

Ordinary Meeting of Council

Thursday 18 August 2022

AGENDA

Notice of Meeting

Councillors of the Tamala Park Regional Council are advised that a meeting will be held electronically on Thursday 18 August 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 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.

2. APOLOGIES AND LEAVE OF ABSENCE

3. DISCLOSURE OF INTERESTS

4. PUBLIC STATEMENT/QUESTION TIME

5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

6. PETITIONS

7. CONFIRMATION OF MINUTES

That the minutes of the Ordinary Meeting of Council of 16 June 2022 be CONFIRMED as a true and accurate record of proceedings.

7A BUSINESS ARISING FROM MINUTES

8. ADMINISTRATION REPORTS AS PRESENTED

8.1 BUSINESS REPORT – PERIOD ENDING 11 AUGUST 2022

Responsible Officer: Manager Project Coordination

Attachments: Landscaping Works Table

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Business Report to 11 August 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

Stage 29 – Catalina Beach

Earthworks for Stage 29 (43 lots) are in progress. Practical completion of the civil works is expected to occur in late November 2022.

Stage 31- Catalina Beach

Civil design drawings for Stage 31 (64 lots) have been completed and are currently going through final checking before being submitted to the City of Wanneroo for approval. Approval is anticipated in late-September 2022.

Stage 18C – Catalina Central

Construction of Stage 18C (28 lots) is well-progressed and expected to be completed in late September 2022.

Stage 36 - Catalina Green

Construction of Stage 36 (78 residential lots and a commercial lot) is well-progressed. Recent wet weather has impacted the roadworks program, delaying the anticipated completion date by approximately one week. Practical completion is now expected in early October 2022.



Civil works Stage 36 – note tree retention in future road verge (left) and public open space (right)

Stage 37 - Catalina Green

Construction of Stage 37 (48 lots) has been awarded to RJ Vincent. Works are scheduled to commence in early September 2022 and be completed in late January 2023.

Stage 38 - Catalina Green

Civil design drawings for Stage 38 (36 lots) are in progress and expected to be completed in early September 2022.

Longbeach Promenade – Catalina Beach

Earthworks for the Longbeach Promenade extension are largely complete, however RJ Vincent has not had capacity to commence the civil works, as priority has been and

continues to be given to completion of subdivision works. The TPRC and Project team are working with RJ Vincent to identify when the construction of Longbeach Promenade can be programmed to re-commence.

2. Landscaping Works - Status

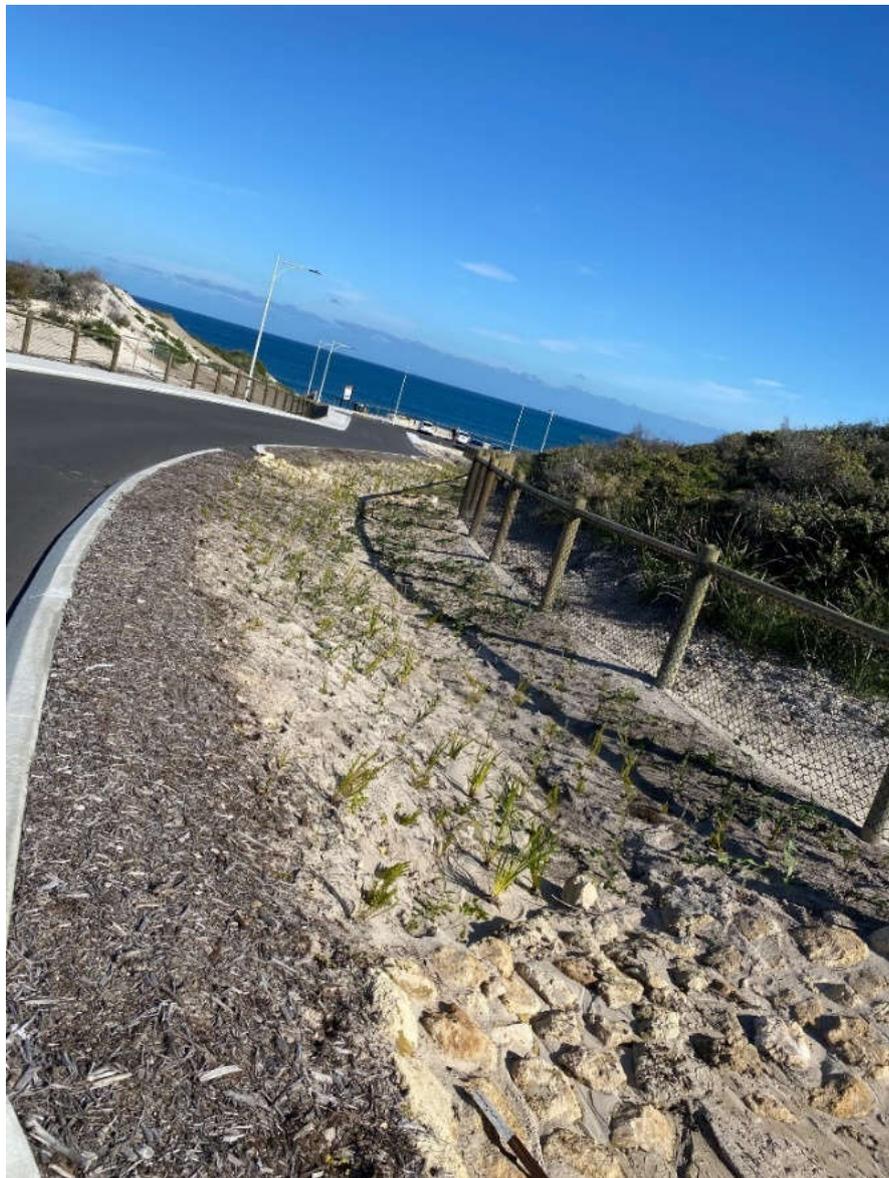
The status of various landscape construction works in progress in Catalina is summarised in the table contained in Appendix 8.1.

Current highlights are detailed below.

CATALINA BEACH

Foreshore Access Road and Carpark

A second stage of revegetation work alongside the Foreshore Access Road and Carpark has recently been completed. Native tubestock propagated from seeds collected from the Catalina site and surrounding areas has been used in the revegetation work.



Revegetation works along Foreshore Access Road



Revegetation works along Foreshore Access Road

Portofino Promenade Extension

Landscape design drawings for the Portofino Promenade extension have been approved by the City of Wanneroo. The landscaping works include soft and hard landscaping of the central median and southern verge. The southern verge forms part of the Greenlink, which will ultimately provide a pedestrian and cyclist connection between Clarkson train station and the foreshore. The works are anticipated to commence in mid-August 2022 and be completed in October 2022. In the meantime, the northern verge has had mulch installed, pending future development of land immediately to the north.



Mulch installed along the northern verge of Portofino Promenade - Catalina Beach

Catalina Beach Park – Phase 2

Landscape design drawings for the extension of the existing Stage 25 park on Portofino Promenade were approved by the City of Wanneroo on 8 August 2022. Earthworks for the park extension are currently being completed as part of the Stage 29 civil works. Landscaping works will be able to commence shortly after the earthworks and drainage installations are completed and be undertaken in parallel with the civil works on the rest of Stage 29. Landscape works completion is anticipated in December 2022.

Foreshore Park

Landscape design drawings for a new park at the end of the Portofino Promenade extension and adjacent to the coastal conservation reserve are well progressed and expected to be lodged with the City of Wanneroo for assessment in September 2022. Landscaping works are anticipated to commence in January 2023.

CATALINA CENTRAL

Connolly Drive/Aviator Boulevard Roundabout and Entry Statement

Landscape works for Connolly Drive, including the Connolly/Aviator Roundabout and entry statement are in progress and expected to be completed in October 2022.



Connolly/Aviator entry statement landscape construction in progress - Catalina Central

Aviator Boulevard Greenlink

Landscape works for the Aviator Boulevard Greenlink extension from Roulettes Parade to Connolly Drive in Catalina Central are nearing completion. The works have already significantly improved the presentation and amenity in this part of Catalina.



Greenlink landscape construction work in progress – Catalina Central

CATALINA GREEN

Phase 1 Park, Streetscapes and Entry Statements

Landscape design for the streetscape works and entry statements on Connolly Drive and Neerabup Road and first stage of parkland adjacent to Neerabup Road in Catalina Green is complete. Design drawings have been submitted to the City of Wanneroo. Landscape works are programmed to commence in November 2022, following City approval and the completion of the Stage 36 civil works.

3. Housing Construction

The following table provides an overview of the current progress of housing construction to 4 August 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	15	2	0
Stage 17B	36	33	3	0
Stage 25C	4	1	1	2
Stage 25 (Builders Release)	17	17	0	0
Stage 26	38	34	3	1
Stage 27A	20	8	9	3
Stage 27B	23	0	0	23
Stage 28	34	0	24	10
Stage 30	35	0	0	35
Total	1,132	1,013	43	76

4. Community Events

The Community Development work plan for FYE 2023 has been approved. Objectives include a focus on strengthening essential stakeholder relationships and collaborating with external parties and local residents to deliver events that can be run independent of, or with limited TPRC support.

Satterley is engaged to provide community development services until the end of its contract term in November 2022. Key deliverables until the end of the contract term include a residents' welcome function, a Halloween-themed community activity event, management of the Community Sponsorship program and place-based community capacity building initiatives. In addition, a consultation exercise will take place in November to capture residents' attitudes, opinions, experiences and needs to inform planning of future initiatives that will best serve the community.

The community development function provided by Satterley is not included in the services provided under the development management agreement between the TPRC and Satterley. Tenders will be called in late August 2022 from community development providers for a new two-year (plus an optional additional one-year) contract term.

5. Commercial Centres

Aviator Boulevard, Catalina Central

Stage 1 of the development of the Catalina Central commercial site is complete and the childcare centre is in operation. The TPRC has been advised it is already at capacity. Stage 2 will include several shop tenancies (300m² net lettable area) and a 170m² café which is due to be completed in 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 contract of sale for the neighbourhood centre site has been executed. Currently Satterley, the TPRC and the purchaser are working together to finalise a Local Development Plan for the site. The lot construction and titling process is expected to be finalised in October 2022 as part of Stage 36 and settlement of the sale is anticipated in November 2022.

Rathmines Street, Catalina Central

A tender for the sale of proposed Lot 341 Rathmines Street, located on the corner of Aviator Boulevard and Connolly Drive in Catalina Central closed on 5 August 2022. The 6,907m² site is zoned Residential R60 and has been offered as a vacant site for development. A report on the tender submissions will be presented to the October 2022 Council meeting for consideration.

6. UDIA Environmental Excellence Award Submission

TPRC and Satterley have entered Catalina Estate into the 2022 UDIA Awards for Excellence for the Environmental Excellence category. Judging will take place between late July and early August, with the awards night occurring on 17 September 2022. Catalina has been listed as one of three finalists and considered to be well-placed to receive recognition in this category, given the significant number of initiatives that have been undertaken to protect and enhance the environmental values of the site and demonstrate best-practice sustainable land development.

Initiatives referred to in the award submission include the development of the 'Greenlink' ecological corridor and pedestrian/cyclist connection, construction of the Burns Beach to Mindarie dual use path, significant mature tree canopy retention, careful soil and water management, water sensitive urban design, protection of 12 ha of significant fauna habitat within Biodiversity Conservation Areas, foreshore conservation and revegetation works and a Builders Waste Recycling Program, which has seen a total of 4,316 tonnes of waste being diverted from landfill to date, with 98% (by weight) of all materials recycled. The submission also refers to Catalina Beach's and Catalina Green's EnviroDevelopment 6-leaf accreditation for ecosystems, waste, energy, materials, water and community, endeavours to orientate residential lots to maximise passive solar design opportunities and sustainability incentives offered to lot purchasers in the form of rebates for solar panel systems and water efficient appliances and fittings and waterwise front landscaping packages.

8.2 STATEMENT OF FINANCIAL ACTIVITY FOR JUNE 2022

Responsible Officer:	Chief Executive Officer
Attachments:	Statement of Financial Activity for June 2022
Voting Requirements:	Simple Majority

RECOMMENDATION

That the Council **RECEIVES** and **NOTES** the Statement of Financial Activity for the month ending 30 June 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 30 June 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.
Depreciation	The negative variation is due to the accounting treatment of the new TPRC office lease.
Employee Costs	The positive variation relates to timing of onboarding of new employee.
Interest	The positive variation is due to the accounting treatment of the new TPRC office lease.
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 negative variance is a result of delay in titles.
Land Production Costs	The positive variance relates to timing of payments.
GST Withheld Member Councils	The positive variance is a result of delay in settlements.

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

Financial Snapshot as at 30 June 2022

	2021-22 Amended Budget	2021-22 Budget YTD	2021-22 Actual YTD	Variance		Variance %
				Favourable	Unfavourable	
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	365,382	365,382	304,540		(60,842)	-16.65%
Other Revenue	18,618	18,618	18,088		(530)	-2.85%
	\$384,000	\$384,000	\$322,628	\$0	(\$61,372)	
LESS EXPENDITURE						
Depreciation	(29,671)	(29,671)	(44,820)		(15,149)	-51.06%
Employee Costs	(628,268)	(628,268)	(532,795)	95,473		15.20%
Insurance	(17,090)	(17,090)	(17,091)		(1)	-0.01%
Interest	(176)	(176)	(928)		(752)	-427.27%
Materials and Contracts	(391,749)	(391,749)	(253,768)	137,981		35.22%
Other	(171,005)	(171,005)	(155,947)	15,058		8.81%
Utilities	(6,662)	(6,662)	0	6,662		100.00%
OTHER						
Written Down Value of Assets Sold	(56,744)	(56,744)	(56,744)			0.00%
Proceeds From Disposal of Asset	55,000	55,000	55,000			0.00%
Members Equity						
Income Sale of Lots - Subdivisions	33,762,227	33,762,227	30,288,672		(3,473,555)	-10.29%
Land Production Costs	(38,874,122)	(38,874,122)	(17,671,591)	21,202,531		54.54%
GST Withheld Member Councils	(2,467,735)	(2,467,735)	(1,895,705)	572,030		23.18%
Profit distribution/Contributions Returned	(10,595,200)	(10,595,200)	(10,484,612)	110,588		1.04%
	(\$19,421,195)	(\$19,421,195)	(\$770,329)	\$22,140,323	(\$3,489,457)	
Total Change in Equity	(\$19,037,195)	(\$19,037,195)	(\$447,701)	\$22,140,323	(\$3,550,829)	

Balance Sheet Summary as at 30 June 2022

	Actual 2020-21 \$	Actual 2021-22 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	53,313,471	52,294,387	(1,019,084)	-1.91%
Trade and other receivables	354,701	782,225	427,523	120.53%
Total current assets	53,668,172	53,076,611	(591,561)	-1.1%
Non-current assets				
Inventories	1,600,000	1,600,000	0	0.00%
Right of use assets	20,114	86,712	66,598	331.11%
Property, plant and equipment	102,610	36,311	-66,299	-64.61%
Total non-current assets	1,722,723	1,723,023	299	0.02%
Total assets	55,390,896	54,799,634	(591,261)	-1.07%
Current liabilities				
Trade and other payables	116,281	155,647	(39,365)	-33.85%
Lease Liabilities	20,878	33,577	(12,698)	-60.82%
Provisions	283,214	21,788	261,426	92.31%
Total current liabilities	420,373	211,011	209,362	49.8%
Non-current liabilities				
Lease Liabilities	0	53,506	-53,506	0.00%
Provisions	1,231	13,527	-12,296	-999.19%
Total non-current liabilities	1,231	67,032	-65,802	-5347.09%
Total liabilities	421,604	278,043	143,560	34.05%
Net assets	54,969,292	54,521,591	(447,701)	-0.81%

Investment Summary as at 30 June 2022

Cash Accounts									
	Face Value (\$)	Current Yield	Institution	Credit Rating		Current Value (\$)	Deal No.		
	5,024,622.46	1.0000%	Macquarie Bank	A+		5,024,622.46	541301		
	5,024,622.46	1.0000%				5,024,622.46			
Term Deposits									
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)
Jul-22	2,047,728.09	0.7500%	AMP Bank	BBB	2,047,728.09	Aug-21	2,061,445.06	541726	13,716.97
Aug-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Sep-21	1,003,587.67	541894	3,587.67
Sep-22	3,000,000.00	0.4400%	Westpac Group	AA-	3,000,000.00	Oct-21	3,008,968.77	542013	8,968.77
Oct-22	3,021,000.00	0.4000%	Westpac Group	AA-	3,021,000.00	Oct-21	3,029,607.78	541997	8,607.78
Oct-22	3,000,000.00	0.4100%	National Australia Bank	AA-	3,000,000.00	Oct-21	3,008,727.95	541995	8,727.95
Nov-22	2,000,000.00	1.0000%	AMP Bank	BBB	2,000,000.00	Feb-22	2,007,726.03	542330	7,726.03
Nov-22	3,000,000.00	1.0000%	AMP Bank	BBB	3,000,000.00	Feb-22	3,011,589.04	542331	11,589.04
Nov-22	1,000,000.00	0.9800%	Suncorp Bank	AA-	1,000,000.00	Mar-22	1,002,926.58	542443	2,926.58
Dec-22	3,000,000.00	3.4000%	Suncorp Bank	AA-	3,000,000.00	Jun-22	3,002,794.52	542877	2,794.52
Jan-23	1,000,000.00	0.8000%	Westpac Group	AA-	1,000,000.00	Jan-22	1,001,446.58	542266	1,446.58
Jan-23	1,000,000.00	0.8100%	Westpac Group	AA-	1,000,000.00	Jan-22	1,003,484.11	542269	3,484.11
Feb-23	1,000,000.00	1.0000%	Macquarie Bank	A+	1,000,000.00	Mar-22	1,003,260.27	542408	3,260.27
Feb-23	2,000,000.00	0.5200%	National Australia Bank	AA-	2,000,000.00	Aug-21	2,009,174.79	541745	9,174.79
Feb-23	1,000,000.00	0.9500%	Westpac Group	AA-	1,000,000.00	Feb-22	1,001,197.26	542340	1,197.26
Feb-23	1,000,000.00	0.9400%	Westpac Group	AA-	1,000,000.00	Feb-22	1,003,296.44	542373	3,296.44
Mar-23	3,000,000.00	1.0000%	National Australia Bank	AA-	3,000,000.00	Mar-22	3,009,452.05	542415	9,452.05
Mar-23	5,000,000.00	1.1100%	ANZ Banking Group	AA-	5,000,000.00	Mar-22	5,017,182.19	542425	17,182.19
May-23	1,000,000.00	3.0500%	ME Bank	BBB+	1,000,000.00	May-22	1,004,261.64	542757	4,261.64
May-23	2,000,000.00	3.0300%	Commonwealth Bank of Australia	AA-	2,000,000.00	May-22	2,008,301.37	542772	8,301.37
	39,068,728.09	1.1550%			39,068,728.09		39,198,430.10		129,702.01
Fixed Rate Bonds									
Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)
Jun-23	3,000,000.00	0.7000%	NT T-Corp Bond (Jun23) 0.70%	Aa3	3,000,000.00	Apr-21	3,000,920.55	541265	920.55
	3,000,000.00				3,000,000.00		3,000,920.55		920.55

8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR JUNE and JULY 2022

Responsible Officer:	Chief Executive Officer
Attachments:	1. Summary Payment List for June & July 2022 2. 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 June and July 2022:**
 June 2022 - \$9,396,848.18
 July 2022 - \$1,919,662.88
 Total Paid - \$11,316,511.06
- APPROVES the CEO Credit Card Statement for June and July 2022.**

PURPOSE

Submission of payments made under the CEO's Delegated Authority for the months June and July 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 June and July 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.

8.4 PROJECT FINANCIAL REPORT – JUNE 2022

Responsible Officer: Chief Executive Officer

Attachments: Letter from Satterley Property Group dated 29 July 2022 with Financial Report

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Project Financial Report (June 2022) submitted by the Satterley Property Group.

PURPOSE

To consider the Project Financial Report for June 2022 submitted by the Satterley Property Group.

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

N/A

PREVIOUS MINUTES

N/A

FINANCIAL/BUDGET IMPLICATIONS

Review of Project Financial Report for June 2022.

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 June 2022 for the Project. The report has been prepared on a cash basis and compares actual income and expenditure to approved budget for the period 1 June 2022 to 30 June 2022 and is attached at Appendix 8.4.

The Financial Report identifies the following main areas of variance:

1. Residential settlement revenue for the year to 30 June 2022 is \$30.69M which is \$1.93M favourable to the approved 'December 2021' budget due to favourable lot mix.
2. Expenditure is \$19.4M under budget, in the following areas:
 - Lot Production (excl. Bonds) is \$10.88M under budget;
 - P&L expenditure is \$1.48M under budget;
 - Infrastructure is \$3.18M under budget;
 - Clearance Bonds is \$353K favourable to budget;
 - Indirect consultants are \$15K over budget;
 - Landscaping is \$3.29M under budget.
3. Year-end sales for FYE 2022 are \$2.1M unfavourable due to 20 fewer sales than budget.

The Satterley Financial Report provides detail on the variations.

Satterley representatives will be in attendance to present the report.

8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 AUGUST 2022

Responsible Officer: Manager Project Coordination

Attachments: Staging Plan

Voting Requirements: Simple Majority

RECOMMENDATION

That the Council RECEIVES the Sales and Settlement Report to 11 August 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:	\$ 60,156,539
Received to Date:	\$ 3,427,792
Balance:	\$ 56,728,747

Note: Refers to Budget FYE 2023, not yet adopted.

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 8.5 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 11 August 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	-	1063	174 - 658	1063	0	1063
Stage 18C (1)	Sep-21	21	183 - 558	21	0	0
Stage 18C (2)	Nov-21	4	150 – 155	4	0	0
Stage 18C (3)	Mar-22	3	150-157	2	1	0
Stage 27A (1)	Aug-20	12	225 - 450	12	0	11
Stage 27B (1)	Jun-21	11	300 - 617	11	0	11
Stage 27B (2)	Jul-21	12	375 - 539	12	0	12
Stage 29 (1)	May-22	14	315- 450	6	8	0
Stage 30 (1)	Oct-21	18	176 - 639	18	0	15
Stage 30 (2)	Dec-21	8	375 - 450	8	0	7
Stage 30 (3)	Feb -22	9	315-518	9	0	6
Stage 36 (1)	Oct-21	21	313 - 591	20	1	0
Stage 36 (2)	Dec-21	14	300 - 450	13	1	0
Stage 36 (3)	Feb-22	7	188 - 484	5	2	0
Stage 36 (4)	Apr-22	5	313 - 410	5	0	0
Stage 36 (NC)	Dec-21	1	20,000	1	0	0
Stage 37 (1)	July-22	18	303-450	2	16	0
Total		1,241	150 - 658	1,212*	29	1,125

* includes four sales subject to advertising and acceptance

Sales for FYE 2022 are shown in Table 2a. 20 less sales than budgeted were achieved in FYE 2022. Sales for FYE 2023 to date are shown in Table 2b.

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	FYE 22
Budget	9	13	12	10	18	18	16	17	11	12	11	12	159	159
Actual	9	13	12	10	23	12	10	10	17	16	1	6	139	139
Variance	-	-	-	-	+5	-6	-6	-7	+6	+4	-10	-6	-20	-20

Table 2b: Summary of Net Sales for FYE 2023 against Budget – Catalina Estate

	Jul	Aug	YTD	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYE 23
Budget	14	15	29	15	15	15	15	15	15	15	15	15	15	177
Actual	10	2	12											
Variance	-4	-13	-17											

The Project currently has 85 lots under contract; four unconditional, 77 conditional and four pending advertising and acceptance.

29 released lots are currently available across Catalina, as listed in Table 3.

The first release of lots in Stage 29 (14 lots) in Catalina Beach occurred on 3 May 2022. It includes lots ranging in area from 315m² to 450m² and to date six lots have been sold.

The first release of 18 lots in Stage 37 in Catalina Green occurred on 20 July 2022. The release is comprised of 18 lots, ranging in area from 303m² to 450m². To date, two lots have been sold (pending advertising and acceptance).

Table 3: Summary of Available Stock – Catalina Estate

Stage	Precinct	Stock	Title Status	Anticipated Title Date
Stage 18C	Central	1	Untitled	October 2022
Stage 29	Beach	8	Untitled	February 2023
Stage 36	Green	4	Untitled	October 2022
Stage 37	Green	16	Untitled	March 2023
Total		29		

Settlements achieved in FYE 2022 are shown in Table 4a. 80 settlements were achieved over the year, consistent with the FYE 2022 Budget.

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYE 22
Budget	1	3	16	10	3	3	3	1	11	8	7	14	80
Actual	1	3	16	10	4	3	3	0	2	1	15	22	80
Variance	-	-	-	-	+1	-	-	-1	-9	-7	+8	+8	-

Settlements for FYE 2023 to date are shown in Table 4b.

Table 4b: Summary of Settlements for FYE 2023 against Budget – Catalina Estate

	Jul	Aug	YTD	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYE 23
Budget	2	5	7	3	27	23	10	7	7	19	26	22	21	172
Actual	10	5	15											
Variance	+8	0	+8											

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 (July 2021 to June 2022)

ESTATE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	12 Month Total Sales
NORTH-WEST METRO													
Alkimos Beach (Alkimos)	10	13	12	15	14	7	2	7	11	6	2	8	105
Alkimos Vista (Alkimos)	3	5	5	8	16	10	3	12	20	2	-2	12	86
Allara (Eglinton)	11	8	7	4	11	5	2	5	13	13	6	7	87
Amberton (Eglinton)	13	10	15	20	13	13	4	10	5	17	9	14	141
Beaumaris (Iluka)	0	6	11	2	5	2	2	0	0	-1	0	1	27
Catalina (Clarkson-Mindarie)	9	13	12	10	23	12	10	10	17	16	1	6	139
East of the Beach (Eglinton)	9	10	9	14	6	3	7	13	11	1	2	-4	97
Eden Beach (Jindalee)	9	4	7	17	21	27	10	11	8	7	17	1	148
Elevale	7	5	5	7	10	3	3	8	5	1	9	6	51
Jindowie Estate	6	11	3	13	14	1	1	11	20	-3	5	28	65
Shorehaven (Alkimos)	8	14	12	4	9	3	4	2	7	10	12	3	94
Trinity (Alkimos)	16	20	15	24	11	13	2	5	10	10	11	8	142
TOTAL	101	119	113	138	153	99	50	94	127	79	72	90	1235
CATALINA SHARE (%)	8.9 %	10.9 %	10.6 %	7.2 %	15.0 %	12.1 %	20.0 %	10.6 %	13.4 %	20.3 %	1.4 %	6.7 %	11.3 %

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.

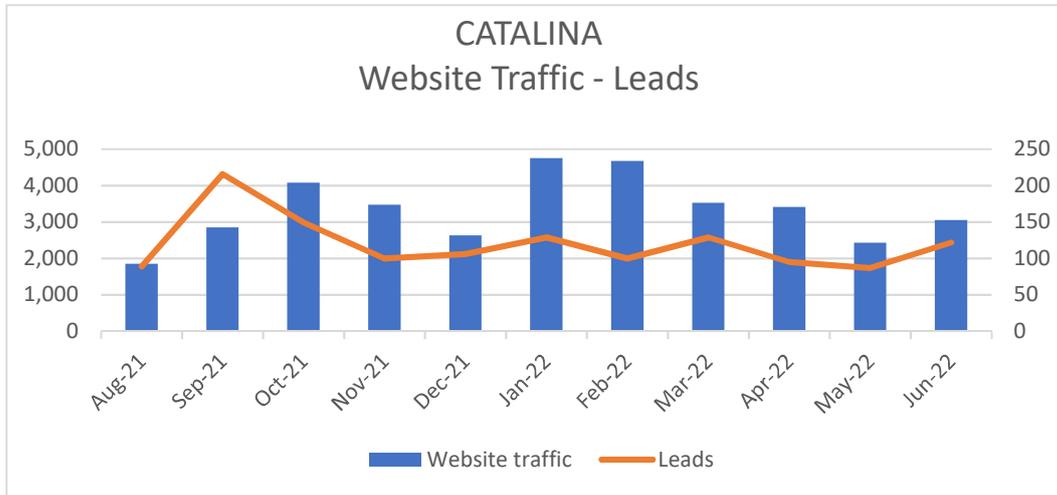
Table 6 provides a summary of available stock in the northern corridor.

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

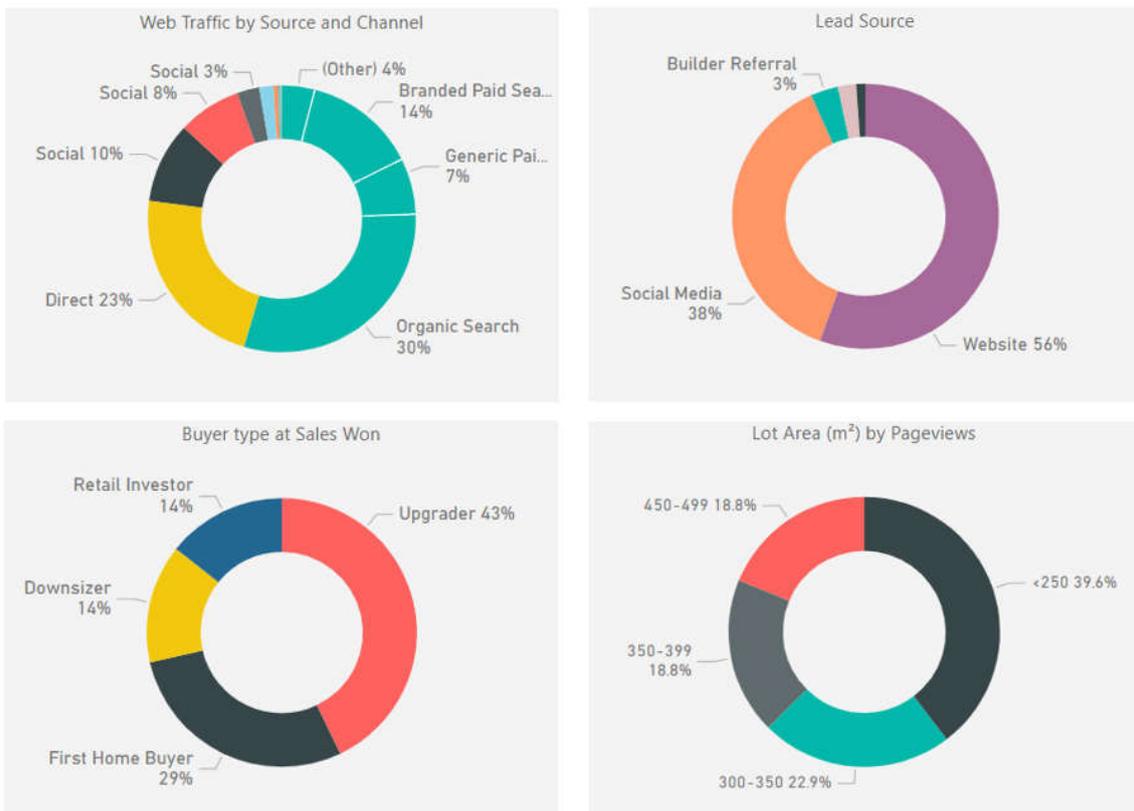
Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	500sqm + Price (\$)	Total Dwellings	Stock
Allara	n/a	n/a	190,000	220,000	n/a	3,405	17
Alkimos Beach	n/a	230,000+	255,000+	285,000+	n/a	2,413	0
Amberton	n/a	189,000	225,000	265,000	305,000	2,500	37
Burns Beach	n/a	n/a	445,000	n/a	n/a	1,580	20
Catalina Central	n/a	n/a	n/a	n/a	n/a	2,480	1
Catalina Beach	n/a	n/a	400,000-415,000	480,000	n/a		8
Catalina Green	n/a	240,000 (312m ²)	282,000	315,500	n/a		20
Eden Beach	n/a	n/a	315,000	367,000	n/a	1,100	14
Myella	n/a	n/a	n/a	n/a	n/a	197	16
Shorehaven	175,000-225,000	265,000	287,000	n/a	n/a	2,800	43
Trinity	n/a	175,000	258,000	288,000	286,000	2,500	19

Marketing

Catalina’s website traffic increased in July 2022 following a reduction in activity in the previous two months. This coincided with a slow-down in the market, with other projects experiencing high cancellation rates and a decrease in customer enquiry. Some building companies have chosen to reduce marketing activity to concentrate on their current pipeline of projects.



