



Ordinary Meeting of Council

AGENDA

**Thursday 5 December 2019, 6:00pm
City of Stirling
25 Cedric Street, Stirling**

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

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TAMALA PARK REGIONAL COUNCIL

Councillors of the Tamala Park Regional Council are advised that the ordinary meeting of Council will be held in the Council Chambers at the City of Stirling, 25 Cedric Street, Stirling on Thursday 5 December 2019 at 6:00pm.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



TONY ARIAS
Chief Executive Officer

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

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

PRELIMINARIES

1. OFFICIAL OPENING

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

4. PETITIONS

5. CONFIRMATION OF MINUTES

Council Meeting – 7 November 2019

5A BUSINESS ARISING FROM MINUTES

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

8. REPORTS OF COMMITTEES

Nil

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.16)

9.1 BUSINESS REPORT – PERIOD ENDING 28 NOVEMBER 2019

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council RECEIVES the Business Report to 28 November 2019.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix: Landscape Schedule and Program FYE 2020

Background

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

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

Comment

1. Civil Construction - Status

The Stage 26 civil works, which includes 38 residential lots and the first direct road connection from Catalina Beach to the adjoining established development is complete. Titles were issued on 25 September 2019.

The next stage of civil works to be undertaken is Stage 18C forecast to commence in May 2020, in accordance with the FYE20 Annual Plan.

2. Landscape Works – Status

A status report on landscape works proposed for FYE 2020 is attached at Appendix 9.1. The report outlines budget, detailed design, approval status and program information.

3. Housing Construction

The following table provides an overview of the current progress of housing construction to 31 August 2019:

Stage	Total Lots	Under Construction	Completed	Vacant
Stages 1 - 11	529	1	519	9
Stage 12	49	0	49	0
Stage 13	82	0	82	0
Stage 14	73	0	72	1
Stage 15	55	0	53	2
Stage 17A	25	0	22	3
Stage 17B (Release 1)	18	3	4	11
Stage 18A	29	0	28	1
Stage 18B	31	1	22	8
Stage 25 (Display Village)	15	2	13	0
Stage 25	25	3	4	18
Stage 25B	7	1	6	0
Stage 25 (Builders Release)	7	3	0	4
Total	945	14	874	57

4. Catalina Beach Builders Display Village 3 and Sales Office

The Catalina Beach Builders' Display Village continues to experience good pedestrian traffic, showcasing modern and contemporary, energy efficient seven-star rated homes. Fifteen display homes make up the Display Village and all are completed and open to the public.

5. Community Events

The TPRC hosted the Wanneroo Business Association Coffee Catch Up on 3 October 2019 at the Catalina Beach Sales Office. The event was attended by approximately 30 members of the business community and provided an opportunity for networking and a presentation on future development plans for Catalina.

The TPRC has supported a trial of the Street Food Circus Series at Catalina Beach park. The Street Food Circus involves various food trucks assembling at the Land Sales Office car park every Saturday evening between 5:00pm and 8:30pm. The first event was held on 12 October 2019 and has been held weekly since. Positive feedback and ongoing support from the community with approximately 2,800 visitors attending over the first six weeks of the trial.

The TPRC partnered with the City of Wanneroo Animal Care Centre and Shenton Park Dog Refuge to host a Catalina Adopt-A-Dog Day. The event was held on Saturday 16 November between 11:00am and 2:00pm at the Catalina Beach park. Despite the extreme heat, 150 people attended the event. Five local businesses participated with over 23,000 people reached over the promotional period. The event was delivered under budget and with no safety issues.

6. Tender for Builder Partner - Stage 18C

At its meeting of 17 October 2019, the Council approved Now Living / Terrace (J Corp Pty Ltd) as the preferred builder/partner to explore during a 60-day exclusive negotiation period potential opportunities and commercial terms for development of the Stage 18 site with the aim of providing housing that will meet the Council's objectives for innovation, sustainability, diversity and affordability.

The TPRC and Satterley have met with preferred tenderer Now Living / Terrace to progress potential development concepts and commercial terms and a report will be presented to the Council in February 2020 to outline the outcomes of the negotiations and proposed commercial arrangements.

7. Local Structure Plan Amendment - Catalina Grove

The Western Australian Planning Commission (WAPC) has confirmed receipt of the Structure Plan amendment and recommendation from the City of Wanneroo. The Project Team recently met with the officer at the Department of Planning, Lands and Heritage assessing the proposal to provide a briefing and to encourage the timely assessment and determination of the proposal. The Project Team is working with the WAPC officer allocated to the proposal to ensure a determination is achieved within the statutory time frame, being 30 January 2020.

8. Catalina Beach Access Road / Carpark

The Foreshore Management Plan (FMP) for the Catalina Beach Access Road/Carpark was endorsed by the City of Wanneroo on 9 April 2019 and was submitted to the WAPC for consideration.

On 19 August 2019 the Department of Planning, Lands and Heritage indicated that the FMP provides a comprehensive assessment and framework for the proposed access infrastructure and is consistent with the Tamala Conservation Park Establishment Plan (March 2012).

A Development Application and Clearing Permit are currently being prepared, with lodgement anticipated to occur in early December 2019.

It is anticipated that the required approvals will be achieved by early 2020, with construction proposed to commence in April 2020.

9. Catalina Local Centre Site

In August 2018 the TPRC sold Lot 646 (Local Centre site – Central Precinct) to OTB Developments. The owner has lodged a development application with the City of Wanneroo for a child care centre, café, retail tenancies, office space and residential uses on the site.

The City of Wanneroo's Design Review Panel considered the application and provided a series of comments, to which the proponent has responded with the submission of a revised set of development plans. Changes made to the plans include:

- Updated treatment to eastern façade;
- Additional mature trees and landscaping in green-link corridor;
- Additional trees in the carpark;
- Entry statement to childcare centre;

- Updated signage and wayfinding internally;
- Internal apartment floorplan revisions;
- Changes to setbacks on southern boundary for the childcare.

The City has advised that the revised plan is not likely to be referred to another Design Review Panel meeting and will be advertised for public comment in the next couple of weeks. The City is aiming to finalise its report by 28 January 2020 to enable determination of the application through the Joint Development Assessment Panel meeting that is scheduled to occur on 7 February 2020.

10. Coastal Dual Use Path

The Council, at its meeting on 20 June 2019, resolved to make a contribution of up to \$730,000 to the Cities of Joondalup and Wanneroo towards the construction of the planned Burns Beach-Mindarie Dual Use Path (DUP).

The section of DUP to be built through the coastal conservation reserve to the south of Catalina is close to completion. Earthworks, kerbing and fencing is complete and the pathway asphalt is due to be laid during the final week of November and first week of December 2019.

The timing for completion of the DUP along the western border of Catalina is likely to be early in the final quarter of FYE 2020.

The timing for completion of the southern portion of the DUP at Peet's Burns Beach Estate is still to be determined. Peet is currently seeking to resolve the DUP alignment with the State Government.

11. Review of the Development Manager's KPIs

In 2010, the TPRC appointed Satterley as Development Manager to provide project management and sales and marketing management services for the Catalina Project. The Development Management Agreement (DMA) between the TPRC and Satterley sets out the Development Manager's Key Performance Indicators (KPIs).

The TPRC has resolved to undertake a review of the Development Manager's KPIs and Learning Horizons (Helen Hardcastle) was appointed to undertake this review. Learning Horizons has been progressing the review, including consultation with the Development Manager and preparation and distribution of a questionnaire seeking TPRC Councillors' comments on current KPIs.

The Scope of Works for the review of the KPIs includes:

- The relevance of KPIs in achieving TPRC objectives for the Catalina Project;
- Whether the KPIs are clearly defined and meaningful;
- Whether the KPIs have the capacity to be quantified and measured;
- The KPIs as an accurate indicator of overall contractual performance by the Development Manager;
- The current Key Result Areas (KRAs) structure in achieving TPRC Vision, Objectives and Strategies for the Catalina Project.

