

# Ordinary Meeting of Council

Thursday 18 February 2021

## AGENDA

### Notice of Meeting

Councillors of the Tamala Park Regional Council are advised that a meeting will be held at the Town of Cambridge, 1 Bold Park Drive, Floreat on Thursday 18 February 2021 at 6:00pm.



**TONY ARIAS**  
Chief Executive Officer

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

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c) A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and	
e) A matter that if disclosed, would reveal –	
i) Information that has a commercial value to a person; or	
ii) Information about the business, professional, commercial or financial affairs of a person where the information is held by, or is about, a person other than the TPRC (section 5.23(2)(e)).	
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This item satisfies the requirements of Section 5.23 of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public, on the grounds that it deals with:	
Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.	
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## MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Cr Joanne Fotakis	Cr Alex Castle
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

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

## PRELIMINARIES

### 1. OFFICIAL OPENING

## DISCLOSURE OF INTERESTS

### 2. PUBLIC STATEMENT/QUESTION TIME

### 3. APOLOGIES AND LEAVE OF ABSENCE

### 4. PETITIONS

### 5. CONFIRMATION OF MINUTES

That the Council CONFIRMS and the Chair signs the minutes from the Ordinary Council meeting held, 10 December 2020 as a true and accurate record of proceedings.

### 5A BUSINESS ARISING FROM MINUTES

6. **ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**
  
7. **ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.6)**

## 7.1 BUSINESS REPORT – PERIOD ENDING 11 FEBRUARY 2021

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**Responsible Officer:** Manager Project Coordination

**Attachments:** Nil

**Voting Requirements:** Simple Majority

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### RECOMMENDATION

**That the Council RECEIVES the Business Report to 11 February 2021.**

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### PURPOSE

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

### RISK MANAGEMENT IMPLICATIONS

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

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

### 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

Construction of Stage 16A (17 lots) in Catalina Central achieved practical completion on 2 December 2020 and titles issued on 25 January 2021.

Construction of Stage 27 (20 lots) in Catalina Beach achieved practical completion on 1 February 2021 with titles expected to issue in late February 2021. Titles were initially anticipated to issue in late December 2020, however a delay were encountered associated with revisions proposed to the Local Development Plan for lots in this stage and Landgate documentation..

Construction of Stage 28 (35 lots) commenced in November 2020 and is due to be completed in early June 2021. It is anticipated that titles will issue in late July 2021.

Preliminaries for the construction of the Connolly Drive/Aviator Boulevard roundabout have commenced. Service location works on the western side of Connolly Drive were completed in late January 2021. Western Power will be relocating underground power services from mid-February 2021, which is expected to be completed in mid-March 2021. The roundabout is anticipated to be completed by August 2021.

Construction of the Portofino Promenade and Longbeach Promenade extensions and the Foreshore Access Road and Carpark are programmed to commence in April 2021 and be completed by September 2021.

## **2. Landscape Works – Status**

### BCA - Marmion Avenue

The City of Wanneroo has identified several matters that it requires to be addressed prior to accepting handover of the northern Biodiversity Conservation Area (BCA), adjacent to Marmion Avenue in Catalina Central, including fire access works to mitigate bushfire risk and the submission of rehabilitation completion and other environmental compliance reporting. These requirements are presently being reviewed in consultation with the City.

### Aviator Boulevard Verge Landscape

Landscape design for the Aviator Boulevard verge landscapes from Roulettes Parade to Connolly Drive in Catalina Central is currently being finalised. Commencement of landscape works is anticipated in April 2021.

### Beach Access Road

Landscape design plans for the Beach Access Road and Carpark are awaiting final approval from the City of Wanneroo. Landscape design for the Portofino Promenade extension is in progress. Landscape works associated with the Beach Access Road, Carpark and Portofino Promenade extension are expected to commence in August 2021 following completion of civil works.

## **3. Housing Construction**

The following table provides an overview of the current progress of housing construction to 28 January 2021:

Stage	Total Lots	Under Construction	Completed	Vacant
Stages 1 - 13	660	0	655	5
Stage 14	73	0	72	1
Stage 15	55	0	54	1
Stage 17A	25	0	23	2
Stage 17B	36	4	13	19
Stage 18A	29	0	29	0
Stage 18B	31	2	23	6
Stage 25 (Display Village)	15	0	15	0
Stage 25	34	5	27	2
Stage 25B	7	0	7	0
Stage 25 (Builders Release)	7	3	3	1
Stage 26	38	4	0	34
<b>Total</b>	<b>1010</b>	<b>18</b>	<b>921</b>	<b>71</b>

#### 4. Community Events

A Community Development Plan has been prepared for FYE 2021, with the focus on activating new community amenities, such as the foreshore access improvements in Catalina Beach and new playground at Drimmie Park in Catalina Central.

A 'Summer Splashdown' community event was to be held on 13 February 2021 at the Catalina Beach Park, however, uncertainty about the duration of the State Government COVID-19 lockdown period and other restrictions that may apply has necessitated postponement of the event. Options for rescheduling will be reviewed when Government directives relating to public gatherings are clarified.

#### 5. Catalina Beach Access Road / Carpark

The Department of Water and Environmental Regulation issued a Clearing Permit for the Beach Access Road and Carpark on 4 January 2021. No appeals were subsequently made during the 21-day appeal period that followed the issue of the Permit.

Permit conditions include requirements for revegetation along the access road alignment in addition to degraded areas elsewhere within the coastal conservation reserve to satisfy clearing offset obligations.

Civil construction approval has been issued by the City of Wanneroo and final approval of the landscaping and revegetation plans is expected by the end of February 2021. Construction is planned to commence in April 2021 and be completed by September 2021.

#### 6. Catalina Local Centre Site

Settlement of the sale of the Local Centre Site on Lot 646 Aviator Boulevard in Catalina Central occurred on 5 January 2021, with the site now controlled by the new owners, Auswide International Investments (Cardup) Pty Ltd.

Auswide has submitted an application to make minor modifications to the child care centre component of the development application plans approved by the Joint Development Assessment Panel in July 2020. The executed Deed of Agreement with Auswide requires

that construction of the childcare centre commences by 1 May 2021 and the balance of the development, which will include several shop tenancies (300m<sup>2</sup> net lettable area) and a café, is completed by 30 May 2023.

#### 7. Coastal Dual Use Path, Burns Beach – Mindarie

Subdivision approval has been obtained by Peet Limited for the portion of the Burns Beach Estate through which the remaining segment of the coastal dual use path (DUP) is to be constructed. The approval sets the alignment of the DUP, with the timing of completion subject to Peet’s construction program, which has not yet been provided.

#### 8. Catalina Grove

At its meeting of 20 August 2020, the Council approved the Catalina Grove Development Strategy (July 2020) to guide the development, marketing and sale of land in the Catalina Grove Precinct. At its meeting of 10 December 2020, the Council received additional information regarding implementation of the Strategy.

Subdivision design for Phase 1 of Catalina Grove is progressing, with particular consideration being given to the public open space, the design of earthworks, verge and streetscape treatments and designation of crossover/driveway locations to maximise tree retention, in addition to the incorporation of industry best practices and potential sustainability initiatives in the development.

Market research has been completed to further inform key target markets, lot mix considerations and marketing assets to maximise the appeal of Catalina Grove.

A review of the design guidelines is being undertaken, with the objective of achieving a sustainable and innovative built form outcome with minimal impact on affordability. This review includes consultation with prominent project homebuilders and feedback on the existing Catalina Beach and Central design guidelines.

A report on the best practice/sustainability initiatives, market research/brand positioning and design guidelines will be presented to the March 2021 Management Committee meeting and April 2021 Council meeting for consideration.

The Catalina Grove Development Strategy included the following indicative program:

Timeframe	Milestone
January 2021	Complete Brand Asset Development
March 2021	Subdivision/Earthworks Approvals
April 2021	Launch Brand/Lead Generation Campaign
May 2021	Signage Installed; Display Village EOI to Builders
June 2021	Connolly Drive/Aviator Boulevard Roundabout completed
June 2021	Launch Pre-sales for Stage 1
August 2021	Complete Earthworks; commence Civil Works (Stage 1)
September 2021	Complete Connolly Drive Landscaping
December 2021	Complete Civil Works (Stage 1)
January 2022	Titles (Stage 1); commence Civil Works (Stage 2)
March 2022	Complete Neerabup Road and streetscapes landscaping
May 2022	Complete Civil Works (Stage 2)
June 2022	Titles (Stage 2)
January 2023	Display Village Opening

It is noted that the initial milestones/timeframes have not been achieved and are being addressed as a matter of priority to avoid further delays.

**9. Stage 18 Group Housing Site**

At its meeting of 10 December 2020, the Council agreed to cease negotiations with Schlager Group on a potential built form partnership for the Stage 18C site in Catalina Central. The Council also resolved that Satterley prepare an appropriate subdivision and development option that can achieve the Council's objectives of sustainability and innovative built form for the site.

A subdivision concept plan has been prepared that provides for the subdivision of the site into 28 green title lots ranging in area from 150m<sup>2</sup> to 558m<sup>2</sup>.

Satterley is reviewing the lot configuration and design and is preparing a feasibility prior to providing a recommendation for subdivision and development of the site. It is anticipated that subdivision approval could be obtained in June 2021 and civil construction commence in August 2021.

## 7.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER 2020 - JANUARY 2021

**Responsible Officer:** Chief Executive Officer

**Attachments:**

1. Statement of Financial Activity for 30 November 2020
2. Statement of Financial Activity for 31 December 2020
3. Statement of Financial Activity for 31 January 2021

**Voting Requirements:** Simple Majority

### RECOMMENDATION

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

- **30 November 2020;**
- **31 December 2020;** and
- **31 January 2021**

### PURPOSE

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

### LOCAL GOVERNMENT ACT/REGULATION

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

### RISK MANAGEMENT IMPLICATIONS

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

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

### BACKGROUND

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

**COMMENT**

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

At its meeting of 8 February 2021, the Audit Committee resolved to receive and note the Statements of Financial Activity for November and December 2020.

**Variances at 31 January 2021 exceeding 10% were experienced in relation to the following:**

<b>Interest Earnings</b>	The unfavourable variation is a result of lower interest rates.
<b>Employee Costs</b>	The favourable variation is due to deferral of additional resources.
<b>Insurance</b>	The favourable variation is a result of refund of the Central Sales Office premium.
<b>Materials and Contracts</b>	The favourable variation relates to consultancy fees which will adjust during the year.
<b>Other</b>	The favourable variation is a result of reduced expenditure relating to governance/Council members.
<b>Utilities</b>	The favourable variation relates to timing of payments.
<b>Income Sale of Lots - Subdivision</b>	The unfavourable variation is a result of fewer sales/settlements from slowing market conditions and a lower stock position.
<b>Land Production Costs</b>	The favourable variance relates to timing of payments.
<b>GST Withheld Member Councils</b>	The unfavourable variation relates to changes in ATO requirements for remittance of GST on sale of lots.
<b>Profit Distribution / Contributions Returned</b>	The unfavourable variation is due to timing of rates reimbursements to Member Councils.

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

**Financial Snapshot as at 31 January 2021**

	2020-21 ADOPTED BUDGET	2020-21 BUDGET YTD	2020-21 ACTUAL YTD	VARIANCE		VARIANCE %
				FAVOURABLE	UNFAVOURABLE	
<b>REVENUE</b>	\$	\$	\$	\$	\$	%
Interest Earnings	645,000	435,375	315,362		(120,013)	-27.57%
Other Revenue	23,935	14,834	14,683		(151)	-1.02%
	<b>\$668,935</b>	<b>\$450,209</b>	<b>\$330,045</b>	<b>\$0</b>	<b>(\$120,164)</b>	
<b>LESS EXPENDITURE</b>						
Depreciation	(55,287)	(32,249)	(32,954)		(705)	-2.19%
Employee Costs	(749,760)	(440,540)	(377,020)	63,520		14.42%
Insurance	(16,462)	(16,462)	(13,244)	3,218		19.55%
Interest	(511)	(358)	(361)		(3)	-0.84%
Materials and Contracts	(222,769)	(131,219)	(76,447)	54,772		41.74%
Other	(177,078)	(88,540)	(76,918)	11,622		13.13%
Utilities	(6,500)	(3,794)	0	3,794		100.00%
<b>OTHER</b>						
Profit/(loss) on Disposal of Asset	785	785	1,224	439		
<b>Members Equity</b>						
Income Sale of Lots - Subdivisions	34,688,724	24,107,071	18,291,753		(5,815,318)	-24.12%
Land Production Costs	(31,190,377)	(16,930,291)	(6,268,624)	10,661,667		62.97%
GST Withheld Member Councils	0	0	(1,295,560)		(1,295,560)	-100.00%
Profit distribution/Contributions Returned	(3,150,000)	0	(25,104)		(25,104)	-100.00%
	<b>(\$879,235)</b>	<b>\$6,464,403</b>	<b>\$10,126,745</b>	<b>\$10,799,032</b>	<b>(\$7,136,690)</b>	
Total Change in Equity	<b>(\$210,300)</b>	<b>\$6,914,612</b>	<b>\$10,456,790</b>	<b>\$10,799,032</b>	<b>(\$7,256,854)</b>	

**Balance Sheet Summary as at 31 January 2021**

	Actual 2019-20 \$	Actual 2020-21 \$	Variance \$	Variance %
<b>Current assets</b>				
Cash and cash equivalents	45,290,954	55,691,173	10,400,219	22.96%
Trade and other receivables	224,125	324,530	100,405	44.80%
<b>Total current assets</b>	<b>45,515,079</b>	<b>56,015,703</b>	<b>10,500,624</b>	<b>23.1%</b>
<b>Non-current assets</b>				
Inventories	1,600,000	1,600,000	0	0.00%
Right of use assets	55,006	34,521	(20,485)	-37.24%
Property, plant and equipment	102,611	109,958	7,347	7.16%
<b>Total non-current assets</b>	<b>1,757,617</b>	<b>1,744,479</b>	<b>(13,138)</b>	<b>-0.75%</b>
<b>Total assets</b>	<b>47,272,696</b>	<b>57,760,182</b>	<b>10,487,486</b>	<b>22.19%</b>
<b>Current liabilities</b>				
Trade and other payables	40,876	91,293	(50,417)	-123.34%
Lease Liabilities	55,420	35,699	19,721	35.58%
Provisions	267,083	267,082	1	0.00%
<b>Total current liabilities</b>	<b>363,379</b>	<b>394,074</b>	<b>(30,695)</b>	<b>-8.4%</b>
<b>Non-current liabilities</b>				
Lease Liabilities	0	0	0	0.00%
Provisions	9,418	9,418	0	0.00%
<b>Total non-current liabilities</b>	<b>9,418</b>	<b>9,418</b>	<b>0</b>	<b>0.00%</b>
<b>Total liabilities</b>	<b>372,797</b>	<b>403,493</b>	<b>(30,696)</b>	<b>-8.23%</b>
<b>Net assets</b>	<b>46,899,899</b>	<b>57,356,689</b>	<b>10,456,790</b>	<b>22.30%</b>

**Investment Summary as at 31 January 2021**

<b>Term Deposits</b>							
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)
Feb-21	3,026,630.14	0.8000%	AMP Bank	BBB	3,026,630.14	11-Aug-20	3,038,172.80
Feb-21	3,000,000.00	1.3000%	Bank of Queensland	BBB+	3,000,000.00	20-May-20	3,027,460.27
Mar-21	4,000,000.00	0.7200%	National Australia Bank	AA-	4,000,000.00	1-Sep-20	4,012,072.33
Mar-21	3,000,000.00	0.6700%	National Australia Bank	AA-	3,000,000.00	15-Sep-20	3,007,654.52
Mar-21	3,000,000.00	0.6300%	Suncorp Bank	A+	3,000,000.00	22-Sep-20	3,006,835.07
Apr-21	3,000,000.00	0.6700%	National Australia Bank	AA-	3,000,000.00	15-Sep-20	3,007,654.52
Apr-21	500,000.00	1.7000%	Westpac Group	AA-	500,000.00	28-Apr-20	506,497.26
May-21	2,000,000.00	0.7000%	AMP Bank	BBB	2,000,000.00	9-Nov-20	2,003,221.92
May-21	3,000,000.00	0.7000%	AMP Bank	BBB	3,000,000.00	9-Nov-20	3,004,832.88
May-21	3,000,000.00	0.6700%	National Australia Bank	AA-	3,000,000.00	15-Sep-20	3,007,654.52
Jul-21	2,000,000.00	0.9500%	National Australia Bank	AA-	2,000,000.00	13-Jul-20	2,010,567.12
Jul-21	1,209,172.60	0.6000%	Bank of Queensland	BBB+	1,209,172.60	27-Oct-20	1,211,100.65
Aug-21	3,023,635.07	0.8500%	National Australia Bank	AA-	3,023,635.07	6-Aug-20	3,036,239.07
Aug-21	3,023,335.89	0.8500%	National Australia Bank	AA-	3,023,335.89	10-Aug-20	3,035,657.02
Aug-21	2,000,000.00	0.5500%	Bank of Queensland	BBB+	2,000,000.00	30-Nov-20	2,001,898.63
Sep-21	1,000,000.00	0.6500%	Macquarie Bank	A+	1,000,000.00	15-Dec-20	1,000,854.79
Oct-21	3,000,000.00	0.7000%	Westpac Group	AA-	3,000,000.00	14-Oct-20	3,006,328.77
Oct-21	3,000,000.00	0.6000%	Westpac Group	AA-	3,000,000.00	26-Oct-20	3,004,832.88
Dec-21	3,000,000.00	0.4800%	Westpac Group	AA-	3,000,000.00	10-Dec-20	3,002,090.96
Dec-21	2,000,000.00	0.4800%	Westpac Group	AA-	2,000,000.00	14-Dec-20	2,001,288.77
	<b>50,782,773.70</b>	<b>0.7342%</b>			<b>50,782,773.70</b>		<b>50,932,914.75</b>

### 7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER 2020 - JANUARY 2021

**Responsible Officer:** Chief Executive Officer

**Attachments:**

1. Summary Payment List for November 2020
2. Summary Payment List for December 2020
3. Summary Payment List for January 2021

**Voting Requirements:** Simple Majority

#### RECOMMENDATION

That the Council **RECEIVES** and **NOTES** the list of accounts paid under Delegated Authority to the CEO for the months of November 2020 - January 2021:

- Month ending 30 November 2020 (Total \$1,647,046.35)
- Month ending 31 December 2020 (Total \$515,417.01)
- Month ending 31 January 2021 (Total \$1,129,210.29)
- Total Paid - \$3,291,673.65

#### PURPOSE

Submission of payments made under the CEO's Delegated Authority for the months ending 30 November 2020, 31 December 2020 and 31 January 2021.

#### LOCAL GOVERNMENT ACT/REGULATION

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

#### RISK MANAGEMENT IMPLICATIONS

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

The report provides information to Council on expenditure for November 2020 to January 2021 to ensure transparency and governance of financial activity.

#### BACKGROUND

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

**COMMENT**

Payments made are in accordance with authorisations from Council, approved budget, TPRC procurement and other relevant policies. Payments are reviewed by TPRC Accountants Moore Australia following completion of each month's accounts.

## 7.4 PROJECT FINANCIAL REPORT – DECEMBER 2020

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**Responsible Officer:** Chief Executive Officer

**Attachments:** Letter from Satterley Property Group dated 28 January 2021 with Financial Report

**Voting Requirements:** Simple Majority

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### RECOMMENDATION

**That the Council RECEIVES the Project Financial Report (December 2020) submitted by the Satterley Property Group.**

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### PURPOSE

To consider the Project Financial Report for December 2020 submitted by the Satterley Property Group.

### POLICY REFERENCE

N/A

### LOCAL GOVERNMENT ACT/REGULATION

N/A

### PREVIOUS MINUTES

N/A

### FINANCIAL/BUDGET IMPLICATIONS

Review of Project Financial Report for December 2020.

### RISK MANAGEMENT IMPLICATIONS

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

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

### BACKGROUND

At its meeting of 18 June 2020, the Council approved the Project Budget FYE 2021, submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2021.

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

**COMMENT**

The Satterley Property Group has prepared a Financial Report for December 2020 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 December 2020, and is attached at Appendix 7.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$16.00M which is \$4.72M unfavorable to budget with 14 less residential settlements for the year to date.
2. Expenditure was \$8.06M under budget, in the following areas:
  - Lot Production \$6.9M;
  - P&L expenditure \$0.96M.
3. Lot Sales Value was \$23.43M which is \$1.35M favourable to budget due to higher average selling price per lot, partially offset by four less lots sold year to date.

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

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

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## 7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 FEBRUARY 2021

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**Responsible Officer:** Manager Project Coordination

**Attachments:** Staging Plan  
Market Update January 2021 – Satterley Property Group

**Voting Requirements:** Simple Majority

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### RECOMMENDATION

**That the Council RECEIVES the Sales and Settlement Report to 11 February 2021.**

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### 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:	\$ 34,688,724
Received to Date:	\$ 18,283,321
Balance:	\$ 16,405,403

### RISK MANAGEMENT IMPLICATIONS

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

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

## BACKGROUND

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

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

## COMMENT

Table 1 provides a summary of the Catalina Estate Sales and Settlement position for lots released up to 11 February 2021.

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

Stage/ Release Date	Release Date	Lots Released	Lot Sizes (m <sup>2</sup> )	Sold*	Stock	Settled
Completed Stages	-	935	174 - 658	935	0	935
Stage 16A	Aug-20	17	375 - 450	14	3	0
Stage 17B (2)	Sep-19	8	245 - 450	7	1	6
Stage 17B (3)	Apr-20	10	300 - 450	10	0	8
Stage 18B	Mar-17	31	200 - 474	31	0	30
Stage 26 (3)	Dec-19	7	367 - 481	6	1	6
Stage 26 (4)	Dec-19	9	315 - 539	9	0	8
Stage 27A (1)	Aug-20	12	225 - 450	11	1	0
Stage 27A (2)	Sep-20	8	300 - 450	8	0	0
Stage 28 (1)	Nov-20	10	357 - 450	8	2	0
Stage 28 (2)	Feb-21	10	370-450	1	9	0
<b>Total</b>		<b>1,057</b>	<b>174 - 658</b>	<b>1,040</b>	<b>17</b>	<b>993</b>

**Table 2: Summary of Net Sales for FYE 2021 against Budget – Catalina Estate**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD	Mar	Apr	May	Jun	FYE 21
<b>Budget</b>	35	15	9	7	6	5	7	7	<b>91</b>	7	7	7	7	<b>119</b>
<b>Actual</b>	34	3	16	10	6	3	-2	10*	<b>80</b>					
<b>Variance</b>	-1	-12	7	3	0	-2	-9	3	<b>-11</b>					

\* Includes seven sales contracts pending advertising and acceptance.

The Project currently holds 47 contracts, 15 unconditional, 25 conditional and seven pending acceptance.

The Project has a current released stock position of 17 lots, comprised of the following:

- Stage 16A (Central Precinct) – 3 lots (titled)
- Stage 17B (Central Precinct) – 1 lot (titled)
- Stage 26B (Beach Precinct) – 1 lot (titled)
- Stage 27A (Beach Precinct) – 1 lot (completed, issue of titles pending)
- Stage 28 (Beach Precinct) – 11 lots (under construction)

**Table 3: Summary of Settlements for FYE 2021 against Budget – Catalina Estate**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD	Mar	Apr	May	Jun	FYE 21
<b>Budget</b>	7	5	10	11	22	9	14	12	90	11	4	5	7	<b>117</b>
<b>Actual</b>	3	9	11	18	6	3	6	1	57					
<b>Variance</b>	-4	4	1	7	-16	-6	-8	-11	-33					

### Northern Corridor Estates Analysis

Table 4 provides a summary of sales at developments in the northern corridor.

**Table 4: Summary of Sales in Northern Corridor (January 2020 to December 2020)**

ESTATE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	12 Month Total Sales
<b>NORTH-WEST METRO</b>													
Alkimos Beach (Alkimos)	5	1	3	2	8	43	20	5	0	7	5	7	106
Alkimos Vista (Alkimos)	1	1	4	0	1	28	17	13	3	2	7	7	84
Allara (Eglinton)	1	1	4	1	2	29	9	14	13	2	3	-3	76
Amberton (Eglinton)	3	8	1	3	13	41	30	24	15	18	10	10	176
Beaumaris (Iluka)	1	12	0	0	0	5	2	0	0	2	1	3	26
Burns Beach (Burns Beach)	1	3	0	1	1	86	0	0	0	0	0	0	92
<b>Catalina (Clarkson-Mindarie)</b>	1	3	3	1	4	6	<b>34</b>	3	16	10	6	3	<b>90</b>
East of the Beach (Eglinton)	0	5	2	0	2	32	18	4	0	-1	3	3	68
Eden Beach (Jindalee)	6	21	6	0	11	32	20	22	7	8	7	13	153
Shorehaven (Alkimos)	4	14	10	8	12	62	14	26	5	10	7	8	180
Trinity (Alkimos)	3	6	5	5	5	43	20	25	20	8	11	1	152
<b>TOTAL</b>	26	75	38	21	59	407	<b>184</b>	<b>136</b>	<b>79</b>	<b>66</b>	<b>60</b>	<b>52</b>	<b>1,203</b>
<b>CATALINA SHARE (%)</b>	<b>3.8 %</b>	<b>4 %</b>	<b>7.9 %</b>	<b>4.8 %</b>	<b>6.8 %</b>	<b>1.5 %</b>	<b>18.5 %</b>	<b>2.2 %</b>	<b>20.3 %</b>	<b>15.2 %</b>	<b>10.0 %</b>	<b>5.8 %</b>	<b>7.48%</b>

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

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

Table 5 provides a summary of available stock in the northern corridor. The 375m<sup>2</sup> lots available in Catalina Beach range in price from \$355,000 to \$365,000 and the 450m<sup>2</sup> lots range in price from \$415,000 to \$420,000. The four lots available in Catalina Central range in size from 375m<sup>2</sup> to 432m<sup>2</sup> and are priced at \$265,000 to \$282,000.