An increase in sales from upgraders and retail investors has been observed over the past month, with reduced activity from first home buyers. Page views of lot listings on the Catalina website showed more users viewing the smaller product (<250m² lots).



Batterley CRM Data 01/07/22 – 28/07/22

An advertisement was placed on realestate.com.au to promote the sale tender for proposed Lot 341 in Catalina Central. The listing performed well, with 384 views and six enquiries received.

Construction of the Display Village homes in the new Catalina Beach Display Village is well-progressed and likely to be completed by the end of 2022. An Estate signage strategy to promote and improve navigation to the Display Village and Sales Office has been approved. Signage applications for a new hoarding at the corner of Marmion Avenue and Portofino Promenade and another near the corner of Neerabup Road and Connolly Drive in Catalina Central are currently being prepared for submission to the City of Wanneroo for approval. Refreshment of signage near the Sales Office will be completed in the next month.

8.6 DELEGATION OF AUTHORITY REGISTER – AUGUST 2022

Responsible Officer: Chief Executive Officer

Attachments:

1. Terms of Reference and Delegations to the Management Committee (March 2020)
2. TPRC Delegation Register (December 2020)
3. TPRC Delegation of Authority Register (August 2022)
4. TPRC Delegation of Authority Register - Explanatory Notes on recommended revisions

Voting Requirements: Absolute Majority

RECOMMENDATION

That the Council APPROVES the TPRC Delegation of Authority Register (August 2022).

PURPOSE

For the Council to approve proposed amendments to the existing terms of reference and delegated authority arrangements for the Management Committee and delegated authority arrangements for the Chief Executive Officer (CEO).

LOCAL GOVERNMENT ACT/REGULATION

Local Government Act 1995

- Section 5.16(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.*
- Section 5.42(1) – *A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.*
- Section 5.44(1) – *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- Section 5.46 –
 - *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
 - *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
 - *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of power or the discharge of a duty.*

PREVIOUS MINUTES

- Council Meeting – 10 December 2020 (Item 8.7 Delegation Authority 2020).
- Council Meeting – 16 April 2020 (Item 9.1 Management Committee – Terms of Reference/Delegations).

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 6	Risk Rating:
TPRC Operations – Internal Controls	Moderate
Action:	
Management policies and procedures reviewed annually and approved by the Council.	

This report relates to arrangements for the delegation of the Council’s authority to the Management Committee and CEO and recommended revisions to ensure legally compliant and effective administration of the TPRC.

BACKGROUND

At its meeting of 19 August 2010, the Council approved the establishment of a Management Committee and the Terms of Reference and Delegations.

At its meeting of 16 April 2020, the Council approved revisions to the Management Committee’s Terms of Reference and Delegations (March 2020). The approved document is contained in Appendix 8.6.

At its meeting of 10 December 2020, the Council approved the Delegation Register (December 2020), which sets out various authorities delegated to the CEO. The approved register is contained in Appendix 8.6.

The Management Committee’s Terms of Reference and Delegations (March 2020) and Delegation Register (December 2020) have been reviewed. The review was undertaken with the aim to streamline and modernise arrangements and bring them into line with the approach taken by other local governments.

This review was initially undertaken by an officer who provided governance support to the TPRC on a part-time basis. It was initially anticipated that an updated register would be brought before Council for consideration prior to the end of FYE 2022. The departure of the officer responsible has resulted in the process taking longer than anticipated.

COMMENT

The approved Management Committee Terms of Reference and Delegations have operated well and removed the need for potential additional Council meetings and delays to program which could adversely affect the Catalina Project.

The current approved delegation arrangements contain eight delegations to the Management Committee and 48 delegations to the CEO. The review of delegations, particularly those to the CEO, found that a number should be deleted for the following reasons:

1. The delegation was not required as the function to be performed was provided for in s5.41 of the *Local Government Act 1995* and therefore the delegation was redundant.
2. The function to be performed is provided for in another part of the *Local Government Act 1995* and therefore delegation is redundant.
3. The delegation is a duplication of a delegation already recorded in the register.
4. The delegation was, at the time of delegation, a one-off delegation for the purposes of carrying out a specific function. This function has since been performed and therefore the delegation is redundant.
5. The function being delegated falls under the CEO’s Power of Attorney and therefore formal delegation is not required.

The review has taken account of advice from the Council's external auditors and legal representatives to improve and clarify a number of matters. One recommended improvement of note is to combine all committee and administrative delegations into the one register.

A revised Delegation of Authority Register (August 2022) is contained in Appendix 8.6. Explanatory notes setting out the revisions made are also contained in Appendix 8.6.

The Delegation of Authority Register (August 2022) now contains five delegations to the Management Committee and 14 delegations to the CEO within the one document and addresses the issues found through the review of the existing arrangements. The intention is that the streamlined register will provide greater clarity and ease of use and ensure compliance with applicable legal requirements and guidance. The existing Management Committee objectives, minimum number of members and terms of reference have been retained.

The Delegation of Authority Register (August 2022) reflects the unique nature of the TPRC as a regional council overseeing the development of a landholding. The delegations provide the authority to officers to conduct the day-to-day operations of the Project, ensuring that the objectives outlined in the Establishment Agreement are met.

CONCLUSION

The current delegated authority arrangements do not reflect contemporary modern local government practices. Many of the existing delegations are redundant, outdated or are covered under established Power of Attorney arrangements. Retaining the delegations in their current form has the consequence of placing additional unnecessary administrative burden on the TPRC administration. Delegated authorities applicable to the Management Committee and CEO that were previously in separate registers have been streamlined and combined into a single document.

It is recommended that Council approves the Delegation of Authority Register (August 2022).

9. COMMITTEE REPORTS

MANAGEMENT COMMITTEE (28 JULY 2022)

9.1 REVIEW OF PURCHASER TERMS AND CONDITIONS

Responsible Officer: Manager Project Coordination

Attachments: Satterley correspondence dated 21 July 2022

Voting Requirements: Simple Majority

MANAGEMENT COMMITTEE RECOMMENDATION

Moved Cr Chester, Seconded Cr Krsticevic.

1. **APPROVES** the following Purchaser Terms/Conditions and Incentives for all public and builder release lots in Catalina Estate for the period August 2022 to August 2023:
 - 1.1 **Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.**
 - 1.2 **A \$2,000 deposit to be used in the Sales Contracts for lots in Catalina Central and Catalina Green and a \$5,000 deposit to be used in the Sales Contracts for lots in Catalina Beach.**
 - 1.3 **A finance approval period, where finance is required, of 60 days for lots in Catalina Central and Catalina Green and 45 days for lots in Catalina Beach.**
 - 1.4 **A 21-day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 1.5 **A waterwise landscaping package to the front garden.**
 - 1.6 **A \$2,000 rebate for all homes constructed with a minimum 3.0KW capacity photovoltaic solar power system, with an additional \$1,000 rebate paid where the system includes integrated battery storage.**
 - 1.7 **Side and rear boundary fencing (behind the building line).**
 - 1.8 **A \$1,000 rebate for all homes that include appropriate WELS rated fittings and fixtures.**
 - 1.9 **Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved applicable Design Guidelines within 24 months of settlement for single storey homes and 30 months of settlement for two storey homes.**
2. **REQUESTS** the Satterley Property Group to review the Purchaser Terms/Conditions and Incentives for Catalina Beach and Catalina Central lots and provide a report to Council for consideration in August 2023.

The Motion was put and declared CARRIED (6/0).

PURPOSE

To consider purchaser terms, conditions and incentives for the sale of Catalina lots for the period between August 2022 and August 2023.

POLICY REFERENCE

N/A

LOCAL GOVERNMENT ACT/REGULATION

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

PREVIOUS MINUTES

- Council Meeting – 19 August 2021 (Item 8.3 Purchaser Terms and Conditions – Catalina Green)
- Council Meeting – 9 December 2021 (Item 8.1 - Review of Purchaser Terms and Conditions – Catalina Beach and Catalina Central)

FINANCIAL/BUDGET IMPLICATIONS

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

Item E145216 (Direct Selling Expenses):

Budget Amount:	\$ 5,792,184
Spent to Date:	\$ 185,209
Balance:	\$ 5,606,975

Note: Refers to Budget FYE 2023, not yet adopted.

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 3	Risk Rating:
Development Project – Development Manager Ability to deliver	Moderate
Action:	
Development Manager to prepare for approval strategies and plans.	

Approval of the purchaser terms, conditions and incentives for the sale of lots in Catalina will establish sales contract requirements.

BACKGROUND

At its meeting of 19 August 2021, the Council approved purchaser terms, conditions and incentives for the sale of lots in Catalina Green for the period to August 2022. The first release of lots in Catalina Green followed in September 2021.

At its meeting of 9 December 2021, the Council approved purchaser terms, conditions and incentives to apply to the sale of lots in Catalina Beach and Catalina Central for the period between December 2021 and August 2022.

The Council resolved on both occasions to request that the Satterley Property Group (Satterley) provide a report for the Council’s consideration in August 2022 on the recommended purchaser terms, conditions and incentives for the sale of lots in the respective Catalina Precincts.

COMMENT

Satterley has reviewed the current purchaser terms, conditions and incentives for the sale of lots in Catalina and considers that they have operated well during late 2021 and to date in 2022 and recommends that they be maintained for the next 12 months.

The following table outlines the purchaser terms, conditions and incentives that apply in each Catalina Precinct:

	Catalina Beach	Catalina Central	Catalina Green
Deposit	\$5,000	\$2,000	\$2,000
Period for finance approval	45 days	60 days	60 days
Period for finance extension	28 days	28 days	28 days
Settlement	21 days	21 days	21 days
Fencing	Side and Rear	Side and Rear	Side and Rear
Landscaping	Front	Front	Front
Solar (PV)	\$2,000 (min 3.0kW); or \$3,000 (min 3.0kW with battery)	\$2,000 (min 3.0kW); or \$3,000 (min 3.0kW with battery)	\$2,000 (min 3.0kW); or \$3,000 (min 3.0kW with battery)
Water Efficiency (WELs)	\$1,000	\$1,000	\$1,000
Eligibility period for redemption of sales incentives/rebates for single-storey dwellings	24 months	24 months	24 months
Eligibility period for redemption of sales incentives/rebates for double-storey dwellings	30 months	30 months	30 months

The only items of variation between the Precincts are a higher deposit requirement and shorter finance approval period in Catalina Beach (\$5,000 and 45 days respectively), compared to Catalina Central and Catalina Green (\$2,000 and 60 days).

Satterley recommends this approach as house and land packages in Catalina Beach are typically of a higher value than in Catalina Central and Catalina Green. The \$5,000 deposit in Catalina Beach ensures that committed and qualified purchasers register for lots and helps to mitigate the risk of prospective purchasers with insufficient borrowing capacity registering and subsequently being unable to obtain finance approval, while the \$2,000 deposit in Catalina Central and Catalina Green has been well-received by prospective purchasers where the majority of sales are being sourced through builder contracts, which usually involves the purchaser obtaining finance for a house and land package. Reduced deposit requirements and a longer period provided to prepare house plans and complete finance applications assists to finalise sales.

The period of eligibility for redemption of sales incentives, fencing and landscaping packages and solar and water efficient fittings/appliances rebates, is recommended to be remain as follows:

- Single-storey homes completion period to be extended from 18 months to 24 months;
- Double-storey homes completion period extended from 24 months to 30 months.

Satterley advises that these eligibility periods are necessary as a result of a high volume of construction activity and skill shortages and consequential extended building timeframes. It considers the ability for purchasers to redeem sales incentives is important for the environmental credentials and the estate presentation of Catalina.

CONCLUSION

Satterley considers that the sales incentives offered previously have been well received by purchasers, incentivise the early construction of homes, encourage sustainability and promote quality streetscapes.

Satterley has recommended that they be maintained to reflect current consumer requirements, recognise extended timeframes for home completions due to high levels of building activity and enhance Catalina's appeal and sustainability credentials.

The utilisation of the sales incentives, in particular the fencing and landscaping packages, is important to maintain a high level of project presentation. It is also noted that the sales incentives are integral to retaining Catalina's 6-element UDIA EnviroDevelopment accreditation.

The costs associated with the purchaser terms, conditions and incentives are accommodated in the approved TPRC Project Budget FYE 2023.

It is recommended that the current purchaser terms, conditions and incentives be maintained for all Catalina lots for the period from August 2022 to August 2023.

It is also recommended that Satterley be requested to review the purchaser terms, conditions and incentives for the sale of lots in Catalina in August 2023.

AUDIT & RISK COMMITTEE (4 AUGUST 2022)

9.2 TPRC DRAFT BUDGET FOR FYE 2023

Responsible Officer: Chief Executive Officer

Attachments: Appendix: Draft Annual Budget for 2022/2023 including -

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

Voting Requirements: Absolute Majority

RECOMMENDATION

That the Council:

1. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the Budget for the Tamala Park Regional Council for the year ending 30 June 2023, as contained in Appendix 9.2, which includes the following:
 - (a) Statement of Comprehensive Income by Nature and Type, showing a net result of \$449,851;
 - (b) Statement of Cash Flows;
 - (c) Rate Setting Statement, showing a net surplus of \$26,895,505;
 - (d) Notes to and forming part of the Budget;
 - (e) Note 11 Program information.
 2. ADOPTS 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2022/2023 financial year, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.
-

AUDIT & RISK COMMITTEE RECOMMENDATION

Moved Cr Treby, Seconded Cr Krsticevic.

That the Audit & Risk Committee recommends to Council that:

1. The revenue and expenditure detailed in the worksheets attached to this report be incorporated in the Annual Budget FYE 2023.
2. Council ADOPTS 10% or \$5,000 whichever is the greater for the purposes of the reporting of material variances by Nature and Type monthly for the 2022/2023 financial year, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.

The Motion was put and declared CARRIED (5/0).

PURPOSE

Consideration of the budget for the financial year 1 July 2022 - 30 June 2023.

LEGISLATION REFERENCE

- *Local Govt Act 1995: Sect 6.2 Council Required, between 1 June and 31 August to adopt budget for financial year*
- *Local Govt (Financial Management) Regs 1996: Part 3 - Annual Budget form and content*
- *Guideline 8 - Opening Closing Funds - Annual Budget*
- *Local Government (Financial Mgt) Regs 1996: Reg 34 (5) Material Variance Reports [10%]*
- *Local Government (Audit) Regs 1996: Reg 13 Compliance Audit Item*

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 7 and 8	Risk Rating:
TPRC Operations - Internal controls TPRC Operations – Financial Management of TPRC	Low
Actions:	
Independent oversight by external financial management practices; Internal compliance procedures for managing legislative requirements;	

The consideration of the TPRC Budget FYE 2023 is required under the *Local Government Act 1995* and necessary to ensure governance of financial activity and planning for the FYE 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

Approval of TPRC Budget FYE 2023

PREVIOUS MINUTES

- Council Meeting – 19 August 2021 (Item 8.5 - TPRC Draft Budget for the FYE 2023)
- Council Meeting – 8 August 2020 (Item 9.1 - TPRC Draft Budget for the FYE 2021)

POLICY REFERENCE

N/A

BACKGROUND

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

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

PROJECT BUDGET FYE 2023

At its meeting of 16 June 2022, the Council considered the Project Budget FYE 2023, prepared by the Satterley Property Group (Satterley), and resolved to approve the Project Budget FYE 2023 as the basis of financial planning for the TPRC Budget FYE 2023.

The Project Budget FYE 2023 makes provision for the following key activities:

- Sales/Settlements
 - 177 sales;

- 172 settlements;
- Titles: 242 lots (Stage 18C – 28 lots, Stage 36 – 57 lots, Stage 37 – 48 lots, Stage 29 – 43 lots and Stage 31 – 66 lots).
- Western Australian Planning Commission (WAPC) Land Acquisition (\$5.1M) – the Project Budget FYE 2023 assumes the acquisition of the WAPC land (\$10.2M) will be made through two payments, with the first payment in December 2022 and the second payment in December 2023. The land is located within Catalina Green, adjacent to Mitchell Freeway. The agreement to purchase is consistent with the Negotiated Planning Solution (2004) approved by the WAPC and the member Councils. The acquisition is pending finalisation of WAPC land disposal processes.
- Civil Construction and Bulk Earthworks (\$27.1M)
 - Stage 18C (Catalina Central);
 - Stage 29 (Catalina Beach);
 - Stage 31 (Catalina Beach);
 - Stage 36 (Catalina Green);
 - Stage 37 (Catalina Green).
- Infrastructure (\$3.1M)
 - Longbeach Promenade extension (\$1.2M);
 - Wastewater Pump Station (\$1.3M);
 - City of Wanneroo Scheme Contributions (\$0.4M).
- Landscape Construction (\$15.3M)
 - Foreshore Access road (\$0.7M);
 - Portofino Promenade/Longbeach Promenade extensions (\$1.0M);
 - Catalina Beach Foreshore Park (\$4.8M);
 - Catalina Beach Park Phase 2 (\$0.6M);
 - Stage 29 & 30 streetscape works (\$0.5M)
 - Stage 12/13/16 Greenlink and Connolly/Aviator roundabout (\$1.4M);
 - Catalina Green – Stage 1 Park, Connolly and Neerabup verges/entry statements and other streetscape works (\$3.9M);
 - Other landscape works, including bore servicing and iron filter, conservation area and other park ‘handover’ works, public art (\$0.9M);
 - Landscape Consultancy (\$1.4M).
- Marketing (\$0.54M)
 - Catalina branding;
 - Advertising for estate campaigns.
- Distributions to participant members - \$20M.

DETAILS / DISCUSSION

1. In 2021/2022 the TPRC did not expend all projected operating allocations, as a result of deferral and delay in lot production/infrastructure expenditure, caused by unusually high construction activity in Western Australia. Consequently, the operating budget for the financial year was in surplus.
2. The TPRC Budget FYE 2023 is based on the Project Budget FYE 2023. It proposes sales and settlement targets which reflect improved sales activity across Western Australia, motivated by a low stock environment and positive economic conditions.
3. The comparison of projected income and expenditure for 2022/2023 with the previous year is shown in the table below.

Net Result	Budget 2022/23 \$	Budget 2021/22 \$
Income		
Investments	890,426	337,115
Proceeds Sale of Lots	60,156,539	34,575,138
Profit Disposal of Assets	0	5,312
Other income	22,939	22,380
Total Income	61,069,904	34,939,945
Expenditure		
Interest Expense	1,423	90
Depreciation	43,510	31,227
Employee Costs	737,937	648,534
Insurance	21,952	16,874
Utilities	6,829	6,663
Administration Expenses	380,310	338,762
Governance	171,255	171,005
Total Expenditure	1,363,216	1,213,155
Net Result	59,706,688	33,726,790
Less Development of Land for Resale		
Development Costs, Subdivisions	61,064,081	45,814,343
Equity Distribution	24,651,207	12,804,805
	85,715,288	58,619,148
Net Change in Members Equity	(26,008,600)	(24,892,338)
Plus Accumulated Surplus as at 30th June	54,521,591	53,278,035
Less Changes on Revaluation of Non- Current Assets	0	0
	54,521,591	53,278,035
Total Members Equity	28,512,991	28,385,677

4. The Budget has been assembled in local government format. The Budget is shown in Appendix 9.2 and indicates items of revenue and expenditure and cash flow through the 12 months of the financial year. The emphasis of the budget is focused on initiatives in the following areas:

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

4.1. Administration

This category provides for the operation of the TPRC administration.

As adopted in the TRPC Risk Register 2020 an additional resource to support the TPRC office requirements is accommodated under item E145005. Both the 2020/2021 and 2021/2022 budgets adopted by Council had an allowance for an extra resource, who has been successfully recruited this month. This brings the number of FTE to four.

4.2. Sales and Marketing

Provision is made for the Sales and Marketing of the Project consistent with the Annual Plan FYE 2023 and Annual Marketing Strategy FYE 2023. The expenditure covered in this category is under item E145218 (Sales & Marketing). This category allows for expenditure associated with the following:

- Brand development;
- Lead generation to achieve sales targets;
- Upgrading of estate signage;
- Advertising for estate campaigns;
- Project website improvements and sales collateral refinement.

4.3. Land Development Costs

As a result of improved lot sales Satterley has recommended a significant civil and infrastructure construction program for 2022/2023.

The expenditure projected is shown in the following table:

Land & Special Sites Development	5,307,346
Consultants	516,456
Landscape	15,297,204
Infrastructure	3,075,722
Bulk Earthworks	3,593,684
Lot Production	23,472,627
Admin Land Development	1,559,225
Community Development	265,500
Contingency	2,681,388
Finance	<u>(1,123,255)</u>
	<u>54,645,897</u>

These are shown as Capital Costs in the Budget.

4.4. Revenue

Indications are that interest rates will continue to increase through 2022/2023. The estimated investment revenue is \$890,426. This assumes an investment rate of 3.5% per annum for 2022/2023.

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 2022/2023.

5. Financial Activity Statement

The Financial Activity Statement 2022/2023 (Appendix 9.2) shows the TPRC cashflow position for 2022/2023. This assumes income from the sale of lots of \$60,156,539. The Draft Annual Budget for 2022/2023 predicts that the TPRC can meet all cashflow obligations without the need for a finance or overdraft facility.

6. Material Variance

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

It is recommended that the Council adopt a percentage of 10% or \$5,000 whichever is the greater for the purpose of reporting material variances by Nature and Type monthly for 2022/2023.

7. Distributions

The Draft TPRC Budget for 2022/2023 predicts Distributions to the seven participant members totalling \$20.0M. It is anticipated that the Distributions are to be made in December 2022 and June 2023.

CONCLUSION

The Draft TPRC Budget for FYE 2023 is based on the Project Budget FYE 2023 approved by Council in June 2022 as the basis of financial planning for the TPRC Budget FYE 2023.

It is also consistent with the Annual Plan FYE 2023 approved by Council at its meeting of 16 June 2022.

It forecasts a positive sales and settlement outcome as a result of the improved land sales market across Western Australia and includes substantial lot production, infrastructure and landscaping programs, as recommended by Satterley.

It forecasts that the TPRC can meet all cashflow obligations without the need to call upon member local government funds to meet any operating or capital expenditure. The Draft TPRC Budget FYE 2023 predicts Distributions to the participant members of \$20.0M.

The Draft TPRC Budget for FYE 2023 is recommended for adoption.

9.3 AUDIT & RISK COMMITTEE AUDIT & RISK CHARTER and ANNUAL AUDIT & RISK PLAN REVIEW

Responsible Officer:	Chief Executive Officer
Attachments:	1. Audit & Risk Committee Audit & Risk Charter 2. Annual Audit & Risk Plan FYE 2023
Voting Requirements:	Simple Majority

AUDIT & RISK COMMITTEE RECOMMENDATION TO COUNCIL

Moved Cr Treby, Seconded Cr Krsticevic.

That Council APPROVES the TPRC Audit & Risk Charter (2023) as amended and ADOPTS the Audit & Risk Plan 2022/2023.

The Motion was put and declared CARRIED (5/0).

PURPOSE

For Council to consider and approve the TPRC Audit & Risk Charter and Annual Audit & Risk Plan 2022/2023.

LEGISLATION REFERENCE

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

PREVIOUS MINUTES

- Council Meeting – 19 August 2021 (Item 8.8 - Audit Committee Audit Charter & Annual Plan Review)
- Council Meeting – 18 June 2020 (Item 9.2 - Audit Committee Audit Charter & Annual Plan Review)

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.	

The review and endorsement of the TPRC Audit & Risk Charter and Annual Audit & Risk Plan 2022/2023 is necessary to comply with *Local Government (Financial) Regulations* and to achieve good governance oversight.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

BACKGROUND

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

The principal activities of the Audit & Risk Committee are as follows:

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

DETAILS / DISCUSSION

The Council approved the TPRC Audit Charter (August 2021) and the Audit Plan 2021/2022 at its meeting of 19 August 2021.

The Annual Audit & Risk Plan has been altered to reflect Audit & Risk Committee meetings during the next twelve months, proposed activities during that period, and reference to the development of a process and appointment of independent auditors has been removed as this is now undertaken by the Office of the Auditor General.

CONCLUSION

The TPRC Audit & Risk Charter (2022) and the Audit & Risk Plan FYE 2023 are recommended for adoption.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12. URGENT BUSINESS APPROVED BY THE CHAIR

13. GENERAL BUSINESS

14. 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 item:

14.1 – TPRC LANDHOLDING MEMBER COUNCIL RESPONSES 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.*

15. FORMAL CLOSURE OF MEETING

APPENDICES

Appendix 8.1

LANDSCAPING WORKS STATUS – July 2022

Landscape Works	FYE 2023 Budget	Detailed Design	City of Wanneroo Approval	Construction Commencement	Anticipated Completion	Comments
Foreshore Access Road and Carpark	\$528,802	Complete	Issued	Commenced	Complete	A second stage of revegetation works has been completed.
Portofino Promenade Extension	\$1,090,493	Complete	Issued	August 2022	October 2022	<ul style="list-style-type: none"> Landscaping design approved by City of Wanneroo 7 July 2022. Landscaping works awarded to LD Total.
Catalina Beach Park- Phase 2	\$702,722	Complete	Pending	September 2022	December 2022	<ul style="list-style-type: none"> Landscaping design approval pending. Landscaping works awarded to LD Total. Earthworks in progress as part of Stage 29 civil works.
Foreshore Park	\$4,689,465	Underway	Pending	January 2023	April 2023	Landscaping designs being finalised by Tim Davies Landscaping.
Connolly Drive/Aviator Boulevard Roundabout and Entry Statement	\$1,303,148	Complete	Issued	Commenced	September 2022	Landscaping works underway by LD Total.
Aviator Boulevard Greenlink	\$2,049,665	Complete	Issued	Commenced	August 2022	Landscaping works underway by LD Total.
Catalina Green Phase 1 Park, Streetscapes and Entry Statements	\$4,008,351	Complete	Pending	October 2022	April 2023	Designs to be lodged with City of Wanneroo once UWMP Approval received.

Appendix 8.2

TAMALA PARK REGIONAL COUNCIL
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2022

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

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**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 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 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended 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		380,382	380,382	319,010	(61,372)	(16.13%)	▼
Other property and services		3,618	3,618	3,618	0	0.00%	
		384,000	384,000	322,628	(61,372)		
Expenditure from operating activities							
Governance		(171,005)	(171,005)	(158,486)	12,519	7.32%	
Other property and services		(1,075,360)	(1,075,360)	(848,611)	226,749	21.09%	▲
		(1,246,365)	(1,246,365)	(1,007,097)	239,268		
Non-cash amounts excluded from operating activities	2(a)	31,415	31,415	(20,941,140)	(20,972,555)	(66759.68%)	▼
Amount attributable to operating activities		(830,950)	(830,950)	(21,625,609)	(20,794,659)		
Investing Activities							
Proceeds from disposal of assets	7	55,000	55,000	55,000	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,000)	(5,000)	0	5,000	100.00%	▲
Amount attributable to investing activities		50,000	50,000	55,000	5,000		
Financing Activities							
Payments of member contributions	1	(38,874,122)	(38,874,122)	(17,671,591)	21,202,531	54.54%	▲
Proceeds from member contributions	1	33,762,227	33,762,227	30,288,672	(3,473,555)	(10.29%)	▼
Payments of GST Withheld	1	(2,467,735)	(2,467,735)	(1,895,705)	572,030	23.18%	▲
Payments for principal portion of lease liabilities	1	(20,878)	(20,878)	(35,659)	(14,781)	(70.80%)	▼
Payments return of contribution	1	(10,000,000)	(10,000,000)	(10,000,000)	0	0.00%	
Payments return of contributed equity	1	(595,200)	(595,200)	(484,612)	110,588	18.58%	▲
Amount attributable to financing activities		(18,195,708)	(18,195,708)	201,105	18,396,813		
Closing funding surplus / (deficit)	2(c)	34,292,019	34,292,019	31,899,173			

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 12 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 30 JUNE 2022

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.

