment is moved to the primary motion - at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the primary motion - at the conclusion of the discussion on the primary motion and any amendments.
- (4) After the mover of the primary motion has commenced the reply -
 - (a) no other member is to speak on the motion; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the primary motion, or the primary motion as amended, is immediately to be put to the vote.

Note: under clause 10.4 of these Meeting Procedures, the carrying of a procedural motion which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion.

Part 10 - Procedural motions

10.1 Permissible Procedural Motions

In addition to the right to move an amendment to a primary motion (under Part 9), a member may move any of the following procedural motions -

- (a) that the debate now be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be deferred;
- (d) that the motion now be put;
- (e) that the item be referred back to the CEO or a committee;
- (f) that the member be no longer heard;
- (g) that the ruling of the presiding member be disagreed with;
- (h) that the meeting be closed to the public (see clause 6.2);
- (i) that the meeting be now closed;

10.2 No debate

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (e), (f), (h), (i) or (j) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraph (d) or (g) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move?

With the exception of 10.1(g) a member who has moved, seconded, or spoken for or against the primary motion, or any amendment to the primary motion, cannot move any procedural motion which, if carried, would close the debate on the primary motion or amendment.

10.4 Procedural motions - right of reply on primary motion

The carrying of a procedural motion which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion.

10.5 Debate to be adjourned

- (1) A motion “that the debate be adjourned” -

- (a) Is to state the time to which the debate is to be adjourned; and
 - (b) If carried, has the effect that all debate on the primary motion or amendment ceases immediately, but continues at the time stated in the motion.
 - (c) Must not be moved in respect of the election of the chairman or deputy chairman.
- (2) A member must not, at the same meeting, move or second more than one motion “that the debate be adjourned” in respect of the same item.

10.6 Meeting now adjourns

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting the motion for the adjournment of a meeting, the presiding member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution (see clause 5.7).
- (3) A motion “that the meeting now adjourn” -
- (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause 10.6(3) is to continue from the point at which it was adjourned, unless the presiding member or the meeting determines otherwise.

10.7 Motion be deferred

- (1) If a motion “that the motion be deferred” (and the reasons for the motion), is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be re-submitted for consideration at a time and date specified in the motion.
- (2) A motion “that the motion be deferred” must not be moved in respect of the election of the chairman or deputy chairman.

10.8 Motion to be now put

- (1) If the motion “that the motion be now put”, is carried during discussion on a primary motion without amendment, the presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion “that the motion be now put” is carried during debate of the amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

10.9 That the item be referred back to the CEO or a committee

- (1) Is a motion “that the item be referred back to the CEO or a committee” (and the reasons for the motion), is carried, debate on the primary motion and any amendment is to cease and the primary motion, excluding any amendment, is to be referred back to the CEO or a committee for further consideration.

- (2) If the motion in clause 10.9(1) is lost, debate on the primary motion or amendment is to continue.

10.10 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current primary motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the primary motion.

10.11 Ruling of the presiding member be disagreed with

If the motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

10.12 The meeting now be closed

- (1) If a motion “that the meeting now be closed”, is carried, then -
- (a) the presiding member is to close the meeting, and no further business may be transacted; and
 - (b) any business outstanding on the agenda for that meeting is to be carried forward to the agenda for the next ordinary meeting.
- (2) If the motion “that the meeting now be closed” is carried at a meeting of the Council -
- (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
 - (b) the provisions of clause 7.9 (speaking twice) apply when the outstanding business is resumed.

Part 11 - Disclosure of interests

11.1 Disclosure of interests

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations, the Model Code of Conduct Regulations and the TPRC Code of Conduct.

Part 12 - Voting

12.1 Motion - when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member -
- (a) is to put the motion to the meeting; and
 - (b) if requested by a member, is again to state the terms of the motion.
- (2) A member must not leave the meeting or cross the meeting room when the presiding member is putting any motion.

12.2 Voting

Voting is dealt with in the Act and Regulations.

Section 5.21 of the *Local Government Act 1995* states -

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded –
 - (a) his or her vote; or
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

Regulation 9 of the *Local Government (Administration) Regulations 1996* states -

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.

12.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

Section 5.20 of the *Local Government Act 1995* states -

- (1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.
- (3) This section does not apply to elections –
 - (a) by a council of the local government's mayor or president under section 2.11; or

- (b) by a council of the local government's deputy mayor or president under section 2.15; or
- (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12'.

12.4 Method of taking vote

- (1) In taking the vote on any motion , the presiding member -
 - (a) is to put the motion, first in the affirmative, and then in the negative;
 - (b) may put the motion in this way as often as may be necessary to enable them to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and
 - (d) is subject to this clause, is to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member specifically requests that there be recorded -
 - (a) their vote; or
 - (b) the vote of all members present on a matter voted on at a meeting of the Council or a committee, the presiding member is to cause the vote of votes, as the case may be, to be recorded in the minutes.

Part 13 - Minutes

13.1 Keeping of Minutes

The keeping and confirmation of minutes are dealt with in the Act.

Section 5.22 of the *Local Government Act 1995* states -

- '(1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation'.

13.2 Content of Minutes

The content of minutes is dealt with in the Regulations.

Regulation 11 of the *Local Government (Administration) Regulations 1996* states -

'The content of minutes of a meeting of a council or a committee is to include –

- (a) the names of the members present at the meeting; and
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and
- (d) details of each decision made at the meeting; and
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest; and

13.3 (g) each document attached to an agenda relating to a council or committee meeting unless the meeting or that part of the meeting to which the document refers is closed to members of the public'. Public Inspection of Unconfirmed Minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

Regulation 13 of the *Local Government (Administration) Regulations 1996* states -

- '(1) The CEO must publish on the local government's official website –
- (a) the unconfirmed minutes of each council and committee meeting that is open to members of the public; and
 - (b) if a council or committee meeting is closed to members of the public – that part of the unconfirmed minutes of the meeting that is a record of decisions made at the meeting.
- (2) The unconfirmed minutes of a council meeting must be published within 14 days after the meeting is held.
- (3) The unconfirmed minutes of a committee meeting must be published within 7 days after the meeting is held'.

13.4 Confirmation of Minutes

- (1) The CEO is to give to each member -
- (a) the unconfirmed minutes of each Council meeting - within 10 clear working days after the meeting; and
 - (b) the unconfirmed minutes of a committee meeting - within 5 clear working days after the meeting.

- (2) When minutes of a meeting of Council or a committee are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the CEO a written copy of the alternative wording to amend the minutes no later than 7 working days before the next meeting of the Council or committee.
- (3) At the next meeting of Council or a committee, the member who provided the alternative wording is to, at the time for confirmation of minutes -
 - (a) state the item or items with which they are dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes
- (4) A member must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Note: documents associated with meetings (including notice and agenda papers, minutes and records) are to be retained in accordance with TPRC's record keeping plan under the State Records Act 2000.

Part 14 - Adjournment of Meeting

14.1 Meeting may be adjourned

The Council or a committee may adjourn any meeting -

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law -

- (a) the names of members who have spoken on the matter prior the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 (speaking twice) apply when the debate is resumed.

Part 15 - Implementing decisions

15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in the Regulations.

Regulation 10 of the *Local Government (Administration) Regulations 1996* states -

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported –

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

15.2 Procedure for moving a revocation motion

- (1) A motion to revoke or change a decision made at a meeting must -
- (a) be in writing in a form prescribed by Council
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be supported by the number of members required under the Regulations;
 - (e) specify the date of the meeting of Council or a committee where it is to be presented, as the case may be; and
 - (f) be given to the CEO in accordance with the notice of motion provisions in clause 5.4.
- (2) A notice of revocation motion given to the CEO must be dealt with in accordance with clause 5.4

15.3 Limitations on powers to revoke or change decisions

- (1) Subject to clause 15.3(2), the Council or a committee is not to consider a motion to revoke or change a decision -
- (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 15.4 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in clause 15.3(1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

15.4 Implementing a decision

- (1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting is not to be implemented by the CEO or any other person until after 12 noon of the first clear working day after the commencement of the meeting at which the decision was made.
- (2) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.
- (3) A decision made at a meeting is not to be implemented by the CEO or any other person -
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (4) The CEO is to ensure that members of the public attending a meeting are informed, by an appropriate notice, that a decision to grant an authorisation -
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Note: one of the statutory functions of the CEO under section 5.41(c) of the Act is to “cause council decisions to be implemented”.

15.5 Meaning of terms

In this Part -

implement, in relation to a decision, includes -

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
- (b) take any other action to give effect to the decision; and

valid notice of revocation motion means a notice of a motion to revoke or change a decision that -

- (a) complies with the requirements of the Act, Regulations and the Meeting Procedures and may be considered, but has not yet been considered, by the Council or a committee as the case may be; and
- (b) if carried and implemented, would result in the decision being revoked or being substantially different.

Part 16 - Suspension of these Meeting Procedures

16.1 Suspension of these Meeting Procedures

- (1) A member may, at any time, move that the operation of one or more of the clauses of these Meeting Procedures be suspended.
- (2) A member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is seconded and carried by absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

16.2 Where Meeting Procedures do not apply

- (1) In situations where -
 - (a) these Meeting Procedures have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.11.

Part 17 - Miscellaneous

17.1 Representation on public bodies

When the Council is required to appoint or nominate a member or other person to a public body, written notice of the vacancy or need for the appointment or nomination is to be given to all members and the Council is by resolution to determine the appointment or nomination.

17.2 Improper use of information

Improper use of information is dealt with in the Act

Section 5.93 of the *Local Government Act 1995* states -

‘A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law –

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years’.

17.3 Application to committees

(1) Unless otherwise provided in the local law, the provisions of this local law are to apply to meetings of committees with the exception of -

- (a) clause 7.1 (seating); and
- (b) clause 7.9 (speaking twice).

17.4 Cases not provided for in the local law

Where there is no provision or insufficient provision is made in the local law, the presiding member is to determine the procedure to be observed.

Part 18 - Enforcement

18.1 Penalty for breach

A person who breaches a provision of these Meeting Procedures commits an offence.

18.2 Who can prosecute?

Who can prosecute is dealt with in the Act.

Section 9.24(2) of the *Local Government Act 1995* states -

‘A prosecution for an offence against a local law may be commenced by –

- (a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
- (b) a person who is authorised to do so by the local government or regional local government that made the local law’.

Part 19 - Common Seal

19.1 Custody of the Common Seal

The CEO is to have charge of the common seal of TPRC and is responsible for the safe custody and proper use of it.

19.2 Use of Common Seal

The use of the common seal is dealt with in the Act.

Sections 9.49A and 9.49B of the *Local Government Act 1995* state -

‘9.49A. Execution of documents

- (1) A document is duly executed by a local government if –
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
 - (a) the mayor or president; and
 - (b) the CEO,
 each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

9.49B. Contract formalities

- (1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.
- (2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.
- (3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

Dated:

The Common Seal of the Tamala Park Regional Council was affixed by authority of a resolution of the Council in the presence of:

.....
 KAREN CADDY
 CHAIR

.....
 JON MORELLINI
 CHIEF EXECUTIVE OFFICER



MEETING PROCEDURES LOCAL LAW 2021

Local Government Act 1995
Tamala Park Regional Council
Meeting Procedures Local Law 2021

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Local Government Act 1995

Tamala Park Regional Council

Meeting Procedures Local Law 2021

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the Tamala Park Regional Council resolved on a ~~date to be determined~~ ~~[add day and month]~~ 2021 to make the following local law.

Part 1 - Preliminary

1.1 ~~Citation-Short title~~

- (1) This ~~local law may be cited as~~ the *Tamala Park Regional Council Meeting Procedures Local Law 2021*.
- (2) ~~In the clauses that follow, t~~This local law is referred to as this local law or these "Meeting Procedures."

1.2 Commencement

~~By virtue of section 3.14 of the Act, t~~This local law commences ~~on the fourteenth 14~~ days after it is published in the *Government Gazette*.

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1.3 Application and intent

- (1) These Meeting Procedures contain the rules that apply to the conduct of meetings of the Council and its ~~Committee~~committees.
- (2) ~~All m~~Meetings are to be conducted in accordance with the Act, the Regulations, the Model Code of Conduct and this local law.
- (3) These Meeting Procedures are intended to result in -
 - (a) better decision making by the Council and its ~~C~~committees;
 - (b) the orderly conduct of meetings dealing with Council business;
 - (c) better understanding of the process of conducting meetings; and
 - ~~(b)~~(d) more efficient and effective use of time at meetings.

1.4 ~~Interpretation-Terms used~~

- (1) In this local law, unless the context requires otherwise -
"aAbsolute majority" — has the meaning given to it in the Act;

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absolute majority -

- (a) in relation to a Council, means a majority comprising enough of the Members for the time being of the Council for their number to be more than 50% of the number of offices (whether vacant or not) of Member of the Council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

[Section 1.4 of the Local Government Act 1995]

“Act” means the Local Government Act 1995;

“CEO” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the TPRC Council;

“Chair” in respect of the Council, the person Chairing under section 5.6 of the Act (see clause 3.1); and

in respect of a Committee, the person Chairing under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

chairman means the chairman of the TPRC elected under clause 6.3 of the Establishment Agreement;

“clause” means a clause of these Meeting Procedures;

“Committee” means a Committee of the Council (established under section 5.8 of the Act);

“Council” means the Council of TPRC Tamala Park Regional Council;

“Councillor member”, or member, means a member of the Council; person who holds the office of councillor on a Council (including a person who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor);

“decision of absolute majority” Section 1.9 of the Local Government Act 1995 states -

The footnote Absolute majority required, applying to a power conferred in this Act, means that -

if the power is conferred on a local government, it can only be exercised by or in accordance with, a decision of an absolute majority of the Council; or

if the power is conferred on any other body, it can only be exercised by or in accordance with, a decision of an absolute majority of that body.

“Deputy Chairman” means the Deputy Chairman of the Tamala Park Regional Council elected under clause 6.3 of the Establishment Agreement or other Chair at a Council meeting under section 5.6 of the Act;

“employee” means a person employed by the TPRC a local government under section 5.36 of the Act;

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Commented [A1]: To be consistent with the Local Government Act and the TPRC's Establishment Agreement, there should be separate definitions of chairman, deputy chairman and presiding member. If the Council of the TPRC wishes to continue to use the term 'Chair', then there would be no legal barrier to prevent this - even though it would not be consistent with the terms used in the Local Government Act and in the TPRC's Establishment Agreement.

Commented [A2]: This is unnecessary - see section 15 of the Interpretation Act 1984.

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Commented [A3]: Section 1.9 applies only where there is a footnote in a provision of the Local Government Act applying to a power conferred in the Local Government Act. It does not apply to any provision of this local law.

Establishment Agreement means the Establishment Agreement of the TPRC approved by the Minister on 24 January 2006;

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“meeting” means a meeting of the Council or of a Committee;

“Member” has the same meaning as Council member; ~~—an elector Chair of the local government; or~~

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~~a councillor on the Council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor)~~

“Member Council”

~~refers to the constituent Member Local Governments of the Tamala Park Regional Council;~~

Commented [A4]: To be consistent with the *Local Government Act*, the term ‘participant’ must be used, not ‘member Council’.

“Minister” means the Minister responsible for administering the Act;

“Minor amendment” in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;

“Model Code of Conduct Regulations” means the model code of conduct prescribed in the Local Government (Model Code of Conduct) Regulations 2021, as adopted by the TPRC under section 5.104 of the Act on 15 April 2021;

participant means a local government that is a party to the Establishment Agreement;

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presiding member means -

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(a) in respect of the Council, the person presiding under section 5.6 of the Act (see clause 4.1); and

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(b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 4.4 and 4.5);

“primary motion” means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion;

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“Regulations” means the *Local Government (Administration) Regulations 1996*;

“simple majority” means more than 50% of the Members present and voting; and

“TPRC” means the Tamala Park Regional Council;

(2) Unless otherwise defined, the terms used in this local law have the meaning given to them in the Act and Regulations.

Notes:

1. In this local law -

(a) provisions of the Act and Regulations, and of other legislation, are reproduced in a boxed format; and

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(b) notes are also included.

2. The purpose of reproducing these provisions, and of including the notes, is to assist the reader in the interpretation or administration of this local law.