**Table 5: Summary of Price of Available Lots in Northern Corridor Estates**

Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	500sqm + Price (\$)	Total Dwellings	Stock
Allara	n/a	1553,000	185,000	215,000	n/a	3,405	9
Alkimos Beach	n/a	n/a	266,000	285,000-300,000	310,000	2,413	32
Amberton	n/a	n/a	251,000-257,000	282,000-294,000	246,000-324,000	2,500	17
Burns Beach	n/a	n/a	n/a	490,000	n/a	1,580	3
Catalina Central	n/a	n/a	265,000	n/a	n/a	2,480	4

Catalina Beach	n/a	n/a	355,000-365,000	415,000-420,000	n/a		13
Eden Beach	185,000	n/a	291,000	n/a	338,000-385,000	1,100	11
Kinross	n/a	n/a	n/a	n/a	n/a	67	0
Shorehaven	182,000-222,000	n/a	249,000-265,000	n/a	210,000-279,000	2,800	23
Trinity	n/a	190,000-225,000	198,000	n/a	n/a	2,500	19

Additional commentary on market conditions, achieved and forecasted sales and settlements and competitor sales is provided in Appendix 7.5.

### **Lot Releases**

#### Stage 16A – Catalina Central

17 lots have been released for sale in Stage 16A, ranging in area from 375m<sup>2</sup> to 450m<sup>2</sup>. Three lots are available for sale. Titles for Stage 16A issued on 25 January 2021

#### Stage 27A - Catalina Beach

20 lots have been released in Stage 27A, ranging in area from 225m<sup>2</sup> to 450m<sup>2</sup>. One lot is remaining to sell in this stage. Titles for Stage 27A lots are in order for dealings at Landgate and are expected to issue in late February 2021.

#### Stage 28 – Catalina Beach

10 lots in Stage 28A were released on 14 November 2020, ranging in area from 357m<sup>2</sup> to 450m<sup>2</sup>. There are five lots remaining to sell.

An additional 10 lots were released on 3 February 2021.

Stage 28 also includes nine lots to be allocated for a new builders' display village fronting Marmion Avenue. Builders have been notified about the upcoming display village and a formal Expression of Interest is being finalised to be released on 24 February 2021.

### **Sales and Settlements**

A high proportion of contracted purchasers have sought extensions to finance approval, consistent with similar projects in Perth, which has impacted the number of settlements being achieved. The main reason for extension requests is delays with builders producing building plans and contracts, even with minimal or no structural changes. Lenders are taking approximately 15 business days to assess finance applications and in some cases longer. This is being monitored with purchasers, builders and lenders.

The Project is experiencing a small number of cancellations resulting from finance applications being declined. Satterley advises that there is a prospect of an increase in cancellations in coming months as finance applications associated with the large number of contracts on hand from the sales achieved between May and July are determined.

### **State and Federal Government Building Stimulus Grant**

Under the State Government \$20,000 building stimulus, site works must commence 12 months from the signing of the building contract which needed to be entered into before 31 December 2020.

Under the Federal Government \$15,000 building stimulus, the deadline for purchasers to enter a building contract is now 31 March 2021. Construction must commence within 6 months of the contract being signed.

## **Marketing**

Current project marketing is focussed on lead generation and brand awareness campaigns through social media advertising (primarily Google and Facebook). This digital campaign concluded at the end of January 2021 and a recommendation to continue similar campaigning has recently been received from Satterley and is to be implemented shortly.. Catalina's website search engine optimisation (SEO) program has been extended until the end of June 2021.

In December 2020, market research for Catalina Grove was undertaken by Painted Dog, with the outcomes to be integrated into the marketing strategy that is currently under development. A brand 'Health check' has been completed and provides recommendations regarding the Catalina Grove branding. A report on Grove marketing will be presented to the March 2021 Management Committee meeting and April 2021 Council meeting.

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## 7.6 CATALINA BEACH SALES OFFICE OPENING HOURS

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<b>Responsible Officer:</b>	Manager Project Coordination
<b>Attachments:</b>	Satterley Property Group Letter (dated 26 November 2020)
<b>Voting Requirements:</b>	Simple Majority

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### RECOMMENDATION

That the Council:

1. **APPROVES** the following opening hours for the Catalina Sales Office on a trial basis until 31 December 2021:

Day	Opening Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	12:00pm to 5:00pm
Thursday	By Appointment
Friday	By Appointment
Saturday	12:00pm to 5:00pm
Sunday	12:00pm to 5:00pm

2. **REQUIRES** the Satterley Property Group to review the Catalina Sales Office opening hours and provide a recommendation to the Council prior to the launch of sales in Catalina Grove to determine if the opening hours approved in 1. above are sufficient to cater for purchaser enquiries.
3. **REQUIRES** the Satterley Property Group to provide a report at the Council's December 2021 meeting on the outcomes of the trial of the revised Sales Office opening hours and a recommendation on opening hours to apply beyond 31 December 2021.

### PURPOSE

To consider proposed changes to the opening hours of the Catalina Sales Office in accordance with the Development Management Agreement (DMA).

### POLICY REFERENCE

N/A

### LOCAL GOVERNMENT ACT/REGULATION

N/A

### PREVIOUS MINUTES

Council Meeting – 18 June 2020 (Item 8.6 – Catalina Sales Office Opening Hours)

**FINANCIAL/BUDGET IMPLICATIONS**

N/A

**RISK MANAGEMENT IMPLICATIONS**

<b>Risk Ref: 3</b>	<b>Risk Rating:</b>
Development Project – Development Manager ability to deliver	Moderate
<b>Action:</b>	
Development Manager Agreement and KPIs sets out requirements for DM.	

This report relates to a proposed change to requirements of the DMA. The proposed changes are recommended by Satterley in order to achieve budgeted sales/settlements objectives.

**BACKGROUND**

The Council approved the DMA between the TPRC and Satterley Property Group (Satterley) on 13 September 2010. The DMA affirmed Satterley’s tender proposal that a Sales Office would be open 10am – 5pm each day, except Friday.

The Council has on numerous occasions since the DMA was approved, agreed to revised opening hours for the Sales Office following requests from Satterley.

At its meeting of 18 June 2020, the Council approved the following revised opening hours for the Sales Office on a trial basis from 1 July 2020 until 31 December 2020:

Day	Opening Hours
Monday	1:00pm to 5:00pm
Tuesday	1:00pm to 5:00pm
Wednesday	12:00pm to 5:00pm
Thursday	Closed
Friday	Closed
Saturday	9:00am to 5:00pm
Sunday	9:00am to 5:00pm

Satterley proposes that these opening hours be amended for 2021 as follows:

Day	Opening Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	12:00pm to 5:00pm
Thursday	By Appointment
Friday	By Appointment
Saturday	12:00pm to 5:00pm
Sunday	12:00pm to 5:00pm

**COMMENT**

Satterley advises that the proposed revised opening hours for the Sales Office are recommended on the following basis:

- In 2021, networks with builders will be critical to generate sales as builders re-open their books for new business following the boom-like conditions experienced in the second half of FYE 2020 when many reached their construction capacity. The amended hours will enable greater efficiencies for Satterley’s sales staff for the benefit of the Project by reducing presence in the Sales Office to enable greater liaison with builders.
- The latter part of 2020 saw a decline in the volume of walk-in traffic visiting the Sales Office, as indicated in the table below, and Satterley considers that it is unproductive having sales staff waiting in an office for prospective purchasers to visit when they could be proactively servicing builder sales representatives to generate sales leads.

	<b>Jan 19 – Dec 19 (slow market)</b>	<b>Jan 20 – Nov 20</b>	<b>June 20 – Sept 20 (boom months)</b>	<b>Oct 20 – Nov 20 (recent)</b>
<b>Web traffic</b>	281 (78%)	508 (40%)	187 (26%)	89 (78%)
<b>Walk in Traffic</b>	48 (13%) (4/month, 1/week)	385 (30%) (35/month, 7/week)	247 (34%) (60/month, 14/week)	18 (16%) (9/month, 2/week)
<b>Phone Enquiry</b>	34 (9%)	390 (30%)	283 (40%)	7 (6%)

- The proposed Sales Office opening hours would align with current opening hours of display homes in the Catalina builders’ display village, while providing flexibility for prospective purchasers to make an appointment to meet sales staff at a time that suits them.

The following table provides a comparison between the proposed opening hours and the originally agreed opening hours under the DMA:

<b>Day</b>	<b>DMA Opening Hours</b>	<b>Approved Opening Hours (July to December 2020)</b>	<b>Proposed Revised Opening Hours (2021)</b>
Monday	10.00am to 5.00pm	1:00pm to 5:00pm	By Appointment
Tuesday	10.00am to 5.00pm	1:00pm to 5:00pm	By Appointment
Wednesday	10.00am to 5.00pm	12:00pm to 5:00pm	12:00pm to 5:00pm
Thursday	10.00am to 5.00pm	Closed	By Appointment
Friday	Closed	Closed	By Appointment
Saturday	10.00am to 5.00pm	9:00am to 5:00pm	12:00pm to 5:00pm
Sunday	10.00am to 5.00pm	9:00am to 5:00pm	12:00pm to 5:00pm
<b>Total</b>	<b>42 hours</b>	<b>29 hours</b>	<b>15 hours</b>

The proposed revised Sales Office opening hours represent a significant reduction to the opening hours originally agreed under the DMA (approximately 64%) and amended by the Council in June 2020 on a temporary basis. It is recognised that walk-in traffic without prior appointments has been limited over the past two years, particularly during slow market conditions when digital marketing channels appear to have been the source of a large proportion of sales leads.

## **CONCLUSION**

It is considered that Satterley is well-placed to determine the span of opening hours required to achieve budgeted sales and its position is that its sales staff’s time would be more effectively spent proactively seeking to generating leads through liaison with builders rather than waiting

for prospective purchasers to come to them. The key objective is to achieve the sales targets adopted by the Council and Satterley's performance in this regard in recent times has been satisfactory.

Satterley's proposed revised Sales Office opening hours, coupled with its staff's availability to meet by appointment, are considered to be reasonable and warrant supporting in the current sales environment.

The Catalina Grove Development Strategy, which was approved by the Council at its meeting of 20 August 2020, identifies the launch of sales of Catalina Grove lots in June 2021. This may necessitate the Sales Office being open over a longer span of hours than Satterley has proposed for 2021.

Opening hours should be reviewed in preparation for the launch of sales in Catalina Grove.

It is recommended that the Council approves the proposed revised Sales Office opening hours for 2021 on a trial basis and requires Satterley to provide the following:

- A report prior to the launch of sales in Catalina Grove on whether the revised opening hours require review to cater for sales enquiries that this this launch may generate.
- A report at the Council's December 2021 meeting on the outcomes of the trialed revised opening hours and a recommendation on the opening hours to apply beyond 31 December 2021.

## 8. COMMITTEE REPORTS 8.1 - 8.4

### AUDIT COMMITTEE (8 FEBRUARY 2021)

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#### 8.1 TPRC FYE 2021 BUDGET REVIEW

**Responsible Officer:** Chief Executive Officer

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

**Voting Requirements:** Absolute Majority

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#### AUDIT COMMITTEE RECOMMENDATION

Moved Cr Timmermanis, Seconded Cr Taylor.

**That the Council ADOPTS the Budget Review with the variations for the period 1 July 2020 to 30 June 2021, as detailed in the Budget Analysis Worksheet attached to Appendix 8.1.**

The Motion was put and declared CARRIED (3/0).

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#### TPRC RECOMMENDATION TO THE AUDIT COMMITTEE

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2020 to 30 June 2021, as detailed in the Budget Analysis Worksheet attached to Appendix 8.1.

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#### PURPOSE

To consider the review of the TPRC Budget for the FYE 2021 financial year in accordance with the *Local Government (Financial Management) Regulations 1996*, Regulation 33A.

#### POLICY REFERENCE

N/A

#### LOCAL GOVERNMENT ACT/REGULATION

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

#### PREVIOUS MINUTES

- Council Meeting – 20 February 2020 (Item 9.1 – TPRC Budget 2018/2019 Review)
- Council Meeting – 21 February 2019 (Item 9.6 – TPRC Budget 2018/2019 Review)

## FINANCIAL/BUDGET IMPLICATIONS

Review of variances of TPRC Budget FYE 2021.

## RISK MANAGEMENT IMPLICATIONS

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

The consideration of the Mid-Year Review of the TPRC Budget FYE 2021 is required under the *Local Government Act 1995* and necessary to ensure governance of financial activity and planning for the balance of FYE 2021.

## BACKGROUND

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

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

At its meeting of 20 August 2020, Council resolved to adopt the Budget for the Tamala Park Regional Council for the year ending 30 June 2021, and adopted a 10% or \$5,000 variance whichever is the greater for the reporting of material variances identified in the annual budget review.

At its meeting of 10 December 2020, Council considered the Mid-Year Review of the Catalina Project Budget FYE 2021 undertaken by the Satterley Property Group (Satterley). The Mid-Year Review of the Catalina Project Budget FYE 2021 indicated that assumptions and predictions in the Project Budget FYE 2021 were generally still valid. However, it was noted that income was predicted to be lower due to expected lower lot sales prices due to property market conditions. The Council resolved to receive the SPG FYE 2021 Mid-Year Budget Review and that it be used for the balance of the FYE 2021 and as the basis of the Mid-Year Review of the TPRC Budget FYE 2021.

## COMMENT

A review of the approved TPRC Budget FYE 2021 has been undertaken in accordance with the Financial Management Regulations. The TPRC budget review has been based on the Mid-Year Review of the Catalina Project Budget FYE 2021.

The review of the approved TPRC Budget FYE 2021 reflects a conservative position on lot sales and revenue given property market conditions and the advice of Satterley. It also is based on the latest sales/settlement information, construction program, and expenditure estimates.

The worksheets attached at Appendix 8.1 detail the actual expenditure, year to date, projected actual and expected variances. These are presented in a summary form below based on main groupings.

## Agenda TPRC Meeting of Council – 18 February 2021

	Annual Budget 2020/21	Projected Estimates to 30/06/2021	Variance Projected Estimates to Budget \$	Variance Projected Estimates as % of Budget
<b>Total Income - Operating</b>	669,720	432,791	(236,929)	-35.38%
<b>Total Expenses - Operating</b>	(1,228,367)	(1,228,367)	0	0.00%
<b>Net operating Deficit</b>	<b>(558,647)</b>	<b>(795,576)</b>	<b>(236,929)</b>	<b>-42.41%</b>
<b>Income - Members Equity</b>				
Proceed Sale of Lots	34,688,724	30,462,568	(4,226,156)	-12.18%
Other Income Sale of Lots	0	4,545	4,545	100.00%
<b>Total Income - Members Equity</b>	34,688,724	30,467,113	(4,221,611)	-12.17%
<b>Expense - Members Equity</b>				
Consultancy	(25,000)	(22,000)	3,000	12.00%
Property Admin & Approvals	(9,000)	(9,000)		
M tice Services - Land (Incl. Selling and Marketing Expenses)	(3,350,698)	(3,584,427)	(233,729)	-6.98%
Land Development Costs	(27,805,679)	(25,986,125)	1,819,554	6.54%
<b>Total Expense - Members Equity</b>	(31,190,377)	(29,601,552)	1,588,825	5.09%
<b>Subtotal</b>	<b>3,498,347</b>	<b>865,561</b>	<b>(2,632,786)</b>	<b>75.26%</b>
<b>Other Items</b>				
Contribution Refund	(150,000)	(150,000)		
Book Value of Assets Written Back	46,615	42,412	(4,203)	-9.02%
Depreciation W ritten Back	55,287	54,874	(413)	-0.75%
Payments for Principal Portion of Lease Liabilities	(34,870)	(34,870)		
Capital Expenditure	(86,300)	(79,227)	7,073	8.20%
GST Withheld M ember Councils	0	(2,749,237)	(2,749,237)	-100.00%
Profit Distributions	(3,000,000)	(3,000,000)		
Opening Surplus	45,224,510	45,474,202	249,692	0.55%
<b>Closing Net Surplus/ Deficit</b>	<b>44,994,942</b>	<b>39,628,139</b>	<b>(5,366,803)</b>	<b>-11.93%</b>

The material variances (5% or \$5,000 whichever is greater) to the TPRC Budget FYE 2021 are summarised as follows:

### 1. Total Income - Operating

#### Investment Income

Interest from investment was predicted to be \$0.67M for FYE 2021, however, interest earnings are now expected to be \$0.43M as a result of lower interest rates.

### 2. Income - Members Equity

#### Proceed Sale of Lots

Lot Sales Income was budgeted at \$34.68M, however, based on the Mid-Year Review of the Catalina Project Budget FYE 2021 and in light of the latest sales/settlement information sales income is now forecast at \$30.46M. The variance is due to expected lower lot sales and sales prices due to property market conditions.

The variation in Total Income - Members Equity in the Review is \$1.58M.

### 3. Expense - Members Equity

#### Land Development Costs

Land Development Costs are to decrease by \$1.82M due to deferral of infrastructure expenditure from FYE 2021 to FYE 2022.

#### 4. Other Items

##### GST Withheld Member Councils

There is a \$2.7M variance to account for additional withholding tax (GST) on the sale price of the lots, which is now remitted directly to the Australian Tax Office (ATO) by the purchaser as part of the settlement process. It should be noted that this GST is subsequently claimed by the Member local governments.

#### 5. Closing Surplus 2021

The TPRC Budget for FYE 2021 forecast a closing net surplus of \$44.99M, the Mid-Year Review now forecasts a closing net surplus of \$39.62M which represents a \$5.37M negative variance.

#### 6. Distributions to Participant Local Governments

The TPRC Budget FYE 2021 forecast a Distribution to the participant members totalling \$3M.

The Mid-Year Review of the Catalina Project Budget FYE 2021 forecast that the Distributions to member local governments remain unchanged at \$3M.

### CONCLUSION

The Mid-Year Review of the TPRC Budget FYE 2021 indicates that assumptions and predictions in the Project Budget FYE 2021 are generally still valid. However, Satterley considers that there is still significant uncertainty, which will remain in the absence of a COVID-19 vaccine and will lead to soft market conditions. Whilst the Government stimulus measures for housing construction have significantly boosted land sales, the initial rush has reduced. Satterley has forecast a reduction in lot sales and settlements for FYE 2021 and a consequential reduction in Lot Income of \$4.22M. Given the forecast market conditions, development expenditure will need to be managed to minimise potential impacts and exposure to the TPRC, including the use of Sales Triggers to manage Council's risk, whilst providing a reasonable stock position for market demand.

The Mid-Year Review of the TPRC Budget FYE 2021 forecasts the following key variances:

1. Interest on investments to decrease by \$0.24M;
2. Income from sale of land and other related income will decrease by \$4.22M;
3. Distributions to member local governments remain unchanged at \$3.00M;
4. The Closing Surplus will decrease by \$5.37M.

The review of the TPRC FYE 2021 Budget shows the TPRC can meet all cashflow obligations for FYE 2021. To date there has been no call upon local authority funds to meet any operating or capital expenditure. This position is expected to continue in FYE 2021.

The assumptions generally represent a conservative position on the property market, sales/settlement predictions and forecast expenditure, which is considered appropriate given the impacts of COVID-19. The Satterley FYE 2021 Mid-Year Budget Review is considered to provide an appropriate basis for financial planning for the TPRC Mid-Year Budget FYE 2021.

## **8.2 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2020**

<b>Responsible Officer:</b>	Chief Executive Officer
<b>Attachments:</b>	Compliance Audit Return 2020
<b>Voting Requirements:</b>	Simple Majority

---

### **AUDIT COMMITTEE RECOMMENDATION**

Moved Cr Timmermanis, Seconded Cr Taylor.

**That the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2020 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.**

The Motion was put and declared CARRIED (3/0).

---

### **TPRC RECOMMENDATION TO THE AUDIT COMMITTEE**

That the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2020 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.

---

### **PURPOSE**

To submit for adoption the TPRC Local Government Compliance report for the year ended 31 December 2020.

### **POLICY REFERENCE**

TPRC Audit Charter: Duties and Responsibilities of Audit Committee Clause 6 - To review the statutory compliance return and make a recommendation on its adoption to the Council.

### **LOCAL GOVERNMENT ACT/REGULATION**

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

### **PREVIOUS MINUTES**

- Council Meeting – 20 February 2020 (Item 9.7 - Local Government Compliance Audit for Year Ended 31 December 2019)
- Council Meeting – 21 February 2019 (Item 9.7 - Local Government Compliance Audit for Year Ended 31 December 2018)

## FINANCIAL/BUDGET IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

<b>Risk Ref: 9</b>	<b>Risk Rating:</b>
TPRC Operations - Compliance with LG Act and Regulations	Low
<b>Action:</b>	
Annual Compliance Audit Return (CAR) submitted for Council approval.	

The submission of the Annual Compliance Audit Return is required under the *Local Government Act 1995* and necessary to review internal compliance procedures for managing legislative requirements.

## BACKGROUND

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

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

The Compliance Audit is to be:

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

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

## COMMENT

The Compliance Return (Appendix 8.2) comprises the following parts:

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

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

It is noted that the Review required under *Regulation 17 Local Government (Audit) Regulations 1996* was not undertaken during the review period. This Review of the local government's systems and procedures in relation to risk management, internal control and legislative compliance has been completed and planned for presentation to the Audit Committee and Council in April 2021.

The TPRC Compliance Audit Return for the year ended 31 December 2020 is recommended for Council adoption and referral to the Director General of the Department of Local Government, Sports and Cultural Industries, in accordance with the Local Government Act and Regulations.

**8.3 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2020**

**Responsible Officer:** Chief Executive Officer

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**AUDIT COMMITTEE RECOMMENDATION**

Moved Cr Taylor, Seconded Cr Timmermanis

**That the Committee RECEIVES and NOTES the Statements of Financial Activity for the months of November 2020 and December 2020.**

The Motion was put and declared CARRIED 3(0/).

---

**TPRC RECOMMENDATION TO THE AUDIT COMMITTEE**

That the Committee RECEIVES and NOTES the Statements of Financial Activity for the months of November 2020 and December 2020.

---

This item has previously been dealt with under Item 7.2

## 8.4 FRAUD PREVENTION PLAN 2021 AND FRAUD AND CORRUPTION POLICY 2021

<b>Responsible Officer:</b>	Chief Executive Officer
<b>Attachments:</b>	Fraud Prevention Plan 2021; Fraud and Corruption Policy 2021
<b>Voting Requirements:</b>	Simple Majority

---

### AUDIT COMMITTEE RECOMMENDATION

Moved Cr Timmermanis, Seconded Cr Taylor.

**That the Council APPROVES the Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021.**

The Motion was put and declared CARRIED (3/0).

---

### TPRC RECOMMENDATION TO THE AUDIT COMMITTEE

That Council APPROVES the Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021.

---

### PURPOSE

To consider the Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021.

### POLICY REFERENCE

N/A

### LOCAL GOVERNMENT ACT/REGULATION

- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Audit) Regulations 1996*

### PREVIOUS MINUTES

N/A

### FINANCIAL/BUDGET IMPLICATIONS

N/A

### RISK MANAGEMENT IMPLICATIONS

<b>Risk Ref: 7</b>	<b>Risk Rating:</b>
TPRC Operations - Internal controls	Low
<b>Action:</b>	
Management Policies and Procedures reviewed annually and approved by Council.	

The Fraud Prevention Plan and Policy is necessary to strategies, procedures, and actions for good governance and the prevention and reporting of fraud and corruption.

## BACKGROUND

The Western Australian Auditor-General has recommended all local governments adopt specific fraud control policies and prevention plans that address the risk of fraud and corrupt conduct.

Local governments are required to meet a number of legislated responsibilities that help control fraud risks.

## COMMENT

The Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021 have been prepared to comply with the Office of the Auditor-General guidelines for the preparation of Fraud Prevention Plans and associated policies.

The Fraud Prevention Plan 2021 (Plan) and the Fraud and Corruption Policy (Policy) articulate the Tamala Park Regional Council's (TPRC) commitment to the prevention, detection, response and monitoring of fraud and corrupt activities.

The purpose of the Plan is to demonstrate that the TPRC is committed to ensuring that fraud and corruption do not occur, and to detail the actions that will be undertaken to achieve this.

The Plan aims to:

- Reduce the potential for fraud and corruption within and against the TPRC;
- Build a culture which seeks to prevent fraud and corruption; and
- Explain how suspected instances of fraud can be reported.

The Plan and Policy help to understand and manage risks by:

- Taking a coordinated approach to fraud and corruption;
- Creating a plan to deal with fraud and corruption;
- Raising staff awareness of fraud, improving their screening processes, and strengthening protections for informants; and
- Making workplaces more fraud resistant, and improving reporting processes.

The Plan and Policy provide the framework so that the TPRC can respond quickly and strategically to allegations of fraud and corruption.

The Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021 include important definitions to provide clarity on fraud and corruption, including:

**Fraud** is defined by Australian Standard AS8001-2008 as:

*“Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.”*

**Corruption** is defined by Australian Standard AS8001-2008 as:

*“Dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of ‘corruption’ can also involve corrupt conduct by the entity, or a person*

*purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.*

The Plan sets out roles and responsibilities for the Council, Audit Committee, the Chief Executive Officer and Employees. It sets out the procedure for reporting suspected fraud and corruption incidents, including options for complaints to be made to a range of external agencies such as the Crime and Corruption Commission or the Public Sector Commission. The Plan also sets out actions and strategies, responsibility and timing to support the prevention, detection and response to fraud and corruption.

The Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021 will be communicated to all employees, contractors and suppliers.

The Plan and Policy outline steps to reduce fraud risks and build fraud and corruption resistance. These include creation of a strong ethical culture that sets the standard of behaviour for all staff, raising staff awareness of the risks, and implementing good practice controls to manage them.

It is recommended that Council approve the Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021.