NATURE OR TYPE DESCRIPTIONS

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 30 JUNE 2022**

BY NATURE OR TYPE

	Ref Note	Amended 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		365,382	365,382	304,540	(60,842)	(16.65%)	▼
Other revenue		18,618	18,618	18,088	(530)	(2.85%)	
		384,000	384,000	322,628	(61,372)		
Expenditure from operating activities							
Employee costs		(628,268)	(628,268)	(532,795)	95,473	15.20%	▲
Materials and contracts		(391,749)	(391,749)	(253,768)	137,981	35.22%	▲
Utility charges		(6,662)	(6,662)	0	6,662	100.00%	▲
Depreciation on non-current assets		(29,671)	(29,671)	(44,820)	(15,149)	(51.06%)	▼
Interest expenses		(176)	(176)	(928)	(752)	(427.27%)	
Insurance expenses		(17,090)	(17,090)	(17,091)	(1)	(0.01%)	
Other expenditure		(171,005)	(171,005)	(155,951)	15,054	8.80%	
Loss on disposal of assets	7	(1,744)	(1,744)	(1,744)	0	0.00%	
		(1,246,365)	(1,246,365)	(1,007,097)	239,268		
Non-cash amounts excluded from operating activities	2(a)	31,415	31,415	(20,941,140)	(20,972,555)	(66759.68%)	▼
Amount attributable to operating activities		(830,950)	(830,950)	(21,625,609)	(20,794,659)		
Investing activities							
Proceeds from disposal of assets	7	55,000	55,000	55,000	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,000)	(5,000)	0	5,000	100.00%	▲
Amount attributable to investing activities		50,000	50,000	55,000	5,000		
Financing Activities							
Payments of member contributions	1	(38,874,122)	(38,874,122)	(17,671,591)	21,202,531	54.54%	▲
Proceeds from member contributions	1	33,762,227	33,762,227	30,288,672	(3,473,555)	(10.29%)	▼
Payments of GST Withheld	1	(2,467,735)	(2,467,735)	(1,895,705)	572,030	23.18%	▲
Payments for principal portion of lease liabilities	1	(20,878)	(20,878)	(35,659)	(14,781)	(70.80%)	▼
Payments return of contribution	1	(10,000,000)	(10,000,000)	(10,000,000)	0	0.00%	
Payments return of contributed equity	1	(595,200)	(595,200)	(484,612)	110,588	18.58%	▲
Amount attributable to financing activities		(18,195,708)	(18,195,708)	201,105	18,396,813		
Closing funding surplus / (deficit)	2(c)	34,292,019	34,292,019	31,899,173	(2,392,846)		

KEY INFORMATION

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

Refer to Note 12 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 21 July 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 30 JUNE 2022

NOTE 1
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Development	Return of	Return of	Rates	Payments of	GST	Total	
Land Sales	Expenses	Contribution	Equity	Equivalent	Lease	Withheld	Movement	
Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Liabilities	Year to Date	Year to Date	
30 June 2022	30 June 2022	30 June 2022	30 June 2022	30 June 2022	30 June 2022	30 June 2022	30 June 2022	
\$	\$	\$	\$	\$		\$	\$	
Town of Victoria Park	2,524,056	(1,472,633)	(833,334)	(40,384)	0	(2,972)	(157,975)	16,758
City of Perth	2,524,056	(1,472,633)	(833,334)	(40,384)	0	(2,972)	(157,975)	16,758
Town of Cambridge	2,524,056	(1,472,633)	(833,334)	(40,384)	0	(2,972)	(157,975)	16,758
City of Joondalup	5,048,112	(2,945,265)	(1,666,666)	(80,769)	0	(5,943)	(315,951)	33,518
City of Wanneroo	5,048,112	(2,945,265)	(1,666,666)	(80,769)	0	(5,943)	(315,951)	33,518
Town of Vincent	2,524,056	(1,472,633)	(833,334)	(40,384)	0	(2,972)	(157,975)	16,758
City of Stirling	10,096,224	(5,890,529)	(3,333,332)	(161,538)	0	(11,886)	(631,902)	67,037
30,288,672	(17,671,591)	(10,000,000)	(484,612)	0	(35,659)	(1,895,705)	201,105	

Land Sales	Development	Return of	Return of	Rates	Payments of	GST	Total
Amended	Expenses	Contribution	Equity	Equivalent	Lease	Withheld	Movement
Amended	Amended	Amended	Amended	Amended	Liabilities	Amended	Amended
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
\$	\$	\$	\$	\$	\$	\$	\$
2,813,519	(3,239,510)	(833,333)	(49,600)	0	(1,740)	(205,645)	(1,516,309)
2,813,519	(3,239,510)	(833,333)	(49,600)	0	(1,740)	(205,645)	(1,516,309)
2,813,519	(3,239,510)	(833,333)	(49,600)	0	(1,740)	(205,645)	(1,516,309)
5,627,038	(6,479,020)	(1,666,667)	(99,200)	0	(3,480)	(411,289)	(3,032,618)
5,627,038	(6,479,020)	(1,666,667)	(99,200)	0	(3,480)	(411,289)	(3,032,618)
2,813,519	(3,239,510)	(833,333)	(49,600)	0	(1,740)	(205,645)	(1,516,309)
11,254,076	(12,958,041)	(3,333,333)	(198,400)	0	(6,959)	(822,578)	(6,065,236)
33,762,227	(38,874,122)	(10,000,000)	(595,200)	0	(20,878)	(2,467,735)	(18,195,708)

Movement in Total Equity Represented by:

	Closing Balance	Movement in		Year to Date
		Contributed	Net Result	
	30 June 2021	Equity		30 June 2022
	\$			\$
Town of Victoria Park	4,490,196	16,758	(57,039)	4,449,915
City of Perth	4,490,196	16,758	(57,039)	4,449,915
Town of Cambridge	4,490,196	16,758	(57,039)	4,449,915
City of Joondalup	8,980,387	33,518	(114,078)	8,899,827
City of Wanneroo	8,980,387	33,518	(114,078)	8,899,827
Town of Vincent	4,490,196	16,758	(57,039)	4,449,915
City of Stirling	17,963,589	67,037	(228,156)	17,802,470
Total	53,885,147	201,105	(684,469)	53,401,783

Total Movement in Equity (483,364)

(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	Amended 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	(21,000,000)
Movement in employee benefit provisions (non-current)		0	0	12,296
Add: Loss on asset disposals	7	1,744	1,744	1,744
Add: Depreciation on assets		29,671	29,671	44,820
Total non-cash items excluded from operating activities		31,415	31,415	(20,941,140)

(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 30 June 2021	Year to Date 30 June 2022
Adjustments to net current assets				
Add: Lease liabilities	9	20,878	23,849	33,577
Total adjustments to net current assets		20,878	23,849	33,577

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

Current assets				
Cash and cash equivalents	3	1,008,998	11,025,986	10,225,658
Financial assets at amortised cost	3	52,304,473	52,304,474	21,068,728
Receivables	4	341,213	269,169	744,629
Other current assets	5	3,996	1,500	27,600
Less: Current liabilities				
Payables	6	(106,789)	(79,746)	(145,654)
Lease liabilities	9	(20,878)	(23,849)	(33,577)
Provisions	10	(283,214)	(267,082)	(21,788)
Less: Total adjustments to net current assets	2(b)	20,878	23,849	33,577
Closing funding surplus / (deficit)		53,268,677	63,254,301	31,899,173

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 current financial assets								
Municipal bank	Cash and cash equivalents	800,566	0	800,566	0	Westpac	0.10%	Nil
Settlement proceeds	Cash and cash equivalents	4,400,469	0	4,400,469	0	Westpac	0.05%	Nil
Cash management	Cash and cash equivalents	1	0	1	0	Macquarie	Variable	Nil
Accelerator	Cash and cash equivalents	5,024,622	0	5,024,622	0	Macquarie	Variable	Nil
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 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
Term Deposit 0025	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	1.00%	Nov-22
Term Deposit 1248	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	1.00%	Nov-22
Term Deposit 3119	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Suncorp	0.98%	Nov-22
Term Deposit 3841	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Suncorp	3.40%	Dec-22
		31,294,386	0	31,294,386				
Non current 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 0230	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.95%	Feb-23
Term Deposit 8414	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Westpac	0.94%	Feb-23
Term Deposit	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	1.00%	Feb-23
Term Deposit	Financial assets at amortised cost	5,000,000	0	5,000,000	0	ANZ	1.10%	Mar-23
Term Deposit 9683	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	1.00%	Mar-23
Term Deposit 2738	Financial assets at amortised cost	1,000,000	0	1,000,000	0	ME Bank	3.05%	May-23
Term Deposit 2511	Financial assets at amortised cost	2,000,000	0	2,000,000	0	CBA	3.03%	May-23
Term Deposit AA1102A	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NT Bonds	0.70%	Jun-23
		21,000,000	0	21,000,000				
Total		52,294,386	0	52,294,386	0			
Comprising								
Cash and cash equivalents		10,225,658	0	10,225,658	0			
Financial assets at amortised cost - current		21,068,728	0	21,068,728	0			
Financial assets at amortised cost - non current		21,000,000	0	21,000,000	0			
		52,294,386	0	52,294,386	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	572,708	0	12,346	0	585,054
Percentage	0%	98%	0%	2%	0%	
Balance per trial balance						
Sundry receivable						585,054
Accrued interest						159,575
Total receivables general outstanding						744,629

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.

Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 June 2022
	\$	\$	\$	\$
Other current assets				
Funds held by Settlement agent in Trust	1,000	44,100	(17,500)	27,600
Prepayments	2,996	0	(2,996)	0
Total other current assets	3,996	44,100	(20,496)	27,600
Amounts shown above include GST (where applicable)				

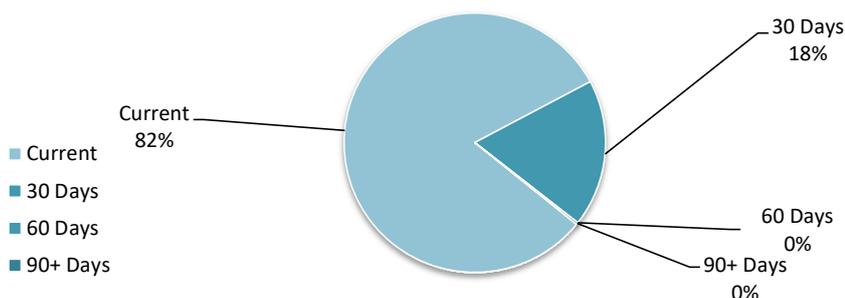
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	87,921	19,829	0	299	108,049
Percentage	0%	81.4%	18.40%	0%	0.3%	
Balance per trial balance						
Sundry creditors						108,049
Accrued salaries and wages						1,644
ATO liabilities						4,138
Credit card						1,823
Other payables						30,000
Total payables general outstanding						145,654

Amounts shown above include GST (where applicable)

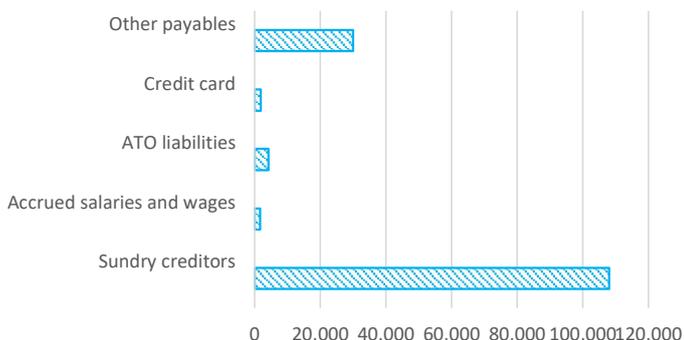
KEY INFORMATION

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.

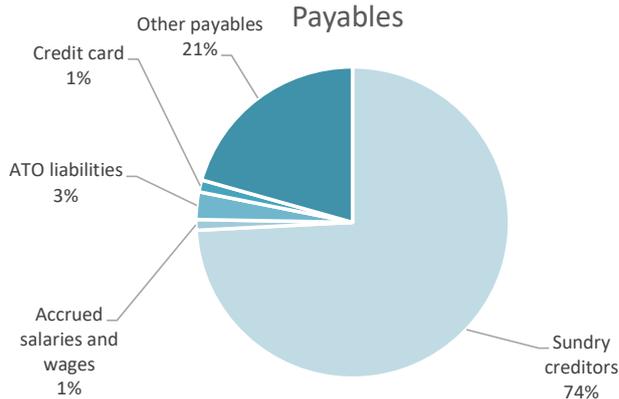
Aged Payables - General



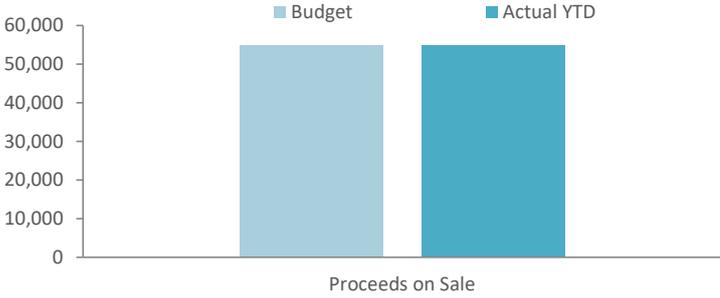
Payables



Payables



Asset Ref.	Asset description	Amended 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	56,744	55,000	0	(1,744)	56,744	55,000	0	(1,744)
		56,744	55,000	0	(1,744)	56,744	55,000	0	(1,744)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

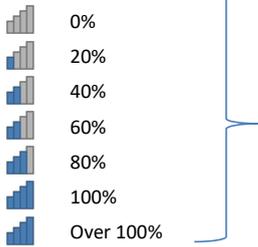
Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	5,000	5,000	0	(5,000)
Payments for Capital Acquisitions	5,000	5,000	0	(5,000)
Total Capital Acquisitions	5,000	5,000	0	(5,000)

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.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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	101,864	0	35,659	20,878	87,083	0	928	176
Total		20,878	101,864	0	35,659	20,878	87,083	0	928	176
Current lease liabilities		20,878					33,577			
Non-current lease liabilities		0					53,506			
		20,878					87,083			

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.

Provisions	Note	Opening Balance 1 July 2021	Provision Increase	Provision Reduction	Closing Balance 30 June 2022
		\$	\$	\$	\$
Provisions					
Annual leave		160,651	0	(138,863)	21,788
Long service leave		122,563	0	(122,563)	0
Total Provisions		283,214	0	(261,426)	21,788

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 30 JUNE 2022**

**NOTE 11
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus	0	28,436,856	0	28,436,856
I032030	Interest on investment	17/02/2022 item 8.3	Operating Revenue	0	28,267	0	28,465,123
I032050	Commission from investments	17/02/2022 item 8.3	Operating Revenue	0	0	(7,380)	28,457,743
I145012	Income other	17/02/2022 item 8.3	Operating Revenue	0	3,618	0	28,461,361
E145013	Fringe benefits tax	17/02/2022 item 8.3	Operating Expenses	0	0	(691)	28,460,670
E145015	Insurance workers compensation	17/02/2022 item 8.3	Operating Expenses	0	582	0	28,461,252
E145019	Staff training and development	17/02/2022 item 8.3	Operating Expenses	0	5,000	0	28,466,252
E145020	Conference expenses CEO	17/02/2022 item 8.3	Operating Expenses	0	10,250	0	28,476,502
E145024	Travel expenses CEO	17/02/2022 item 8.3	Operating Expenses	0	5,125	0	28,481,627
E145025	Other accommodation and property costs	17/02/2022 item 8.3	Operating Expenses	0	0	(1,769)	28,479,858
E145027	Advertising general	17/02/2022 item 8.3	Operating Expenses	0	550	0	28,480,408
E145031	Graphics consumables	17/02/2022 item 8.3	Operating Expenses	0	725	0	28,481,133
E145039	Printing	17/02/2022 item 8.3	Operating Expenses	0	525	0	28,481,658
E145043	Stationery	17/02/2022 item 8.3	Operating Expenses	0	0	(2,000)	28,479,658
E145047	Office telephone and faxes	17/02/2022 item 8.3	Operating Expenses	0	525	0	28,480,183
E145053	Bank charges	17/02/2022 item 8.3	Operating Expenses	0	313	0	28,480,496
E145055	Credit card charges	17/02/2022 item 8.3	Operating Expenses	0	313	0	28,480,809
E145455	HR - CEO performance review	17/02/2022 item 8.3	Operating Expenses	0	10,000	0	28,490,809
E145059	Membership fees	17/02/2022 item 8.3	Operating Expenses	0	2,150	0	28,492,959
E145075	Promotions	17/02/2022 item 8.3	Operating Expenses	0	3,125	0	28,496,084
E145083	Research	17/02/2022 item 8.3	Operating Expenses	0	5,000	0	28,501,084
E145087	Computer software purchase	17/02/2022 item 8.3	Operating Expenses	0	0	(41,000)	28,460,084
E145089	Computer sundries	17/02/2022 item 8.3	Operating Expenses	0	0	(14,750)	28,445,334
E145093	Internet provider costs	17/02/2022 item 8.3	Operating Expenses	0	0	(6,625)	28,438,709
E145095	Plant and equipment purchase	17/02/2022 item 8.3	Operating Expenses	0	5,125	0	28,443,834
E145097	Hire of equipment	17/02/2022 item 8.3	Operating Expenses	0	1,038	0	28,444,872
E145099	Vehicle operating expense	17/02/2022 item 8.3	Operating Expenses	0	0	(1,357)	28,443,515
E145113	Emergency services	17/02/2022 item 8.3	Operating Expenses	0	5,125	0	28,448,640

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 11
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E145452	Recruitment human resources TPRC portion	17/02/2022 item 8.3	Operating Expenses	0	0	(20,000)	28,428,640
E145121	Insurance public liability	17/02/2022 item 8.3	Operating Expenses	0	0	(111)	28,428,529
E145123	Insurance property	17/02/2022 item 8.3	Operating Expenses	0	0	(142)	28,428,387
E145126	Insurance personal accident	17/02/2022 item 8.3	Operating Expenses	0	29	0	28,428,416
E145127	Insurance other	17/02/2022 item 8.3	Operating Expenses	0	8	0	28,428,424
E145129	Insurance expenses ROU asset	17/02/2022 item 8.3	Operating Expenses	0	0	(86)	28,428,338
I145015	Profit on disposal of asset	17/02/2022 item 8.3	Non Cash Item	(5,312)	0	0	28,428,338
E145343	Loss on disposal of asset	17/02/2022 item 8.3	Non Cash Item	(1,744)	0	0	28,428,338
E145222	Depreciation furniture and equipment	17/02/2022 item 8.3	Non Cash Item	1,556	0	0	28,428,338
	Proceeds on sale of asset	17/02/2022 item 8.3	Capital Revenue	0		(5,500)	28,422,838
	Property Development services	17/02/2022 item 8.3	Capital Expenses	0	735,347	0	29,158,185
	Land Development costs	17/02/2022 item 8.3	Capital Expenses	0	6,204,874	0	35,363,059
	Contribution refund	17/02/2022 item 8.3	Capital Expenses	0	0	(315,200)	35,047,859
	Proceed sale of lots	17/02/2022 item 8.3	Capital Revenue	0	0	(812,911)	34,234,948
	GST withheld member councils	17/02/2022 item 8.3	Operating Expenses	0	57,070	0	34,292,018
				(5,500)	35,521,540	(1,229,522)	34,292,018

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 12
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	(61,372)	(16.13%)	▼	
Expenditure from operating activities				
Other property and services	226,749	21.09%	▲	
Investing activities				
Payments for property, plant and equipment and infrastructure	5,000	100.00%	▲	
Financing activities				
Payments of member contributions	21,202,531	54.54%	▲	
Proceeds from member contributions	(3,473,555)	(10.29%)	▼	
Payments of GST Withheld	572,030	23.18%	▲	
Payments for principal portion of lease liabilities	(14,781)	(70.80%)	▼	
Payments return of contributed equity	110,588	18.58%	▲	

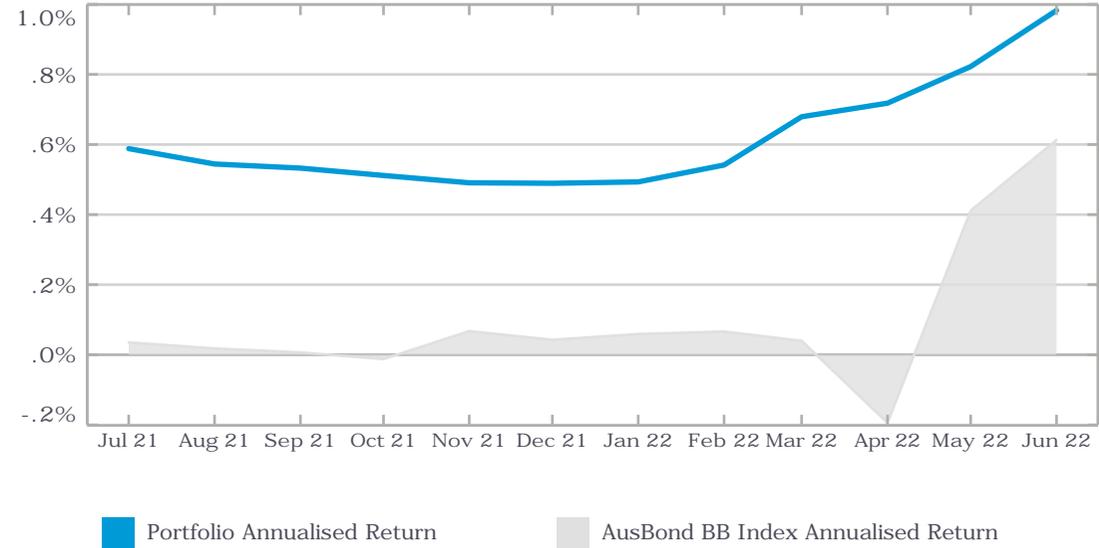


Investment Summary Report
June 2022

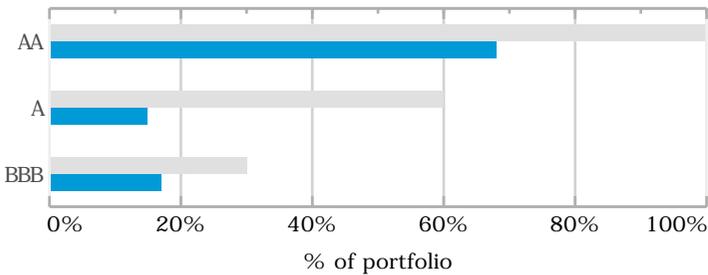
Investment Holdings

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	3,000,000.00	3,000,920.55	0.7000
Cash	5,024,622.46	5,024,622.46	1.0000
Term Deposit	39,068,728.09	39,198,430.10	1.1550
	47,093,350.55	47,223,973.11	1.1095

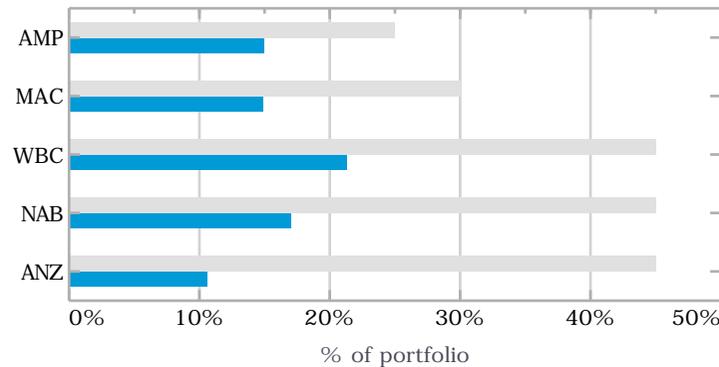
Investment Performance



Total Credit Exposure



Highest Individual Exposures vs Policy



Term to Maturities

Maturity Profile	Face Value (\$)	Policy Max
Between 0 and 1 Year	47,093,351	100%
	47,093,351	

Cash Accounts										
	Face Value (\$)	Current Yield	Institution	Credit Rating		Current Value (\$)	Deal No.			Reference
	5,024,622.46	1.0000%	Macquarie Bank	A+		5,024,622.46	541301			
	5,024,622.46	1.0000%				5,024,622.46				

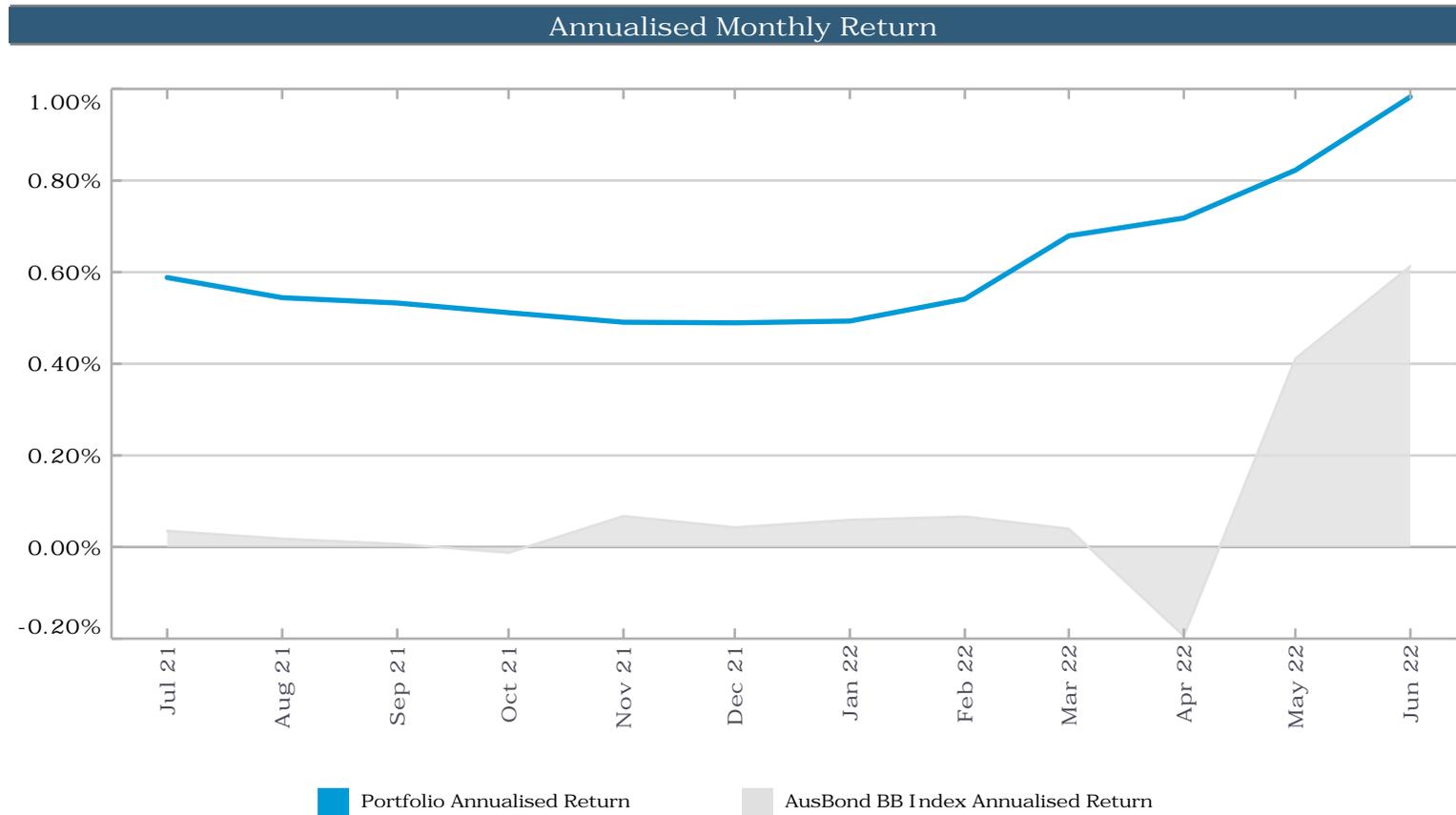
Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
Jul-22	2,047,728.09	0.7500%	AMP Bank	BBB	2,047,728.09	Aug-21	2,061,445.06	541726	13,716.97	At Maturity	653
Aug-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	Sep-21	1,003,587.67	541894	3,587.67	At Maturity	656
Sep-22	3,000,000.00	0.4400%	Westpac Group	AA-	3,000,000.00	Oct-21	3,008,968.77	542013	8,968.77	At Maturity	660
Oct-22	3,021,000.00	0.4000%	Westpac Group	AA-	3,021,000.00	Oct-21	3,029,607.78	541997	8,607.78	At Maturity	658
Oct-22	3,000,000.00	0.4100%	National Australia Bank	AA-	3,000,000.00	Oct-21	3,008,727.95	541995	8,727.95	At Maturity	659
Nov-22	2,000,000.00	1.0000%	AMP Bank	BBB	2,000,000.00	Feb-22	2,007,726.03	542330	7,726.03	At Maturity	644
Nov-22	3,000,000.00	1.0000%	AMP Bank	BBB	3,000,000.00	Feb-22	3,011,589.04	542331	11,589.04	At Maturity	645
Nov-22	1,000,000.00	0.9800%	Suncorp Bank	AA-	1,000,000.00	Mar-22	1,002,926.58	542443	2,926.58	At Maturity	672
Dec-22	3,000,000.00	3.4000%	Suncorp Bank	AA-	3,000,000.00	Jun-22	3,002,794.52	542877	2,794.52	At Maturity	678
Jan-23	1,000,000.00	0.8000%	Westpac Group	AA-	1,000,000.00	Jan-22	1,001,446.58	542266	1,446.58	Quarterly	661
Jan-23	1,000,000.00	0.8100%	Westpac Group	AA-	1,000,000.00	Jan-22	1,003,484.11	542269	3,484.11	At Maturity	662
Feb-23	1,000,000.00	1.0000%	Macquarie Bank	A+	1,000,000.00	Mar-22	1,003,260.27	542408	3,260.27	At Maturity	668
Feb-23	2,000,000.00	0.5200%	National Australia Bank	AA-	2,000,000.00	Aug-21	2,009,174.79	541745	9,174.79	Annually	655
Feb-23	1,000,000.00	0.9500%	Westpac Group	AA-	1,000,000.00	Feb-22	1,001,197.26	542340	1,197.26	Quarterly	663
Feb-23	1,000,000.00	0.9400%	Westpac Group	AA-	1,000,000.00	Feb-22	1,003,296.44	542373	3,296.44	At Maturity	664
Mar-23	3,000,000.00	1.0000%	National Australia Bank	AA-	3,000,000.00	Mar-22	3,009,452.05	542415	9,452.05	At Maturity	669
Mar-23	5,000,000.00	1.1100%	ANZ Banking Group	AA-	5,000,000.00	Mar-22	5,017,182.19	542425	17,182.19	At Maturity	671
May-23	1,000,000.00	3.0500%	ME Bank	BBB+	1,000,000.00	May-22	1,004,261.64	542757	4,261.64	At Maturity	675
May-23	2,000,000.00	3.0300%	Commonwealth Bank of Australia	AA-	2,000,000.00	May-22	2,008,301.37	542772	8,301.37	At Maturity	677
	39,068,728.09	1.1550%			39,068,728.09		39,198,430.10		129,702.01		

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-23	3,000,000.00	0.7000%	NT T-Corp Bond (Jun23) 0.70%	Aa3	3,000,000.00	Apr-21	3,000,920.55	541265	920.55	0.7000%	
	3,000,000.00				3,000,000.00		3,000,920.55		920.55	0.7000%	

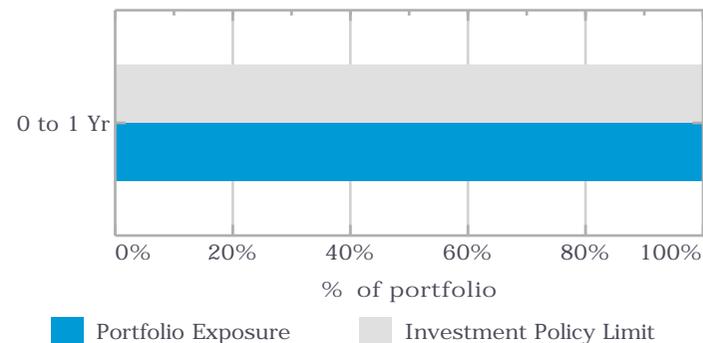
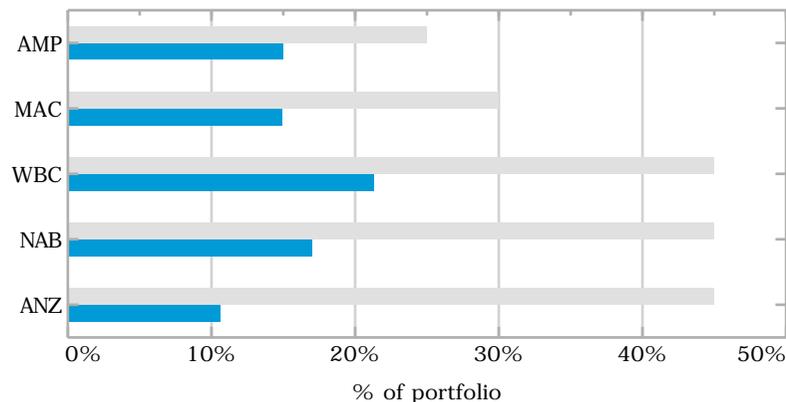
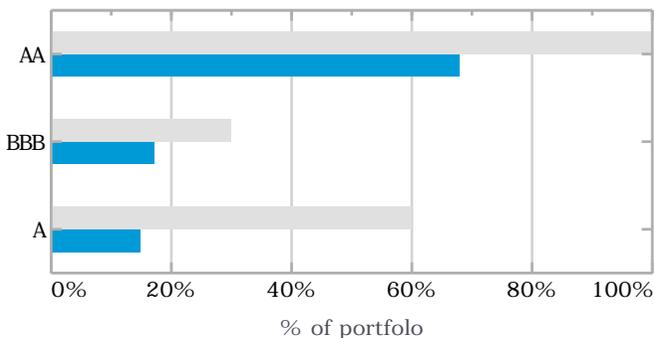
Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
<u>Bonds</u>									
NT T-Corp Bond (Jun22) 0.60%	540948	635		Feb-21	Jun-22	18,000.00	14	690.41	.60%
NT T-Corp Bond (Jun23) 0.70%	541265	642		Apr-21	Jun-23	21,000.00	30	1,726.03	.70%
Bonds Total						39,000.00		2,416.44	.67%
<u>Cash</u>									
Macquarie Bank	541301	Accelerator				3,246.62	30	3,246.62	1.00%
Cash Total						3,246.62		3,246.62	1.00%
<u>Term Deposit</u>									
Bank of Queensland	541928	657		Sep-21	Jun-22	4,372.60	20	328.76	.40%
AMP Bank	541726	653		Aug-21	Jul-22	0.00	30	1,262.30	.75%
Macquarie Bank	541894	656		Sep-21	Aug-22	0.00	30	369.86	.45%
Westpac Group	542013	660		Oct-21	Sep-22	0.00	30	1,084.93	.44%
National Australia Bank	541995	659		Oct-21	Oct-22	0.00	30	1,010.96	.41%
Westpac Group	541997	658		Oct-21	Oct-22	0.00	30	993.20	.40%
AMP Bank	542330	644		Feb-22	Nov-22	0.00	30	1,643.84	1.00%
AMP Bank	542331	645		Feb-22	Nov-22	0.00	30	2,465.75	1.00%
Suncorp Bank	542443	672		Mar-22	Nov-22	0.00	30	805.48	.98%
Suncorp Bank	542877	678		Jun-22	Dec-22	0.00	10	2,794.52	3.40%
Westpac Group	542266	661		Jan-22	Jan-23	0.00	30	657.54	.80%
Westpac Group	542269	662		Jan-22	Jan-23	0.00	30	665.75	.81%
Macquarie Bank	542408	668		Mar-22	Feb-23	0.00	30	821.91	1.00%

Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Macquarie Bank	542408	668		Mar-22	Feb-23	0.00	30	821.91	1.00%
National Australia Bank	541745	655		Aug-21	Feb-23	0.00	30	854.79	.52%
Westpac Group	542340	663		Feb-22	Feb-23	0.00	30	780.82	.95%
Westpac Group	542373	664		Feb-22	Feb-23	0.00	30	772.60	.94%
National Australia Bank	542415	669		Mar-22	Mar-23	0.00	30	2,465.75	1.00%
ANZ Banking Group	542425	671		Mar-22	Mar-23	0.00	30	4,561.64	1.11%
ME Bank	542757	675		May-22	May-23	0.00	30	2,506.85	3.05%
Commonwealth Bank of Australia	542772	677		May-22	May-23	0.00	30	4,980.82	3.03%
Term Deposit Total						4,372.60		31,828.07	1.02%
						46,619.22		37,491.13	.98%



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Jun 2022	0.98%	0.61%	0.37%
Last 3 Months	0.84%	0.28%	0.56%
Last 6 Months	0.71%	0.17%	0.54%
Financial Year to Date	0.62%	0.10%	0.52%
Last 12 months	0.62%	0.10%	0.52%

Total Credit Exposure Individual Institutional Exposures Term to Maturities



Credit Rating Group	Face Value (\$)	Policy Max
AA	32,021,000	68% 100%
A	7,024,622	15% 60%
BBB	8,047,728	17% 30%
	47,093,351	

a = compliant
r = non-compliant

	Portfolio Exposure	Investment Policy Limit	
AMP Bank (BBB)	15%	25%	a
Macquarie Bank (A+)	15%	30%	a
Westpac Group (AA-)	21%	45%	a
National Australia Bank (AA-)	17%	45%	a
ANZ Group (AA-)	11%	45%	a
Suncorp Bank (AA-)	8%	45%	a
NT T-Corp (Aa3)	6%	45%	a
Commonwealth Bank of Australia (AA-)	4%	45%	a
Bank of Queensland (BBB+)	2%	25%	a

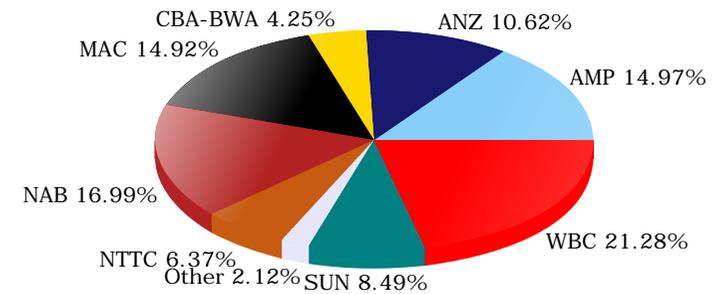
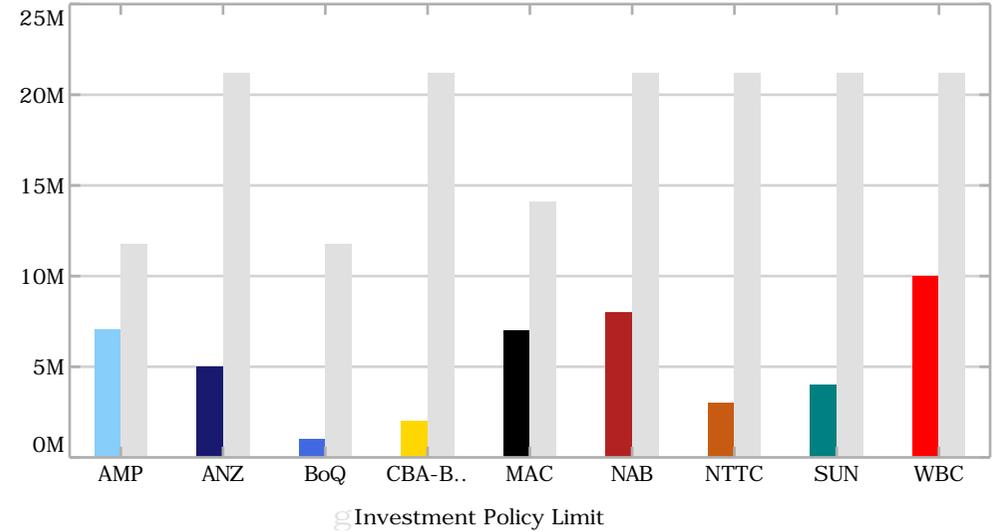
	Face Value (\$)	Policy Max	
Between 0 and 1 Year	47,093,351	100%	a
	47,093,351		

Detailed Maturity Profile	Face Value (\$)	
00. Cash + Managed Funds	5,024,622	11%
01. Less Than 30 Days	2,047,728	4%
02. Between 30 Days and 60 Days	1,000,000	2%
03. Between 60 Days and 90 Days	3,000,000	6%
04. Between 90 Days and 180 Days	15,021,000	32%
05. Between 180 Days and 365 Days	21,000,000	45%
	47,093,351	

Individual Institutional Exposures

	Current Exposures	Policy Limit	Capacity
AMP Bank (BBB)	7,047,728 17%	10,517,182 25%	3,469,454
ANZ Group (AA-)	5,000,000 12%	18,930,928 45%	13,930,928
Bank of Queensland (BBB+)	1,000,000 2%	10,517,182 25%	9,517,182
Commonwealth Bank of Australia (AA-)	2,000,000 5%	18,930,928 45%	16,930,928
Macquarie Bank (A+)	7,024,622 17%	12,620,618 30%	5,595,996
National Australia Bank (AA-)	8,000,000 19%	18,930,928 45%	10,930,928
NT T-Corp (Aa3)	3,000,000 7%	18,930,928 45%	15,930,928
Suncorp Bank (AA-)	4,000,000 10%	18,930,928 45%	14,930,928
Westpac Group (AA-)	10,021,000 24%	18,930,928 45%	8,909,928
	47,093,351		

Individual Institutional Exposure Charts

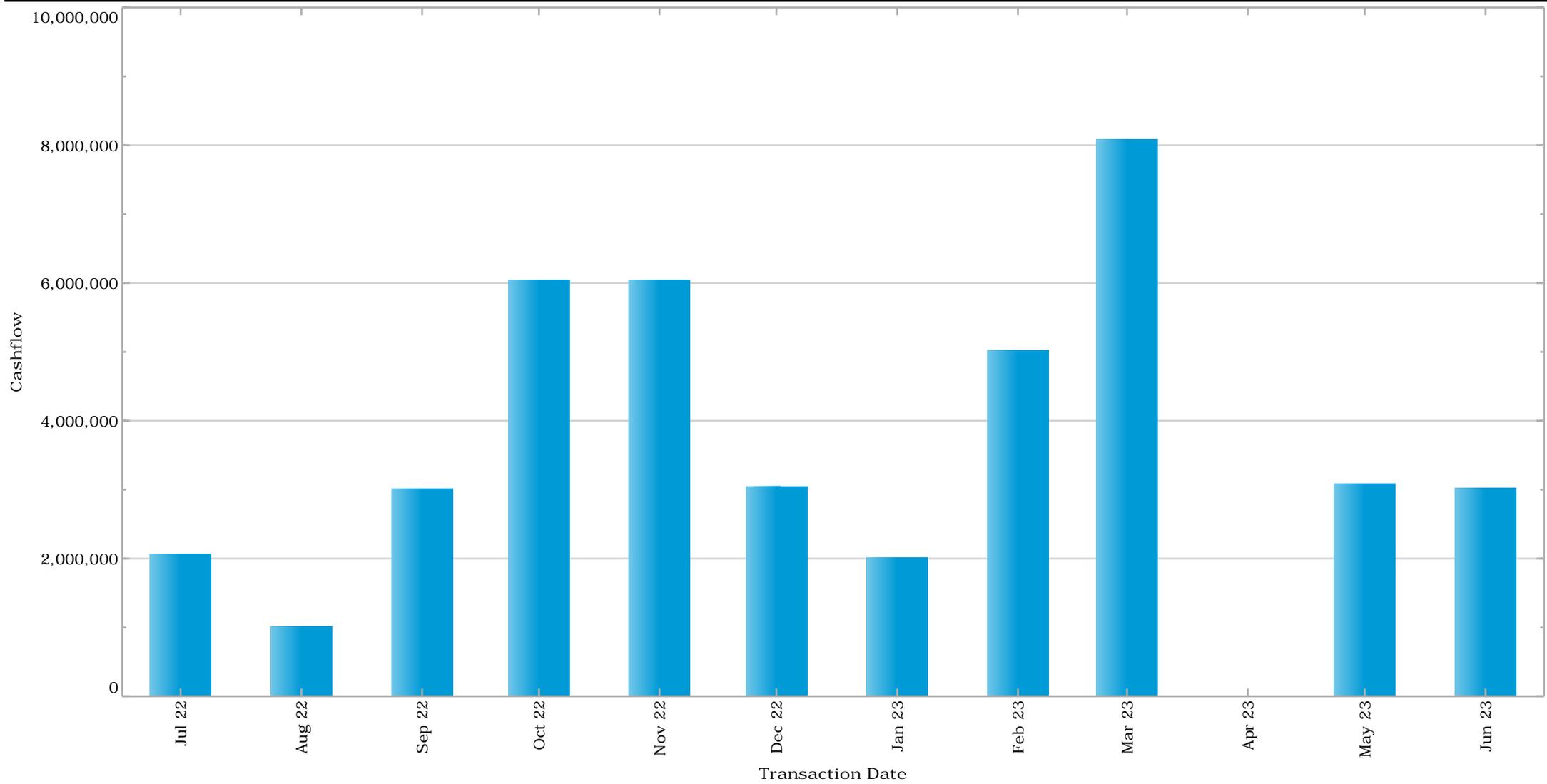


Current Month Cashflows

<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
Jun-22	540948	NT T-Corp (LT)	Bonds	Coupon - Received	18,000.00
		NT T-Corp (LT)	Bonds	Maturity Face Value - Received	3,000,000.00
				<u>Deal Total</u>	<u>3,018,000.00</u>
	541265	NT T-Corp (LT)	Bonds	Coupon - Received	21,000.00
				<u>Deal Total</u>	<u>21,000.00</u>
				Day Total	3,039,000.00
Jun-22	541928	Bank of Queensland	Term Deposits	Maturity Face Value - Received	1,500,000.00
		Bank of Queensland	Term Deposits	Interest - Received	4,372.60
				<u>Deal Total</u>	<u>1,504,372.60</u>
	542877	Suncorp Bank	Term Deposits	Settlement Face Value - Paid	-3,000,000.00
				<u>Deal Total</u>	<u>-3,000,000.00</u>
				Day Total	-1,495,627.40
				<u>Net Cash Movement for Period</u>	<u>1,543,372.60</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>
Jul-22	541726	AMP Bank	Term Deposit	Interest - Received	13,885.28
		AMP Bank	Term Deposit	Maturity Face Value - Received	2,047,728.09
				<u>Deal Total</u>	<u>2,061,613.37</u>
				Day Total	2,061,613.37
Jul-22	542266	Westpac Group	Term Deposit	Interest - Received	1,972.60
				<u>Deal Total</u>	<u>1,972.60</u>
				Day Total	1,972.60
				<u>Net Cash Movement for Period</u>	<u>2,063,585.97</u>



Appendix 8.3

Tamala Park Regional Council
Summary Payment List
June 2022

Date	Name	Description	Amount
02/06/2022	Canon Australia Pty Ltd	Photocopying (22.04.2022 - 23.05.2022)	-24.18
02/06/2022	Telstra	CEO mobile (21.04.2022 - 20.05.2022)	-66.53
02/06/2022	Water Corporation	Lot 2094 - Water 15.03.22-17.05.22, Service 01.05.22-31	-218.72
02/06/2022	Arbor Centre Pty Ltd	Mature tree transplants	-60,720.00
02/06/2022	Beilby Downing Teal Pty Ltd	Recruitment services	-7,700.00
02/06/2022	Capital Transport Services (WA) P/L	Freight (16-30 May 2022)	-104.13
02/06/2022	City of Wanneroo - Supplier	Fees	-861.15
02/06/2022	Greenhouse Design Studios	Catalina Estate Easter flyer	-284.63
02/06/2022	Hill, Ryan & Melanie	Lot 2082 WELS Rebate	-1,000.00
02/06/2022	hyd20 Hydrology	Consultancy services	-3,366.00
02/06/2022	Ideal Living	Sales Office repairs (13 & 21 April 2022)	-322.50
02/06/2022	LD Total	Marmion - Claim 3 (March 2022)	-170,843.29
02/06/2022	LO-GO Appointments	Contract services (C Healy w/e 21.05.2022)	-190.91
02/06/2022	Moore Australia (WA) Pty Ltd	Accounting services	-990.00
02/06/2022	Neverfail	4 x 15L Water and 3 x returns + delivery fee	-57.65
02/06/2022	Niche Planning Studio	Concept Plans - Green & Beach. Retainer - April 2022. V	-13,552.00
02/06/2022	O'Sullivan, Simon	Mobile phone reimbursement (26.03.2022 - 25.04.2022)	-55.18
02/06/2022	Prudential Investment Services Corp	Investment services for May 2022	-1,723.12
02/06/2022	R J Vincent and Co	Civil works	-68,888.00
02/06/2022	Satterley Property Group	Professional fees - April 2022	-5,428.50
02/06/2022	Town of Cambridge - supplier	Rates equivalent payment for 2021/22 financial year	-40,060.46
02/06/2022	Employee costs	Wages (19.05.2022 - 01.06.2022)	-11,303.24
02/06/2022	Australian Super	Superannuation (19.05.2022 - 01.06.2022)	-1,572.47
10/06/2022	City of Wanneroo - Supplier	GST owing April 2022	-597.49
13/06/2022	Plantrite	Year 2 Seed Propagation - Winter 2022	-19,900.03
15/06/2022	Westpac Bank	Payment of credit card charges - May/June 2022	-468.46
16/06/2022	Australian Taxation Office	IAS (May 2022)	-9,420.00
16/06/2022	Synergy	Power charges	-1,472.08
16/06/2022	Arbor Centre Pty Ltd	Mature tree transplants	-43,560.00
16/06/2022	Burgess Rawson	Stage 18C & 36 - Valuation fees (6 lots)	-330.00
16/06/2022	City of Joondalup - Supplier	17th Dividend Payment - TPRC Project	-833,333.00
16/06/2022	City of Perth - Supplier	17th Dividend Payment - TPRC Project	-416,667.00
16/06/2022	City of Stirling	Dividend 17, rates reimbursement & GST (May)	-1,960,445.44
16/06/2022	City of Vincent - Supplier	17th Dividend Payment - TPRC Project	-416,667.00
16/06/2022	City of Wanneroo - Supplier	Dividend 17 & Assessment Fees	-833,655.44
16/06/2022	Cossill and Webley	Engineering services	-65,333.66
16/06/2022	Environmental Industries	Landscape maintenance	-49,585.36
16/06/2022	Fast Flyers	Catalyst - flyer delivery 04/04/2022	-532.40
16/06/2022	Kevin Smith Cleaning Services	Cleaning Office (6/5 & 20/5)	-138.42
16/06/2022	LD Total	Landscaping services	-234,591.61
16/06/2022	LO-GO Appointments	Contract services (C Healy) w/e 28/05/2022	-95.46
16/06/2022	Marketforce	Statutory advertising	-1,684.71
16/06/2022	McGees Property	Catalina Estate Landholding - valuation fee	-302.50
16/06/2022	McLeods Barristers and Solicitors	Legal services	-3,658.05
16/06/2022	McMullen Nolan Group	Surveying services	-26,160.45
16/06/2022	Moore Australia (WA) Pty Ltd	Accounting support services (April 2022)	-6,358.00
16/06/2022	New Living Cleaning	Cleaning - Sales Office (13 & 20 May 2022)	-420.00
16/06/2022	R J Vincent and Co	Civil works	-654,537.31
16/06/2022	Satterley Property Group	Catalina recharges	-28,375.84
16/06/2022	Stantons International	Review plans x 3 (27/4, 3/5 & 11/5)	-440.00

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

16/06/2022	Tim Davies Landscaping P/L	Landscape architect	-40,358.01
16/06/2022	Town of Cambridge - supplier	17th Dividend Payment - TPRC Project	-416,667.00
16/06/2022	Town of Victoria Park - Supplier	Dividend 17 & GST (April)	-416,966.00
16/06/2022	Treacy Fencing	Fencing services	-13,581.04
16/06/2022	Vocus Pty Ltd	Internet fees (June 2022)	-162.80
16/06/2022	Morellini, Jon	Wages (02.06.2022 - 15.06.2022)	-11,303.24
16/06/2022	Australian Super	Superannuation (02.06.2022 - 15.06.2022)	-1,572.47
23/06/2022	City of Perth - Supplier	GST owing May 2022	-3,965.81
29/06/2022	City of Joondalup - Supplier	Rates reimbursement	-80,768.92
29/06/2022	City of Perth - Supplier	Rates equivalent payment for 2021/22 shortfall	-324.00
29/06/2022	City of Stirling	Rates equivalent payment for 2021/22 shortfall	-1,296.02
29/06/2022	City of Vincent - Supplier	Rates equivalent payment for 2021/22	-40,384.46
29/06/2022	City of Wanneroo - Supplier	Rates equivalent payment for 2021/22	-80,768.92
29/06/2022	Town of Victoria Park - Supplier	Rates equivalent payment for 2021/22	-40,060.46
30/06/2022	Arbor Centre Pty Ltd	Greenlink Stages 12, 13 & 16 (Supply & install of Cook I	-135,520.00
30/06/2022	Beilby Downing Teal Pty Ltd	Recruitment services	-6,655.00
30/06/2022	Burgess Rawson	Stage 30 & 36 - Valuation fees	-110.00
30/06/2022	Capital Transport Services (WA) P/L	Freight (01/06/22 - 13/06/22)	-78.95
30/06/2022	City of Vincent - Supplier	GST (May)	-3,966.00
30/06/2022	City of Wanneroo - Supplier	Assessment & supervision fees	-34,500.82
30/06/2022	Coterra Environment	Environmental consulting services (May 2022)	-3,443.28
30/06/2022	Docushred	Security bin/destruction of paperwork	-51.70
30/06/2022	Dominic Carbone and Associates	Consultancy Services 9th May 2022	-330.00
30/06/2022	Environmental Industries	Landscape maintenance	-47,951.86
30/06/2022	Fast Flyers	Flyer delivery	-411.40
30/06/2022	Ideal Living	Building plan assessments (20/05/22 - 14/06/22)	-1,130.00
30/06/2022	LD Total	Landscaping services	-876,933.05
30/06/2022	Learning Horizons	CEO recruitment (9/3, 12/3, 14/3 & 20/5)	-3,300.00
30/06/2022	Marketforce	Statutory advertising	-1,793.28
30/06/2022	McMullen Nolan Group	Surveying services	-24,895.31
30/06/2022	Mindarie Regional Council.	Repayment of ToC Rates Equivalent 21/22 shortfall (clai	-324.00
30/06/2022	Neverfail	4 x 15L Springwater Bottles	-57.65
30/06/2022	New Living Cleaning	Beach Office - Cleaning 27/5 & 03/06	-420.00
30/06/2022	Office of the Auditor General	Fees for the audit for FYE 2021	-29,700.00
30/06/2022	Prudential Investment Services Corp	Investment portfolio services for June 2022	-1,723.12
30/06/2022	R J Vincent and Co	Civil works	-1,041,116.51
30/06/2022	Satterley Property Group	Professional fees (May 2022)	-1,155.00
30/06/2022	Tim Davies Landscaping P/L	Landscape architect	-4,620.00
30/06/2022	Town of Victoria Park - Supplier	Rates reimbursement shortfall & GST (May)	-4,290.00
30/06/2022	Transcore	Structure plan review	-11,000.00
30/06/2022	Synergy	Power charges	-1,558.87
30/06/2022	Telstra	CEO Mobile (21/05/2022 - 20/06/2022)	-97.66
30/06/2022	Morellini, Jon	JM Wages (16.06.2022 - 29.06.2022)	-11,303.24
30/06/2022	Australian Super	Superannuation 16.06.2022 - 29.06.2022	-1,572.47
30/06/2022	City of Joondalup - Supplier	GST owing April 2022	-597.49
			-9,396,848.18

Tamala Park Regional Council
Summary Payment List
July 2022

Date	Name	Description	Amount
06/07/2022	Moore Australia (WA) Pty Ltd	Purchase of Budget Template FYE 2023	-825.00
11/07/2022	Westpac Bank	Payment of credit card charges - July 2022	-1,869.29
14/07/2022	AMP Bank.	Bank audit fee for the year ending 30 June 2022	-25.00
14/07/2022	Burgess Rawson	Stage 37 & 30 - Valuation fees	-2,695.00
14/07/2022	Capital Transport Services	Freight (16, 20 & June 2022)	-80.68
14/07/2022	City of Stirling	ICT support & rent	-6,293.83
14/07/2022	City of Wanneroo	TMP Public Notice Road Closure 12/05/2022	-246.22
14/07/2022	Cossill and Webley	Engineering services	-44,734.18
14/07/2022	Dominic Carbone and Assoc.	Consulting services (June 2022)	-1,089.00
14/07/2022	Environmental Industries	Landscape Maintenance - June 2022	-43,697.22
14/07/2022	Imagesource	1100 x Flyers (Clean Up Day 2022)	-324.50
14/07/2022	JBS&G Australia Pty Ltd	Catalina - Bushfire Management Plan updates and respon	-2,750.00
14/07/2022	Kevin Smith Cleaning Services	Cleaning (10 & 24 June 2022)	-138.42
14/07/2022	Koriya, Hardik & Vaishali	Lot 2003 WELS Rebate	-1,000.00
14/07/2022	LD Total	Landscaping services	-53,986.08
14/07/2022	Match & Wood Pty Ltd	Campaign: Catalina (June 2022)	-6,489.86
14/07/2022	McLeods Barristers and Solicitors	Review employment contract 09.06.2022	-778.80
14/07/2022	McMullen Nolan Group	Surveying services	-3,993.00
14/07/2022	Niche Planning Studio	Catalina - Urban design & master planning (June 2022)	-13,579.50
14/07/2022	O'Sullivan, Simon	Reimbursement of mobile phone (26.04.2022 - 25.05.202	-55.18
14/07/2022	Perth Medical Volunteers Inc	Summer Splashdown - Medical Team of 2 (20/01/2022)	-330.00
14/07/2022	Plantrite	1008 x Lepidosperma gladiatum forestry tube	-4,128.30
14/07/2022	Reilly, Jake & Anne-Mieke	Lot 2011 Solar Panel Rebate	-2,000.00
14/07/2022	Seed West	Foreshore - 21 x species of seed	-2,904.00
14/07/2022	Signs and Lines	Catalina Sales office print	-380.05
14/07/2022	Tim Davies Landscaping P/L	Landscaping architects	-39,559.10
14/07/2022	Treacy Fencing	Fencing services	-6,144.60
14/07/2022	Viral Dodia & Shirni Shah	Lot 898 - Solar Panel Rebate	-2,000.00
14/07/2022	Vocus Pty Ltd	Internet fees (July 2022)	-162.80
14/07/2022	Employee costs	Wages for period 30/06/22 - 13/07/22	-11,398.27
14/07/2022	Australian Super	Superannuation (30.06.2022 - 13.07.2022)	-1,651.10
14/07/2022	LGIS Insurance Broking	Insurance Cover (30/06/2022 - 30/06/2023)	-15,271.31
21/07/2022	City of Perth	GST owing June 2022	-7,327.89
27/07/2022	City of Joondalup	GST owing May 2022	-7,931.62
27/07/2022	City of Wanneroo	GST May & June 2022	-22,587.38
28/07/2022	Employee costs	Wages for period 14/07/22 - 27/07/22	-11,303.24
28/07/2022	Australian Super	Superannuation (14.07.2022 - 27.07.2022)	-1,651.10
28/07/2022	Burgess Rawson	Valuation services	-1,320.00
28/07/2022	Capital Transport Services	Freight (04-14 July 2022)	-106.02
28/07/2022	City of Stirling	GST June 2022 & Commercial Bin Rent	-29,586.55
28/07/2022	City of Vincent	GST June 2022	-7,328.00
28/07/2022	Coterra Environment	Environmental consulting services - June 2022	-7,062.00
28/07/2022	Environmental Industries	Landscaping maintenance	-23,911.80
28/07/2022	Hemsted, Lisa	Lot 327 - Solar Panel Rebate	-2,000.00
28/07/2022	HWL Ebsworth Lawyers	Titles for Connolly Dr & Portofino Prom (April 2022)	-551.10
28/07/2022	hyd20 Hydrology	Catalina - Claim 4 Groundwater Licence Applications (Jur	-396.00
28/07/2022	Ideal Living	15 x Catalina Building Plan Assessments (15.06.2022 - 1	-1,550.00
28/07/2022	Koriya, Hardik & Vaishali	Lot 2003 Solar Panel Rebate	-2,000.00
28/07/2022	LD Total	Landscaping services	-739,020.67
28/07/2022	McMullen Nolan Group	Surveying services	-16,313.00

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

28/07/2022	Neverfail	2 x 15L Water and return 3 x empty	-29.45
28/07/2022	New Living Cleaning	Beach Sales Office - Cleaning (10 & 17 June, 1 July)	-630.00
28/07/2022	Of Note Design	Graphic design services	-1,991.00
28/07/2022	Popat, Jessica	Lot 2008 WELS Rebate	-1,000.00
28/07/2022	R J Vincent and Co	Earthworks	-715,455.05
28/07/2022	Redman Solutions	CivicClerk Ultimate Subscription (2022-2023)	-16,500.00
28/07/2022	Satterley Property Group	Professional services - June 2022	-6,469.10
28/07/2022	Stewart S & Thomas S	Lot 2006 WELS Rebate	-1,000.00
28/07/2022	Tim Davies Landscaping P/L	Landscaping architects	-1,451.22
28/07/2022	Town of Victoria Park	GST June 2022	-7,328.00
28/07/2022	Treacy Fencing	Fencing services	-5,019.08
28/07/2022	WALGA	Association Subscription & Council Connect (2022-2023)	-9,316.73
28/07/2022	Western Power	Longbeach Road - Extension of project fee	-550.00
28/07/2022	Alinta Energy	Gas (19.04.2022 - 13.07.2022)	-24.95
28/07/2022	Canon Australia Pty Ltd	Photocopying (24.05.2022 - 20.07.2022)	-19.64
28/07/2022	Telstra	CEO Mobile (21.06.2022 - 20.07.2022)	-65.00
28/07/2022	Water Corporation	Water (17.05.2022 - 15.07.2022) Service (July-Aug 2022)	-227.00
28/07/2022	Commonwealth Bank of Australia	Fee for preparation of Bank Audit Certificate FYE 2022	-60.00
			<u>-1,919,662.88</u>

Tamala Park Regional Council

Credit Card Report

1 June - 31 July 2022

Type	Date	Name	Description	Amount
Credit Card Charge	02/06/2022	Lot Six Zero	Meeting with new CEO, Chair & SPG	25.25
Credit Card Charge	02/06/2022	Lot Six Zero	CEO meeting with ToVP manager	11.41
Credit Card Charge	08/06/2022	Sayers Sister	CEO meeting with Chair	24.50
Credit Card Charge	15/06/2022	Westpac Bank	Credit card fees (CEO, EA & MPC)	11.25
Cheque	15/06/2022	Westpac Bank	Credit card charges (EA)	-314.05
Cheque	15/06/2022	Westpac Bank	Credit card charges (CEO)	-150.66
Cheque	15/06/2022	Westpac Bank	Credit card charges (MPC)	-3.75
Credit Card Charge	24/06/2022	Microsoft Store	Office 365 Annual Subscription x 4	1,758.24
Credit Card Charge	30/06/2022	Zoom Video Comm.	Standard Pro Monthly x 3 (July 2022)	64.85
Credit Card Charge	06/07/2022	TerryWhite Chemmart	RAT Tests x 5	34.95
Credit Card Charge	10/07/2022	Westpac Bank	Credit card fees (CEO, EA & MPC)	11.25
Cheque	11/07/2022	Westpac Bank	Credit card charges (EA)	-1,861.79
Cheque	11/07/2022	Westpac Bank	Credit card charges (CEO)	-3.75
Cheque	11/07/2022	Westpac Bank	Credit card charges (MPC)	-3.75
Credit Card Charge	12/07/2022	Chemist Warehouse	RAT Tests x 6	45.00
Credit Card Charge	13/07/2022	Sayers Sister	CEO meeting with Chair	24.50
Credit Card Charge	18/07/2022	Dell	Dell OptiPlex 7090 Desktop	1,535.02
				<u>1,208.47</u>

Appendix 8.4

29 July 2022

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

Dear Jon

Catalina Financial Report for June 2022

Please find attached the Catalina Financial Report for June 2022. 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 June 2022 to 30 June 2022.

Residential settlement revenue for FY2022 was \$30.69m which is \$1.93m favorable to the approved 'December 2021' budget due to favorable lot mix.

Sales for FYE2022 was \$44.5m and \$2.1m unfavourable to budget due to 20 fewer sales than budget.

Overall year to date expenditure for FYE2022 is \$19.4 under budget per the approved 'December 2021' budget, with \$16.16m spent against a budget of \$35.57m. The main areas of variances are summarised below:

- Lot Production (excl. Bonds) is \$10.88m under budget, noting the following variances:
 - Stages 36-37 Earthworks \$795k under budget as earthworks now undertaken a stage at a time;
 - Stages 38-40 Earthworks \$82k under budget as earthworks now undertaken a stage at a time;
 - Stages 41-44 Earthworks \$47k under budget as earthworks now undertaken a stage at a time;
 - Stage 18C \$1.6m under budget due to timing of invoice payments;
 - Stage 27B \$650k under budget due to timing of invoice payments;
 - Stage 28 \$75k under budget due to timing of invoice payments;
 - Stage 29 \$370k over budget due to timing of invoice payments;
 - Stage 30 \$651k under budget due to timing of invoice payments;
 - Stage 31 \$125k under budget due to timing of invoice payments;
 - Stage 36 \$6.3m under budget due to timing of invoice payments;
 - Stage 37 \$838k under budget due to timing of invoice payments;
 - Stage 38 \$74k under budget due to timing of invoice payments;

- Landscaping is \$3.29m under budget, noting the following variances:
 - Preliminary landscaping consultancy \$147k under budget due to timing of invoice payments;
 - Environmental landscaping \$36k over budget due to timing of invoice payments;
 - Central Connolly Drive \$305k under budget due to timing of invoice payments;
 - Central Green Link \$125k under budget – due to timing of invoice payments;
 - Beach Display Village Verge \$289k over budget due to timing of invoice payments;
 - Beach Portofino Verge – South \$498k under budget due to timing of invoice payments;

- Beach Park 2 \$239k under budget due to timing of invoice payments;
- Beach Foreshore POS Area 1 \$1.3m under budget due to timing of invoice payments;
- Beach foreshore access area \$209k under budget due to timing of invoice payments;
- Beach Mallaca Way Medians \$29k under budget due to timing of invoice payments;
- Beach Bore, Pump & Filtration Unit \$70k under budget due to timing of invoice payments;
- Green Neerabup Road Phase 1 \$133k under budget due to timing of invoice payments;
- Green Connolly Drive Phase 1 \$236k under budget due to timing of invoice payments;
- Green POS 1 Phase 1 \$275k under budget due to timing of invoice payments;

- Infrastructure Spend is \$3.18m under budget, noting the following variances:
 - Connolly Drv Aviator Blvd Intersection \$547k under budget due to timing of invoice payments;
 - Foreshore Access Road 432k under budget due to timing of invoice payments;
 - Portofino Extension \$919k under budget due to timing of invoice payments;
 - Catalina Beach North/South \$85k under budget due to timing of invoice payments;
 - Longreach Prom Extension \$1.04m under budget due to timing of invoice payments;
 - CAT Foreshore POS \$82k under budget due to timing of invoice payments;
 - Rubbish Removal \$72k under budget due to timing of invoice payments;

- Clearance bonds \$353k favourable to budget – timing.

