



Ordinary Meeting of Council

AGENDA

Thursday 7 December 2017, 6:00pm

City of Vincent

244 Vincent Street, Leederville

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 Vincent, 244 Vincent Street, Leederville on Thursday 7 December 2017 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	Cr Jo McAllister
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Sophie Dwyer Cr Christine Hamilton-Prime
City of Perth	Cr Lexi Barton	Cr Janet Davidson
City of Stirling	Cr Karen Caddy Cr Joe Ferrante Cr Giovanni Italiano (CHAIRMAN) Cr Bianca Sandri	Cr Suzanne Migdale
Town of Victoria Park	Cr Claire Anderson	Cr Ronhhda Potter
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Samantha Fenn Cr Brett Treby (DEPUTY CHAIRMAN)	Cr Russell Driver Cr Domenic Zappa

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 – 12 October 2017

Special Meeting of Council – 9 November 2017

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 – 23 November 2017

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.14)

9.1 BUSINESS REPORT – PERIOD ENDING 30 NOVEMBER 2017

Report Information

Reporting Officer: Project Coordinator

Recommendation

That the Council RECEIVES the Business Report to 30 November 2017.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix:

- Landscape Schedule and Program FYE 2018
- Foreshore Access Plans

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

Civil construction works for Stage 17B (Catalina Central) commenced on 13 November 2017. The program for construction is 15 weeks with works scheduled for completion in March 2018. Stage 17B comprises 36 lots ranging in size from 245m² to 450m².

2. Landscape works – Status

A status report on landscape works proposed for the balance of FYE 2018 is attached at Appendix 9.1. The report details budget, detailed design and approval status and program.

3. Housing Construction

The following table provides an overview of the current progress of housing construction to date.

Stage	Total Lots	Under Construction	Completed	Vacant
Stages 1 - 11	528	3	508	17
Stage 12	49	2	46	3
Stage 13	82	4	74	4
Stage 14	73	4	69	0
Stage 15	55	1	50	4
Stage 17A	25	9	5	11
Stage 18	60	6	25	29
Stage 25	44	3	0	41
Total	916	18	755	143

4. Builders Display Village 3 (Catalina Beach)

All 15 of the Display Village lots have settled. The Catalina Beach Builders Display Village and Sales Office is due to open in October 2018, following the closure of Builders Display Village 2 (Central Precinct).

5. Catalina Beach Sales Office

The Catalina Beach Sales Office building has been submitted to the City of Wanneroo for planning approval. The contract document and plans for the internal layout of the Sales Office are expected to be finalised for execution in early December 2017.

6. Local Centre Site - Update

The Heads of Agreement was executed in August 2017 and the Contract of Sale is currently being finalised. Settlement is anticipated to occur in February 2018. The purchaser is currently progressing with the design of the Local Centre in order to lodge a Development Application with the City of Wanneroo.

7. Foreshore Access Proposal

The TPRC lodged a draft Foreshore Management Plan (FMP), supporting a beach access proposal, with the City of Wanneroo in April 2017 to support a coastal access road from the western edge of Catalina to provide local access to a safe beach for the local community.

The City of Wanneroo has raised issues associated with the management of the infrastructure and the extent of the provision of State Planning Policy 2.6 (State Coastal Planning Policy) which are being addressed. The Department of Planning, Lands and Heritage (on behalf of the Western Australian Planning Commission) has been consulted regarding the draft Foreshore Management Plan.

It is proposed to meet with the City of Wanneroo to discuss the remaining issues for updating the FMP prior to lodgement with the Western Australian Planning Commission in December 2017.

8. Catalina Beach Pump Station

The Catalina Beach Pump Station works commenced in October 2017. Works are progressing well, with completion of the Pump Station expected in late February 2018.

9. Catalina Grove – Local Structure Plan Amendment

The Catalina Grove Local Structure Plan Amendment is well advanced and is expected to be lodged in January 2018 with the City of Wanneroo.

The SPG is considering opportunities for a subdivision application and construction of the first stage of lots in Catalina Grove. It is investigating a location for the first stage which would be consistent with the current approved Local Structure Plan while not impacting on principles of the TPRC approved Catalina Grove Concept Plan. The SPG considers this is important to ensure stock is available for release in the Grove Precinct in 2018.

A separate report on this matter is to be presented to Council in early 2018.