It is anticipated that an Outcomes Report based on the consultant's review of KPIs, TPRC Councillors' comments and inputs from the Development Manager will be prepared and distributed to Councillors in December 2019.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF SEPTEMBER & OCTOBER 2019

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

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

- **30 September 2019; and**
- **31 October 2019.**

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix:

- Statement of Financial Activity for 30 September 2019
- Statement of Financial Activity for 31 October 2019

Local Government Act/Regulation

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

Background

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

Comment

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

Variations at 31 October 2019 exceeding 10% were experienced in relation to the following:

Interest Earnings	The negative variation is a result of lower interest rates.
Other Revenue	The negative variation relates to timing of revenue.
Employee Costs	The positive variation relates to timing of payments.
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 relates to delays in settlements, due to finance extensions.
Land Production Costs	The positive variance relates to timing of payments.
Profit Distribution / Contributions Returned	The negative variation relates to timing of payments.

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

Financial Snapshot as at 31 October 2019

**TAMALA PARK REGIONAL COUNCIL
FINANCIAL SNAPSHOT
FOR THE PERIOD ENDING 31 OCTOBER 2019**

	2019-20	2019-20	2019-20	Variance		Variance
	Adopted Budget	Budget YTD	Actual YTD	Favourable	Unfavourable	
	\$	\$	\$	\$	\$	%
Revenue						
Interest Earnings	966,153	386,460	333,736		(52,724)	-13.64%
Other Revenue	2,050	2,000	0		(2,000)	-100.00%
	\$968,203	\$388,460	\$333,736	\$0	(\$54,724)	
Less Expenditure						
Depreciation	(25,578)	(8,526)	(8,524)	2		0.02%
Employee Costs	(742,371)	(252,949)	(203,398)	49,551		19.59%
Insurance	(21,090)	(21,089)	(22,498)		(1,409)	-6.68%
Materials and Contracts	(312,762)	(104,322)	(49,363)	54,959		52.68%
Other	(191,256)	(48,660)	(38,909)	9,751		20.04%
Utilities	(6,611)	(2,203)	0	2,203		100.00%
Profit/(loss) on Disposal of Asset						
Members Equity						
-Income Sale of Lots - Subdivisions	9,073,874	3,456,396	1,633,383		(1,823,013)	-52.74%
-Income Other - Subdivisions	0	0	0			
-Land Production Costs	(16,343,068)	(5,253,476)	(1,030,512)	4,222,964		80.38%
-Profit distribution/Contributions Returned	(3,154,491)	0	(185,278)		(185,278)	-100.00%
-Members Equity - GST Withheld	0	0	(115,640)		(115,640)	-100.00%
	(\$11,723,353)	(\$2,234,829)	(\$20,739)	\$4,339,430	(\$2,125,340)	
Total Change in Equity	(\$10,755,150)	(\$1,846,369)	\$312,997	\$4,339,430	(\$2,180,064)	

Balance Sheet Summary as at 31 October 2019

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2019**

	Actual 2018-19 \$	Actual 2019-20 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	43,975,870	44,457,857	481,987	1.10%
Trade and other receivables	340,001	226,470	(113,530)	-33.39%
Total current assets	44,315,871	44,684,327	368,457	0.8%
Non-current assets				
Inventories	1,600,000	1,600,000	0	0.00%
Property, plant and equipment	123,283	114,759	-8,524	-6.91%
Total non-current assets	1,723,283	1,714,759	-8,524	-0.49%
Total assets	46,039,154	46,399,087	359,933	0.78%
Current liabilities				
Trade and other payables	64,771	111,707	(46,935)	-72.46%
Provisions	256,570	256,570	0	0.00%
Total current liabilities	321,341	368,276	(46,935)	-14.6%
Non-current liabilities				
Provisions	5,719	5,719	0	0.00%
Total non-current liabilities	5,719	5,719	0	0.00%
Total liabilities	327,060	373,996	(46,935)	-14.35%
Net assets	45,712,094	46,025,091	312,997	0.68%

**TAMALA PARK REGIONAL COUNCIL
TERM DEPOSITS
AS AT 31 OCTOBER 2019**

ID	Bank	Rating	Invest. Date	Maturity	Term	Interest	Principal
565	AMP	A2-	13/05/2019	11/11/2019	182	2.60%	3,000,000.00
571	NAB	A1+	22/07/2019	25/11/2019	126	1.93%	3,000,000.00
572	Westpac	A1-	6/08/2019	6/11/2019	92	1.96%	3,046,111.25
573	NAB	A1+	8/08/2019	10/12/2019	124	1.80%	2,038,969.91
574	NAB	A1+	8/08/2019	10/12/2019	124	1.80%	3,058,454.85
575	Westpac	A1-	12/08/2019	12/11/2019	92	1.92%	2,031,303.61
576	Westpac	A1-	13/08/2019	13/11/2019	92	1.92%	3,039,450.81
577	Westpac	A1-	15/08/2019	18/11/2019	95	1.80%	2,031,022.22
578	Westpac	A1-	15/08/2019	18/11/2019	95	1.80%	3,046,533.33
579	Westpac	A1-	15/08/2019	18/11/2019	95	1.80%	2,031,022.22
580	AMP	A2-	23/09/2019	23/03/2020	182	1.75%	2,000,000.00
581	Westpac	A1-	3/10/2019	3/02/2020	123	1.63%	4,020,466.85
582	NAB	A1+	8/10/2019	13/01/2020	97	1.60%	3,000,000.00
583	NAB	A1+	9/10/2019	28/01/2020	111	1.60%	2,000,000.00
584	NAB	A1+	9/10/2019	10/02/2020	124	1.60%	3,000,000.00
Total Invested Funds							40,343,335.05
Total AMP						12.39%	5,000,000.00
Total Westpac						47.71%	19,245,910.29
Total NAB						39.90%	16,097,424.76
Total 2019_10_31							40,343,335.05

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF SEPTEMBER & OCTOBER 2019

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of September and October 2019:

- **Month ending 30 September 2019 (Total \$314,209.50)**
- **Month ending 31 October 2019 (Total \$222,660.77)**
- **Total Paid - \$536,870.27**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 30 September 2019 and 31 October 2019.

Relevant Documents

Appendix:

- Summary Payment List for September 2019
- Summary Payment List for October 2019

Local Government Act/Regulation

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

Background

A list of accounts paid under delegation or submitted for authorisation for payment is to be submitted to the Council at each meeting. It is a specific requirement of 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 Stephens following completion of each month's accounts.

9.4 PROJECT FINANCIAL REPORT – OCTOBER 2019

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council RECEIVES the Project Financial Report (October 2019) submitted by the Satterley Property Group.

Voting Requirements

Simple Majority

Report Purpose

To consider the Project Financial Report for October 2019 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 October 2019.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 25 November 2019 with Financial Report

Background

At its meeting of 20 June 2019, the Council approved the Project Budget FYE 2020, submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2020.

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

Comment

The Satterley Property Group has prepared a Financial Report for October 2019 for the Project. The report has been prepared on a cash basis and compares actual expenditure to approved budget expenditure for the period up to 31 October 2019 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$1.65M which is \$1.32M behind budget with four less residential settlements for the year to date.
2. Expenditure was \$3.4M under budget, in the following areas:
 - Lot Production \$0.98M;
 - Landscape \$1.36M;
 - Infrastructure \$0.10M;
 - P&L expenditure \$0.80M.

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

3. Lot Sales Value was \$3.42M which is \$0.74M favourable to budget due to three more lot sales year to date, partially offset by a lower average selling price per lot due to lot mix.

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

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 28 NOVEMBER 2019

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council RECEIVES the Sales and Settlement Report to 28 November 2019.