- Indirect Consultants are \$15k over budget due to timing of invoice payments.

- Special Sites & Fixed Assets \$227k under budget due to timing of invoice payments.

- P&L expenditure is \$1.48m under budget, noting the following variances:
 - Sales & Marketing is \$234k under budget due to timing of spend;
 - Community and Development \$17k under budget due timing of invoice payments;
 - Audit and Tax \$7k over budget due to timing of invoice payments;
 - Maintenance \$94k under budget due to timing of invoice payments;
 - Legal Fees \$36k under budget due to timing of invoice payments;
 - Contingency \$874k under budget – not required
 - Rates & Taxes \$146k under budget due to timing of invoice payments;
 - Security \$28k under budget due to timing of invoice payments;
 - Training \$19k under budget due to timing of invoice payments;
 - \$30k 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

Satterley Property Group Pty Ltd
Level 3, 27-31 Troode Street, West Perth WA 6005
PO Box 1346, West Perth WA 6872

T 08 9368 9000
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ABN 38 009 054 979

Licensee: Satterley Property Group Pty Ltd, (Inc in WA), Licensed Real Estate Agent trading as Satterley Real Estate.

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		MONTH - June 2022			YEAR TO DATE - June 2022			PROJECT TO DATE - June 2022			Bud Comparison: Dec 21 Approved
Job Description	Account Description	MTH ACT Jun 2022	MTH BUD Jun 2022	Variance	YTD ACT Jun 2022	YTD BUD Jun 2022	Variance	PTD ACT Jun 2022	PTD BUD Jun 2022	Variance	Comments regarding variance
REVENUE											
Settlements	Settlement revenue	8,955,000	3,819,345	5,135,655	30,691,500	28,759,845	1,931,655	305,354,500	303,422,845	1,931,655	80 settlements YTD ex GST Margin scheme. GST Margin as detailed in Burgess Rawson valuations
Margin GST	Margin GST	(87,935)	(65,083)	(22,852)	(423,957)	(404,088)	(19,869)	(4,339,560)	(4,319,690)	(19,870)	
Direct Selling Costs		(399,999)	(395,642)	(4,357)	(1,372,776)	(1,526,855)	154,079	(13,909,108)	(14,013,187)	104,079	Includes Commission and Management Fees Penalty interest income on settlements
Interest Income		0	0	0	12,949	2,382	10,567	103,862	93,295	10,567	
Forfeited Deposits		0	0	0	8,182	0	8,182	35,455	27,273	8,182	
Other Income	Special sites revenue	0	4,545,455	(4,545,455)	0	4,545,455	(4,545,455)	3,728,594	8,274,049	(4,545,455)	
Rebate Allowance		(16,996)	(51,105)	34,108	(297,324)	(1,289,034)	991,709	(6,446,859)	(8,511,710)	2,064,851	Construction Recycling, Fencing, Landscape, Shared Bore, Solar, and Display Builder Rebates
		8,450,070	7,852,971	597,100	28,618,574	30,087,705	(1,469,132)	284,526,884	284,972,874	(445,990)	
LOT PRODUCTION											
Completed Earthworks		0	0	0	0	0	0	13,529,541	13,529,541	(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 36-37	Siteworks / Earthworks	0	0	0	981,818	1,777,325	795,507	996,538	1,792,045	795,507	
Total Earthworks Stage 36-37		0	0	0	981,818	1,777,325	795,507	996,538	1,792,045	795,507	
Earthworks Stages 38-40	Direct Consultants	0	8,892	8,892	0	81,824	81,824	0	81,824	81,824	
Earthworks Stages 38-40		0	8,892	8,892	0	81,824	81,824	0	81,824	81,824	
Earthworks Stages 41-44	Direct Consultants	0	23,713	23,713	0	47,288	47,288	0	47,288	47,288	
Total Earthworks Stage 41-44		0	23,713	23,713	0	47,288	47,288	0	47,288	47,288	
Completed Stages		0	0	0	0	0	0	52,909,627	52,927,625	1	
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 18C	Siteworks / Earthworks	269,591	287,271	17,680	493,311	1,857,427	1,364,116	493,311	1,857,427	1,364,116	\$718k transferred from contingency as approved by TPRC
	Authorities Fees	860	0	(860)	1,222	234,314	233,092	6,761	239,853	233,092	
	Direct Consultants	7,365	10,926	3,561	77,032	109,928	32,896	82,402	115,298	32,896	
Total Stage 18C		277,816	298,197	20,381	571,565	2,201,669	1,630,104	582,474	2,212,578	1,630,104	
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	0	0	0	750	763	13	145,718	145,731	13	
Total Stage 26		0	0	0	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	0	0	0	2,200	2,202	2	80,448	80,450	2	
Total Stage 27A		0	0	0	20,160	20,162	2	932,599	940,783	8,184	
Stage 27B	Siteworks / Earthworks	48,850	0	(48,850)	903,144	1,393,473	490,330	903,144	1,393,473	490,330	
	Authorities Fees	0	0	0	144,195	277,603	133,407	145,269	278,676	133,407	
	Direct Consultants	11,462	7,370	(4,092)	91,360	117,743	26,384	115,116	141,500	26,384	
Total Stage 27B		60,312	7,370	(52,942)	1,138,698	1,788,819	650,121	1,163,528	1,813,649	650,121	
Stage 28	Siteworks / Earthworks	0	0	0	404,131	440,245	36,114	2,196,566	2,355,606	159,040	
	Authorities Fees	0	0	0	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	0	0	427,238	502,095	74,857	2,614,361	2,812,144	197,783	
Stage 29	Siteworks / Earthworks	443,203	0	(443,203)	443,203	0	(443,203)	443,203	0	(443,203)	
	Authorities Fees	540	0	(540)	540	0	(540)	3,761	3,221	(540)	
	Direct Consultants	3,463	19,664	16,201	107,338	180,576	73,238	107,338	180,576	73,238	
Total Stage 29		447,205	19,664	(427,541)	551,080	180,576	(370,505)	554,302	183,797	(370,505)	
Stage 30	Siteworks / Earthworks	414,402	216,157	(198,245)	1,063,254	1,649,560	586,307	1,063,254	1,649,560	586,307	
	Authorities Fees	0	0	0	264,953	281,612	16,659	267,882	284,540	16,659	
	Direct Consultants	18,054	20,229	2,174	116,126	164,401	48,275	116,126	164,401	48,275	
Total Stage 30		432,456	236,386	(196,071)	1,444,333	2,095,573	651,240	1,447,262	2,098,502	651,240	
	Authorities Fees	0	0	0	8,013	0	(8,013)	12,210	4,197	(8,013)	
	Direct Consultants	21,189	0	(21,189)	33,413	166,612	133,199	33,413	166,612	133,199	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		MONTH - June 2022			YEAR TO DATE - June 2022			PROJECT TO DATE - June 2022			Bud Comparison: Dec 21 Approved
Job Description	Account Description	MTH ACT Jun 2022	MTH BUD Jun 2022	Variance	YTD ACT Jun 2022	YTD BUD Jun 2022	Variance	PTD ACT Jun 2022	PTD BUD Jun 2022	Variance	Comments regarding variance
Total Stage 31		21,189	0	(21,189)	41,426	166,612	125,186	45,624	170,809	125,186	
Stage 36	Siteworks / Earthworks	403,702	947,248	543,546	1,912,540	7,425,936	5,513,396	1,912,540	7,425,936	5,513,396	
	Authorities Fees	33,838	0	(33,838)	33,838	716,381	682,543	33,838	716,381	682,543	
		11,975									
Stage 36	Direct Consultants		43,155	31,180	357,428	448,309	90,881	357,428	448,309	90,881	\$25.89k transfer from 140-95-001 as approved by TPRC
Total Stage 36		449,515	990,403	540,888	2,303,806	8,590,626	6,286,820	2,303,806	8,590,626	6,286,820	
Stage 37	Siteworks / Earthworks	0	654,121	654,121	0	654,121	654,121	0	654,121	654,121	
	Direct Consultants	19,536	27,538	8,002	19,536	203,744	184,208	19,536	203,744	184,208	
Total Stage 37		19,536	681,659	662,123	19,536	857,865	838,329	19,536	857,865	838,329	
	Direct Consultants	0	24,851	24,851	0	74,122	74,122	0	74,122	74,122	
Total Stage 38		0	24,851	24,851	0	74,122	74,122	0	74,122	74,122	
Various Stages	Clearance Bonds	0	(350,000)	(350,000)	(72,900)	281,082	353,982	823,255	1,050,000	226,745	
TOTAL LOT PRODUCTION		1,708,030	1,941,135	233,105	7,431,227	18,670,118	11,238,891	89,387,667	100,638,606	11,250,940	Within budget
LANDSCAPING											
Completed Landscaping		0	0	0	0	0	0	15,943,396	15,179,695	0	
Stage 7 Landscaping	Landscape Construction	0	0	0	0	0	0	169,816	169,816	0	Within total FY22 Landscaping budget or
		0									
Stage 11 Landscape Consultancy	Landscape Construction	0	0	0	0	0	0	1,332,634	1,328,968	(3,666)	Overspent items within total budget for whole job.
Stage 14A Landscaping	Landscape Consulting	0	0	0	0	0	0	12,013	8,430	(3,583)	
Seed Collection	Landscape Construction	0	0	0	0	0	0	22,797	0	(22,797)	
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 Consulting	0	0	0	0	0	0	120,249	118,508	(1,741)	
Preliminary Landscaping Consultancy	Landscape Consulting	40,889	173,389	132,500	484,719	631,930	147,212	862,793	1,010,004	147,212	
Environmental Landscaping	Landscape Construction	2,222	(2,800)	(5,022)	66,372	30,021	(36,350)	349,894	378,321	28,427	
Public Art	Landscape Construction	0	0	0	17,733	15,000	(2,733)	189,497	186,764	(2,733)	
Fauna Relocation	Landscape Construction	0	0	0	0	0	0	37,080	(0)	(37,080)	
Central Connolly Drive	Landscape Construction	0	61,767	61,767	0	305,273	305,273	0	305,273	305,273	
Central Green Link	Landscape Construction	1,007,034	271,793	(735,241)	1,217,870	1,343,293	125,423	1,217,870	1,343,293	125,423	
Beach Display Village Verge	Landscape Construction	193,088	0	(193,088)	289,926	0	(289,926)	289,926	0	(289,926)	
Beach Portofino Verge - South	Landscape Construction	0	166,943	166,943	0	497,931	497,931	0	498,437	498,437	
Beach Park 2	Landscape Construction	0	120,160	120,160	0	239,623	239,623	0	239,623	239,623	
Beach Foreshore POS Area 1	Landscape Construction	0	698,515	698,515	44,000	1,392,979	1,348,979	44,000	1,392,979	1,348,979	
Beach Foreshore Access Area 1	Landscape Construction	24,145	57,062	32,916	292,099	501,800	209,701	292,099	502,690	210,590	
Beach Mallaca Way Medians	Landscape Construction	0	9,747	9,747	0	29,072	29,072	0	29,072	29,072	
Beach Bore, Pump & Filtration Unit	Landscape Construction	0	35,125	35,125	0	70,046	70,046	0	70,046	70,046	
Green Neerabup Road Phase 1	Landscape Construction	0	67,065	67,065	0	133,741	133,741	0	133,741	133,741	
Green Connolly Drive Phase 1	Landscape Construction	171,741	102,937	(68,804)	171,741	408,182	236,440	171,741	408,182	236,440	
Green POS 1 Phase 1	Landscape Construction	0	142,776	142,776	8,740	284,724	275,984	8,740	284,724	275,984	
TOTAL LANDSCAPING		1,439,119	1,904,478	465,359	2,610,478	5,900,892	3,290,415	20,706,627	23,992,952	3,286,325	Within budget
INDIRECT CONSULTANTS											
Planning - indirect	Planning	12,320	22,079	9,759	215,794	247,087	31,293	2,848,554	2,879,848	31,293	Within total FY22 Infrastructure budget
	Architect	1,130	859	(271)	4,040	7,557	3,517	19,140	32,593	13,453	
	Environmental	3,130	3,441	311	42,890	40,871	(2,019)	412,509	410,490	(2,019)	
	Geotechnical	0	715	715	0	6,289	6,289	12,300	18,589	6,289	
	Title - Survey & Legal fees	4,192	3,070	(1,123)	54,995	35,777	(19,218)	224,450	205,232	(19,218)	
	Engineering fees	393	7,354	6,961	71,042	45,971	(25,071)	363,728	338,657	(25,071)	\$25.89k transfer to Stg 36 as approved by TPRC
	Traffic planning	10,000	106	(9,894)	10,000	931	(9,069)	94,181	85,112	(9,069)	
	Landscaping consultancy	0	0	0	0	0	0	9,936	0	(9,936)	
	Miscellaneous Consultants	0	1,045	1,045	17,415	10,265	(7,150)	24,105	16,954	(7,150)	
	Design Fees	0	0	0	0	0	0	0	0	0	
	Planning - fire & safety	0	35	35	15,700	2,509	(13,191)	29,780	16,589	(13,191)	
	Planning - Hydrology	3,060	2,396	(664)	14,330	23,385	9,055	146,603	155,658	9,055	
	Planning - Sustainability	0	1,278	1,278	3,500	11,240	7,740	30,305	41,546	11,240	
	Acoustic & Noise Consult	0	92	92	0	806	806	8,265	9,071	806	
	Tree Mapping	0	234	234	465	2,059	1,594	4,871	6,465	1,594	
TOTAL INDIRECT CONSULTANTS		34,225	42,703	8,478	450,170	434,744	-15,427	4,228,728	4,216,802	-11,927	Within budget

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		MONTH - June 2022			YEAR TO DATE - June 2022			PROJECT TO DATE - June 2022			Bud Comparison: Dec 21 Approved	
Job Description	Account Description	MTH ACT Jun 2022	MTH BUD Jun 2022	Variance	YTD ACT Jun 2022	YTD BUD Jun 2022	Variance	PTD ACT Jun 2022	PTD BUD Jun 2022	Variance	Comments regarding variance	
INFRASTRUCTURE												
Completed Infrastructure		0	0	0	0	0	0	11,265,195	11,110,854	-0	↓ Within budget	
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		13,776	181,169	167,393	1,308,629	1,842,539	533,909	1,411,148	1,945,058	533,909		
Connolly Drive Aviator Blvd Intersection		0	1,578	1,578	4,981	18,858	13,877	113,123	127,000	13,877		
Asbestos and rubbish removal - Gen Allowance		0	0	0	0	436	436	25,801	47,423	21,622		
Asbestos and rubbish removal - Gen Allowance		0	0	0	0	0	0	0	0	0		
Foreshore Access Road		10,605	166,799	156,193	1,180,077	1,568,481	388,404	1,182,677	1,571,081	388,404		
Foreshore Access Road		0	6,937	6,937	18,069	62,066	43,997	57,157	101,154	43,997		
Portofino Extension		0	326,891	326,891	1,893,339	2,689,403	796,064	1,894,839	2,690,903	796,064		
Portofino Extension		0	16,371	16,371	8,006	131,410	123,404	50,298	173,702	123,404		
Housing Auth Dist Plan Scheme 2		0	0	0	0	0	0	162,919	162,919	0		
Housing Auth Dist Plan Scheme 2		0	0	0	0	0	0	0	0	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	0	0	0	35,616	35,616	0	35,616	35,616		
Longreach Prom Extension		0	156,375	156,375	214,601	1,225,902	1,011,301	214,601	1,225,902	1,011,301		
Longreach Prom Extension		0	6,277	6,277	45,606	78,722	33,116	45,606	78,722	33,116		
CAT Foreshore POS		0	9,879	9,879	0	77,445	77,445	0	77,445	77,445		
CAT Foreshore POS		0	642	642	0	5,034	5,034	0	5,034	5,034		
Catalina Green Aviator Extension Engineering		0	0	0	0	0	0	0	0	0		
Waste Water Pump Station (West)		0	0	0	0	0	0	1,804,215	1,804,215	(0)		
Rubbish removal - General Allowance		0	8,294	8,294	0	72,942	72,942	17,314	90,256	72,942		
Tankering (West)		0	0	0	0	0	0	0	0	0		
INFRASTRUCTURE		24,381	881,212	856,831	4,673,308	7,858,398	3,185,091	18,456,775	21,645,056	3,188,281		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		
		0	0	0	0	0	0	0	0	0		
		0	0	0	0	0	0	(1,830,161)	(1,830,161)	0		
TOTAL INFRASTRUCTURE		24,381	881,212	856,831	4,673,308	7,858,398	3,185,091	16,626,613	19,814,894	3,188,281	Within budget	
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		
Cat Central Builtform Innovati		0	76,396	76,396	0	227,862	227,862	0	227,862	227,862		
		0	76,396	76,396	0	227,862	227,862	1,751,875	1,972,937	221,062		
TOTAL SPECIAL SITES & FIXED ASSETS		0	76,396	76,396	0	227,862	227,862	1,751,875	1,972,937	221,062		0
TOTAL CONSTRUCTION		3,205,755	4,845,925	1,640,170	15,165,182	33,092,014	17,926,832	132,701,510	150,636,192	17,934,681		Within budget
LAND												
		0	0	0	0	0	0	0	0	0		
PROFIT & LOSS EXPENDITURE												
Sales & Marketing												
Brand Development		1,434	3,617	2,183	13,626	35,000	21,374	274,565	296,583	22,018		
Sales Office & Builder Rel.		115	3,333	3,219	14,069	30,000	15,931	125,736	148,214	22,478		
Brochures		6,750	3,046	(3,704)	28,909	35,000	6,091	176,522	182,613	6,091		
Advertising		8,898	19,702	10,805	54,335	200,000	145,665	998,177	1,150,745	152,568		
Signage		0	7,532	7,532	49,236	80,000	30,764	501,780	532,778	30,998		
Website		3,900	1,852	(2,048)	6,240	20,000	13,760	16,431	31,753	15,322		
Promotions		0	0	0	75	0	(75)	19,625	28,903	9,278		
Public Relations		0	0	0	0	0	0	7,424	13,498	6,075		
Sales & Mktg Contingency		0	0	0	0	0	0	0	0	0		
Giveaway Homes		0	0	0	0	0	0	0	0	0		
Total Sales and Marketing		21,096	39,082	17,986	166,490	400,000	233,511	2,120,259	2,385,086	264,827		Within budget
Total Community Development	Comm Dev - Resident Dev	23,159	9,204	(13,955)	77,047	94,494	17,447	574,117	611,069	36,952		Within budget

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2022		MONTH - June 2022			YEAR TO DATE - June 2022			PROJECT TO DATE - June 2022			Bud Comparison: Dec 21 Approved
Job Description	Account Description	MTH ACT Jun 2022	MTH BUD Jun 2022	Variance	YTD ACT Jun 2022	YTD BUD Jun 2022	Variance	PTD ACT Jun 2022	PTD BUD Jun 2022	Variance	Comments regarding variance
Administration	Audit and Tax	300	0	(300)	10,711	3,280	(7,431)	283,054	264,254	(18,800)	
	Cleaning	860	1,054	194	10,310	12,016	1,707	56,468	58,198	1,730	
	Computer Costs	0	527	527	0	4,728	4,728	0	7,479	7,479	
	Couriers	0	316	316	0	3,038	3,038	1,338	13,395	12,057	
	Electricity & Gas	2,755	1,054	(1,702)	16,764	11,158	(5,606)	144,183	138,609	(5,574)	
	Insurance	0	527	527	0	4,633	4,633	3,184	7,817	4,633	
	Legal fees	0	4,391	4,391	2,176	38,611	36,435	201,567	238,012	36,444	
	Licenses & Fees	446	527	81	769	4,956	4,187	1,632	6,631	4,999	
	Postage, Print & Stationery	0	527	527	1,254	4,633	3,379	3,498	33,625	30,127	
	Rent - Sales Office & Cprk	0	0	0	0	0	0	467,350	467,350	0	
	Sundry Office Expenses	0	1,581	1,581	0	13,979	13,979	1,076	30,256	29,179	
	Telephone	0	0	0	0	0	0	0	(0)	(0)	
	Training	0	2,195	2,195	0	19,305	19,305	0	19,305	19,305	
	Travel & Accommodation	0	0	0	0	0	0	0	0	0	
	Valuations	400	3,512	3,112	22,350	37,789	15,439	209,563	225,002	15,439	
	Rates & Taxes	219	0	(219)	28,663	174,928	146,265	734,295	1,100,638	366,343	
	Maintenance	88,993	73,587	(15,405)	659,264	753,572	94,308	3,100,657	3,181,544	80,888	
	Maint- Carpark Makegood	0	0	0	0	0	0	53,798	53,798	0	
	Security	0	3,161	3,161	0	27,800	27,800	28,877	57,097	28,221	
Total Administration		93,973	92,959	(1,014)	752,260	1,114,427	362,166	5,290,541	5,903,012	612,471	Within budget
Finance	Bank Charges - Comm Bills	400	0	(400)	400	0	(400)	400	0	(400)	
Finance	Contingency	(2,800)	266,998	269,798	19,258	893,299	874,042	2,207,422	874,042	(1,333,380)	Actual Contingency spend applied to cost types above.
	Contingency Offset Transfer	2,800	2,800	0	(19,258)	(19,258)	0	(2,207,422)	0	2,207,422	
Total Finance		400	269,798	269,398	400	874,042	873,642	400	874,042	873,642	
Total P&L Expenditure		138,627	411,042	272,415	996,197	2,482,962	1,486,765	7,985,317	9,773,209	1,787,892	
Grand Expense Total		3,344,382	5,256,967	1,912,585	16,161,379	35,574,976	19,413,597	140,686,827	160,409,400	19,722,574	Within budget

Contingency Summary

YTD Budget	893,299
Contingency Transferred (Actual & Budget)	<u>(19,258)</u>
Contingency not yet used	<u>874,042</u>

List of Contingency items transferred year to date

Period	Job Description	Amount
Jan-22	Foreshore Revegetation	22,058
Jun-22	Foreshore Revegetation	<u>(2,800)</u>
		<u>19,258</u>

Budget Transfers

List of Budget Items transferred year to date

Period	Job Description	Amount
Jan-22	Contingency	<u>(718,300)</u>
Jan-22	Stage 18C Civil	718,300
Apr-22	CAT Indirect Consultants - Engineering Fees	<u>(25,890)</u>
Apr-22	CAT Stage 36 - Engineering fees	25,890
		<u>0</u>

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

1.0 Management Accounts

1.1 KEY STATISTICS

1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS

	<u>Lots Produced (titles)</u>		<u>Sales</u>		<u>Settlements</u>		<u>Distributions</u>	
	<u>Actual</u>	<u>Budget</u> (Dec-21)	<u>Actual</u>	<u>Budget</u> (Dec-21)	<u>Actual</u>	<u>Budget</u> (Dec-21)	<u>Actual</u>	<u>Budget</u> (Dec-21)
Prior Years	1,046	1,046	1,061	1,061	1,032	1,032	87,000,000	87,000,000
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	-	-	10	16	3	3	-	-
Feb-2022	-	23	10	17	-	1	-	-
Mar-2022	-	-	17	11	2	11	-	-
Mar Qtr	-	23	37	44	5	15	-	-
Apr-2022	23	-	16	12	1	8	-	-
May-2022	35	94	1	11	15	7	-	-
Jun-2022	-	28	6	12	22	14	5,000,000	10,000,000
Jun Qtr	58	122	23	35	38	29	5,000,000	10,000,000
PTD	1,138	1,225	1,200	1,220	1,112	1,112	97,000,000	97,000,000
Full 2021/22 Year	92	179	139	159	80	80	10,000,000	10,000,000
2022/23		134		100		164		15,000,000
2023/24		43		96		96		10,000,000

- There was 6 sales and 22 settlements for June.

1.2 Sales & Settlements

	<u>MTH Act</u>	<u>MTH Bgt</u> (Dec-21)	<u>YTD Act</u>	<u>YTD Bgt</u> (Dec-21)	<u>PTD Act</u>	<u>PTD Bgt</u> (Dec-21)
Residential						
- Sales #	6	12	139	159	1,200	1,220
- Sales \$	2,013,000	3,498,894	44,473,000	46,647,035	329,804,500	331,978,535
- Sales \$/lot	335,500	291,575	319,950	293,378	274,837	272,114
- Settlements #	22	14	80	80	1,112	1,112
- Settlements \$	8,955,000	3,819,345	30,691,500	28,759,845	305,354,500	303,422,845
- Settlements \$/lot	407,045	272,810	383,644	359,498	274,599	272,862
Special Sites						
- Sales #	-	1	-	1	4	5
- Sales \$	-	5,000,000	-	5,000,000	3,772,000	8,772,000
- Settlements #	-	1	-	1	4	5
- Settlements \$	-	5,000,000	-	5,000,000	3,772,000	8,772,000
Lots Under Contract						
- Unsettled sales #	88		Unconditional	10	Titled	
- Unsettled sales \$	24,450,000		Conditional	78	1,138 incl. Spec sites	
- Unsettled sales \$/lot	277,841					

1.3 Cashflow - MTD Actuals to budget

	<u>MTD Act</u>	<u>MTD Bgt</u> (Dec-21)	<u>Variance</u>
<i>Income</i>			
Settlement Revenue	8,955,000	3,819,345	5,135,655
Margin GST	(87,935)	(65,083)	(22,852)
Direct selling costs	(399,999)	(395,642)	(4,357)
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	4,545,455	(4,545,455)
Rebate Allowance	(16,996)	(51,105)	34,108
	<u>8,450,070</u>	<u>7,852,971</u>	<u>597,100</u>
<i>Development costs</i>			
WAPC Land Acq.	-	-	-
Lot production	1,708,030	2,291,135	583,105
Clearance Bonds	-	(350,000)	(350,000)
Landscaping	1,439,119	1,904,478	465,359
Consultants	34,225	42,703	8,478
Infrastructure	24,381	881,212	856,831
Central Builtform Innov	-	76,396	76,396
	<u>3,205,755</u>	<u>4,845,925</u>	<u>1,640,170</u>
<i>Overheads</i>			
Sales & marketing	21,096	39,082	17,986
Community Develop.	23,159	9,204	(13,955)
Administration	93,973	92,959	(1,014)
Finance/Contingency	400	269,798	269,398
	<u>138,627</u>	<u>411,042</u>	<u>272,415</u>
Net Cashflow	<u>5,105,688</u>	<u>2,596,004</u>	<u>2,509,685</u>

1.4 Cashflow - YTD Actuals to budget

	<u>YTD Act</u>	<u>YTD Bgt</u> (Dec-21)	<u>Variance</u>
<i>Income</i>			
Settlement Revenue	30,691,500	28,759,845	1,931,655
Margin GST	(423,957)	(404,088)	(19,869)
Direct selling costs	(1,372,776)	(1,526,855)	154,079
Interest Income	12,949	2,382	10,567
Forfeited Deposits	8,182	-	8,182
Other Income	-	4,545,455	(4,545,455)
Rebate Allowance	(297,324)	(1,289,034)	991,709
	<u>28,618,574</u>	<u>30,087,705</u>	<u>(1,469,132)</u>
<i>Development costs</i>			
WAPC Land Acq.	-	-	-
Lot production	7,504,127	18,389,036	10,884,909
Clearance Bonds	(72,900)	281,082	353,982
Landscaping	2,610,478	5,900,892	3,290,415
Consultants	450,170	434,744	(15,427)
Infrastructure	4,673,308	7,858,398	3,185,091
Central Builtform Innov	-	227,862	227,862
	<u>15,165,182</u>	<u>33,092,014</u>	<u>17,926,832</u>
<i>Overheads</i>			
Sales & marketing	166,490	400,000	233,511
Community Develop.	77,047	94,494	17,447
Administration	752,260	1,114,427	362,166
Finance/Contingency	400	874,042	873,642
	<u>996,197</u>	<u>2,482,962</u>	<u>1,486,765</u>
Net Cashflow	<u>12,457,195</u>	<u>(5,487,271)</u>	<u>17,944,465</u>

1.5 Bonds

	<u>Last Year</u>	<u>Last Month</u>	<u>This Month</u>
City of Wanneroo	<u>242,868</u>	<u>823,255</u>	<u>823,255</u>
	<u>242,868</u>	<u>823,255</u>	<u>823,255</u>

Bonds relate to stages 16A, 25, 27A, 27B, 30, Connolly Dr & Portofino Blvd early clearances.

2.0 PROFIT & LOSS

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>Var</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
		(Dec-21)			(Dec-21)			(Dec-21)
- Revenue \$ (Stlmts)	8,955,000	3,819,345	5,135,655	30,691,500	28,759,845	1,931,655	305,354,500	303,422,845
- Revenue \$/lot	407,045	272,810		383,644	359,498		274,599	272,862
- Selling & GST \$	241,694	429,076	187,383	2,236,093	2,743,322	507,229	26,642,891	27,150,120
- Selling & GST \$/lot	10,986	30,648		27,951	34,292		23,959	24,416
- Cost of sales \$	2,251,919	2,097,183	(154,736)	9,797,614	12,855,557	3,057,943	106,645,426	109,703,370
- Cost of sales \$/lot	102,360	149,799		122,470	160,694		95,904	98,654
- Gross profit \$	6,461,388	1,293,086	5,168,302	18,657,793	13,160,966	5,496,827	172,066,183	166,569,356
- Gross profit \$/lot	293,699	92,363		233,222	164,512		154,736	149,793
- Gross profit Mgn %	72.15%	33.86%		60.79%	45.76%		56.35%	54.90%
- Special Sites \$	-	3,183,575	(3,183,575)	-	3,183,575	(3,183,575)	2,091,959	5,275,534
- Other income \$	-	-	-	21,131	2,382	18,749	286,887	268,138
- Sales & Marketing \$	28,047	48,773	20,726	243,599	496,754	253,154	2,676,619	2,929,773
- Administration \$	115,950	88,372	(27,578)	783,560	945,096	161,537	5,930,756	6,092,293
- Finance/Other \$	-	-	-	-	9,637	9,637	198,181	207,818
- Contingency \$	-	266,998	266,998	4,091	1,611,600	1,607,509	4,091	1,611,600
- Net profit \$	6,317,391	4,072,518	2,244,873	17,647,673	13,283,835	4,363,838	165,635,381	161,271,543
- Net profit \$/lot	287,154	290,894		220,596	166,048		148,953	145,028

- Year to date Gross profit is \$5.49m due to favourable selling costs and cost of sales per lot.
- Year to date Overheads are \$2.03m below budget due to:
 - Marketing \$253k favourable - savings;
 - Admin \$162k favourable - timing (mainly Rates);
 - Unused Contingency \$1.6m.

