



TAMALA PARK
Regional Council

Meeting of Council

AGENDA

Thursday 10 December 2015, 6:00pm
City of Joondalup
90 Boas Avenue, Joondalup

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

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

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TAMALA PARK REGIONAL COUNCIL

Councillors of the Tamala Park Regional Council are advised that the ordinary meeting of Council will be held in the Council Chambers at the City of Joondalup, 90 Boas Avenue, Joondalup on Thursday 10 December 2015 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 Louis Carr	
City of Joondalup	Cr John Chester Cr Kerry Hollywood	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Cr Karen Caddy Mayor Giovanni Italiano JP (Chairman) Cr David Michael Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor John Carey	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa Cr Hugh Nguyen

PRELIMINARIES

1. OFFICIAL OPENING

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

4. PETITIONS

5. CONFIRMATION OF MINUTES

Council Meeting – 15 October 2015

5A. BUSINESS ARISING FROM THE MINUTES

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

8. REPORTS OF COMMITTEES

Management Committee Meeting – 19 November 2015

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.19)

9.1 BUSINESS REPORT – PERIOD ENDING 29 NOVEMBER 2015

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVES the Business Report to 29 November 2015.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix: Staging Plan

Background

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

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

Comment

1. Civil Construction - Status

The following table provides the status of current civil works:

Stage	Lots	Commenced Construction	Practical Completion Date	Works Status	Titles
15	55	27 July 2015	11 December 2015	90% complete	December 2015

2. Bulk Earthworks - Status

The Phase 1 earthworks were completed on 30 September 2015, with stabilisation works completed on 9 October 2015.

The Detailed Earthworks Design was submitted to the City of Wanneroo on 14 September 2015 for approval. The City of Wanneroo has requested an Urban Water Management Plan (UWMP) prior to completing the assessment of the Detailed Earthworks Design. The TPRC has engaged a consultant to prepare a UWMP which is well advanced.

3. Landscape works – Status

Landscape works for Stages 9 and 10 are due to commence in December 2015.

4. Housing Construction

The following table provides an overview of the current progress of housing construction to date. A significant number of homes are under construction in Stages 9-13A.

Stage	Under Construction	Completed	Total
Stage 1	0	32	32
Stage 2	2	29	31
Stage 3	0	43	43
Stage 4	1	44	45
Stage 5	1	59	60
Stage 6A	0	6	6
Stage 6B	13	0	13
Stage 6C	4	0	4
Stage 7	3	59	62
Stage 8	2	48	50
Stage 9	3	37	40
Stage 10	4	20	24
Stage 11	6	45	51
Stage 12	19	9	28
Stage 13A	14	1	15
Total	72	432	504

5. Waste Management Program

Instant Waste Management is providing quarterly reports identifying recycling achieved from waste collected from the Catalina Estate. The latest report identifies 128 participating building sites with a waste recovery rate of 95% (by weight) being achieved. To the end of October 2015 a total of 2,885 tonnes of waste has been recycled through the Waste Management Program.

6. Builders Display Village

All 23 lots within the second Catalina Display Village have now been sold to builders, and all lots are now settled. House plans have been received from 22 builders to date, with 20 homes now under construction. The Village is expected to open in February 2016.

Satterley Property Group has written to the builders within the Estate on three occasions (2 September, 8 October and 15 October) requesting estate presentation is maintained at all times. SPG will continue to monitor this issue.

7. Telethon Home

The Catalina Telethon Home has been completed, with the auction held on 18 October 2015. The property was sold on the day for \$707,500 and is due for settlement on 31 January 2016.

8. Subdivision Approval for Stage 1 Catalina Beach

The subdivision application for Stage 1 of Catalina Beach was approved, with conditions, by the Western Australian Planning Commission (WAPC) on 14 September 2015.

The subdivision application comprised 191 single residential lots ranging in area from 180m² to 600m² and 7 group housing sites. The WAPC approval enables the TPRC to proceed to detailed engineering design.

9. Lot 1 – TPRC/ABN Development

Construction and landscaping of the 25 apartments is complete.

Titles were issued at the end of September with settlements commencing in October 2015. To date 19 apartments have been settled.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF SEPTEMBER & OCTOBER 2015

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

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

- **30 September 2015; and**
- **31 October 2015.**

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix:

- Statement of Financial Activity for 30 September 2015
- Statement of Financial Activity for 31 October 2015

Local Government Act/Regulation

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

Background

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

Comment

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

Variances at 31 October 2015 exceeding 10% were experienced in relation to the following:

Interest Earnings	Interest earnings exceed budget predictions as a result of timing of maturity of term deposits.
Employee Costs	The positive variation relates to timing of payments.
Materials and Contracts	The positive variance relates to timing of consultant payments.
Utilities	Utilities are under budget due to timing of payments.
Income Sale of Lots – Subdivisions	The negative variance relates to fewer settlements.
Land Production Cost	The positive variance relates to deferred works and timing of payments.
Insurance	The negative variance relates to timing of payments.

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

Financial Snapshot as at 31 October 2015

**TAMALA PARK REGIONAL COUNCIL
FINANCIAL SNAPSHOT
FOR THE PERIOD ENDING 31 OCTOBER 2015**

	2015-16 Adopted Budget	2015-16 YTD Budget	2015-16 Actual	Variance		Variance
				Favourable	Unfavourable	
Revenue	\$	\$	\$	\$	\$	%
Interest Earnings	958,606	383,440	467,241	83,801		21.86%
Profit/(loss) on Disposal Of Asset	-	-	-	-	-	0.00%
Other Revenue	1,937	-	-	-		0.00%
	\$960,543	\$383,440	\$467,241	\$83,801	\$0	
Less Expenditure						
Depreciation	(17,797)	(5,871)	-	5,871		100.00%
Employee Costs	(727,610)	(240,106)	(187,730)	52,376		21.81%
Insurance	(17,323)	(5,716)	(10,152)		(4,436)	-77.61%
Materials and Contracts	(443,516)	(146,343)	(66,828)	79,515		54.33%
Other	(175,970)	(44,832)	(38,515)		6,317	14.09%
Utilities	(6,150)	(2,028)	(457)	1,571		77.47%
Members Equity						
-Income Sale of Lots - Subdivisions	40,743,130	13,797,153	17,051,340		3,254,187	23.59%
-Income Other - Subdivisions	1,659,807	-	-			0.00%
-Land Production Costs	(47,630,553)	(13,207,772)	(5,871,554)	7,336,218		55.54%
-Contributions Returned	(18,350,650)	-	-			0.00%
	(\$24,966,632)	\$144,485	\$10,876,104	\$7,475,551	\$3,256,068	
Total Change in Equity	(\$24,006,089)	\$527,925	\$11,343,345	\$7,559,352	\$3,256,068	

Balance Sheet Summary as at 31 October 2015

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2015**

	Actual 2014-15 \$	Actual 2015-16 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	46,060,590	57,447,019	11,386,429	24.72%
Trade and other receivables	389,122	537,198	148,076	38.05%
Total current assets	46,449,712	57,984,217	11,534,505	24.8%
Non-current assets				
Inventories	1,818,182	1,818,182	0	0.00%
Property, plant and equipment	151,944	153,260	1,316	0.87%
Total non-current assets	1,970,126	1,971,442	1,316	0.07%
Total assets	48,419,838	59,955,659	11,535,821	23.82%
Current liabilities				
Trade and other payables	184,657	384,214	-199,557	-108.07%
Provisions	109,986	102,906	7,080	6.44%
Total current liabilities	294,643	487,120	-192,477	-65.3%
Non-current liabilities				
Provisions	30,931	30,931	0	0.00%
Total non-current liabilities	30,931	30,931	0	0.00%
Total liabilities	325,574	518,051	-192,477	-59.12%
Net assets	48,094,264	59,437,608	11,343,344	23.59%

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF SEPTEMBER & OCTOBER 2015

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

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 2015:

- **Month ending 30 September 2015 (Total \$1,310,880.67)**
- **Month ending 31 October 2015 (Total \$2,751,616.15)**
- **Total Paid - \$4,062,496.82**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 30 September 2015 and 31 October 2015.

Relevant Documents

Appendix:

- Cheque Detail for October 2015
- Summary Payment List for September 2015
- Summary Payment List for October 2015

Local Government Act/Regulation

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

Background

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

Comment

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

Payments are reviewed by TPRC Accountants Moore Stephenson following completion of each months accounts.