Voting Requirements

Simple Majority

Report Purpose

To consider a report on 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:	\$ 9,073,874
Received to Date:	\$ 1,633,383
Balance:	\$ 7,440,491

Relevant Documents

Appendix:

- Staging Plan
- Satterley Market Commentary

Background

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

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

The following table provides a summary of the Sales and Settlement position for lots released up to 28 November 2019:

Table 1: Summary of Sales and Settlement of Lots – Catalina Estate (to 28 November 2019)

Stage/ Release Date	Release Date	Lots Released	Lot Sizes (m ²)	Sold	Stock	Settled
Stages 1 – 13, 14A, 15,18A	-	807	174 - 658	807	0	807
Stage 14B	Jul-16	10	262 - 329	10	0	9
Stage 17A	Oct-16	25	300 - 510	24	1	23
Stage 17B (Release 1)	Nov-17	18	300 - 450	15	3	13
Stage 17B (Release 2)	Sep-19	8	245 - 450	2	6	0
Stage 18B	Mar-17	31	200 - 474	28	3	24
Stage 25 (Release 1)	May-17	21	300 - 450	19	2	17
Stage 25 (Display Village)	May-17	15	375 - 497	15	0	15
Stage 25 (Release 2)	Oct-17	7	233 - 299	7	0	7
Stage 25 (Release 3)	Apr-18	6	254 - 255	6	0	6
Stage 25 (Release 4)	Sep-18	5	277 - 450	4	1	2
Stage 26	Apr-19	8	300 - 486	6	2	2
Total		961	174 - 658	943	18	925

Table 2 provides a summary of sales for FYE 2020 against Budget.

Table 2: Summary of Net Sales – Catalina Estate

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Budget	2	2	2	2	2	2	2	3	2	3	5	4	31
Actual	3	2	3	3	1*								
Variance	1	0	1	1									

* Note: One additional contract is currently being held pending advertising and acceptance by the TPRC in early December 2019.

31 sales are forecast for FYE 2020, with 12 sales achieved to date. The Project has a stock position of 18 lots, 5 in Catalina Beach and 13 in Catalina Central, which includes the lot sold in November with the contract pending acceptance.

Sales Marketing Incentives

At its meeting on 17 October 2019, the Council approved the Sales and Marketing Campaign involving the offer of a \$10,000 rebate to purchasers who install solar panels with a battery storage system. The Campaign was approved to run until 31 January 2019. The Council also approved a \$2,000 builder referral fee. The incentives are being promoted and have been favourably received by prospective purchasers and builders.

A report on the proposed extension of the Campaign until 31 March 2019 is included under Item 9.7 of this Agenda.

Northern Corridor Estates Analysis

Table 3 provides a summary of sales at projects in the northern corridor.

Table 3: Summary of Sales in Northern Corridor (November 2018 to October 2019)

ESTATE	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	12 Month Total Sales
NORTH-WEST METRO													
Alkimos Beach (Alkimos)	4	0	-4	-10	2	5	8	4	1	7	6	2	25
Alkimos Vista (Alkimos)	1	3	3	3	1	0	3	1	3	1	2	1	22
Allara (Eglinton)	1	4	3	2	-6	8	9	4	7	5	2	3	42
Amberton (Eglinton)	12	3	3	2	15	-4	4	4	1	7	7	13	67
Beaumaris (Iluka)	1	1	0	1	3	1	0	-1	1	0	1	1	9
Burns Beach (Burns Beach)	5	1	0	2	3	1	8	0	1	1	2	1	25
Catalina (Clarkson-Mindarie)	1	-1	1	1	1	4	7	2	3	2	3	3	27
East of the Beach (Eglinton)	4	4	-1	2	3	2	2	4	1	6	2	4	33
Eden Beach (Jindalee)	12	7	6	9	3	9	5	12	1	9	9	10	92
Kinross (Kinross)	2	1	4	2	2	0	2	1	1	1	1	0	17
Shorehaven (Alkimos)	5	2	3	3	4	8	3	5	3	2	4	4	46
Trinity (Alkimos)	3	3	7	3	-1	7	9	4	6	6	3	5	55
TOTAL	51	28	25	20	30	41	60	40	29	47	42	47	460
CATALINA SHARE (%)	1.96 %	3.57 %	4.00 %	5.00 %	3.33 %	9.76 %	11.6 %	5.00 %	10.3 %	4.26 %	7.14 %	6.38 %	5.87 %

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 4 provides a summary of available stock in the northern corridor. Catalina Central is higher in price to competing estates for 450m² lots and also for 375m² lots apart from Kinross, where it has cheaper 375m² lots.

Table 4: 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	133,000	158,000	179,000-190,000	216,000	219,000	3,405	25
Alkimos Beach	160,000	230,000	225,000-262,000	285,000-305,000	330,000-420,000	2,413	40
Amberton	N/A	201,000	211,000-228,000	264,000-283,000	289,000-325,000	2,500	15
Burns Beach	N/A	N/A	N/A	N/A	460,000 – 755,000	1,580	12
Catalina Central	N/A	N/A	279,000	335,000	N/A	2,480	13
Catalina Beach	N/A	310,000	358,000-378,000	402,000	N/A		5
Eden Beach	180,000-182,000	240,000	265,000	N/A	305,000-350,000	1,100	26
Kinross	N/A	N/A	295,000	332,500	347,500-355,000	67	15
Shorehaven	169,000-280,000	205,000	249,000	285,000	N/A	2,800	25
Trinity	N/A	185,000	182,000 - 215,000	248,000	269,000	2,500	38

Satterley has provided commentary on the state of the Perth and local markets, as contained in Appendix 9.5.

Lot Releases

Eight lots in Stage 17B (Catalina Central) were released in September 2019, in accordance with the Lot Sales and Release Strategy FYE 2020 (May 2019). The lots range in area from 245m² to 450m² and have generated good interest. Two lots have sold and increased interest has been received from builder sales representatives seeking to put together an attractively-priced house and land package.

Given the reduced amount of sales stock in Catalina Beach and sales in the year to date being ahead of budget, a release of eight lots in Stage 26 (Catalina Beach), ranging in area from 367m² to 481m² was approved for 1 December 2019. This in accordance with the Lot Sales and Release Strategy FYE 2020 (May 2019).

Satterley representatives will be in attendance to present the Sales and Settlement Report.

Sales Contracts – CEO Delegation

In accordance with Council’s delegation of 18 April 2019, the CEO has exercised the following delegations:

Date	Lot No.	Original Price	Reduced Price	Difference
14 October 2019	968	\$279,000	\$269,000	3.58%

9.6 REVIEW OF PURCHASER TERMS AND CONDITIONS

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council:

- 1. APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots for the period December 2019 to December 2020:**
 - 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 of 60 days for Catalina Central and 45 days for Catalina Beach, 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 post occupancy Home Energy Assessment for all new homes (up to 31 August 2020, after which time its continuation will be considered following the conclusion of the 12-month trial of this initiative).**
 - 1.6 A waterwise landscaping package to the front garden.**
 - 1.7 A \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.**
 - 1.8 Side and rear boundary fencing (behind the building line).**
 - 1.9 A \$1,000 rebate for all homes in Catalina Central and Beach Precincts which include appropriate WELS rated fittings and fixtures.**
 - 1.10 Sales incentives (Items 1.6 – 1.9) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.**
- 2. REQUESTS the Satterley Property Group to review the Purchaser Terms/Conditions and Incentives for public release and builder release lots and provide a report to the Council for consideration in December 2020.**

Voting Requirements

Simple Majority

Report Purpose

To consider the purchaser Terms/Conditions and Incentives for the sale of lots for the period December 2019 to December 2020.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 6 December 2018 (Item 9.6 Review of Purchaser Terms and Conditions)

Financial/Budget Implications

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

Item E145216 (Direct Selling Expenses):

Budget Amount:	\$ 1,795,018
Spent to Date:	\$ 179,504
Balance:	\$ 1,615,514

Relevant Documents

Appendix: Satterley Property Group letter (dated 7 November 2019): Catalina Estate - Review of Purchaser Terms and Conditions