YEAR TO DATE VERSUS FULL YEAR BUDGET

	<u>YTD Act</u>	<u>Full Year Bgt</u>	<u>Var</u>
- Revenue \$ (Stlmts)	30,691,500	28,759,845	1,931,655
- Revenue \$/lot	383,644	359,498	
- Selling & GST \$	2,236,093	2,743,322	507,229
- Selling & GST \$/lot	27,951	34,292	
- Cost of sales \$	9,797,614	12,855,557	3,057,943
- Cost of sales \$/lot	122,470	160,694	
- Gross profit \$	18,657,793	13,160,966	5,496,827
- Gross profit \$/lot	233,222	164,512	
- Gross profit Mgn %	60.79%	45.76%	
- Special Sites \$	-	3,183,575	(3,183,575)
- Other income \$	21,131	2,382	18,749
- Sales & Marketing \$	243,599	496,754	253,154
- Administration \$	783,560	945,096	161,537
- Finance \$	-	9,637	9,637
- Contingency \$	4,091	1,611,600	1,607,509
- Net profit \$	17,647,673	13,283,835	4,363,838
- Net profit \$/lot	220,596	166,048	

2.1 GROSS PROFIT ANALYSIS

Actual

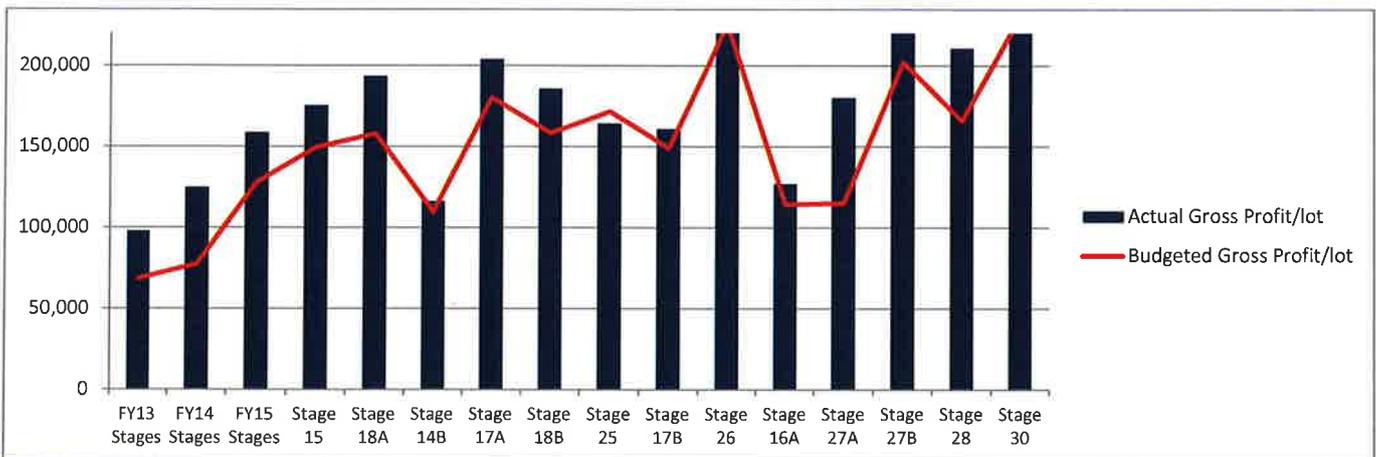
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)		Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
				Direct Costs/lot				
Incentives Writeback				-4,777,611		4,777,611		
FY13 Stages	2012 / 2013	51,375,500	220,496	28,570,159	122,619	22,805,341	97,877	44.39%
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	158,598	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	10,802,146	186,244	9,520,854	164,153	46.85%
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	5,669,441	149,196	8,456,059	222,528	59.86%
Stage 16A	25-Jan-21	4,514,000	265,529	2,356,527	138,619	2,157,473	126,910	47.80%
Stage 27A	24-Feb-21	5,946,000	312,947	2,524,375	132,862	3,421,625	180,086	57.54%
Stage 27B	20-Apr-22	8,530,000	406,190	3,899,599	185,695	4,630,401	220,495	54.28%
Stage 28	1-Sep-21	12,770,000	375,588	5,603,958	164,822	7,166,042	210,766	56.12%
Stage 30	25-May-22	6,850,000	402,941	1,599,839	94,108	5,250,161	308,833	76.64%
		<u>305,354,500</u>		<u>133,524,060</u>		<u>171,830,440</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)		Budgeted Gross Profit	Budgeted Gross Profit/lot	Budgeted Gross Margin %
				Direct Costs/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 27B	Feb-22	9,345,000	406,304	4,698,534	204,284	4,646,466	202,020	49.72%
Stage 28	Jul-21	12,669,500	372,632	7,027,024	206,677	5,642,476	165,955	44.54%
Stage 30	Dec-21	13,520,000	386,286	5,434,179	155,262	8,085,821	231,023	59.81%
		<u>309,801,794</u>		<u>171,194,760</u>		<u>138,607,034</u>		

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



Catalina

Finished Lots & Cost of Lots Sold calculations to 30 Jun 2022

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	20-Apr-22	1-Sep-21	25-May-22	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 27B	Stage 28	Stage 30	
Direct costs																		
Civil Construction			3,312,998	89,540	633,835	795,104	794,550	4,918,686	83,260	253,163	968,747	1,231,133	932,193	707,388	901,496	2,223,532	792,261	
Siteworks			2,790,163		565,550	732,033	662,381	4,380,662	75,529	245,432	925,137	1,147,746	926,000	652,600	838,353	2,165,633	706,851	
URD Power			402,401		58,285	38,071	101,169	448,388	7,731	7,731	7,610	43,149	2,403	27,152	40,143	57,899	60,410	
Third Pipe			159,885															
General				10,000		25,000	31,000	58,000			36,000	18,955	3,790	20,000			25,000	
MATV			50,089					31,636				21,273		7,636				
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	138,339	196,552	213,570	
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	6,930	14,962	9,466	
Local authority scheme costs			100,077	2,705	27,000	67,500	83,700	156,600			97,200	13,620			8,954		14,405	
Survey & legal fees			37,093	1,003	13,139	25,550	29,762	54,801	945	945	35,586	33,820	16,150	21,000	25,428	31,487	39,574	
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	88,238	116,545	98,586	
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	3,098	32,920		
Earthworks Allocation	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	1,662,526	1,155,224	932,598	1,172,483	2,615,998	1,167,862	
Indirect Costs	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	303,163	542,975	642,426		
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	511,942	381,466	731,652	
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	975,581	725,814	1,394,271	
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	4,126,579	1,853,674	2,050,057	3,202,981	4,365,704	3,293,785	
Lots	3	769	37	1	10	25	31	58	1	1	36	38	17	20	23	34	35	
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	108,594	109,040	102,503	139,260	128,403	94,108	
Lots settled	3	769	37	1	10	25	31	58	-	-	36	38	17	19	21	34	17	1,116
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	4,126,579	1,853,674	1,947,555	2,924,461	4,365,704	1,599,839	107,969,587
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	9,933	13,721	13,416	
Cost per m2	81	266	588	1,374	345	190	191	745	530	243	211	259	280	310	322	318	246	
Avg lot size	3,633	340	185	320	293	405	362	194	265	1,795	365	419	390	331	432	404	383	

Other cash expenditure

Direct Selling & Proj Mgt Costs	
Marketing costs	
Administration	
Finance	
Contingency	

26,998,770
2,676,619
5,930,756
198,181
4,091

TOTAL COSTS																			143,778,004
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------------

PERIODIC ANALYSIS

	Month	YTD	PTD	PY Jun-21
Lots settled	22	80	1,116	1,036
Cost of lots settled	2,251,919	9,797,614	107,969,589	98,171,975
Direct selling costs	241,694	2,236,093	26,998,770	24,762,677
Marketing costs	28,047	243,599	2,676,619	2,432,958
Administration	115,950	783,560	5,930,756	5,147,196
Finance	-	-	198,181	198,181
Contingency	-	4,091	4,091	-
TOTAL COSTS	2,637,609	13,064,957	143,778,005	130,712,987

Catalina COGS Calc

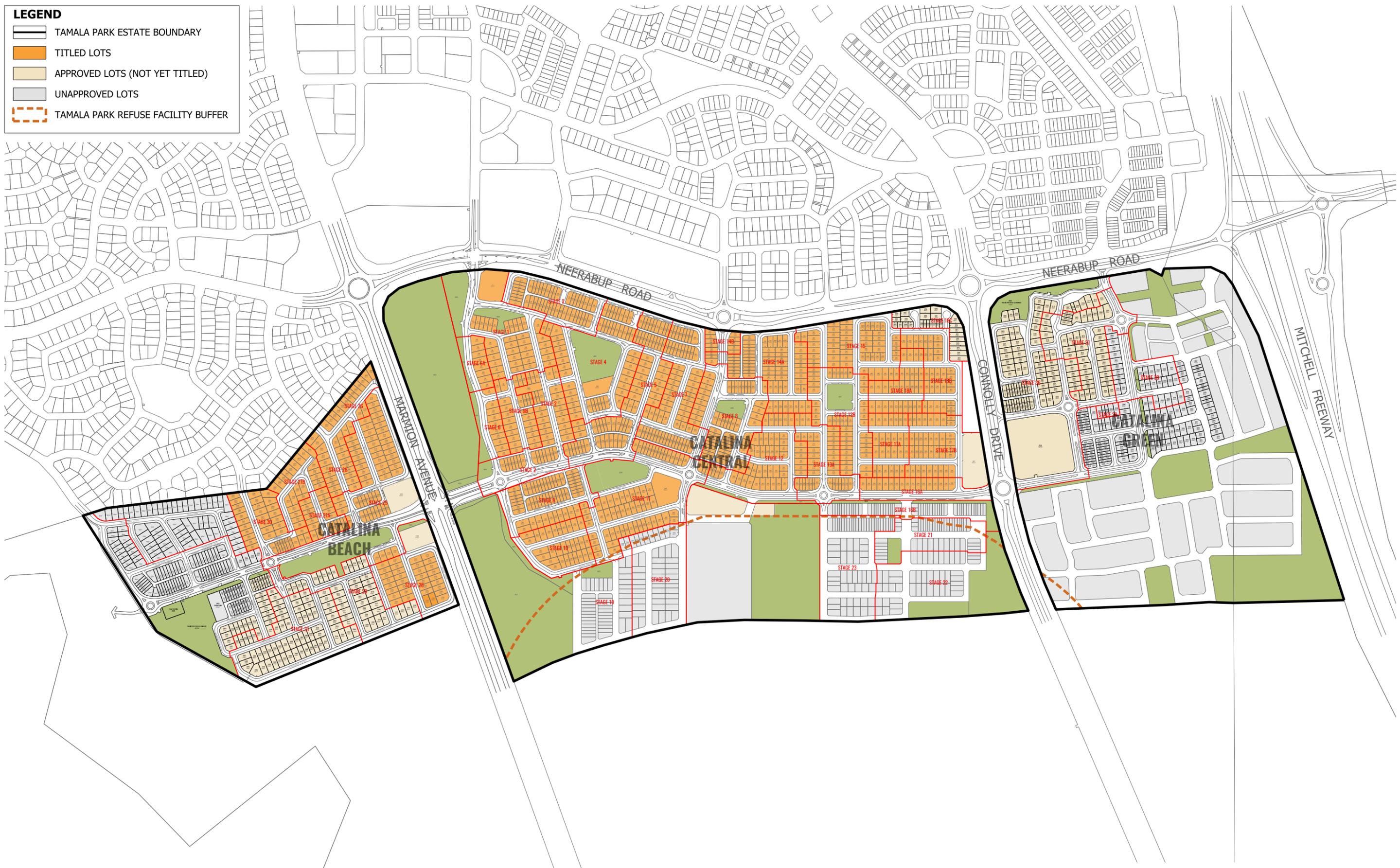
30-Jun-22

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	-	-	-
140-01-002	7-Nov-2012	3,429,204	598,332	4,027,537	37	37	-	108,852	37	4,027,537	4,027,537	-	-	-
140-01-003	14-Jan-2013	3,002,658	554,241	3,556,899	43	43	-	82,719	43	3,556,899	3,556,899	-	-	-
140-01-004	20-Mar-2013	3,371,482	800,585	4,172,067	47	47	-	88,767	47	4,172,067	4,172,067	-	-	-
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	663,160	-	-	-
140-01-06B	19-Jan-2015	1,100,352	510,130	1,610,482	24	24	-	67,103	24	1,610,482	1,610,482	-	-	-
140-01-06C	3-Apr-2014	671,286	211,296	882,581	10	10	-	88,258	10	882,581	882,581	-	-	-
140-01-007	31-Oct-2013	4,146,749	938,488	5,085,238	63	63	-	80,718	63	5,085,238	5,085,238	-	-	-
140-01-008	16-Jan-2014	4,389,068	881,805	5,270,874	53	53	-	99,450	53	5,270,874	5,270,874	-	-	-
140-01-009	8-May-2014	4,640,905	814,395	5,455,300	51	51	-	106,967	51	5,455,300	5,455,300	-	-	-
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	-	-	-
140-01-011	1-Oct-2014	4,797,823	1,320,873	6,118,696	64	64	-	95,605	64	6,118,696	6,118,696	-	-	-
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	-	-	-
140-01-13A	30-Mar-2015	2,965,498	717,571	3,683,069	37	37	-	99,542	37	3,683,069	3,683,069	-	-	-
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	-	-	-
140-01-014	4-Jun-2015	3,619,629	1,347,229	4,966,858	63	63	-	78,839	63	4,966,858	4,966,858	-	-	-
140-01-015	15-Dec-2015	3,073,171	1,243,145	4,316,316	55	55	-	78,478	55	4,316,316	4,316,316	-	-	-
140-01-18A	27-May-2016	1,453,614	760,239	2,213,853	29	29	-	76,340	29	2,213,853	2,213,853	-	-	-
140-01-14B	28-Oct-2016	784,420	224,347	1,008,767	10	10	-	100,877	10	1,008,767	1,008,767	-	-	-
140-01-017	20-Feb-2017	1,194,140	730,941	1,925,081	25	25	-	77,003	25	1,925,081	1,925,081	-	-	-
140-01-18B	13-Jun-2017	1,266,620	876,513	2,143,133	31	31	-	69,133	31	2,143,133	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	8,373,927	-	-	-
140-01-17B	22-May-2018	1,555,232	1,222,995	2,778,227	36	36	-	77,173	36	2,778,227	2,778,227	-	-	-
140-02-026	26-Sep-2019	2,334,871	1,791,711	4,126,582	38	38	-	108,594	38	4,126,582	4,126,582	-	-	-
140-01-16A	25-Jan-2021	1,267,829	585,845	1,853,674	17	17	-	109,040	17	1,853,674	1,853,674	-	-	-
140-02-27A	24-Feb-2021	1,235,782	814,276	2,050,058	20	20	-	102,503	19	1,947,555	1,947,555	-	102,503	102,503
140-02-27B	20-Apr-2022	1,715,458	1,487,523	3,202,981	-	23	-	139,260	21	2,924,461	2,924,461	-	278,520	139,260
140-02-028	1-Sep-2021	3,258,423	1,107,280	4,365,703	34	34	-	128,403	34	4,365,703	4,365,703	-	-	-
140-02-030	24-May-2022	1,673,811	2,125,923	3,293,786	-	35	-	94,108	17	1,599,839	1,599,839	0	1,693,947	94,108
140-70-001	7-Nov-2012	423,461	16,171	439,633	1	1	-	439,633	1	439,633	439,633	-	-	-
140-70-004	12-Dec-2013	20,322	41,798	62,119	1	1	-	62,119	1	62,119	62,119	-	-	-
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	-	-	-
140-70-008	1-Oct-2014	438,532	74,117	512,649	1	1	-	512,649	1	512,649	512,649	-	-	-
140-70-028	8-Aug-2017	338,259	98,459	436,718	1	1	-	436,718	-	-	-	-	436,718	436,718
82,753,336		28,369,039		110,616,426	1,081	1,139	-		1,116	107,969,589	107,969,589	0	2,646,838	

Appendix 8.5

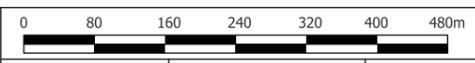
LEGEND

-  TAMALA PARK ESTATE BOUNDARY
-  TITLED LOTS
-  APPROVED LOTS (NOT YET TITLED)
-  UNAPPROVED LOTS
-  TAMALA PARK REFUSE FACILITY BUFFER



ESTATE LAYOUT & STAGING PLAN
Catalina Estate, TAMALA PARK

Aerial supplied by:
Aerial Date Stamp:
Survey supplied by: MNG
Plan Number: NPS1059 - 023
Revision Number:
Drawn By: JP
Client: Tamala Park Regional Council



Scale: 1:8000 @A3 Date Issued: 05.07.2022 ©Niche Planning Studio

DISCLAIMER:
Town Planning compliance is subject to approval from the Tamala Park Regional Council and a suitable town planner will need to be appointed.
All Dimensions, Areas and Calculations are subject to Detailed Survey and Design before Town Planning Permit application.
This Form is illustrative only and subject to Architectural Design and approval from an RATA qualified architect. This plan has been prepared for illustrative purposes only and should not be used as a means to judge any properties value or yield potential.

Appendix 8.6



DELEGATION REGISTER

August 2022

DELEGATION OF AUTHORITY REGISTER

August 2022

Review

Reviewed By	Date Approved	Resolution Number
Council	10 December 2020	Item 8.7
Chief Executive Officer		

Amendments

Delegation	Date Approved	Resolution Number	Amendment
Various	TBA	Admin Approval	
Various	7 April 2021	Admin Approval	The below delegations were removed due to these being a function of the role of CEO and delegation not being required: <ol style="list-style-type: none"> 1. Press statements and Media Comments; 2. Press statements on policy; 5. Authority to grant employees leave; 6. Authority to appoint new employees; 22. Authority to make payments to Elected members.
Various	7 April 2021	Admin Approval	Inclusion of delegations from Council to Management Committee. Prior Council approval 16 April 2020. Administration change for consolidation into the one document.
Various	10 December 2020	Item 8.7	<ol style="list-style-type: none"> 7. Increase of value from \$150,000 to \$250,000 26. Increase of value from \$150,000 to \$250,000 36. Increase of value from \$150,000 to \$250,000

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1. DECISION TO DELEGATE

In considering whether to delegate a power or duty a local government must have consideration of the intended benefit arising from this delegation. Powers or duties should only be delegated in instances where this delegation would create an efficiency in the operations of that local government. Where the duties to be performed by the delegate are not subject to the discretion of the individual, then “acting through” arrangements may better achieve the desired efficiency.

2. GENERAL

A local government may delegate authority to exercise any of its statutory functions to Committees or the Chief Executive Officer. Any decision to delegate must be made by absolute majority. The local government is not permitted to delegate its powers to delegate. A CEO can delegate the exercise of any of their powers or duties to employees (other than the power to delegate).

Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, a delegation made under the *Local Government Act 1995* has effect for the period of time specified in the delegation or where no period is specified, indefinitely.

A decision to amend or revoke a delegation to a Committee or the CEO by a local government must be made by an absolute majority.

3. DELEGATIONS TO THE CEO

Delegations of authority from Council to the CEO must be in writing and can be general or specific. The limits on delegation of authority to the CEO are:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government;
- (c) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (d) any of the local government’s powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (e) borrowing money on behalf of the local government;
- (f) hearing or determining an objection of a kind referred to in section 9.5;
- (g) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

4. DELEGATION BY THE CEO TO EMPLOYEES

Delegations of authority from the CEO to employees:

- (a) must be in writing;
- (b) can be general or specific; and
- (c) are subject to any conditions Council may have imposed.

5. DELEGATION TO COMMITTEES

Delegations of authority to exercise the statutory powers of Council may be made to committees (as detailed in sections 5.16 and 5.17 of the *Local Government Act*).

Section 5.17 provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees, for example:

- Council members only;
- Council members and employees only;
- Council members, employees and other persons; or
- Employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of only persons other than Council members or employees.

The Council has approved the establishment of a Management Committee in accordance with section 5.8 of the Act.

The objectives of the Management Committee are:

- To assist Council with the implementation of the Catalina Project.
- To monitor the Catalina Project for compliance with approved Budget and Program.
- To assist in achieving Council's objectives for the Catalina Project.

The Committee will consist of a minimum of five members.

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

The Committee shall generally meet on a bi-monthly basis, alternative to Council meeting dates.

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

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

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council.

The Council has delegated to the Committee, pursuant to sections 5.16 and 5.17 of the Act, the delegation of some powers and duties, as detailed in 7.3 below.

The Council has adopted the following as the Terms of References of the Committee:

1. Monitor Project Performance against the approved Project strategies, plans or concepts.
2. Monitor Project performance against the approved Project Budget and provide a report and recommendations to Council with respect to variances and proposed variation to the approved Project Budget.
3. Monitor Project Performance against the approved Project Annual Plan and report on any variations to the approved Project Annual Plan to Council.
4. Monitor the performance of the Development Manager against agreed KPIs and report Development Manager performance against them to Council.
5. Monitor performance of approved marketing and sales programmes for the Project and report progress to Council.
6. Make recommendations to Council with respect to the Project Annual Plan, Project Budget and Project Milestones.
7. Make recommendations to Council with respect to the Mid-Year Review of the Project Annual Plan, Project Budget and Project Milestones
8. Provide guidance, advice and assistance to Council with respect to advancing the Catalina Project.

Reports, recommendations and any decisions made under Delegated Authority by the Committee shall be presented to the next ordinary meeting of the Council.

6. REGISTER OF, AND RECORDS RELEVANT TO DELEGATIONS

The CEO must keep a register of all delegations made to the CEO and employees. The register records the power or duty delegated, the delegate's position, any conditions imposed on the delegation and where the power to delegate is derived from.

The register of delegations must be reviewed at least once every financial year.

A person who is delegated a power or duty is to keep records of the following in relation to the exercise of the power or discharge of the duty:

- (a) how the power was exercised, or duty discharged;
- (b) when the power was exercised, or duty discharged; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks.

7. DELEGATIONS

7.1 *Local Government Act 1995*

7.1.1 EMERGENCY RESPONSE

Function to be performed:	Authority to engage and deploy equipment in an emergency.
Conditions:	Delegated authority may only be used where there is imminent or substantial risk to public safety or property.
Statutory Reference:	<i>Local Government Act 1995</i> , s3.34
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Project Coordination
Conditions on s5.44 delegates:	Delegated authority may only be used where there is imminent or substantial risk to public safety or property.
Relevant Local Law, Policy or Management Practice:	Nil
Initial Council adoption:	3 August 2006

7.1.2 PURCHASE ORDERS

Function to be performed:	<p>Authority to place and/or approve purchase orders:</p> <ul style="list-style-type: none"> • With formally contracted suppliers in accordance with the Procurement Policy and <i>Local Government Act 1995</i>. • Non-contracted and non-accredited suppliers in accordance with the Procurement Policy and <i>Local Government Act 1995</i>.
Conditions:	<p>The delegation is subject to:</p> <ul style="list-style-type: none"> • Budget provision or budget allowance policy; • Procurement Policy.
Statutory Reference:	<p><i>Local Government Act 1995</i>, s6.10 <i>Local Government (Financial Management) Regulations 1996</i>, r12(1)(a)</p>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Project Coordination Executive Assistant
Conditions on s5.44 delegates:	As above
Relevant Local Law, Policy or Management Practice:	TPRC Procurement Policy
Initial Council adoption:	3 August 2006

7.1.3 TENDERS, EXPRESSIONS OF INTEREST AND OTHER PROCUREMENT PROCESSES

<p>Function to be performed:</p>	<p>Authority to undertake a procurement process:</p> <ul style="list-style-type: none"> • Publicly invite tenders before entering into a contract for the supply of goods and services if the consideration under the contract is or is expected to be, worth in excess of \$250,000. • Determine in writing the criteria and weightings for evaluating a response to a procurement process. • Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation. • Call for expressions of interest if the consideration under the contract is or is expected to be between \$50,000 and \$250,000. • Engage with prequalified suppliers under the WALGA Preferred Supplier Program or State Government Common Use Agreement. • Assess responses by means of a written evaluation of the extent to which each respondent satisfies the criteria. • Recommend which respondent best maximises outcomes for TPRC. • Procurement of goods and services if the consideration under the contract is or is expected to be less than \$50,000.
<p>Conditions:</p>	<ul style="list-style-type: none"> • Tenders can only be invited for those goods and services identified in the approved or amended annual budget. • Acceptance of the most advantageous tender is subject to Section 3.57(1) of the <i>Local Government Act 1995</i>, and Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i>. • Part 4, Division 2 of the <i>Local Government (Functions and General) Regulations 1996</i> must be followed. • Subject to the requirements and conditions of TPRC's Procurement Policy.

DELEGATION OF AUTHORITY
REGISTER
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Statutory Reference:	<i>Local Government Act 1995, s3.57</i> <i>Local Government (Functions and General) Regulations 1996, Part 4, Division 2</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	TPRC Procurement Policy
Initial Council adoption:	3 August 2006

7.1.4 AUTHORITY TO CANCEL UNPRESENTED STALE CHEQUES

Function to be performed:	Authority to cancel unpresented stale cheques to the value of \$20,000.
Conditions:	An alternative method of payment for the amount owing must be explored prior to the cheque being cancelled.
Statutory Reference:	r11, <i>Local Government (Financial Management) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	Nil
Relevant Local Law, Policy or Management Practice:	TPRC Financial Management Policy
Initial Council adoption:	11 February 2010

7.1.5 EXTENSION OF CONTRACTS

Function to be performed:	Authority to approve an extension to a contract awarded through a tender or expression of interest process.
Conditions:	<p>Subject to:</p> <ul style="list-style-type: none"> • The tender specifying the provisions of the option term; • The contract providing for the extension; and • The extension being on the same terms and conditions as the last year of the original term but does allow for price increases in line with the contract provisions (if any) for the price.
Statutory Reference:	r11, <i>Local Government (Function and General) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	TPRC Procurement Policy
Initial Council adoption:	24 June 2010

7.1.6 PAYMENTS FROM THE MUNICIPAL FUND OR TRUST FUND

Function to be performed:	Authority to make payments and transfers from the municipal fund or the trust fund.
Conditions:	<ul style="list-style-type: none"> • Subject to the requirements of Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i>. • Each payment from the municipal fund or the trust fund is to be listed and reported to Council on a monthly basis at the next Ordinary Meeting of Council.
Statutory Reference:	r12(1), <i>Local Government (Financial Management) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	TPRC Payment of Accounts Policy TPRC Payment of Distributions Policy
Initial Council adoption:	3 August 2006

7.1.7 INVESTMENT OF FUNDS AND THEIR PROCEDURES

Function to be performed:	Authority to invest surplus funds within the limits of the Investment Policy.
Conditions:	That the delegated person adheres to the provisions of the Investment Policy.
Statutory Reference:	s6.14, <i>Local Government Act 1995</i> r19, <i>Local Government (Financial Management) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	TPRC Investment Policy
Initial Council adoption:	24 June 2010

7.1.8 VARIATIONS TO CONTRACTS FOR GOODS AND SERVICES

Function to be performed:	Vary a contract with the successful tenderer for the supply of goods and services in accordance with Regulation 12A of the <i>Local Government (Function and General) Regulations 1996</i> .
Conditions:	<ul style="list-style-type: none"> • The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or • The variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).
Statutory Reference:	r21A, <i>Local Government (Functions and General) Regulations 1996</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil.
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	TPRC Procurement Policy
Initial Council adoption:	24 June 2010

7.1.9 DISPOSAL OF PROPERTY, LAND AND BUILDINGS (PUBLIC AUCTION, PUBLIC TENDER OR PRIVATE TREATY)

Function to be performed:	Authority to advertise, consider submissions, and manage the disposal of lots by private treaty under Section 3.58(3) of the <i>Local Government Act 1995</i> .
Conditions:	Subject to the value being less than \$1,000,000.
Statutory Reference:	s3.58, <i>Local Government Act 1995</i>
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	Nil
Initial Council adoption:	13 December 2012

7.1.10 SALES CONTRACT FINANCE AND SETTLEMENT EXTENSIONS AND CANCELLATIONS

Function to be performed:	Authority to determine finance and settlement extensions and contract cancellations for the sale of lots.
Conditions:	Nil
Statutory Reference:	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> • s3.58 Disposing of Property • s3.59 Commercial enterprises by local governments
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	N/A
Initial Council adoption:	19 December 2013

7.2 GENERAL

7.2.1 CONDITIONS OF APPROVAL AND SERVICING INFRASTRUCTURE AGREEMENTS

Function to be performed:	Authority to approve and negotiate conditions of approval and servicing infrastructure agreements relating to subdivision, development, landscaping applications and servicing plans for the Tamala Park Project and requirements and scheme costs under the City of Wanneroo Town Planning Scheme.
Conditions:	Subject to Budget provision and consistent with TPRC objectives and, as appropriate, approved TPRC policies and strategies.
Statutory Reference:	Nil
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Manager Project Coordination
Conditions on s5.44 delegates:	Subject to Budget provision and consistent with TPRC objectives and, as appropriate, approved TPRC policies and strategies.
Relevant Local Law, Policy or Management Practice:	Nil
Initial Council adoption:	18 August 2011

7.2.2 VARIATION OF THE SALE PRICE OF A SALES CONTRACT

Function to be performed:	Authority to vary the sale price of sales contracts for lots.
Conditions:	<p>Subject to:</p> <ul style="list-style-type: none"> • A recommendation from the Development Manager supporting the variation; • The variation not being greater than 10% of the original contract price; • Use of the delegation be reported to Council.
Statutory Reference:	Nil
s5.42 Delegation to:	Chief Executive Officer
s5.44 Delegation to:	Nil
Conditions on s5.44 delegates:	N/A
Relevant Local Law, Policy or Management Practice:	Nil
Initial Council adoption:	10 December 2020

7.3 DELEGATIONS TO COMMITTEES

7.3.1 MODIFICATIONS TO THE CIVIL ENGINEERING OF STAGES

Function to be performed:	Approval of modifications to the civil engineering of stages, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.
Conditions:	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
Statutory Reference:	s3.64 and s3.65, <i>Local Government Act 1995</i>
s5.16 Delegation to:	Management Committee
Relevant Local Law, Policy or Management Practice:	Establishment Agreement TPRC Procurement Policy
Initial Council adoption:	16 April 2020

7.3.2 MODIFICATIONS OF STAGES OF THE SUBDIVISION

Function to be performed:	Approval for modifications of stages of the subdivision including the number of lots, lot sizes and configuration, mix and locations, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.
Conditions:	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
Statutory Reference:	s3.64 and s3.65, <i>Local Government Act 1995</i>
s5.16 Delegation to:	Management Committee
Relevant Local Law, Policy or Management Practice:	Establishment Agreement TPRC Procurement Policy
Initial Council adoption:	16 April 2020

7.3.3 SALES PROCEDURES

Function to be performed:	Approval to change sales procedures, subject to the requirements of Section 3.58 of the <i>Local Government Act 1995</i> .
Conditions:	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
Statutory Reference:	s3.58, <i>Local Government Act 1995</i>
s5.16 Delegation to:	Management Committee
Relevant Local Law, Policy or Management Practice:	Establishment Agreement TPRC Procurement Policy
Initial Council adoption:	16 April 2020

7.3.4 APPOINTMENT OF PROJECT CONSULTANTS AND CONTRACTORS

Function to be performed:	The appointment of project consultants and contractors and to enter into a contract with a value more than \$250,000 and less than \$3,000,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and s3.57(1) of the <i>Local Government Act 1995</i> .
Conditions:	<ul style="list-style-type: none"> • Tenders can only be invited for those goods and services identified in the approved or amended annual budget. • Acceptance of the most advantageous tender is subject to Section 3.57(1) of the <i>Local Government Act 1995</i>, and Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i>. • Part 4, Division 2 of the <i>Local Government (Functions and General) Regulations 1996</i> must be followed. • Subject to the requirements and conditions of TPRC's Procurement Policy.
Statutory Reference:	<i>Local Government Act 1995, s3.57</i> <i>Local Government (Functions and General) Regulations 1996, Part 4, Division 2</i>
s5.16 Delegation to:	Management Committee
Relevant Local Law, Policy or Management Practice:	TPRC Procurement Policy
Initial Council adoption:	16 April 2020

7.3.5 MARKETING STRATEGIES

Function to be performed:	Approval of Marketing Strategies and Programmes, subject to clause 4(a), Regional Purpose, Establishment Agreement, Tamala Park Regional Council 2006.
Conditions:	Subject to any Marketing Strategies or Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
Statutory Reference:	Nil
s5.16 Delegation to:	Management Committee
Relevant Local Law, Policy or Management Practice:	Nil
Initial Council adoption:	16 April 2020

REVIEW OF DELEGATION REGISTER – EXPLANATORY NOTES

DELEGATION 1 – AUTHORITY TO ISSUE PRESS AND MEDIA STATEMENTS ON BEHALF OF COUNCIL

DECISION: Delete.