9.4 PROJECT FINANCIAL REPORT – OCTOBER 2015

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

That the Council RECEIVES the Project Financial Report (October 2015) submitted by the Satterley Property Group.

Voting Requirements

Simple Majority

Report Purpose

To consider the Project Financial Report for October 2015 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 2015.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 27 October 2015 with Financial Report

Background

At its meeting of 13 August 2015 the Council approved the Project Budget 2015/2016 (July 2015), submitted by the Satterley Property Group, as the basis of financial planning for the 2015/2016 TPRC budget.

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

Comment

The Satterley Property Group has prepared a Financial Report for October 2015 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 2015 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$11.0M which is \$2.80M under budget with the variance in settlement revenue attributed to 13 lot settlements less year to date.
2. Expenditure is \$5.90M under budget, in the following areas:
 - Lot Production \$1.5M;
 - Landscape \$2.5M;
 - P&L expenditure \$1.3M.

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

3. Lot Sales Value was \$4.0M less favourable to budget due to 17 less lot sales year to date.

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

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 29 NOVEMBER 2015

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVES the Sales and Settlement Report to 29 November 2015.

Voting Requirements

Simple Majority

Report Purpose

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

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

N/A

Financial/Budget Implications

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

Budget Amount:	\$40,743,130
Received to Date:	\$10,924,815
Balance:	\$29,818,315

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 9.1 identifies the extent of the stage boundaries referenced within the report.

Comment

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

STAGE	RELEASE DATE	LOTS RELEASED	LOT SIZES	SOLD	STOCK	SETTLED
Stages 1 – 5, 6A, 6C, 7-9, 11B & 13A (Builders)	NA	436	NA	436	0	436
Stage 10	Feb 2014	30	300-562	30	0	28
Stage 11	Mar 2014	49	295-490	48	1	47
Stage 12A	May 2014	25	295-463	22	3	22
Stage 12B	July 2014	24	225-490	24	0	24
Stage 13A (Public)	Aug 2014	27	288-450	25	2	24
Stage 13B (Public)	Oct 2014	39	295-450	31	8	29
Stage 6B (Display Vge)	Sep 2014	24	225-505	24	0	24
Stage 13B (Builder)	Oct 2014	6	225-300	6	0	6
Stage 14A (Public)	Jan 2015	17	295-450	17	0	16
Stage 14B (Public)	Feb 2015	19	274-450	18	1	11
Stage 14 Builder Release	March 2015	12	224-323	12	0	7
Stage 14C (Public)	April 2015	7	375 – 375	7	0	6
Stage 14D (Public)	June 2015	8	225 - 322	6	2	1
Stage 15A (Public)	July 2015	16	300 - 450	13	3	0
Stage 15B (Public)	Sep 2015	20	300 - 450	13	7	0
Stage 15C (Public)	Nov 2015	17	200 - 510	1	16	0
Total		776		733	43	681

The following table provides a summary of lot sizing and commentary of current stock on hand:

STAGE	RELEASE DATE	COMMENTS ON AGED STOCK
Stage 11	Mar 2014	320m ² corner lot, irregular shape, rear loaded, located on roundabout & Aviator Blvd, low interest to date
Stage 12A	May 2014	3 corner lots (300m ² , 432m ² & 447m ²), irregular shape, rear loaded, located on roundabout and Aviator Blvd, mandatory 2 storey requirement, low interest to date,
Stage 13A (Public)	Aug 2014	Corner lots (290m ² & 288m ²), irregular shape, rear loaded, located on roundabout and Aviator Blvd, low interest to date
Stage 13B (Public)	Oct 2014	7 lots are 225m ² , 2 lots are 295m ² , non-standard frontage (9m), require bespoke design, mandatory 2 storey requirement, low interest to date

Stage 14B (Public)	Feb 2015	2 lots (344m ² & 304m ²), fronting Neerabup Rd, quiet house requirement, low interest to date
Stage 14D (Public)	June 2015	1 300m ² rear loaded, 10m frontage, quiet house requirement, limited interest to date
Stage 15A (Public)	July 2015	2 corner lots (320m ² & 358m ²) irregular frontage, fronting Neerabup Rd, quiet house requirements 1 standard 375m ² lots, 12.5m frontage, quiet house requirement, limited interest to date

Competition Analysis

The table below provides a summary of gross sales at competing developments in the northern corridor for the financial year commencing 1 July 2015. Sales in the corridor have reduced significantly in FYE 2015 compared to financial year 2014. This trend has continued into FYE 2016.

Catalina’s market share averaged 16% in FYE 2015. Current market share achieved for financial year 2016 is 8% below the average achieved in FYE 2015.

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

Estate	Sales												YTD total	Size Range (m2)	Price Range (m2)
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Allara	13	18	13	10									54	300-596	\$191,000-\$255,000
Eden Beach	7	3	8	11									29	300-513	\$289,000-\$425,000
Catalina	10	12	12	9									43	225-447	\$214,000-\$330,000
Alkimos Beach	7	4	21	13									45	212-600	\$186,000-\$285,000
Amberton	14	12	15	18									59	198-505	\$159,000-\$308,000
Banksia Grove	25	27	28	22									102	225-450	\$165,000-\$252,000
Jindowie	9	8	4	12									33	280-560	\$170,000-\$222,000
Yanchep Golf Estate	1	0	10	5									16	209-1869	\$150,000-\$460,000
Shorehaven	6	10	28	8									52	210-489	\$199,000-\$345,000
Trinity	24	11	24	18									77	270-597	\$197,000-\$324,000
Vertex Yanchep (LWP)	0	6	5	2									13	357-510	\$166,000-\$221,000
Total	116	111	168	128									523		
CATALINA MARKET SHARE %	9%	11%	7%	7%									8%		

A summary of available stock in the corridor is provided in the table below. The table shows that Eden Beach has the most expensive pricing followed by Catalina.

Agenda TPRC Meeting of Council – 10 December 2015

Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	Total Stock
Allara		191,000	215,000	240,000	33
Brighton	180,000	185,000	197,000	225,000	26
Eden Beach		285,000	322,000	360,000	28
Catalina	215,000	261,000	300,000	337,000	27
Alkimos Beach	186,000	218,000	235,000	297,000	20
Amberton		209,000	243,000	280,000	24
Banksia Grove	165,000	205,000	228,000	256,000	10
Jindowie		167,000	172,500	180,000	23
Yanchep Golf Estate	155,000	175,000	198,000	217,000	22
Shorehaven	199,000	265,000	287,000		56
Trinity		211,000	237,000	265,000	45
Vertex Yanchep (LWP)			169,000	197,000	32
TOTAL					235

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

9.6 DISTRIBUTION TO PARTICIPANT LOCAL GOVERNMENTS – DECEMBER 2015

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

That the Council APPROVES the deferral of the December 2015 Distribution to Participant Local Governments until February 2016 when Council will consider the Mid Year Review of the TPRC budget 2015/2016 and consider the impacts of the deterioration of market conditions and lower residential lot revenue on the TPRC budget 2015/2016.

Voting Requirements

Simple Majority

Report Purpose

To consider a report on the proposed Distribution to Participant Local Governments for December 2015.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

Review of December 2015 - \$8M Distribution to Participant Local Governments in the TPRC budget 2015/2016.

Relevant Documents

Appendix: Nil

Background

At its meeting of 13 August 2015 the Council approved the TPRC budget 2015/2016.

The TPRC budget 2015/2016 predicted Distributions to the participant members totalling \$18 million. It was anticipated that the Distributions would be made as follows:

- December 2015 - \$8M
- June 2016 - \$10M

Comment

At the Council meeting of 15 October 2015 the Satterley Property Group advised Council that the deterioration of market conditions and sentiment has resulted in a fall in prospective buyer enquiries and traffic figures by approximately 40% and sales contracts by 35% across the entire SPG portfolio of projects over the past 6 months when compared to the preceding period.

The SPG has indicated that current market conditions are expected to continue through FYE 2016 which is likely to result in residential lot revenue being below the TPRC budget 2015/2016 prediction. The financial impacts of the deterioration of market conditions and lower residential lot revenue will be the subject of detailed assessment as part of the Mid Year Project Budget Review to be undertaken in December 2015/January 2016 and is to be reported to Council in February 2016.

The Project Financial Report for October 2015, prepared by the Satterley Property Group, considered under Item 9.4 of this Agenda, indicates the following:

- Settlement revenue was \$2.80M under budget year to date (31 October);
- Lot Sales Value was \$4.0M under budget due to 17 less lot sales year to date (31 October).