Background

At its meeting of 6 December 2018, the Council approved the following Purchaser Terms/Conditions and Incentives to apply to the sale of lots in Catalina Estate between December 2018 and December 2019:

1. *Use of the REIWA Offer and Acceptance Contract with Special Conditions and Annexure.*
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.*
3. *A finance approval period of 60 days for Catalina Central and 45 days for Catalina Beach, where finance is required.*
4. *A 21-day settlement period from finance approval or the issue of titles, whichever is the later.*
5. *A post occupancy Home Energy Assessment for all new homes.*
6. *A waterwise landscaping package to the front garden.*
7. *A \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.*
8. *Side and rear boundary fencing (behind the building line).*
9. *A \$1,000 rebate for all homes which include appropriate WELS rated fittings and fixtures.*
10. *Sales incentives (Items 6 – 9) are subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.*

The Council has also approved other sales incentives since 6 December 2018, including:

- Sales campaigns, typically on a quarterly basis, involving the offer of a cash rebate at settlement. Specific campaign details have included:
 - A \$10,000 discount, approved by the Council at its meeting on 6 December 2018 to apply from December 2018 and 22 April 2019 (and extended by resolution of the Council on 18 April 2019 to apply until 30 June 2019).
 - A \$9,000 discount, approved by the Council at its meeting on 20 June 2019 to apply from 1 July 2019 to 30 September 2019.
 - Up to a \$10,000 rebate for the installation of a solar panels and battery storage package to apply from 18 October 2019 and 31 January 2020.
- Provision of a \$500 electronic tablet device at settlement, as approved by the Council at its meeting of 15 August 2019 as an initiative to be trialled on a 12-month basis in accordance with the approved Sustainability Initiative Plan (June 2019).

Comment

The Satterley Property Group (Satterley) has reviewed the Purchaser Terms/Conditions and Incentives for public releases and builder releases and provided recommendations for the Council's consideration. A copy of Satterley's correspondence (dated 7 November 2019) is attached under Appendix 9.6.

Satterley has indicated the following in respect to Catalina Central:

- The current rate of sales is relatively slow. Most sales are being sourced through builder contracts, which usually involves the purchaser obtaining finance for a house and land package. Builders are generally requesting up to 90 days for finance approval to allow for the preparation of house plans and the loan application approval process. Satterley recommends maintaining a 60-day finance approval period.
- The \$2,000 deposit has been well-received by prospective purchasers since the deposit requirement was relaxed from \$5,000 in August 2015. The reduced deposit brought Catalina into line with a number of competing estates.
- A 21-day settlement period from the time of titles being issued or finance approval being obtained (whichever is the later) has worked well.

Satterley has indicated the following in respect to Catalina Beach:

- A 45-day finance approval term should remain, as this is comparable with other premium coastal estates. House and land packages in Catalina Beach are typically of a higher value than in Catalina Central and this timeframe assists in identifying qualified and finance-ready purchasers.
- The \$5,000 deposit 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.
- A 21-day settlement period from the time of titles being issued or finance approval being obtained (whichever is the later) has worked well.

Satterley considers that the current Purchaser Terms/Conditions and Incentives have operated well and has recommended that they be maintained for the period between December 2019 and December 2020.

Conclusion

The current Purchaser Terms/Conditions and Incentives for public release lots have operated well over the last 12 months under difficult market conditions.

The recommended Purchaser Terms/Conditions and Incentives generally reflect industry and competing estates' standards. They are considered appropriate in qualifying purchasers entering into the purchase of a lot, while recognising the timeframes typically involved in obtaining finance approval.

The costs associated with the Purchaser Terms/Conditions and Incentives are accommodated in the approved TPRC Budget FYE 2020.

It is recommended that the current Purchaser Terms/Conditions and Incentives be maintained for December 2019 – December 2020, as recommended by Satterley, with the following exceptions:

- The post occupancy Home Energy Assessment for all new homes is proposed to be supported up to 31 August 2020, as this initiative is currently undergoing a 12-month trial. Satterley is due to report on the outcomes of the trial by August 2020, where its continuation should be considered at that time.
- Quarterly sales incentives campaigns will be individually presented to the Council for consideration.

It is also recommended that Satterley be requested to review the Purchaser Terms and Conditions for Council's consideration in December 2020.

At its meeting of 21 November 2019, the Management Committee considered a report on the purchaser Terms/Conditions and Incentives for the sale of lots for the period December 2019 to December 2020 and resolved to recommend that Council:

1. *APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots for the period December 2019 to December 2020:*
 - 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 of 60 days for Catalina Central and 45 days for Catalina Beach, 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 post occupancy Home Energy Assessment for all new homes (up to 31 August 2020, after which time its continuation will be considered following the conclusion of the 12-month trial of this initiative).*
 - 1.6 *A waterwise landscaping package to the front garden.*
 - 1.7 *A \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.*
 - 1.8 *Side and rear boundary fencing (behind the building line).*
 - 1.9 *A \$1,000 rebate for all homes in Catalina Central and Beach Precincts which include appropriate WELS rated fittings and fixtures.*

- 1.10 *Sales incentives (Items 1.6 – 1.9) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.*
2. *REQUESTS the Satterley Property Group to review the Purchaser Terms/Conditions and Incentives for public release and builder release lots and provide a report to the Council for consideration in December 2020.*

9.7 SALES - MARKETING CAMPAIGN, FEBRUARY – MARCH 2020

Report Information

Reporting Officer: Manager Planning Coordination

Recommendation

That the Council:

1. **RECEIVES** the Satterley Property Group correspondence (dated 8 November 2019) proposing an extension from 31 January 2020 until 31 March 2020 of the current Sales and Marketing Campaign involving the offer of a \$10,000 rebate to purchasers who install a solar panel and battery storage system.
2. **APPROVES** the extension of the current Sales and Marketing Campaign due to conclude on 31 January 2020 until 31 March 2020, subject to the same conditions of Council's approval granted on 17 October 2019.
3. **APPROVES** the use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 February 2020 to 31 March 2020.

Voting Requirements

Simple Majority

Report Purpose

To consider the Satterley Property Group's (Satterley) recommendation for a two-month extension to the Sales and Marketing Campaign involving a rebate of \$10,000 to purchasers of all currently released lots who install a solar panel and battery storage system.

Policy Reference

N/A

Previous Minutes

Council Meeting – 17 October 2019 (Item 9.7: Sales-Marketing Campaign, October 2019 – January 2020)

Financial/Budget Implications

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

Budget Amount:	\$ 9,073,874
Received to Date:	\$ 1,633,383
Balance:	\$ 7,440,491

Relevant Documents

Appendix: Memorandum from Satterley Property Group (dated 8 November 2019)

Background

At its meeting of 17 October 2019, the Council approved the participation in a Sales and Marketing Campaign on all currently released lots in Catalina. The Campaign involves the offer of a \$10,000 rebate to purchasers who install a solar panel and battery storage system and was approved on the following terms:

- The campaign commencing 18 October 2019 and concluding on 31 January 2020;
- The \$10,000 rebate applying only to currently released lots;
- The \$10,000 rebate will replace the current Catalina solar rebate of \$2,000 for the campaign period, except where a purchaser elects to receive an \$8,000 cash incentive upon settlement in lieu of the solar panel and battery system rebate;
- Satterley detailing a satisfactory method for administration of the \$10,000 solar panel and battery system rebate, including the identification of systems that will be eligible and documentary evidence required to receive payment of the rebate; and management of the circumstances where an \$8,000 cash incentive is offered in lieu of the rebate;
- The rebate being subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes; and
- The use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC.

Comment

Satterley has recommended a sales promotion for each financial quarter in FYE 2020, based on the success of sales promotion campaigns in FYE 2019.

The current 'Solar Saver' campaign, involving the offer of a \$10,000 rebate to purchasers who install a solar panel and battery storage system, is due to conclude on 31 January 2019. The \$10,000 rebate is intended to cover the cost of supplying and installing a 'Sungrow' solar panel and battery system that incorporates a 5kW hybrid inverter, 20 x 330W panels and 4.8kWh lithium-ion battery.