10. Smart Pole Technology

The installation of Smart Poles and associated technology is proposed for the Stage 25 public open space located in Catalina Beach. Based on initial feasibility it is anticipated that the Smart Poles will accommodate a Wi-Fi hot spot for the community and CCTV, in addition to LED lighting.

The TPRC in conjunction with the City of Wanneroo is considering other additional devices to be attached to the Smart Poles that would provide innovation and enhance the use of the parks.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF SEPTEMBER & OCTOBER 2017

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 2017; and**
- **31 October 2017.**

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 2017
- Statement of Financial Activity for 31 October 2017

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 2017 exceeding 10% were experienced in relation to the following:

Other Revenue	The positive variation is a result of timing and will adjust during the year.
Employee Costs	The positive variation is a result of timing and will adjust during the year.
Materials and Contracts	The positive variation relates to consultancy fees which will adjust during the year.
Other	The positive variation is a result of timing and will adjust during the year.
Utilities	The positive variance is a result of timing and will adjust during the year.
Income Sale of Lots - Subdivisions	The negative variance relates to fewer residential lot settlements, forecast to remain unfavourable for the balance of FYE 2018.
Income Other - Subdivisions	The negative variance relates to the delay in settlement of the Local Centre Site, now forecast for February 2018.
Land Production Costs	The positive variance relates to deferred works and savings, forecast to remain favourable for the balance of FYE 2018.
Profit distribution / Contributions Returned	The negative variance is a result of timing and will adjust during the year, \$2M distribution to occur in December 2017.

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

Financial Snapshot as at 31 October 2017

**TAMALA PARK REGIONAL COUNCIL
FINANCIAL SNAPSHOT
FOR THE PERIOD ENDING 31 OCTOBER 2017**

	2017-18 Adopted Budget	2017-18 Budget YTD	2017-18 Actual YTD	Variance		Variance %
				Favourable	Unfavourable	
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	793,512	317,405	312,704		(4,701)	-1.48%
Other Revenue	2,035	0	1,224	1,224		100.00%
	\$795,547	\$317,405	\$313,928	\$1,224	(\$4,701)	
LESS EXPENDITURE						
Depreciation	(21,212)	0	0			
Employee Costs	(751,838)	(255,281)	(183,535)	71,746		28.10%
Insurance	(10,469)	(10,469)	(10,894)		(425)	4.06%
Materials and Contracts	(482,916)	(159,361)	(49,151)	110,210		69.16%
Other	(181,955)	(45,998)	(38,925)	7,073		15.38%
Utilities	(6,450)	(2,150)	0	2,150		100.00%
Members Equity						
-Income Sale of Lots - Subdivisions	40,372,252	12,399,479	10,760,041		(1,639,438)	-13.22%
-Income Other - Subdivisions	1,761,500	1,000,000	0		(1,000,000)	-100.00%
-Land Production Costs	(55,659,496)	(13,120,485)	(4,910,615)	8,209,870		62.57%
-Profit distribution/Contributions Returned	(4,268,725)	0	(52,334)		(52,334)	-100.00%
	(\$19,249,309)	(\$194,265)	\$5,514,587	\$8,401,049	(\$2,692,197)	
Total Change in Equity	(\$18,453,762)	\$123,140	\$5,828,515	\$8,402,273	(\$2,696,898)	

Balance Sheet Summary as at 31 October 2017

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2017**

	Actual 2016-17 \$	Actual 2017-18 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	39,213,368	44,895,088	5,681,720	14.49%
Trade and other receivables	308,308	514,084	205,776	66.74%
Total current assets	39,521,676	45,409,172	5,887,496	14.9%
Non-current assets				
Inventories	1,800,000	1,800,000	0	0.00%
Property, plant and equipment	149,880	149,880	0	0.00%
Total non-current assets	1,949,880	1,949,880	0	0.00%
Total assets	41,471,556	47,359,052	5,887,496	14.20%
Current liabilities				
Trade and other payables	51,753	110,734	-58,981	-113.97%
Provisions	223,746	223,746	0	0.00%
Total current liabilities	275,499	334,480	-58,981	-21.4%
Non-current liabilities				
Provisions	2,597	2,597	0	0.00%
Total non-current liabilities	2,597	2,597	0	0.00%
Total liabilities	278,096	337,077	-58,981	-21.21%
Net assets	41,193,460	47,021,975	5,828,515	14.15%

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF SEPTEMBER & OCTOBER 2017

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 2017:

- **Month ending 30 September 2017 (Total \$841,502.11)**
- **Month ending 31 October 2017 (Total \$1,057,247.79)**
- **Total Paid - \$1,898,749.90**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 30 September 2017 and 31 October 2017.