At its meeting of 19 November 2015 the Management Committee considered a report on the proposed Distribution to Participant Local Governments for December 2015 and resolved to recommend that Council approve the deferral of the December 2015 Distribution to Participant Local Governments until February 2016 when Council will consider the Mid Year Review of the TPRC budget 2015/2016 and consider the impacts of the deterioration of market conditions and lower residential lot revenue on the TPRC budget 2015/2016.

Since the Management Committee meeting of 19 November 2015 the SPG has undertaken a review of the financial impacts of the deterioration in market conditions on the TPRC FYE 2016 budget, reported in Item 9.10 - Forecast of TPRC FYE 2016 Budget. Based on the SPG review settlement revenue is forecast to be \$26.7M (\$8.9M under budget) and expenditure to be \$29.9M (\$10.9M under budget) with Cashflow of -\$2.3M. The SPG has assumed the payment of \$18 million distribution to the participant members, as per the TPRC budget.

Given lot revenue is anticipated to be below the TPRC budget 2015/2016 it would seem prudent to either reduce or defer payment of the December distribution until the financial impacts of the deterioration of market conditions and lower residential lot revenue on the TPRC budget 2015/2016 are properly considered by Council.

9.7 DISPOSAL OF CENTRAL PRECINCT LOCAL CENTRE SITE

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

- 1. RECEIVES the Catalina Local Centre Site Business Case Report (dated November 2015), prepared by Satterley Property Group.**
- 2. APPROVES the disposal of the Central Precinct Local Centre site (Lot 646) by public tender, subject to design guidelines that address the following:**
 - **Orientation to public streets;**
 - **Passive surveillance of public open space;**
 - **Vehicle access from streets other than Aviator Boulevard;**
 - **Location of parking.**
- 3. APPROVES that the Central Precinct Local Centre Tender to include requirements that the development of the site should incorporate a mix of retail, office and residential uses and also support the TPRC sustainability objectives which include the following:**
 - **Passive solar design;**
 - **Installation of Photovoltaic panels;**
 - **Other sustainability initiatives;**
 - **Participation in Catalina Waster Recycling Program;**
 - **Alternative construction methodologies.**

Voting Requirements

Simple Majority

Report Purpose

To consider the disposal of the Local Centre Site in Stage 11 in accordance with the Lot Sale and Release Strategy (April 2015).

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 18 June 2015 (Item 9.7 – Lot Sale and Release Strategy)

Financial/Budget Implications

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

Budget Amount:	\$40,743,130
Received to Date:	\$10,924,815
Balance:	\$29,818,315

Relevant Documents

Appendix: SPG Catalina Local Centre Site Business Case Report prepared by Satterley Property Group dated November 2015.

Background

The Central Precinct Local Centre site (Lot 646) comprises 4,005 m² and was created as part of Stage 11. It is located on the corner of Aviator Boulevard and Roulettes Parade, opposite the future Catalina Primary School site and adjacent the recently completed Stage 11 public open space.

The approved Catalina Lot Sale and Release Strategy (June 2015) recognised the importance of achieving a quality built form outcome and providing local services to Catalina residents. It recommended disposal of the site via expressions of interest to allow for the opportunity for the TPRC to partner with a builder / developer or to sell the site with design guidelines to create a high quality building and ensure a mix of land uses.

The TPRC Budget 2015/2016 forecasts revenue of \$1,012,571 for the Local Centre site.

The site is zoned Commercial which would permit retail, office and residential uses. The Tamala Park LSP provides for 400m² of retail and requires that a Detailed Area Plan be prepared for the site prior to any subdivision and/or development commencing.

Comment

The SPG has examined disposal and development options for the Central Precinct Local Centre site for the Council's consideration. A copy of the SPG correspondence is attached under Appendix 9.7.

As part of its investigations the SPG has had discussions with builders and commercial property sales agents to obtain feedback on built form issues and potential market interest. The SPG has indicated good potential market interest for the site. Some concern was raised about the imposition of significant design restrictions on the site as this could affect sales interest and price.

The SPG considers that the required Detailed Area Plans should be developed by the purchaser of the site based on the end land uses and built form design of the site.

The SPG has outlined the following four disposal options for Council's consideration:

1. Sale to the open market;
2. Expression of Interest (EOI) to the open market;
3. TPRC to partner with a builder;
4. TPRC to contract builder.

The SPG has recommended against Options 3 and 4 given the potential risks and recommended that the Local Centre site be sold via an Expression of Interest. It is SPG's

view the market will determine the highest and best use for the site, which in turn will allow for the highest financial return.

The SPG also recommends that the site should be subject to design guidelines that address the following:

- Orientation to public streets;
- Passive surveillance of public open space;
- Vehicle access from streets other than Aviator Boulevard (to preserve continuity of Greenlink);
- Location of parking.

As already indicated the Local Centre site is strategically located on Aviator Boulevard, opposite the proposed future Catalina Primary School site and adjacent the Stage 11 public open space and will have significant exposure. Given its position it is considered that the TPRC should impose design guidelines as a condition of the sale of the site to ensure the design requirements raised by the SPG are satisfactorily addressed in the subsequent development of the site.

The SPG has recommended that the market should determine highest and best use which is likely to result in the highest financial return. However to meet the TPRC objectives and to provide local services to Catalina residents it is considered important that the development should incorporate a mix of retail, office and residential uses.

The development of the Local Centre site should also support the TPRC sustainability objectives and should address the following:

- Passive solar design;
- Installation of Photovoltaic panels;
- Other sustainability initiatives;
- Participation in Catalina Waster Recycling Program;
- Alternative construction methodologies.

Conclusion

Given the strategic location of the Local Centre site it is important that a good built form outcome is achieved, that any development integrates with the existing uses and complements the Stage 11 public open space and future Catalina primary school. The development of the site should also provide local services to Catalina residents.

The SPG recommendation that the Central Precinct Local Centre site (Lot 646) be disposed of by public tender (EOI) is supported, subject to design guidelines that address the following:

- Orientation to public streets;
- Passive surveillance of public open space;
- Vehicle access from streets other than Aviator Boulevard (to preserve continuity of Greenlink);
- Location of parking.

It is noted that the Tender for the Lot 1 (medium density site) included similar design guidelines. The Tender process provided for the Council to appoint a Preferred Tenderer for the development. The TPRC then worked exclusively with the Preferred Tenderer for a 45 day period (Exclusive Period) to explore development opportunities, progress design concepts and determine commercial terms for the site. Following the Exclusive Period TPRC finalised the commercial terms via a structured sale agreement.

The development of the site should incorporate a mix of retail, office and residential uses and also support the TPRC sustainability objectives and should address the following:

- Passive solar design;
- Installation of Photovoltaic panels;
- Other sustainability initiatives;
- Participation in Catalina Waster Recycling Program;
- Alternative construction methodologies.

At its meeting of 19 November 2015 the Management Committee considered the report for the disposal of the Local Centre Site in Stage 1 and resolved to recommend that Council:

1. *RECEIVES the Catalina Local Centre Site Business Case Report (dated November 2015), prepared by Satterley Property Group.*
2. *APPROVES the disposal of the Central Precinct Local Centre site (Lot 646) by public tender, subject to design guidelines that address the following:*
 - *Orientation to public streets;*
 - *Passive surveillance of public open space;*
 - *Vehicle access from streets other than Aviator Boulevard (to preserve continuity of Greenlink);*
 - *Location of parking.*
3. *APPROVES that the Central Precinct Local Centre Tender to include requirements that the development of the site should incorporate a mix of retail, office and residential uses and also support the TPRC sustainability objectives which should include the following:*
 - *Passive solar design;*
 - *Installation of Photovoltaic panels;*
 - *Other sustainability initiatives, waterwise, etc;*
 - *Catalina Waster Recycling Program;*
 - *Alternative construction methodologies.*

9.8 CENTRAL PRECINCT GROUPED HOUSING SITES DISPOSAL AND DEVELOPMENT STRATEGY

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

- 1. RECEIVES the Catalina Central Grouped Housing Sites Development Strategy (dated November 2015), prepared by Satterley Property Group.**
- 2. APPROVES the disposal of Lots 341, 995 and 996 by public tender subject to design guidelines that address the following:**
 - **Orientation to public streets;**
 - **Passive surveillance of public open space;**
 - **Vehicle access from streets other than Aviator Boulevard;**
 - **Provides a built form that addresses Connolly Drive and Neerabup Road where relevant;**
 - **The building(s) addresses the internal street frontage to the Estate; and**
 - **Limits vehicle crossovers and screens parking from the street.**
- 3. APPROVES that the Lots 341, 995 and 996 Tender to include requirements that the development of the site should incorporate a mixture of residential product and also support the TPRC sustainability objectives which include the following:**
 - **Passive solar design;**
 - **Installation of Photovoltaic panels;**
 - **Other sustainability initiatives;**
 - **Participation in Catalina Waster Recycling Program; and**
 - **Innovation in product and construction techniques.**

Voting Requirements

Simple Majority

Report Purpose

To consider a report on the disposal method and consideration of three grouped housing sites in Stages 17 and 18.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 18 June 2015 (Item 9.7 – Lot Sale and Release Strategy)

Financial/Budget Implications

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

Budget Amount:	\$40,743,130
Received to Date:	\$10,924,815
Balance:	\$29,818,315

Relevant Documents

Appendix: SPG – Catalina Central Grouped Housing Sites Development Strategy dated November 2015

Background

Stages 17 and 18 include three grouped housing sites, comprising of Lot 341 (Stage 17) and Lots 995 and 996 (Stage 18).