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

**That the Council:**

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

**13.1 CONFIDENTIAL: TENDER 02/2020 LANDSCAPE ARCHITECTURE CONSULTANCY SERVICES**

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

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

**13.2 CONFIDENTIAL: MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE**

*This item satisfies the requirements of Section 5.23 of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public, on the grounds that it deals with:*

*Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

**14. FORMAL CLOSURE OF MEETING**

# APPENDICES

# **Appendix 7.2**

## **Statements of Financial Activity**

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

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

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**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 JANUARY 2021**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide good governance to the Regional Council

Member of Council allowances and reimbursements and administration expenses

**GENERAL PURPOSE FUNDING**

To collect interest on investments

Interest revenue

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads on operating accounts

Other unclassified activities

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	45,224,510	45,224,510	<b>45,474,202</b>	249,692	0.55%	
<b>Revenue from operating activities</b>							
General purpose funding - other		645,000	435,375	<b>326,002</b>	(109,373)	(25.12%)	▼
Other property and services		24,720	15,619	<b>5,267</b>	(10,352)	(66.28%)	▼
		<b>669,720</b>	<b>450,994</b>	<b>331,269</b>	(119,725)		
<b>Expenditure from operating activities</b>							
Governance		(177,078)	(88,540)	<b>(78,539)</b>	10,001	11.30%	▲
Other property and services		(1,051,289)	(624,622)	<b>(498,405)</b>	126,217	20.21%	▲
		<b>(1,228,367)</b>	<b>(713,162)</b>	<b>(576,944)</b>	136,218		
Non-cash amounts excluded from operating activities	2(a)	54,502	31,464	<b>31,730</b>	266	0.85%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(230,704)</b>	<b>(213,945)</b>	16,759		
<b>Investing Activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	<b>43,636</b>	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	<b>(62,227)</b>	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(16,930,291)	<b>(7,315,238)</b>	9,615,053	56.79%	▲
Proceeds from member contributions	1	34,688,724	24,107,071	<b>18,291,753</b>	(5,815,318)	(24.12%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(19,721)	<b>(19,721)</b>	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	<b>(248,944)</b>	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	<b>0</b>	0	0.00%	
Proceeds from rates equivalent	1	0	0	<b>(25,104)</b>	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>7,157,059</b>	<b>10,682,746</b>	3,525,687		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>52,128,965</b>	<b>55,924,412</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2021

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening funding surplus / (deficit)</b>	2(c)	45,224,510	45,224,510	<b>45,474,202</b>	249,692	0.55%	
<b>Revenue from operating activities</b>							
Interest earnings		645,000	435,375	<b>315,362</b>	(120,013)	(27.57%)	▼
Other revenue		23,935	14,834	<b>14,683</b>	(151)	(1.02%)	
Profit on disposal of assets	7	785	785	<b>1,224</b>	439	55.92%	
		<b>669,720</b>	<b>450,994</b>	<b>331,269</b>	(119,725)		
<b>Expenditure from operating activities</b>							
Employee costs		(749,760)	(440,540)	<b>(377,020)</b>	63,520	14.42%	▲
Materials and contracts		(222,769)	(131,219)	<b>(76,447)</b>	54,772	41.74%	▲
Utility charges		(6,500)	(3,794)	<b>0</b>	3,794	100.00%	
Depreciation on non-current assets		(55,287)	(32,249)	<b>(32,954)</b>	(705)	(2.19%)	
Interest expenses		(511)	(358)	<b>(361)</b>	(3)	(0.84%)	
Insurance expenses		(16,462)	(16,462)	<b>(13,244)</b>	3,218	19.55%	
Other expenditure		(177,078)	(88,540)	<b>(76,918)</b>	11,622	13.13%	▲
		<b>(1,228,367)</b>	<b>(713,162)</b>	<b>(576,944)</b>	136,218		
Non-cash amounts excluded from operating activities	2(a)	54,502	31,464	<b>31,730</b>	266	0.85%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(230,704)</b>	<b>(213,945)</b>	16,759		
<b>Investing activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	<b>43,636</b>	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	<b>(62,227)</b>	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(16,930,291)	<b>(7,315,238)</b>	9,615,053	56.79%	▲
Proceeds from member contributions	1	34,688,724	24,107,071	<b>18,291,753</b>	(5,815,318)	(24.12%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(19,721)	<b>(19,721)</b>	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	<b>(248,944)</b>	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	<b>0</b>	0	0.00%	
Proceeds from rates equivalent	1	0	0	<b>(25,104)</b>	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>7,157,059</b>	<b>10,682,746</b>	3,525,687		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>52,128,965</b>	<b>55,924,412</b>	3,795,447		

**KEY INFORMATION**

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

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

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

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**CRITICAL ACCOUNTING ESTIMATES**

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

**PREPARATION TIMING**

Date prepared: All known transactions up to 09 February 2021

**SIGNIFICANT ACCOUNTING POLICES**

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

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

NOTE 1  
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Development	Contributed	Return of	Rates	Payments of	GST	Total
	Land Sales	Expenses	Equity	Contribution	Equivalent	Lease	Withheld
	Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Liabilities	Year to Date
	31 January 2021	31 January 2021	31 January 2021	31 January 2021	31 January 2021	31 January 2021	31 January 2021
	\$	\$	\$	\$	\$	\$	\$
Town of Victoria Park	1,524,313	(501,640)	(20,745)	0	0	(1,643)	(107,963)
City of Perth	1,524,313	(501,640)	(20,745)	0	0	(1,643)	(107,963)
Town of Cambridge	1,524,313	(501,640)	(20,745)	0	(25,104)	(1,643)	(107,963)
City of Joondalup	3,048,625	(1,003,279)	(41,491)	0	0	(3,287)	(215,927)
City of Wanneroo	3,048,625	(1,003,279)	(41,491)	0	0	(3,287)	(215,927)
Town of Vincent	1,524,313	(501,640)	(20,745)	0	0	(1,643)	(107,963)
City of Stirling	6,097,251	(2,006,560)	(82,982)	0	0	(6,574)	(431,853)
<b>Total</b>	<b>18,291,753</b>	<b>(6,019,678)</b>	<b>(248,944)</b>	<b>0</b>	<b>(25,104)</b>	<b>(19,721)</b>	<b>(1,295,560)</b>

	Development	Contributed	Return of	Rates	GST	Total
	Land Sales	Expenses	Equity	Contribution	Equivalent	Withheld
	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted
	Budget	Budget	Budget	Budget	Budget	Budget
	\$	\$	\$	\$	\$	\$
	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0
	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0
	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0
	5,781,454	(5,198,396)	(500,000)	(25,000)	0	0
	5,781,454	(5,198,396)	(500,000)	(25,000)	0	0
	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0
	11,562,908	(10,396,792)	(1,000,000)	(50,000)	0	0
<b>Total</b>	<b>34,688,724</b>	<b>(31,190,377)</b>	<b>(3,000,000)</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>

Movement in Total Equity Represented by:

	Closing Balance	Movement in		Year to Date
	30 June 2020	Contributed	Net Result	31 January 2021
	\$	Equity		\$
Town of Victoria Park	3,770,032	892,321	(20,473)	4,641,880
City of Perth	3,770,032	892,321	(20,473)	4,641,880
Town of Cambridge	3,770,032	867,217	(20,473)	4,616,776
City of Joondalup	7,540,060	1,784,642	(40,946)	9,283,756
City of Wanneroo	7,540,060	1,784,642	(40,946)	9,283,756
Town of Vincent	3,770,032	892,321	(20,473)	4,641,880
City of Stirling	15,082,935	3,569,282	(81,892)	18,570,325
<b>Total</b>	<b>45,243,183</b>	<b>10,682,746</b>	<b>(245,675)</b>	<b>55,680,254</b>
<b>Total Movement in Equity</b>				<b>10,437,071</b>

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(785)	(785)	(1,224)
Add: Depreciation on assets		55,287	32,249	32,954
<b>Total non-cash items excluded from operating activities</b>		<b>54,502</b>	<b>31,464</b>	<b>31,730</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 January 2020	Year to Date 31 January 2021
<b>Adjustments to net current assets</b>				
Add: Provisions - employee	10	267,082	256,570	267,082
Add: Lease liabilities	9	55,420	0	35,699
<b>Total adjustments to net current assets</b>		<b>322,502</b>	<b>256,570</b>	<b>302,781</b>

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

<b>Current assets</b>				
Cash and cash equivalents	3	2,557,722	2,097,957	4,908,398
Financial assets at amortised cost	3	42,733,232	44,397,537	50,782,775
Receivables	4	224,126	215,493	314,220
Other current assets	5	0	1,750	0
<b>Less: Current liabilities</b>				
Payables	6	(40,878)	(122,959)	(80,981)
Lease liabilities	9	(55,420)	0	(35,699)
Provisions	10	(267,082)	(256,570)	(267,082)
<b>Less: Total adjustments to net current assets</b>	2(b)	<b>322,502</b>	<b>256,570</b>	<b>302,781</b>
<b>Closing funding surplus / (deficit)</b>		<b>45,474,202</b>	<b>46,589,778</b>	<b>55,924,412</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	21,472	0	21,472	0	Westpac	0.10%	Nil
Short term investment	Cash and cash equivalents	181	0	181	0	Westpac	Variable	Nil
Settlement proceeds	Cash and cash equivalents	4,495,718	0	4,495,718	0	Westpac	0.05%	Nil
At call account	Cash and cash equivalents	391,027	0	391,027	0	NAB	Variable	Nil
Term Deposit 1653	Financial assets at amortised cost	3,000,000	0	3,000,000	0	BOQ	1.30%	Feb-21
Term Deposit 9279	Financial assets at amortised cost	3,026,630	0	3,026,630	0	AMP	0.80%	Feb-21
Term Deposit 0423	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Suncorp	0.63%	Mar-21
Term Deposit 0424	Financial assets at amortised cost	4,000,000	0	4,000,000	0	NAB	0.72%	Mar-21
Term Deposit 0425	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Mar-21
Term Deposit 7510	Financial assets at amortised cost	500,000	0	500,000	0	Westpac	1.70%	Apr-21
Term Deposit 0426	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Apr-21
Term Deposit 0427	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	May-21
Term Deposit 8683	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	0.70%	May-21
Term Deposit 0946	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	0.70%	May-21
Term Deposit 8554	Financial assets at amortised cost	2,000,000	0	2,000,000	0	NAB	0.95%	Jul-21
Term Deposit 5696	Financial assets at amortised cost	1,209,173	0	1,209,173	0	BOQ	0.60%	Jul-21
Term Deposit 8292	Financial assets at amortised cost	3,023,635	0	3,023,635	0	NAB	0.85%	Aug-21
Term Deposit 0155	Financial assets at amortised cost	3,023,337	0	3,023,337	0	NAB	0.85%	Aug-21
Term Deposit 7854	Financial assets at amortised cost	2,000,000	0	2,000,000	0	BOQ	0.55%	Aug-21
Term Deposit 9747	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.65%	Sep-21
Term Deposit 0647	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.70%	Oct-21
Term Deposit 2250	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.60%	Oct-21
Term Deposit 1526	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.48%	Dec-21
Term Deposit 8662	Financial assets at amortised cost	2,000,000	0	2,000,000	0	Westpac	0.48%	Dec-21
<b>Total</b>		<b>55,691,173</b>	<b>0</b>	<b>55,691,173</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,908,398	0	4,908,398	0			
Financial assets at amortised cost		50,782,775	0	50,782,775	0			
		<b>55,691,173</b>	<b>0</b>	<b>55,691,173</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	98,787	39,140	7,634	7,633	153,194
Percentage	0%	65%	26%	5%	5%	
<b>Balance per trial balance</b>						
Sundry receivable						153,194
Accrued interest						161,026
<b>Total receivables general outstanding</b>						<b>314,220</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

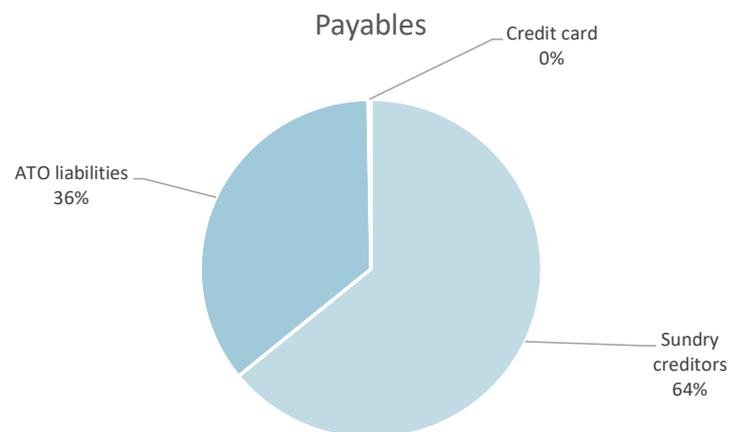
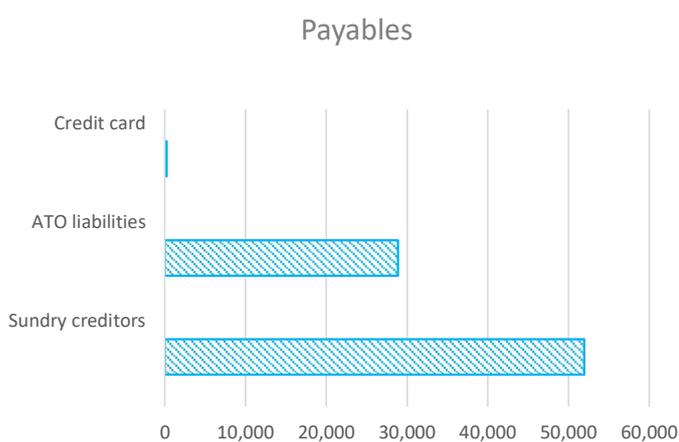
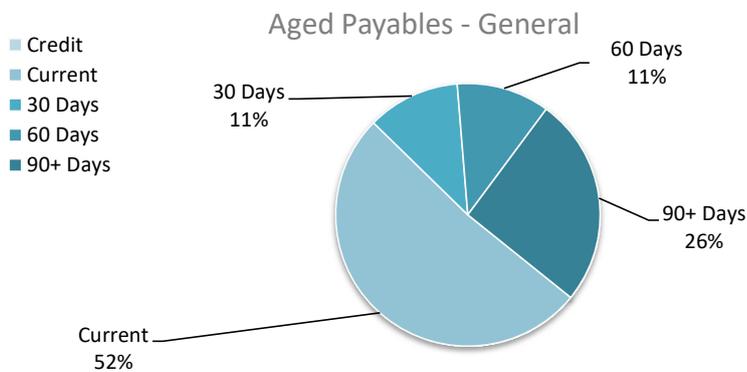
	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 January 2021
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other current assets</b>				
Settlement bonds	0	700	(700)	0
Prepayments	0	8,987	(8,987)	0
<b>Amounts shown above include GST (where applicable)</b>				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	26,747	5,897	5,921	13,356	51,921
Percentage	0%	51.5%	11.40%	11.4%	25.7%	
<b>Balance per trial balance</b>						
Sundry creditors						51,921
ATO liabilities						28,848
Credit card						212
<b>Total payables general outstanding</b>						<b>80,981</b>

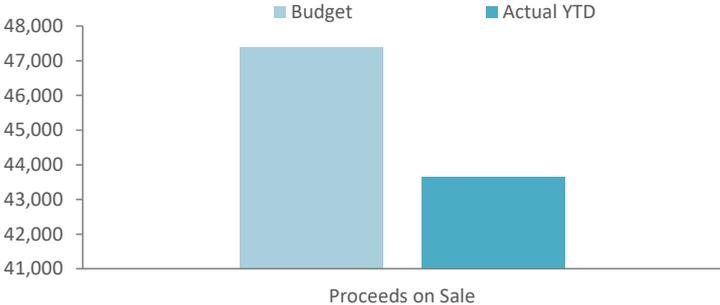
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Other property and services</b>								
	Motor Vehicle - CEO	46,615	47,400	785	0	42,412	43,636	1,224	0
		<b>46,615</b>	<b>47,400</b>	<b>785</b>	<b>0</b>	<b>42,412</b>	<b>43,636</b>	<b>1,224</b>	<b>0</b>



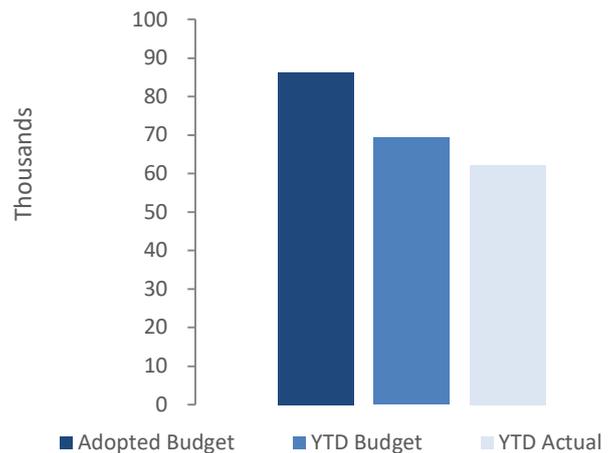
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	17,000	0	0	0
Plant and equipment	69,300	69,300	62,227	(7,073)
<b>Payments for Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Total Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Other (disposals & C/Fwd)	47,400	47,400	43,636	(3,764)
Contribution - operations	38,900	21,900	18,591	(3,309)
<b>Capital funding total</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

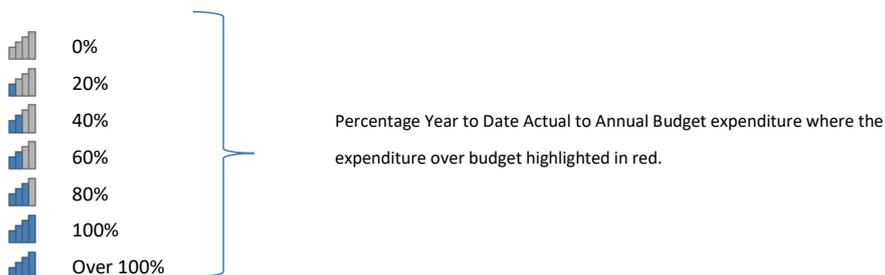
**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**Capital expenditure total**

**Level of completion indicators**



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

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	E168566 Computer equipment - server	15,000	0	0	0
	E168524 Conference room - TV	2,000	0	0	0
	P121301 Motor vehicle - CEO	69,300	69,300	62,227	(7,073)
		<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

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

**FINANCING ACTIVITIES  
NOTE 9  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Other property and services</b>										
Unit 2, 369 Scarborough Beach Road, Innaloo	STIRLI/170672	55,420	0	0	19,721	34,870	35,699	20,550	361	511
<b>Total</b>		55,420	0	0	19,721	34,870	35,699	20,550	361	511
Current lease liabilities		55,420					35,699			
		55,420					35,699			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 January 2021
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		168,378	0	0	168,378
Long service leave		98,704	0	0	98,704
<b>Total Provisions</b>		267,082	0	0	267,082
<b>Total other current assets</b>		<b>267,082</b>	<b>0</b>	<b>0</b>	<b>267,082</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

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

**NOTE 11  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - other	(109,373)	(25.12%)	▼	
Other property and services	(10,352)	(66.28%)	▼	
<b>Expenditure from operating activities</b>				
Governance	10,001	11.30%	▲	
Other property and services	126,217	20.21%	▲	
<b>Investing activities</b>				
Payments for property, plant and equipment and infrastructure	7,073	10.21%	▲	
<b>Financing activities</b>				
Payments of member contributions	9,615,053	56.79%	▲	
Proceeds from member contributions	(5,815,318)	(24.12%)	▼	
Payments of profit distribution	(248,944)	0.00%	▼	
Proceeds from rates equivalent	(25,104)	0.00%	▼	

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 December 2020**

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

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**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide good governance to the Regional Council

Member of Council allowances and reimbursements and administration expenses

**GENERAL PURPOSE FUNDING**

To collect interest on investments

Interest revenue

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads on operating accounts

Other unclassified activities

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	45,224,510	45,224,510	<b>45,474,202</b>	249,692	0.55%	
<b>Revenue from operating activities</b>							
General purpose funding - other		645,000	387,000	<b>292,801</b>	(94,199)	(24.34%)	▼
Other property and services		24,720	13,800	<b>5,267</b>	(8,533)	(61.83%)	▼
		<b>669,720</b>	<b>400,800</b>	<b>298,068</b>	(102,732)		
<b>Expenditure from operating activities</b>							
Governance		(177,078)	(88,540)	<b>(78,539)</b>	10,001	11.30%	▲
Other property and services		(1,051,289)	(540,274)	<b>(445,881)</b>	94,393	17.47%	▲
		<b>(1,228,367)</b>	<b>(628,814)</b>	<b>(524,420)</b>	104,394		
Non-cash amounts excluded from operating activities	2(a)	54,502	26,857	<b>27,068</b>	211	0.79%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(201,157)</b>	<b>(199,284)</b>	1,873		
<b>Investing Activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	<b>43,636</b>	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	<b>(62,227)</b>	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(13,710,157)	<b>(6,034,906)</b>	7,675,251	55.98%	▲
Proceeds from member contributions	1	34,688,724	20,712,550	<b>15,807,501</b>	(4,905,049)	(23.68%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(16,768)	<b>(16,768)</b>	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	<b>(248,944)</b>	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	<b>0</b>	0	0.00%	
Proceeds from rates equivalent	1	0	0	<b>(25,104)</b>	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>6,985,625</b>	<b>9,481,779</b>	2,496,154		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>51,987,078</b>	<b>54,738,106</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	45,224,510	45,224,510	<b>45,474,202</b>	249,692	0.55%	
<b>Revenue from operating activities</b>							
Interest earnings		645,000	387,000	<b>283,524</b>	(103,476)	(26.74%)	▼
Other revenue		23,935	13,015	<b>13,320</b>	305	2.34%	
Profit on disposal of assets	7	785	785	<b>1,224</b>	439	55.92%	
		<b>669,720</b>	<b>400,800</b>	<b>298,068</b>	(102,732)		
<b>Expenditure from operating activities</b>							
Employee costs		(749,760)	(378,700)	<b>(333,271)</b>	45,429	12.00%	▲
Materials and contracts		(222,769)	(113,902)	<b>(72,375)</b>	41,527	36.46%	▲
Utility charges		(6,500)	(3,252)	<b>0</b>	3,252	100.00%	
Depreciation on non-current assets		(55,287)	(27,642)	<b>(28,292)</b>	(650)	(2.35%)	
Interest expenses		(511)	(316)	<b>(319)</b>	(3)	(0.95%)	
Insurance expenses		(16,462)	(16,462)	<b>(13,244)</b>	3,218	19.55%	
Other expenditure		(177,078)	(88,540)	<b>(76,919)</b>	11,621	13.13%	▲
		<b>(1,228,367)</b>	<b>(628,814)</b>	<b>(524,420)</b>	104,394		
Non-cash amounts excluded from operating activities	2(a)	54,502	26,857	<b>27,068</b>	211	0.79%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(201,157)</b>	<b>(199,284)</b>	1,873		
<b>Investing activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	<b>43,636</b>	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	<b>(62,227)</b>	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(13,710,157)	<b>(6,034,906)</b>	7,675,251	55.98%	▲
Proceeds from member contributions	1	34,688,724	20,712,550	<b>15,807,501</b>	(4,905,049)	(23.68%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(16,768)	<b>(16,768)</b>	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	<b>(248,944)</b>	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	<b>0</b>	0	0.00%	
Proceeds from rates equivalent	1	0	0	<b>(25,104)</b>	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>6,985,625</b>	<b>9,481,779</b>	2,496,154		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>51,987,078</b>	<b>54,738,106</b>	2,751,028		

**KEY INFORMATION**

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

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

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

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**CRITICAL ACCOUNTING ESTIMATES**

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

**PREPARATION TIMING**

Date prepared: All known transactions up to 21 January 2021

**SIGNIFICANT ACCOUNTING POLICES**

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020

NOTE 1  
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Development	Contributed	Return of	Rates	Payments of	GST	Total
Land Sales	Expenses	Equity	Contribution	Equivalent	Lease	Withheld	Movement
Year to Date	Year to Date	Year to Date	Year to Date	Year to Date	Liabilities	Year to Date	Year to Date
2020	2020	31 December 2020	2020	2020	2020	2020	2020
Town of Victoria Park	1,317,292	(409,593)	(20,745)	0	0	(1,397)	792,241
City of Perth	1,317,292	(409,593)	(20,745)	0	0	(1,397)	792,241
Town of Cambridge	1,317,292	(409,593)	(20,745)	0	(25,104)	(1,397)	767,137
City of Joondalup	2,634,583	(819,186)	(41,491)	0	0	(2,795)	1,584,480
City of Wanneroo	2,634,583	(819,186)	(41,491)	0	0	(2,795)	1,584,480
Town of Vincent	1,317,292	(409,593)	(20,745)	0	0	(1,397)	792,241
City of Stirling	5,269,167	(1,638,372)	(82,982)	0	0	(5,589)	3,168,960
<b>15,807,501</b>	<b>(4,915,116)</b>	<b>(248,944)</b>	<b>0</b>	<b>(25,104)</b>	<b>(16,768)</b>	<b>(1,119,790)</b>	<b>9,481,779</b>

	Development	Contributed	Return of	Rates	GST	Total
Land Sales	Expenses	Equity	Contribution	Equivalent	Withheld	Movement
Adopted	Adopted	Adopted	Adopted	Adopted	Adopted	Adopted
Budget	Budget	Budget	Budget	Budget	Budget	Budget
\$	\$	\$	\$	\$	\$	\$
2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
5,781,454	(5,198,396)	(500,000)	(25,000)	0	0	58,058
5,781,454	(5,198,396)	(500,000)	(25,000)	0	0	58,058
2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
11,562,908	(10,396,792)	(1,000,000)	(50,000)	0	0	116,116
<b>34,688,724</b>	<b>(31,190,377)</b>	<b>(3,000,000)</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>348,347</b>