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3. The reproduced provisions of the Act and Regulations and other legislation, and the notes -

(a) are to be treated as footnotes and are not part of this local law (see section 32(2) of the *Interpretation Act 1984*); and

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(b) reproduce only the provisions, or refer only to the provisions, that were in force at the time that the *Council* resolved to adopt this local law and, therefore, may not necessarily be accurate at a future date.

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1.5 Repeal

The *Tamala Park Regional Council Standing Orders Local Law 2006* published in the *Government Gazette* on 4 August 2006, is ~~to be~~ repealed.

Part 2 - Establishment and Membership of Committees

2.1 Establishment and appointment of Committees

(1) The establishment of Committees is dealt with in ~~accordance to section 5.8~~ the Act.

Section 5.8 of the Local Government Act 1995 states -

A local government may establish* Committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to Committees.

* *Absolute majority required.*

(2) A Council resolution to establish a Committee under section 5.8 of the Act is to include -

- (a) the terms of reference or functions of the Committee;
- (b) either -
 - (i) the names or titles of the Members, employees and any other persons to be appointed to the Committee; or
 - (ii) the number of Members, ~~officers-employees~~ and any other persons to be appointed to the Committee and a provision that they be appointed under a separate resolution; and
- (c) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.

Note: *other person* means a person who is not a Council Member or an employee

2.2 Types of Committees

The types of Committees are dealt with in ~~accordance to section 5.9(2) of~~ the Act.

[Section 5.9\(2\) of the Local Government Act 1995 states -](#)

- A [C](#)committee is to comprise –
- (a) [C](#)council [A](#)members only; or
 - (b) [C](#)council [A](#)members and employees; or
 - (c) [C](#)council [A](#)members, employees and other persons; or
 - (d) [C](#)council [A](#)members and other persons; or
 - (e) [C](#)council [A](#)members and other persons; or
 - (f) [C](#)council [A](#)members and other persons only.

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2.3 Delegation of some powers and duties to certain [C](#)committees

The delegation of some powers and duties to certain [C](#)committees is dealt with in [accordance to section 5.16](#) of the Act.

[Section 5.16 of the Local Government Act 1995 states -](#)

- (1) Under and subject to section 5.17, a local government may delegate* to a [C](#)committee any of its powers and duties other than this power of delegation.
* Absolute majority required.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the [Interpretation Act 1984](#) –
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

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2.4 Limits on delegation of powers and duties to certain [C](#)committees

The limits on the delegation of powers and duties to certain [C](#)committees are dealt with in [accordance to section 5.17](#) the Act.

[Section 5.17 of the Local Government Act 1995 states -](#)

- (1) A local government can delegate –
 - (a) to a [C](#)committee comprising [C](#)council [A](#)members only, any of the [C](#)council's powers or duties under this Act except –

- (i) any power or duty that requires a decision of an absolute majority of the **C**council;
 - (ii) any other power or duty that is prescribed; and
 - (b) to a **C**committee comprising **C**council **M**ember**m**ember**s** and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a **C**committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a **C**committee referred to in section 5.9(2)(f).

2.5 Appointment of **C**committee **M**ember**s**

The appointment of **C**committee **M**ember**s** is dealt with in [accordance to section 5.10 of the Act](#).

[Section 5.10 of the Local Government Act 1995 states -](#)

- (1) A **C**committee is to have as its **M**ember**s** –
 - (a) persons appointed* by the local government to be **M**ember**s** of the **C**committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be **M**ember**s** of the **C**committee under subsection (4) or (5).

** Absolute majority required.*
- (2) At any given time each **C**council **M**ember is entitled to be a **M**ember of at least one **C**committee referred to in section 5.9(2)(a) or (b) and if a **C**council **M**ember nominates himself or herself to be a **M**ember of such a **C**committee or **C**committees, the local government is to include that **C**council **M**ember in the persons appointed under subsection (1)(a) to at least one of those **C**committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of **C**committee **M**ember**s** other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the **C**council.
- (4) If at a meeting of the **C**council a local government is to make an appointment to a **C**committee that has or could have a **C**council **M**ember as a **M**ember and the **M**ayor or **P**resident (**C**hair) informs the local government of his or her wish to be a **M**ember of the **C**committee, the local government is to appoint the **M**ayor or **P**resident (**C**hair) to be a **M**ember of the **C**committee.

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- (5) If at a meeting of the **C**council a local government is to make an appointment to a **C**council committee that has or will have an employee as a **M**ember and the CEO informs the local government of his or her wish –
- (a) to be a **M**ember of the **C**council committee; or
 - (b) that a representative of the CEO be a **M**ember of the **C**council committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a **M**ember of the **C**council committee.

Note: In the case of the TPRC, as a regional local government, the reference in this section to the 'mayor or president' is taken to be the chairman.

2.6 Tenure of **C**council committee **M**embership

Tenure of **C**council committee **M**embership is dealt with in accordance with section 5.11 of the Act.

Section 5.11 of the Local Government Act 1995 states -

- (1) Where a person is appointed as a **M**ember of a **C**council committee under section 5.10(4) or (5), the person's **M**embership of the **C**council committee continues until –
- (a) the person no longer holds the office by virtue of which the person became a **M**ember, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from **M**embership of the **C**council committee; or
 - (c) the **C**council committee is disbanded; or (d) the next ordinary elections day, whichever happens first.
- (2) Where a person is appointed as a **M**ember of a **C**council committee other than under section 5.10(4) or (5), the person's **M**embership of the **C**council committee continues until –
- (a) the term of the person's appointment as a **C**council committee **M**ember expires; or
 - (b) the local government removes the person from the office of **C**council committee **M**ember, or the office of **C**council committee **M**ember otherwise becomes vacant; or
 - (c) the **C**council committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.

2.7 Appointment of **D**eputies

The appointment of a person to be a **D**eputy of a **M**ember of a **C**council committee is dealt with in accordance with section 5.11A of the Act.

Section 5.11A of the Local Government Act 1995 states -

- (1) The local government may appoint* a person to be a **D**eputy of a **M**ember of a **C**council committee and may terminate such an appointment* at any time.

* Absolute majority required.

- (2) A person who is appointed as a **D**deputy of a **M**member of a **C**committee is to be –
- (a) if the **M**member of the **C**committee is a **C**council **M**member – a **C**council **M**member; or
 - (b) if the **M**member of the **C**committee is an employee – an employee; or
 - (c) if the **M**member of the **C**committee is not a **C**council **m**Member or an employee – a person who is not a **C**council **M**member or an employee; or
 - (d) if the **M**member of the **C**committee is a person appointed under section 5.10(5) – a person nominated by the CEO.
- (3) A **D**deputy of a **M**member of a **C**committee may perform the functions of the **M**member when the **M**member is unable to do so by reason of illness, absence or other cause.
- (4) A **D**deputy of a **M**member of a **C**committee, while acting as a **M**member, has all the functions of and all the protection given to a **M**member.

2.8 Resignation of **a** **C**committee **M**members

The resignation of **a** **C**committee **M**members is dealt with in [accordance with Regulation 4 of the Regulations](#).

[Regulation 4 of the Local Government \(Administration\) Regulations 1996 states -](#)

A **C**committee **M**member may resign from **M**membership of the **C**committee by giving the CEO or the **C**committee's [Chair-presiding member](#) written notice of the resignation.

2.9 Register of **D**delegations to **C**committees

The register of delegations to **C**committees is dealt with in [accordance with section 5.18 of the Act](#).

[Section 5.18 of the Local Government Act 1995 states -](#)

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

2.10 **Committee****Committees** to **R**report

A **C**committee -

- (a) is answerable to the Council;
- (b)** is to report on its activities when, and to the extent, required by the Council; and
- ~~(b)~~**(c)** is to prepare and submit to the Council a report containing recommendations.

2.11 Reports of Committees - Questions

Where a recommendation of a Committee is submitted for adoption by the Council, any Council member may direct questions directly relating to the recommendation, through the Chair-presiding member of the council, to the Chair-presiding member of the Committee or to any member of the Committee in attendance.

2.12 Permissible motions on Committee recommendations

A recommendation made by a Committee may be -

- (a) adopted by the Council without amendment;
- (b) rejected by the Council and replaced by an alternative decision;
- ~~(b)(c)~~ amended, and adopted as amended, by the Council; or
- ~~(c)(d)~~ referred back to the Committee for further consideration.

Part 3 - Meetings of Council

3.1 Ordinary and Special Council Meetings

- (1) Ordinary and special Council meetings are dealt in accordance with Section 5.3 of the Act.

Section 5.3 of the Local Government Act 1995 states -

- '(1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure'.
- ~~(1) — A Council is to hold ordinary meetings and may hold special meetings.~~
- ~~(2) — Ordinary meetings are to be held not more than 3 months apart.~~
- ~~(3) — If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.~~

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- (2) An ordinary meeting of the Council, held on a bi-monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in accordance with Section 5.4 of the Act.

Section 5.4 of the Local Government Act 1995 states -

'An ordinary or a special meeting of a council is to be held –

(a) if called for by either –

(i) the mayor or president; or

(ii) at least 1/3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting;
or

(b) if so decided by the council'.

Note: in the case of the TPRC, as a regional local government, the reference in this section to the 'mayor or president' is taken to be the chairman. An ordinary or a special meeting of a Council is to be held –

(a) if called for by either –

(i) the Chair; or

(ii) at least 1/3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the Council.

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3.3 Convening Council Meetings

- (1) The convening of a Council meeting is dealt with in accordance with section 5.5 of the Act.

Section 5.5 of the Local Government Act 1995 states -

'(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting'.

(1) The CEO is to convene an ordinary meeting by giving each Council Member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each Council Member notice, before the meeting, of the date, time, place and purpose of the meeting

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Sections 9.50 to 9.54 of the Local Government Act 1995 and sections 75 and 76 of the Interpretation Act 1984 deal with how documents can be given to a person. Under these provisions, notice of a meeting may be given to a Councilcouncil Membermember by -

(a) personally, handing the notice to the Membermember;

(b) sending it by post to the last known address of the Membermember; or

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(c) leaving it for the Member at his or her usual or last known place of abode or, if he or she is the principal of a business, at his or her usual or last known place of business.

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(2) Subject to subclause 3.3(3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5, in convening a special meeting of the Council.

(3) Where, in the opinion of the Chair or at least 1/3 of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling Committee Meetings

A meeting of a Committee is to be held -

(a) if called for in a verbal or written request to the CEO by the Chair or the Chair of the Committee, advising the date and purpose of the proposed meeting;

(b) if called for by at least 1/3 of the Members of the Committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or

(c) in accordance with a decision of the Council or the Committee.

3.5 Public Notice of Meetings

Public notice of meetings is dealt with in section 12 of the Regulations.

Regulation 12 of the Local Government (Administration) Regulations 1996 states -

'(1) In this regulation -

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

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(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held -

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

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(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

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(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made'.

(1) In this regulation - meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

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~~(2) — The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —~~

~~(a) — ordinary Council meetings;~~

~~(b) — Committee meetings that are required under the Act to be open to Members of the public or that are proposed to be open to Members of the public.~~

~~(3) — Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.~~

~~(4) — If a local government decides that a special meeting of the Council is to be open to Members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.~~

Part 4 - Chairman and quorum

4.1 Who presides?

Who ~~presides~~Chairs at a Council meeting is dealt with in ~~accordance with section 5.6 of the Act.~~

Section 5.6 of the *Local Government Act 1995* states -

~~‘(1) The mayor or president is to preside at all meetings of the council.~~

~~(2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.~~

~~(3) If the circumstances mentioned in section 5.34(a) or (b) apply and —~~

~~(a) the office of deputy mayor or deputy president is vacant; or~~

~~(b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,~~

~~then, the council is to choose one of the councillors present to preside at the meeting’.~~

Note:

~~In the case of the TPRC, as a regional local government, the reference in this section to the ‘mayor or president’ is taken to be the chairman, and the references ‘deputy mayor or deputy president’ are to the deputy chairman.~~

~~(1) — The Chair is to preside at all meetings of the Council.~~

~~(2) — If the circumstances mentioned in section 5.34(a) or (b) apply the Deputy Chair may preside at a meeting of the Council in accordance with that section.~~

~~(3) — If the circumstances mentioned in section 5.34(a) or (b) apply and —~~

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- ~~— (a) — the office of Deputy Chair is vacant; or~~
- ~~— (b) — the Deputy Chair is not available or is unable or unwilling to perform the functions of Chair, then, the Council is to choose one of the councillors present to preside at the meeting.~~

4.2 When the ~~D~~deputy ~~C~~Chair~~chairman~~ can act

When the ~~D~~deputy ~~C~~Chair~~chairman~~ can act is dealt with in ~~accordance with section 5.34 of the Act.~~

~~Section 5.34 of the *Local Government Act 1995* states~~f~~ –~~

~~‘If –~~

- ~~— (a) — the office of mayor or president is vacant; or~~
- ~~— (b) — the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,~~

~~then the deputy mayor may perform the functions of mayor and the deputy president ~~may perform the functions of president, as the case requires’.~~~~

- ~~— (a) — the office of the Chair is vacant; or~~
- ~~— (b) — the Chair is not available or is unable or unwilling to perform the functions of the Chair, then the Deputy Chair may perform the functions of Chair, as the case requires.~~

~~Note: In the case of the TPRC, as a regional local government, the references in this section to the ‘mayor or president’ are taken to be the chairman and the references to ‘deputy mayor’ and ‘deputy president’ are taken to be deputy chairman.~~

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4.3 Who acts if no ~~C~~Chair~~chairman~~?

Who acts if there is no ~~C~~Chair~~chairman~~ is dealt with in ~~accordance with section 5.35 of the Act.~~

~~Section 5.34 of the *Local Government Act 1995* states -~~

~~‘If –~~

- ~~(a) — the office of mayor or president is vacant; or~~
- ~~(b) — the mayor or president is not available or is unable or unwilling to perform the ~~functions of the mayor or president,~~~~

~~then the deputy mayor may perform the functions of mayor and the deputy president ~~may perform the functions of president, as the case requires’.~~~~

~~Note: In the case of the TPRC, as a regional local government, the references in this section to the ‘mayor or president’ are taken to be the chairman and the references to ‘deputy mayor’ and ‘deputy president’ are taken to be deputy chairman.~~

~~(1) — If the circumstances mentioned in section 5.34(a) or (b) apply and –~~

- ~~— (a) — the office of Deputy Chair is vacant; or~~

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~~(b) the Deputy Chair is not available or is unable or unwilling to perform the functions of Chair, and the Chair or Deputy will not be able to perform the functions of the Chair for a time known to the Council, then the Council may appoint a councillor to perform during that time the functions of Chair, as the case requires.~~

~~(2) If the circumstances mentioned in section 5.34(a) or (b) apply and —~~

~~(a) the office of Deputy Chair is vacant; or~~

~~(b) the Deputy Chair is not available or is unable or unwilling to perform the functions of Chair, and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of Chair, as the case requires.~~

4.4 Election of ~~Chair and Deputy Chairs~~presiding members of ~~C~~committees

The election of ~~Chair and Deputy Chairs of C~~committees is dealt with in accordance with section 5.12 of the Act.

Section 5.12(1) of the *Local Government Act 1995* states -

~~(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —~~

~~(a) to “office” were references to “office of presiding member”; and~~

~~(b) to “council” were references to “committee”; and~~

~~(c) to “councillors” were references to “committee members”.~~

~~(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —~~

~~(a) to “office” were references to “office of deputy presiding member”; and~~

~~(b) to “council” were references to “committee”; and~~

~~(c) to “councillors” were references to “committee members”; and~~

~~(d) to “mayor or president” were references to “presiding member”.~~

~~Clauses 2 to 5 (inclusive) of Schedule 2.3, Division 1 of the *Local Government Act* states -~~

~~2. When council elects mayor or president~~

~~(1) The office is to be filled as the first matter dealt with —~~

~~(a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and~~

~~(b) at the first meeting of the council after an extraordinary vacancy occurs in the office.~~

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(2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.

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3. CEO to preside

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The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

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(1) The council is to elect a councillor to fill the office.

(2) The election is to be conducted by the CEO in accordance with the procedure prescribed.

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(3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

(3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.

(4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.

(5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.

(6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

[Clause 4 amended: No. 49 of 2004 s. 69(2) (5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

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(1) If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.

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(2) Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.

(3) When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.

(4) The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election'.