- Lot 996 is located on the corner of Neerabup Road and Connolly Drive comprising an area of 7,417m² and is capable of accommodating 49 dwellings. The site will have north, south and east views out towards existing Clarkson, Catalina Central and the future Catalina Grove.
- Lot 995 is located on Connolly Drive comprising an area of 3,046m² and is capable of accommodating 20 dwellings. The site will have east and west views out toward Catalina Central and the future Catalina Grove.
- Lot 341 is located on the corner of Aviator Boulevard and Connolly Drive comprising an area of 6,921m² and is capable of accommodating 46 dwellings. The site will have south, east and west views out towards Catalina Central and the future Catalina Grove.

The approved Lot Sales and Release Strategy (2015) included the disposal of the three Grouped Housing Sites (referred to above) in FYE 2016. The Strategy identified the objectives for the grouped housing sites to provide affordability/diversity in housing, achieve density but to also create distinctive and innovative medium density developments that integrate with the existing development.

Comment

The SPG has reviewed the disposal and development options for the three grouped housing sites and provided a recommendation for the Council's consideration. A copy of the SPG correspondence is attached under Appendix 9.8.

The SPG has outlined the following four disposal options for Council's consideration:

1. Sale to the open market;
2. Expression of Interest (EOI) to the open market;
3. TPRC to partner with a builder;
4. TPRC to partner with a builder.

The SPG considers the three grouped housing sites are located in key high profile locations and as such should achieve specific design requirements, to achieve the objectives of the Council.

The FYE 2016 budget forecasts the sale of Lot 995 (\$900K), Lot 996 (\$2.1M) and Lot 341 (\$1.9M) prior to 30 June 2016 and for settlement of the lots to occur in 2017.

The SPG has indicated that given the tight timeframe to meet budget it would make it difficult to enter into a partnership with a builder or for the TPRC to contract a builder. Both these options also carry greater risk as the end developer although they may also have potential for greater returns.

Based on the additional risk and budget considerations the SPG has recommended that the lots be sold by 'Expression of Interest' (EOI) based on agreed selection criteria including builder experience, price and indicative concept.

The SPG considers that by selling the lots as EOI the Council can achieve sales and settlement of the grouped housing site within budget forecasts while maintaining a level of control that allows the Council to achieve its objectives.

The SPG has also identified the opportunity to provide innovation and best practice through encouraging different construction techniques including lightweight construction which has the potential to provide a more affordable product. SPG has recommended that Lot 341 (Stage 17) be the lot chosen for innovation as it is ideally located at the entrance of Aviator Boulevard. It is recommended that the innovation not just be limited to construction technique.

Conclusion

Given the strategic location of the grouped housing sites it is important that good built-form outcomes are achieved. It is also important the Council housing and budget objectives are achieved.

The SPG recommendation that the three group housing sites in the Central Precinct be disposed of by public tender (EOI) is supported, subject to design guidelines that address the following:

- Orientation to public streets;
- Passive surveillance of public open space;
- Vehicle access from streets other than Aviator Boulevard (to preserve continuity of Greenlink);
- Provides a built form that addresses Connolly Drive and Neerabup Road where relevant;
- The building design addresses the internal street frontage to the Estate; and
- Limits vehicle crossovers and screens parking from the street.

The development of the three group housing sites should incorporate a mixture of residential product and also support the TPRC sustainability objectives which should include the following:

- Passive solar design;
- Installation of Photovoltaic panels;
- Other sustainability initiatives, water wise, etc;
- Participation in Catalina Waster Recycling Program; and
- Innovation in product and construction techniques.

The importance of achieving a built form that is innovative is relevant to all sites and is recommended as a selection criteria category for all three sites.

At its meeting of 19 November 2015 the Management Committee considered the report for the disposal method and development requirements of the three grouped housing sites in Stages 17 and 18, prepared by the Satterley Property Group, and resolved to recommend that Council:

1. *RECEIVES the Catalina Central Grouped Housing Sites Development Strategy (dated November 2015), prepared by Satterley Property Group.*
2. *APPROVES the disposal of Lots 341, 995 and 996 by public tender subject to design guidelines that address the following:*
 - *Orientation to public streets;*
 - *Passive surveillance of public open space;*
 - *Vehicle access from streets other than Aviator Boulevard (to preserve continuity of Greenlink);*
 - *Provides a built form that addresses the frontage to Connolly Drive and Neerabup Road where relevant;*
 - *The building design addresses the internal street frontage to the Estate; and*
 - *Limits vehicle crossovers and screens parking from the street.*
3. *APPROVES that the Lots 341, 995 and 996 Tender to include requirements that the development of the site should incorporate a mixture of residential product and also support the TPRC sustainability objectives which should include the following:*
 - *Passive solar design;*
 - *Installation of Photovoltaic panels;*
 - *Other sustainability initiatives, water wise, etc;*
 - *Catalina Waster Recycling Program; and*
 - *Innovation in product and construction techniques.*

9.9 REVIEW OF SHARED BORE TRIAL

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

1. **RECEIVES** the report prepared by the Satterley Property Group reviewing the Shared Bore Trial for Stages 4, 5 and 7.
2. **NOT APPROVE** the extension to the Shared Bore program to Catalina Beach and Catalina Grove.
3. **REQUESTS** that the Satterley Property Group further address this matter as part of the review of the Catalina Sustainability Initiatives Plan to be undertaken in May 2016.

Voting Requirements

Simple Majority

Report Purpose

To consider a review of the shared bore trial and recommendation by the Satterley Property Group to extend the shared bore in other stages.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

- Council Meeting 21 June 2012 (Item 9.8: Status Report: Non Potable Water Supply System)
- Council Meeting 18 April 2013 (Item 9.9 Extension of the Shared Bore Trial)

Financial/Budget Implications

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

Item E145211 (Land Development – Lot Production):

Budget Amount:	\$17,550,304
Spent to Date:	\$ 1,409,813
Balance:	\$16,140,491

Relevant Documents

Appendix: SPG Letter dated 6 November 2015: Catalina Shared Bore Review

Background

At its meeting held on 21 June 2012, the Council resolved to undertake a Shared Bore Trial for all front loaded lots within Stage 4. The intent of the shared bore arrangement was to achieve the sustainability objective of providing residents with a non potable water supply, reducing Catalina's demand on the reticulated potable water supply system.

The shared bore arrangement comprises the following components:

- One bore shared by four lots;
- Reticulation, meters and connections to each lot;
- Easements to protect all shared bore infrastructure;
- Agreements between owners specifying arrangements for the use, location, maintenance, access, costs and operation of the shared bores;
- Budget allocation of \$2,500 per lot.

At its meeting of August 2015 the Council requested that a report on the Catalina Shared Bore trial be presented by the SPG for Council's October 2015 meeting.

Comment

The Satterley Property Group has provided correspondence, dated 6 November 2015, reviewing the Shared Bore Trial in Stages 4, 5 and 7. A copy of SPG's correspondence is attached under Appendix 9.9.

The SPG has advised that 21 bores have been installed to date within Stages 4, 5 and 7 to service 72 lots. Of these 21 bores, 16 are now servicing residential properties, the remaining 5 bores are not connected due to 2 land owners not wishing to connect and 3 houses still being under construction. To date there are 37 house connected to the bore.