Movement in Total Equity Represented by:

	Closing Balance	Movement in		Year to Date
	30 June 2020	Contributed	Net Result	2020
	\$	Equity		\$
Town of Victoria Park	3,770,032	792,241	(18,863)	4,543,410
City of Perth	3,770,032	792,241	(18,863)	4,543,410
Town of Cambridge	3,770,032	767,137	(18,863)	4,518,306
City of Joondalup	7,540,060	1,584,480	(37,725)	9,086,814
City of Wanneroo	7,540,060	1,584,480	(37,725)	9,086,814
Town of Vincent	3,770,032	792,241	(18,863)	4,543,410
City of Stirling	15,082,935	3,168,960	(75,451)	18,176,445
<b>Total</b>	<b>45,243,183</b>	<b>9,481,779</b>	<b>(226,352)</b>	<b>54,498,610</b>
<b>Total Movement in Equity</b>				<b>9,255,427</b>

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(785)	(785)	(1,224)
Add: Depreciation on assets		55,287	27,642	28,292
<b>Total non-cash items excluded from operating activities</b>		<b>54,502</b>	<b>26,857</b>	<b>27,068</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 December 2019	Year to Date 31 December 2020
<b>Adjustments to net current assets</b>				
Add: Provisions - employee	10	267,082	256,570	267,082
Add: Lease liabilities	9	55,420	0	38,652
<b>Total adjustments to net current assets</b>		<b>322,502</b>	<b>256,570</b>	<b>305,734</b>

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

<b>Current assets</b>				
Cash and cash equivalents	3	2,557,722	2,220,998	3,821,332
Financial assets at amortised cost	3	42,733,232	43,722,607	50,782,775
Receivables	4	224,126	167,990	187,847
Other current assets	5	0	1,010	0
<b>Less: Current liabilities</b>				
Payables	6	(40,878)	(97,770)	(53,848)
Lease liabilities	9	(55,420)	0	(38,652)
Provisions	10	(267,082)	(256,570)	(267,082)
<b>Less: Total adjustments to net current assets</b>	2(b)	<b>322,502</b>	<b>256,570</b>	<b>305,734</b>
<b>Closing funding surplus / (deficit)</b>		<b>45,474,202</b>	<b>46,014,835</b>	<b>54,738,106</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	324,780	0	324,780	0	Westpac	0.10%	Nil
Short term investment	Cash and cash equivalents	182	0	182	0	Westpac	Variable	Nil
Settlement proceeds	Cash and cash equivalents	3,105,405	0	3,105,405	0	Westpac	0.05%	Nil
At call account	Cash and cash equivalents	390,965	0	390,965	0	NAB	Variable	Nil
Term Deposit 1653	Financial assets at amortised cost	3,000,000	0	3,000,000	0	BOQ	1.30%	Feb-21
Term Deposit 9279	Financial assets at amortised cost	3,026,630	0	3,026,630	0	AMP	0.80%	Feb-21
Term Deposit 0423	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Suncorp	0.63%	Mar-21
Term Deposit 0424	Financial assets at amortised cost	4,000,000	0	4,000,000	0	NAB	0.72%	Mar-21
Term Deposit 0425	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Mar-21
Term Deposit 7510	Financial assets at amortised cost	500,000	0	500,000	0	Westpac	1.70%	Apr-21
Term Deposit 0426	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Apr-21
Term Deposit 0427	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	May-21
Term Deposit 8683	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	0.70%	May-21
Term Deposit 0946	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	0.70%	May-21
Term Deposit 8554	Financial assets at amortised cost	2,000,000	0	2,000,000	0	NAB	0.95%	Jul-21
Term Deposit 5696	Financial assets at amortised cost	1,209,173	0	1,209,173	0	BOQ	0.60%	Jul-21
Term Deposit 8292	Financial assets at amortised cost	3,023,635	0	3,023,635	0	NAB	0.85%	Aug-21
Term Deposit 0155	Financial assets at amortised cost	3,023,337	0	3,023,337	0	NAB	0.85%	Aug-21
Term Deposit 7854	Financial assets at amortised cost	2,000,000	0	2,000,000	0	BOQ	0.55%	Aug-21
Term Deposit 9747	Financial assets at amortised cost	1,000,000	0	1,000,000	0	Macquarie	0.65%	Sep-21
Term Deposit 0647	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.70%	Oct-21
Term Deposit 2250	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.60%	Oct-21
Term Deposit 1526	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.48%	Dec-21
Term Deposit 8662	Financial assets at amortised cost	2,000,000	0	2,000,000	0	Westpac	0.48%	Dec-21
<b>Total</b>		<b>54,604,107</b>	<b>0</b>	<b>54,604,107</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,821,332	0	3,821,332	0			
Financial assets at amortised cost		50,782,775	0	50,782,775	0			
		<b>54,604,107</b>	<b>0</b>	<b>54,604,107</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	43,216	7,634	4,232	3,401	58,483
Percentage	0%	74%	13%	7%	6%	
<b>Balance per trial balance</b>						
Sundry receivable						58,483
Accrued interest						129,364
<b>Total receivables general outstanding</b>						<b>187,847</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

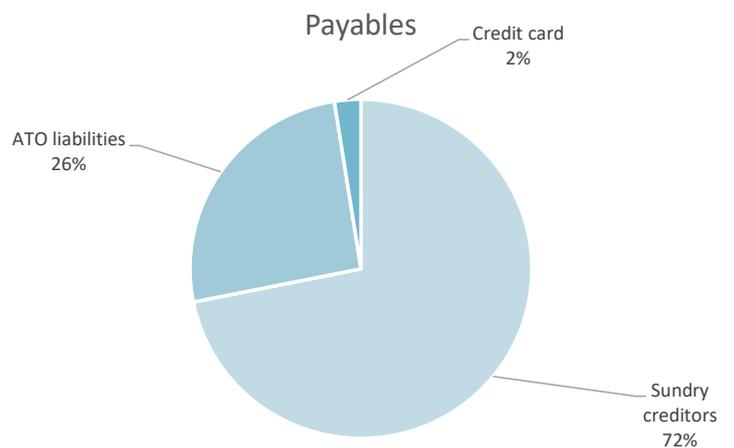
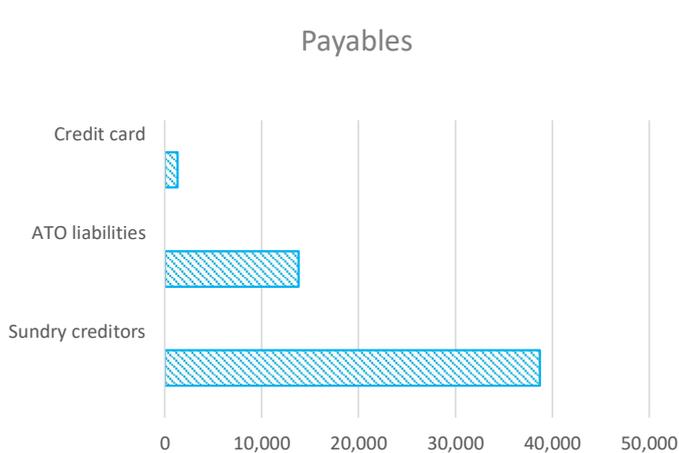
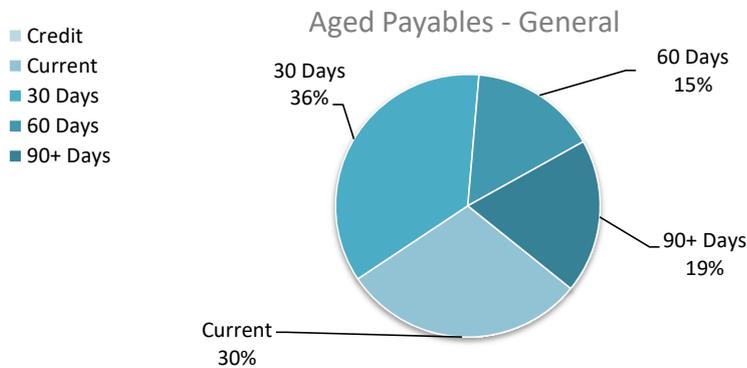
	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 December 2020
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other current assets</b>				
Settlement bonds	0	700	(700)	0
Prepayments	0	8,987	(8,987)	0
<b>Amounts shown above include GST (where applicable)</b>				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	11,529	13,817	6,019	7,337	38,702
Percentage	0%	29.8%	35.70%	15.6%	19%	
<b>Balance per trial balance</b>						
Sundry creditors						38,702
ATO liabilities						13,816
Credit card						1,330
<b>Total payables general outstanding</b>						<b>53,848</b>

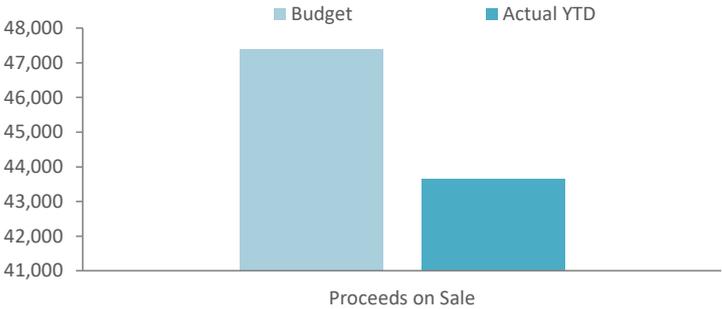
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Other property and services</b>								
	Motor Vehicle - CEO	46,615	47,400	785	0	42,412	43,636	1,224	0
		<b>46,615</b>	<b>47,400</b>	<b>785</b>	<b>0</b>	<b>42,412</b>	<b>43,636</b>	<b>1,224</b>	<b>0</b>



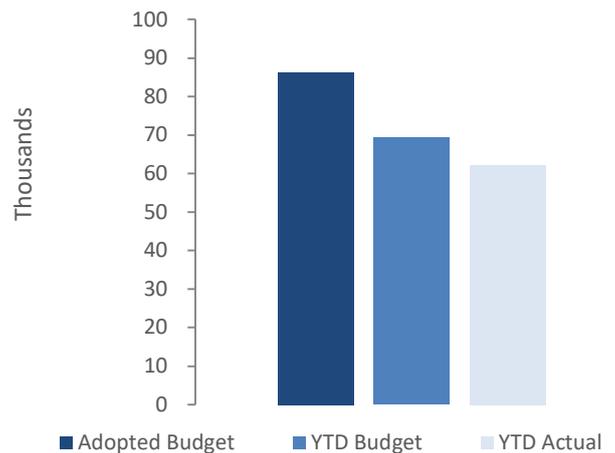
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	17,000	0	0	0
Plant and equipment	69,300	69,300	62,227	(7,073)
<b>Payments for Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Total Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Other (disposals & C/Fwd)	47,400	47,400	43,636	(3,764)
Contribution - operations	38,900	21,900	18,591	(3,309)
<b>Capital funding total</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

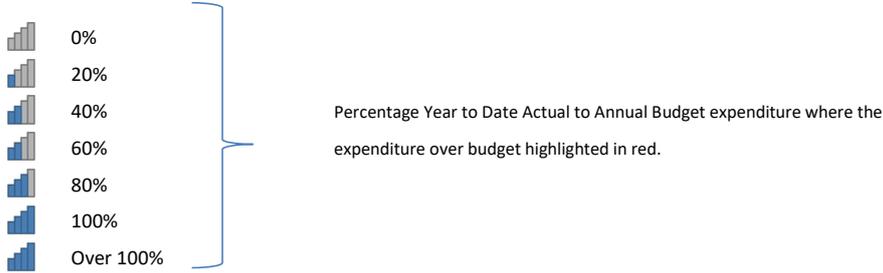
**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Capital expenditure total

Level of completion indicators



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

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	E168566 Computer equipment - server	15,000	0	0	0
	E168524 Conference room - TV	2,000	0	0	0
	P121301 Motor vehicle - CEO	69,300	69,300	62,227	(7,073)
		<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**FINANCING ACTIVITIES  
NOTE 9  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Other property and services</b>										
Unit 2, 369 Scarborough Beach Road, Innaloo	STIRLI/170672	55,420	0	0	16,768	34,870	38,652	20,550	319	511
<b>Total</b>		55,420	0	0	16,768	34,870	38,652	20,550	319	511
Current lease liabilities		55,420					38,652			
		55,420					38,652			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 December 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		168,378	0	0	168,378
Long service leave		98,704	0	0	98,704
<b>Total Provisions</b>		267,082	0	0	267,082
<b>Total other current assets</b>		<b>267,082</b>	<b>0</b>	<b>0</b>	<b>267,082</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**NOTE 11  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - other	(94,199)	(24.34%)	▼	
Other property and services	(8,533)	(61.83%)	▼	
<b>Expenditure from operating activities</b>				
Governance	10,001	11.30%	▲	
Other property and services	94,393	17.47%	▲	
<b>Investing activities</b>				
Payments for property, plant and equipment and infrastructure	7,073	10.21%	▲	
<b>Financing activities</b>				
Payments of member contributions	7,675,251	55.98%	▲	
Proceeds from member contributions	(4,905,049)	(23.68%)	▼	
Payments of profit distribution	(248,944)	0.00%	▼	
Proceeds from rates equivalent	(25,104)	0.00%	▼	

**TAMALA PARK REGIONAL COUNCIL**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 November 2020**

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

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**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide good governance to the Regional Council

Member of Council allowances and reimbursements and administration expenses

**GENERAL PURPOSE FUNDING**

To collect interest on investments

Interest revenue

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads on operating accounts

Other unclassified activities

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening funding surplus / (deficit)</b>	2(c)	\$ 45,224,510	\$ 45,224,510	\$ 45,474,202	\$ 249,692	0.55%	
<b>Revenue from operating activities</b>							
General purpose funding - other		645,000	257,999	264,151	6,152	2.38%	
Other property and services		24,720	10,162	5,058	(5,104)	(50.23%)	▼
		<b>669,720</b>	<b>268,161</b>	<b>269,209</b>	1,048		
<b>Expenditure from operating activities</b>							
Governance		(177,078)	(44,270)	(78,539)	(34,269)	(77.41%)	▼
Other property and services		(1,051,289)	(361,571)	(356,390)	5,181	1.43%	
		<b>(1,228,367)</b>	<b>(405,841)</b>	<b>(434,929)</b>	(29,088)		
Non-cash amounts excluded from operating activities	2(a)	54,502	17,643	22,405	4,762	26.99%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(120,037)</b>	<b>(143,315)</b>	(23,278)		
<b>Investing Activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	43,636	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	(62,227)	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(11,357,160)	(5,567,997)	5,789,163	50.97%	▲
Proceeds from member contributions	1	34,688,724	17,468,765	14,798,265	(2,670,500)	(15.29%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(13,812)	(13,812)	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	(248,944)	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	0	0	0.00%	
Proceeds from rates equivalent	1	0	0	(25,104)	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>6,097,793</b>	<b>8,942,408</b>	2,844,615		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>51,180,366</b>	<b>54,254,704</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2(c)	45,224,510	45,224,510	<b>45,474,202</b>	249,692	0.55%	
<b>Revenue from operating activities</b>							
Interest earnings		645,000	257,999	<b>256,194</b>	(1,805)	(0.70%)	
Other revenue		23,935	9,377	<b>11,791</b>	2,414	25.74%	
Profit on disposal of assets	7	785	785	<b>1,224</b>	439	55.92%	
		<b>669,720</b>	<b>268,161</b>	<b>269,209</b>	1,048		
<b>Expenditure from operating activities</b>							
Employee costs		(749,760)	(255,020)	<b>(267,609)</b>	(12,589)	(4.94%)	
Materials and contracts		(222,769)	(69,268)	<b>(53,251)</b>	16,017	23.12%	▲
Utility charges		(6,500)	(2,168)	<b>0</b>	2,168	100.00%	
Depreciation on non-current assets		(55,287)	(18,428)	<b>(23,629)</b>	(5,201)	(28.22%)	▼
Interest expenses		(511)	(225)	<b>(280)</b>	(55)	(24.44%)	
Insurance expenses		(16,462)	(16,462)	<b>(13,244)</b>	3,218	19.55%	
Other expenditure		(177,078)	(44,270)	<b>(76,916)</b>	(32,646)	(73.74%)	▼
		<b>(1,228,367)</b>	<b>(405,841)</b>	<b>(434,929)</b>	(29,088)		
Non-cash amounts excluded from operating activities	2(a)	54,502	17,643	<b>22,405</b>	4,762	26.99%	
<b>Amount attributable to operating activities</b>		<b>(504,145)</b>	<b>(120,037)</b>	<b>(143,315)</b>	(23,278)		
<b>Investing activities</b>							
Proceeds from disposal of assets	7	47,400	47,400	<b>43,636</b>	(3,764)	(7.94%)	
Payments for property, plant and equipment and infrastructure	8	(86,300)	(69,300)	<b>(62,227)</b>	7,073	10.21%	▲
<b>Amount attributable to investing activities</b>		<b>(38,900)</b>	<b>(21,900)</b>	<b>(18,591)</b>	3,309		
<b>Financing Activities</b>							
Payments of member contributions	1	(31,190,377)	(11,357,160)	<b>(5,567,997)</b>	5,789,163	50.97%	▲
Proceeds from member contributions	1	34,688,724	17,468,765	<b>14,798,265</b>	(2,670,500)	(15.29%)	▼
Payments for principal portion of lease liabilities	9	(34,870)	(13,812)	<b>(13,812)</b>	0	0.00%	
Payments of profit distribution	1	(3,000,000)	0	<b>(248,944)</b>	(248,944)	0.00%	▼
Payments of contribution refund	1	(150,000)	0	<b>0</b>	0	0.00%	
Proceeds from rates equivalent	1	0	0	<b>(25,104)</b>	(25,104)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>313,477</b>	<b>6,097,793</b>	<b>8,942,408</b>	2,844,615		
<b>Closing funding surplus / (deficit)</b>	2(c)	<b>44,994,942</b>	<b>51,180,366</b>	<b>54,254,704</b>	3,074,338		

**KEY INFORMATION**

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

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

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

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

**PREPARATION TIMING**

Date prepared: All known transactions up to 10 December 2020

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Regional Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NOTE 1  
CONTRIBUTED EQUITY

Movement in Financing Activities as Represented by:

	Land Sales Year to Date 2020	Development Expenses Year to Date 2020	Contributed Equity Year to Date 2020	Return of Contribution Year to Date 2020	Rates Equivalent Year to Date 2020	Payments of Lease Liabilities 2020	GST Withheld Year to Date 2020	Total Movement Year to Date 2020	Land Sales Adopted Budget	Development Expenses Adopted Budget	Contributed Equity Adopted Budget	Return of Contribution Adopted Budget	Rates Equivalent Adopted Budget	GST Withheld Adopted Budget	Total Movement Adopted Budget
Town of Victoria Park	1,233,189	(376,637)	(20,745)	0	0	(1,151)	(87,363)	747,293	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
City of Perth	1,233,189	(376,637)	(20,745)	0	0	(1,151)	(87,363)	747,293	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
Town of Cambridge	1,233,189	(376,637)	(20,745)	0	(25,104)	(1,151)	(87,363)	722,189	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
City of Joondalup	2,466,377	(753,273)	(41,491)	0	0	(2,302)	(174,726)	1,494,585	5,781,454	(5,198,396)	(500,000)	(25,000)	0	0	58,058
City of Wanneroo	2,466,377	(753,273)	(41,491)	0	0	(2,302)	(174,726)	1,494,585	5,781,454	(5,198,396)	(500,000)	(25,000)	0	0	58,058
Town of Vincent	1,233,189	(376,637)	(20,745)	0	0	(1,151)	(87,363)	747,293	2,890,727	(2,599,198)	(250,000)	(12,500)	0	0	29,029
City of Stirling	4,932,755	(1,506,548)	(82,982)	0	0	(4,604)	(349,452)	2,989,169	11,562,908	(10,396,792)	(1,000,000)	(50,000)	0	0	116,116
<b>Total</b>	<b>14,798,265</b>	<b>(4,519,642)</b>	<b>(248,944)</b>	<b>0</b>	<b>(25,104)</b>	<b>(13,812)</b>	<b>(1,048,355)</b>	<b>8,942,408</b>	<b>34,688,724</b>	<b>(31,190,377)</b>	<b>(3,000,000)</b>	<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>348,347</b>

Movement in Total Equity Represented by:

	Closing Balance 30 June 2020	Movement in Contributed Equity	Net Result	Year to Date 2020
	\$			\$
Town of Victoria Park	3,770,032	747,293	(13,810)	4,503,515
City of Perth	3,770,032	747,293	(13,810)	4,503,515
Town of Cambridge	3,770,032	722,189	(13,810)	4,478,411
City of Joondalup	7,540,060	1,494,585	(27,620)	9,007,025
City of Wanneroo	7,540,060	1,494,585	(27,620)	9,007,025
Town of Vincent	3,770,032	747,293	(13,810)	4,503,515
City of Stirling	15,082,935	2,989,169	(55,240)	18,016,864
<b>Total</b>	<b>45,243,183</b>	<b>8,942,408</b>	<b>(165,720)</b>	<b>54,019,871</b>
<b>Total Movement in Equity</b>				<b>8,776,688</b>

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(785)	(785)	(1,224)
Add: Depreciation on assets		55,287	18,428	23,629
<b>Total non-cash items excluded from operating activities</b>		<b>54,502</b>	<b>17,643</b>	<b>22,405</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 30 November 2019	Year to Date 30 November 2020
<b>Adjustments to net current assets</b>				
Add: Provisions - employee	10	267,082	256,570	267,082
Add: Lease liabilities	9	55,420	0	41,608
<b>Total adjustments to net current assets</b>		<b>322,502</b>	<b>256,570</b>	<b>308,690</b>

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

<b>Current assets</b>				
Cash and cash equivalents	3	2,557,722	5,287,884	6,285,134
Financial assets at amortised cost	3	42,733,232	40,260,127	47,782,775
Receivables	4	224,126	175,559	283,379
Other current assets	5	0	1,000	0
<b>Less: Current liabilities</b>				
Payables	6	(40,878)	(93,323)	(96,584)
Lease liabilities	9	(55,420)	0	(41,608)
Provisions	10	(267,082)	(256,570)	(267,082)
<b>Less: Total adjustments to net current assets</b>	2(b)	<b>322,502</b>	<b>256,570</b>	<b>308,690</b>
<b>Closing funding surplus / (deficit)</b>		<b>45,474,202</b>	<b>45,631,247</b>	<b>54,254,704</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	1,670,164	0	1,670,164	0	Westpac	0.10%	Nil
Short term investment	Cash and cash equivalents	182	0	182	0	Westpac	Variable	Nil
Settlement proceeds	Cash and cash equivalents	4,223,890	0	4,223,890	0	Westpac	0.05%	Nil
At call account	Cash and cash equivalents	390,898	0	390,898	0	NAB	Variable	Nil
Term Deposit 1836	Financial assets at amortised cost	3,000,000	0	3,000,000	0	MacQuarie	1.70%	Dec-20
Term Deposit 1653	Financial assets at amortised cost	3,000,000	0	3,000,000	0	BOQ	1.30%	Feb-21
Term Deposit 9279	Financial assets at amortised cost	3,026,630	0	3,026,630	0	AMP	0.80%	Feb-21
Term Deposit 0423	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Suncorp	0.63%	Mar-21
Term Deposit 0424	Financial assets at amortised cost	4,000,000	0	4,000,000	0	NAB	0.72%	Mar-21
Term Deposit 0425	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Mar-21
Term Deposit 7510	Financial assets at amortised cost	500,000	0	500,000	0	Westpac	1.70%	Apr-21
Term Deposit 0426	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	Apr-21
Term Deposit 0427	Financial assets at amortised cost	3,000,000	0	3,000,000	0	NAB	0.67%	May-21
Term Deposit 8683	Financial assets at amortised cost	3,000,000	0	3,000,000	0	AMP	0.70%	May-21
Term Deposit 0946	Financial assets at amortised cost	2,000,000	0	2,000,000	0	AMP	0.70%	May-21
Term Deposit 8554	Financial assets at amortised cost	2,000,000	0	2,000,000	0	NAB	0.95%	Jul-21
Term Deposit 5696	Financial assets at amortised cost	1,209,173	0	1,209,173	0	BOQ	0.60%	Jul-21
Term Deposit 8292	Financial assets at amortised cost	3,023,635	0	3,023,635	0	NAB	0.85%	Aug-21
Term Deposit 0155	Financial assets at amortised cost	3,023,337	0	3,023,337	0	NAB	0.85%	Aug-21
Term Deposit 7854	Financial assets at amortised cost	2,000,000	0	2,000,000	0	BOQ	0.55%	Aug-21
Term Deposit 0647	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.70%	Oct-21
Term Deposit 2250	Financial assets at amortised cost	3,000,000	0	3,000,000	0	Westpac	0.60%	Oct-21
<b>Total</b>		<b>54,067,909</b>	<b>0</b>	<b>54,067,909</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		6,285,134	0	6,285,134	0			
Financial assets at amortised cost		47,782,775	0	47,782,775	0			
		<b>54,067,909</b>	<b>0</b>	<b>54,067,909</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	132,638	0	5,203	4,999	142,840
Percentage	0%	93%	0%	4%	4%	
<b>Balance per trial balance</b>						
Sundry receivable						142,840
Accrued interest						140,539
<b>Total receivables general outstanding</b>						<b>283,379</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