Relevant Documents

Appendix:

- Cheque Detail for September & October 2017
- Summary Payment List for September 2017
- Summary Payment List for October 2017

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 Stephens following completion of each month's accounts.

9.4 PROJECT FINANCIAL REPORT – OCTOBER 2017

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council RECEIVES the Project Financial Report (October 2017) submitted by the Satterley Property Group.

Voting Requirements

Simple Majority

Report Purpose

To consider the Project Financial Report for October 2017 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 2017.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 22 November 2017 with Financial Report

Background

At its meeting of 17 August 2017, the Council approved the Project Budget FYE 2018, submitted by the Satterley Property Group, as the basis of financial planning for the 2017/2018 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 2017 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 2017 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$10.9M which is \$1.5M behind budget with 8 less residential settlements for the year to date.
2. Expenditure was \$7.0M under budget, in the following areas:
 - Lot Production \$2.3M;
 - Landscape \$2.5M;
 - P&L expenditure \$1.2M.

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

3. Lot Sales Value was \$7.6M unfavourable to budget due to 26 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 30 NOVEMBER 2017

Report Information

Reporting Officer: Project Coordinator

Recommendation

That the Council RECEIVES the Sales and Settlement Report to 30 November 2017.

Voting Requirements

Simple Majority

Report Purpose

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

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

N/A

Financial/Budget Implications

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

Budget Amount:	\$ 40,372,252
Received to Date:	\$ 12,860,214
Balance:	\$ 27,512,038

Relevant Documents

Appendix: Staging Plan

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.

Comment

The following table provides a summary of the Sales and Settlement position for lots released up to 30 November 2017:

Stage	Release Date	Lots Released	Lot Sizes	Sold	Stock	Settled
Stages 1 – 11, 12B, 13A, 13B, 14A, 14B, 14C, 14D, 15A 15B and 15C	-	751	-	751	0	751
Stage 12A	May 2014	25	295-463	25	0	24
Stage 14B (Release 2)	July 2016	10	262-329	9	1	8
Stage 15D	Sep 2016	2	375-376	2	0	1
Stage 17A	Oct 2016	25	300-510	22	3	18
Stage 17B	Nov 2017	18	300 - 450	1	17	0
Stage 18A	March 2016	29	300-510	29	0	26
Stage 18B	March 2017	31	200-474	22	9	9
Stage 25 (Display Village)	May 2017	15	375-552	15	0	15
Stage 25	May 2017	21	300-450	9	12	4
Stage 25 B	October 2017	7		6	1	0
Total		934		891	43	856

During November 2017, 9 lots were sold at Catalina, 6 in Catalina Beach and 3 in Catalina Central. The Project currently has a stock position of 43 lots, 13 in Catalina Beach and 30 in Catalina Central.

The following table provides a summary of lot sizing and commentary of current “Aged Stock” on hand. Aged Stock refers to lots that have been on the market for longer than 6 months.

Stage	Lot Number	Release Date	Price	M ²	Comment
14B*	775	July 2016	\$252,000	290	Cottage lot – rear loaded, 10.1m frontage, quiet house requirements
17A	951	October 2016	\$335,000	450	Regular Lot, 15m frontage
17A	953	October 2016	\$335,000	450	Regular Lot, 15m frontage
17A*	979	October 2016	\$335,000	450	Regular Lot, 15m frontage
18B	869	March 2017	\$348,000	474	Regular lot, 15m frontage
18B	870	March 2017	\$308,000	395	Regular Lot, 12.5m frontage
18B	873	March 2017	\$308,000	395	Regular Lot, 12.5m frontage
18B	895	March 2017	\$298,000	375	Regular Lot, 12.5m frontage

18B	897	March 2017	\$308,000	395	Regular Lot, 12.5m frontage
18B	898	March 2017	\$335,000	447	Regular Lot, 14.9m frontage
18B*	899	March 2017	\$260,000	291	Corner Lot, Quiet house requirements
18B*	902	March 2017	\$260,000	295	Corner Lot, Quiet house requirements
18B	903	March 2017	\$335,000	447	Regular Lot, 14.9m frontage

* Subject to \$8,000 Early Construction Rebate.