- (1) ~~The Mmembers of a Ccommittee are to elect a Chair from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –~~
- ~~(a) to “office” were references to “office of Chair”; and~~
 - ~~(b) to “Council” were references to “Ccommittee”; and~~
 - ~~(c) to “councillors” were references to “Ccommittee Mmembers”.~~
- (2) ~~The Mmembers of a Ccommittee may elect a Deputy Chair from amongst themselves, but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –~~
- ~~(a) to “office” were references to “office of Deputy Chair”; and~~
 - ~~(b) to “Council” were references to “Ccommittee”; and~~
 - ~~(c) to “councillors” were references to “Ccommittee Mmembers”; and (d) to “Chair or president” were references to “Chair”.~~

4.5 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

Section 5.12(2) of the *Local Government Act 1995* states -

~~‘(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule -~~

- ~~(a) to “office” were references to “office of deputy presiding member”; and~~
- ~~(b) to “council” were references to “committee”; and~~
- ~~(c) to “councillors” were references to “committee members”; and~~
- ~~(d) to “mayor or president” were references to “presiding member”.~~

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4.54.6 Functions of Deputy Chairs-presiding members

The functions of ~~Ddeputy Chairs-presiding members~~ are dealt with in ~~accordance with section 5.13 of the Act.~~

Section 5.13 of the *Local Government Act 1995* states -

~~‘If, in relation to the presiding member of a committee –~~

- ~~(a) the office of presiding member is vacant; or~~
- ~~(b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,~~

~~then the deputy presiding member, if any, may perform the functions of presiding member’.~~~~If, in relation to the Chair of a Ccommittee –~~

- ~~(a) the office of Chair is vacant; or~~

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~~(b) the Chair is not available or is unable or unwilling to perform the functions of Chair, then the Deputy Chair, if any, may perform the functions of Chair.~~

4.64.7 Who acts if no Chair-presiding member?

Who acts if no Chair-presiding member is dealt with in ~~accordance with section 5.14 of~~ the Act.

Section 5.14 of the *Local Government Act 1995* states -

~~'If, in relation to the presiding member of a committee -~~

~~(a) the office of presiding member and the office of deputy presiding member are vacant; or~~

~~(b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,~~

~~then the committee members present at the meeting are to choose one of themselves to preside at the meeting'. If, in relation to the Chair of a Committee -~~

~~(a) the office of Chair and the office of Deputy Chair are vacant; or~~

~~(b) the Chair and the Deputy Chair, if any, are not available or are unable or unwilling to perform the functions of Chair, then the Committee Members present at the meeting are to choose one of themselves to preside at the meeting.~~

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4.74.8 Quorum for Mmeetings

The quorum for meetings is dealt with ~~in accordance with section 5.19 of in~~ the Act.

Section 5.19 of the *Local Government Act 1995* states -

~~'The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee'. "The quorum for a meeting of a Council or Committee is at least 50% of the number of offices (whether vacant or not) of Member of the Council or the Committee."~~

4.84.9 Reduction of Qquorum for Ccouncil Mmeetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with ~~in accordance with section 5.7 of in~~ the Act.

Section 5.7 of the *Local Government Act 1995* states -

~~'(1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.~~

~~(2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting'. (1) The Minister may reduce the number of offices of Member required for a quorum at~~

~~a Council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.~~

~~(2) The Minister may reduce the number of offices of Member required at a Council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of Members would not otherwise be present at the meeting.~~

4.94.10 Reduction of Quorum for Committee Meetings

The reduction of a quorum for ~~Committee~~committee meetings is dealt with in accordance with ~~section 5.15 of~~in the Act.

~~Section 5.15 of the Local Government Act 1995 states -~~

~~'The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting'.~~

~~* Absolute majority required. The local government may reduce* the number of offices of Committee Member required for a quorum at a Committee meeting specified by the local government if there would not otherwise be a quorum for the meeting. * Absolute majority required.~~

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4.104.11 Procedure Where no Quorum to Begin a Meeting

The procedure where there is no quorum to begin a meeting is dealt with in accordance with ~~Regulation 8 of~~ the Regulations.

~~Regulation 8 of the Local Government (Administration) Regulations 1996 states -~~

~~If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned -~~

~~(a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president; or~~

~~(b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member; or~~

~~(c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present; or~~

~~(d) if only one member is present, by that member; or~~

~~(e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.~~

~~Note: in the case of the TPRC, as a regional local government, the references in this regulation to the 'mayor or president' is taken to be the chairman, and the references to the 'deputy mayor or deputy president' is taken to be the deputy chairman. If a quorum has not been established within the 30 minutes after a Council or Committee meeting is due to begin then the meeting can be adjourned -~~

~~(a) in the case of a Council, by the Chair or president or if the Chair or president is not present at the meeting, by the Deputy Chair or Deputy president; or~~

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~~(b) — in the case of a Committee, by the Chair of the Committee or if the Chair is not present at the meeting, by the Deputy Chair; or~~

~~(c) — if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of Members present; or~~

~~(d) — if only one Member is present, by that Member; or~~

~~(e) — if no Member is present or if no Member other than the CEO is present, by the CEO or a person authorised by the CEO.~~

4.114.12 Procedure Where Quorum Does Not Present During a Meeting

If at any time during a meeting a quorum is not present -

- (a) the [Chairchairman](#) is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the [Chairchairman](#) may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the [Chairchairman](#) is to adjourn the meeting to a later time on the same day or to another day.

4.124.13 Names to be recorded

At any meeting -

- (a) at which there is not a quorum present to begin the meeting; or
- (b) which is adjourned for want of a quorum, the names of the [Membermembers](#) then present are to be recorded in the minutes.

Part 5 - Business of a Meeting

5.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the [Chairchairman](#) or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a [Ccommittee](#) meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the [Chairchairman](#) or a decision of the [Ccommittee](#).
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.

(5) Where a Ccommittee meeting is adjourned to the next ordinary Ccommittee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.

(6) Where a Council or Ccommittee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that:

(a) _____ specified in the notice of the meeting that is adjourned; and

~~(a)~~(b) _____ (b) which remains unresolved.

~~(7) The CEO may withdraw an item from the agenda of a meeting.~~

5.2 Order of Business

(1) Unless otherwise decided by the Council, the order of business at any ordinary meeting of the Council is to be as follows -

1. Official opening.
2. Record of attendance, apologies and leave of absence.
3. Disclosure of Interests
4. Public statement/Question Time
5. Announcements by the Chairchairman
6. Petitions/Deputations/Presentations
7. Confirmation of Aminutes and business arising from minutes
~~7.1 Business arising from Minutes~~
8. Administration Reports
9. Committee Reports
10. Motions of which previous notice has been given
11. Members questions of which previous notice has been given
12. Urgent business approved by the Chairchairman
13. General Business
14. Matters behind closed doors
15. Closure

(2) Unless otherwise decided by the Ccommittee, the order of business at any ordinary meeting of a Ccommittee is to be as follows -

1. Official opening.
2. Record of attendance, apologies and leave of absence.

Commented [A5]: This is a very unusual provision. I recommend that it be deleted because it is inconsistent with the role of the presiding member and is also inconsistent with other provisions of these Meeting Procedures, such as clause 5.4(4).

Commented [A6]: It is unusual for this to be a separate item - or even to be included as part of the order of business.

3. Disclosure of interests.
4. Petitions/~~D~~deputations/~~P~~presentations
5. Confirmation of minutes and ~~B~~business arising from minutes.

~~5.1. Business arising from minutes~~

6. Announcements by the ~~Chair~~presiding member.
7. Administration ~~r~~Reports.
8. Motions of which previous notice has been given.
9. Members questions of which previous notice has been given.
10. Urgent business approved by the ~~Chair~~chairmanpresiding member.
11. General business
12. Matters behind closed doors.
13. Closure.

- (3) Unless otherwise decided by the ~~Member~~members present, the order of business at any special meeting of the Council or at a ~~C~~committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.

Note: in exercising its discretion relating to the order of business under subclause (1) and (2), a meeting must comply with the requirements of the Act and Regulations relating to public question time (see clauses 6.3-6.5 below).

- (4) Notwithstanding subclauses (1), (2) and (3), the CEO may include on the agenda of a Council or ~~C~~committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

5.3 Reports of the CEO

- (1) The functions of the CEO, including to advise the Council and implement decisions, are dealt with in the Act.
- (2) The CEO may prepare or cause to be prepared any report that in the CEO's opinion requires consideration by the Council, including any report of a late or urgent nature.

5.4 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Meeting Procedures otherwise provide, a ~~Member~~member may raise at a meeting such business of the Council or the committee (as the case may be) as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO or at the last Council or committee meeting.
- (2) A notice of motion under subclause (1) is to be given at least 15 clear working days before the meeting at which the motion is moved.

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Commented [A7]: The chairman may not be the presiding member of a committee. To ensure that this item covers all situations, announcements should be by the presiding member.)

- (3) A notice of motion must relate to a purpose for which the Tamala Park Regional Council/TPRC is established.
- (4) The CEO -
- (a) with the concurrence of the Chair/presiding member, may exclude from the agenda any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;~~;~~
 - (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and -
 - (c) may provide to the Council or the committee (as the case may be) relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, strategy, budget, and law.
- (5) A notice of motion is not out of order because the policy involved is considered to be objectionable.
- (6) If a notice of motion is excluded under subclause (4), ~~the Chair is to advise~~ the CEO, ~~who~~ is to provide the reason for its exclusion to all Member/members as soon as practicable.
- (7) A motion of which notice has been given is to lapse unless -
- (a) the Member/member who gave notice of it, or some other Member/member authorised by him or her in writing, moves the motion when called on; or
 - (b) the Council or Ccommittee on a motion agrees to defer consideration of the motion to a later stage or date.
- (8) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.
- (9) The Chair/presiding member -
- (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (8); and
 - (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

Commented [A8]: There is no need to advise the CEO because it is the CEO who excludes the notice of motion under subclause (4).

5.5 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), *“cases of extreme urgency or other special circumstances”* means matters -
- (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the TPRC and must be considered and dealt with by the Council before the next meeting; and

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- (b) that, if not dealt with at the meeting, are likely to -
 - (i) _____ have a significant adverse effect (financially or otherwise) on the TPRC; or
 - ~~(i)~~(ii) _____ result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written report from the CEO to the meeting -
 - (a) the ~~Chair~~presiding member is to ask the CEO to give; and
 - (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.
- (4) The minutes of the meeting are to include -
 - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
 - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

5.6 Questions by ~~Member~~members of which due notice has been given

- (1) A ~~Member~~member who wishes to ask a question at a meeting of the Council is to give to the CEO written notice of the text of the question at least 4 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Meeting Procedures or any other law -
 - (a) the CEO is to refer the question to the ~~Chair~~chairman;
 - (b) the ~~Chair~~chairman is to exclude the question if he or she concurs with the view of the CEO; and
 - (c) if the question is excluded, the CEO is to give all ~~Member~~members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (1) is to be included, if practicable, in the agenda of the meeting, or is otherwise to be tabled at the meeting.
- (4) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the ~~Chair~~chairman.

5.7 Adoption by exception resolution

- (1) In this clause "~~adoption by exception resolution~~" means -
 - (a) in respect of a resolution of the Council, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the ~~C~~committee or employee recommendation as the Council resolution; and

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(b) in respect of a resolution of a Ccommittee, a resolution that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the Ccommittee resolution.

(2) The Council or a Ccommittee may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter -

(a) that requires an absolute majority;

(b) in which a financial or proximity interest has been disclosed;

(c) that has been the subject of a petition;

(d) that is a matter on which a Membermember wishes to make a statement or ask a question; or

(e) that is a matter on which a Membermember wishes to move a motion that is different to the recommendation.

Commented [A9]: Amendment proposed by TPRC.

Commented [A10R9]: Ok thanks

5.8 Announcements by the Chairchairman

Announcements by the Chairchairman under item 5 of clause 5.2(1) and item 6 of clause 5.2(2) are -

(a) to inform the Council of official duties performed, or functions attended, by the Chairchairman, or of other matters of importance to the Council, of which the Council has not previously been informed;

(b) to be brief and concise; and

(c) to be completed within 10 minutes

5.9 Questions during debate

At any time during the debate on a motion before the motion is put, a Membermember may ask a question and, with the consent of the Chairpresiding member, may ask one or more further questions.

5.10 Restrictions on questions and answers

(1) Questions asked by a Membermember, and responses given by a Membermember or an employee -

(a) are to be brief and concise; and

(b) are not to be accompanied by -

(i) expression of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or

(ii) any discussion or further question, except with the consent of the Chairpresiding member.

(2) In answering any question, a Membermember or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

5.11 Grant of leave of absence

The grant of leave of absence is dealt with in [section 2.25](#) of the Act.

[Section 2.25 of the Local Government Act 1995](#) states -

- (1) [A council may, by resolution, grant leave of absence, to a member.](#)
- (2) [Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.](#)
- (3A) [Leave is not to be granted in respect of –](#)
- [\(a\) a meeting that has concluded; or](#)
 - [\(b\) the part of a meeting before the granting of leave.](#)
- (3) [The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.](#)
- (4) [A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.](#)
- (5A) [If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.](#)
- (5) [The non attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –](#)
- [\(a\) if no meeting of the council at which a quorum is present is actually held on that day; or](#)
 - [\(b\) if the non attendance occurs –](#)
 - [\(i\) while the member has ceased to act as a member after written notice has been given to the member under section 2.27\(3\) and before written notice has been given to the member under section 2.27\(5\); or](#)
 - [\(ii\) while proceedings in connection with the disqualification of the member have been commenced and are pending; or](#)
 - [\(iiia\) while the member is suspended under section 5.117\(1\)\(a\)\(iv\) or Part 8; or](#)
 - [\(iii\) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.](#)
- (6) [A member who before the commencement of the *Local Government Amendment Act 2009* section 5 was granted leave during an ordinary meeting of the council](#)

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from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting~~(1) A Council may, by resolution, grant leave of absence, to a Member.~~

~~(2) Leave is not to be granted to a Member in respect of more than 6 consecutive ordinary meetings of the Council without the approval of the Minister, unless all of the meetings are within a period of 3 months. (3A) Leave is not to be granted in respect of —~~

~~— (a) — a meeting that has concluded; or~~

~~— (b) — the part of a meeting before the granting of leave.~~

~~(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.~~

~~(4) A Member who is absent, without obtaining leave of the Council, throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her Membership of the Council, unless all of the meetings are within a 2-month period.~~

~~(5A) If a Council holds 3 or more ordinary meetings within a 2-month period, and a Member is absent without leave throughout each of those meetings, the Member is disqualified if he or she is absent without leave throughout the ordinary meeting of the Council immediately following the end of that period.~~

~~(5) The non-attendance of a Member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of the Council —~~

~~— (a) — if no meeting of the Council at which a quorum is present is actually held on that day; or~~

~~— (b) — if the non-attendance occurs —~~

~~— (i) — while the Member has ceased to act as a Member after written notice has been given to the Member under section 2.27(3) and before written notice has been given to the Member under section 2.27(5); or~~

~~— (ii) — while proceedings in connection with the disqualification of the Member have been commenced and are pending; or~~

~~— (iiia) — while the Member is suspended under section 5.117(1)(a)(iv) or Part 8; or~~

~~— (iii) — while the election of the Member is disputed and proceedings relating to the disputed election have been commenced and are pending.~~

~~(6) A Member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the Council from which the Member was absent is to be taken to have first obtained leave for the remainder of that meeting.~~

Part 6 - Public participation

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt ~~in accordance with section 5.23 of~~ [in](#) the Act.

Section 5.23 of the Act states -

'(1) Subject to subsection (2), the following are to be open to members of the public -

(a) all council meetings; and

(b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -

(a) a matter affecting an employee or employees; and

(b) the personal affairs of any person; and

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal -

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

(f) a matter that if disclosed, could be reasonably expected to -

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

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and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed'.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting. (4) Subject to subsection (2), the following are to be open to Members of the public—

(a) all Council meetings; and

(b) all meetings of any Committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a Council or by a Committee referred to in subsection (1)(b), the Council or Committee may close to Members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following—

(a) a matter affecting an employee or employees; and

(b) the personal affairs of any person; and

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and (e) a matter that if disclosed, would reveal—

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and

(f) a matter that if disclosed, could be reasonably expected to—

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or

(ii) endanger the security of the local government's property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and (h) such other matters as may be prescribed.