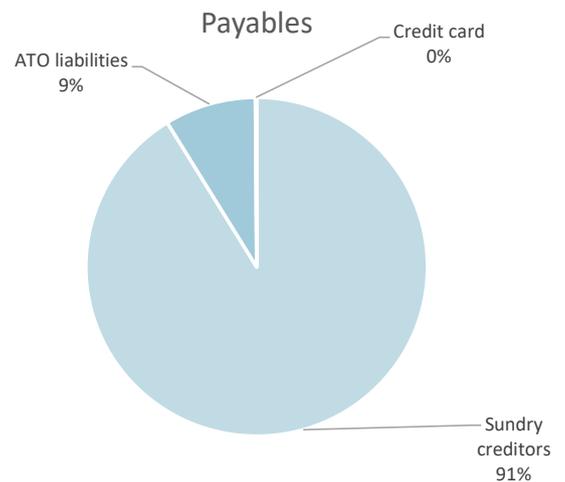
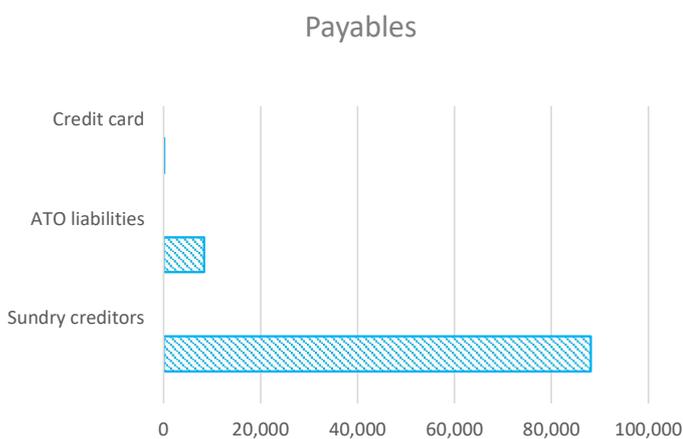
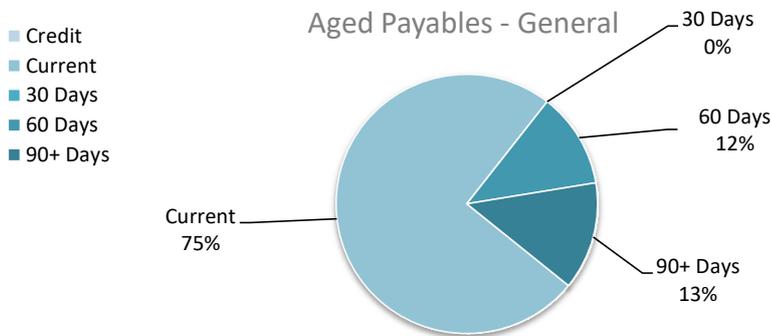
Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 November 2020
	\$	\$	\$	\$
<b>Other current assets</b>				
Settlement bonds	0	700	(700)	0
Prepayments	0	8,987	(8,987)	0
<b>Amounts shown above include GST (where applicable)</b>				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	65,818	0	10,422	11,852	88,092
Percentage	0%	74.7%	0.00%	11.8%	13.5%	
<b>Balance per trial balance</b>						
Sundry creditors						88,092
ATO liabilities						8,365
Credit card						127
<b>Total payables general outstanding</b>						<b>96,584</b>

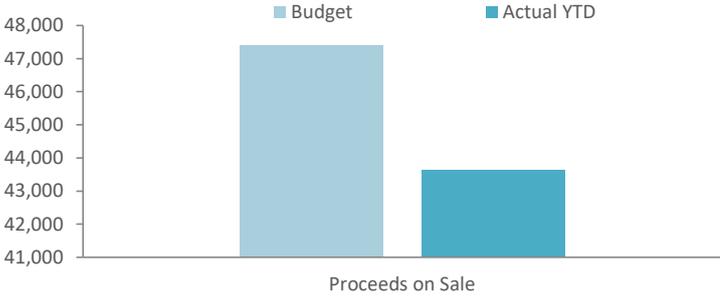
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



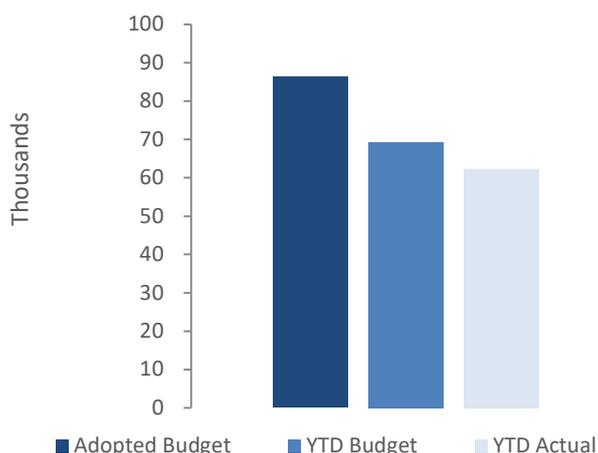
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Other property and services</b>								
	Motor Vehicle - CEO	46,615	47,400	785	0	42,412	43,636	1,224	0
		<b>46,615</b>	<b>47,400</b>	<b>785</b>	<b>0</b>	<b>42,412</b>	<b>43,636</b>	<b>1,224</b>	<b>0</b>



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Furniture and equipment	17,000	0	0	0
Plant and equipment	69,300	69,300	62,227	(7,073)
<b>Payments for Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Total Capital Acquisitions</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Other (disposals & C/Fwd)	47,400	47,400	43,636	(3,764)
Contribution - operations	38,900	21,900	18,591	(3,309)
<b>Capital funding total</b>	<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

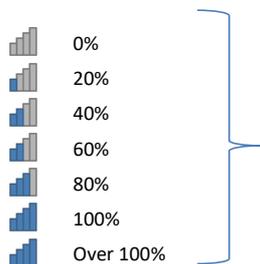
#### SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**Capital expenditure total**

**Level of completion indicators**



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

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

		<b>Adopted</b>			
<b>Account Description</b>		<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance (Under)/Over</b>
	E168566 Computer equipment - server	15,000	0	0	0
	E168524 Conference room - TV	2,000	0	0	0
	P121301 Motor vehicle - CEO	69,300	69,300	62,227	(7,073)
		<b>86,300</b>	<b>69,300</b>	<b>62,227</b>	<b>(7,073)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**FINANCING ACTIVITIES  
NOTE 9  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Unit 2, 369 Scarborough Beach Road, Innaloo	STIRLI/170672	55,420	0	0	13,812	34,870	41,608	20,550	280	511
<b>Total</b>		55,420	0	0	13,812	34,870	41,608	20,550	280	511
Current lease liabilities		55,420					41,608			
		55,420					41,608			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 November 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		168,378	0	0	168,378
Long service leave		98,704	0	0	98,704
<b>Total Provisions</b>		267,082	0	0	267,082
<b>Total other current assets</b>		<b>267,082</b>	<b>0</b>	<b>0</b>	<b>267,082</b>
<b>Amounts shown above include GST (where applicable)</b>					

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**NOTE 11  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Other property and services	(5,104)	(50.23%)	▼	
<b>Expenditure from operating activities</b>				
Governance	(34,269)	(77.41%)	▼	
<b>Investing activities</b>				
Payments for property, plant and equipment and infrastructure	7,073	10.21%	▲	
<b>Financing activities</b>				
Payments of member contributions	5,789,163	50.97%	▲	
Proceeds from member contributions	(2,670,500)	(15.29%)	▼	
Payments of profit distribution	(248,944)	0.00%	▼	
Proceeds from rates equivalent	(25,104)	0.00%	▼	

# **Appendix 7.3**

## **Summary Payment Lists**

**Tamala Park Regional Council  
Summary Payment List  
December 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
4/01/2021	ET-5020	National Australia Bank	Bank charges Westpac Settlement AC	-5.00
12/01/2021	ET-5020	Westpac Bank	Payment of credit card charges - January 2021	-1,412.96
14/01/2021	ET-5006	Employee costs	Wages for period 31/12/20 - 13/01/21	-12,039.96
14/01/2021	ET-5009	Australian Super	Superannuation for period 31/12/20 - 13/01/21	-705.82
14/01/2021	ET-5010	National Australia Bank	Superannuation for period 31/12/20 - 13/01/21	-1,141.77
14/01/2021		Capital Transport Services	Courier charges x 3 (December 2020)	-46.24
14/01/2021		City of Stirling	November GST & rent	-11,190.35
14/01/2021		City of Wanneroo	Stages 25-28 Local Development Planning Fee	-401.32
14/01/2021		Cossill and Webley	Civil engineering services	-35,500.84
14/01/2021		Environmental Industries	Landscaping services	-48,517.13
14/01/2021		LD Total	Landscaping rebates	-14,605.62
14/01/2021		Marketforce	Statutory advertising	-1,356.95
14/01/2021		McMullen Nolan Group	Surveying services	-7,958.50
14/01/2021		Neverfail	Bottled water x 2	-28.25
14/01/2021		New Living Cleaning	Sales Office cleaning (11/12/20 & 18/12/20)	-281.54
14/01/2021		O'Sullivan, Simon	Reimbursement for parking fees & mobile phone	-69.40
14/01/2021		Prudential Investment Services C	Investment Portfolio Services (December 2020)	-1,650.00
14/01/2021		R J Vincent and Co	Civil engineering	-698,296.47
14/01/2021		R1i Services	Cisco Smartnet for Server UCS (Quote ID: JB20858)	-676.97
14/01/2021		Satterley Property Group	Community development services (December 2020)	-1,039.50
14/01/2021		Signs and Lines	Remove & store sign	-3,352.62
14/01/2021		Suez Recycling and Recovery Pty	Rubbish bin hire	-153.45
14/01/2021		Treacy Fencing	Fencing - Lot 2100	-2,279.20
25/01/2021	CON-190	City of Wanneroo	GST owing December 2020	-1,877.59
28/01/2021	ET-5011	Employee costs	Wages for period 14/01/21 - 27/01/21	-12,130.68
28/01/2021	ET-5014	Australian Super	SOS & VW sS	-705.82
28/01/2021	ET-5015	National Australia Bank	Superannuation for period 14/01/21 - 27/01/21	-1,141.77
28/01/2021		City of Stirling	GST owing December 2020	-3,755.18
28/01/2021		Dominic Carbone and Assoc.	GST accounting services (December 2020)	-462.00
28/01/2021		Environmental Industries	Landscape maintenance	-46,322.65
28/01/2021		Kevin Smith Cleaning Services	Cleaning of TPRC offices (December 2020)	-134.38
28/01/2021		McMullen Nolan Group	Surveying services	-1,210.00
28/01/2021		Moore Australia (WA) Pty Ltd	Compilation of SOFA (December 2020)	-1,848.00
28/01/2021		New Living Cleaning	Cleaning of Sales Office (08/01/21 & 15/01/21)	-281.54
28/01/2021		Painted Dog Research	Grove Market Sizing Survey - Part 2	-12,595.00
28/01/2021		Plan E	Monthly retainer shortfall (May - August invoices)	-495.00
28/01/2021		R J Vincent and Co	Civil works	-200,986.21
28/01/2021		Western Power	Stage 28 Subdivision Energisation Adjustment	-440.00
28/01/2021	ET-5016	Alinta Energy	Sales Office gas charges for period 13/10/20 - 13/01/21	-26.80
28/01/2021	ET-5017	Canon Australia Pty Ltd	Photocopying (21/12/20 - 20/01/21)	-5.38
28/01/2021	ET-5018	Synergy	Power charges x 3	-1,875.10
28/01/2021	ET-5019	Water Corporation	Sales Office water charges for period 16/11/20 - 18/01/21	-207.33
<b>TOTAL</b>				<b>-1,129,210.29</b>

**Tamala Park Regional Council  
Summary Payment List  
December 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
Dec-20				
3/12/2020	ET-4981	Employee costs	Wages for period 19/11/20 - 02/12/20	-12,099.00
3/12/2020		Burgess Rawson	Valuations - Stages 17B & 26B	-110.00
3/12/2020		Capital Transport Services	Courier charges (16/11/20 - 23/11/20)	-61.46
3/12/2020		Coterra Environment	Environmental consulting services (October 2020)	-2,686.20
3/12/2020		Creative Design and Planning	Monthly Retainer (October 2020) + Beach Redesign	-15,785.00
3/12/2020		ELO Digital Office	Annual Software Fee for period 01/01/21 - 31/12/21	-2,236.73
3/12/2020		Environmental Industries	Street sweeping	-1,124.51
3/12/2020		EventPro Perth	PA Hire (31 October 2020)	-165.00
3/12/2020		Fast Flyers	October newsletter distribution	-440.00
3/12/2020		Imagesource	Printing	-1,090.10
3/12/2020		LD Total	Landscape Rebate (Lots 2079 & 2080)	-7,745.21
3/12/2020		Learning Horizons	Preparation of Corporate Business Plan	-5,500.00
3/12/2020		Marketforce	Statutory advertising	-2,174.86
3/12/2020		Moore Australia (WA) Pty Ltd	Accounting services	-2,398.00
3/12/2020		Nature Calls	Halloween event toilet hire	-410.00
3/12/2020		NBN Co Limited	Stage 27A NBN connection fees	-3,900.00
3/12/2020		O'Sullivan, Simon	Reimbursement - mobile phone & parking f ees	-62.35
3/12/2020		Officeworks	Office supplies	-87.22
3/12/2020		Painted Dog Research	Grove Market Research	-12,595.00
3/12/2020		Prudential Investment Services Corj	Investment services (November 2020)	-1,650.00
3/12/2020		R J Vincent and Co	Stage 28 Civil Works (Cert 1)	-41,959.53
3/12/2020		Signs and Lines	Sales Office Updates	-996.72
3/12/2020		Treacy Fencing	Fencing - Lot 2112	-1,797.40
3/12/2020	ET-4984	Canon Australia Pty Ltd	Photocopying (21/10/20 - 20/11/20)	-53.16
3/12/2020	ET-4985	Water Corporation	Sales Office 3 water charges (16/09/20 - 16/11/20)	-214.29
3/12/2020	ET-4991	Australian Super	Superannuation for period 19/11/20 - 02/12/20	-705.82
3/12/2020	ET-4992	National Australia Bank	Superannuation for period 19/11/20 - 02/12/20	-1,141.77
8/12/2020	CON-187	City of Wanneroo	GST owing October 2020	-12,037.93
15/12/2020	CON-185	City of Joondalup	GST July - October 2020	-27,239.24
15/12/2020	ET-5004	Westpac Bank	Payment of credit card charges - December 2020	-201.27
17/12/2020	ET-4986	Arias, Tony	TA wages for period 03/12/20 - 16/12/20	-6,468.20
17/12/2020	ET-4987	O'Sullivan, Simon C	SOS wages for period 03/12/20 - 16/12/20	-3,573.50
17/12/2020	ET-4988	Wesolowski, Vickie	VW wages for period 03/12/20 - 16/12/20	-1,998.26
17/12/2020	ET-4989	Australian Super	SOS & VW superannuation for period 03/12/20 - 16/12/20	-705.82
17/12/2020	ET-4990	National Australia Bank	TA superannuation for period 03/12/20 - 16/12/20	-1,141.77
17/12/2020		City of Stirling	Rent & IT charges	-5,220.17
17/12/2020		Cossill and Webley	Engineering services	-13,142.32
17/12/2020		Digital Meal	SEO services	-3,758.35
17/12/2020		Docushred	Security bin	-51.70
17/12/2020		Dominic Carbone and Assoc.	GST accounting services (November 2020)	-924.00
17/12/2020		Environmental Industries	Landscaping maintenance	-55,677.03
17/12/2020		Kevin Smith Cleaning Services	TPRC office cleaning (November 2020)	-134.38
17/12/2020		LD Total	Landscape Rebate - Lot 2097	-6,858.13
17/12/2020		McMullen Nolan Group	Surveying services	-8,360.00
17/12/2020		Moore Australia (WA) Pty Ltd	Accounting services (November 2020)	-1,848.00
17/12/2020		Neverfail	Bottled water x 3	-41.75
17/12/2020		New Living Cleaning	Sales Office cleaning	-563.08
17/12/2020		Plan E	Landscape architecture	-12,342.00
17/12/2020		Signs and Lines	Banner mesh removal (November 2020)	-748.00
17/12/2020		Social Garden	Digital media	-9,900.00
17/12/2020		Stantons International	Probity advisory services (Landscape Architecture Ter	-369.60
17/12/2020		Town of Victoria Park	GST November 2020	-1,974.00
17/12/2020		Western Power	Connolly Drive Street Lighting	-27,790.00
17/12/2020	ET-4994	Synergy	Power charges x 3	-1,224.03
17/12/2020	ET-4995	Western Power	Subdivision energisation	-122,788.00
21/12/2020	ET-4993	Australian Taxation Office	IAS (November 2020)	-16,010.00
21/12/2020	CON-188	City of Wanneroo	GST owing November 2020	-3,947.59
22/12/2020	ET-5005	Transperth	SmartRider Reload (CEO)	-50.00
23/12/2020	ET-5002	Canon Australia Pty Ltd	Photocopying (21/11/20 - 20/12/20)	-54.78
23/12/2020		Capital Transport Services	Courier (01/12/20 - 14/12/20)	-46.24

23/12/2020		City of Vincent	GST October & November 2020	-7,993.00
23/12/2020		McLeods Barristers and Solicitors	Legal advice	-3,952.13
23/12/2020		Plan E	Monthly retainer (November 2020)	-7,315.00
23/12/2020		Quinns Men's Shed Incorporated	Halloween sausage sizzle	-340.56
23/12/2020		R J Vincent and Co	Repair of Communications Conduit - Lot 173	-822.80
23/12/2020		Satterley Property Group	Community development services (November 2020)	-1,039.50
23/12/2020		Social Garden	LeadTech (November 2020)	-5,500.00
23/12/2020	ET-5003	Quinns Men's Shed Incorporated	Correction to payment shortfall (Inv 5779662)	-6.00
31/12/2020	ET-4996	Employee costs	Wages for period 17/12/20 - 30/12/20	-12,229.20
31/12/2020	ET-4999	Australian Super	Superannuation for period 17/12/20 - 30/12/20	-705.82
31/12/2020	ET-5000	National Australia Bank	Superannuation for period 17/12/20 - 30/12/20	-1,141.77
31/12/2020	CON-189	City of Perth		-7,992.76
<b>TOTAL</b>				<b>-515,417.01</b>

**Tamala Park Regional Council  
Summary Payment List  
November 2020**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
Nov-20				
5/11/2020	ET-4960	Employee costs	Wages for period 22/10/20 - 04/11/20	-12,326.63
5/11/2020		Capital Transport Services	Courier (22/10/20 & 30/10/20)	-29.85
5/11/2020		City of Stirling	Secondment (M Quirk) & IT support	-30,894.17
5/11/2020		Cossill and Webley	Engineering services	-41,228.78
5/11/2020		Dixon, Maureen	Solar panel rebate - Lot 2086	-2,000.00
5/11/2020		Docushred	Security bin	-51.70
5/11/2020		Dominic Carbone and Assoc.	GST accounting services	-1,320.00
5/11/2020		Environmental Industries	Landscape maintenance	-47,086.60
5/11/2020		Kevin Smith Cleaning Services	TPRC office cleaning (October 2020)	-134.38
5/11/2020		LD Total	Landscape rebate - Lot 2115	-3,872.61
5/11/2020		LO-GO Appointments	Temporary placement of Courtney Healy (FE 31/10/20)	-2,185.55
5/11/2020		Marketforce	Statutory advertising	-1,671.31
5/11/2020		Moore Australia (WA) Pty Ltd	Accounting services (September 2020)	-1,848.00
5/11/2020		Neverfail	Bottled water	-41.75
5/11/2020		New Living Cleaning	Sales Office cleaning (18/10/20 & 23/10/20)	-281.54
5/11/2020		O'Sullivan, Simon	Reimbursement of parking & mobile phone charges	-67.90
5/11/2020		Prudential Investment Services Corp	Investment services (October 2020)	-1,650.00
5/11/2020		Scape-ism Pty Ltd	Public art installation - payment 1	-16,500.00
5/11/2020	ET-4963	Canon Australia Pty Ltd	Copying (21/09/20 - 20/10/20)	-32.64
5/11/2020	ET-4964	Synergy	Aviator Bore power (11/08/20 - 08/09/20)	-118.12
5/11/2020	ET-4965	Australian Super	SOS & VW superannuation for period 22/10/20 - 04/11/20	-705.82
5/11/2020	ET-4966	National Australia Bank	TA superannuation for period 22/10/20 - 04/11/20	-1,141.77
10/11/2020	ET-4969	CBRE Valuations Pty Limited	Interim valuation of TPRC landholding	-825.00
12/11/2020	CH-200586	McMullen Nolan Group	Stage 27A CoW Subdivision Clearance Fee	-890.00
12/11/2020	CH-200587	McMullen Nolan Group	Stage 27A Landgate Survey Lodgement Fee	-1,863.00
12/11/2020	CH-200588	McMullen Nolan Group	Stage 27A WAPC Application for DP Fee	-791.00
12/11/2020	CH-200589	McMullen Nolan Group	Stage 16A CoW Subdivision Clearance Fee	-785.00
12/11/2020	CH-200590	McMullen Nolan Group	Stage 16A Landgate Survey Lodgement Fee	-1,638.00
12/11/2020	CH-200591	McMullen Nolan Group	Stage 16A WAPC Application for DP Fee	-767.00
12/11/2020	ET-4975	Westpac Bank	Payment of credit card charges - November 2020	-2,909.41
12/11/2020	CON-184	City of Wanneroo	GST owing September 2020	-6,947.79
19/11/2020	ET-4970	Employee costs	Wages for period 05/11/20 - 18/11/20	-12,039.96
19/11/2020	ET-4973	Australian Super	Superannuation for period 05/11/20 - 18/11/20	-705.82
19/11/2020	ET-4974	National Australia Bank	Superannuation for period 05/11/20 - 18/11/20	-1,141.77
19/11/2020		Anderson, Claire	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Bowers, L & R	Solar Panel Rebate - Lot 2119	-2,000.00
19/11/2020		Burgess Rawson	Valuation services	-2,200.00
19/11/2020		Caddy, Karen	Chairman allowance 20 July 2020 - 19 October 2020	-8,975.50
19/11/2020		Capital Transport Services	Courier (04/11/20 & 12/11/20)	-29.85
19/11/2020		Chester, John	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		City of Joondalup	Dual Use Path	-680,742.15
19/11/2020		City of Stirling	GST owing October 2020	-24,047.18
19/11/2020		City of Vincent	GST September 2020	-3,474.00
19/11/2020		Cole, Emma	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,266.96
19/11/2020		Cossill and Webley	Foreshore Beach Path (October 2020)	-7,353.50
19/11/2020		Daniels Printing	Presentation folders	-2,783.00
19/11/2020		Fotakis, Joanne	Elected member attendance fee 20 July 2020 - 19 October 2020	-373.04
19/11/2020		Hammond, Andrew	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Lagan, David	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		LD Total	Stage 17 landscaping (October 2020)	-11,596.44
19/11/2020		LO-GO Appointments	Temporary placement of Courtney Healy (WE 07/11/20)	-2,407.26
19/11/2020		McMullen Nolan Group	Surveying services	-11,055.00
19/11/2020		Migdale, Suzanne	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Neverfail	Bottled water x 3	-41.75
19/11/2020		New Living Cleaning	Sales Office Cleaning (30/10/20 & 06/11/20)	-281.54
19/11/2020		R J Vincent and Co	Civil works	-560,959.88
19/11/2020		Sandri, Bianca	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Satterley Property Group	Community development services (October 2020)	-6,583.50
19/11/2020		Taylor, Phillipa	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Timmermanis, Andres	Deputy Chair allowance 20 July 2020 - 19 October 2020	-3,893.94
19/11/2020		Town of Victoria Park	GST October 2020	-6,019.00
19/11/2020		Treby, Brett	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020		Zappa, Domenic	Elected member attendance fee 20 July 2020 - 19 October 2020	-2,640.00
19/11/2020	ET-4977	Telstra	CEO Mobile Phone Charges (October 2020)	-44.00
19/11/2020	ET-4978	Water Corporation	Lot 2077 Water charges (01/11/20 - 31/12/20)	-83.87
19/11/2020	ET-4979	Western Power	Connolly Drive & Aviator Bvd Intersection Design Fee (MP194147)	-3,300.00
19/11/2020	ET-4980	Australian Taxation Office	IAS (October 2020)	-17,376.00
30/11/2020	ET-4976	Grand Toyota Wangara	Toyota Prado VX Automatic (Reg 1HDX278)	-68,906.12
<b>TOTAL</b>				<b>-1,647,046.35</b>

# **Appendix 7.4**

## **Catalina Finance Report**

28 January 2021

Mr Tony Arias  
Chief Executive Officer  
Tamala Park Regional Council  
PO Box 655  
INNALOO WA 6918

Dear Tony

### **Catalina Financial Report for December 2020**

Please find attached the Catalina Financial Report for December 2020. This report has been prepared on a cash basis and compares actual income and expenditure to the July 2020 approved budget for the period 1 December 2020 to 31 December 2020.

Residential settlement revenue for the year to date to 31 December 2020 is \$16.0m which is \$4.7m unfavourable to the approved 'July 2020' budget due to 14 less settlements.

Sales for FYE2021 are \$1.4m ahead of budget due to higher average prices \$34k/lot partly offset by 4 fewer sales to date.

Overall FYE2021 expenditure is \$8.1m under budget per the approved 'July 2020' budget, with \$3.9m spent against a budget of \$11.9m. The main areas of variances are summarised below:

- Lot Production is \$6.9m under budget, noting the following variances:
  - Stage 16A \$1.5m under budget due to timing of invoice payments;
  - Stage 27A \$1.2m under budget due to timing of invoice payments;
  - Stage 28 \$0.9m under budget due to timing of invoice payments;
  - Clearance Bonds not yet required \$3.0m;
  - \$0.3m combined minor variances.
- Landscaping is \$47k under budget due to minor variances across multiple jobs.
- Infrastructure Spend is \$50k under budget due to minor variances across multiple jobs.
- Indirect Consultants \$76k under budget due to timing of invoice payments.
- P&L expenditure is \$962k under budget, noting the following variances:
  - Sales & Marketing \$68k under budget due to favourable selling conditions;
  - Community and Development \$40k under budget due timing of invoice payments;
  - Maintenance \$136k under budget due to timing of invoice payments;
  - Rates & Taxes \$174k under budget as full provisional amounts not yet required;
  - Contingency \$393k not required;
  - \$151k Combined minor variances for other Overheads.