REASON: Function provided for in s5.41(f) of the *Local Government Act 1995*.

DELEGATION 2 – AUTHORITY TO ISSUES PRESS AND MEDIA STATEMENTS ON BEHALF OF COUNCIL RELATING TO POLICY

DECISION: Delete.

REASON: Function provided for in s5.41(f) of the *Local Government Act 1995*.

DELEGATION 3 – CONTRACT SIGNING (COMMON SEAL)

DECISION: Delete.

REASON: Function provided for in s9.49A of the *Local Government Act 1995*.

DELEGATION 4 – EMERGENCY RESPONSE

DECISION: Retain (see 7.1.1).

DELEGATION 5 – LEAVE AUTHORITY

DECISION: Delete.

REASON: Function provided for in s5.41(g) of the *Local Government Act 1995*.

DELEGATION 6 – AUTHORITY TO APPOINT EMPLOYEES

DECISION: Delete.

REASON: Function provided for in s5.41(g) of the *Local Government Act 1995*.

DELEGATION 7 – AUTHORITY TO APPOINT CONSULTANTS

DECISION: Delete.

REASON: Function falls under delegation relating to “Tenders, Expressions of Interest and other Procurement Processes” (see 7.1.3). Deleting this delegation from the register removes unnecessary duplication and provides further clarity that the appointment of consultants should follow the same process as the awarding of any other contract for goods or services, guided by TPRC’s Procurement Policy.

DELEGATION 8 – PURCHASE ORDERS

DECISION: Retain (see 7.1.2).

DELEGATION 9 – STATUTORY NOMINATIONS

DECISION: Delete

REASON: Function provided for in Division 1, Clause 1, Schedule 2.3 of *Local Government Act 1995*.

DELEGATION 10 – SUBDIVISION AND DEVELOPMENT APPLICATIONS

DECISION: Delete.

REASON: The CEO’s Power of Attorney permits the CEO to submit subdivision and development applications. Council would not usually consider these routine applications and submit applications in the absence of a delegation. This delegation was included in the register due to a historical anomaly in the Power of Attorney document which delegated power to the individual, not the position. This anomaly has been corrected in the most recent Power of Attorney documents signed by the CEO and the delegation is therefore no longer required.

DELEGATION 11 – COMPUTER AND TELECOMMUNICATIONS CONTRACT

DECISION: Delete.

REASON: Function provided for in s5.41(d) of the *Local Government Act 1995*.

DELEGATION 12 – AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE POLICY MANUAL

DECISION: Delete.

REASON: Administrative changes should be made during the regular review of the policy manual. After review the manual should go to Council for approval as per the normal process.

DELEGATION 13 – TENDER ADVERTISEMENT

DECISION: Retain in amended format.

REASON: This delegation has been incorporated into a delegation entitled “Tenders, Expressions of Interest and other Procurement Processes” (see 7.1.3). This prevents duplication of delegations and administrative processes. The advertising for tenders falls within TPRC’s procurement processes and is guided by TPRC’s Procurement Policy.

DELEGATION 14 – TENDERS FOR THE DISPOSAL OF COUNCIL PROPERTY

DECISION: Delete.

REASON: This delegation is a duplication of the functions delegated under the new delegation (7.1.9) “Disposal of Property, Land and Buildings (Public Auction, Public Tender Or Private Treaty)”.

DELEGATION 15 – PROCUREMENT OF GOODS AND SERVICES

DECISION: Delete.

REASON: This delegation is a duplication of the functions under delegation 7.1.3 “Tenders, Expressions of Interest and other Procurement Processes”.

DELEGATION 16 – GRANT APPLICATIONS

DECISION: Delete.

REASON: Function provided for in s5.41(d) of the *Local Government Act 1995*.

DELEGATION 17 – TEMPORARY SIGNAGE

DECISION: Delete.

REASON: No requirement for the use of this delegation is envisioned.

DELEGATION 18 – CONFERENCE ATTENDANCE

DECISION: Delete.

REASON: Function provided for in s5.41(d) of the *Local Government Act 1995*.

DELEGATION 19 – CERTIFYING DOCUMENTS

DECISION: Delete.

REASON: Function provided for in s5.41(d) of the *Local Government Act 1995*.

DELEGATION 20 – AUTHORITY TO WRITE OFF UNPRESENTATED STALE CHEQUES

DECISION: Retain. Words “write off” replaced with “cancel”. (see 7.1.4)

DELEGATION 21 – EXTENSION OF CONTRACTS

DECISION: Retain (see 7.1.5).

DELEGATION 22 – ELECTED MEMBER PAYMENTS

DECISION: Delete.

REASON: Function provided for in s5.41(g) of the *Local Government Act 1995*.

DELEGATION 23 – PAYMENTS FROM THE MUNICIPAL FUND OR TRUST FUND

DECISION: Retain (see 7.1.6).

DELEGATION 24 – INVESTMENT OF FUNDS AND THEIR PROCEDURES

DECISION: Retain (see 7.1.7).

DELEGATION 25 – INVITATION OF TENDERS

DECISION: Delete.

REASON: Covered by new delegation (7.1.3) “Tenders, Expressions of Interest and other Procurement Processes”.

DELEGATION 26 – ACCEPTANCE AND DECLINE OF TENDERS

DECISION: Delete.

REASON: Covered by new delegation (7.1.3) “Tenders, Expressions of Interest and other Procurement Processes”.

DELEGATION 27 – VARIATIONS TO CONTRACTS FOR GOODS AND SERVICES

DECISION: Retain (see 7.1.8).

DELEGATION 28 – SPONSORSHIP REQUESTS

DECISION: Retain (see 7.2.3).

DELEGATION 29 – DECOMMISSIONED COMPUTERS

DECISION: Delete.

REASON: Covered by new delegation 7.1.9 “Disposal of Property, Land and Buildings (Public Auction, Public Tender Or Private Treaty)”.

DELEGATION 30 – INTERSTATE MEETINGS AND CONFERENCES

DECISION: Delete.

REASON: Function provided for in s5.41(g) of the *Local Government Act 1995*.

DELEGATION 31 - APPROVAL AND SUBMISSION OF CONSTRUCTION, CIVIL, DEVELOPMENT, LANDSCAPING AND SERVICING PLANS

DECISION: Delete.

REASON: The CEO's Power of Attorney permits the CEO to submit these types of plans. Council would not usually consider these plans and submit them in the absence of a delegation. This delegation was included in the register due to a historical anomaly in the Power of Attorney document which delegated power to the individual, not the position. This anomaly has been corrected in the most recent Power of Attorney documents signed by the CEO and the delegation is therefore no longer required.

DELEGATION 32 - CONDITIONS OF APPROVAL AND SERVICING INFRASTRUCTURE AGREEMENTS

DECISION: Delete.

REASON: For the same reasons as delegation 31.

DELEGATION 33 – SIGNAGE, MARKETING AND ADVERTISING

DECISION: Delete.

REASON: Function provided for in s5.41(d) of the *Local Government Act 1995*.

DELEGATION 34 - LOCAL STRUCTURE PLAN AMENDMENTS

DECISION: Delete.

REASON: For the same reasons as delegation 31.

DELEGATION 35 – VARIATIONS TO CONTRACTS FOR GOODS AND SERVICES

DECISION: Delete.

REASON: Duplication of new delegation 7.1.8.

DELEGATION 36 – ENTER INTO A CONTRACT FOR THE SUPPLY OF GOODS AND SERVICES

DECISION: Delete.

REASON: Duplication of new delegation 7.1.3.

DELEGATION 37 – PRIVATE TREATY

DECISION: Delete.

REASON: This function is covered by new delegation 7.1.9 and is therefore redundant.

DELEGATION 38 – CONSIDERATION OF SUBMISSIONS

DECISION: Delete.

REASON: This function is covered by new delegation 7.1.9 and is therefore redundant.

DELEGATION 39 – CONSIDERATION OF SALE PRICE OF SINGLE RESIDENTIAL LOTS

DECISION: Delete.

REASON: This function is covered by new delegation 7.1.9 and is therefore redundant.

DELEGATION 40 - ADMINISTER THE PROVISIONS OF A SALES CONTRACT

DECISION: Delete.

REASON: This function is covered by new delegation 7.1.9 and is therefore redundant.

DELEGATION 41 - SALES CONTRACT FINANCE AND SETTLEMENT EXTENSIONS AND CANCELLATIONS

DECISION: Retain.

DELEGATION 42 – DISPLAY VILLAGE LOTS TENDER

DECISION: Retain (see 7.1.11).

DELEGATION 43 – AUTHORITY TO ESTABLISH TIME/DATE FOR THE SALES RELEASES

DECISION: Delete.

REASON: This function falls within the CEO's Power of Attorney. It is also largely an administrative function and therefore delegation is not required.

DELEGATION 44 – BULK EARTHWORKS, CIVIL, INFRASTRUCTURE AND LANDSCAPE WORKS

DECISION: Retain. See 7.2.4

DELEGATION 45 – LOT ALLOCATION TO DISPLAY VILLAGE HOME BUILDERS

DECISION: Retain (incorporated in new delegation 7.1.11).

DELEGATION 46 – PROVISION OF SALES CONTRACTS AND DISPOSE OF BUILDERS DISPLAY VILLAGE LOTS IN CATALINA BEACH DISPLAY VILLAGE

DECISION: Delete.

REASON: Function has already been performed, delegation no longer required.

DELEGATION 47 – SALE OF CATALINA CENTRAL SALES OFFICE

DECISION: Delete.

REASON: Function has already been performed, delegation no longer required.

DELEGATION 48 – VARIATION OF THE CONTRACT SALE PRICE

DECISION: Retain (see 7.1.2).

DELEGATIONS TO MANAGEMENT COMMITTEE

DELEGATION 1 – KEY PERFORMANCE INDICATORS

DECISION: Delete.

REASON: KPIs around the performance of the Development Manager have been considered by Council in practice in recent times. Deleting this delegation will reflect current practice, however it is open to Council to decide to retain this delegation.

DELEGATION 2 – MODIFICATIONS TO CIVIL ENGINEERING OF STAGES

DECISION: Retain (see 7.3.1)

DELEGATION 3 – LOT SALES SCHEDULES

DECISION: Delete.

REASON: This is an item which has been put before Council for consideration in recent times. Deleting this delegation will reflect current practice, however it is open to Council to decide to retain this delegation.

DELEGATION 4 – APPOINTMENT OF PROJECT CONSULTANTS AND CONTRACTORS

DECISION: Retain (see 7.3.4).

DELEGATION 5 – MODIFICATIONS OF STAGES OF THE SUBDIVISION

DECISION: Retain (7.3.2)

DELEGATION 6 – SUBDIVISION APPLICATIONS

DECISION: Delete.

REASON: Covered by CEO Power of Attorney.

DELEGATION 7 – MARKETING STRATEGIES

DECISION: Retain (see 7.3.5).

DELEGATION 2.8 – SALES PROCEDURES

DECISION: Retain (see 7.3.3).



DELEGATION REGISTER

December 2020

Review			
Reviewed By	Date Approved	Resolution Number	
Council	10 December 2020	Item 8.7	
Chief Executive Officer	7 April 2021	Administration approval as per below amendments	
Amendments			
Delegation	Date Approved	Resolution Number	Amendment
Various	7 April 2021	Admin Approval	The below delegations were removed due to being a responsibility of the CEO and not a required delegation: (Administration change) 1. Press statements and Media Comments 2. Press statements on policy 5. Authority to grant employees leave 6. Authority to appoint new employees 22. Authority to make payments to elected members
Various	7 April 2021	Admin Approval	Inclusion of delegations from Council to Management Committee. Prior Council approval 16 April 2020. Administration change for consolidation into the one document.
Various	10 December 2020	Item 8.7	7. Increase of value from \$150,000 to \$250,00 26. Increase of value from \$150,000 to \$250,00 36. Increase of value from \$150,000 to \$250,00

Explanatory Notes

1. General

The *Local Government Act 1995* provides that powers and duties generally vest with the 'local government' as a corporate entity.

The elected Council exercises the powers and discharges the duties of the local government through resolutions.

There are some specific powers or duties conferred by the Act upon the Chair, and the Chief Executive Officer (CEO).

Delegations of authority to exercise the statutory powers of Council may be made to:

- Committees (as detailed in sections 5.16 and 5.17 of the Act), or
- The Chief Executive Officer (as detailed in sections 5.42 and 5.43).

The Act also allows the Chief Executive Officer to further delegate the authority to another employee. This cannot, however, be further sub-delegated.

2. Role of the Council

Section 2.7 of the Act sets out the role of the Council:

- 2.7 (1) The Council -
- a) Directs and controls the local government's affairs; and
 - b) Is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the Council is to -
- a) Oversee the allocation of the local government's finances and resources; and
 - b) Determine the local government's policies.

3. Role of the Chair, Deputy Chair and Councillors

Sections 2.8, 2.9 and 2.10 set out the roles of Chair, Deputy Chair and Councillors:

The role of the Chair

- 2.8 (1) the Chair
- a) Presides at (Council) meetings in accordance with this Act;
 - b) Provides leadership and guidance to the community in the district;
 - c) Carries out civic and ceremonial duties on behalf of the local government;
 - d) Speaks on behalf of the local government;
 - e) Performs such other functions as are given to the Chair by this Act or any other written law; and
 - f) Liaises with the CEO on the local government's affairs and the performance of its functions.
- (2) Section 2.10 applies to a councillor who is also the Chair and extends to a Chair who is not a councillor.

The role of the Deputy Chair

- 2.9 The Deputy Chair performs the functions of the Chair when authorised to do so under section 5.34 (i.e. where the office of Chair is vacant, or when the Chair is unwilling, unavailable or unable to perform his or her functions).

The role of Councillors

- 2.10 A Councillor -
- a) Represents the interests of electors, ratepayers and residents of the district;
 - b) Provides leadership and guidance to the community in the district;
 - c) Facilitates communication between the community and the council;
 - d) Participates in the local government's decision-making processes at council and committee meetings; and
 - e) Performs such other functions as are given to a councillor by this Act or any other written law.

4. Function of the CEO

5.41 The CEO's functions are to -

- a) Advise the Council in relation to the functions of a local government under this Act and other written laws;
- b) Ensure that advice and information is available to the council so that informed decisions can be made;
- c) Cause Council decisions to be implemented;
- d) Manage the day-to-day operations of the local government;
- e) Liaise with the Chair on the local government's affairs and the performance of the local government's functions;
- f) Speak on behalf of the local government if the Chair agrees;
- g) Be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37 (2) in relation to senior employees);
- h) Ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) Perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

5. Delegations of Some Powers and Duties to CEO

Pursuant to Sections 5.42, 5.43, 5.44, 5.45, and 5.46 of the Local Government Act 1995, a Council may delegate authority to the Chief Executive Officer some of its functions. These sections are set out below:

Delegation of some powers and duties to CEO

5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

**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.

Limits on delegations to CEO's

5.43. A local government cannot delegate to a CEO any of the following powers or duties -

- a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- c) Appointing an auditor;
- d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

- e) Any of the local government's powers under section 5.98, 5.99 or 5.100; (these relate to: fees, expenses and allowances for Councillors)
- f) Borrowing money on behalf of the local government:
- g) Hearing or determining an objection of a kind referred to in section 9.5;
- h) Any power or duty that requires the approval of the Minister or the Governor; or
- i) Such other powers or duties as may be prescribed.

CEO may delegate powers and duties to other employees

- 5.44. (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (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) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty –
- a) The CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - b) The exercise of that power or the discharge of that duty by the CEO-s delegate,
- Are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsection (3) and (4):
- 'Conditions' includes qualifications, limitations or exceptions.'

Other matters relevant to delegations under this Division

- 5.45. (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984-
- a) A delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - b) Any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing -
- a) A local government from performing any of its functions by acting through a person other than the CEO; or
 - b) A CEO from performing any of his or her functions by acting through another person.

Register of, and records relevant to, delegations to CEO's and employees

- 5.46. (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.”

With reference to section 5.46 (3), Regulation 19 from the Local Government (Admin.), Regulations 1996 states the following

‘Records to be kept by delegates –s.5.46(3)

19. Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of -
- a) How the person exercised the power or discharged the duty;
 - b) When the person exercised the power or discharged the duty; and
 - c) The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.’

The practical workings needs to be developed over time and for the time being the pragmatic approach that the CEO will need to employ is to take advice from a Committee where previously authority to make decisions was taken by a Committee of staff members.

Also, in respect of the supervision and audit activity, it will probably be the case, to ensure effectively distributed administration, that the CEO, at the time of making a delegation of a power also make a further delegation to the Divisional Supervisor to supervise the exercise and performance measures associated with the delegated power.

Section 9.38 of the *Local Government Act*:

“Evidence that a document has been given or written by or on behalf of the local government may be given by tendering what purports to be the document and purports to be signed by the Chair or president, the CEO, or any other person authorised to sign it, without proof of the signature or proof that the person signing was a person who could sign then document.”

6. Numerical Listing of Delegations

#	DELEGATION	CONDITION	CEO DELEGATION	Initial Adoption by Council	Amendments
CHIEF EXECUTIVE OFFICER					
3	Contract Signing: Authority to sign formal contracts with the co-signature of the Chair – upon affixation of the Common Seal to the contract documents.	Subject to budget provision or after authority for sealing by the Council.		3 August 2006	
4	Emergency Service: Authority to engage and deploy contractors and equipment in an emergency.			3 August 2006	
7	Authority to appoint consultants.	a) Subject to the value being less than \$250,000. b) Subject to there being a budget allocation and necessary to implement Annual Plan.		3 August 2006	
8	Authority to place and/or approve purchase orders <ul style="list-style-type: none"> • With formally contracted suppliers in accordance with the Procurement Policy and <i>Local Government Act 1995</i>. • Non-contracted and non-accredited suppliers in accordance with the Purchasing Policy and <i>Local Government Act 1995</i>. 	Subject to budget provision or budget allowance policy.	Executive Assistant and Manager Project Coordination.	3 August 2006	
9	Statutory Nominations: Chief Executive Officer and Chair authorised to complete Ballot Paper.			3 August 2006	

TPRC Delegation Register

10	Authorising the submission of subdivision and development applications to the responsible authority on land owned by or under the care and control of the TPRC or where TPRC acts in pursuit of the objectives set out in the Establishment Agreement.			3 August 2006	
11	Contracts – <ul style="list-style-type: none"> • Authority to sign contracts for maintenance support of computer and telecommunication hardware and software and general office equipment; • Signify acceptance of contracts works as 'completed to TPRC satisfaction'. 			3 August 2006	
12	Authority to make minor amendments to the Policy Manual due to changes in names or titles.		Executive Assistant	3 August 2006	
13	Authority to advertise Invitations to Tender.			3 August 2006	
14	Authority to invite period supply tenders and tenders for the disposal of surplus Council property.			3 August 2006	
15	Procurement of goods and services & disposal of Council property and associated advertisements in accordance with the TPRC Procurement Policy and <i>Local Government Act</i> .			3 August 2006	
16	Authority to sign grant applications, acquittals and audited statements related to grants.		Following Council CEO approval.	3 August 2006	

TPRC Delegation Register

17	Authority to approve applications to place advertising signs from any organisation – temporary signage.	Subject to being consistent with TPRC objectives and policies.		3 August 2006	
18	Attendance at Conference: Authority to approve where budget allocation has been made, subject to the conference being within Australia.	CEO to provide report to Council within 45 days of conference.		3 August 2006	
19	Certifying documents (section 9.31 of the <i>Local Government Act 1995</i>).			13 August 2009	
20	Authority to write off unrepresented stale cheques to the value of \$20,000.			11 February 2010	
21	Authority to approve an extension to a contract.	Subject to: a) The tender specifying the provisions of the option term; b) The contract providing for the extension; and c) The extension being on the same terms and conditions as the last year of the original term but does allow for price increases in line with the contract provisions (if any) for the price.		24 June 2010	
23	Authority to make payments and transfers from the municipal fund or the trust fund, subject to Regulation 12(1) of the <i>Local Government (Financial Management) Regulations 1996</i> .	Subject to the requirements of Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> .		3 August 2006	

TPRC Delegation Register

24	Authority to invest money and establish investment internal control procedures, subject to Section 6.14 of the <i>Local Government Act 1995</i> and Regulation 19 of the <i>Local Government (Financial Management) Regulation 1996</i> .	Subject to Council's 'Investment Policy'.		24 June 2010	
25	Authority to publicly invite tenders before the Council enters into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than \$150,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and Section 3.57(1) of the <i>Local Government Act 1995</i> .	Tenders can only be invited for those goods and services identified in the annual budget, or approved by Council.		24 June 2010	
26	Authority to accept or decline any tender, subject to Regulation 18(4) and (5) of the <i>Local Government (Functions and General) Regulations 1996</i> .	Delegation subject to a provision in the annual budget and limited to an amount of \$250,000.		24 June 2010	
27	Authority, with the approval of the tenderer, to make a minor variation in a contract for goods or services before the Council enters the contract with the successful tenderer, subject to Regulation 20(1) of the <i>Local Government (Functions and General) Regulations 1996</i> .	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.		24 June 2010	
28	Authority to approve sponsorship requests to a maximum of \$2,000 in accordance with the TPRC Sponsorship Policy.			24 June 2010	

TPRC Delegation Register

29	Authority to allocate decommissioned computers to community groups and organisations, subject to Section 3.58 of the <i>Local Government Act 1995</i> .	Subject to conditions contained in Council policies.		24 June 2010	
30	Authority to attend interstate meetings associated with Council business.	Subject to being required for Council business and consistent with TPRC objectives.		24 June 2010	
31	Authority to approve and submit construction, civil, development, landscaping and servicing plans for the Tamala Park Project.	Subject to being required for Council business and consistent with TPRC objectives and, as appropriate, approved TPRC policies and strategies.		18 August 2011	
32	Authority to approve and negotiate conditions of approval and servicing and infrastructure agreements relating to subdivision, development, landscaping applications and servicing plans for the Tamala Park Project and requirements and scheme costs under the City of Wanneroo Town Planning Scheme.	Subject to Budget provision and consistent with TPRC objectives and, as appropriate, approved TPRC policies and strategies.		18 August 2011	
33	Authority to approve signage, marketing and advertising brochures and sales information.	Subject to being consistent with the approved Annual Marketing Plan and budget provision.		18 August 2011	
34	Authority to approve minor changes to the Local Structure Plan.	Subject to being required for Council business and consistent with TPRC objectives and, as appropriate, approved TPRC policies and strategies.		18 August 2011	

TPRC Delegation Register

35	Authority to make a minor variation in a contract for goods or services, subject to Regulation 21.A of the <i>Local Government (Functions and General) Regulations 1996</i> .	Subject to being required for Council business and consistent with TPRC objectives. Subject to there being a budget allocation.		18 August 2011	
36	Authority to enter into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be worth less than \$250,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and Section 3.57(1) of the <i>Local Government Act 1995</i> .	Subject to there being a budget allocation and TPRC policies.		18 August 2011	
37	<p>Authority to advertise, manage and dispose of the single residential lots by private treaty under Section 3.58(3) of the <i>Local Government Act 1995</i>.</p> <p>For the purpose of Delegation 38, the disposal is to be considered by Council if the property value exceeds one million (\$1,000,000) dollars.</p>			13 December 2012	
38	Authority to consider submissions under Section 3.58(3)(b) of the <i>Local Government Act 1995</i> .				
39	Authority to determine the sale price for each of the single residential lots subject to the average of lot pricing for a stage being higher the approved Project Cashflow. Where there is a difference between the average of lot pricing supplied by the Development Manager and the independent valuer then the			13 December 2012	

TPRC Delegation Register

	<p>higher of the lot pricing will be determined as the sale price.</p> <p>In the event that the determined average of lot pricing is less than the lot pricing for a stage in the Project Cashflow the CEO shall refer the matter back to Council before exercising this delegation.</p>				
40	<p>Authority to administer the provisions of the sales contract and proceed to dispose of the lot by private treaty subject to the requirements of Section 3.58 of the <i>Local Government Act 1995</i>.</p>			13 December 2012	
41	<p>Authority to determine finance and settlement extensions and contract cancellations for single residential lots and dwellings.</p>			19 December 2013	
42	<p>Authority to grant approval to proceed with the Display Village Lots Tender and Allocation Procedure in accordance with the Display Village Lot ranking as recommended by the Development Manager.</p>			13 December 2012	
43	<p>Authority to establish the time/date for the sales releases.</p>	<p>Subject to all necessary documentation being completed and consistent with Project Program.</p>		13 December 2012	
44	<p>Authority to grant approval to bulk earthworks, civil, infrastructure and landscape works.</p>	<p>Subject to rates being in accordance with Council approved rates for the relevant works and there being a budget allocation.</p>		19 December 2013	

TPRC Delegation Register

45	Authority to allocate lots to the display home builders in accordance with the procedure outlined in the approved Catalina Beach Builders Display Villages Strategy (March 2016).			7 December 2017	
46	Authority to administer the provisions of the sales contract and proceed to dispose of the Catalina Beach Builders Display Village lots by private treaty.	Subject to the requirements of the <i>Local Government Act 1995</i> .		7 December 2017	
47	Authority to negotiate a price for the sale of the Catalina Central Sales Office between \$510,000 - \$530,000.			5 December 2019	
48	Authority to vary the contract sale price.	Subject to a recommendation from the Development Manager supporting the variation; the variation not being greater than 10% of the original contract price and that use of the delegation be reported to Council.		10 December 2020	

7. Council to Committees

#	DELEGATION	CONDITION	Initial Adoption by Council	Amendments
MANAGEMENT COMMITTEE				
1	The variation of key performance indicators used to measure the performance of the Development Manager.	Subject to the variations being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
2	Approval of modifications to the civil engineering of stages, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
3	Approval of lot sales schedules (including pricing) prior to the release of a stage of the Project, subject to Clause 4 (a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
4	The appointment of project consultants and contractors and to enter into a contract with a value less than \$3,000,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and Section 3.57(1) of the <i>Local Government Act 1995</i> .	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
5	Approval for modifications of Stages of the subdivision including the number of lots, lot sizes and configuration, mix and locations, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	

TPRC Delegation Register

6	Approval to lodge Subdivision Applications related to any modifications made under Delegation 5, with the Western Australian Planning Commission, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
7	Approval of Marketing Strategies and Programmes, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	
8	Approval to change sales procedures, subject to the requirements of Section 3.58 of the <i>Local Government Act 1995</i> .	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.	16 April 2020	

Management Committee - Delegations (March 2020)

1. Background

The *Local Government Act 1995* provides that powers and duties generally vest with the 'local government' as a corporate entity.

Delegations of authority to exercise the statutory powers of Council may be made to Committees (as detailed in sections 5.16 and 5.17 of the Act).

2. Management Committee Establishment

The Council has approved the establishment of a Management Committee in accordance with section 5.8 of the Act.

3. Objectives of Management Committee

The objectives of the Committee are:

- To assist Council with the implementation of the Catalina Project.
- To monitor the Catalina Project for compliance with approved Budget and Program.
- To assist in achieving Council's objectives for the Catalina Project.

4. Membership

The Committee will consist of a minimum of five members.

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

5. Meetings

The Committee shall generally meet on a bi-monthly, alternative to Council meeting dates.

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

6. Powers of the Management Committee

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

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council.

The Council has delegated to the Committee, pursuant to sections 5.16 and 5.17 of the Act, the delegation of some powers and duties, as detailed in 7 below.

Management Committee - Delegations (March 2020)

7. Terms of References

The Council has adopted the following as the Terms of References of the Committee:

1. Monitor Project Performance against the approved Project strategies, plans or concepts.
2. Monitor Project performance against the approved Project Budget and provide a report and recommendations to Council with respect to variances and proposed variation to the approved Project Budget.
3. Monitor Project Performance against the approved Project Annual Plan and report on any variations to the approved Project Annual Plan to Council.
4. Monitor the performance of the Development Manager against agreed KPIs and report Development Manager performance against them to Council.
5. Monitor performance of approved marketing and sales programmes for the Project and report progress to Council.
6. Make recommendations to Council with respect to the Project Annual Plan, Project Budget and Project Milestones.
7. Make recommendations to Council with respect to the Mid-Year Review of the Project Annual Plan, Project Budget and Project Milestones
8. Provide guidance, advice and assistance to Council with respect to advancing the Catalina Project.

8. Reporting

Reports, recommendations and any decisions made under Delegated Authority by the Committee shall be presented to the next ordinary meeting of the Council.

Management Committee - Delegations (March 2020)

9. Delegations to Management Committee

Pursuant to Sections 5.16 and 5.17 of the of the *Local Government Act 1995*, the Council has delegated authority to the Management Committee the functions set out below:

NUMBER	DELEGATION	CONDITION(S)
MANAGEMENT COMMITTEE		
1	The variation of key performance indicators used to measure the performance of the Development Manager.	Subject to the variations being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
2	Approval of modifications to the civil engineering of stages, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
3	Approval of lot sales schedules (including pricing) prior to the release of a stage of the Project, subject to Clause 4 (a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
4	The appointment of project consultants and contractors and to enter into a contract with a value less than \$3,000,000, subject to Regulation 11(1) of the <i>Local Government (Functions and General) Regulations 1996</i> and Section 3.57(1) of the <i>Local Government Act 1995</i> .	Subject to any lot sales schedules being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.

**Management Committee - Delegations
(March 2020)**

5	Approval for modifications of Stages of the subdivision including the number of lots, lot sizes and configuration, mix and locations, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
6	Approval to lodge Subdivision Applications related to any modifications made under Delegation 5, with the Western Australian Planning Commission, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any modifications being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
7	Approval of Marketing Strategies and Programmes, subject to Clause 4(a), Regional Purpose, Establishment Agreement Tamala Park Regional Council 2006.	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.
8	Approval to change sales procedures, subject to the requirements of Section 3.58 of the <i>Local Government Act 1995</i> .	Subject to any Marketing Strategies and Programmes being consistent with TPRC Objectives, Strategies, Policies, approved Annual Plan and Budget.

Management Committee - Delegations (March 2020)

This Management Committee Terms of Reference and delegations is authorised by the Chief Executive Officer on 16 April 2020.

Signature:

Appendix 9.1

21 July 2022

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

Dear Jon,

CATALINA ESTATE - REVIEW OF PURCHASER TERMS AND CONDITIONS

During its meeting on the 19 August 2021, the Tamala Park Regional Council considered the Purchaser Terms and Conditions for Catalina Green. During this meeting the Council resolved to:

1. APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots in Catalina Green for the period to August 2022:
 - 1.1 Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.
 - 1.2 A \$2,000 deposit to be used in the Sales Contracts
 - 1.3 A finance approval period of 60 days, where finance is required.
 - 1.4 A 21-day settlement period from finance approval or the issue of titles, whichever is the later.
 - 1.5 A waterwise landscaping package to the front garden.
 - 1.6 A \$2,000 rebate for all homes constructed with a minimum 3.0kw capacity photovoltaic solar power system, with an additional \$1,000 rebate paid where the system includes integrated battery storage.
 - 1.7 Side and rear boundary fencing (behind the building line).
 - 1.8 A \$1,000 rebate for all homes that include appropriate WELS rated fittings and fixtures.
 - 1.9 Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved Catalina Green Design Guidelines within 24 months of settlement for single storey homes and 30 months of settlement for two storey homes.