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~~(3) — A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.~~

6.2 Meetings closed to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to ~~Member~~members of the public (other than any person specified in a resolution).
- (2) The Council or a ~~C~~committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to ~~Member~~members of the public a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -

~~(3)(a)~~ the ~~Chair-presiding member~~ is to ~~direct~~ -

- (i) ~~direct~~ all ~~Member~~members of the public, other than a person specified in the resolution, to leave the meeting ~~and~~;
 - (ii) any employee of TPRC unless specified in a resolution to leave the meeting ~~and~~; ~~and~~
 - (iii) any ~~member or~~ employee of a ~~Member-participant Council~~ unless specified in ~~a the~~ resolution to leave the meeting; ~~and~~ -
- (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the ~~C~~committee, by resolution, decides otherwise.

- (4) A person who fails to comply with a direction under subclause (3) may, by order of the ~~Chair-presiding member~~, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) Unless the Council or the ~~C~~committee resolves otherwise, once the meeting is reopened to ~~Member~~members of the public the ~~presiding member Chair~~ is to ensure that -
 - (a) any resolution of the Council or ~~C~~committee made while the meeting was closed is to be read out; and
 - (b) the vote of a ~~Member~~member or ~~Member~~members is recorded in the minutes.

Note: restrictions on the disclosure of information considered at a meeting closed to the public are set out in clause 6.15 below.

6.3 Question time for the public

Question time for the public is dealt with in ~~accordance with section 5.24 of~~ the Act.

Section 5.24 of the Local Government Act 1995 states -

'(1) Time is to be allocated for questions to be raised by members of the public and responded to at -

(a) every ordinary meeting of a council; and

(b) such other meetings of councils or committees as may be prescribed.

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(2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations’.

Note: in the case of an electronic meeting of the Council or a committee, section 24 is modified as set out in regulation 14E(4) of the *Local Government (Administration) Regulations 1996*. (1) Time is to be allocated for questions to be raised by Membermembers of the public and responded to at —

(a) every ordinary meeting of a Councilcouncil; and

(b) such other meetings of Councilcouncils or Ccommittees as may be prescribed.

(2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by Membermembers of the public at Ccouncil or Ccommittee meetings are to be in accordance with regulations.

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6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in ~~accordance with Regulation 5 of~~ the Regulations.

Regulation 5 of the *Local Government (Administration) Regulations 1996* states -

‘For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are —

(a) every special meeting of a council;

(b) every meeting of a committee to which the local government has delegated a power or duty’. For the purposes of section 5.24(1)(b) of the Act, the meetings at which time is to be allocated for questions to be raised by Membermembers of the public and responded to are —

(a) every special meeting of a Ccouncil;

(b) every meeting of a Ccommittee to which the local government has delegated a power or duty.

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6.5 Minimum question time for the public

Minimum question time for the public is dealt with in ~~accordance to Regulation 6 of the~~ Regulations.

Regulation 6 of the *Local Government (Administration) Regulations 1996* states -

(1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Note for this regulation:

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~~For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4). (1) The minimum time to be allocated for the asking of and responding to questions raised by Members of the public at ordinary meetings of Councils and meetings referred to in regulation 5 is 15 minutes.~~

~~(2) Once all the questions raised by Members of the public have been asked and responded to at a meeting referred to in sub-regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.~~

~~Note for this regulation: For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4).~~

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in ~~accordance with Regulation 7 of the~~ Regulations.

Regulation 7 of the *Local Government (Administration) Regulations 1996* states -

~~'(1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined -~~

~~(a) by the person presiding at the meeting; or~~

~~(b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,~~

~~having regard to the requirements of subregulations (2), (3) and (5).~~

~~(2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.~~

~~(3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.~~

~~(4) Nothing in subregulation (3) requires -~~

~~(a) a council to answer a question that does not relate to a matter affecting the local government; or~~

~~(b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or~~

~~(c) a committee to answer a question that does not relate to a function of the committee.~~

~~(5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to -~~

~~(a) declare that he or she has an interest in the matter; and~~

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(b) allow another person to respond to the question’.

~~Note for this regulation: For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4). (1) Procedures for the asking of and responding to questions raised by Members of the public at a meeting referred to in regulation 6(1) are to be determined—~~

~~(a) by the person Chairing at the meeting; or~~

~~(b) in the case where the majority of Members of the Council or Committee present at the meeting disagree with the person Chairing, by the majority of those Members, having regard to the requirements of subregulations (2), (3) and (5).~~

~~(2) The time allocated to the asking of and responding to questions raised by Members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the Council or the Committee, as the case may be.~~

~~(3) Each Member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.~~

~~(4) Nothing in subregulation (3) requires—~~

~~(a) a Council to answer a question that does not relate to a matter affecting the local government; or~~

~~(b) a Council at a special meeting to answer a question that does not relate to the purpose of the meeting; or~~

~~(c) a Committee to answer a question that does not relate to a function of the Committee.~~

~~(5) If, during the time allocated for questions to be raised by Members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to—~~

~~(a) declare that he or she has an interest in the matter; and (b) allow another person to respond to the question.~~

~~Note for this regulation: For the requirements for an electronic meeting held under regulation 14D, see regulation 14E(4).~~

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6.7 Other procedures for question time for the public

(1) A Member of the public who wishes to ask a question during question time must -

(a) first state his or her name and address;

(b) direct the question to the [Chairpresiding member](#);

(c) ask the question briefly and concisely;

(d) limit any preamble to matters directly relevant to the question; and

- (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each ~~m~~Member of the public with a question is entitled to ask up to 3 questions before other ~~M~~members of the public will be invited to ask their questions.
- (3) A ~~M~~member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the ~~presiding member chair~~ determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a ~~M~~member of the public gives written notice of a question, the ~~presiding member~~Chair may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or ~~C~~committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that -
- (a) a written response is given to the person who asked the question; and
 - (b) a summary of the response is included in the agenda for the next meeting of the Council or ~~C~~committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to -
- (a) declare that he or she has an interest in the matter; and
 - ~~(a)~~(b) allow another person to respond to the question.
- (9) A response to a question -
- (a) is to be brief and concise; and
 - (b) is not to be the subject of any discussion, except that if in the opinion of a ~~M~~member, false information or any adverse reflection is contained in any question asked or comments made by a ~~Member~~member of the public, then (through the ~~Chair~~presiding member) the ~~M~~member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The ~~Chair~~presiding member may decide that a question is not to be responded to where -
- (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
 - (b) it is in the form of a statement, provided that the ~~Chair~~presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or

(c) the question is offensive or defamatory in nature, or is one which, if asked by a ~~M~~member, would be in breach of these Meeting Procedures or any other law.

(12) The Council or ~~C~~committee, by resolution, may agree to extend public question time.

6.8 Distinguished ~~v~~visitors

If a distinguished visitor is present at a meeting of the Council or a ~~C~~committee, the ~~C~~chair-presiding member -

(a) may invite the distinguished visitor to sit beside the ~~C~~chair or at the Council table;

~~(a)(b)~~ may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and

(c) may direct that the presence of the distinguished visitor be recorded in the minutes.

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6.9 Deputations and ~~s~~statements

(1) A deputation may be made to ~~the~~ Council or a ~~a~~ ~~C~~committee in accordance with this clause.

(2) A person or group who wishes to be received as a deputation by the Council or a ~~a~~ ~~C~~committee, or wishes to make a statement, must -

(a) apply in writing to the CEO for approval prior to the meeting; and

(b) include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.

(3) The CEO is to refer to the ~~C~~chair-presiding member a copy or summary of the application.

(4) Unless the Council or a ~~a~~ ~~C~~committee resolves otherwise -

(a) a deputation that complies with subclause (2) may address the Council or ~~the~~ ~~C~~committee for up to 5 minutes; and

(b) the ~~C~~chair-presiding member may allow that period of 5 minutes to be shared between 2 or 3 ~~M~~members of the deputation and, in the absence of agreement by ~~M~~members of the deputation, the ~~C~~chair-presiding member is to determine which ~~M~~members of the deputation are to address the ~~C~~committee and for how long (within the total period of 5 minutes).

(5) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.

(6) Any matter which is the subject of a deputation to the Council or a ~~a~~ ~~C~~committee is not to be decided by the Council or ~~the~~ ~~C~~committee until the deputation has completed its presentation.

(7) Where a deputation is to be received by the Council or a ~~a~~ ~~C~~committee, the person or group comprising ~~of~~ the deputation is to address the meeting at the relevant part in the order of business as detailed in clause 5.2(1) and 5.2(2).

- (8) Any item of business to be discussed at a Council or ~~C~~Committee meeting that is subject of a received deputation, is to be brought forward in the order of business for the meeting as the next item of business after the deputation has been received.

6.10 Petitions

- (1) A petition must -
- (a) be addressed to the ~~Chair~~chairman, ~~a Councillor-member~~ or ~~the~~ CEO;
 - (b) be made by electors of the district;
 - (c) state the request on each page;
 - (d) contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request;
 - (f) state the name of the person ~~upon to~~ whom, and an address at which, notice to the petitioners can be given;
 - (g) be respectful and temperate in its language; and
 - (h) comply with any form prescribed by the Act or any other written law, ~~such as the Local Government (Constitution) Regulations 1998 if, for example, it is~~
 - (i) ~~a proposal to change the method of filling the office of C~~chair;
 - (ii) ~~a request for a poll on a recommended amalgamation; or~~

Commented [A11]: None of these examples in paragraph (h) apply to the TPRC as a regional local government.

- (1) On the presentation of a petition -
- (a) the ~~Councillor-member~~ presenting it is confined to reading the petition; and
 - (b) the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (2) At any meeting, the Council or ~~C~~committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless -
- (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council or ~~C~~committee has considered the issues raised in the petition.

6.11 Presentations

- (1) If the CEO determines that it would be beneficial for a presentation to be made, with the agreement of the ~~Chair~~presiding member, the presentation may take place ~~under his at the relevant~~ order of business ~~under clause 5.2(1) and (2)~~, or at the time of dealing with that particular item of business
- (2) The time ~~for allocated to~~ the presentation and any questions from ~~Member~~members will be determined by the ~~Chair-presiding member~~ according to the particular case or circumstance.

6.12 Participation at Ccommittee Mmeetings

(1) In this clause a reference to a ***“person”*** is to a person who -

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(a) is entitled to attend a Ccommittee meeting;

(b) ~~(b)~~ attends athe Ccommittee meeting; and

~~(a)(c)~~ (c) is not a Mmember of the at Ccommittee.

Note: a Membermember of the public is entitled to attend a Ccommittee meeting only where a local government power or duty has been delegated to that Ccommittee: see section 5.23(1)(b) of the Act.

(2) A Member may attend, as an observer, any meeting of a Ccommittee of which he or she is not a Member or the Ddeputy of a Member, ~~but is to sit in an area set aside by the CEO for observers separated from the Ccommittee Mmembers.~~

Commented [A12]: Amendment proposed by TPRC.

(3) Without the consent of the CChairpresiding member, no person is to address a Ccommittee meeting.

(4) A person addressing the Ccommittee with the consent of the CChairpresiding member must cease that address immediately after being directed to do so by the CChairpresiding member.

(5) A person who fails to comply with a direction of the CChairpresiding member under subclause (4) may, by order of the CChairpresiding member, be removed from the Ccommittee room.

6.13 Council may meet to hear public submissions

(1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.

(2) Unless otherwise resolved by the Council, ~~T~~the CEO and the CChairchairman shall are to set the time and date of the meeting ~~to provide the opportunity to be heard.~~

(3) Where the Council resolves to meet ~~to provide the opportunity to be heard at another time~~ under clause 6.13(1), ~~the CChair shall~~

(a) ~~Instruct the CEO is to provide local public notice of the time and date of the meeting ~~when the Council will meet to provide an opportunity to be heard;~~ and~~

(b) ~~give Provide a written invitation to attend the meeting ~~to provide the opportunity to be heard~~ to all Membermembers of the public who have applied under clause 6.9 to make a deputation on the issue; and.~~

~~(c) cause minutes to be kept of the meeting to provide the opportunity to be heard.~~

(4) At a meeting held under this clause -

(a) a person is to be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member;

Commented [A13]: Paragraphs (a) and (b), taken from the current version, are inconsistent.

- (b) no resolutions are to be made by the Council;
- (c) the presiding member is to ensure that minutes are kept; and
- (d) once every member of the public has had the opportunity to make a submission, the presiding member is to close the meeting.

~~(5) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.~~

~~(6) The Council must not make a decision resolve on the a matter that is the subject of a meeting under this clause to provide the opportunity to be heard until it has received the CEO's report under clause 6.13(85)~~

~~(4)(7) A meeting held under clause 6.13(1) shall be conducted only to hear submissions, the Council shall not make resolutions at a meeting to provide the opportunity to be heard.~~

~~(5)(8) At a meeting held under clause 6.13(1), each person making a submission shall be provided with the opportunity to fully state their case.~~

~~(6)(9) A Membermember of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Chairchairman.~~

~~(7)(10) Once every Membermember of the public has had the opportunity to make a submission the Chairchairman is to close the meeting.~~

~~(8)(1) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.~~

~~(9)(1) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under clause 6.13(8)~~

6.14 Public inspection of agenda material

The right of a Membermember of the public to inspect the documents relating to a Council or Ccommittee meeting are dealt with in the accordance with Regulation 14 of the Local Government (Administration) Regulations 1996.

Regulation 14 of the *Local Government (Administration) Regulations 1996* states -

'(1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which -

- (a) are to be tabled at the meeting; or
- (b) have been produced by the local government or a committee for presentation at the meeting,

and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public and published on the local government's official website from the time the notice papers, agenda or documents were made available to the members of the council or committee.

(2) Subregulation (1) does not apply if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2)'. (1) — A local government is to

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~~ensure that notice papers and agenda relating to any Council or Committee meeting and reports and other documents which—~~

~~(a) are to be tabled at the meeting; or~~

~~(b) have been produced by the local government or a Committee for presentation at the meeting, and which have been made available to Members of the Council or Committee for the meeting are available for inspection by Members of the public and published on the local government's official website from the time the notice papers, agenda or documents were made available to the Members of the Council or Committee.~~

~~(2) Sub regulation (1) does not apply if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to Members of the public under section 5.23(2).~~

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6.15 Confidentiality of information withheld

(1) Information withheld by the CEO from the public under regulation 14(2) of the *Local Government (Administration) Regulations 1996* is to be -

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- (a) identified in the agenda of a Council or Ccommittee meeting under the item "Matters behind closed doors";
- (b) marked "Confidential" in the agenda; and
- (c) kept confidential by Mmembers and employees until the Council or Ccommittee resolves otherwise.

(2) A Membermember or an employee who has -

- (a) confidential information under subclause (1); or
- (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,

must not disclose any of that information to any person other than another Member or an employee to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not prevent a Membermember or employee from disclosing information -

- (a) at a closed meeting;
- (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
- (c) that is already in the public domain;
- (d) to an officer of the Ddepartment;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- ~~(f)(g)~~ (g) if the disclosure is required or permitted by law.

Note: Regulation Clause 21 of Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021 states ->

(1) In this clause –

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member –

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information –

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

6.16 21. Disclosure of information

(1) In this clause *closed meeting* means a Council or Committee meeting, or a part of a Council or Committee meeting, that is closed to Members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed; *document* includes a part of a document; *non confidential document* means a document that is not a confidential document.

(2) A Council Member must not disclose information that the Council Member –

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~~a) derived from a confidential document; or
 b) acquired at a closed meeting other than information derived from a nonconfidential document.
 (3) Subclause (2) does not prevent a council Member from disclosing information
 a) at a closed meeting; or
 b) to the extent specified by the council and subject to such other conditions as the Council determines; or
 c) that is already in the public domain; or
 d) to an officer of the Department; or
 e) to the Minister; or
 f) to a legal practitioner for the purpose of obtaining legal advice; or
 g) if the disclosure is required or permitted by law.~~

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6.176.16 Recording of proceedings

- (1) Unless otherwise decided by the meeting -
 - (a) the CEO is to ensure that an audio recording is taken of the proceedings of each meeting; and
 - (b) the CEO may also record the proceedings of a meeting in any other way that he or she considers to be appropriate.
- (2) Unless with the written authorisation of the ~~chair~~presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.
- (3) If an authorisation is given under clause 6.16(2), the presiding member~~chair~~ is to advise the meeting, immediately before the recording ~~if commences~~, that ~~such the authorisation permission~~ has been given and the nature and extent of ~~that permission~~the authorisation.