The SPG has submitted a recommendation for the extension and modification to the value and terms of the Early Construction Rebate under Item 9.8 of this Agenda.

Competition Analysis

The following table provides a summary of gross sales at competing developments in the northern corridor.

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												total	Size Range (m ²)	Price Range
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct			
Allara	4	7	8	12	10	6	0	9	1	8	8	6	79	300-777	\$120,000-\$345,000
Eden Beach	9	4	6	12	11	7	11	12	4	7	11	10	104	225-530	\$179,000-\$410,000
Catalina	9	1	7	11	8	8	8	11	4	7	16	9	99	234-474	\$235,000-\$348,000
Alkimos Beach	6	5	7	10	9	12	14	11	11	8	25	22	140	240-823	\$120,000-\$345,000
Amberton	4	6	6	7	12	4	5	8	3	10	9	8	82	188-505	\$138,000-\$295,000
Shorehaven	1	1	1	6	3	5	2	1	4	1	4	0	29	217-360	\$169,000-\$285,000
Trinity	7	8	3	8	7	5	8	13	7	6	5	15	92	180-510	\$138,000-\$398,000
Total	40	32	39	62	60	47	48	65	34	47	78	70	555		
CATALINA MARKET SHARE (%)	22.5	3.1	17.9	17.8	13.3	17	16.6	16.9	11.7	14.9	20.5	12.8	17.8		

A summary of available stock in the corridor is provided in the following table. The table indicates that generally Burns Beach is the most expensive estate. Catalina Beach is the most expensive for 300m² lots and Burns Beach has the most expensive 450m² lots.

Catalina has maintained a strong market share over the past 12 months, averaging 17.8%.

Estate	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	500sqm Price (\$)	Stock
Allara	169,000	193,000	223,000	249,950	42
Burns Beach	N/A	N/A	440,000	520,000	18
Eden Beach	245,000	289,000	339,000	410,000	60
Catalina Central	257,000	298,000	335,000	N/A	30
Catalina Beach	275,000	390,000	425,000	N/A	13
Alkimos Beach	199,000	255,000	275,000	320,000	54
Amberton	199,000	233,000	270,000	295,000	18
Shorehaven	265,000	287,000	N/A	N/A	48
Trinity	202,000	225,000	253,000	286,000	28
TOTAL					311

The SPG has advised that despite indications that the Western Australian property market is improving, this has yet to translate to an increase in lot sales. Consumer confidence still remains relatively low, with prospective buyers continuing to remain cautious and taking considerable time to research their available options and available incentives prior to committing to purchasing. The established homes market continues to provide significant competition to lot sales.

Stage 18 Group Housing Site

The TPRC recently re-tendered the Stage 18B Group Housing Site (Lot 995), however, no tenders were received. The Management Committee considered a report on the potential development and sale of the Stage 18 Group Housing site at its meeting of 23 November 2017 and resolved:

That the Item be referred back to the Management Committee with further advice and recommendations from the Satterley Property Group relating to alternative proposals for the sale/development of the Group Housing Sites, including:

- *The implication of Council design guidelines and sustainability initiatives on commercial returns/viability;*
- *Subdivision of the sites into smaller, potentially more marketable group housing sites;*
- *Achieving a built form outcome that delivers housing diversity;*
- *Subdivision of the sites for residential lots to attract innovative housing;*
- *Innovated approaches to managing acoustic requirements for the proposed buildings;*
- *Concepts and strategies that optimise financial returns to the TPRC;*
- *Concepts that address Council's housing and budget objectives;*
- *Advice and recommendations from builders/developers on potential development of the sites.*

Catalina Beach - Stage 25B Public Release

Stage 25B was released for public sale on 28 October 2017. The release comprised 7 rear loaded lots, ranging in size from 233m² to 299m² and priced from \$245,000 to \$275,000.

Four registrations were received during the release process. To date six lots have been contracted. The SPG believes the success of the release can be attributed to location and price point, providing for house and land packages at approximately \$408,000 to \$468,000.

Stage 17B Public Release

The Stage 17B was released for public sale on 11 November 2017. The release comprised 18 lots, ranging in size from 300m² to 450m² and ranging in price from \$257,000 to \$335,000.

One registration was received during the release which resulted in a lot being contracted.