During its meeting on the 9 December 2021, the Tamala Park Regional Council considered the review of the Purchaser Terms and Conditions for Catalina Central and Catalina Beach. During this meeting the Council resolved to:

1. APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots in Catalina Beach and Catalina Central for the period December 2021 to August 2022:
 - 1.1 Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.
 - 1.2 A \$2,000 deposit to be used in the Sales Contracts for Catalina Central and a \$5,000 deposit to be used in the Sales Contracts for Catalina Beach.
 - 1.3 A finance approval period, where finance is required, of 60 days for Catalina Central and 45 days for Catalina Beach.
 - 1.4 A 21-day settlement period from finance approval or the issue of titles, whichever is the later.
 - 1.5 A waterwise landscaping package to the front garden.
 - 1.6 A \$2,000 rebate for all homes constructed with a minimum 3.0kw capacity photovoltaic solar power system, with an additional \$1,000 rebate paid where the system includes integrated battery storage.
 - 1.7 Side and rear boundary fencing (behind the building line).
 - 1.8 A \$1,000 rebate for all homes that include appropriate WELS rated fittings and fixtures.

- 1.9 Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 24 months of settlement for single storey homes and 30 months of settlement for two storey homes.

This letter outlines a 12 month extension of the below approved purchaser terms and conditions for lots in Catalina Beach, Central and Green for the period to August 2023.

DEPOSIT, FINANCE APPROVALS AND SETTLEMENT

The below table has been prepared to show the approved terms and conditions across all precincts of Catalina.

	Catalina Central Approved	Catalina Beach Approved	Catalina Green Approved
Deposit	\$2,000	\$5,000	\$2,000
Period for finance approval	60 days	45 days	60 days
Period for finance extension	28 days	28 days	28 days
Settlement*	21 days	21 days	21 days

* from issue of titles and / or acceptance / formal finance approval

Deposit

The \$2,000 deposit at Catalina Central and Green has been well received by prospective purchasers, and is in line with a number of competing estates. The \$2,000 facilitates entry level purchasers securing a lot.

The \$5,000 deposit at Catalina Beach ensures that committed and qualified purchasers with sufficient finance capacity will register for lots and mitigate the risk of prospective purchasers with insufficient borrowing capacity registering for lots and subsequently being unable to obtain finance approvals.

Finance Approval Period

Catalina Central and Catalina Green have adopted a 60 day finance period, noting that many sales are sourced through builder contracts on the basis of the purchaser obtaining finance for a house and land package.

Catalina Beach has adopted a 45 day finance period, noting that this precinct appeals to a different buyer profile than lots within Catalina Central and Catalina Green. The median house and land value is considerably higher, and purchasers having greater finance capacity.

Settlement Period

The current settlement periods at Catalina, Beach, Central and Green are 21 days after the issue of titles or finance approval (whichever is the later), which has resulted in quicker settlements, and improving the TPRC's cashflow.

SALES INCENTIVES

The below table has been prepared to summarise the approved sales incentives across all precincts of Catalina.

	Central and Beach Approved	Green Approved
Fencing	Side and Rear	Side and Rear
Landscaping	Front	Front
Solar (PV)	\$2,000 PV or \$3,000 Battery	\$2,000 PV or \$3,000 Battery
Water (WEL's)	\$1,000	\$1,000

Fencing

Colorbond side (behind the front building line) and rear fencing to all lots, with Colorbond fencing (Catalina Green), brushwood fencing (Catalina Central) and solid masonry fencing (Catalina Beach) to the side boundary of lots abutting a road.

Landscaping

Water wise landscaping is available to front garden and verge areas, including the side boundary of lots abutting a road.

Solar

Catalina Beach, Central and Green have a \$2,000 rebate available to all purchasers who install a minimum 3.0 kW solar PV system and further increased to \$3,000 if the system includes an integrated battery storage, in order to achieve a higher sustainability target.

Water

Catalina Beach, Central and Green have available a \$1,000 rebate to all purchasers who install WEL's fixtures, fittings and appliances with the following minimum WEL's ratings:

- 3 star rated shower head/s
- 4 star rated toilet/s
- 6 star rated taps
- 6 star rated dishwasher
- 4 star rated washing machine

SUMMARY

The below table summarises the approved purchaser terms and conditions across Catalina Beach, Central and Green:

	Catalina Central	Catalina Beach	Catalina Green
Deposit	\$2,000	\$5,000	\$2,000
Period for finance approval	60 days	45 days	60 days
Period for finance extension	28 days	28 days	28 days
Settlement*	21 days	21 days	21 days
Fencing	Side and Rear Colourbond	Side and Rear Colourbond	Side and Rear Colourbond
Waterwise front garden and verge Landscaping	Front	Front	Front
Solar (PV)	\$2,000 (3.0kW) or \$3,000 Battery	\$2,000 (3.0kW) or \$3,000 Battery	\$2,000 (3.0kW) or \$3,000 Battery
Water (WEL's)	\$1,000	\$1,000	\$1,000

* from issue of titles and / or acceptance / formal finance approval

RECOMMENDATION

The ability for homeowners to utilise the sales incentives offered at Catalina is important for the overall street appeal of the estate. Should a number of homeowners be unable to claim the fencing and landscaping packages there is a chance they will remain unfinished or completed to a inferior quality. This will impact on the streetscapes of the estate and has the potential to effect sales.

Sales incentives also form a major part in the accreditation of Catalina as a 6 element UDIA EnviroDevelopment project. Should the number of homes taking the incentives decline to point where UDIA do not believe them to be worthy of inclusion within the assessment the project could lose its accreditation.

Satterley recommend the approved purchaser terms and conditions be extended for a period of 12 months to August 2023 for Catalina Beach, Central and Green.

Should you require any clarification or further information regarding the above please do not hesitate to contact the undersigned.

Yours sincerely



Julia Nelson
Development Manager

Appendix 9.2

TAMALA PARK REGIONAL COUNCIL

ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2023

LOCAL GOVERNMENT ACT 1995

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TAMALA PARK REGIONAL COUNCIL'S VISION

To create an urban centre of choice,sustainability,community and opportunity.

TAMALA PARK REGIONAL COUNCIL
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
Revenue				
Interest earnings	12(a)	890,426	304,540	337,115
Other revenue	12(b)	22,939	18,088	22,380
		913,365	322,628	359,495
Expenses				
Employee costs		(737,937)	(532,795)	(648,534)
Materials and contracts		(380,310)	(253,768)	(338,763)
Utility charges		(6,829)	0	(6,662)
Depreciation on non-current assets	6	(43,510)	(44,820)	(31,227)
Interest expenses	12(d)	(1,423)	(928)	(90)
Insurance expenses		(21,952)	(17,091)	(16,874)
Other expenditure		(171,255)	(155,951)	(171,005)
		(1,363,216)	(1,005,353)	(1,213,155)
		(449,851)	(682,725)	(853,660)
Profit on asset disposals	5(b)	0	0	5,312
Loss on asset disposals	5(b)	0	(1,744)	0
		0	(1,744)	5,312
Net result for the period		(449,851)	(684,469)	(848,348)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus		0	0	0
Total other comprehensive income for the period		0	0	0
Total comprehensive income for the period		(449,851)	(684,469)	(848,348)

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

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Operating grants, subsidies and contributions		394,629	(403,415)	0
Interest received		890,426	304,540	481,959
Goods and services tax received		52,253	28,408	9,492
Other revenue		22,939	18,088	22,380
		1,360,247	(52,379)	513,831
Payments				
Employee costs		(742,067)	(785,276)	(904,747)
Materials and contracts		(422,587)	(234,652)	(400,563)
Utility charges		(6,829)	0	(6,662)
Interest expenses		(1,423)	(928)	(90)
Insurance paid		(21,952)	(17,091)	(16,874)
Other expenditure		(171,255)	(155,951)	(171,005)
		(1,408,371)	(1,222,809)	(1,499,941)
Net cash provided by (used in) operating activities	4	(48,124)	(1,275,188)	(986,110)
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(5,000)	0	(5,000)
Proceeds from sale of property, plant and equipment	5(b)	0	55,000	60,500
Net cash provided by (used in) investing activities		(5,000)	55,000	55,500
CASH FLOWS FROM FINANCING ACTIVITIES				
Principal elements of lease payments	8	(33,577)	(35,659)	(20,878)
Proceeds on disposal of financial assets at amortised cost - term deposits		0	0	20,009,692
Payments for member contributions		(85,715,288)	(30,051,911)	(58,619,148)
Proceeds from member contributions		60,156,539	30,288,674	34,575,138
Net cash provided by (used in) financing activities		(25,592,326)	201,104	(4,055,196)
Net increase (decrease) in cash held		(25,645,450)	(1,019,084)	(4,985,806)
Cash at beginning of year		52,294,387	53,313,471	16,472,144
Cash and cash equivalents at the end of the year	4	26,648,937	52,294,387	11,486,338

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

**TAMALA PARK REGIONAL COUNCIL
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2023**

	NOTE	2022/23 Budget	2021/22 Actual	2021/22 Budget
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	3	52,899,172	53,268,677	53,268,677
		52,899,172	53,268,677	53,268,677
Revenue from operating activities (excluding rates)				
Interest earnings	12(a)	890,426	304,540	337,115
Other revenue	12(b)	22,939	18,088	22,380
Profit on asset disposals	5(b)	0	0	5,312
		913,365	322,628	364,807
Expenditure from operating activities				
Employee costs		(737,937)	(532,795)	(648,534)
Materials and contracts		(380,310)	(253,768)	(338,763)
Utility charges		(6,829)	0	(6,662)
Depreciation on non-current assets	6	(43,510)	(44,820)	(31,227)
Interest expenses	12(d)	(1,423)	(928)	(90)
Insurance expenses		(21,952)	(17,091)	(16,874)
Other expenditure		(171,255)	(155,951)	(171,005)
Loss on asset disposals	5(b)	0	(1,744)	0
		(1,363,216)	(1,007,097)	(1,213,155)
Non-cash amounts excluded from operating activities	3(b)	43,510	58,860	25,915
Amount attributable to operating activities		52,492,831	52,643,068	52,446,244
INVESTING ACTIVITIES				
Payments for property, plant and equipment	5(a)	(5,000)	0	(5,000)
Proceeds from disposal of assets	5(b)	0	55,000	60,500
Amount attributable to investing activities		(5,000)	55,000	55,500
Amount attributable to investing activities		(5,000)	55,000	55,500
FINANCING ACTIVITIES				
Principal elements of finance lease payments	8	(33,577)	(35,659)	(20,878)
Payments for member contributions		(85,715,288)	(30,051,911)	(58,619,148)
Proceeds from member contributions		60,156,539	30,288,674	34,575,138
Amount attributable to financing activities		(25,992,326)	201,104	(24,064,888)
Budgeted deficiency before general rates		26,895,505	52,899,172	28,436,856
Estimated amount to be raised from general rates	2(a)	0	0	0
Net current assets at end of financial year - surplus/(deficit)	3	26,895,505	52,899,172	28,436,856

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

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1 (a) BASIS OF PREPARATION

The annual budget 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.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Tamala Park Regional Council to measure any vested improvements at zero.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget or required by legislation.

The local government reporting entity

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the annual budget.

2021/22 actual balances

Balances shown in this budget as 2021/22 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures

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

Comparative figures

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

Initial application of accounting standards

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- *AASB 2020-3 Amendments to Australian Accounting Standards* - Annual Improvements 2018-2020 and Other Amendments
- *AASB 2020-6 Amendments to Australian Accounting Standards* - Classification of Liabilities as Current or Non-current - Deferral of Effective Date

It is not expected these standards will have an impact on the annual budget.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- *AASB 2021-2 Amendments to Australian Accounting Standards* - Disclosure of Accounting Policies or Definition of Accounting Estimates
- *AASB 2021-6 Amendments to Australian Accounting Standards* - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards

It is not expected these standards will have an impact on the annual budget.

Judgements, estimates and assumptions

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

Rounding off figures

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

1 (b) KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

All costs associated 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

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

1 (c) KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Tamala Park Regional Council's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

ACTIVITIES

Governance

To provide good governance to the Regional Council	Member of Council Allowances and Reimbursements, and Administration Expenses.
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General purpose funding

To collect interest on investmentss	Interest revenue
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Other property and services

To monitor and control Councils overheads on operating accounts	Other Unclassified Activities.
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**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2023**

3. NET CURRENT ASSETS

	2022/23 Budget 30 June 2023	2021/22 Actual 30 June 2022	2021/22 Budget 30 June 2022
Note	\$	\$	\$
(a) Composition of estimated net current assets			
Current assets			
Cash and cash equivalents - unrestricted	4	26,648,937	73,294,387
Cash and cash equivalents - restricted	4	0	(21,000,000)
Financial assets - restricted	4	0	17,000,000
Receivables		350,000	754,624
Other current assets		10,000	27,600
		27,008,937	53,076,611
Less: current liabilities			
Trade and other payables		(91,644)	(155,651)
Lease liabilities	8	(33,577)	(33,577)
Employee provisions		(21,788)	(21,788)
		(147,009)	(211,016)
Net current assets		26,861,928	52,865,595
Less: Total adjustments to net current assets	3.(c)	33,577	33,577
Net current assets used in the Rate Setting Statement		26,895,505	52,899,172

3. NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

	2022/23 Budget 30 June 2023	2021/22 Actual 30 June 2022	2021/22 Budget 30 June 2022
Note	\$	\$	\$
Less: Profit on asset disposals	5(b)	0	0
Add: Loss on disposal of assets	5(b)	0	(5,312)
Add: Depreciation on assets	6	1,744	0
Movement in non-current employee provisions		43,510	44,820
		0	12,296
Non cash amounts excluded from operating activities		43,510	58,860

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

Add: Current liabilities not expected to be cleared at end of year		0	
- Current portion of lease liabilities		33,577	33,577
Total adjustments to net current assets		33,577	33,577

3 (d) NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Tamala Park Regional Council's operational cycle. In the case of liabilities where the Tamala Park Regional Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Tamala Park Regional Council's intentions to release for sale.

TRADE AND OTHER PAYABLES

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

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Tamala Park Regional Council recognises revenue for the prepaid rates that have not been refunded.

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.

Superannuation

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

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

LAND HELD FOR RESALE

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

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

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.

TRADE AND OTHER RECEIVABLES

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

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.

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.

The Tamala Park Regional Council applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables.

PROVISIONS

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

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

4. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2022/23 Budget	2021/22 Actual	2021/22 Budget
Cash at bank and on hand		\$ 10,138,957	\$ 10,225,658	\$ 3,486,338
Term deposits		16,509,980	42,068,729	8,000,000
Total cash and cash equivalents		26,648,937	52,294,387	11,486,338
Held as				
- Unrestricted cash and cash equivalents	3(a)	26,648,937	52,294,387	11,486,338
		26,648,937	52,294,387	11,486,338
Restrictions				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		0	(21,000,000)	0
		0	(21,000,000)	0
		0	0	0
Reconciliation of net cash provided by operating activities to net result				
Net result		(449,851)	(684,469)	(848,348)
Depreciation	6	43,510	44,820	31,227
(Profit)/loss on sale of asset	5(b)	0	1,744	(5,312)
Share of profit or (loss) of associates accounted for using the equity method		0	0	0
(Increase)/decrease in receivables		422,224	(427,523)	154,336
Increase/(decrease) in payables		(64,007)	39,370	(79,281)
Increase/(decrease) in employee provisions		0	(249,130)	(238,732)
Net cash from operating activities		(48,124)	(1,275,188)	(986,110)

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

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

FINANCIAL ASSETS AT AMORTISED COST

The Tamala Park 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.

5. FIXED ASSETS

(a) Acquisition of Assets

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

Reporting program

Asset class	Other property and services	2022/23 Budget total	2021/22 Actual total	2021/22 Budget total
	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>				
Furniture and equipment	5,000	5,000	0	5,000
	5,000	5,000	0	5,000
<i>Right of use assets</i>				
Right of use - buildings	0	0	101,863	0
	0	0	101,863	0
Total acquisitions	5,000	5,000	101,863	5,000

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

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.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2023**

5. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2022/23 Budget Net Book Value	2022/23 Budget Sale Proceeds	2022/23 Budget Profit	2022/23 Budget Loss	2021/22 Actual Net Book Value	2021/22 Actual Sale Proceeds	2021/22 Actual Profit	2021/22 Actual Loss	2021/22 Budget Net Book Value	2021/22 Budget Sale Proceeds	2021/22 Budget Profit	2021/22 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Other property and services	0	0	0	0	56,744	55,000	0	(1,744)	55,188	60,500	5,312	0
	0	0	0	0	56,744	55,000	0	(1,744)	55,188	60,500	5,312	0
By Class												
<u>Property, Plant and Equipment</u>												
Plant and equipment	0	0	0	0	56,744	55,000		(1,744)	55,188	60,500	5,312	0
	0	0	0	0	56,744	55,000	0	(1,744)	55,188	60,500	5,312	0

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

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

6. ASSET DEPRECIATION

By Program

Other property and services

By Class

Improvements to Leasehold Property

Plant and equipment

Right of use - buildings

2022/23 Budget	2021/22 Actual	2021/22 Budget
\$	\$	\$
43,510	44,820	31,227
43,510	44,820	31,227
9,555	9,555	9,557
0	0	1,556
33,955	35,265	20,114
43,510	44,820	31,227

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

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

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.

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

Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Right of use - buildings	Based on the remaining lease term

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.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2023**

7. INFORMATION ON BORROWINGS

(a) Borrowing repayments

The Tamala Park Regional Council has not budgeted to have any borrowings for the year ended 30th June 2023 and did not have or budget to have any borrowings for the year ended 30th June 2022

7. INFORMATION ON BORROWINGS

(b) Credit Facilities

	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
Undrawn borrowing facilities credit standby arrangements			
Credit card limit	10,000	10,000	10,000
Credit card balance at balance date	0	(1,823)	0
Total amount of credit unused	10,000	8,177	10,000

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2023**

8. LEASE LIABILITIES

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease	2022/23 Budget	2022/23 Budget Lease	Budget Lease	2022/23 Budget Lease	Actual	2021/22 Actual	2021/22 Actual	Actual	2021/22 Actual	Budget	2021/22 Budget	2021/22 Budget	Budget	2021/22 Budget
					Principal	New Leases	Principal Repayments	outstanding 30 June 2023	Interest Repayments	Principal 1 July 2021	New Leases	Principal repayments	outstanding 30 June 2022	Interest repayments	Principal 1 July 2021	New Leases	Principal repayments	outstanding 30 June 2022	Interest repayments
Other property and services					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Unit 2 369 Scarborough Beach Road, Innaloo	STIRLI/170672	City of Stirling	2.00%	36	87,082	0	(33,577)	53,505	(1,423)	20,878	101,863	(35,659)	87,082	(928)	20,878	0	(20,878)	0	(90)
					87,082	0	(33,577)	53,505	(1,423)	20,878	101,863	(35,659)	87,082	(928)	20,878	0	(20,878)	0	(90)

SIGNIFICANT ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Tamala Park Regional Council assesses whether the contract is, or contains, 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 a 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 Tamala Park Regional Council uses its incremental borrowing rate.

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.

**TAMALA PARK REGIONAL COUNCIL
 NOTES TO AND FORMING PART OF THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2023**

10. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES

Recognition of revenue is dependant 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 and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Commissions	Commissions on investments	Over time	Payment in full in arrears	None	Set by mutual agreement with the provider of service	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 by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

I1. PROGRAM INFORMATION

Income and expenses	2022/23 Budget	2021/22 Actual	2021/22 Budget
Income excluding grants, subsidies and contributions	\$	\$	\$
General purpose funding	890,426	304,540	337,115
Other property and services	22,939	18,088	27,692
	<u>913,365</u>	<u>322,628</u>	<u>364,807</u>
Total Income	913,365	322,628	364,807
Expenses			
Governance	(171,255)	(158,486)	(171,005)
Other property and services	(1,191,961)	(848,611)	(1,042,150)
Total expenses	<u>(1,363,216)</u>	<u>(1,007,097)</u>	<u>(1,213,155)</u>
Net result for the period	<u>(449,851)</u>	<u>(684,469)</u>	<u>(848,348)</u>

12. OTHER INFORMATION

	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
The net result includes as revenues			
(a) Interest earnings			
Investments			
- Other funds	890,426	304,540	337,115
	890,426	304,540	337,115
(b) Other revenue			
Reimbursements and recoveries	22,939	18,088	22,380
	22,939	18,088	22,380
The net result includes as expenses			
(c) Auditors remuneration			
Audit services	30,750	30,000	30,000
	30,750	30,000	30,000
(d) Interest expenses (finance costs)			
Interest expense on lease liabilities	1,423	928	90
	1,423	928	90

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2023**

13. MEMBERS REMUNERATION

	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
Member - Cr Bianca Sandri			
Chairperson's allowance	20,565	10,157	0
Meeting attendance fees	16,235	13,299	10,824
	<u>36,800</u>	<u>23,456</u>	<u>10,824</u>
Member - Cr Suzanne Migdale			
Deputy Chairperson's allowance	5,141	2,539	0
Meeting attendance fees	10,824	10,626	10,824
	<u>15,965</u>	<u>13,165</u>	<u>10,824</u>
Member - Cr John Chester			
Meeting attendance fees	10,824	10,626	10,824
	<u>10,824</u>	<u>10,626</u>	<u>10,824</u>
Member - Cr Jane Cutler			
Meeting attendance fees	10,824	1,413	0
	<u>10,824</u>	<u>1,413</u>	<u>0</u>
Member - Cr Brent Fleeton			
Meeting attendance fees	10,824	10,626	10,824
	<u>10,824</u>	<u>10,626</u>	<u>10,824</u>
Member - Cr David Lagan			
Meeting attendance fees	0	5,280	10,824
	<u>0</u>	<u>5,280</u>	<u>10,824</u>
Member - Cr Bronwyn Ife			
Meeting attendance fees	10,824	5,346	0
	<u>10,824</u>	<u>5,346</u>	<u>0</u>
Member - Cr Nige Jones			
Meeting attendance fees	10,824	5,346	0
	<u>10,824</u>	<u>5,346</u>	<u>0</u>
Member - Cr Tony Krsticevic			
Meeting attendance fees	10,824	5,346	0
	<u>10,824</u>	<u>5,346</u>	<u>0</u>
Member - Cr Glynis Parker			
Meeting attendance fees	10,824	5,346	0
	<u>10,824</u>	<u>5,346</u>	<u>0</u>
Member - Cr Philppa Taylor			
Meeting attendance fees	0	5,280	10,824
	<u>0</u>	<u>5,280</u>	<u>10,824</u>
Member - Cr Karlo Perkov			
Meeting attendance fees	10,824	5,346	0
	<u>10,824</u>	<u>5,346</u>	<u>0</u>
Member - Cr Brett Treby			
Meeting attendance fees	10,824	10,626	0
	<u>10,824</u>	<u>10,626</u>	<u>0</u>
Member - Cr Ashley Wallace			
Meeting attendance fees	10,824	5,346	10,824
	<u>10,824</u>	<u>5,346</u>	<u>10,824</u>
Member - Cr Karen Caddy			
Chairperson's allowance	0	10,032	20,565
Meeting attendance fees	0	7,919	16,235
	<u>0</u>	<u>17,951</u>	<u>36,800</u>
Member - Cr Clairs Anderson			
Meeting attendance fees	0	5,280	10,824
	<u>0</u>	<u>5,280</u>	<u>10,824</u>
Member - Cr Joanne Fotakis			
Meeting attendance fees	0	5,280	10,824
	<u>0</u>	<u>5,280</u>	<u>10,824</u>
Member - Cr Andres Timmermanis			
Deputy Chairperson's allowance	0	2,508	5,141
Meeting attendance fees	0	9,213	10,824
	<u>0</u>	<u>11,721</u>	<u>15,965</u>
Member - Cr Domenic Zappa			
Meeting attendance fees	0	5,280	10,824
	<u>0</u>	<u>5,280</u>	<u>10,824</u>
Total Member Remuneration	<u>161,005</u>	<u>158,060</u>	<u>161,005</u>
Chairperson's allowance	20,565	20,189	20,565
Deputy Chairperson's allowance	5,141	5,047	5,141
Meeting attendance fees	135,299	132,824	135,299
	<u>161,005</u>	<u>158,060</u>	<u>161,005</u>

14. MAJOR LAND TRANSACTIONS

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

The land owned from time to time by the participants jointly or by the TPRC:

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

(a) Details

The participants are the owners of the land, in shares as set out below:

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

(b) Current year transactions

Note	2022/23 Budget	2021/22 Actual	2021/22 Budget
	\$	\$	\$
Operating revenue			
Income Sale of Lots - Subdivision	60,156,539	30,288,674	34,575,138
Capital expenditure			
Land Development Costs	5(a) (54,129,441)	(15,551,141)	(40,605,848)
Consultancy Fees	(516,456)	(252,232)	(433,863)
Sales and Marketing	(540,000)	(145,114)	(400,000)
Selling Expenses	(5,792,184)	(1,678,551)	(4,244,632)
Other	(86,000)	(44,556)	(130,000)
	(907,542)	12,617,080	(11,239,205)

(c) Expected future cash flows

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	\$	\$	\$	\$	\$	\$
Cash outflows						
Development Costs - Subdivision	(61,064,081)	(39,019,864)	(27,971,684)	(25,493,401)	(35,109,238)	(188,658,268)
	(61,064,081)	(39,019,864)	(27,971,684)	(25,493,401)	(35,109,238)	(188,658,268)
Cash Inflows						
Income Sale of Lots - Subdivision	60,156,539	68,588,855	45,258,782	36,886,931	38,141,444	249,032,551
	60,156,539	68,588,855	45,258,782	36,886,931	38,141,444	249,032,551
Net cash flows	(907,542)	29,568,991	17,287,098	11,393,530	3,032,206	60,374,283

Appendix 9.3

Responsible Officer	Chief Executive Officer
Initial Council adoption	13 August 2015
Amendments	
Last Council adoption	19 August 2021
Review due	June 2022

BACKGROUND

Section 7.1A of the *Local Government Act 1995* requires each local government to appoint an Audit Committee comprising of at least 3 persons.

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

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

Additionally, the Audit & Risk Committee may recommend to the Council good management practices and guidelines relating to financial control and (generally) matters covered by part 6 (Financial Management) of the *Local Government Act 1995*.

COMMENT

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

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

Scope of Activity – Audit & Risk Committee

1. Recommending adoption of an audit charter
- ~~2. Recommending appointment of an external auditor~~
3. Review of statutory documents
 - Annual budget
 - Statutory budget review 1 January – 30 March (yearly)
 - Annual financial statement
 - Compliance audit
4. Review of statutory processes
 - Quarterly financial reporting format
 - Annual financial reporting format
5. Review of guidelines and policies relating to *Local Government Act 1995* ~~part 6~~
 - Purchasing Policy
 - Investment Policy
 - Procurement Policy
 - Payment of Accounts & Security of Payments Policy
 - Credit Card Policy

- Records Management Policy
- Financial Management – Significant Accounting Policy
- Payment of Distributions Policy
- Fraud & Corruption Prevention Policy
- Gifts, Benefits or Hospitality Policy
- Legislative Compliance Policy
- Information & Technology Acceptable Use Policy
- Governance & Internal Controls Framework

6. Regulation 17 Review
Consideration of Regulation 17 Review and monitoring of implementation of actions.

[7. Review of Risk Register.](#)

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

1. Objectives of Audit & Risk Committee

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

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

The Committee is to facilitate:

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

2. Powers of the Audit & Risk Committee

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

The Audit & Risk Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed

decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

The Committee will consist of a minimum of five members.

The CEO and employees are not members of the Committee.

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

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

4. Meetings

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

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

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

5. Reporting

Reports and recommendations of the Audit & Risk Committee shall be presented to the next ordinary meeting of the Council.

6. Duties and Responsibilities

The duties and responsibilities of the Committee will be to:

- a) Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits.
- b) ~~Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.~~
- c) ~~Develop and recommend to Council:~~
 - ~~• A list of those matters to be audited; and~~
 - ~~• The scope of the audit to be undertaken.~~
- d) ~~Recommend to Council the person or persons to be appointed as auditor.~~
- e) ~~Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:~~
 - ~~• The objectives of the audit.~~
 - ~~• The scope of the audit.~~
 - ~~• A plan of the audit.~~
 - ~~• Details of the remuneration and expenses to be paid to the auditor.~~
 - ~~• The method to be used by the local government to communicate with, and supply information to, the auditor.~~
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.

- g) Liaise with the CEO to ensure that the local government does everything in its power to:
 - Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - Ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - Determine if any matters raised require action to be taken by the local government; and
 - Ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.
- l) Review reports of any special internal audits by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
- m) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- n) Review the local government's draft annual financial report, focusing on:
 - Accounting policies and practices.
 - Changes to accounting policies and practices.
 - The process used in making significant accounting estimates.
 - Significant adjustments to the financial report (if any) arising from the audit process.
 - Compliance with accounting standards and other reporting requirements.
 - Significant variances from prior years.
- o) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- p) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- q) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.

- r) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
- s) Consider Regulation 17 Review recommendations and monitor implementation of approved actions.

This Audit & Risk Charter (Terms of Reference) is authorised by the Chief Executive Officer on ~~19-18~~ August ~~2021~~2022.

Signature:

Name: JON MORELLINI

AUDIT & RISK PLAN 2022/2023

	Statutory Date	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Annual Financials to Council	31 December		Audit	Council									
- Auditor to report to Council by	31 December												
- To DLGSC within 30 days of receipt of Audit Report													
Budget Adoption	31 August												
- To DLGSC within 30 days of adoption													
Budget Mid-Year Review													
- Required by LG between 1 January and 31 March													
- To DLGSC within 30 days of Council review													
Compliance Return													
- To Audit Committee & Council before	31 March							Audit					
- TO DLGSC before	31 March							Council					
Related Party Disclosures	31 July												
Annual Returns	31 August												
Audit Charter		Audit											
		Council											
Audit Plan		Audit											
		Council											
Delegation Register		Council											
Risk Register								Audit					
								Council					
Attendance at Events Policy												Audit	
												Council	
CEO Model Standards						Audit							
						Council							
Charity Home Sponsorship Policy						Audit							
						Council							
Code of Conduct for Elected Members			Audit	Council									
Code of Conduct for Employees						Audit							
						Council							
Complaints Policy + Procedure				Audit									
				Council									
Conference Attendance Policy						Audit							
						Council							
Credit Card Policy				Audit									
				Council									
Elected Member Training Policy						Audit							
						Council							

	Statutory Date	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Electronic Council Proceedings Guidelines						Audit Council							
Financial Management Significant Accounting Policy								Audit Council					
Fraud and Corruption Plan								Audit Council					
Fraud and Corruption Policy								Audit Council					
Gifts, Benefits and Hospitality Policy				Audit Council									
Information and Technology Acceptable Use Policy												Audit Council	
Investment Policy				Audit Council									
Legislative Compliance Policy												Audit Council	
Occupational Health and Safety Policy						Audit Council							
Payment of Accounts Policy				Audit Council									
Payment of Distributions Policy				Audit Council									
Petty Cash Policy						Audit Council							
Procurement Policy				Audit Council									
Recordkeeping Policy						Audit Council							
Sponsorship Policy						Audit Council							