6.186.17 Media attendance

Media representatives ~~are permitted to~~

- (a) ~~may~~ attend meetings of the ~~c~~Council; and
- (b) ~~must~~ be seated in that part of the Council chamber or meeting room ~~(if any)~~ that ~~may be~~is set aside for their use; ~~and but~~
- (c) ~~must~~ leave the meeting during any period when the meeting is closed to the public.

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6.196.18 Prevention of disturbance

- (1) A reference in this clause to a ***“person”*** is to a person other than a **Member**.
- (2) A person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.
- (3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the **chair**.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (5) The **chair** may warn a person who fails to comply with this clause.
- (6) If -
 - (a) after being warned, the person again acts contrary to this clause, or to these Meeting Procedures; or
 - (b) a person refuses or fails to comply with a direction by the **chair**,
 - (b) the chair may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the **chair**, be removed from the meeting room and, if the **chair** orders, from the premises.

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Note: Section 75 of the Criminal Code states: -
‘Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years.
Summary conviction penalty: imprisonment for 12 months and a fine of \$12,000’. “Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years. Summary conviction penalty: imprisonment for 12 months and a fine of \$12,000.”

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Part 7 - Conduct of **Members**

7.1 Members to occupy own seats

- (1) At Council meetings, **Members** must be seated in the order as determined by Council following each ordinary election.
- (2) At committee meetings, committee members must be seated in those positions that are closest to the **chair** followed by other members of Council.
- (3) The CEO is to sit beside the **chair**

7.2 Respect to the [presiding member chair](#)

After the business of a Council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the [presiding member chair](#).

7.3 Official titles to be used

A speaker, when speaking or referring to the ~~presiding member chair or deputy chair~~, or to a ~~presiding member councillor~~ or employee, must use the title of that person's office.

7.4 Entering or leaving a meeting

During a meeting, a member must not enter or leave the meeting without first giving an appropriate indication to the [presiding member chair](#), in order to facilitate the recording in the minutes of the time of entry or departure.

Note: regulation 11(b) of the Regulations requires the content of minutes of a meeting of a council or committee to include -

'(b) where a member enters or leaves a meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting ...'

7.5 Members who wish to speak

(1) A member who wishes to speak at a Council meeting -

- (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
- (b) when invited by the ~~presiding member chair~~ to speak, and unless otherwise determined by the Council, must address the meeting through the [presiding member chair](#).

(2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

7.6 Priority of speaking

(1) At a Council meeting, where ~~two (2)~~ or more ~~Membermembers of the Council~~ indicate, at the same time, their intention to speak, the ~~presiding member Chair~~ is to decide which ~~Membermember~~ is entitled to be heard first.

(2) At a ~~Committeecommittee~~ meeting, the ~~presiding member Chair~~ is first to invite ~~Committeecommittee Membermembers~~ to speak followed, at the discretion of the ~~presiding member Chair~~, by other ~~Membermembers~~ and attendees.

(3) A decision of the ~~presiding member Chair~~ under this clause is not open to discussion or dissent.

(4) A ~~Membermember~~ is to cease speaking immediately after being asked to do so by the ~~presiding member Chair~~.

7.7 The ~~presiding member Chair~~ may take part in debates

Subject to compliance with procedures for the debate of motions contained in these Meeting Procedures, the ~~presiding member Chair~~ may take part in a discussion of any matter before the meeting.

7.8 Relevance

- (1) A ~~Membermember~~ must restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The ~~presiding memberChair~~, at any time, may -
 - (a) call the attention of the meeting to-
 - (i) any irrelevant, repetitious, offensive or insulting remarks by a ~~Membermember~~; or
 - (ii) any breach of order by a ~~Membermember~~; and
 - (b) direct that ~~Membermember~~, if speaking, to discontinue his or her speech.
- (3) A ~~Membermember~~ must comply with the direction of the ~~presiding member Chair~~ under subclause 7.8(2) by immediately ceasing to speak.

7.9 Speaking twice

- (1) A ~~Membermember~~ must not address the Council or a ~~Committeecommittee~~ more than once on any motion or amendment except -
 - (a) as the mover of a primary motion, to exercise a right of reply;
 - (b) to raise a point of order; or
 - ~~(a)~~(c) to make a personal explanation.
- (2) A ~~Membermember~~ who asks a question before speaking has not addressed the meeting for the purposes of this clause.

7.10 Duration of speeches

- (1) A ~~Membermember~~ must not speak on any matter for more than 5 minutes without the consent of the meeting to extend which, if given, is to be given without discussion/~~debate~~.
- (2) A ~~Membermember~~'s total speaking time on any matter must not exceed 10 minutes.

7.11 No speaking after conclusion of debate

- A ~~Membermember~~ must not speak on any motion or amendment -
- (a) after the mover has replied; or
 - (b) after the question has been put.

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7.12 No interruption

A ~~Member~~member must not interrupt another ~~Member~~member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or
- (d) to move a procedural motion that the ~~Member~~member be no longer heard (see clause 10.1(f)).

7.13 Personal explanation

- (1) A ~~Member~~member who wishes to make a personal explanation relating to a matter referred to by another ~~Member~~member who is then speaking must indicate to the ~~presiding member~~Chair his or her intention to make a personal explanation.
- (2) The ~~presiding member~~Chair is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other ~~Member~~member.
- (3) A ~~Member~~member making a personal explanation must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

7.14 No reopening of discussion

A ~~Member~~member must not reopen a discussion on any Council or ~~Committee~~committee decision, except to move that the decision be revoked or changed (see Part 15).

7.15 Offensive language

- (1) A ~~Member~~member must not reflect adversely on a decision of the Council or a ~~Committee~~committee except on a motion that the decision be revoked or changed (see Part 15).
- (2) A ~~Member~~member must not -
 - (a) reflect adversely on the character or actions of another ~~Member~~member or employee;
 - (b) use an expression that is offensive or objectionable
- (3) A ~~Member~~member must not use offensive or objectionable expressions in reference to any other ~~Member~~member, employee or other person.
- (4) If a ~~Member~~member specifically requests, immediately after their use, that any particular words used by a ~~Member~~member be recorded in the minutes-
 - (a) ~~T~~the ~~presiding member~~Chair is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) ~~T~~the Council may, by resolution, decide to record those words in the minutes

Note: clause 5 of Schedule 1 to the Section 5 - Local Government (Model Code of Conduct) Regulations 2021 states -

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5. Relationship with others

- (1) A ~~Council~~ ~~council~~ ~~Member~~ ~~member~~, ~~Committee~~ ~~committee~~ ~~Member~~ ~~member~~ or candidate should –
- ____ (a) treat others with respect, courtesy and fairness; and
- ____ (b) ____ respect and value diversity in the community.
- (2) A ~~Council~~ ~~council~~ ~~Member~~ ~~member~~ or ~~Committee~~ ~~committee~~ ~~Member~~ ~~member~~ should maintain and contribute to a harmonious, safe and productive work environment

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7.16 Withdrawal of offensive language

- (1) A ~~Member~~ ~~member~~ who, in the opinion of the ~~presiding member~~ ~~Chair~~ uses an expression which ~~in the absence of a resolution under clause 7.15(2)~~
- (i) ~~(a)~~ ____ reflects adversely on the character or actions of another ~~Member~~ ~~member~~ or employee;
- (ii) ~~(b)~~ ____ imputes any motive to a ~~Member~~ ~~member~~ or employee; or
- (c) ____ uses an expression that is offensive or objectionable;
- ~~(d)~~ ____ must, when directed by the ~~presiding member~~ ~~Chair~~, withdraw the reflection, imputation or expression and make a satisfactory apology.
- (2) If a ~~Member~~ ~~member~~ fails to comply with a direction of the ~~presiding member~~ ~~Chair~~ under clause 7.15(2), the ~~presiding member~~ ~~Chair~~ may refuse to hear the ~~Member~~ ~~member~~ further on the matter then under discussion and call on the next speaker.

Commented [A14]: There is no resolution referred to in clause 7.15(2). In any event, a resolution should not authorise an adverse reflection or imputation of a motive.

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Note: clause 8.5 applies where a ~~Member~~ ~~member~~ fails or refuses to comply with a direction by the ~~presiding member~~ ~~Chair~~ under this clause.

Part 8 - Preserving order

8.1 ~~Chair~~ ~~Presiding member~~ to preserve order

- (1) The ~~presiding member~~ ~~Chair~~ is to preserve order and, whenever he or she considers it necessary, may call any ~~Member~~ ~~member~~ to order.
- (2) When the ~~presiding member~~ ~~Chair~~ rises or speaks during a debate, any ~~Member~~ ~~member~~ then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every ~~Member~~ ~~member~~ present must preserve strict silence so that the ~~presiding member~~ ~~Chair~~ may be heard without interruption.
- (3) Subclause 8.1(2) is not to be used by the ~~Chair~~ ~~chairman~~ to exercise the right provided in clause 7.7, but to preserve order.

8.2 Point of order

- (1) A ~~Member~~ ~~member~~ may object, by way of a point of order, only to a breach of -
- (a) ____ any of these Meeting Procedures; or

~~(a)~~(b) any other written law.

- (2) Examples of valid points of order are -
- (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.8); and
 - (b) a speaker's use of offensive or objectionable expressions (see clause 7.15).
- (3) Despite anything in these Meeting Procedures to the contrary, a point of order -
- (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

8.3 Procedures on a point of order

- (1) A ~~Membermember~~ who is addressing the ~~presiding member Chair~~ must not be interrupted except on a point of order.
- (2) A ~~Membermember~~ interrupted on a point of order must resume his or her seat until -
- (a) the ~~Membermember~~ raising the point of order has been heard; and
 - (b) the ~~presiding member Chair~~ has ruled on the point of order, and, if permitted, the ~~Membermember~~ who has been interrupted may then proceed.

8.4 Calling attention to Breach

A ~~Membermember~~ may, at any time, draw the attention of the ~~presiding member Chair~~ to any breach of this local law.

8.5 Ruling by the ~~presiding member Chair~~

- (1) The ~~presiding member Chair~~ is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the ~~presiding member Chair~~ on a point of order -
- (a) is not to be the subject of debate or comment; and
 - (b) is to be final unless the majority of ~~Membermembers~~ then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause 8.5(2), if the ~~presiding member Chair~~ rules that -
- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
 - (b) a statement made or act done by a ~~Membermember~~ is out of order, the ~~presiding member Chair~~ may direct the ~~Membermember~~ to make an explanation, retraction or apology.

8.6 Continued breach of order

If a ~~Member~~member -

(a) persists in any conduct that the ~~presiding member~~ Chair had ruled is out of order; or

(b) fails or refuses to comply with a direction from the ~~presiding member~~ Chair (such as a direction under clause 7.8(2)(b), 7.15 or 8.5(3)(b)),

the ~~presiding member~~ Chair may direct the ~~Member~~member to refrain from taking any further part in that meeting, other than by voting, and the ~~Member~~member must comply with that direction.

8.7 ~~Presiding member~~ Chair may adjourn meeting

(1) For the purpose of preserving or regaining order, the ~~presiding member~~ Chair may adjourn the meeting for a period of up to 15 minutes.

(2) On resumption, the debate is to continue at the point at which the meeting was adjourned.

(3) If, at any one meeting, the ~~presiding member~~ Chair adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

(4) If there is an adjournment under this clause, the names of the ~~Member~~members who have spoken on the motion or amendment before the adjournment are to be recorded in the minutes and those ~~Member~~members are not to speak to the motion when the meeting is resumed.

Part 9 - Motions and ~~A~~amendments

~~9.1~~ ~~Motions to be stated and in writing~~

~~(1) The procedure for moving any motion is that~~

~~(a) A ~~Member~~member who wishes to move a motion that is different to the officer ~~employee~~ recommendation, is to give notice of that motion by midday on the day that is 2 business days before the meeting.~~

~~(b) Any motion for which notice has not been given in accordance with clause 9.1(a) is required to have the consent of the ~~Chair~~presiding member; and,~~

~~(c) The mover must state the motion without speaking to it and is to put the motion in writing if required by the ~~Chair~~chairman.~~

~~(2) Where a ~~Member~~member moves a motion, which differs from the relevant recommendation, or an amendment to a motion, the ~~Chair~~chairman shall ask if the CEO wishes to give a verbal report to the meeting on the matter.~~

~~9.29.1~~ Motions to be ~~S~~econded

(1) A primary motion or an amendment to a primary motion is not open to debate until it has been seconded.

Commented [A15]: The deletion of clause 9.1 was proposed by the TPRC.

- (2) A ~~Member~~member seconding a motion is to be taken to have reserved the right to speak on the motion later in the debate.
- (3) A motion to revoke or change a decision made at a Council or a ~~Committee~~committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 15.1 below).

9.39.2 Unopposed ~~B~~business

- (1) Immediately after a primary motion has been moved and seconded, the ~~presiding member~~Chair may ask the meeting if any ~~Member~~member opposes it.
- (2) If no ~~Member~~member opposes the motion, the ~~presiding member~~Chair may put the motion to the vote without debate.
- (3) A motion carried under subclause 9.2(2) is to be recorded in the minutes as a unanimous decision of the Council or ~~Committee~~committee.
- (4) If a ~~Member~~member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion or decision to revoke or change a decision which has been made at a Council or ~~Committee~~committee meeting (see Part 15).

9.49.3 Only one primary motion at a time

- (1) ~~The Council or Committee~~ - Formatted: Heading 4
 - (a) ~~is~~ is not to accept a primary motion while another primary motion is being debated; and
 - (a)(b) ~~is~~ is not to consider more than one primary motion at any time.
- (2) ~~(c)~~ - Formatted: Heading 4

The ~~presiding member~~Chair may require that a complex primary motion, or a complex amendment to a primary motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

9.59.4 Order of call in debate

The ~~presiding member~~Chair is to call speakers to a primary motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

9.69.5 Limit of debate

The ~~presiding member~~ ~~Chair~~ may offer the right of reply and put a primary motion to the vote if he or she believes that sufficient discussion has taken place even though all ~~Member~~members may not have spoken.

9.79.6 Member may require motion to be read

A ~~Member~~member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other ~~Member~~member who is speaking.

9.89.7 Consent of seconder required for alteration

The mover of a primary motion may not alter the wording of the motion without the consent of the seconder.

9.99.8 Order of amendments

Any number of amendments may be proposed to a primary motion, but when an amendment is moved to a primary motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

9.109.9 Form of an amendment

An amendment must add, delete, or substitute words to the primary motion.

9.119.10 Amendments must not negate original motion

An amendment to a primary motion cannot negate the original motion or the intent of the original motion.

9.129.11 Relevance of amendments

An amendment must be relevant to the motion in respect of which it is moved.

9.139.12 Mover of motion may speak on amendment

Any ~~Member~~member may speak during debate on an amendment.

9.149.13 Effect of an amendment

If an amendment to a primary motion is carried, the motion as amended then becomes the primary motion, on which any ~~Member~~member may speak and any further amendment may be moved.

9.159.14 Withdrawal of motion and amendments

- (1) The Council or a ~~Committee~~committee may, without debate, grant leave to withdraw a primary motion or amendment on the request of the mover of the motion or amendment if -
 - (a) it has the approval of the seconder; and
 - (b) there is no voice expressed to the contrary by any ~~Member~~member, in which case discussion on the motion or amendment is to continue.

- (2) If either paragraph (a) or (b) of subclause (1) applies, the discussion on the motion or amendment is to continue.
- (3) Where an amendment has been proposed to a primary motion, the primary motion is not to be withdrawn, except by consent of the majority of ~~Member~~members present, until the amendment proposed has been withdrawn or lost.

9.169.15 Right of reply

- (1) The mover of a primary motion has the right of reply.
- (2) The mover of any amendment to a primary motion has a right of reply.
- (3) The right of the reply may be exercised only -
 - (a) where no amendment is moved to the primary motion - at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the primary motion - at the conclusion of the discussion on the primary motion and any amendments.
- (4) After the mover of the primary motion has commenced the reply -
 - (a) no other ~~Member~~member is to speak on the motion; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the primary motion, or the primary motion as amended, is immediately to be put to the vote.