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

9.6 REVIEW OF PURCHASER TERMS AND CONDITIONS

Report Information

Reporting Officer: Project Coordinator

Recommendation

That the Council:

- 1. APPROVES the following Purchaser Terms/Conditions and Incentives for all public and builder release lots for the period December 2017 to December 2018:**
 - 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 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 \$1,000 rebate for all homes which include appropriate WELS rated fittings and fixtures.**
 - 1.9 Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 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 Council for consideration in December 2018.**

Voting Requirements

Simple Majority

Report Purpose

To consider the Purchaser Terms/Conditions and Incentives for the sale of lots for the period December 2017 to December 2018.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 8 December 2016 (Item 9.9 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:	\$ 4,729,937
Spent to Date:	\$ 720,924
Balance:	\$ 4,009,013

Item E145211 (Land Development – Lot Production):

Budget Amount:	\$10,835,010
Spent to Date:	\$ 1,480,911
Balance:	\$ 9,354,099

Relevant Documents

Appendix: SPG letter dated 13 November 2017 Catalina Estate - Review of Purchaser Terms and Conditions

Background

At its meeting of 8 December 2016, the Council approved the Purchaser Terms/Conditions and Incentives for the sale of lots, recommended by the Satterley Property Group (SPG). The Purchaser Terms/Conditions will form part of the sales contracts.

Comment

The SPG has reviewed the Purchaser Terms/Conditions and Incentives for public releases and builder releases and provided recommendations for Council's consideration. A copy of the SPG's correspondence (dated 13 November 2017) is attached under Appendix 9.6.

Public Release Lots

The SPG considers that the current Purchaser Terms/Conditions and Incentives for public release lots in Catalina Central and Catalina Beach have operated well to date.

The SPG has recommended that the current Purchaser Terms/Conditions and Incentives (listed below 1-8) be maintained:

1. Use of the 2013 REIWA Offer and Acceptance Contract with Special Conditions and Annexure.
2. A \$2,000 deposit for Sales Contracts in Catalina Central and a \$5,000 deposit for Sales Contracts in Catalina Beach.

3. A finance approval period of 60 days for Catalina Central and 45 days for Catalina Beach, where required.
4. A 21-day settlement period from finance approval or the issue of titles, whichever is the later.
5. A waterwise landscaping package to the front garden.
6. A \$2,000 rebate for homes constructed with a minimum 1.5kW capacity photovoltaic solar power system.
7. Side and rear boundary fencing (behind the building line).
8. A \$1,000 rebate for homes which include the required rated 'Energy Efficiency Labelling Scheme' (WELS) fittings and fixtures.

Sales incentives (Items 5 – 8) 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.

Builders Release Lots

The SPG recommends that the Purchaser Terms/Conditions and Incentives for the builder release lots should be consistent with the public release lots. This recommendation is consistent with the Lot Sales and Release Strategy (May 2017) approved by Council on 15 June 2017 and is supported.

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 reflect industry and competing estates' standards. The proposed incentives are consistent with the Sustainability Initiatives Plan (SIP) approved by the Council at its meeting held August 2017. They are also considered appropriate in qualifying purchasers entering into the purchase of a lot.

The costs associated with the Purchaser Terms and Conditions are accommodated in the approved FYE 2018 TPRC Budget.

The SPG recommended Purchaser Terms and Conditions for public release and builders release lots for December 2017 – December 2018 are supported.

It is also recommended that the SPG be requested to review the Purchaser Terms and Conditions in twelve months, for Council's consideration in December 2018.

At its meeting of 23 November 2017, the Management Committee considered a report on proposed Purchaser Terms/Conditions and Incentives for the sale of lots for the period December 2017 to December 2018 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 2017 to December 2018:*
 - 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 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 \$1,000 rebate for all homes which include appropriate WELS rated fittings and fixtures.*
 - 1.9 *Sales incentives (Items 1.5 – 1.8) subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 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 Council for consideration in December 2018.*

9.7 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 2017).

Voting Requirements

Absolute Majority

Report Purpose

To review the Delegations to the Management Committee.

Relevant Documents

Appendix: Management Committee – Terms of Reference/Delegations (November 2017)

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 - 10 December 2015 (Item 9.13 - 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.

The Council has approved the following Terms of Reference and Delegations for the Management Committee:

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 since the formation of the Management Committee. They 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, however, a number of changes are proposed, as shown on the Terms of Reference/Delegations (November 2017) copy attached Appendix 9.7.

At its meeting of 23 November 2017, the Management Committee considered the Terms of Reference and Delegations to the Management Committee and resolved to recommend that Council approves the Terms of Reference and Delegations to the Management Committee (November 2017).