Satterley proposes extending the Solar Saver campaign for a further two months until 31 March 2019, including the option for purchasers to obtain up to an \$8,000 cash incentive in lieu of the solar rebate. The value of the cash incentive takes into consideration the existing \$2,000 solar rebate available to all purchasers within Catalina. The cash incentive would not immediately be offered to prospective purchasers, but used with discretion where a financial barrier would otherwise prevent the successful sale and settlement of a lot within the Estate. It is noted that the Council agreed to this incentive on the basis that Satterley would detail an appropriate method of administering the circumstances where this discretion would be applied.

Satterley considers that given the highly competitive market, it is considered essential to provide a sales incentive offer that is unique among competitors, provides value to purchasers, is a fresh and creative marketing angle and is consistent with the Project's vision and objectives for leading environmental sustainability and innovation.

Satterley has not provided detailed information on the outcome of the 'Solar Saver' campaign to date, but has advised that early indications from the first few weeks of its operation have generated sales leads on a par with the previous 'Lots to Live For' campaign that ran during the first quarter of FYE 2020.

The proposed extended campaign will require marketing support in the form of digital advertising and updates to printed flyers for distribution, but can utilise existing artwork for website and printed marketing materials and signage. A budget in the order of \$12,400 for marketing has been identified, for which the TPRC Budget FYE 2020 makes provision.

It is recommended that the 'Solar Saver' campaign be extended to 31 March 2019, as proposed, on the basis that:

- Continued subdued market conditions and the competitive sales environment warrant the maintenance of a sales incentive;
- The 'Solar Saver' campaign, given it involves the offer of a solar panel and battery system, would be best promoted during the warm summer months;
- A good level of interest among prospective purchasers in the incentive is evident since the commencement of the current campaign on 18 October 2019;
- Greater longevity can be derived from existing marketing material that promotes the current campaign;
- The extended campaign being subject to the same conditions of the Council's approval of and similar marketing KPI's related to the current campaign.

At its meeting of 21 November 2019, the Management Committee considered a report on the Satterley Property Group's recommendation for a two-month extension to the Sales and Marketing Campaign involving a rebate of \$10,000 to purchasers and resolved to recommend that Council:

1. *RECEIVES the Satterley Property Group correspondence (dated 8 November 2019) proposing an extension from 31 January 2020 until 31 March 2020 of the current Sales and Marketing Campaign involving the offer of a \$10,000 rebate to purchasers who install a solar panel and battery storage system.*
2. *APPROVES the extension of the current Sales and Marketing Campaign due to conclude on 31 January 2020 until 31 March 2020, subject to the same conditions of Council's approval granted on 17 October 2019.*
3. *APPROVES the use of a \$2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC for the period 1 February 2020 to 31 March 2020.*

9.8 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council APPROVES the Terms of Reference and Delegations to the Management Committee (November 2019).

Voting Requirements

Absolute Majority

Report Purpose

To review the Delegations to the Management Committee.

Relevant Documents

Appendix: Management Committee – Terms of Reference/Delegations (November 2019)

Policy Reference

N/A

Local Government Act/Regulation

Local Government Act 1995: Sect 5.16 and 5.17 – Delegation to Committee.

Previous Minutes

- Council Meeting - 6 December 2018 (Item 9.7 - Management Committee - Terms of Reference/Delegations)
- Council Meeting - 7 December 2017 (Item 9.7 - Management Committee - Terms of Reference/Delegations)

Financial/Budget Implications

N/A

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 6 December 2018, the Council considered and approved the Management Committee's Terms of Reference and Delegations (November 2018).

Comment

The approved Terms of Reference and Delegations for the Management Committee reflect that in order for the Catalina Project to run in a timely manner and compete with surrounding

residential estates the Management Committee should have authority to manage and have delegated authority to make decisions.

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

The approved Terms of Reference and Delegations to the Management Committee are considered appropriate and no changes are proposed, at this time. The Terms of Reference/Delegations (November 2019) are attached at Appendix 9.8.

At its meeting of 21 November 2019, the Management Committee considered a report on the review of the Delegations to the Management Committee and resolved to recommend that Council APPROVES the Terms of Reference and Delegations to the Management Committee (November 2019).

9.9 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2019

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council ADOPTS the Annual Report of the Tamala Park Regional Council for the FYE 2019.

Voting Requirements

Absolute Majority

Report Purpose

To review the Annual Report for the TPRC for the FYE 2019.

Relevant Documents

Appendix: TPRC Annual Report 2018/2019 (Draft)

Policy Reference

N/A

Local Government Act/Regulation

- *Local Government Act 1995: S5.3* Requires Local Government to prepare an annual report, with prescribed inclusions, for each financial year.
- *Local Government Act 1995: S5.4* Requires Local Government to accept the Annual Report by 31 December.
- *Local Government Act 1995: S5.5* requires availability of report to be advertised following report adoption by Local Government.
- *Local Government (Audit) Regs 1996: Reg 14* Compliance Audit Item.

Previous Minutes

- Council Meeting - 6 December 2018 (Item 9.8 - Annual Report)
- Council Meeting - 7 December 2017 (Item 9.9 - Annual Report)
- Council Meeting - 8 December 2016 (Item 9.14 - Annual Report)

Background

The Council has a statutory obligation to provide an Annual Report of its operations including the following:

- Report by the Chairman of the Council;
- Report by the CEO;
- Detail of completion of statutory requirements;
- The Audit Report and completed Financial Report of the Council for the year under review.

The Annual Report is to be made available for public inspection.

Comment

The TPRC Annual Report for the FYE 2019 will be the thirteenth Annual Report produced by the Council. The Annual Report contains information on the Council formation and operation, the Tamala Park Project and major activities of the TPRC. The Annual Report is attached at Appendix 9.9.

The Annual Report is required to be adopted by the Council by 31 December in each year and a copy of the adopted report must be provided to the Executive Director of the Department of Local Government, Sport and Cultural Industries.

The Annual Report is an opportunity to provide information on the work of the TPRC and the Tamala Park Project.

The Annual Report contains the Audit Report and the Annual Financial Report, for the year ending 30 June 2019, both of which have been completed. The Audit Report and the Annual Financial Report were approved for inclusion in the Annual Report by Council at its 17 October 2019 meeting.

9.10 DELEGATION AUTHORITY 2019

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council APPROVES the Delegation Register 2019 (December 2019).

Voting Requirements

Absolute Majority

Report Purpose

To request the Council to approve the Delegation Register 2019 (December 2019).

Relevant Documents

Appendix: TPRC Delegation Register 2019 (December 2019)

Policy Reference

N/A

Local Government Act/Regulation

Local Government Act 1995: Sect 5.42 – Delegation to CEO; Sect 5.46(2) – Review of Delegation.

Previous Minutes

- Council Meeting – 6 December 2018 (Item 9.9 – Delegation Authority 2018)
- Council Meeting – 7 December 2017 (Item 9.10 – Delegation Authority 2017)
- Council Meeting – 8 December 2016 (Item 9.15 – Delegation Authority 2016)

Background

The *Local Government Act 1995* provides that the Council may delegate powers to the CEO who, in turn, may delegate to other officers. Section 5.46(2) of the Act requires that the Council review the Delegations annually.

At its meeting of 6 December 2018, the Council considered and approved the Delegation Register 2018.

Comment

The Delegation Register (December 2018) has been reviewed as required by the *Local Government Act 1995*.

No changes are proposed and it is recommended that Delegation Register 2019 (December 2019) is approved.

9.11 UDIA 2020 NATIONAL CONGRESS

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council AUTHORISES Cr _____ to attend the 2020 Urban Development Institute of Australia National Congress in Sydney to be held on 17-19 March 2020.

Voting Requirements

Simple Majority

Report Purpose

To advise Councillors of the forthcoming 2020 Urban Development Institute of Australia (UDIA) National Congress in Sydney.