Note: under clause 10.4 of these Meeting Procedures, the carrying of a procedural motion which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion.

Part 10 - Procedural motions

10.1 Permissible Procedural Motions

In addition to the right to move an amendment to a primary motion (under Part 9), a ~~Member~~member may move any of the following procedural motions -

- (a) that the debate now be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be deferred;
- (d) that the motion now be put;
- (e) that the item be referred back to the CEO or a ~~Committee~~committee;

- (f) that the [Membermember](#) be no longer heard;
- (g) that the ruling of the [presiding member Chair](#) be disagreed with;
- [\(h\)](#) that the meeting be closed to the public (see clause 6.2);
- ~~(h)~~[\(i\)](#) that the meeting be now closed;

10.2 No debate

- (1) The mover of a motion stated in paragraphs (a), (b), (c), (e), (f), (h), (i) or (j) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in paragraph (d) or (g) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

10.3 Who may move?

With the exception of 10.1(g) a [Membermember](#) who has moved, seconded, or spoken for or against the primary motion, or any amendment to the primary motion, cannot move any procedural motion which, if carried, would close the debate on the primary motion or amendment.

10.4 Procedural motions - right of reply on primary motion

The carrying of a procedural motion which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion.

10.5 Debate to be adjourned

- (1) A motion “that the debate be adjourned” -
 - (a) Is to state the time to which the debate is to be adjourned; and
 - (b) If carries, has the effect that all debate on the primary motion or amendment ceases immediately, but continues at the time stated in the motion.
 - (c) Must not be moved in respect of the election of ~~a~~[the C](#)chairman or ~~D~~deputy [C](#)chairman.
- (2) A [Membermember](#) must not, at the same meeting, move or second more than one motion “that the debate be adjourned” in respect of the same item.

10.6 Meeting now adjourns

- (1) A [Membermember](#) is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting the motion for the adjournment of a meeting, the [presiding member Chair](#) may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution (see clause 5.7).
- (3) A motion “that the meeting now adjourn” -

- (a) is to state the time and date to which the meeting is to be adjourned; and
- (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause 10.6(3) is to continue from the point at which it was adjourned, unless the [presiding member Chair](#) or the meeting determines otherwise.

10.7 Motion be deferred

- (1) If a motion “that the motion be deferred” (and the reasons for the motion), is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be re-submitted for consideration at a time and date specified in the motion.
- (2) A motion “that the motion be deferred” must not be moved in respect of the election of the [Chairchairman](#) or [Deputy Chairchairman](#).

10.8 Motion to be now put

- (1) If the motion “that the motion be now put”, is carried during discussion on a primary motion without amendment, the [presiding member Chair](#) is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion “that the motion be now put” is carried during debate of the amendment, the [presiding member Chair](#) is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

10.9 That the item be referred back to the CEO or a [Committeecommittee](#)

- (1) Is a motion “that the item be referred back to the CEO or a [Committeecommittee](#)” (and the reasons for the motion), is carried, debate on the primary motion and any amendment is to cease and the primary motion, excluding any amendment, is to be referred back to the CEO or a [Committeecommittee](#) for further consideration.
- (2) If the motion in clause 10.9(1) is lost, debate on the primary motion or amendment is to continue.

10.10 Member to be no longer heard

If the motion “that the [Membermember](#) be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current primary motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the primary motion.

10.11 Ruling of the [presiding member Chair](#) be disagreed with

If the motion “that the ruling of the [presiding member Chair](#) be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

10.12 The meeting now be closed

- (1) If a motion “that the meeting now be closed”, is carried, then -

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- (a) ~~The~~ [presiding member Chair](#) is to close the meeting, and no further business may be transacted; and
 - (b) ~~A~~ny business outstanding on the agenda for that meeting ~~hall-is to~~ be carried forward to the agenda for the next ordinary meeting.
- (2) ~~If~~s the motion “that the meeting now be closed” is carried at a meeting of the Council -
- (a) ~~The~~ names of [Membermembers](#) who have spoken on the matter are to be recorded in the minutes; and
 - (b) ~~The~~ provisions of clause 7.9 (speaking twice) apply when the outstanding business is resumed.

Part 11 - Disclosure of interests

11.1 Disclosure of interests

The requirements for [Membermembers](#) and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations, the Model Code of Conduct Regulations and the TPRC Code of Conduct.

~~Note: the purpose of this clause is to enable the Membermember to declare the interest and leave the room before the consideration of the matter in which he or she has the interest.~~

Commented [A16]: This is not correct.

Part 12 - Voting

12.1 Motion - when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the [presiding member Chair](#)-
 - (a) is to put the motion to the meeting; and
 - (b) if requested by a [Membermember](#), is again to state the terms of the motion.
- (2) A [Membermember](#) must not leave the meeting or cross the meeting room when the [presiding member Chair](#) is putting any motion.

12.2 Voting

Voting is dealt with in ~~accordance to section 5.21 of~~ the Act and ~~Regulation 9 of the~~ Regulations.

Section 5.21 of the Local Government Act 1995 states -

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

~~(3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.~~

~~(4) If a member of a council or a committee specifically requests that there be recorded –~~

~~(a) his or her vote; or~~

~~(b) the vote of all members present,~~

~~on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.~~

~~(5) A person who fails to comply with subsection (2) or (3) commits an offence. (4) Each Council Member and each Member of a Committee who is present at a meeting of the Council or Committee is entitled to one vote.~~

~~(2) Subject to section 5.67, each Council Member and each Member of a Committee to which a local government power or duty has been delegated who is present at a meeting of the Council or Committee is to vote.~~

~~(3) If the votes of Members present at a Council or a Committee meeting are equally divided, the person presiding (chairing) is to cast a second vote.~~

~~(4) If a Member of a Council or a Committee specifically requests that there be recorded –~~

~~(a) his or her vote; or~~

~~(b) the vote of all Members present, on a matter voted on at a meeting of the Council or the Committee, the person presiding (chairing) is to cause the vote or votes, as the case may be, to be recorded in the minutes.~~

~~(5) A person who fails to comply with subsection (2) or (3) commits an offence.~~

Regulation 9 of the *Local Government (Administration) Regulations 1996* states -

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret. Voting at a Council or Committee meeting is to be conducted so that no voter's vote is secret.

12.3 Majorities required for decisions

The majorities required for decisions of the Council and ~~Committee~~committees are dealt with in accordance to section 5.20 of the Act.

Section 5.20 of the *Local Government Act 1995* states -

'(1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

~~(2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.~~

~~(3) This section does not apply to elections –~~

~~(a) by a council of the local government’s mayor or president under section 2.11; or~~

~~(b) by a council of the local government’s deputy mayor or president under section 2.15; or~~

~~(c) by a committee of the committee’s presiding member or deputy presiding member under section 5.12’. (1) A decision of a Council council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.~~

~~(2) A decision of a Committee committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.~~

~~(3) This section does not apply to elections –~~

~~(a) by a Council council of the local government’s Mayor or President (Chair chairman) under section 2.11; or~~

~~(b) by a Council council of the local government’s Deputy Mayor or President (Deputy Chair chairman) under section 2.15; or~~

~~(c) by a Committee committee of the Committee committee’s Presiding Member member or Deputy Presiding Member member (Chair chairman) under section 5.12.~~

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12.4 Method of taking vote

~~(1) Each Council Member or Committee Member who is present at a meeting of the Council or Committee is entitled to one (1) vote.~~

~~(2) Subject to 5.67 of the Act, each Council Member and Committee Member to which local government power or duty has been delegated who is present at a meeting of the Council or Committee is to vote.~~

~~(3) If the Votes of Member present at a Council or Committee meeting or Member present at a Committee meeting are equally divided, the Chair is to case a second vote.~~

~~(4)(1) In taking the Vote on any motion or amendment, the presiding member Chair -~~

~~(a) is to put the motion, first in the affirmative, and then in the negative;~~

~~(b) may put the motion in this way as often as may be necessary to enable them to determine whether the affirmative or the negative has the majority of votes;~~

~~(c) may accept a vote on the voices or may require a show of hands; and~~

Commented [A17]: Each of the deleted provisions are in section 5.21 of the *Local Government Act* - see clause 12.2 above.

~~(e)(d)~~ is subject to this clause, is to declare the result.

~~(5)(2)~~ If a ~~Member~~member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

~~(6)(3)~~ If a ~~Member~~member of Council or a ~~Committee~~committee specifically requests that there be recorded -

- (a) ~~The~~their vote; or
- (b) ~~The~~the vote of all ~~Member~~members present, on a matter voted on at a meeting of the Council or a ~~Committee~~committee, the ~~presiding member~~Chair is to cause the vote of votes, as the case may be, to be recorded in the minutes.

Part 13 - Minutes

13.1 Keeping of Minutes

The keeping and confirmation of minutes are dealt with in ~~accordance to section 5.22 of~~ the Act.

Section 5.22 of the Local Government Act 1995 states -

'(1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.

(2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

(3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation'. (1) The person presiding (chairing) at a meeting of a Council council or a Committee committee is to cause minutes to be kept of the meeting's proceedings.

(2) The minutes of a meeting of a Council council or a Committee committee are to be submitted to the next ordinary meeting of the Council council or the Committee committee, as the case requires, for confirmation.

(3) The person presiding (chairing) at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

13.2 Content of Minutes

The content of minutes is dealt with in ~~accordance to regulation 11 of~~ the Regulations.

Regulation 11 of the Local Government (Administration) Regulations 1996 states -

'The content of minutes of a meeting of a council or a committee is to include –

(a) the names of the members present at the meeting; and

(b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and

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- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and
- (d) details of each decision made at the meeting; and
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest; and
- (g) each document attached to an agenda relating to a council or committee meeting unless the meeting or that part of the meeting to which the document refers is closed to members of the public'. (1) The content of minutes of a meeting of a Council or a Committee is to include — (a) — the names of the Members present at the meeting; and
 - ~~— (b) — where a Member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and~~
 - ~~— (c) — details of each motion moved at the meeting, the mover and the outcome of the motion; and~~
 - ~~— (d) — details of each decision made at the meeting; and~~
 - ~~— (da) — written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a Committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and~~
 - ~~— (e) — a summary of each question raised by Members of the public at the meeting and a summary of the response to the question; and~~
 - ~~— (f) — in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest; and~~
 - ~~— (g) — each document attached to an agenda relating to a Council or Committee meeting unless the meeting or that part of the meeting to which the document refers is closed to Members of the public.~~

13.3 Public Inspection of Unconfirmed Minutes

The public inspection of unconfirmed minutes is dealt with in ~~accordance to regulation 13 of~~ the Regulations.

Regulation 13 of the *Local Government (Administration) Regulations 1996* states -

'(1) The CEO must publish on the local government's official website -

- ~~(a) the unconfirmed minutes of each council and committee meeting that is open to members of the public; and~~
- ~~(b) if a council or committee meeting is closed to members of the public – that part of the unconfirmed minutes of the meeting that is a record of decisions made at the meeting.~~
- ~~(2) The unconfirmed minutes of a council meeting must be published within 14 days after the meeting is held.~~
- ~~(3) The unconfirmed minutes of a committee meeting must be published within 7 days after the meeting is held'. (4) The CEO must publish on the local government's official website –~~
- ~~(a) the unconfirmed minutes of each Council and Committee meeting that is open to Members of the public; and~~
- ~~(b) if a Council or Committee meeting is closed to Members of the public – that part of the unconfirmed minutes of the meeting that is a record of decisions made at the meeting.~~
- ~~(2) The unconfirmed minutes of a Council meeting must be published within 14 days after the meeting is held.~~
- ~~(3) The unconfirmed minutes of a Committee meeting must be published within 7 days after the meeting is held.~~

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13.4 Confirmation of Minutes

- (1) The CEO is to give to each ~~Member~~member -
 - (a) the unconfirmed minutes of each Council meeting - within 10 clear working days after the meeting; and
 - (b) the unconfirmed minutes of a ~~Committee~~committee meeting - within 5 clear working days after the meeting.
- (2) When minutes of a meeting of Council or a ~~Committee~~committee are distributed for consideration prior to their confirmation at the next meeting, if a ~~Member~~member is dissatisfied with the accuracy of the minutes, the ~~Member~~member may provide the CEO a written copy of the alternative wording to amend the minutes no later than 7 working days before the next meeting of the Council or ~~Committee~~committee.
- (3) At the next meeting of Council or a ~~Committee~~committee, the ~~Member~~member who provided the alternative wording ~~shallis to~~, at the time for confirmation of minutes -
 - (a) ~~S~~state the item or items with which they are dissatisfied; and
 - (b) ~~P~~propose a motion clearly outlining the alternative wording to amend the minutes
- (4) ~~A~~ ~~Member~~members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Note: documents associated with meetings (including notice and agenda papers, minutes and records) are to be retained in accordance with TPRC's record keeping plan under the State Records Act 2000.

Part 14 - Adjournment of Meeting

14.1 Meeting may be adjourned

The Council or a Committee may adjourn any meeting -

- (a) To a later time on the same day; or
- (b) To any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

14.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law -

- (a) The names of Member who have spoken on the matter prior the adjournment are to be recorded in the minutes;
- (b) Debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) The provisions of clause 7.9 (speaking twice) apply when the debate is resumed.

Part 15 - Implementing decisions

15.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in accordance to regulation 10 of the Regulations.

Regulation 10 of the Local Government (Administration) Regulations 1996 states -

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported -

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

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- (1) ~~If a decision has been made at a Council or a Committee meeting then any motion to revoke or change the decision must be supported –~~
- (a) ~~in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or~~
- (b) ~~in any other case, by at least 1/3 of the number of offices (whether vacant or not) of Members of the Council or Committee, inclusive of the mover.~~
- (1a) ~~Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by Members of the Council or Committee numbering at least 1/3 of the number of offices (whether vacant or not) of Members of the Council or Committee, inclusive of the mover.~~
- (2) ~~If a decision is made at a Council or Committee meeting, any decision to revoke or change the decision must be made by an absolute majority.~~
- (3) ~~This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.~~

15.2 Procedure for moving a revocation motion

- (1) A motion to revoke or change a decision made at a meeting must -
- (a) ~~Must~~ be in writing in a form prescribed by Council
- (b) ~~§~~specify the decision proposed to be revoked or changed;
- (c) ~~l~~include a reason or reasons for the revocation motion;
- (d) ~~B~~be supported by the number of ~~Member~~members required under the Regulations;
- (e) ~~§~~specify the date of the meeting of Council or a ~~Committee~~committee where it is to be presented, as the case may be; and
- (f) ~~B~~be given to the CEO in accordance with the notice of motion provisions in clause 5.4.
- (2) ~~Any~~ notice of revocation motion given to the CEO must be dealt with in accordance with clause 5.4

15.3 Limitations on powers to revoke or change decisions

- (1) Subject to clause 15.3(2), the Council or a ~~Committee~~committee is not to consider a motion to revoke or change a decision -
- (a) ~~W~~here, at the time the motion is moved or notice is given, any action has been taken under clause 15.4 to implement the decision; or
- (a)(b) ~~W~~here the decision is procedural in its form or effect.
- (2) The Council or a ~~Committee~~committee may consider a motion to revoke or change a decision of the kind described in clause 15.3(1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

15.4 Implementing a decision

- (1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting is not to be implemented by the CEO or any other person until after 12 noon of the first clear working day after the commencement of the meeting at which the decision was made.
- (2) The Council or a [Committee](#) may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.
- (3) A decision made at a meeting is not to be implemented by the CEO or any other person -
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the Council or the [Committee](#) as the case may be.
- (4) The CEO is to ensure that [Members](#) of the public attending a meeting are informed, by an appropriate notice, that a decision to grant an authorisation -
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

Note: one of the statutory functions of the CEO under section 5.41(c) of the Act is to "cause [Council](#) decisions to be implemented".

15.5 Meaning of terms

In this Part -

"implement", in relation to a decision, includes -

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- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
- (b) take any other action to give effect to the decision; and

"valid notice of revocation motion" means a notice of a motion to revoke or change a decision that -

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- (a) complies with the requirements of the Act, Regulations and the Meeting Procedures and may be considered, but has not yet been considered, by the Council or a [Committee](#) as the case may be; and
- (b) if carried and implemented, would result in the decision being revoked or being substantially different.