It is noted that Delegations 11 and 16 were modified to clarify intent at the request of the Management Committee.

9.8 EARLY CONSTRUCTION REBATE – AGED STOCK

Report Information

Reporting Officer: Project Coordinator

Recommendation

That the Council:

- 1. RECEIVES the correspondence on the Early Construction Rebate, prepared by the Satterley Property Group, dated November 2017.**
- 2. APPROVES the extension of the payment of an Early Construction Rebate for lots in Catalina Central to the value of \$8,000 per lot for selected lots on the market for more than 6 months for contracts entered into after 30 December 2017 and until 30 December 2018. Subject to the purchaser providing a copy of a signed Building Contract prior to settlement, with the rebate being paid to the purchaser's nominated builder within 6 months of the settlement of the lot.**

Voting Requirements

Absolute Majority

Report Purpose

To consider a request from the Satterley Property Group to modify the terms of the Early Construction Rebate.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

- Council Meeting – 15 June 2017 (Item 9.6 Extension of Early Construction Rebate)
- Council Meeting – 8 December 2016 (Item 9.6 Sale of Aged Stock – Early Construction Rebate)
- Council Meeting – 16 June 2016 (Item 9.6 Extension of Early Construction Rebate)
- Council Meeting – 18 February 2016 (Item 9.9 Extension of Early Construction Rebate)
- Council Meeting – 15 October 2015 (Item 9.10 – Project and Lot Sales Strategy)

Financial/Budget Implications

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

Budget Amount:	\$ 40,372,252
Received to Date:	\$ 11,032,280
Balance:	\$ 29,339,972

Relevant Documents

Appendix: Letter from Satterley Property Group dated 2 November 2017

Background

At its meeting of 15 October 2015, the Council approved the use of an Early Construction Rebate to the value of \$8,000 per lot for selected “Aged Stock” lots with lot sizes up to 380m² until 31 January 2016.

The intent of the Early Construction Rebate was to provide an incentive to sell “Aged Stock” or difficult lots up to a lot area of 380m² and to promote construction within the Project. Lots that have been on the market for more than 6 months are considered “Aged Stock”.

The Council approved further extensions of the Early Construction Rebate in June 2017, extending the Early Construction Rebate until 30 December 2017. The Rebate was subject to the same terms and conditions, however, the maximum lot area requirement of 380m² was deleted.

Comment

The Satterley Property Group (SPG) has provided correspondence requesting the Council to consider modifications to the value and timing of the Early Construction Rebate. A copy of the correspondence is attached at Appendix 9.8.

The SPG considers that the Early Construction Rebate has been effective, however proposes modifications in order to generate further interest and increase the sales of “Aged Stock”. The SPG proposes the following:

- An Early Construction Rebate of \$8,000 per lot for selected lots on the market for more than 5 months; and
- The Early Construction Rebate to increase to \$12,000 per lot for selected lots on the market for more than 10 months.

The SPG has not provided specific rationale for reduction of the Rebate timeframe from 6 months to 5 months on the market or adding a new Early Construction Rebate of \$12,000 for lots on the market for more than 10 months. The basis for the modifications to the value and timing of the Early Construction Rebate relates to market conditions and being competitive with competing estates.

The SPG has provided advice on current market conditions, indicating the low market confidence as a result of slowing population growth and concerns over job security. It has also indicated that strong competition between estates in the northern corridor continues and a lack of urgency from purchasers has resulted in developers offering incentives and price reductions. The SPG considers that to remain competitive and sell “Aged Stock” incentives are required.

To date this financial year the Early Construction Rebate has assisted with the sale of 12 lots. The SPG considers that the 12 lot sales would not have been achieved without the Early Construction Rebate. The cost of the Early Construction Rebate this financial year will be \$96,000, based on the 12 lots sold to date.

The SPG has provided information on cash rebates offered in competing estates in the North-West corridor. The table below is a review of the cash rebate incentives of Catalina and competing estates.