Relevant Documents

Appendix: UDIA National Congress 2020 Program

Policy Reference

TPRC Delegation Register

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

Expenditure under this matter will be incurred under Members of Council Item E041020 (Conference Expenses):

Budget Amount:	\$10,763
Spent to Date:	\$ 0
Balance:	\$10,763

Background

The 2020 Urban Development Institute of Australia (UDIA) National Congress will be held in Sydney from 17 - 19 March 2020. The Congress is the lead event of the UDIA and brings together leading industry professionals, developers, federal, state and local government personnel from around Australia.

The Congress will examine challenges and opportunities facing Australia's land development sector and the wider property development industry. It will address issues affecting the

development industry such as economic instability, international unrest, confidence in the market, commercially sustainable industry and changing nature of population.

The Congress program includes presentations from expert practitioners from the industry, profiles from cutting edge and best practice projects and research that is being undertaken.

Comment

The Congress focuses on the future, discussing and informing on issues of importance to the development industry.

There will be Congress presentations from international and Australian experts on a broad range of development industry issues, including:

- Property and housing trends;
- Economic impacts;
- Liveable communities;
- Innovations in property; and
- International trends influencing building design and development.

The topics covered at the Congress relate to the areas currently being contemplated in the Catalina Project. It will also provide an opportunity to visit significant projects in Sydney and surrounding areas which are considered to have achieved excellence in urban design and infrastructure provision. A copy of the Congress program is attached at Appendix 9.11.

The CEO is to attend the Congress. Given the relevance of the Congress to the TPRC activities there would be benefits in Councillor representative(s) also attending the Congress.

In the past the Council has approved attendance by the Chair and/or Councillors to the Urban Development Institute of Australia (UDIA) National Congress.

Funds are available for attending the conference from Members of Council Item E041020 (Conference Expenses). Attendance registration, travel, accommodation and incidental costs require a budget of approximately \$5,200 per attendee.

9.12 ELECTED MEMBER ALLOWANCES

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council APPROVES:

1. An Annual Allowance for the Chair of the Council to be \$20,063 per annum.
2. An Annual Attendance fee for the Chair of the Council to be \$15,839 per annum.
3. An Annual Allowance for the Deputy Chair of the Council to be 25% of the amount paid to the Chair per annum.
4. An Attendance fee for Council members to be an amount of \$10,560 per annum.
5. Council members not being entitled to claim separate telecommunications, IT allowances or travelling allowance to meetings.
6. Elected member allowances being made quarterly in arrears.

Voting Requirements

Absolute Majority

Report Purpose

To consider elected member fees and allowances.

Relevant Documents

Attachment: Letter from Salaries & Allowances Tribunal (dated 15 November 2019)

Local Government Act/Regulation

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

Previous Minutes

- Council Meeting – 16 June 2016 (Item 9.13 - Elected Member Allowances)
- Council Meeting – 21 August 2014 (Item 9.17 - Elected Member Allowances)

Background

The Salaries and Allowances Tribunal is required by Section 7B(2) of the *Salaries and Allowances Act 1975* to inquire into and determine the amount of fees, for attendance at meetings; the amount of expenses, and the amount of allowances to be paid under the *Local Government Act* to Elected Council Members.

At its meeting of 6 December 2018, the Council considered a report on the Salaries and Allowances Tribunal review of fees, allowances and expenses for Elected Council Member of Local Governments and resolved as follows:

1. *An Annual Allowance for the Chair of the Council to be \$19,864 per annum.*
2. *An Annual Attendance fee for the Chair of the Council to be \$15,682 per annum.*
3. *An Annual Allowance for Deputy Chair to be 25% of the amount paid to the Chair per annum.*
4. *An Attendance fee for Council members to be an amount of \$10,455 per annum.*
5. *Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.*
6. *Elected member allowances are to be made quarterly in arrears.*
7. *That the CEO lodge a submission, on behalf of the Council, with the Salaries and Allowances Tribunal requesting consideration of the following:*
 - (a) *The provision for payment to a deputy member (alternate member) for attending a Council meeting in place of a Council member where Annual Allowance is paid to Council Members, and*
 - (b) *More equitable Meeting Attendance Fees which should be calculated as a proportion of the specified Annual Attendance Fees.*

The Council decision of December 2018 was consistent with the Salaries and Allowances Tribunal April 2018 review of fees, allowances and expenses for Elected Council Member of Local Governments.

Comment

The Salaries and Allowances Tribunal undertook a review of fees, for attendance at meetings; the amount of expenses, and the amount of allowances to be paid under the *Local Government Act* to Elected Council Members, as required by Section 7B(2) of the *Salaries and Allowances Act 1975*, in April 2019.

The Salaries and Allowances Tribunal determination (April 2019) on Meeting Attendance Fees and Annual Attendance Fees is as follows:

Meeting Attendance Fees

The range of fees in the table below applies where a regional local government decides to pay a Council member a fee for attendance at meetings.

Council meeting fees per meeting:

	Council Member other than the Chair		Council Member who holds the Office of Chair	
	Minimum	Maximum	Minimum	Maximum
All Regional Councils	\$91	\$238	\$91	\$490

Committee meeting and prescribed meeting fees per meeting:

Council Member including Chair		
	Minimum	Maximum
All Regional Councils	\$46	\$119

Annual Attendance Fees

The Council can resolve to pay Council members an Annual Attendance Fee (section 5.98(1) LGA) for Council members who attend council or committee meetings, instead of paying Meeting Attendance Fees.

Annual attendance fees:

	Council Member other than the Chair		Council Member who holds the Office of Chair	
	Minimum	Maximum	Minimum	Maximum
All Regional Councils	\$1,795	\$10,560	\$1,795	\$15,839

Annual Allowance for the Chair of a Regional Council:

Annual Allowance for Chair		
	Minimum	Maximum
All Regional Councils	\$513	\$20,063

The Annual Allowance for a Deputy Chair is 25% of the Chair Allowance.

The Council can either determine to pay elected members Meeting Attendance Fees (a fee paid for attendance at meetings) or Annual Attendance Fees. Should Council elect to pay elected members Annual Attendance Fees, then it is unable to pay a deputy member (alternate member) for attending a Council meeting in place of a Council member.

The Council has previously approved the payment of Annual Attendance Fees to Councillors instead of Meeting Attendance Fees. It has also adopted a practice of setting the member fees at a level that covers the alternative allowances that might be paid for travel, telephone and communication and agreed that the permitted maximum fee prescribed by Local Government legislation be paid to Council Members.

In accordance with Council’s resolution of 6 December 2018, the CEO lodged a submission, on behalf of the Council, with the Salaries and Allowances Tribunal requesting consideration of the following:

- (a) The provision for payment to a deputy member (alternate member) for attending a Council meeting in place of a Council member where Annual Allowance is paid to Council Members, and
- (b) More equitable Meeting Attendance Fees which should be calculated as a proportion of the specified Annual Attendance Fees.

The Tribunal has responded to the CEO’s submission (copy of correspondence attached) advising (in summary) as follows:

- It does not support payments of fees to a member deputising for a council member in the event an annual fee was already provided to the council member;

- If a member has been paid to attend meetings a provision of a fee to a deputy would represent a secondary payment, which is considered unwarranted;
- Councils can provide payments to a deputy by opting to provide fees “per meeting” rather than on an annual basis.

Conclusion

As reported, the Council can either determine to pay elected members Meeting Attendance Fees (a fee paid for attendance at meetings) or Annual Attendance Fees.

Should Council wish to pay a deputy member (alternate member) for attending a Council meeting in place of a Council member then it would be required to resolve to pay elected members Meeting Attendance Fees in accordance with the Salaries and Allowances Tribunal determination (April 2019) as detailed in the report.