The SPG has outlined the following advantages and disadvantages of the trial bore program:

Advantages

- Garden watering accounts for approximately 40% of household water usage therefore by utilising groundwater reduces the requirement of scheme (potable) water consumption;
- Project marketability due to exclusivity of the shared bore initiative;
- Cheaper infrastructure costs opposed to 'Third Pipe' initiative;
- Encourages community development through neighbour communication;
- Lot owners connected to shared bores have one additional watering day per week than mains-watered gardens;
- Added value to connected properties and increased home marketability;
- Well received by majority of owners whom have connected to the shared bore initiative successfully.

Disadvantages

- Measuring neighbours usage and obtaining reimbursement includes an element of liaison/involvement with neighbours that some found uncomfortable;
- The added possibility of any legal dispute over monies is a point of concern;

- Inability for Shared Bore Owner to disconnect a non-compliant neighbour from using the shared bore (until issue resolver, ie. non-payment of fees), without the aid of an electrician;
- Even with the bore easement locations specified on titles and plans, owners managed to create partial, and sometimes full, obstruction of the pre-installed bore casing or per-lays;
- Pre-installed infrastructure (ie. pipe and wire pre-lays) was, more often than not, damaged or removed during construction of the home;
- Questions from lot owners regarding groundwater quality, usually perceived as a negative aspect of the initiative.

The SPG has recommended a number of improvements, including further education of the lot owners regarding measuring usage, reimbursement and legalities, a clear waterproof housing for the hour meter and gate valves for control of use.

The SPG has also recommended that the trial be continued on traditional homes within the Catalina Beach and Grove Precincts, with the package to be upgraded from \$2,500 per lot to include waterproof housing to the hourly meters. The recommendation is for the budget allocation to be increased to \$3,500 per lot.

There is no current TPRC budget provision for the extension for the Shared Bore program beyond Stages 4, 5 and 7. Preliminary estimates indicate approximately 300 traditional lots in Catalina Beach and 300 traditional lots in Catalina Grove, requiring a budget of \$2.1m beyond Stages 4, 5 and 7.

The Shared Bore Trial was introduced as part of the Council adopted Sustainability Initiative Plan (SIP), to reduce potable water use. The SPG has not been able to supply information on the actual water usage. The recommendation on the Shared Bore trial by SPG for improvements will not provide a measurement of the water used and therefore will not be able to benchmark the sustainability initiative from an overall water consumption (potable and ground water) perspective. It is considered important that the trial bore program not only reduces the use of potable water but overall water use.

The recommendation to increase the trial bore program budget to \$3,500 per lot and extend the shared bore program in Catalina Beach and Grove Precincts has not been adequately justified in terms of sustainability benefits and is not recommended at this time.

This matter should be reconsidered by the SPG as part of its review of the Catalina Sustainability Initiatives Plan to be undertaken in May 2016.

At its meeting of 19 November 2015 the Management Committee considered the report on the review of the Shared Bore Trial, prepared by the Satterley Property Group, and resolved to recommend that Council:

1. *RECEIVES* the report prepared by the Satterley Property Group reviewing the Shared Bore Trial for Stages 4, 5 and 7.
2. *NOT APPROVE* the extension to the Shared Bore program to Catalina Beach and Catalina Grove.
3. *REQUESTS* that the Satterley Property Group further address this matter as part of the review of the Catalina Sustainability Initiatives Plan to be undertaken in May 2016.

9.10 FORECAST OF TPRC FYE 2016 BUDGET

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 1.88.246

Recommendation

That the Council:

1. **RECEIVES** the Satterley Property Group advice on the Forecast of TPRC FYE 2016 Budget (dated 25 November 2015).
2. **APPROVES** the sales release of 15 lots within Stage 26 (Catalina Beach) in April 2016, subject to obtaining the necessary approvals and titles being able to be obtained within six months from the Sales Release.
3. **NOT APPROVE** the Early Construction rebate of \$8,000 being offered to all lots up to 380m² until 30 June 2016.
4. **APPROVES** the removal of the Mandatory Two Storey Requirement and applying the construction rebate for Lots 288, 295, 296 and 305 in Stages 11 and Stage 12.

Voting Requirements

Simple Majority

Report Purpose

To consider SPG report on the Forecast of the TPRC FYE 2016 Budget.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

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

Budget Amount:	\$40,743,130
Received to Date:	\$10,924,815
Balance:	\$29,818,315

Relevant Documents

Appendix: Letter from Satterley Property Group dated 25 November 2015

Background

At its meeting of 15 October 2015 the Council approved the lot pricing for the unsold lots in Stages 10, 13A, 13B and 14B, as recommended by the Satterley Property Group (SPG). The Council also requested the SPG to provide advice as to how the repricing of lots within Stages 10, 13A, 13B and 14B will affect lot pricing and revenue for the balance of FYE 2016; how the shortfall in revenue is to be addressed and potential impact on other elements of the TPRC budget for the December 2015 Council meeting.

Comment

The SPG has undertaken a review as requested by the Council of the financial impacts of the deterioration in market conditions and buyer sentiments, the impact of the repricing of lots and the application of Sales Rebates on the TPRC FYE 2016 budget. SPG has also provided recommendations on how any shortfall in revenue can be addressed. A copy of the SPG advice and recommendations is attached at Appendix 9.10.

The Mid Year Project Budget review is to be undertaken in December 2015 and reported to Council in February 2016. A detailed review of the FYE 2016 TPRC budget will be undertaken in conjunction with the mid-year budget review.

The current FYE 2016 sales budget is 180 lots based on achieving 15 net sales per month, currently the project is achieving 10 net sales per month.

The Satterley Property Group believes 120 net sales are achievable based on market conditions and the current rate of sale. The lower than budgeted sales rate of 120 net sales would involve a reduction in development costs as a result of lower lot production requirements. The following table indicates SPG forecasts for the FYE 2016 year.

	Budget FYE 16	SPG Dec 15 Estimate	Variance
Lot Sales	180	120	(60)
Gross Revenue	\$35.6M	\$27.1M	(\$8.5M)
Costs	\$40.7M	\$29.1M	(11.6M)
Cashflow	(\$5.2M)	(2.0M)	\$3.2M
Distributions	\$18.0M	\$18.0M	Nil

There is evidence from UDIA and REIWA indicating that that the market has softened over the past 6 months, which is also supported by information supplied from competing estates. Advice from the Council appointed valuer also indicates a deterioration of market conditions and sentiment is impacting on buyer enquiries and sales.

The SPG has indicated that the Council decision of 15 October 2015 has the following direct impact on the FYE 2016 budget:

- Lot income reduced by \$283,552 as a result of approved repricing;
- The early construction rebate on selected lots has increased direct selling costs by \$128,000.

Additional Sales Releases

In order to address the sales shortage the SPG considers there is an opportunity to release 15 lots within Stage 26 (Catalina Beach) in April 2016. The FYE 2016 budget currently has

14 sales scheduled for June 2016 from Catalina Beach. Settlements from Stage 26 would occur in FYE 2017.

The sale of these 15 lots in Stage 26 could contribute to achieving up to 135 sales for FYE 2016.

It should be noted that approval to detailed engineering has yet to be received for Stage 26 (Catalina Beach) which could impact on the April 2016 SPG suggested release date. Also the TPRC has maintained a practice of Sales Releases only when titles are capable of being able to be obtained within six months from the Sales Release which may not be achieved with Stage 26.

Additional Sales Rebates

The SPG advice also indicates that in order to be competitive in the market additional rebates and repricing will be required to deliver between 120 - 135 sales for the FYE 2016. It has recommended that the Early Construction Rebate of \$8,000 should be offered to all lots up to 380m² until 30 June 2016. The impact of this on the FYE 2016 budget is that direct selling costs would increase by \$776,000.

The Council approved the payment of an Early Construction Rebate (\$8,000 per lot) in October 2015 for selected lots with lot sizes up to 380m². The intent of the Council decision was not to apply to all lots up to 380m² or indeed all constrained lots but to provide an incentive to sell “aged stock” or difficult lots.

The SPG recommendation to apply Early Construction Rebate (\$8,000 per lot) to all lots up to 380m² is not supported at this time.

Mandatory Two Storey Requirement

The SPG recommends removing the two storey requirement and applying the Early Construction Rebate on four lots in Stages 11 and Stage 12.

This is supported given the time the lots have been on the market.