Estate	Offering	Available
Catalina	\$8,000 early construction rebate	After 6 months
Eden Beach	\$10,000 spring campaign	Immediately
Burns Beach	\$10,000 spring campaign. \$10,000 flight centre gift voucher	Immediately
Alkimos	\$10,000 rebate	Immediately
Allara	\$10,000 spring campaign	Immediately
Capricorn Estate	\$20,000 homebuyers centre house and land discount	Immediately
Trinity	\$15,000 builders rebate.	Immediately

It should also be noted that the TPRC offers a number of other rebates to purchasers consistent with the approved Sustainability Initiatives Plan and includes the following:

Sustainability Initiative	Allocation
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$600 - \$900 per lot
High Rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot

The increase to the Rebate proposed by the SPG would potentially increase Direct Selling Costs by a further \$156,000 based on the Rebate being applied to all 13 lots currently eligible. It should be noted that there are lots currently on the market, that would be eligible for the modified Rebates recommended by the SPG over the coming months which would further increase Direct Selling Costs.

The increase to the Early Construction Rebate proposed by the SPG could potentially generate further sales interest and potentially lead to further sales, however, it will impose additional costs to the Project.

The SPG FYE 2018 Mid-Year Budget Review (considered under Item 9.14 of the agenda) notes that budgeted sales for FYE 2018 will not be met and forecasts lot sales for FYE 2018 of 75 lots a reduction of 43 lots, settlements of 82 lots a reduction of 45 lots, and a reduction in Gross Income of \$13.36M.

It is not uncommon for major projects, such as Catalina, to hold “Aged Stock”. The current level of “Aged Stock” (13 lots) is not significant, particularly given current market conditions. The Council has previously determined that given market conditions that there will be “Aged Stock” within Catalina. It also considered that the Early Construction Rebate should apply to selected lots rather than all lots older than 6 months, in order to target the more difficult lots.

The current Early Construction Rebate has assisted in the sale of “Aged Stock” to date. It provides a financial incentive to buy and construct a dwelling which provides building activity in the Project. It is therefore recommended that the Early Construction Rebate is extended a further 12 months until 31 December 2018, based on the currently approved terms and conditions of the Early Construction Rebate which involve the following:

The payment of an Early Construction Rebate in Catalina Central to the value of \$8,000 per lot for selected lots on the market for more than 6 months for contracts entered into after 30 December 2017 and until 30 December 2018, subject to the purchaser providing a copy of a signed Building Contract prior to settlement, with the rebate being paid to the purchaser's nominated builder within 6 months of the settlement of the lot.

The SPG recommendations for the Early Construction Rebate do not exclude Catalina Beach lots. At the present time it is not considered necessary to apply the Early Construction Rebate to Catalina Beach lots. It would set an undesirable precedent and send the wrong message to the market. There are now lots in Catalina Beach that are considered as "Aged Stock". Given the construction status of Catalina Beach, including the Catalina Beach landscape works the application of the Early Construction Rebate is not supported at this time.

At its meeting of 23 November 2017, the Management Committee considered a report (dated November 2017) from the Satterley Property Group on the terms of the Early Construction Rebate and resolved to recommend that Council:

- 1. RECEIVES the correspondence on the Early Construction Rebate prepared by the Satterley Property Group, dated November 2017.*
- 2. APPROVES the extension of the payment of an Early Construction Rebate in Catalina Central to the value of \$8,000 per lot for selected lots on the market for more than 6 months for contracts entered into after 30 December 2017 and until 30 December 2018, subject to the purchaser providing a copy of a signed Building Contract prior to settlement, with the rebate being paid to the purchaser's nominated builder within 6 months of the settlement of the lot.*

9.9 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council ADOPTS the Annual Report of the Tamala Park Regional Council for the year ended 30 June 2017.

Voting Requirements

Absolute Majority

Report Purpose

To review the Annual Report for the TPRC for the year ended 30 June 2017.

Relevant Documents

Appendix: TPRC Annual Report 2016/2017

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 - 8 December 2016 (Item 9.14 - Annual Report)
- Council Meeting - 10 December 2015 (Item 9.16 - 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 2017 will be the ninth 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 9.9.

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 2017, 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 12 October 2017 meeting.

9.10 DELEGATION AUTHORITY 2017

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That Council APPROVES the Delegation Register 2017 (December 2017).

Voting Requirements

Absolute Majority

Report Purpose

To request Council to approve the Delegation Register (December 2017).

Relevant Documents

Appendix: TPRC Delegation Register (December 2017)

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 – 8 December 2016 (Item 9.15 – Delegation Authority 2016)
- Council Meeting – 15 December 2011 (Item 9.7 - Display Village Lots Tender & Allocation)

Background

The LGA provides that the Council may delegate powers to the CEO who, in turn, may delegate to other officers.