Part 16 - Suspension of ~~these~~ Meeting Procedures ~~Local Law~~

16.1 Suspension of ~~these~~ Meeting Procedures ~~Local Law~~

- (1) A ~~Member~~member may, at any time, move that the operation of one or more of the clauses of these Meeting Procedures be suspended.
- (2) A ~~Member~~member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is seconded and carried by absolute majority, is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

16.2 Where Meeting Procedures do not apply

- (1) In situations where -
 - (a) these Meeting Procedures have been suspended; or
 - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures, the ~~Chair~~presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the ~~presiding member~~ Chair under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.11.

Part 17 - Miscellaneous

17.1 Representation on public bodies

When ~~the~~ Council is required to appoint or nominate a ~~Member~~member ~~or other~~ person to a public body, written notice of the vacancy or need for the appointment or nomination is to be given to all ~~Member~~members and the Council ~~or Committee~~ is by resolution to determine the appointment or nomination.

17.2 Improper use of information

Improper use of information is dealt with ~~under section 5.93 of in~~ the Act

Section 5.93 of the Local Government Act 1995 states -

'A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law -

(a) to gain directly or indirectly an advantage for the person or any other person; or

(b) to cause detriment to the local government or any other person.

Penalty: \$10 000 or imprisonment for 2 years'. A person who is a Council council Membermember, a Committeecommittee Membermember or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law -

~~(a) to gain directly or indirectly an advantage for the person or any other person; or~~
~~(b) to cause detriment to the local government or any other person.~~
~~Penalty: \$10 000 or imprisonment for 2 years.~~

17.3 Application to ~~Committee~~committees

- (1) Unless otherwise provided in the local law, the provisions of this local law are to apply to meetings of ~~Committee~~committees with the exception of -
- (a) ~~C~~clause 7.1 (seating); and
 - (b) ~~C~~clause 7.9 (speaking twice).

17.4 Cases not provided for in the local law

Where there is no provision or insufficient provision is made in the local law, the ~~Chair~~ presiding member is to determine the procedure to be observed.

Part 18 - Enforcement

18.1 Penalty for breach

A person who breaches a provision of these Meeting Procedures commits an offence.

18.2 Who can prosecute?

Who can prosecute is dealt with in ~~accordance to section 9.24(2) of~~ the Act.

Section 9.24(2) of the Local Government Act 1995 states -
'A prosecution for an offence against a local law may be commenced by -
(a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
(b) a person who is authorised to do so by the local government or regional local government that made the local law'.(2) — A prosecution for an offence against a local law may be commenced by—
— (a) — a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
— (b) — a person who is authorised to do so by the local government or regional local government that made the local law.

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Part 19 - Common Seal

19.1 Custody of the Common Seal

The CEO is to have charge of the common seal of TPRC and is responsible for the safe custody and proper use of it.

19.2 Use of Common Seal

The use of the common seal is dealt with in accordance to section 9.49A and 9.49B of the Act.

Sections 9.49A and 9.49B of the *Local Government Act 1995* state -

9.49A. Execution of documents

- (1) A document is duly executed by a local government if –
- (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
- (a) the mayor or president; and
 - (b) the CEO,
- each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

9.49B. Contract formalities

- (1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.
- (2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.

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~~(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.~~ **9.49A. Execution of documents**

~~(1) A document is duly executed by a local government if—~~

~~i. the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or~~

~~ii. it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.~~

~~(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.~~

~~(3) The common seal of the local government is to be affixed to a document in the presence of—~~

~~(a) the Mayor or President (Chairchairman); and~~

~~(b) the CEO, each of whom is to sign the document to attest that the common seal was so affixed.~~

~~(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.~~

~~(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.~~

~~(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.~~

~~(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.~~

9.49B. Contract formalities

~~(1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.~~

~~(2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.~~

~~(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.~~

Dated:

The Common Seal of the Tamala Park Regional Council was affixed by authority of a resolution of the Council in the presence of:

.....
KAREN CADDY
CHAIR

.....
JON MORELLINI
CHIEF EXECUTIVE OFFICER

Appendix 8.3

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL ACTIVITY
BUDGET REVIEW
2021-22**

Analysis as at 31 December 2021	2021-22 ADOPTED BUDGET	2021-22 REVISED BUDGET	2021-22 YTD ACTUAL	VARIANCE		VARIANCE %
				FAVOURABLE	UNFAVOURABLE	
REVENUE	\$	\$	\$	\$	\$	
General Purpose Funding	359,495	380,382	122,834	20,887		5.81%
Other Property and Services	5,312	3,618	3,618		(1,694)	-31.89%
	364,807	384,000	126,452			
LESS EXPENDITURE						
Governance	(171,005)	(171,005)	(79,448)			
Other Property & Services	(1,042,150)	(1,075,361)	(484,217)		(33,211)	-3.19%
	(1,213,155)	(1,246,366)	(563,665)			
Increase(Decrease)	(848,348)	(862,366)	(437,213)			
ADD						
Proceeds Sale of Asset	60,500	55,000	55,000		(5,500)	-9.09%
Profit and Loss on disposal of asset	(5,312)	1,744	1,744	7,056		132.83%
Depreciation Written Back	31,227	29,671	23,279		(1,556)	-4.98%
	86,415	86,415	80,023			
Sub Total	(761,933)	(775,951)	(357,190)			
LESS CAPITAL PROGRAMME						
Purchase Plant and Equipment	(5,000)	(5,000)	-			
	(5,000)	(5,000)	-			
LESS MEMBERS EQUITY						
Development of Land for Resale						
Income Sale of Lots -Subdivision	29,575,138	28,759,845	13,115,375		(815,293)	-2.76%
Income Other -Subdivision	5,000,000	5,002,382	8,703	2,382		0.05%
Development Costs - Subdivision	(45,814,343)	(38,874,122)	(7,406,005)	6,940,221		15.15%
Members Equity - GST Withheld	(2,524,805)	(2,467,735)	(709,905)	57,070		2.26%
Movement in Financial Assets at Amortised cost	0	0	(5,000,000)			
Payments for Principal Portion of Lease Liabilities	(20,878)	(20,878)	(17,886)			
Contribution Refund	(280,000)	(595,200)	(19,411)		(315,200)	-112.57%
Profit Distribution	(10,000,000)	(10,000,000)	(5,000,000)			
	(24,064,888)	(18,195,708)	(5,029,129)			
Sub Total	(24,831,821)	(18,976,659)	(5,386,319)			
Opening Funds	53,268,677	53,268,677	53,268,677			
	53,268,677	53,268,677	53,268,677			
Net Surplus /(Deficit)	28,436,856	34,292,018	47,882,358	7,027,616	(1,172,454)	

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF SURPLUS / DEFICIT
BUDGET REVIEW
2021-22**

Analysis as at 31 December 2021	2021-22 ADOPTED BUDGET	2021-22 REVISED BUDGET	2021-22 YTD ACTUAL
	\$	\$	\$
TOTAL OF OPERATING AND CAPITAL REVENUE AND EXPENDITURE	(24,863,048)	(19,006,330)	(5,409,598)
ADD DEPRECIATION WRITTEN BACK	31,227	29,671	23279
ADD SURPLUS BROUGHT FORWARD	53,268,677	53,268,677	53,268,677
LESS SURPLUS CARRIED FORWARD	(28,436,856)	(34,292,018)	(47,882,358)
RATES LEVIED	0	0	0

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF CLOSING FUNDS
BUDGET REVIEW
2021-22**

Analysis as at 31 December 2021	2021-22 ADOPTED BUDGET	2021-22 REVISED BUDGET	2021-22 YTD ACTUAL
	\$	\$	\$
CURRENT ASSETS			
Cash at Bank	28,486,338	34,341,500	47,507,719
Trade and Other Receivables	32,000	32,000	549,565
Other	0	0	-
Total Current Assets	28,518,338	34,373,500	48,057,284
LESS CURRENT LIABILITIES			
Lease Liabilities	0	0	(2,992)
Payables and Provisions	(81,482)	(81,482)	(174,926)
Total Current Liabilities	(81,482)	(81,482)	(177,918)
NET CURRENT ASSETS	28,436,856	34,292,018	47,879,366
Adjustments to net current assets	0	0	2,992
SURPLUS OF CURRENT ASSETS OVER LIABILITIES	\$28,436,856	\$34,292,018	\$47,882,358

NOTE 2 2021-22 ADOPTED BUDGET HAS NOT BEEN AMENDED SINCE ADOPTION

**TAMALA PARK REGIONAL COUNCIL
BUDGET REVIEW
2021-22**

	Annual Budget 2021/22	Projected Estimates to 30/06/2022	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
Total Income - Operating	364,807	384,000	19,193	5.26%
Total Expenses - Operating	(1,213,155)	(1,246,365)	(33,210)	-2.74%
Net operating Deficit	(848,348)	(862,365)	(14,017)	1.65%
Income - Members Equity				
Proceed Sale of Lots	29,575,138	28,759,845	(815,293)	-2.76%
Other Income Sale of Lots	5,000,000	5,002,382	2,382	0.05%
Total Income - Members Equity	34,575,138	33,762,227	(812,911)	-2.35%
Expense - Members Equity				
Consultancy	(50,000)	(15,000)	35,000	70.00%
Property Admin & Approvals	(18,000)	(15,000)	3,000	16.67%
Mtce Services - Land (Incl. Selling and Marketing Expenses)	(4,706,632)	(4,009,285)	697,347	14.82%
Land Development Costs	(41,039,711)	(34,834,837)	6,204,874	15.12%
Total Expense - Members Equity	(45,814,343)	(38,874,122)	6,940,221	15.15%
Subtotal	(11,239,205)	(5,111,895)	6,127,310	54.52%
Other Items				
Contribution Refund	(280,000)	(595,200)	(315,200)	-112.57%
Book Value of Assets Written Back	60,500	55,000	(5,500)	-9.09%
Profit and Loss on disposal of asset	(5,312)	1,744	7,056	132.83%
Depreciation Written Back	31,227	29,671	(1,556)	-4.98%
Payments for Principal Portion of Lease Liabilities	(20,878)	(20,878)		
Capital Expenditure	(5,000)	(5,000)		
GST Withheld Member Councils	(2,524,805)	(2,467,736)	57,069	2.26%
Profit Distributions	(10,000,000)	(10,000,000)		
Opening Surplus	53,268,677	53,268,677		
Closing Net Surplus/ Deficit	28,436,856	34,292,018	5,855,162	20.59%

**Tamala Park Regional Council
Budget Review in Detail
2021-22**

Analysis as at 31 December 2021	Year To Date		Budget		Variance	
	Actual	Budget	Annual Budget	Projected Estimates	Projected Estimates	Projected Estimates
	Jul - Dec 21	Jul - Dec 21	2021-22	To 30/06/2022	To Budget \$	To Budget %
Ordinary Income/Expense						
Income						
103 - GENERAL PURPOSE FUNDING						
1032 - Other GPF						
1032030 - Interest on Investment	115,392	168,557	337,115	365,382	28,267	8.38%
1032050 - Commission from investments	7,442	11,190	22,380	15,000	(7,380)	-32.98%
Total 1032 - Other GPF	122,833	179,747	359,495	380,382	20,887	5.81%
Total 103 - GENERAL PURPOSE FUNDING	122,833	179,747	359,495	380,382	20,887	5.81%
114 - OTHER PROPERTY & SERVICES						
1145 - Administration						
1145015 - Profit and Loss on disposal of asset	0	0	5,312	0	-5,312	-100.00%
1145012 - Income Other	3,618	0	0	3,618	3,618	100.00%
1145010 - Reimbursements	0	0	0	0	0	0.00%
Total 1145 - Administration	3,618	0	5,312	3,618	(1,694)	100.00%
Total 114 - OTHER PROPERTY & SERVICES	3,618	0	5,312	3,618	(1,694)	100.00%
Total Operating Income	126,452	179,747	364,807	384,000	19,193	5.26%
Expense						
E04 - GOVERNANCE.						
E041 - Membership						
E041005 - Chairman Allowance	(10,032)	(10,283)	(20,565)	(20,565)	0	0.00%
E041010 - Deputy Chair Allowance	(2,508)	(2,571)	(5,141)	(5,141)	0	0.00%
E041018 - Attendance Fee - Councillors	(66,000)	(67,649)	(135,299)	(135,299)	0	0.00%
E041020 - Conference Exp. - Councillors	0	(2,502)	(5,000)	(5,000)	0	0.00%
E041030 - Other Costs	(909)	(2,502)	(5,000)	(5,000)	0	0.00%
Total E041 - Membership	(79,448)	(85,507)	(171,005)	(171,005)	0	0.00%
Total E04 - GOVERNANCE.	(79,448)	(85,507)	(171,005)	(171,005)	0	0.00%
E14 - OTHER PROPERTY & SERVICES						
E14 - ADMINISTRATION						
E145 - Administration						
E145005 - Salaries - Basic Costs	(267,545)	(275,002)	(550,000)	(550,000)	0	0.00%
E145007 - Salaries Occ. Superannuation	(23,643)	(27,502)	(55,000)	(55,000)	0	0.00%
E145011 - Advertising Staff Vacancies	0	(5,002)	(10,000)	(10,000)	0	0.00%
E145013 - Fringe Benefits Tax	(691)	0	0	(691)	(691)	-100.00%
E145015 - Insurance W/comp.	(7,270)	(7,852)	(7,852)	(7,270)	582	7.41%
E145017 - Medical Exam. Costs	0	(307)	(307)	(307)	0	0.00%
E145019 - Staff Training & Dev.	(1,181)	(5,002)	(10,000)	(5,000)	5,000	50.00%
E145020 - Conference Exp. - CEO	0	(5,126)	(10,250)	0	10,250	100.00%
E145024 - Travel Expenses CEO	0	(2,563)	(5,125)	0	5,125	100.00%
E145025 - Other Accom & Property Costs	(3,271)	(2,367)	(4,731)	(6,500)	(1,769)	-37.39%
E145027 - Advertising General	(206)	(1,024)	(2,050)	(1,500)	550	26.83%
E145031 - Graphics Consumables	0	(515)	(1,025)	(300)	725	70.73%
E145033 - Photocopying	(696)	(770)	(1,538)	(1,538)	0	0.00%
E145037 - Postage, Courier & Freight	(352)	(515)	(1,025)	(1,025)	0	0.00%
E145039 - Printing	(80)	(515)	(1,025)	(500)	525	51.22%
E145043 - Stationery	(2,414)	(750)	(1,500)	(3,500)	(2,000)	-133.33%
E145045 - Other Admin Expenses	(1,982)	(2,563)	(5,125)	(5,125)	0	0.00%
E145047 - Office Telephones & Faxes	12	(515)	(1,025)	(500)	525	51.22%
E145049 - Mobile Phones, Pages, Radios	(2,409)	(3,026)	(6,050)	(6,050)	0	0.00%
E145053 - Bank Charges	(25)	(255)	(513)	(200)	313	61.01%
E145055 - Credit Charges	(68)	(255)	(513)	(200)	313	61.01%
E145057 - Audit Fees	0	(30,000)	(30,000)	(30,000)	0	0.00%
E145454 - Record management Consultancy	0	(5,000)	(5,000)	(5,000)	0	0.00%
E145455 - HR - CEO Performance Review	0	(10,000)	(10,000)	0	10,000	100.00%
E145059 - Membership Fees	(2,170)	(3,078)	(6,150)	(4,000)	2,150	34.96%
E145061 - Legal Expenses (General)	(13,184)	(10,250)	(20,500)	(20,500)	0	0.00%
E145069 - Valuation Fees	(12,500)	(9,998)	(20,000)	(20,000)	0	0.00%
E145075 - Promotions	(235)	(2,563)	(5,125)	(2,000)	3,125	60.98%
E145077 - Business Hospitality Expenses	(352)	(1,024)	(2,050)	(2,050)	0	0.00%
E145079 - Consultancy - Other	(5,170)	(20,002)	(40,000)	(40,000)	0	0.00%
E145083 - Research	(9,081)	(12,498)	(25,000)	(20,000)	5,000	20.00%
E145087 - Computer Software Mlce	(1,173)	(2,563)	(5,125)	(5,125)	0	0.00%
E145088 - Accounting Management	(41,420)	(20,498)	(41,000)	(82,000)	(41,000)	-100.00%
E145089 - Computer Software Purchase	(3,440)	(5,128)	(10,250)	(25,000)	(14,750)	-143.90%
E145091 - Computer Sundries	(631)	(1,024)	(2,050)	(2,050)	0	0.00%
E145093 - Internet Provider Costs	(12,696)	(7,689)	(15,375)	(22,000)	(6,625)	-43.09%
E145094 - Plant & Equip. Purchase Non-Cap	(2,429)	0	(10,000)	(10,000)	0	0.00%
E145095 - Plant & Equip. Purchase Capital	0	0	(5,125)	0	5,125	100.00%
E145097 - Hire of Equipment	0	(770)	(1,538)	(500)	1,038	67.49%
E145099 - Vehicle Operating Expense	(1,357)	0	0	(1,357)	(1,357)	-100.00%
E145100 - Safety Clothes and Equipment	(680)	(515)	(1,025)	(1,025)	0	0.00%
E145101 - Consumable Stores	(492)	(515)	(1,025)	(1,025)	0	0.00%
E145103 - Newspapers & Periodicals	0	(103)	(205)	(205)	0	0.00%
E145105 - Publications & Brochures	0	(103)	(205)	(205)	0	0.00%
E145107 - Subscriptions	(43)	(255)	(513)	(513)	0	0.00%
E145109 - Parking Expenses	(75)	(124)	(256)	(256)	0	0.00%
E145113 - Emergency Services	0	(2,563)	(5,125)	0	5,125	100.00%
E145117 - Electricity	0	(3,333)	(6,663)	(6,663)	0	0.00%
E145452 - Recruitment_Human Resources TPRC Portion	(23,070)	(50,000)	(50,000)	(70,000)	(20,000)	-40.00%
E145343 -Loss on asset disposal	(1,744)	0	0	(1,744)	(1,744)	-100.00%
E145121 - Insurance - Public Liability	(3,392)	(3,281)	(3,281)	(3,392)	(111)	-3.38%
E145123 - Insurance - Property (ISR)	(9,625)	(9,483)	(9,483)	(9,625)	(142)	-1.50%
E145126 - Insurance - Personal Accident	(1,175)	(1,204)	(1,204)	(1,175)	29	2.41%
E145127 - Insurance - Other	(2,898)	(2,906)	(2,906)	(2,898)	8	0.28%
E145129 - Interest expenses ROU asset	(88)	(502)	(90)	(176)	-86	-95.56%
E145222 - Depreciation Furniture_office E	(290)	(28,103)	(1,556)	0	1,556	100.00%
E145225 - Depreciation L/Hold Improvement	(4,777)	0	(9,557)	(9,557)	0	0.00%
E145226 - Depreciation ROU asset	(18,210)	0	(20,114)	(20,114)	0	0.00%
Total E145 - Administration	(484,217)	(586,503)	(1,042,150)	(1,075,361)	-33,211	-3.19%