Budget Implications FYE 2016

Based on achieving 135 net sales, applying additional rebates and a reduction (deferment) in development costs as a result of lower lot production requirements the following table indicates SPG forecasts for the FYE 2016:

	Budget FYE 16	SPG Dec 15 Estimate	Variance
Lot Sales	180	135	(45)
Gross Revenue	\$35.6M	\$26.7M	(\$8.9M)
Costs	\$40.7M	\$29.9M	(10.8M)
Cashflow	(\$5.2M)	(2.3M)	\$2.9M
Distributions	\$18.0M	\$18.0M	Nil

The SPG review indicates that the deterioration in market conditions and buyer sentiments is likely to have a significant impact on the TPRC FYE 2016 budget. The SPG has indicated that the above forecast for the balance of FYE 2016 is only intended to be indicative at this

stage and will be the subject of detailed review as part of the Mid Year Project Budget Review.

The Mid Year Project Budget Review has commenced and is to be finalised between December 2015 and January 2016 and reported to Council in February 2016. A detailed review of the FYE 2016 TPRC budget will be undertaken in conjunction with the mid-year budget review.

9.11 REVIEW OF CATALINA SALES OFFICE OPENING HOURS

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

- 1. RECEIVES the Satterley Property Group report on the revised opening hours for the Catalina Sales Office, dated 25 November 2015.**
- 2. APPROVES the extension of the trial of revised opening hours of the Catalina Sales Office, as approved in December 2014, until February 2016.**
- 3. ADVISES the Satterley Property Group that Council requires comprehensive advice on competing estates, sales against budget and feedback from the public and display builders to be presented for Council's consideration at its February 2016 meeting prior to considering the recommended change to the approved Sales Office opening hours.**

Voting Requirements

Simple Majority

Report Purpose

To consider a report from the Satterley Property Group on the trial of the Catalina Sales Office Opening Hours.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

- Council Meeting – 11 December 2014 (Items 9.16 – Review of Catalina Sales Office Opening Hours)
- Council Meeting – 26 June 2014 (Item 9.9 – Review of Catalina Sales Office Opening Hours)

Financial/Budget Implications

N/A

Relevant Documents

Appendix: Satterley Property Group correspondence dated 25 November 2015.

Background

At its meeting of 19 August 2010 the Council approved the Development Management Agreement (17 August 2010) between TPRC and the Satterley Property Group Pty Ltd. The Development Management Agreement (DMA) confirms Satterley Property Group’s tender proposal that the sales office would be opened 10am – 5pm Monday to Thursday, Saturday and Sunday.

At its meeting of 11 December 2014 the Council considered a request from the Satterley Property Group seeking approval to vary the Catalina Sales Office Opening Hours under the Development Management Agreement (17 August 2010) and resolved to:

1. *APPROVE the revised opening hours for the Catalina Sales Office of Monday – Sunday 12pm – 5pm, with the office closed on Thursday, for a 12 month period with a review to be provided to Council at its December 2015 meeting. Subject to the Satterley Property Group providing 2 sales representatives to work at the Catalina Sales Office on Saturday - Monday and public holidays.*

2. *ADVISE the Satterley Property Group that a report on the trial of the revised opening hours for the Catalina Sales Office based on sales against budget and feedback from the public and display builders will be required to be presented for Council’s consideration at its December 2015 meeting.*

Comment

The Satterley Property Group has reviewed the operation of the Catalina Sales Office and is seeking approval to amend the hours of operation which would result in the Sales Office being open 5 days/week instead of the current revised opening hours which require 6 days/week. The proposed change is to accommodate two (2) sales representatives in the office 5 days a week. The proposed days of operation would be Saturday – Wednesday and would include the Sales Office being serviced by two sales representatives. Overall staff hours per week will not change. A copy of SPG’s correspondence is attached as Appendix 9.11

The SPG review identified that the sales office receives low numbers of traffic on Thursdays and Fridays. The review also identified that over the past six months the majority of sales (61%) in the current market are from Builders referrals. In order to capitalise on the builder referral market SPG propose having two staff in the office at all times so that the office can be occupied at all times by one sales representative while the other sales representative generates leads through providing a high level of service to the builders in the display village.

A comparison of the original Development Management Agreement hours, current trial hours and proposed hours is provided below.

Day	DMA - Opening Hours	Current - Opening Hours	Proposed – Opening Hours
Monday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)	12pm – 5pm (2 x Sales Reps.)
Tuesday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)	12pm – 5pm (2 x Sales Reps.)
Wednesday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)
Thursday	10am – 5pm (1 x Sales Rep.)	Closed	Closed

Friday	Closed	12pm – 5pm (1 x Sales Rep.)	Closed
Saturday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)	12pm – 5pm (2 x Sales Reps.)
Sunday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)	12pm – 5pm (2 x Sales Reps.)
Total Hours Open	42 hours	30 hours	25 hours
Total Staff Hours	42 hours	50 hours	50 hours

The current opening hours for the Sales Office were approved by Council on a trial basis only. At the time it was acknowledged that this was a significant departure from the Management Agreement which provided for the Sales Office to be open 7 days a week. The current proposal seeks a further reduction in the opening times, even though the staff hours will be the same as the trial revised opening hours.

The TPRC considers that the current arrangement allows a level of service to the builders to meet their needs while offering a sufficient number of opening hours to the purchasers.

Council's approval to the revised Sales Office opening hours was on a trial basis only. The SPG has not provided advice on competing estates and in particular SPG estates. In order for Council to properly determine the effectiveness of the trial Sales Office hours and any potential changes further information is required.

It is recommended that Council approve the extension of the trial under the current operating hours until February 2016, with SPG to provide comprehensive advice on competing estates to the Council at its February 2016 meeting prior to considering any further changes.

9.12 REVIEW OF PURCHASER TERMS AND CONDITIONS

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

- 1. APPROVES the following Sales Terms/Conditions and Incentives for all public release lots:**
 - 1.1 Use of the 2013 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 1.5kW capacity photovoltaic solar power system.**
 - 1.7 Side and rear boundary fencing (behind the building line).**
 - 1.8 A non-potable water supply to all front loaded lots within Stages 4, 5 & 7 of Catalina.**
 - 1.9 Sales incentives (Items 1.5 – 1.8) 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.**

- 2. APPROVES the following Sales Terms/Conditions and Incentives for all builders allocation lots after:**
 - 2.1 Use of the 2013 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.**
 - 2.2 A \$2,000 deposit to be used in the Sales Contracts.**
 - 2.3 A finance approval period of 60 days where finance is required.**
 - 2.4 A 21 day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 2.5 Provision of a \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.**
 - 2.6 A waterwise landscaping package to the front garden.**
 - 2.7 Sales incentives (items 2.5 and 2.6) 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.**

- 3. REQUESTS the Satterley Property Group to review the Sales Terms/Conditions and Incentives for public release and builder allocation lots in twelve months and provide a report to Council.**

Voting Requirements

Simple Majority

Report Purpose

To consider the purchaser Terms/Conditions and Incentives for the sale of lots.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 11 December 2014 (Item 9.20 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:	\$6,843,099
Spent to Date:	\$ 835,543
Balance:	\$6,007,556

Item E145211 (Land Development – Lot Production):

Budget Amount:	\$17,550,304
Spent to Date:	\$ 1,409,813
Balance:	\$16,140,491

Relevant Documents

Appendix: SPG letter dated 25 November 2015 Catalina Central - Review of Purchaser Terms and Conditions

Background

At its meeting of 11 December 2014, the Council approved Terms/Conditions and Incentives for the sale of lots, recommended by SPG, which comprised the following:

Public Release Lots

1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.
2. A \$5,000 deposit to be used in the Sales Contracts.
3. A finance approval period of 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months.
4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.
5. Waterwise front landscaping packages.
6. A \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.
7. Side and rear boundary fencing (behind the building line).
8. A non-potable water supply to all front loaded lots within Stages 4, 5 & 7 of Catalina.
9. Sales incentives (items 5 – 8) 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.

Builders Allocation Lots

1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.
2. A \$5,000 deposit to be used in the Sales Contracts.
3. A finance approval period of 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months.
4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.
5. Provision of a \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.
6. Waterwise front landscaping package.
7. Sales incentives (items 5 and 6) 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.

At its meeting of 21 August 2015, the Council approved a variation to the Sales Terms and Conditions for all public release lots and all builders' allocations after Stage 8 by reducing the required deposit from \$5,000 to \$2,000. The intent of this approval was to bring the Estate in line with the deposit amounts of competing Estates.

Comment

The Satterley Property Group (SPG) has reviewed the Sales Terms/Conditions and Incentives for public release and builder allocation lots as requested and provided for Council's consideration. A copy of the SPG's recommendation letter dated 25 November 2015 is attached under Appendix 9.12.