9.13 CATALINA BEACH PHASE 2 CONCEPT PLAN

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council DEFERS consideration of the Catalina Beach Phase 2 Concept Plan (November 2019) to the Council Meeting of 20 February 2020 and the matter be further considered as part of a Catalina Project inspection and workshop planned in early February 2020.

Voting Requirements

Simple Majority

Report Purpose

To consider the Catalina Beach Phase 2 Concept Plan (November 2019) prepared by the Satterley Property Group (Satterley).

Relevant Documents

Appendix:

- Catalina Beach Phase 2 Concept Plan & Report (November 2019)
- Satterley Property Group recommendation dated 14 November 2019

Local Government Act/Regulation

N/A

Financial/Budget Implications

Revenue and cost associated with the Catalina Beach Phase 2 Concept Plan not programmed for FYE 2020. Cost and revenue accounted for in Catalina Project Forecast.

Background

Catalina Estate is subject to the Tamala Park Local Structure Plan (LSP), which was approved by the Western Australian Planning Commission on 13 April 2011 and has since had four LSP amendments approved. The LSP guides development of the Project Area, including Catalina Beach.

Catalina Beach, by virtue of its proximity to the beachfront, foreshore conservation reserve and Mindarie Marina provides the Estate's premium development product.

The first stages of subdivision in Catalina Beach (Stages 25 and 26) for 97 lots have been completed, including the development of a recently-completed display village, Sales Office and park adjacent to the main entry road (Portofino Promenade) from Marmion Avenue.

The LSP, insofar as it relates to the Catalina Beach, has not been amended since its approval in April 2011. A review of planning for the future development area to the west of Stages 25 and 26 (Catalina Beach Phase 2) has been undertaken by the project team, given the time that has passed and changes that have occurred in market demand since the initial approval

of the LSP in addition to recognition of best practice urban design and planning principles. The review has resulted in the preparation of a draft Concept Plan for consideration.

The Satterley Property Group (Satterley) has prepared a report and recommendation in support of the Concept Plan. These are attached under Appendix 9.13, with the Concept Plan contained in Annexure D of the report.

Comment

The development of Catalina Beach provides an opportunity to create a vibrant coastal village that is well connected to the beach, other public space and amenities, incorporates a foreshore activity node, demonstrates innovation in planning and built form and caters for a range of lifestyle options.

Concept Plan Considerations

The main considerations in preparing the Concept Plan have included:

- Allocation of residential density – particularly reviewing the location, area, configuration and amount of high density (R80-R100) sites under the approved LSP, with consideration given to providing for built form that capitalises on its location and is commercially responsive.
- Road network – providing a pedestrian-oriented village environment with a sense of place, considering road alignments and widths, parking and landscaping.
- Local centre location and configuration – creating an activated foreshore node with a strong relationship with adjoining POS and the street environment.
- Lot configuration and built form typologies – providing for housing diversity, opportunities for built form innovation and adaptability to respond to changes in market conditions and consumer demands.
- Opportunities for a high-quality urban environment – taking into account environmental and landscaping considerations to optimise the character of the public realm through the configuration of streets and open space, street verge and median vegetation and hardscapes, recreational utility and connection to the beachfront, coastal path and the 'green link' that connects Catalina Beach with the Catalina Central and Grove Precincts and beyond.

Concept Plan Features

The Concept Plan responds to these considerations in the following manner:

- Elements of higher density are maintained, however a wider variety of housing lot and dwelling typologies, including innovative lot forms, are provided compared to the approved LSP, including provision for approximately:
 - 262 x 300m² average (R30) 'conventional lots', typically front-loaded and either single or double storey (double storey mandated in prominent locations near the foreshore to establish higher quality home specifications).
 - 83 x 'terrace lots' (R60) focussed around an extended Portofino Promenade, with specific development guidelines to augment estate guidelines to create a sense of place and character for the Local Centre node. These will provide for a range of smaller scale homes that provide alternative living options and typically will be designed with vehicular access from a rear laneway.

- 24 x 220m² average (R40) 'conventional lots', either in single or double storey detached homes (double storey mandated in prominent locations).
- 12 x 100m² 'microlots' (R80-R100), in place of multi-story apartment options under previous concepts.
- Up to 10 sites for 'multi-generational' homes (R60-R100), yielding three dwellings each. These sites are intended to cater for a built form consistent with adjacent single and terrace homes that offer inter-generational living, option for live-in carers as well as singles and couples.
- 2 x 'mixed use' development sites, located on Portofino Promenade, in which ground floor commercial space could be offered and expanded over time, with opportunity for three to five storeys for apartments. 'Pop up' interim uses to activate these sites could be facilitated pending more substantial buildings for commercial or mixed-use occurring later as the development matures.
- Movement – the Concept Plan has the aspiration of providing a slow pace of movement across the Plan area, prioritising pedestrians and cyclists. Key features include the treatment of Portofino Promenade as a main street that continues the boulevard treatment of the established section of road to the east, extension of the green link pathway, connection to the beachfront and adjoining established residential areas, shared movement zones, changes in materiality to surrounding areas, wide footpaths and kerbless edges for accessibility.
- Local Centre – the Concept Plan reflects a revised location for the Local Centre site (moved from north of Portofino Promenade under the current LSP) to adjoin the POS on the southern side of the road, with the intent to create a foreshore activity node. The aim is to blur the distinction between public and private space and provide passive surveillance over the park. The Local Centre site has a land area of 2,245m² (an indicative 480m² increase from the approved LSP).
- Environmental Considerations/POS – development of the Concept Plan area is required to tie in with existing site levels of the established residential areas to the north and east and the foreshore and conservation areas to the west and south. The topographic constraints present various challenges, particularly in respect to drainage and tree retention:
 - As stormwater will not be allowed to discharge into the adjacent conservation areas, the POS to be located adjacent to the foreshore and Local Centre will need to serve a drainage function. The intention is to increase drainage basin depths towards the western perimeter of the open space area to ensure greater recreational utility of the space adjacent to the Local Centre.
 - A stand of four tuart trees located near the northern boundary of the Concept Plan area were examined to determine if they could be retained within the context of the planned development. Satterley's report on the Concept Plan sets out why retention of these trees is problematic and is not recommended.
 - 2.1319ha of land is indicatively shown on the approved LSP for POS in the Concept Plan area. The Concept Plan indicates a minor reconfiguration of the main POS area to the south of the Portofino Promenade and reduction of the total POS area to 1.7397ha. Provision of POS in Catalina Beach will, despite this reduction, exceed the minimum land area under statutory planning requirements by approximately 1.47ha.
- Sustainability/Innovation – the Concept Plan recognises the opportunity to encourage harnessing energy through wind and solar orientation and capture, promote alternative construction methods, minimise waste and reduce carbon footprint.

- Landscape – a Landscape Concept Master Plan has been prepared (included as Annexure E in the Satterley Concept Plan report). It identifies the opportunity for a coastal and robust landscape that binds the estate and promotes water sensitive design and community interaction by incorporating themes of local coastal planting, nature play, beach connection, tree canopy cover, public realm activation and public art. The use of premium civil design components, including alternative pavement types to enhance the identity of the precinct and create a high-quality development is recommended.

Impact of Concept Plan on Yield

The projected overall yield for the Catalina Beach Phase 2 area under the Concept Plan is 411 lots/dwellings. This represents a reduction of 166 lots/dwellings from yield projections undertaken in previous Satterley development modelling. Previous modelling assumed developing various multiple dwelling/apartment sites to their full potential. Satterley considers that this extent of apartment development is not practical or viable and has provided commentary in the appended Concept Plan report on feasibility and selling issues that apartment developments undertaken or planned elsewhere in Mindarie and nearby have experienced as justification to provide a wider variety of housing lot and dwelling typologies to cater for medium-high density development.

The Concept Plan seeks to provide a better balance between commercial offerings to meet market demands while also achieving density and diversity objectives sought by the Council.