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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ross Carmichael'.

**Ross Carmichael**  
General Manager Finance

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2021		Actual MTD Vs Budget Dec 2020			Year to date Vs Budget to Dec 2020			Full Year		Project to date Vs Budget to Dec 2020			Bud Comparison: Jul 20 Approved
Job Description	Account Description	Actual 1 month to Dec 2020	Budget 1 month to Dec 2020	Variance	YTD to Dec 2020	YTD budget	Variance	Budget 2021	YTD Act vs Full Year Budget Variance	PTD to Dec 2020	PTD budget	Variance	Comments regarding variance
<b>REVENUE</b>													
Settlements	Settlement revenue	1,020,500	3,243,785	(2,223,285)	15,997,000	20,712,551	(4,715,551)	34,688,724	(18,691,724)	260,380,500	265,096,051	(4,715,551)	50 settlements YTD ex GST Margin scheme. GST Margin as detailed in Burgess Rawson valuations
Margin GST	Margin GST	(9,447)	(40,909)	31,462	(152,841)	(290,909)	138,068	(531,818)	378,977	(3,737,477)	(3,883,944)	146,467	
Direct Selling Costs		(45,701)	(148,305)	102,604	(732,794)	(952,196)	219,402	(1,602,560)	869,765	(11,893,483)	(12,079,862)	186,379	Includes Commission and Management Fees
Interest Income		0	0	0	3,887	0	3,887	0	3,887	89,000	85,114	3,887	Penalty interest income on settlements
Forfeited Deposits		0	0	0	4,545	0	4,545	0	4,545	27,273	22,727	4,545	
Other Income	Special sites revenue	0	0	0	0	0	0	0	0	3,728,594	3,728,594	0	
Rebate Allowance		(14,910)	(81,740)	66,830	(114,275)	(487,560)	373,285	(757,320)	643,045	(6,052,785)	(8,395,798)	2,343,014	Construction Recycling, Fencing, Landscape, Shared Bore, Solar, and Display Builder Rebates
		<b>950,442</b>	<b>2,972,831</b>	<b>(2,022,389)</b>	<b>15,005,522</b>	<b>18,981,886</b>	<b>(3,976,364)</b>	<b>31,797,026</b>	<b>(16,791,504)</b>	<b>242,541,622</b>	<b>244,572,881</b>	<b>(2,031,259)</b>	
<b>LOT PRODUCTION</b>													
<b>Completed Earthworks</b>													
Earthworks Stages 25-27	Siteworks / Earthworks	0	0	0	0	0	0	0	0	13,529,541	13,529,541	(0)	
	Direct Consultants	0	0	0	0	0	0	0	0	3,603,087	3,603,087	(0)	
<b>Total Earthworks Stage 25-27</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>186,216</b>	<b>192,859</b>	<b>6,643</b>	
Earthworks Stages 28-31	Siteworks / Earthworks	0	0	0	0	0	0	1,366,981	1,366,981	0	0	0	
	Direct Consultants	0	16,988	16,988	0	101,604	101,604	118,592	118,592	0	104,937	104,937	
<b>Total Earthworks Stage 28-31</b>		<b>0</b>	<b>16,988</b>	<b>16,988</b>	<b>0</b>	<b>101,604</b>	<b>101,604</b>	<b>1,485,573</b>	<b>1,485,573</b>	<b>0</b>	<b>104,937</b>	<b>104,937</b>	
Earthworks Stages 36-40	Siteworks / Earthworks	0	0	0	0	0	0	737,323	737,323	0	0	0	
	Direct Consultants	0	11,875	11,875	0	28,750	28,750	95,000	95,000	0	28,750	28,750	
<b>Total Earthworks Stage 36-40</b>		<b>0</b>	<b>11,875</b>	<b>11,875</b>	<b>0</b>	<b>28,750</b>	<b>28,750</b>	<b>832,323</b>	<b>832,323</b>	<b>0</b>	<b>28,750</b>	<b>28,750</b>	
<b>Completed Stages</b>													
Stage 14B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	46,092,294	46,092,295	1	
	Authorities Fees	0	0	0	0	0	0	0	0	482,855	500,850	17,995	
	Direct Consultants	0	0	0	0	0	0	0	0	110,991	110,991	0	
<b>Total Stage 14B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,639</b>	<b>17,639</b>	<b>0</b>	
Stage 16A	Siteworks / Earthworks	0	530,280	530,280	850,241	2,121,120	1,270,879	2,651,400	1,801,159	850,241	2,121,120	1,270,879	
	Authorities Fees	0	0	0	121,461	336,256	214,796	336,256	214,796	131,304	346,100	214,796	
	Direct Consultants	3,638	12,679	9,041	62,464	76,077	13,613	76,077	13,613	80,069	144,400	64,331	
<b>Total Stage 16A</b>		<b>3,638</b>	<b>542,959</b>	<b>539,321</b>	<b>1,034,165</b>	<b>2,533,453</b>	<b>1,499,288</b>	<b>3,063,733</b>	<b>2,029,568</b>	<b>1,061,614</b>	<b>2,611,620</b>	<b>1,550,006</b>	
Stage 16B	Direct Consultants	0	0	0	0	0	0	0	0	26,000	26,000	0	
<b>Total Stage 16B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	
Stage 17A	Siteworks / Earthworks	0	0	0	0	0	0	0	0	732,033	732,033	0	
	Authorities Fees	0	0	0	0	0	0	0	0	161,279	161,279	0	
	Direct Consultants	0	0	0	0	0	0	0	0	110,250	115,250	5,000	
<b>Total Stage 17A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,003,563</b>	<b>1,008,563</b>	<b>5,000</b>	
Stage 17B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,273,015	1,273,015	0	
	Authorities Fees	0	0	0	0	0	0	0	0	194,411	194,411	0	
	Direct Consultants	0	0	0	0	4,245	4,245	4,245	4,245	180,869	192,189	11,320	
<b>Total Stage 17B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,245</b>	<b>4,245</b>	<b>4,245</b>	<b>4,245</b>	<b>1,648,295</b>	<b>1,659,615</b>	<b>11,320</b>	
Stage 18B	Siteworks / Earthworks	0	0	0	0	0	0	0	0	1,486,381	1,968,290	481,909	
	Authorities Fees	0	0	0	0	0	0	0	0	267,438	270,948	3,510	
	Direct Consultants	0	0	0	0	0	0	0	0	191,390	191,390	0	
<b>Total Stage 18B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,945,209</b>	<b>2,430,628</b>	<b>485,419</b>	
Stage 18C	Siteworks / Earthworks	0	0	0	0	0	0	915,900	915,900	0	0	0	
	Authorities Fees	0	0	0	0	0	0	281,100	281,100	0	0	0	
	Direct Consultants	0	24,156	24,156	4,250	144,933	140,683	144,933	140,683	4,250	217,400	213,150	
<b>Total Stage 18C</b>		<b>0</b>	<b>24,156</b>	<b>24,156</b>	<b>4,250</b>	<b>144,933</b>	<b>140,683</b>	<b>1,341,933</b>	<b>1,337,683</b>	<b>4,250</b>	<b>217,400</b>	<b>213,150</b>	
Stage 25	Siteworks / Earthworks	0	0	0	0	0	0	0	0	5,523,981	5,587,247	63,266	
	Authorities Fees	0	0	0	0	0	0	0	0	212,929	212,929	0	
	Direct Consultants	0	0	0	0	0	0	0	0	280,279	297,991	17,713	
<b>Total Stage 25</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,017,188</b>	<b>6,098,167</b>	<b>80,979</b>	
Stage 26	Siteworks / Earthworks	0	0	0	2,202	0	(2,202)	0	(2,202)	1,273,228	1,199,122	(74,106)	
	Authorities Fees	0	0	0	0	0	0	0	0	239,777	498,507	258,729	
	Direct Consultants	0	0	0	0	6,830	6,830	6,830	6,830	144,968	162,500	17,532	
<b>Total Stage 26</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,202</b>	<b>6,830</b>	<b>4,628</b>	<b>6,830</b>	<b>4,628</b>	<b>1,657,973</b>	<b>1,860,129</b>	<b>202,155</b>	
Stage 27A	Siteworks / Earthworks	3,545	353,199	349,653	303,128	1,412,794	1,109,666	1,765,993	1,462,865	303,128	1,412,794	1,109,666	
	Authorities Fees	0	0	0	121,204	205,450	84,246	205,450	84,246	131,379	205,450	74,071	
	Direct Consultants	6,783	8,706	1,922	57,866	65,433	7,568	65,433	7,568	57,866	104,750	46,884	
<b>Total Stage 27A</b>		<b>10,329</b>	<b>361,904</b>	<b>351,575</b>	<b>482,198</b>	<b>1,683,678</b>	<b>1,201,480</b>	<b>2,036,876</b>	<b>1,554,678</b>	<b>492,373</b>	<b>1,722,995</b>	<b>1,230,622</b>	
Stage 27B	Direct Consultants	0	13,239	13,239	0	26,478	26,478	105,911	105,911	0	26,478	26,478	
<b>Total Stage 27B</b>		<b>0</b>	<b>13,239</b>	<b>13,239</b>	<b>0</b>	<b>26,478</b>	<b>26,478</b>	<b>105,911</b>	<b>105,911</b>	<b>0</b>	<b>26,478</b>	<b>26,478</b>	
Stage 28	Siteworks / Earthworks	38,145	470,520	432,375	38,145	941,041	902,896	2,352,602	2,314,457	38,145	942,677	904,532	
	Authorities Fees	57,459	0	(57,459)	57,917	0	(57,917)	286,100	228,183	57,917	0	(57,917)	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2021		Actual MTD Vs Budget Dec 2020			Year to date Vs Budget to Dec 2020			Full Year		Project to date Vs Budget to Dec 2020			Bud Comparison: Jul 20 Approved
Job Description	Account Description	Actual 1 month to Dec 2020	Budget 1 month to Dec 2020	Variance	YTD to Dec 2020	YTD budget	Variance	Budget 2021	YTD Act vs Full Year Budget Variance	PTD to Dec 2020	PTD budget	Variance	Comments regarding variance
	Direct Consultants	6,576	16,989	10,413	77,475	101,933	24,458	118,922	41,447	77,475	135,911	58,436	
<b>Total Stage 28</b>		<b>102,180</b>	<b>487,509</b>	<b>385,329</b>	<b>173,538</b>	<b>1,042,974</b>	<b>869,436</b>	<b>2,757,624</b>	<b>2,584,086</b>	<b>173,538</b>	<b>1,078,588</b>	<b>905,050</b>	
Stage 36	Direct Consultants	0	0	0	0	0	0	61,574	61,574	0	(0)	(0)	
<b>Total Stage 36</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,574</b>	<b>61,574</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	
<b>Various Stages</b>	<b>Clearance Bonds</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	<b>653,287</b>	<b>3,689,650</b>	<b>3,036,363</b>	<b>350,000</b>	<b>(303,287)</b>	<b>896,155</b>	<b>3,832,275</b>	<b>2,936,120</b>	
<b>TOTAL LOT PRODUCTION</b>		<b>116,147</b>	<b>1,808,630</b>	<b>1,692,483</b>	<b>2,349,640</b>	<b>9,262,595</b>	<b>6,912,955</b>	<b>12,046,623</b>	<b>9,696,983</b>	<b>78,948,781</b>	<b>86,753,404</b>	<b>7,804,624</b>	Within budget
<b>LANDSCAPING</b>													
<b>Completed Landscaping</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,149,264</b>	<b>7,149,264</b>	<b>0</b>	
Stage 11 Landscape Consultancy	Landscape Construction	0	0	0	0	0	0	1,332,634	1,328,968	1,332,634	1,328,968	(3,666)	Within total FY21 Landscaping budget
Stage 11 Landscape Consultancy	Landscape Consulting	0	0	0	570	0	(570)	0	(570)	162,929	154,949	(7,980)	
Stage 12 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	236,650	243,203	6,553	
Stage 12 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	27,377	27,377	0	
Stage 14A Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	553,652	553,652	0	
Stage 14A Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	12,013	8,430	(3,583)	
Stage 14B Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	216,700	216,700	0	
Stage 14B Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	15,457	15,457	0	
Stage 15 Landscaping	Landscape Construction	0	0	0	0	0	0	0	0	115,933	115,933	0	
Stage 15 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	18,838	18,838	0	
Stage 16A Landscaping	Landscape Construction	0	0	0	0	0	0	568,933	568,933	0	0	0	
Stage 16A Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	11,303	11,303	0	
Stage 17 Landscaping	Landscape Construction	0	0	0	10,542	0	(10,542)	0	(10,542)	213,992	314,317	100,326	
Stage 17 Landscaping	Landscape Consulting	0	0	0	0	0	0	0	0	2,720	2,720	0	
Stage 10 Biodiversity Conservation Area	Landscape Construction	0	0	0	0	6,160	6,160	6,160	6,160	228,092	265,053	36,961	
Stage 10 Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	28,012	28,012	0	
Seed Collection	Landscape Construction	0	0	0	10,697	0	(10,697)	0	(10,697)	22,797	0	(22,797)	
School Oval	Landscape Construction	0	0	0	0	0	0	0	0	44,219	44,219	0	
Marmion Ave Eastern Verge Upgrade	Landscape Construction	0	0	0	0	0	0	0	0	269,451	292,707	23,256	
Marmion Ave Eastern Verge Upgrade	Landscape Consulting	0	0	0	0	0	0	0	0	19,688	19,688	0	
Western Cell POS2	Landscape Consulting	0	0	0	0	0	0	0	0	64,091	87,253	23,162	
Catalina Beach Greenlink Stage 25	Landscape Construction	0	0	0	0	0	0	0	0	3,941,448	4,107,543	166,095	
Catalina Beach Greenlink Stage 25	Landscape Consulting	2,000	0	(2,000)	2,000	0	(2,000)	0	(2,000)	120,249	118,508	(1,741)	
Preliminary Landscaping Consultancy	Landscape Consulting	15,870	1,200	(14,670)	49,240	17,118	(32,122)	151,791	102,551	311,983	337,871	25,888	
Northern Biodiversity Conservation Area	Landscape Construction	0	0	0	5,735	0	(5,735)	0	(5,735)	354,111	405,802	51,691	
Northern Biodiversity Conservation Area	Landscape Consulting	0	0	0	0	0	0	0	0	19,093	19,093	0	
Public Open Space - Lot 8009	Landscape Construction	0	0	0	0	0	0	0	0	166,728	170,896	4,168	
Public Open Space - Lot 8009	Landscape Consulting	0	0	0	0	0	0	0	0	11,504	11,504	0	
Streetscape To Stage 1	Landscape Construction	0	0	0	0	50,842	50,842	50,842	50,842	251,365	351,437	100,072	
Public Art	Landscape Construction	0	0	0	15,000	0	(15,000)	200,000	185,000	171,764	170,400	(1,364)	
Public Art	Landscape Consulting	0	0	0	0	0	0	0	0	13,105	13,105	0	
Fauna Relocation	Landscape Construction	0	0	0	0	0	0	0	0	37,080	0	(37,080)	
Stage 11 Landscape Phase 2	Landscape Construction	0	0	0	47,579	48,179	600	65,679	18,100	743,690	744,290	600	
Catalina Grove Initial Scoping Works	Landscape Consulting	0	0	0	0	0	0	0	0	16,803	20,000	3,197	
Catalina Central Landscape Upgrade	Landscape Construction	0	0	0	0	0	0	59,458	59,458	821,012	895,334	74,322	
Catalina Central Landscape Upgrade	Landscape Consulting	0	0	0	0	0	0	0	0	63,128	63,128	0	
Stage 12/13 Greenlink New Bore	Landscape Construction	0	0	0	0	0	0	129,646	129,646	70,354	70,354	0	
Marmion Ave Shrub Planting	Landscape Construction	0	0	0	0	0	0	0	0	17,282	56,910	39,628	
Bore 6	Landscape Construction	0	0	0	0	0	0	42,274	42,274	30,906	30,906	0	
Catalina Beach Stage 26 Landscaping	Landscape Construction	0	0	0	42,000	42,000	0	42,000	42,000	40,000	42,000	2,000	
Catalina Beach Stage 27 Landscaping	Landscape Construction	0	0	0	0	0	0	272,917	272,917	0	0	0	
Catalina Beach Stage 28 Landscaping	Landscape Construction	0	0	0	0	0	0	20,000	20,000	0	0	0	
Aviator Blvd Roundabouts Upgrade	Landscape Construction	0	12,000	12,000	0	24,000	24,000	60,000	60,000	0	24,000	24,000	
<b>TOTAL LANDSCAPING</b>		<b>17,870</b>	<b>13,200</b>	<b>(4,670)</b>	<b>141,362</b>	<b>188,299</b>	<b>46,937</b>	<b>1,669,700</b>	<b>1,528,337</b>	<b>17,947,415</b>	<b>18,551,123</b>	<b>603,708</b>	Within budget
<b>INDIRECT CONSULTANTS</b>													
Planning - indirect	Planning	14,350	21,281	6,931	100,975	127,688	26,712	255,375	154,400	2,482,760	2,622,409	139,649	
	Architect	0	620	620	0	3,719	3,719	7,439	7,439	15,100	34,697	19,597	
	Environmental	2,442	1,577	(865)	9,571	9,463	(107)	18,927	9,356	347,460	380,187	32,727	
	Geotechnical	0	535	535	0	3,210	3,210	6,421	6,421	12,300	17,235	4,935	
	Title - Survey & Legal fees	750	1,250	500	1,500	7,500	6,000	15,000	13,500	156,420	190,660	34,240	
	Engineering fees	0	4,204	4,204	14,411	25,221	10,810	50,442	36,031	253,671	322,485	68,813	
	Traffic planning	0	76	76	0	453	453	907	907	84,181	85,497	1,316	
	Landscaping consultancy	0	0	0	0	0	0	0	0	1,000	0	(1,000)	
	Miscellaneous Consultants	748	2,082	1,334	748	12,495	11,747	24,990	24,242	6,260	66,577	60,317	
	Planning - fire & safety	0	208	208	4,475	1,250	(3,225)	2,500	(1,975)	4,625	26,400	21,775	
	Planning - Hydrology	0	1,870	1,870	448	11,222	10,774	22,444	21,996	119,523	170,969	51,446	
	Planning - Sustainability	0	781	781	0	4,688	4,688	9,375	9,375	26,805	67,493	40,688	
	Acoustic & Noise Consult	0	0	0	0	0	0	0	0	0	20,000	20,000	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2021		Actual MTD Vs Budget Dec 2020			Year to date Vs Budget to Dec 2020			Full Year		Project to date Vs Budget to Dec 2020			Bud Comparison: Jul 20 Approved
Job Description	Account Description	Actual 1 month to Dec 2020	Budget 1 month to Dec 2020	Variance	YTD to Dec 2020	YTD budget	Variance	Budget 2021	YTD Act vs Full Year Budget Variance	PTD to Dec 2020	PTD budget	Variance	Comments regarding variance
	Tree Mapping	0	167	167	0	1,000	1,000	2,000	2,000	1,616	28,806	27,190	
<b>TOTAL INDIRECT CONSULTANTS</b>		<b>18,290</b>	<b>34,652</b>	<b>16,362</b>	<b>132,128</b>	<b>207,909</b>	<b>75,781</b>	<b>415,819</b>	<b>283,691</b>	<b>3,511,722</b>	<b>4,033,415</b>	<b>521,693</b>	Within budget
<b>INFRASTRUCTURE</b>													
<b>Completed Infrastructure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,110,854</b>	<b>11,110,854</b>	<b>-0</b>	
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	0	0	1,498,274	1,480,279	(17,995)	Within total FY21 Infrastructure budget
Neerabup Rd Maroochydore Way Intersection		0	0	0	0	0	0	0	0	97,321	97,321	0	
Connolly Drive Green Link Intersection		93,119	0	(93,119)	93,119	0	(93,119)	1,981,600	1,888,481	102,519	9,400	(93,119)	
Connolly Drive Green Link Intersection		0	0	0	5,203	0	(5,203)	32,948	27,746	104,822	99,619	(5,203)	
Asbestos and rubbish removal - Gen Allowance		0	0	0	0	0	0	0	0	25,801	63,928	38,127	
West Beach Access		0	0	0	0	0	0	0	0	2,600	5,960	3,360	
West Beach Access		0	5,581	5,581	10,524	33,488	22,964	1,282,040	1,282,040	37,584	45,290	23,811	
Aviator Blvd Extension St 25 to Long Beach Prom incl services extensions (exc Beach Access Tr		0	0	0	0	0	0	778,500	778,500	1,500	1,500	(0)	
Aviator Blvd Extension St 25 to Long Beach Prom incl services extensions (exc Beach Access Tr		0	1,401	1,401	2,363	8,403	6,041	14,005	11,643	42,292	45,098	2,806	
Catalina Beach North/South Dual Use Path		0	0	0	680,742	730,000	49,258	730,000	49,258	680,742	730,000	49,258	
Catalina Beach North/South Dual Use Path		0	0	0	0	35,000	35,000	35,000	35,000	0	35,000	35,000	
Catalina Beach LED Lighting		0	0	0	0	0	0	810,000	810,000	0	0	0	
Catalina Beach LED Lighting		0	5,850	5,850	0	35,100	35,100	52,650	52,650	0	35,100	35,100	
Rubbish removal - General Allowance		0	0	0	0	0	0	0	0	17,314	17,314	(0)	
<b>INFRASTRUCTURE</b>		<b>93,119</b>	<b>12,832</b>	<b>(80,287)</b>	<b>791,950</b>	<b>841,991</b>	<b>50,041</b>	<b>5,772,557</b>	<b>4,980,607</b>	<b>13,778,643</b>	<b>13,792,766</b>	<b>14,123</b>	Within budget
<b>INFRASTRUCTURE REFUNDS</b>													
Neerabup Road Reimbursement		0	0	0	0	0	0	0	0	(432,548)	(432,548)	0	
Waste Water Pump Station (West)		0	0	0	0	0	0	0	0	(1,397,613)	(1,392,655)	4,958	
<b>INFRASTRUCTURE REFUNDS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,830,161)</b>	<b>(1,825,203)</b>	<b>4,958</b>	
<b>TOTAL INFRASTRUCTURE</b>		<b>93,119</b>	<b>12,832</b>	<b>(80,287)</b>	<b>791,950</b>	<b>841,991</b>	<b>50,041</b>	<b>5,772,557</b>	<b>4,980,607</b>	<b>11,948,482</b>	<b>11,967,563</b>	<b>19,081</b>	Within budget
<b>SPECIAL SITES &amp; FIXED ASSETS</b>													
Lot 1 Group Housing Site Construction		0	0	0	0	0	0	0	0	172,782	172,782	0	
Removal of temp sales office		0	0	0	0	0	0	0	0	8,636	8,636	0	
Sales Office Building		0	0	0	0	0	0	0	0	573,050	573,981	932	
Sales Office Retrofit		0	0	0	0	0	0	0	0	11,186	3,440	(7,746)	
Sales Office Carparks		0	0	0	0	0	0	0	0	98,087	98,087	0	
Temp Sales office services		0	0	0	0	0	0	0	0	3,812	3,812	0	
Sales Office Construction Western		0	0	0	0	0	0	0	0	624,762	625,505	744	
Sales Office carparks Western		0	0	0	0	0	0	0	0	240,000	237,239	(2,761)	
Security Cameras		0	1,667	1,667	0	10,000	10,000	10,000	10,000	19,560	34,560	15,000	
<b>TOTAL SPECIAL SITES &amp; FIXED ASSETS</b>		<b>0</b>	<b>1,667</b>	<b>1,667</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>1,751,875</b>	<b>1,758,043</b>	<b>6,169</b>	Within budget
<b>TOTAL CONSTRUCTION</b>		<b>245,426</b>	<b>1,870,980</b>	<b>1,625,554</b>	<b>3,415,080</b>	<b>10,510,794</b>	<b>7,095,714</b>	<b>19,914,698</b>	<b>16,499,618</b>	<b>114,108,274</b>	<b>123,063,548</b>	<b>8,955,274</b>	Within budget
<b>LAND</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,103,000</b>	<b>5,103,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>PROFIT &amp; LOSS EXPENDITURE</b>													
<b>Sales &amp; Marketing</b>													
Brand Development		16,917	5,000	(11,917)	16,917	30,000	13,083	80,000	63,083	236,771	313,340	76,569	
Sales Office & Builder Rel.		906	1,071	165	906	6,429	5,522	17,143	16,237	111,667	138,736	27,069	
Brochures		0	1,000	1,000	4,930	6,000	1,070	16,000	11,070	144,823	159,835	15,012	
Advertising		15,977	12,214	(3,763)	52,770	73,286	20,515	195,429	142,658	915,920	1,017,432	101,512	
Signage		680	4,286	3,606	6,626	25,714	19,089	68,571	61,946	448,492	486,430	37,938	
Website		0	1,429	1,429	0	8,571	8,571	22,857	22,857	9,891	39,422	29,532	
Promotions		0	0	0	0	0	0	0	0	19,550	28,903	9,353	
Public Relations		0	0	0	0	0	0	0	0	7,124	13,198	6,075	
<b>Total Sales and Marketing</b>		<b>34,480</b>	<b>25,000</b>	<b>(9,480)</b>	<b>82,149</b>	<b>150,000</b>	<b>67,851</b>	<b>400,000</b>	<b>317,851</b>	<b>1,894,237</b>	<b>2,197,297</b>	<b>303,060</b>	Within budget
<b>Total Community Development</b>	<b>Comm Dev - Resident Dev</b>	<b>3,205</b>	<b>11,156</b>	<b>7,951</b>	<b>27,170</b>	<b>66,938</b>	<b>39,768</b>	<b>178,500</b>	<b>151,331</b>	<b>454,395</b>	<b>544,322</b>	<b>89,927</b>	Within budget
<b>Administration</b>													
Audit and Tax		1,176	0	(1,176)	4,086	20,000	15,914	20,000	15,914	254,166	274,245	20,080	
Cleaning		563	1,000	437	3,660	6,000	2,340	12,000	8,340	42,224	46,631	4,407	
Computer Costs		0	500	500	0	3,000	3,000	6,000	6,000	0	7,460	7,460	
Couriers		0	300	300	0	1,800	1,800	3,600	3,600	1,338	12,898	11,560	
Electricity & Gas		1,113	1,000	(113)	4,463	6,000	1,537	12,000	7,537	115,928	114,555	(1,373)	
Insurance		0	500	500	0	3,000	3,000	6,000	6,000	3,184	8,684	5,500	
Legal fees		0	4,167	4,167	0	25,000	25,000	50,000	50,000	199,392	240,286	40,895	
Licenses & Fees		0	500	500	0	3,000	3,000	6,000	6,000	470	6,782	6,312	
Postage, Print & Stationery		0	500	500	0	3,000	3,000	6,000	6,000	2,244	34,491	32,248	
Rent - Sales Office & Cprk		0	6,667	6,667	0	40,000	40,000	40,000	40,000	467,350	540,683	73,333	
Sundry Office Expenses		0	1,500	1,500	0	9,000	9,000	18,000	18,000	1,076	23,777	22,700	
Training		0	2,083	2,083	0	12,500	12,500	25,000	25,000	0	33,334	33,334	
Valuations		100	3,333	3,233	6,000	20,000	14,000	40,000	34,000	173,563	217,397	43,834	
Rates & Taxes		(20,511)	0	20,511	108,373	282,420	174,047	282,420	174,047	700,619	1,316,526	615,907	
Maintenance		51,638	60,000	8,362	224,214	360,000	135,786	720,000	495,786	2,100,247	2,465,326	365,080	
Maint- Carpark Makegood		0	0	0	0	0	0	0	0	53,798	53,798	0	
Security		240	3,000	2,760	320	18,000	17,680	36,000	35,680	28,877	62,057	33,181	