Public Release Lots

The SPG has advised that the current Sales Terms/Conditions and Incentives for public release lots have operated well and that Councils recently approved reduction to the deposit amount has brought Catalina into line with other Estates and been well received by prospective purchasers.

The SPG has recommended that the current Sales Terms/Conditions and Incentives (1-9) are maintained with the exception of Item 3, the period for finance approval. The SPG considers that given softer market conditions a consistent finance approval period of 60 days is recommended. The SPG notes that feedback from builders indicates a preference to sell house and land packages onto estates with longer finance terms as a result of difficulties in finalising housing plans and finance approval.

A summary of finance approval timeframes for competing developments is shown in the table below:

Estate	Developer	Finance Approval Period (>3 months before title)	Finance Approval Period (<3 months before title)
Beaumaris	Satterley	90 days	90 days
Catalina	Satterley	60 days	45 days
Eden Beach	Satterley	90 days	60 days
Trinity	LWP	Finance approval due date is 1 month before estimated titles date.	60 days
Amberton	Stockland	40 days	40 days
Shorehaven	Peet	60 days	45 days

Builder Allocation Lots

The SPG recommends that given the current market the current Sales Terms/Conditions and Incentives 1-7 (above) are maintained with the exception of the finance approval time being increased to 60 days across the board.

Conclusion

The current Sales Terms/Conditions and Incentives for public release lots and the builder allocation lots have operated well over the last 12 months under present market conditions. The SPG proposal to extend finance approval to 60 days is supported. This minor extension to finance approval will not have a significant impact on budget.

9.13 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.45.657.0

Recommendation

That the Council:

- 1. APPROVES the Terms of Reference and Delegations to the Management Committee, dated December 2015.**
- 2. REQUIRES that the approved Terms of Reference and Delegations to the Management Committee be reviewed in twelve months.**

Voting Requirements

Absolute Majority

Report Purpose

To review the Delegations to the Management Committee.

Relevant Documents

Appendix: Management Committee – Terms of Reference/Delegations (December 2015)

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 - 11 December 2014 (Item 9.6 - Management Committee - Terms of Reference/Delegations)
- Council Meeting - 21 June 2012 (Item 9.6 - 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 December 2014 the Council reviewed the Terms of Reference and Delegations of the Management Committee and approved the following Terms of Reference and Delegations:

1. Recommending to Council the Project Annual Plan, Project Budget and Project Milestones.
2. The establishment and variation of key performance indicators which will be used to measure the performance of the Development Manager.
3. Monitoring the Approved Project budget (including any proposed variations to the Approved Project Budget).
4. Stage-by-stage cost determination and review.
5. Monitoring the Project's strategy, plans or concepts.
6. Monitoring the marketing and sales program for the Project.
7. Approval of sales schedules (including pricing) prior to the release of a stage of the Project.
8. Contracts to be entered into by any party with a value less than \$3,000,000.
9. Monitoring the Approved Project Program (including any proposed variations to the Approved Project Program).
10. The appointment of Project consultants and contractors with a value less than \$3,000,000.
11. The location of Stages of subdivision including the number of lots, Display village(s) (size, mix and locality).
12. Approval to the lodgement of Subdivision Applications with the Western Australian Planning Commission.
13. Approval of marketing strategy and program.
14. Monitoring the implementation of TPRC objectives.
 - 14.1 Generally monitor the performance of the Development Manager.
 - 14.2 Generally progress the Project.
15. To provide regular confidential updates on progress to the Council.
16. Approval of methods for the sale of project stages, from the sales procedures approved by the Council.

Comment

The approved Terms of Reference and Delegations for the Management Committee reflect that in order for the Tamala Park Project to run in a timely and efficient 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 over the past twelve months and 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 should be maintained. It is recommended that the approved Terms of Reference and Delegations to the Management Committee be reviewed again in twelve months time.

At its meeting of 19 November 2015 the Management Committee considered the Terms of Reference/Delegations (December 2015) of the Management Committee and resolved to recommend that Council:

1. *APPROVES the Terms of Reference and Delegations to the Management Committee, dated December 2015.*
2. *REQUIRES that the approved Terms of Reference and Delegations to the Management Committee be reviewed in twelve months.*

9.14 ELECTED MEMBER ALLOWANCES

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.45.262.0

Recommendation

That the Council APPROVES:

- 1. An Annual Allowance for the Chairman of the Council to be \$19,570 per annum.**
- 2. An Annual Attendance fee for the Chairman of the Council to be \$15,450 per annum.**
- 3. An Annual Allowance for Deputy Chairman to be 25% of the amount paid to the Chairman per annum.**
- 4. An Attendance fee for Council members to be an amount of \$10,300 per annum.**
- 5. Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.**
- 6. A per meeting fee of \$232 for alternate Council members.**
- 7. Elected member allowances are to be made quarterly in arrears.**

Voting Requirements

Absolute Majority

Report Purpose

To consider elected member allowances following the Salaries and Allowances Tribunal review of fees, allowances and expenses for elected council members of Local Governments June 2015.

Relevant Documents

Attachments: Nil

Available for viewing at the meeting: Nil

Local Government Act/Regulation

- Section 5.98 Elected Member Allowances
- Regulation 33
- Regulation 34
- Local Government Administration Regulations

Previous Minutes

- Council Meeting – 21 August 2014 (Item 9.17 - Elected Member Allowances)
- Council Meeting – 22 August 2013 (Item 9.9 - Elected Member Allowances)

Background

On 21 August 2014 the Council reviewed elected member fees and resolved as follows:

That the Council APPROVE:

1. *An Annual Allowance for the Chairman of the Council to be \$19,570 per annum.*
2. *An Annual Attendance fee for the Chairman of the Council to be \$15,450 per annum.*
3. *An Annual Allowance for Deputy Chairman to be 25% of the amount paid to the Chairman per annum.*
4. *An Attendance fee for Council members to be an amount of \$10,300 per annum.*
5. *Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.*
6. *A per meeting fee of \$140 for alternate Council members.*
7. *Elected member allowances are to be made quarterly in arrears.*

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 LG Act to Elected Council Members.

The Salaries and Allowances Tribunal completed a review of fees, allowances and expenses for Elected Council Member of Local Governments throughout Western Australia in June 2015.

The Tribunal determined there will be no increase in the remuneration, fees, expenses or allowance ranges provided for elected members.

The determination which came into operation on 1 July 2015 establishes a scale of payments and provisions for reimbursements of expenses in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

Comment

The Salaries and Allowances Tribunal Review provides for the payment to Councillors of either Meeting Attendance Fees or Annual Attendance Fees which are outlined below.

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 Chairman		Council Member who holds the Office of Chairman	
	Minimum	Maximum	Minimum	Maximum
All Regional Councils	\$88	\$232	\$88	\$477

Committee meeting and prescribed meeting fees per meeting:

Council Member including Chairman		
	Minimum	Maximum
All Regional Councils	\$44	\$116

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 attendance meeting fees.

Annual attendance fees:

	Council Member other than the Chairman		Council Member who holds the Office of Chairman	
	Minimum	Maximum	Minimum	Maximum
All Regional Councils	\$1,750	\$10,300	\$1,750	\$15,450

Annual allowance for the Chairman of a Regional Council

Annual Allowance for Chairman		
	Minimum	Maximum
All Regional Councils	\$500	\$19,570

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

The TPRC has previously approved the payment of Annual Attendance Fees to Councillors instead of attendance meeting 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.

The following table provides a comparison between the approved Annual Attendance Fees currently provided to Councillors and the range of Annual Attendance Fees as determined by the Salaries and Allowances Tribunal:

	TPRC Current Fee	TPRC Current Allowance	SAT Annual Attendance Fee	SAT Annual Allowance
Chairperson	\$15,450	\$19,570	\$1,750-\$15,450	\$500-\$19,570
Deputy Chairperson	\$10,300	(25% of Chair) \$4,892	\$1,750-\$10,000	25% of Chair
Council Member	\$10,300	\$0	\$1,750-\$10,300	\$0
Deputy Council Member	\$140 per mtg	\$0	\$88-\$232 per mtg	\$0

It is recommended that the TPRC approve the payment of Annual Attendance Fees to Councillors instead of attendance meeting fees. It is further recommended that the TPRC approve the previously adopted 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 the Salaries and Allowances Tribunal be paid to the Chairman and Councillors.