Financial Impact

Satterley has undertaken a comparison of the anticipated development costs and financial returns between the previous development concept and the Concept Plan, as summarised in the following table:

Catalina Beach Analysis - Stage 29 on				
		REVISED PLAN	MID-YEAR BUDGET REVIEW	VARIANCE
Residential lots (excl. group housing)		381	310	71
Residential saleable area		100,020 m ²	102,244 m ²	(2,224 m ²)
Commercial area		2,245 m ²	-	2,245 m ²
Total saleable area		102,265 m²	102,244 m²	21 m²
Avg. resi lot size		263 m ²	330 m ²	(67 m ²)
UNESCALATED GROSS REVENUE				
Residential income		103,273,000	99,487,045	3,785,955
Commercial income		853,100	-	853,100
TOTAL UNESCALATED GROSS REVENUE		104,126,100	99,487,045	4,639,055
DIRECT SELLING	<i>per lot</i>			
GST	4,545	1,809,373	1,409,091	(400,282)
Selling commission	2.10%	2,186,648	2,089,228	(97,420)
Project management	2.25%	2,342,837	2,238,459	(104,379)
Settlement fees	400	152,400	124,000	(28,400)
Rebates	12,800	4,876,800	3,968,000	(908,800)
TOTAL DIRECT SELLING COSTS		11,368,058	9,828,777	(1,539,281)
UNESCALATED INFRASTRUCTURE COSTS		3,267,420	3,267,420	-
TOTAL UNESCALATED INFRASTRUCTURE COSTS		3,267,420	3,267,420	-
UNESCALATED CIVIL COSTS	<i>per lot</i>			
Bulk Earthworks and Civils		22,706,000	17,879,700	(4,826,300)
Headworks		2,131,200	1,723,900	(407,300)
Local Auth Sprvsn & WC plng		117,800	93,000	(24,800)
Western Power Fees		764,000	618,000	(146,000)
Engineering Consultants		1,094,500	912,000	(182,500)
Local Auth Scheme Costs		382,185	382,185	-
Survey / Titles	1,200	457,200	372,000	(85,200)
TOTAL UNESCALATED CIVIL COSTS		27,652,885	21,980,785	(5,672,100)
UNESCALATED LANDSCAPING COSTS		7,428,168	7,428,168	-
TOTAL UNESCALATED LANDSCAPING COSTS		7,428,168	7,428,168	-
TOTAL GROSS PROFIT		54,409,569	56,981,895	(2,572,326)
Notes				
- Sales rates and holding cost implications of higher yield under new design not considered above				

Satterley has advised that based on a like-for-like comparison, assuming the same per m² rate for residential land sales, there is a reduction in revenue of 4.7%, which it attributes to increased infrastructure costs including additional roads required to service rear loaded, cottage product (38% increase in road length), retaining walls and earthworks.

Despite the reduced revenue forecast in the financial model, Satterley is satisfied that the revised plan results in a more commercially saleable estate. A value of \$1,000/m² has been applied to residential land. This value is similar to the square metre rate applied to Stages 25 to 28. Satterley considers that land in the Phase 2 area will be more desirable due to its location and is confident that the design and landscape pallet will yield a higher result than modelled.

In this regard, Satterley has indicated that a premium of between 10% and 20% may be applied to the value of the lots within the Phase 2 area. A premium of 10% may yield an increase in revenue of \$7,754,974. However, this is not reflected in the Satterley financial analysis.

The financial analysis provided by Satterley is not a detailed economic or feasibility assessment. More thorough assessment should be undertaken, particularly in respect to development costs, market analysis of the proposed lot sizes and configurations and selling costs (including purchaser incentives/rebates).

Conclusion

Satterley has recommended that the Catalina Beach Phase 2 Concept Plan be endorsed to guide the planning and delivery of development of the Phase 2 area.

The Concept Plan has been prepared to refine the previously approved planning concepts to optimise environmental, social and built form outcomes. It seeks to create a vibrant coastal village that is well connected to public space and amenities, demonstrates innovation in planning and built form and provides for a range of housing and lifestyle options through a framework that is robust and adaptable to changing market conditions and demands.

Endorsement of the Concept Plan would guide the planning and delivery of development of the Phase 2 area. In particular, it would:

- Define the alignment of the Portofino Promenade extension and its connection with the foreshore access road, planned for construction in mid-2020;
- Guide the road layout, location of public open space (POS) and the local centre, allocation of residential density, lot configuration and built form typologies;
- Inform the required amendment to be made to the LSP to reflect revised planning arrangements, as shown on the plan in Annexure A of Satterley's appended Concept Plan report;
- Guide the preparation of subdivision applications for the Phase 2 area;
- Inform the development of design guidelines to ensure that built form is consistent with the vision and objectives for the Phase 2 area;
- Guide the preparation of landscaping plans for the development of POS and streetscapes;
- Inform a more comprehensive feasibility analysis of the commercial aspects and staging of the proposed development.

It is noted that the Concept Plan has not been supported by a detailed economic or feasibility assessment, however this can be undertaken through further input by the project and other specialist consultants.

The Management Committee considered this Item at its meeting of 21 November 2019, including a presentation from Satterley and members of the Catalina Project Team.

The recommendation to the Management Committee was as follows:

That the Management Committee recommends that Council:

1. *RECEIVES the Catalina Beach Phase 2 Concept Plan (November 2019) prepared by Satterley Property Group.*
2. *ENDORSES the Catalina Beach Phase 2 Concept Plan (November 2019) for the purposes of guiding the planning and delivery of development of the Concept Plan area.*
3. *NOTES that the Catalina Beach Phase 2 Concept Plan (November 2019) is not a detailed economic or feasibility assessment and request the Satterley Property Group to undertake a comprehensive feasibility assessment following further input by the project and other specialist consultants, including:*
 - (i) Market analysis of the proposed lot sizes and configuration, particularly those within the higher density coded areas;*
 - (ii) Review of development costs;*
 - (iii) Detail on and the rationale for the proposed sales rebates.*

The Management Committee resolved as follows:

That consideration of the Catalina Beach Phase 2 Concept Plan (November 2019) be DEFERRED to the Council Meeting of 20 February 2020 and the matter be further considered as part of a Catalina Project inspection and workshop planned in early February 2020.

Satterley has noted the Management Committee resolution but has reiterated its recommendation that the Council endorse the Concept Plan. A key concern of Satterley is that the achievement of a number of milestones set out in the Annual Plan FYE 2020 are dependent on the Concept Plan being endorsed by the Council in December 2019, in particular:

- Catalina Beach Concept Plan refinements by December 2019;
- Recommendation by Satterley on the extension of Portofino Promenade and construction of the foreshore access road required by February 2020;
- Catalina Beach Subdivision Approval for Portofino Promenade extension by March 2020;
- Award construction of Portofino Promenade by April 2020;
- Award construction of the foreshore access road by April 2020;
- Complete construction of the Portofino Promenade extension by September 2020;
- Complete construction of the foreshore access road by October 2020.

The TPRC considers that the layout of roads indicated on the Concept Plan, in particular the alignment, dimension and treatment of the planned extension of Portofino Promenade and its connection to the foreshore beach road, provides a robust design that would provide for lot sizes and built form typologies to be adapted depending on the type of housing that the Council would like to deliver and in response to changing market preferences.

The Council could endorse the Concept Plan for only the purpose of guiding the planning and construction of the Portofino Promenade extension and the adjoining beach access road, while

other key elements of the Plan, such as density, lot typologies, built form and planning controls, are further considered.

The Concept Plan could be given partial endorsement to enable the necessary approvals to be obtained, detailed design to be undertaken and arrangements to be made to progress construction of the Portofino Promenade extension and the beach access road, without compromising the Council's ability to later approve a Plan that achieves other key planning and development objectives for Catalina Beach.

9.14 PROJECT BUDGET FYE 2020 – MID-YEAR REVIEW - CONFIDENTIAL

9.15 REVIEW OF PROJECT MILESTONES FYE 2020 - CONFIDENTIAL

9.16 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE - CONFIDENTIAL

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

APPENDICES