Catalina Actual vs Budget Analysis

Tamala Park Cashflow FY2021		Actual MTD Vs Budget Dec 2020			Year to date Vs Budget to Dec 2020			Full Year		Project to date Vs Budget to Dec 2020			Bud Comparison: Jul 20 Approved
Job Description	Account Description	Actual 1 month to Dec 2020	Budget 1 month to Dec 2020	Variance	YTD to Dec 2020	YTD budget	Variance	Budget 2021	YTD Act vs Full Year Budget Variance	PTD to Dec 2020	PTD budget	Variance	Comments regarding variance
<b>Total Administration</b>		<b>34,319</b>	<b>85,050</b>	<b>50,731</b>	<b>351,116</b>	<b>812,720</b>	<b>461,604</b>	<b>1,283,020</b>	<b>931,904</b>	<b>4,144,475</b>	<b>5,458,932</b>	<b>1,314,457</b>	Within budget
<b>Finance</b>	Contingency	0	82,109	82,109	0	392,540	392,540	1,326,461	1,326,461	2,175,330	534,890	(1,640,439)	Actual Contingency spend applied to cost types above.
	Contingency Offset Transfer	0	0	0	0	0	0	0	0	(2,175,330)	0	2,175,330	
<b>Total Finance</b>		<b>0</b>	<b>82,109</b>	<b>82,109</b>	<b>0</b>	<b>392,540</b>	<b>392,540</b>	<b>1,326,461</b>	<b>1,326,461</b>	<b>0</b>	<b>534,890</b>	<b>534,890</b>	
<b>Total P&amp;L Expenditure</b>		<b>72,004</b>	<b>203,316</b>	<b>131,312</b>	<b>460,434</b>	<b>1,422,198</b>	<b>961,763</b>	<b>3,187,981</b>	<b>2,727,546</b>	<b>6,493,107</b>	<b>8,735,441</b>	<b>2,242,335</b>	
<b>Grand Expense Total</b>		<b>317,430</b>	<b>2,074,295</b>	<b>1,756,866</b>	<b>3,875,515</b>	<b>11,932,992</b>	<b>8,057,477</b>	<b>28,205,679</b>	<b>24,330,164</b>	<b>120,601,381</b>	<b>131,798,990</b>	<b>11,197,609</b>	Within budget

Contingency Summary	
YTD Budget	392,540
Contingency Transferred (Actual & Budget)	0
Contingency not yet used	392,540
List of Contingency items transferred year to date	
<u>Period</u>	<u>Job Description</u>
	<u>Amount</u>
	0

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

**CATALINA**  
**FINANCE REPORT**  
**DECEMBER 2020**

**1.0 Management Accounts**

**1.1 KEY STATISTICS**

**1.1.1 RESIDENTIAL LOTS & DISTRIBUTIONS**

	<u>Lots Produced (titles)</u>		<u>Sales</u>		<u>Settlements</u>		<u>Distributions</u>	
	<u>Actual</u>	<u>Budget (Jul-20)</u>	<u>Actual</u>	<u>Budget (Jul-20)</u>	<u>Actual</u>	<u>Budget (Jul-20)</u>	<u>Actual</u>	<u>Budget (Jul-20)</u>
Prior Years	1,004	1,004	960	960	935	936	78,000,000	78,000,000
Jul-2020	-	-	34	35	3	7	-	-
Aug-2020	-	-	3	15	9	5	-	-
Sep-2020	-	-	17	9	11	10	-	-
<b>Sep Qtr</b>	-	-	<b>54</b>	<b>59</b>	<b>23</b>	<b>22</b>	-	-
Oct-2020	-	-	10	7	18	11	-	-
Nov-2020	-	-	6	6	6	22	-	-
Dec-2020	-	37	3	5	3	9	-	-
<b>Dec Qtr</b>	-	<b>37</b>	<b>19</b>	<b>18</b>	<b>27</b>	<b>42</b>	-	-
Jan-2021	-	-	-	7	-	14	-	-
Feb-2021	-	35	-	7	-	12	-	-
Mar-2021	-	-	-	7	-	11	-	-
<b>Mar Qtr</b>	-	<b>35</b>	-	<b>21</b>	-	<b>37</b>	-	-
Apr-2021	-	-	-	7	-	4	-	-
May-2021	-	35	-	7	-	5	-	-
Jun-2021	-	-	-	7	-	7	-	3,000,000
<b>Jun Qtr</b>	-	<b>35</b>	-	<b>21</b>	-	<b>16</b>	-	<b>3,000,000</b>
<b>PTD</b>	<b>1,004</b>	<b>1,041</b>	<b>1,033</b>	<b>1,037</b>	<b>985</b>	<b>1,000</b>	<b>78,000,000</b>	<b>78,000,000</b>
<b>Full 2019/20 Year</b>	-	<b>107</b>	<b>73</b>	<b>119</b>	<b>50</b>	<b>117</b>	-	<b>3,000,000</b>
<b>2021/22</b>	-	<b>78</b>	-	<b>96</b>	-	<b>86</b>	-	<b>3,000,000</b>
<b>2022/23</b>	-	<b>91</b>	-	<b>96</b>	-	<b>92</b>	-	<b>27,000,000</b>

- There were 3 sales and 3 residential settlements for December.

**1.2 Sales & Settlements**

	<u>MTH Act</u>	<u>MTH Bgt</u>	<u>YTD Act</u>	<u>YTD Bgt</u>	<u>PTD Act</u>	<u>PTD Bgt</u>
		<i>(Jul-20)</i>		<i>(Jul-20)</i>		<i>(Jul-20)</i>
<b>Residential</b>						
- Sales #	3	5	73	77	1,033	1,037
- Sales \$	1,104,500	1,235,927	23,428,000	22,076,493	275,110,000	273,878,493
- Sales \$/lot	368,167	247,185	320,932	286,708	266,321	264,107
- Settlements #	3	9	50	64	986	1,000
- Settlements \$	1,020,500	3,243,785	15,997,000	20,712,552	260,380,500	265,096,052
- Settlements \$/lot	340,167	360,421	319,940	323,634	264,078	265,096
<b>Special Sites</b>						
- Sales #	-	-	-	-	4	4
- Sales \$	-	-	-	-	3,772,000	3,772,000
- Sales \$/lot	-	-	-	-	943,000	943,000
- Settlements #	-	-	-	-	4	4
- Settlements \$	-	-	-	-	3,772,000	3,772,000
- Settlements \$/lot	-	-	-	-	943,000	943,000
<b>Lots Under Contract</b>						
- Unsettled sales #	47			4		Titled
- Unsettled sales \$	14,729,500			43		1,010 <i>incl. Spec sites</i>
- Unsettled sales \$/lot	313,394					

**CATALINA**  
**FINANCE REPORT**  
**DECEMBER 2020**

**1.3 Cashflow - MTD Actuals to budget**

	<u>MTD Act</u>	<u>MTD Bgt</u> (Jul-20)	<u>Variance</u>
<b><u>Income</u></b>			
Settlement Revenue	1,020,500	3,243,785	(2,223,285)
Margin GST	(9,447)	(40,909)	31,462
Direct selling costs	(45,701)	(148,305)	102,604
Interest Income	-	-	-
Forfeited Deposits	-	-	-
Other Income	-	-	-
Rebate Allowance	(14,910)	(81,740)	66,830
	<u>950,442</u>	<u>2,972,831</u>	<u>(2,022,389)</u>
<b><u>Development costs</u></b>			
WAPC Land Acq.	-	-	-
Lot production	116,147	1,458,630	1,342,483
Clearance Bonds	-	350,000	350,000
Landscaping	17,870	13,200	(4,670)
Consultants	18,290	34,652	16,362
Infrastructure	93,119	12,832	(80,287)
Sales office building	-	1,667	1,667
	<u>245,426</u>	<u>1,870,980</u>	<u>1,625,554</u>
<b><u>Overheads</u></b>			
Sales & marketing	34,480	25,000	(9,480)
Community Develop.	3,205	11,156	7,951
Administration	34,319	85,050	50,731
Finance/Contingency	-	82,109	82,109
	<u>72,004</u>	<u>203,316</u>	<u>131,312</u>
<b>Net Cashflow</b>	<b><u>633,012</u></b>	<b><u>898,535</u></b>	<b><u>(265,523)</u></b>

**1.4 Cashflow - YTD Actuals to budget**

	<u>YTD Act</u>	<u>YTD Bgt</u> (Jul-20)	<u>Variance</u>
<b><u>Income</u></b>			
Settlement Revenue	15,997,000	20,712,551	(4,715,551)
Margin GST	(152,841)	(290,909)	138,068
Direct selling costs	(732,794)	(952,196)	219,402
Interest Income	3,887	-	3,887
Forfeited Deposits	4,545	-	4,545
Other Income	-	-	-
Rebate Allowance	(114,275)	(487,560)	373,285
	<u>15,005,522</u>	<u>18,981,886</u>	<u>(3,976,364)</u>
<b><u>Development costs</u></b>			
WAPC Land Acq.	-	-	-
Lot production	1,696,353	5,572,945	3,876,592
Clearance Bonds	653,287	3,689,650	3,036,363
Landscaping	141,362	188,299	46,937
Consultants	132,128	207,909	75,781
Infrastructure	791,950	841,991	50,041
Sales office building	-	10,000	10,000
	<u>3,415,080</u>	<u>10,510,794</u>	<u>7,095,714</u>
<b><u>Overheads</u></b>			
Sales & marketing	82,149	150,000	67,851
Community Develop.	27,170	66,938	39,768
Administration	351,116	812,720	461,604
Finance/Contingency	-	392,540	392,540
	<u>460,434</u>	<u>1,422,198</u>	<u>961,763</u>
<b>Net Cashflow</b>	<b><u>11,130,007</u></b>	<b><u>7,048,894</u></b>	<b><u>4,081,114</u></b>

**1.5 Bonds**

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

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

**CATALINA**  
**FINANCE REPORT**  
**DECEMBER 2020**

**2.0 PROFIT & LOSS**

	<u>MTH Act</u>	<u>MTH Bgt</u> <i>(Jul-20)</i>	<u>Var</u>	<u>YTD Act</u>	<u>YTD Bgt</u> <i>(Jul-20)</i>	<u>Var</u>	<u>PTD Act</u>	<u>PTD Bgt</u> <i>(Jul-20)</i>
- Revenue \$ (Stlmnts)	1,020,500	3,243,785	(2,223,285)	15,997,000	20,712,552	(4,715,552)	260,380,500	265,096,052
- Revenue \$/lot	340,167	360,421		319,940	323,634		264,078	265,096
- Selling & GST \$	112,798	307,413	194,615	1,995,135	2,083,637	88,501	23,507,750	24,310,843
- Selling & GST \$/lot	37,599	34,157		39,903	32,557		23,842	24,311
- Cost of sales \$	294,773	941,027	646,254	4,679,941	6,078,335	1,398,394	91,991,895	93,384,498
- Cost of sales \$/lot	98,258	104,559		93,599	94,974		93,298	93,384
- Gross profit \$	612,929	1,995,345	(1,382,416)	9,321,923	12,550,580	(3,228,657)	144,880,855	147,400,711
- Gross profit \$/lot	204,310	221,705		186,438	196,103		146,938	147,401
- Gross profit Mgn %	60.06%	61.51%		58.27%	60.59%		55.64%	55.60%
- Special Sites \$	-	-	-	-	-	-	2,091,959	2,092,428
- Other income \$	-	-	-	8,432	-	8,432	263,843	255,411
- Sales & Marketing \$	23,555	36,455	12,900	106,843	218,729	111,886	2,330,241	2,685,510
- Administration \$	41,847	108,353	66,507	311,389	669,922	358,532	4,630,629	5,471,661
- Finance/Other \$	-	-	-	-	-	-	198,181	224,674
- Contingency \$	-	82,109	82,109	-	392,540	392,540	-	534,891
<b>- Net profit \$</b>	<b>547,527</b>	<b>1,768,428</b>	<b>(1,220,901)</b>	<b>8,912,123</b>	<b>11,269,390</b>	<b>(2,357,267)</b>	<b>140,077,606</b>	<b>140,831,814</b>
<b>- Net profit \$/lot</b>	<b>182,509</b>	<b>196,492</b>		<b>178,242</b>	<b>176,084</b>		<b>142,067</b>	<b>140,832</b>

- Year to date Gross profit is \$3.2m unfavourable to budget due to 14 less settlements to date.
- Year to date Overheads are \$863k below budget due to:
  - Marketing \$112k favourable due to favourable selling conditions;
  - Admin \$359k favourable (full provisional amounts for Rates & Taxes and Repairs & Maintenance not yet required);
  - Unused Contingency \$393k.

**YEAR TO DATE VERSUS FULL YEAR BUDGET**

	<u>YTD Act</u>	<u>FY20</u> <u>Full Year Bgt</u>	<u>Var</u>
- Revenue \$ (Stlmnts)	15,997,000	34,688,726	(18,691,726)
- Revenue \$/lot	319,940	296,485	
- Selling & GST \$	1,995,135	3,732,201	1,737,065
- Selling & GST \$/lot	39,903	31,899	
- Cost of sales \$	4,679,941	13,220,251	8,540,310
- Cost of sales \$/lot	93,599	112,994	
- Gross profit \$	9,321,923	17,736,274	(8,414,351)
- Gross profit \$/lot	186,438	151,592	
- Gross profit Mgn %	58.27%	51.13%	
- Special Sites \$	-	-	-
- Other income \$	8,432	-	8,432
- Sales & Marketing \$	106,843	583,277	476,434
- Administration \$	311,389	1,281,133	969,744
- Finance \$	-	-	-
- Contingency \$	-	1,071,313	1,071,313
<b>- Net profit \$</b>	<b>8,912,123</b>	<b>14,800,551</b>	<b>(5,888,428)</b>
<b>- Net profit \$/lot</b>	<b>178,242</b>	<b>126,500</b>	

**2.1 GROSS PROFIT ANALYSIS**

**Actual**

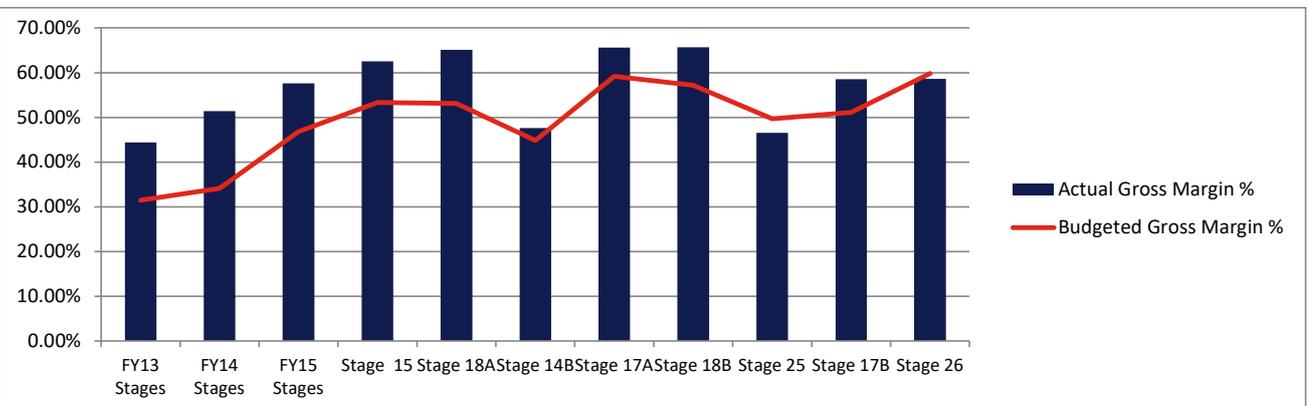
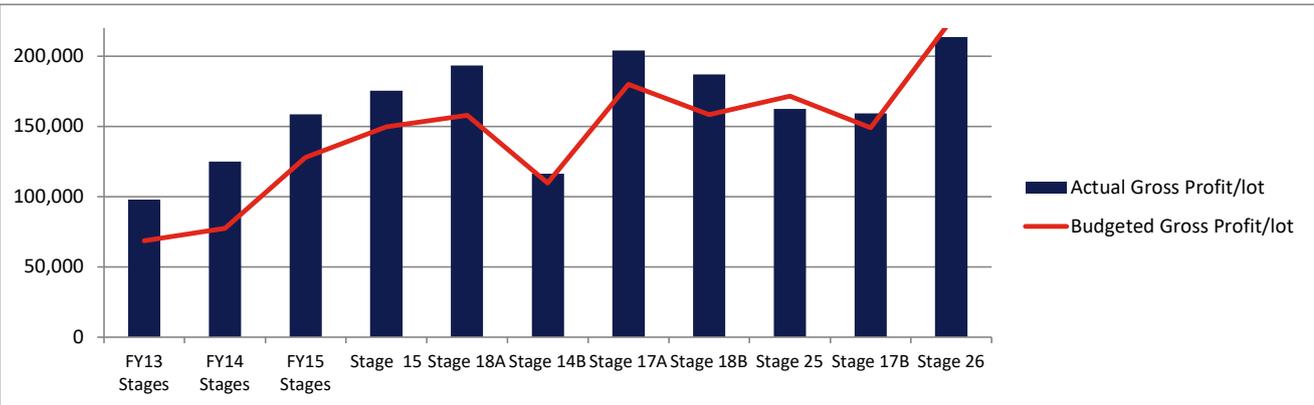
Stages	Title Issue Date	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Actual Gross Profit	Actual Gross Profit/lot	Actual Gross Margin %
Incentives Writeback				-4,253,385		4,253,385		
FY13 Stages	2012 / 2013	51,375,500	220,496	28,570,159	122,619	22,805,341	97,877	44.39%
FY14 Stages	2013 / 2014	50,325,000	243,116	24,477,309	118,248	25,847,691	124,868	51.36%
FY15 Stages	2014 / 2015	77,688,000	275,489	32,963,408	116,892	44,724,592	158,598	57.57%
Stage 15	15-Dec-15	15,444,000	280,800	5,791,567	105,301	9,652,433	175,499	62.50%
Stage 18A	27-May-16	8,626,000	297,448	3,015,429	103,980	5,610,571	193,468	65.04%
Stage 14B	28-Oct-16	2,444,000	244,400	1,281,011	128,101	1,162,989	116,299	47.59%
Stage 17A	20-Feb-17	7,774,000	310,960	2,674,295	106,972	5,099,705	203,988	65.60%
Stage 18B	13-Jun-17	8,557,000	285,233	2,942,399	98,080	5,614,601	187,153	65.61%
Stage 25	8-Aug-17	18,499,000	349,038	9,896,043	186,718	8,602,957	162,320	46.50%
Stage 17B	22-May-18	8,714,500	272,328	3,617,497	113,047	5,097,003	159,281	58.49%
Stage 26	26-Sep-19	10,933,500	364,450	4,523,913	150,797	6,409,587	213,653	58.62%
		<u>260,380,500</u>		<u>115,499,645</u>		<u>144,880,855</u>		

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

**Budget**

Stages	Budget Version	Revenue	Revenue/lot	Direct Selling & COGS (incl. GST)	Direct Costs/lot	Budgeted Gross Profit	Budgeted Gross Profit/lot	Budgeted Gross Margin %
FY13 Stages	May-12	51,358,953	217,623	35,200,675	149,155	16,158,278	68,467	31.46%
FY 14 Stages	Jun-13	46,931,935	226,724	30,917,421	149,360	16,014,514	77,365	34.12%
FY 15 Stages	Aug-14	76,167,089	273,000	40,469,170	145,051	35,697,919	127,950	46.87%
Stage 15	Aug-15	15,433,000	280,600	7,203,599	130,975	8,229,401	149,625	53.32%
Stage 18A	Jun-16	8,626,000	297,448	4,048,854	139,616	4,577,146	157,833	53.06%
Stage 14B	Jun-16	2,448,087	244,809	1,352,232	135,223	1,095,855	109,585	44.76%
Stage 17A	Jun-16	9,427,756	304,121	3,845,430	124,046	5,582,326	180,075	59.21%
Stage 18B	Jun-16	8,584,690	276,925	3,677,414	118,626	4,907,276	158,299	57.16%
Stage 25	Aug-17	19,696,448	345,552	9,915,141	173,950	9,781,307	171,602	49.66%
Stage 17B	Dec-17	10,496,494	291,569	5,131,807	142,550	5,364,687	149,019	51.11%
Stage 26	Jun-19	14,347,000	377,553	5,766,060	151,738	8,580,940	225,814	59.81%
		<u>263,517,452</u>		<u>147,527,804</u>		<u>115,989,649</u>		

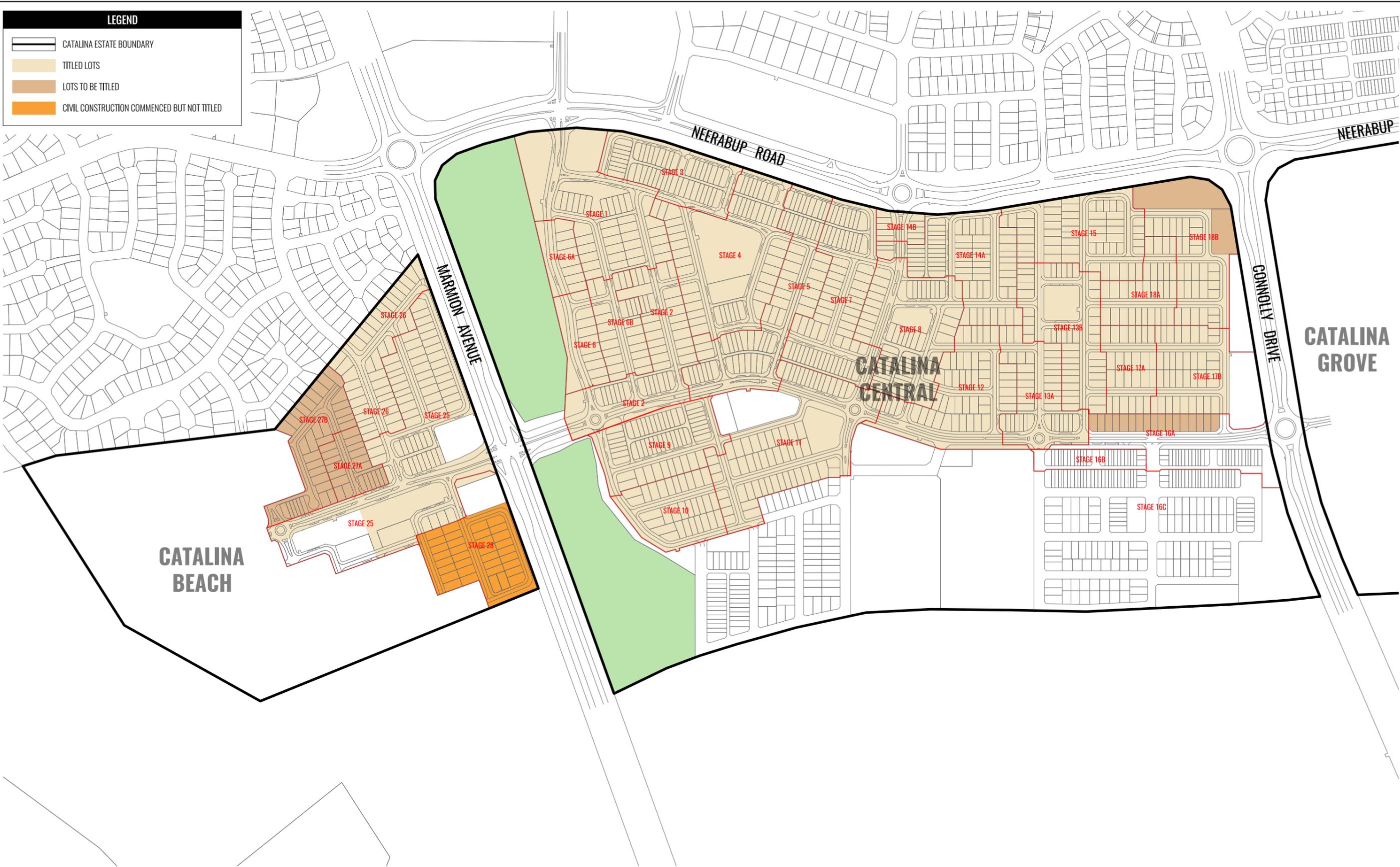
- Values for budget are based on 'total lots' for the relevant stages.