The adopted budget provisions for 2015/2016 make allowance for payment for all members in accordance with the Salaries and Allowances Tribunal determination of 17 June 2015 for fees, allowances and expenses for Elected Council Members.

9.15 CATALINA SPONSORSHIP POLICY REVIEW 2015

Report Information

Reporting Officer: Project Coordinator

File Reference: 4.123.760

Recommendation

That the Council:

1. **APPROVES the Sponsorship Policy (November 2015);**
2. **DELEGATES to the Chief Executive Officer approval to determine sponsorship requests to a maximum of \$2,000 in accordance with the TPRC Sponsorship Policy.**

Voting Requirements

Absolute Majority

Report Purpose

To consider the review to the Sponsorship Policy (2014) relating to the awarding of Sponsorship from the TPRC.

Relevant Documents

Appendix: Sponsorship Policy (November 2015)

Policy Reference

Sponsorship Policy (November 2014)

Local Government Act/Regulation

N/A

Previous Minutes

Council Meeting – 11 December 2014 (Item 9.11 – Sponsorship Policy)

Financial/Budget Implications

Expenditure for this matter will be posted under the following Items:

Item E145213 Community Development:

Budget Amount:	\$192,500
Spent to Date:	\$ 17,992
Balance:	\$174,508

Item E145218 Sales and Marketing:

Budget Amount:	\$811,860
Spent to Date:	\$ 92,048
Balance:	\$719,812

Background

At its meeting held on 11 December 2014 the Council approved the Sponsorship Policy (November 2014) to provide clear direction and guidelines for the TPRC to receive, assess and determine sponsorship proposals.

It is common practice for developments such as Catalina to be approached by community and charity groups to sponsor community events and infrastructure. There is an expectation that such developments have a responsibility to contribute to building communities and provide infrastructure and financial support.

The Catalina Project is surrounded by substantial community infrastructure provided by local and state agencies, as well as significant private infrastructure. Therefore the normal requirements of new and isolated residential estates are not as relevant to Catalina.

It is also recognised that the TPRC comprises 7 local governments which already strongly support their respective constituent areas in building communities, providing community infrastructure and services and in financial support of community events.

The overriding principle is that support by the TPRC to community sponsorship proposals should be based on demonstrating clear and direct benefits to the residents of the Catalina Estate. The Sponsorship Policy also advocates support to community sponsorship proposals that provide branding opportunities for Catalina.

The Objective of the Sponsorship Policy is “to provide sponsorship that contributes to community building and community services/infrastructure and provides direct benefit to the Project”.

The Sponsorship Policy objectives can be achieved through the following:

- Environmental sustainability - promote environmental sustainability and/or protection of the natural environment;
- Youth Development – positive guidance for children and young adults, encouraging development of skills and contribution to the community;
- Culture, recreation and healthy lifestyle – promote the provision of community sport, health and wellbeing initiatives, and creative expression of cultural identity;
- Education and training opportunities – workshops, networking and training to develop community skills;
- Awareness and/or promotion of the Catalina Estate – enhance the profile of Catalina Estate and promote its attributes; and
- Build community capacity – promote new and existing groups to achieve self-sustainability.

The Sponsorship Policy provides for two types of sponsorship, ‘Community Sponsorship’ and ‘Project Sponsorship’ which could be considered for support by the TPRC. These are:

Community Sponsorship

This provides for the establishment and support of community groups within the Estate and for the support of community groups outside of the Estate that demonstrate a capacity to directly benefit and involve Catalina’s residents. Sponsorship for this category will be budgeted under Community Development to a total amount of \$5,000 with the maximum amount of \$1,000 being provided to any one organisation per annum.

Project Sponsorship

This provides sponsorship for organisations that provide branding opportunities for the Estate. The Policy requires that applications for this type of sponsorship demonstrate the benefits to the Estate prior to being considered for sponsorship. It is proposed that a budget of \$10,000 be made available within the marketing budget with a maximum of \$2,000 being granted to any one organisation per annum.

The Sponsorship Policy outlines the following sponsorship arrangements which could be considered:

- Matching Sponsorship: where the applicant group/organisation contributes a matching sum (equal to that requested from the TPRC);
- Small Event Sponsorship: aims to assist community groups and organisations to deliver small-scale events within Catalina Estate;
- Small Equipment Sponsorship: assists with the purchase of equipment that provides a means for community groups and organisations to become more self-sustainable and/or more diverse in the future.

Comment

The TPRC has received limited requests for sponsorship to date. However requests have resulted in the purchase of community infrastructure such as a community BBQ which is used for street parties and BBQ's in the Community Garden.

It is anticipated that as the Estate develops and more residents move into the Estate, that requests for sponsorship to foster local community groups is likely to increase.

As identified above the TPRC's role in sponsorship is to provide support to its residents and support events/organisations.

It is considered that the current policy addresses the intent of the TPRC's involvement in sponsorship and provides appropriate guidelines to support community and project recognition through sponsorship.

9.16 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2015

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 4.144.49.0

Recommendation

That the Council ADOPT the Annual Report of the Tamala Park Regional Council for the year ended 30 June 2015.

Voting Requirements

Absolute Majority

Report Purpose

To review the Annual Report for the TPRC for the year ended 30 June 2015.

Relevant Documents

Appendix: TPRC Annual Report 2014/2015

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 - 11 December 2014 (Item 9.9 - 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 year ending 30 June 2015 will be the eighth annual report produced by the Council. The 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 9.16.

The 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 for the Executive Director of the Department of Local Government.

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

The Annual Report contains the Audit Report and the Annual Financial Report, for the year ended 30 June 2015, both of which have been completed. The Audit Report and the Annual Financial Report were approved for inclusion in the TPRC Annual Report by Council at its 15 October 2015 meeting.

9.17 UDIA 2016 NATIONAL CONGRESS

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 22.54.266.0

Recommendation

That the Council AUTHORISES Cr _____ and the CEO to attend the 2016 Urban Development Institute of Australia National Congress in Adelaide to be held on 8-10 March 2016.

Voting Requirements

Simple Majority

Report Purpose

To advise Councillors of forthcoming 2016 Urban Development Institute of Australia National Congress in Adelaide.

Relevant Documents

Appendix: UDIA National Congress 2016 Registration Brochure

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:	\$10,250
Spent to Date:	\$ 0
Balance:	\$10,250

Expenditure under this matter will be incurred under Administration item E145020 (Conference Expenses CEO):

Budget Amount:	\$15,375
Spent to Date:	\$ 0
Balance:	\$15,375

Background

The 2016 Urban Development Institute of Australia (UDIA) National Congress will be held in Adelaide from 8-10 March 2016. 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 theme is “*BUZZ - Creating places where people want to be*” and explores how to activate places. It 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 are 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;
- Future of master planned communities;
- Cities of the future; and
- International trends influencing building design and development.

The topics covered at the Congress are integral to the TPRC objectives and related to the areas currently being contemplated in the Catalina Project. It will also provide an opportunity to visit significant projects in Adelaide and surrounding areas which are considered to have achieved excellence in urban design and infrastructure provision. A copy of the Congress registration brochure is attached at Appendix 9.17.

It is proposed that the CEO 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 Chairman 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) and Administration item E145020 (Conference Expenses). Attendance registration, travel, accommodation and incidental costs require a budget of approximately \$4,800 per attendee.

9.18 CHRISTMAS CLOSURE

Report Information

Reporting Officer: Chief Executive Officer

File Reference: N/A

Recommendation

That the TPRC administrative office be CLOSED over the Christmas period from 29 to 31 December 2015 (inclusive).

Voting Requirements

Simple Majority

Report Purpose

To advise and seek endorsement of a proposal to close the TPRC office over the Christmas period.

Relevant Documents

Attachments: Nil

Local Government Act/Regulation

N/A

Previous Minutes

Council Meeting - 11 December 2014 (Item 9.15 - Christmas Closure)

Background

Access to private consultants and professionals in Government offices is limited over the Christmas period because of the incidence of holiday absences and office closures.

In consequence of the above, the TPRC administration office may not be able to operate at an optimum level of efficiency and it is therefore proposed that the office close for the period when most professional and elected contacts will be unavailable.

Comment

Notwithstanding the above, the office will be attended for any essential matters by mobile phone and email.

In addition the TPRC website will have emergency contacts for the Development Managers, Civil and Landscape Contractors for contact in the case of emergency requirements.

9.19 DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE - **CONFIDENTIAL**

CONFIDENTIAL

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

APPENDICES