At its meeting of 8 December 2016, the Council considered and approved the Delegation Register 2016.

The Local Government Act, Section 5.46(2) requires that the Council review the Delegations annually.

Comment

The Delegation Register (December 2017) has been reviewed as required by the Local Government Act.

No changes are proposed and the Delegation Register (December 2017) is recommended for adoption.

9.11 COUNCIL MEETING SCHEDULE 2018

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

- 1. That the schedule of Council meetings dates be APPROVED for 2018 as follows:**
 - 15 February 2018 (Town of Cambridge)
 - 19 April 2018 (City of Joondalup)
 - 21 June 2018 (City of Wanneroo)
 - 16 August 2018 (Town of Victoria Park)
 - 18 October 2018 (City of Vincent)
 - 6 December 2018 (City of Perth)
- 2. That the commencement time for Council meetings be 6:00pm.**
- 3. That Council meetings be held on a rotational basis at participant Council premises.**
- 4. That the schedule of Management Committee meetings dates be APPROVED for 2018 as follows:**
 - 15 March 2018
 - 21 May 2018
 - 19 July 2018
 - 20 September 2018
 - 8 November 2018
- 5. That the Management Committee meetings be held at the City of Stirling and the commencement time be 5:00pm.**
- 6. That the schedule of meeting dates be advertised as required by the Local Government Act.**

Voting Requirements

Simple Majority

Report Purpose

To set ordinary Council meetings and Management Committee meetings dates for 2018 to facilitate advertising by the LGA.

Policy Reference

N/A

Local Government Act/Regulation

- Local Government Act Section 5.25(g)
- Local Government Administrative Regulation 12 - Publication of meetings open to public

Previous Minutes

Ordinary meeting of Council - 8 December 2016 (Item 9.13 - Meeting Schedule 2017)

Background

Councils are required to advertise dates of all Council and some other classes of meetings where delegated authority of the Council may be exercised. Advertising is required to provide the opportunity for members of the public to attend meetings and be informed about governance of the local authority. Where an advertised meeting date is changed re-advertising is required.

In the case of a Regional Council advertising occurs by publication in a newspaper circulating in the Regional Council area, by publication on the notice board on each of the participant local governments and publication of each of the libraries of the participant Councils.

Comment

Council meetings are mainly held on a Thursday, on a bi-monthly basis. The following schedule of Ordinary Council meetings and Management Committee meetings is proposed:

Ordinary Council Meetings

- 15 February 2018 (Town of Cambridge)
- 19 April 2018 (City of Joondalup)
- 21 June 2018 (City of Wanneroo)
- 16 August 2018 (Town of Victoria Park)
- 18 October 2018 (City of Vincent)
- 6 December 2018 (City of Perth)

Management Committee Meetings

- 15 March 2018
- 21 May 2018
- 19 July 2018
- 20 September 2018
- 8 November 2018

The Council has previously set the time for commencement of Ordinary Council meetings at 6:00pm as this seems to suit the convenience of most Council members. Meetings have previously been held at participant Council premises on a rotational basis. This provides an equal opportunity for each of the Councils to host the Regional Council.

Management Committee meetings are mainly held on a Thursday, in between Council meetings. The Committee has previously set the time for commencement of meetings at 5:00pm as this seems to suit the convenience of most Council members. The Management Committee has determined that the meetings will be held at the City of Stirling.

9.12 UDIA 2018 NATIONAL CONGRESS

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council AUTHORISES Cr _____ and the CEO to attend the 2018 Urban Development Institute of Australia National Congress in Melbourne to be held on 20-22 March 2018.

Voting Requirements

Simple Majority

Report Purpose

To advise Councillors of forthcoming 2018 Urban Development Institute of Australia (UDIA) National Congress in Melbourne.

Relevant Documents

Appendix: UDIA National Congress 2018 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:	\$10,250
Spent to Date:	\$ 0
Balance:	\$10,250

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

Budget Amount:	\$16,153
Spent to Date:	\$ 0
Balance:	\$16,153

Background

The 2018 Urban Development Institute of Australia (UDIA) National Congress will be held in Melbourne from 20 - 22 March 2018. 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 “**See the Now**”. 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; 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 Melbourne 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 9.12.

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 \$5,600 per attendee.

9.13 REVIEW OF PROJECT MILESTONES FYE 2018 - CONFIDENTIAL

9.14 PROJECT BUDGET FYE 2018 – MID-YEAR REVIEW - 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