E14 · OTHER PROPERTY & SERVICES	(484,217)	(586,503)	(1,042,150)	(1,075,361)	-33,211	-3.19%
Total Operating Expenses	(563,665)	(672,010)	(1,213,155)	(1,246,366)	(33,211)	-2.74%
E34 · PROPERTY DEVELOPMENT- SERVICES						
E145451 · GST management Property Dev Portion	(7,359)	(10,000)	(20,000)	(15,000)	5,000	25.00%
E145452 · Recruitment_Human Resources Property Dev Portion	0	(14,999)	(30,000)	0	30,000	100.00%
E145041 · Signage/Decals	0	(2,500)	(5,000)	(2,000)	3,000	60.00%
E145042 · Branding/Marketing	0	(5,000)	(10,000)	(5,000)	5,000	50.00%
E145204 · Fences/Walls	0	(1,500)	(3,000)	(2,000)	1,000	33.33%
E145206 · Mtce Services Land	0	(2,500)	(5,000)	(3,000)	2,000	40.00%
E145216 · Direct Selling Expenses	(786,430)	(1,216,979)	(4,244,632)	(3,547,285)	697,347	16.43%
E145218 · Sales and Marketing	(87,726)	(199,998)	(400,000)	(400,000)	0	0.00%
E145029 · Advertising Public/Statutory	(12,148)	(8,500)	(17,000)	(25,000)	(8,000)	-47.06%
E145061 · Legal Expenses (General)	(1,077)	(14,999)	(30,000)	(30,000)	0	0.00%
E145086 · Probity Auditor	(3,380)	(5,001)	(10,000)	(10,000)	0	0.00%
Total E34 · PROPERTY DEVELOPMENT- SERVICES	(898,120)	(1,481,976)	(4,774,632)	(4,039,285)	735,347	15.40%
E347 · Land Development Costs						
E145207 · Land & Special Sites Development	(116,994)	(5,103,000)	(5,103,000)	(227,862)	4,875,138	95.53%
E145208 · Consultants	(108,945)	(213,147)	(433,863)	(460,634)	(26,771)	-6.17%
E145209 · Landscape	(423,732)	(1,026,449)	(7,171,015)	(5,881,635)	1,289,380	17.98%
E145210 · Infrastructure	(3,393,563)	(6,105,747)	(7,816,331)	(7,858,398)	(42,067)	-0.54%
E145215 · Bulk Earthworks	(14,567)	(2,392,154)	(2,434,211)	(1,906,437)	527,774	21.68%
E145211 · Lot Production	(1,951,220)	(5,392,791)	(15,204,546)	(15,571,799)	(367,253)	-2.42%
E145212 · Administration (Land Development)	(480,626)	(754,075)	(1,258,573)	(1,114,427)	144,146	11.45%
E145213 · Community Development	(18,238)	(61,878)	(165,000)	(94,494)	70,506	42.73%
E000000 · Contingency	0	(1,062,461)	(1,999,327)	(1,611,599)	387,728	19.39%
E000000 · Debtors/Creditors Movements	0	0	0	173,529	173,529	100.00%
E000000 · Finance	0	(296,470)	546,155	(281,081)	(827,236)	-151.47%
Total E347 · Land Development Costs	(6,507,885)	(22,408,172)	(41,039,711)	(34,834,837)	6,204,874.00	15.12%
Total Expense	(7,969,670)	(24,562,158)	(47,027,498)	(40,120,488)	6,907,010	14.69%
Net Income	(7,843,218)	(24,382,411)	(46,662,691)	(39,736,488)	6,926,203	14.84%
Other Items						
Contribution Refund	(19,411)	0	(280,000)	(595,200)	(315,200)	-112.57%
Capital Expenditure	0	0	(5,000)	(5,000)	0	0.00%
Payments for Principal portion of lease Liabilities	(17,886)	(17,377)	(20,878)	(20,878)	0	0.00%
Profit Distributions	(5,000,000)	0	(10,000,000)	(10,000,000)	0	0.00%
Proceed Sale of Lots	13,115,375	8,601,220	29,575,138	28,759,845	(815,293)	-2.76%
Proceed Sale of Lots- Other	8,703	0	5,000,000	5,002,382	2,382	0.05%
Proceed Disposal of Assets	55,000	60,500	60,500	55,000	(5,500)	-9.09%
Profit and Loss on disposal of asset	1,744	0	-5,312	1,744	7,056	132.83%
Movement in Financial Asssts at amortised cost - non current	(5,000,000)	0	0	0	0	0.00%
Depreciation Written Back	23,279	28,102	31,227	29,671	(1,556)	-4.98%
GST Withheld Member Councils	(709,905)	(1,316,574)	(2,524,805)	(2,467,735)	57,070	2.26%
Opening Surplus	53,268,677	53,551,892	53,268,677	53,268,677	0	0.00%
Closing Net Surplus/ Deficit	47,882,358	36,525,352	28,436,856	34,292,018	5,855,162	20.59%

5,855,162

Appendix 8.4



Tamala Park Regional Council - Compliance Audit Return Regional Local Government 2021

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 the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	No major trading undertaken during audit term.	Jon Morellini
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Jon Morellini
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	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 2021?	N/A		Jon Morellini
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Jon Morellini
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Jon Morellini



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Jon Morellini
2	s5.16	Were all delegations to committees in writing?	Yes		Jon Morellini
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Jon Morellini
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Jon Morellini
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes		Jon Morellini
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Jon Morellini
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Jon Morellini
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Jon Morellini
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	N/A	No delegations to employees during audit term.	Jon Morellini
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Jon Morellini
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Jon Morellini
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes		Jon Morellini
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 in accordance with Admin Reg 19?	Yes		Jon Morellini

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	Approvals granted under s5.68.	Jon Morellini



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Jon Morellini
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Jon Morellini
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Jon Morellini
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Jon Morellini
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Jon Morellini
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Jon Morellini
8	s5.88(1) & (2)(b) 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, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Jon Morellini
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Jon Morellini
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Jon Morellini
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Jon Morellini
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Jon Morellini
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Jon Morellini



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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Jon Morellini
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	N/A		Jon Morellini
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	N/A		Jon Morellini
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		Jon Morellini
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Jon Morellini
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Jon Morellini
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	N/A		Jon Morellini
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	N/A		Jon Morellini
		*Question not applicable after 2 Feb 2021			



No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Adopted 18 February 2021.	Jon Morellini
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Jon Morellini
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Jon Morellini
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Jon Morellini

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Jon Morellini
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		Jon Morellini



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		Jon Morellini	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegations issued during audit term.	Jon Morellini	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes		Jon Morellini	
4	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, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Jon Morellini	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Jon Morellini	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Jon Morellini	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Jon Morellini	



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 10 December 2020.	Jon Morellini
2	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Jon Morellini
3	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 20 February 2020.	Jon Morellini

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	Process approved but no permanent appointment during audit term.	Jon Morellini
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Jon Morellini
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Jon Morellini
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Jon Morellini
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No changes to senior personnel during audit term.	Jon Morellini
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Jon Morellini



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Jon Morellini
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	N/A	No complaints during audit term.	Jon Morellini
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A		Jon Morellini

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Adopted 20 February 2020.	Jon Morellini
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Adopted 17 June 2021.	Jon Morellini
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Jon Morellini
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes		Jon Morellini



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No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Jon Morellini
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Jon Morellini
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Jon Morellini
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Jon Morellini
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Jon Morellini

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Jon Morellini
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all 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 F&G Reg 11(1)?	Yes		Jon Morellini
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Jon Morellini
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No multiple contracts entered into during audit term.	Jon Morellini



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		Jon Morellini
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Jon Morellini
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Jon Morellini
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Jon Morellini
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Jon Morellini
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Jon Morellini
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No expressions of interest sought during audit term.	Jon Morellini
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Jon Morellini
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Jon Morellini
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Jon Morellini
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Jon Morellini



No	Reference	Question	Response	Comments	Respondent
16	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		Jon Morellini
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 pre-qualified supplier panel application?	N/A		Jon Morellini
18	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		Jon Morellini
19	F&G Reg 24AH(1)	Did the local government reject any 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		Jon Morellini
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Jon Morellini
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Jon Morellini
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Jon Morellini

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Tamala Park Regional Council

Signed CEO, Tamala Park Regional Council

Appendix 8.5

Responsible Officer	Chief Executive Officer
Initial Council adoption	13 December 2012
Amendments	
Last Council adoption	8 October 2020
Review due	2021 2022

POLICY

Objective

To adopt Full Accrual Accounting and all other applicable Accounting Standards.

Local Government Reference

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- Australian Accounting Standards

Significant Accounting Policies

The significant accounting policies which have been adopted by Council in the preparation of the financial report are:

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

Accounting policies which have been adopted in the preparation of the financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the

basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The Local Government Reporting Entity

All Funds through which the Regional Council controls resources to carry on its functions have been included in the financial statements forming part of the financial report.

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.

2. REVENUE AND EXPENSES

Revenue Recognition Policy

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods & services	When obligations typically satisfied	Payment terms	Returns / refunds / warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Commissions	Commissions on investments	Single point in time	Monthly in arrears	None	Set up mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set up mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

3. 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 with original maturities of three months or less 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.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

5. OTHER FINANCIAL ASSETS

Other financial assets at amortised cost

The Regional Council classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 21.

6. TRADE AND OTHER RECEIVABLES

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found at Note 21.

Classification and subsequent measurement

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

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short-term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

7. INVENTORIES

General

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

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

Land held for resale

Land held for development and 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.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

8. PROPERTY, PLANT AND EQUIPMENT

Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

Fair Value Measurements

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

9. FIXED ASSETS

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

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Regional Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years to five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

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

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(ii) the Regional Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads

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

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

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

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

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

Depreciation

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

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

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Right of use (buildings)	Based on the remaining lease term
Intangible <u>Intangible</u> assets – computer software licence	5 years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset’s useful life from the time the asset is held for use. The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

10. LEASES

At inception of a contract, the Regional Council assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Regional Council uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are also revalued.

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the Regional Council anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

Lease Liabilities

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

11. REVALUATION SURPLUS

Movements on revaluation of property, plant and equipment (including infrastructure) are attributed to Other Property and Services.

12. TRADE AND OTHER PAYABLES

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

13. INFORMATION ON BORROWINGS

Financial liabilities

Financial liabilities are recognised at fair value when the Regional Council becomes a party to the contractual provisions to the instrument.

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

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

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 21.

14. EMPLOYEE RELATED PROVISIONS

Employee Benefits

Short-term employee benefits

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

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

Other long-term employee benefits

The Regional Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

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

Provisions

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

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

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position.

16. CAPITAL AND LEASING COMMITMENTS

Leases

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

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

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

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

17. INTERESTS IN JOINT ARRANGEMENTS

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

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangement whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Regional Council's interest in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

47-18. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP)

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect of fees and benefits paid to elected members.

Post-employment benefits

These amounts are the current year's estimated cost of provided for the Regional Council's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Transactions with related parties

Transactions between related parties, and the Regional Council are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

The Regional Council's main related parties are as follows:

i. Key Management Personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Regional Council under normal employment terms and conditions.

iii. Entities subject to significant influence by the Regional Council.

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statue or agreement.

48-19. FINANCIAL RISK MANAGEMENT

(a) Interest rate risk

Cash and cash equivalents

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Regional Council to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest-bearing accounts.

Sensitivity

Profit or loss is sensitive to higher/lower income from cash and cash equivalents as a result of changes in interest rates.

(b) Credit risk

Trade and Other Receivables

The level of outstanding receivables is reported to Council bi-monthly and benchmarks are set and monitored for acceptable collection performance.

The Regional Council applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivables are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors. The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables.

(c) Liquidity risk

Payables

The contractual undiscounted cashflows of the Regional Council's Payables are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 – 5 years	Due after 5 years	Total contractual cashflows	Carrying values
2020	\$	\$	\$	\$	\$
Payables	43,074	0	0	43,074	43,074
Lease liabilities	35,381	20,639	0	56,020	55,420
	78,455	20,639	0	99,094	98,494
2019					
Payables	69,716	0	0	69,716	69,717
	69,716	0	0	69,716	69,717

19-20. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Regional Council adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Regional Council adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. The change in accounting policy had no impact on existing balances at the date of initial application (1 July 2019).

In accordance with the transition provisions AASB 15, the Regional Council adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019.

(b) AASB1058: Income for Not-For-Profit Entities

The Regional Council adopted AASB 1058 *Income for Not-for-Profit Entities* (issued December 2016) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Regional Council adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. The change in accounting policy has no impact on existing balances at the date of initial application (1 July 2019).

(c) AASB 16: Leases

The Regional Council adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Regional Council has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Regional Council will not restate comparatives for prior reporting periods.

In applying AASB 16 for the first time, the Regional Council will use the following practical expedient permitted by the standard.

- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

20-21. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

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

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

b) Current and non-current classification

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

c) Rounding off figures

All figures shown in the annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian dollars.

d) Comparative figures

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

When the Regional Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

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

f) Superannuation

The Regional Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Regional Council contributes are defined contribution plans.

g) Fair value of assets and liabilities

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

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

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

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

h) Fair value hierarchy

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

Level 1

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

Level 2

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

Level 3

Measurements based on unobservable inputs for the asset or liability.

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

Valuation techniques

The Regional Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Regional Council are consistent with one or more of the following valuation approaches:

Market approach

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

Income approach

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

Cost approach

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

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

i) Impairment of assets

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

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

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

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

21.22. ACTIVITIES/PROGRAMS

Regional Council operations as disclosed in these financial statements encompass the following service-oriented activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

General Purpose Funding

To collect interest on investments

Interest revenue

Other Property and Services

To monitor and control Council's overheads on operating accounts

Other unclassified activities