# Appendix 7.5

**LEGEND**

-  CATALINA ESTATE BOUNDARY
-  TITLED LOTS
-  LOTS TO BE TITLED
-  CIVIL CONSTRUCTION COMMENCED BUT NOT TITLED



# CATALINA FYE 2021 OPERATIONS

Catalina Estate. TAMALA PARK

A Tamala Park Regional Council Project

**NORTH**



**Scale: 1:6000 @ A3**



0 60 120 180m

PLAN: TAMCA-1-033 REVISION: DATE: 18/11/2020 PROJECTION: PCG 94 DATUM: AHD

DRAWN: JP PLANNER: TV CHECK: JH



**Town Planning & Urban Design**

Unit 2, 464 Murray Street  
Perth WA 6000  
(08) 6333 1888  
info@cdpau.com.au  
www.cdpau.com.au

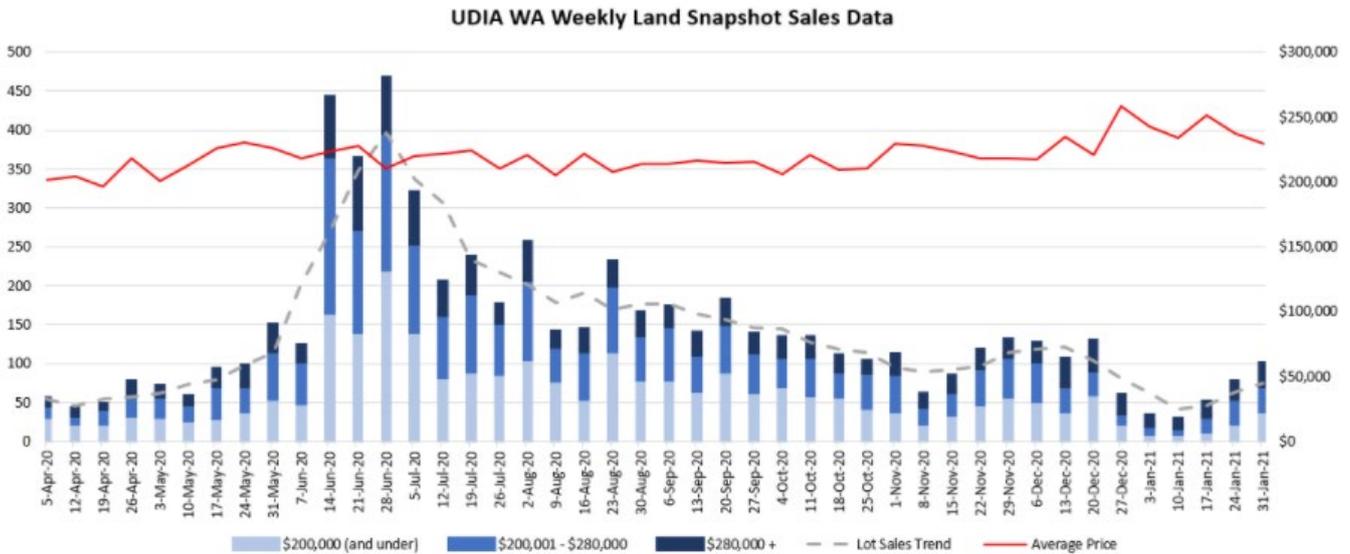
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# SALES AND SETTLEMENTS

## WA Sales Snapshot

### Industry

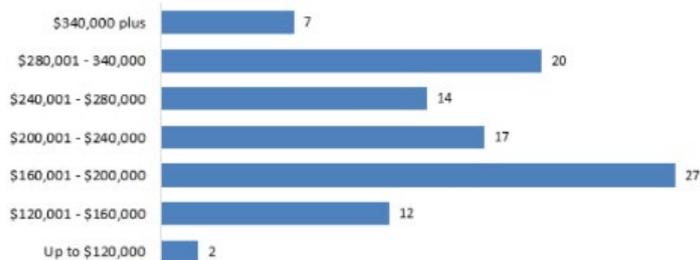
The UDIA reports below showing weekly activity indicate a steady downward trend since the peak 400 sales per week were recorded by the top 10 developers in June 2020. During January, the resultant industry sales after the \$45K in stimulus measures have been reduced to \$15K, resulted in only 271 sales.



### Land Snapshot for the week ending 31 January 2021

This week's total: 99

#### Weekly Lots Sold

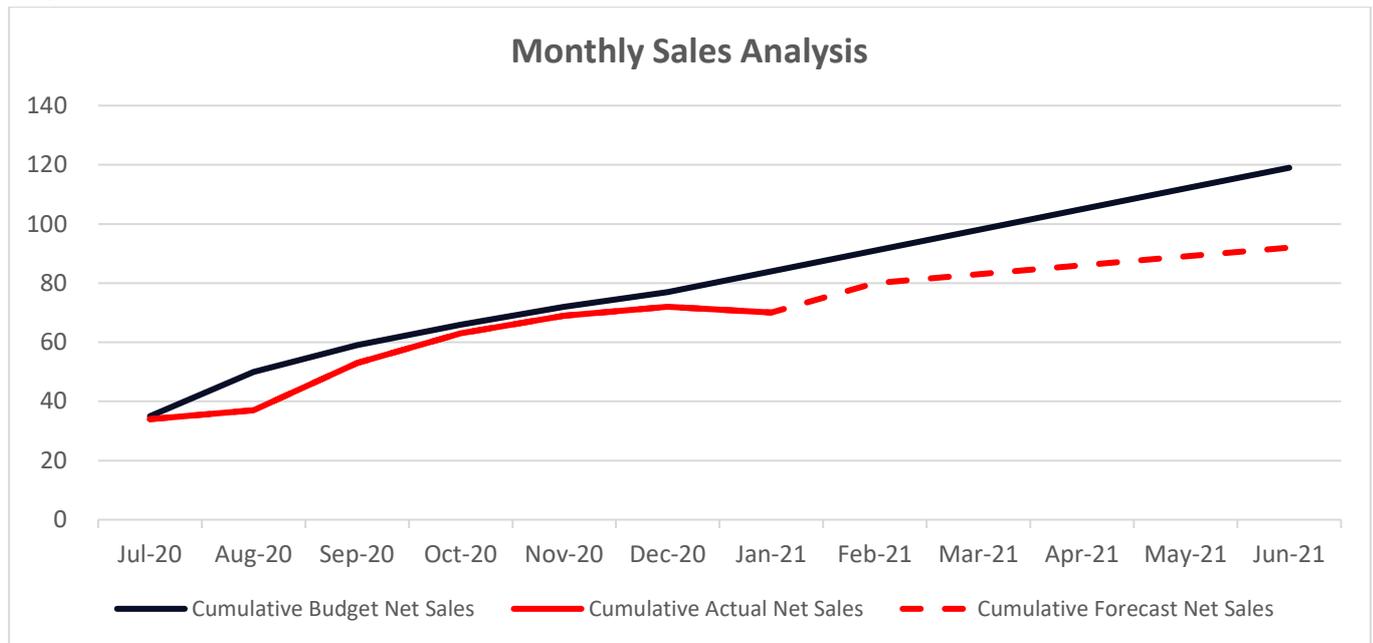


Source: UDIA

With respect to forecasting the remainder of the March quarter, some of the key points to consider are as follows;

1. Currently builders have slabs booked in for the next 6 months. Based on current stimulus conditions being 6 months to commence construction, the likelihood is January saw deals linked to federal government stimulus grants, but builders' pipeline will be limited for February and March sales, therefore relying on non-stimulus buyers.
2. Most building brands pushed hard in January to write up many offers. BGC was aggressive and ABN only sold in targeted areas depending on where they are not at capacity with pipeline jobs pending. Blueprint and HGWA likely to sell strong in January but books will be full beyond that time. Summit Group recorded a lower-than-average January.
3. Early buyer sentiment appears to be high level of enquiry but without the urgency previously seen June – December last year.

Reporting Period: FYE2021 – YTD January 2021



2020 - 2021 FY SALES	Jul- 20	Aug -20	Sep -20	Oct -20	Nov -20	Dec -20	Jan -21	Feb -21	Mar -21	Apr -21	Ma y- 21	Jun -21	FYE 2021	YTD Jan-21
Budget Net Sales	35	15	9	7	6	5	7	7	7	7	7	7	119	84
Forecast Net Sales	34	3	16	10	6	3	(2)	10	3	3	3	3	92	70
Actual Gross Sales	34	5	20	10	10	5	0	0	0	0	0	0	84	84
Actual Cancellations	0	(2)	(4)	0	(4)	(2)	(2)	0	0	0	0	0	(14)	(14)
Actual Net Sales	34	3	16	10	6	3	(2)	0	0	0	0	0	70	70

**Key Points**

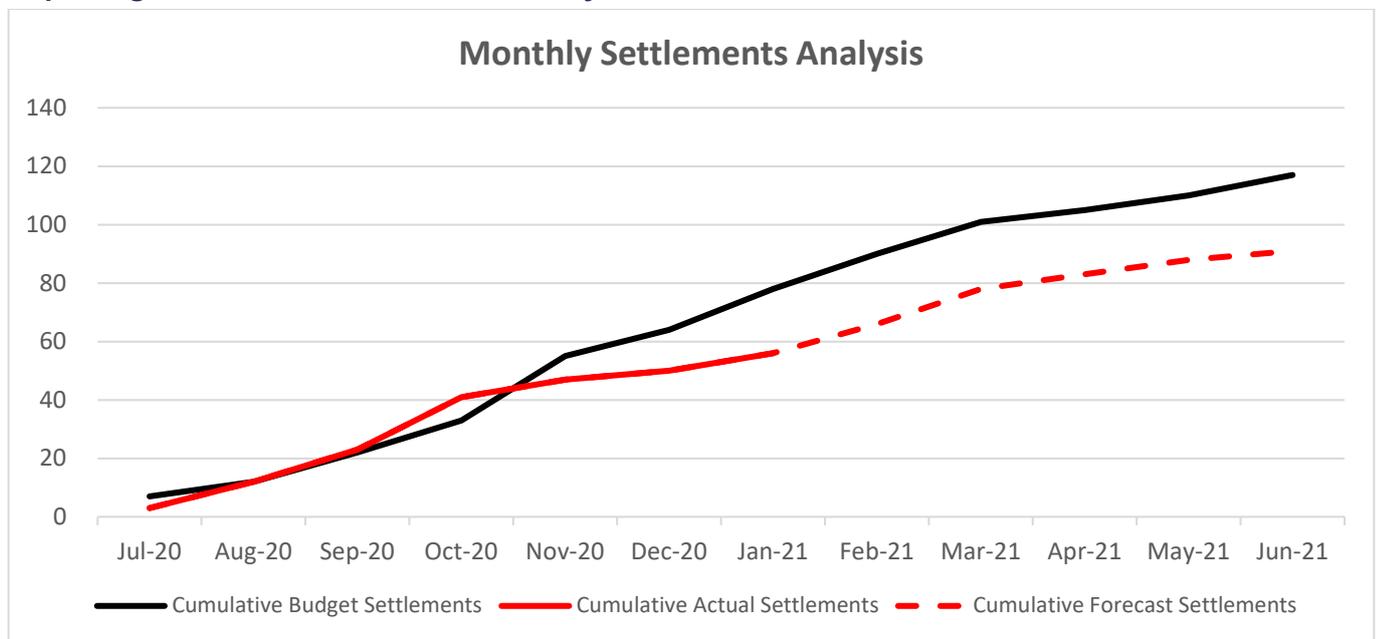
- Enquiry was sporadic during January with weeks one and two experiencing low enquiry and weeks three and four improving. The final week ending 31<sup>st</sup> January was affected by the lockdown announcement with contracts being placed on hold, cancelled, or delayed.
- The past 3 months has seen Gross sales of 10 (Nov), 5 (Dec) and 0 January.
- The cancellation rate for the 7 months to 31<sup>st</sup> January is 17%.
- Key project indicators as follows for December and January;

Key Project Indicators	WA		
	Catalina	Avg	WA Rank #
Traffic Conversion Rate (Gross Sales)	3%	14%	15
Traffic Conversion Rate (Net Sales)	1%	11%	13
Lead Conversion Rate (Gross Sales)	3%	11%	17
Lead Conversion Rate (Net Sales)	1%	8%	14
Avg Days to Cancellation from Acceptance	4	112	138
Avg Days to Settle from Acceptance	9	147	161
Average Days on Market (Release to Offer)	5	121	226

Lots – Gross Sales			
Average Price	5	342,500	
Average size		420	
225R7.5	-	-	0%
300R10	-	-	0%
300F10	-	-	0%
375F12.5	2	306,500	40%
280F14	-	-	0%
450F15	3	366,500	60%
510F17	-	-	0%
630F21	-	-	0%
Unknown	-	-	0%

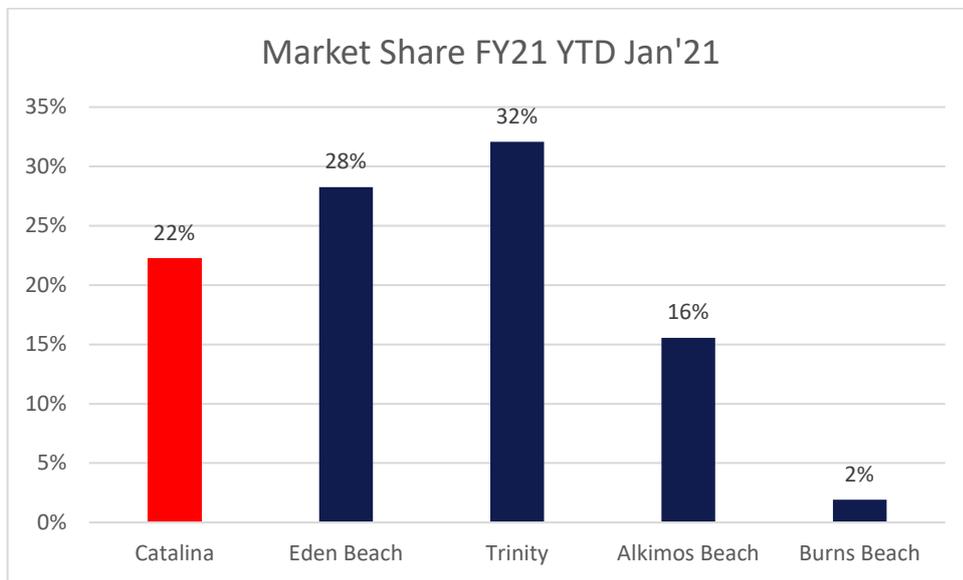
- 12.5m and 15m lots the most popular lots sold during the period

### Reporting Period: FYE2021 – YTD January 2021



2020 - 2021 FY SETTLEMENTS	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FYE 2021	YTD Jan-21
Budget Settlements	7	5	10	11	22	9	14	12	11	4	5	7	117	78
Forecast Settlements	3	9	11	18	6	3	6	10	12	5	5	3	91	56
Actual Settlements	3	9	11	18	6	3	6	0	0	0	0	0	56	56

- Finance extensions remain high, but averaging 2-3 week finance extensions, largely due to valuations and banks capacity to process new loan applications. This isn't exclusive to Catalina and is being experienced across the industry due to the volume of contracts being processed.
- 27 settlements forecast for next 3 months, pending unconditional approvals being processed.



Competitors	Developer	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total	Market Share (%)
<b>Catalina</b>	Satterley	34	3	16	10	6	3	-2	70	22%
Eden Beach	Satterley	20	22	7	8	7	13	12	89	28%
Trinity	LWP	20	25	20	8	11	1	16	101	32%
Alkimos Beach	Lendlease	20	5	0	7	5	7	5	49	16%
Burns Beach	Peet	0	0	0	0	0	0	6	6	2%
<b>TOTAL</b>		<b>94</b>	<b>55</b>	<b>43</b>	<b>33</b>	<b>29</b>	<b>24</b>	<b>37</b>	<b>315</b>	<b>100%</b>

- YTD market share of 22% against main competitors in the corridor
- Trinity with the highest market share selling from 2 fronts, east and west of Marmion Avenue
- Eden Beach next highest performer with a steady supply of stock to meet demand.

Competitor Pricing	Developer	315sqm	375sqm	450sqm	510sqm
<b>Catalina (Beach)</b>	Satterley	N/A	\$355,000	\$415,000	N/A
Eden Beach	Satterley	\$259,000	\$291,000	\$334,000	\$338,000
Trinity	LWP	\$190,000	\$207,000	\$260,000	N/A
Alkimos Beach	Lendlease	\$225,000	\$262,000	\$295,000	N/A
Burns Beach	Peet	N/A	N/A	\$490,000	N/A

## Outlook

The outlook for the remainder of the year is very positive, albeit many moving parts. Some key points noted below;

- There is now evidence some project builders have stopped taking on clients relying on the \$15,000 federal Homebuilder grant as they physically cannot commence construction on site within 6 months due to the pipeline of jobs pending site start. This would suggest a return to a more 'normal' market, and we are seeing signs of this whereby enquiry is good but there is no urgency from the buyer to sign a contract immediately.
- The rental moratorium ends on 29<sup>th</sup> March and there is evidence that rents have begun to increase by around 20%. This rent increase means that clients facing rents from \$350 to say \$420 per week will be evaluating whether it is cheaper to buy than rent. This will be a key driver over the next 6 months
- The established property market is reporting large number at home opens and offers being written on homes sight unseen to secure a property. This will have an upward pressure on established property prices. This has started in the premium suburbs and historically this will then flow onto adjoining suburbs.
- Mortgage rates are at all time lows and is very appealing to buyers relating to monthly repayments. This appears to be triggering demand in the demand.
- In the greenfield market sales volumes are forecast to remain strong, albeit from a lot of competition in the NW corridor. If the price and product mix is correct, volumes will increase and if volumes remain steady, price growth should follow.

# Appendix 7.6

2 December 2020

Mr Simon O'Sullivan  
Manager Project Coordination  
Tamala Park Regional Council  
Unit 2, 369 Scarborough Beach Road  
INNALOO WA 6018

Via email: [simon.osullivan@tamalapark.wa.gov.au](mailto:simon.osullivan@tamalapark.wa.gov.au)

Dear Simon

In June 2020, the Council considered the sales office opening hours and approved the following opening hours on a trial basis.

Day	Opening Hours
Monday	1:00pm to 5:00pm
Tuesday	1:00pm to 5:00pm
Wednesday	12:00pm to 5:00pm
Thursday	Closed
Friday	Closed
Saturday	9:00am to 5:00pm
Sunday	9:00am to 5:00pm

Satterley is seeking for these times to be amended to enable greater efficiencies with the sales staff and to optimise their hours of work to greater benefit the project.

Satterley would like to propose a change to the opening hours of the sales office to be as follows.

Day	Opening Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	12:00pm to 5:00pm
Thursday	By Appointment
Friday	By Appointment
Saturday	12:00pm to 5:00pm
Sunday	12:00pm to 5:00pm

The above aligns the opening times to be consistent, and in most cases in excess, of current display homes opening hours. Having the office available by appointment seven days a week provides greater flexibility to potential purchasers and enables the sales staff to be more actively involved with builder partners mid-week, without having to sit in the sales office.

Land developers have received most of the enquiry during recent months due to the panic buying caused by the Federal and State Government stimulus measures introduced in June 2020. Whilst a number of extensions have been granted to these, we anticipate that in the new year leads will start to revert back through the builders network. This will be caused by builders opening back up their books for business, their greater marketing spend, brand awareness, and the ability provide finance solutions.

Whilst the industry is speculating where sales volumes may land heading into 2021, it is important that our sales representatives are proactive and servicing builder partners which will be critical to provide leads in a more balanced market. When visitation levels are low having a sales representative waiting in an office for the leads to come to them is counterproductive.

Over October and November, the Catalina sales office has attracted on average two walk in traffic per week. The below table provides a range of date samples of actual traffic data that reflect a slow market, year to date (YTD), a booming market and the most recent two month of activity.

	Jan 19 - Dec 19 (slow market)	Jan 20 - Nov 20 (YTD)	June 20 - Sept 20 (boom months)	Oct 20 - Nov 20 (recent stats)
<b>Web traffic</b>	281 - 77%	508 - 40%	187 - 26%	89 - 78%
<b>Walk in Traffic</b>	48 - 13% (4 per month, 1 per week)	385 - 30% (35 per month, 7 per week)	247 - 34% (60 per month, 14 per week)	18 - 16% (9 per month, 2 per week)
<b>Phone Enquiry</b>	34 - 9%	390 - 30%	283 - 39%	7 - 6%

Alan Able is proposed to be appointed to the Catalina project on a permanent basis and will have access to a sales associate that can assist with walk in traffic should volumes return to those experienced in the boom levels. This arrangement enables Alan Able to be more proactive with the builders during the working week and with the available resources the ability to be nimble and adjust to meet and market changes.

Should you have any questions or require any further information regarding the proposed change to the sales office opening hours please don't hesitate to contact the undersigned.

Yours sincerely



**Carl Buckley**  
Project Director

# **Appendix 8.1**

## **Mid-Year Budget Review**

**Tamala Park Regional Council  
Budget Review  
2020-21**

	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 YTD Actual	Variance		Variance %
				Favourable	Unfavourable	
<b>REVENUE</b>	\$	\$	\$	\$	\$	%
General Purpose Funding	645,000	427,524	292,800		(217,476)	-33.72%
Other Property and Services	23,935	4,043	4,043		(19,892)	-83.11%
	668,935	431,567	296,843			
<b>LESS EXPENDITURE</b>						
Governance	(177,078)	(177,078)	(78,539)			
Other Property & Services	(1,051,289)	(1,051,289)	(445,879)			
	(1,228,367)	(1,228,367)	(524,418)			
Increase(Decrease)	(559,432)	(796,800)	(227,575)			
<b>ADD</b>						
Proceeds Sale of Asset	47,400	43,636	43,636		(3,764)	-7.94%
Depreciation Written Back	55,287	54,874	28,292		(413)	-0.75%
	102,687	98,510	71,928			
Sub Total	(456,745)	(698,290)	(155,647)			
<b>LESS CAPITAL PROGRAMME</b>						
Purchase Plant and Equipment	(86,300)	(79,227)	(62,227)	7,073		8.20%
	(86,300)	(79,227)	(62,227)			
<b>LESS MEMBERS EQUITY</b>						
<b>Development of Land for Resale</b>						
Income Sale of Lots -Subdivision	34,688,724	30,462,568	15,807,501		(4,226,156)	-12.18%
Income Other -Subdivision	-	4,545	-	4,545		100.00%
Development Costs - Subdivision	(31,190,377)	(29,601,552)	(5,164,062)	1,588,825		5.09%
Members Equity - GST Withheld	-	(2,749,237)	(1,119,790)		(2,749,237)	-100.00%
Payments for Principal Portion of Lease Liabilities	(34,870)	(34,870)	(16,768)			
Contribution Refund	(150,000)	(150,000)	(25,104)			
Profit Distribution	(3,000,000)	(3,000,000)	-			
	313,477	(5,068,546)	9,481,777			
Sub Total	(229,568)	(5,846,063)	9,263,903			
Opening Funds	45,224,510	45,474,202	45,474,202	249,692		-0.55%
	45,224,510	45,474,202	45,474,202			
Net Surplus /(Deficit)	44,994,942	39,628,139	54,738,105	1,850,135	(7,216,938)	

**Tamala Park Regional Council**  
**Surplus (Deficit)**  
**By Program**

	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 YTD Actual
	\$	\$	\$
Total of Operating and Capital Revenue and Expenditure	(284,855)	(5,900,937)	9,235,611
<b>ADD</b>			
Depreciation Written Back	55,287	54,874	28292
<b>ADD</b>			
Surplus Brought Forward	45,224,510	45,474,202	45,474,202
<b>LESS</b>			
Surplus Carried Forward	(44,994,942)	(39,628,139)	(54,738,105)
Rates Levied	0	0	0

**Tamala Park Regional Council**  
**Closing Funds**  
**By Program**

	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 YTD Actual
	\$	\$	\$
<b>CURRENT ASSETS</b>			
Cash at Bank	45,060,342	39,728,409	54,604,107
Trade and Other Receivables	231,682	231,682	187,846
<b>Total Current Assets</b>	45,292,024	39,960,091	54,791,953
<b>LESS CURRENT LIABILITIES</b>			
Lease Liabilities	(34,870)	(34,870)	(38,652)
Payables and Provisions	(297,082)	(297,082)	(320,930)
<b>Total Current Liabilities</b>	(331,952)	(331,952)	(359,582)
<b>NET CURRENT ASSETS</b>	44,960,072	39,628,139	54,432,371
Adjustment to net current assests	34,870	34,870	305,734
<b>SURPLUS OF CURRENT ASSETS OVER LIABILITIES</b>	\$44,994,942	\$39,628,139	\$54,738,105

**Tamala Park Regional Council  
Budget Review in Detail  
2020-21**

Analysis as at 31 December 2020	Year To Date		Budget		Variance	
	Actual Jul - Dec 20	Budget Jul - Dec 20	Annual Budget 2020-21	Projected Estimates To 30/06/2021	Projected Estimates To Budget \$	Projected Estimates To Budget %
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
I03 - GENERAL PURPOSE FUNDING						
I032 - Other GPF						
I032030 - Interest on Investment	283,524	387,000	645,000	408,524	(236,476)	-36.66%
I032050 - Commission from investments	9,276	0	0	19,000	19,000	100.00%
Total I032 - Other GPF	292,800	387,000	645,000	427,524	(217,476)	-33.72%
<b>Total I03 - GENERAL PURPOSE FUNDING</b>	<b>292,800</b>	<b>387,000</b>	<b>645,000</b>	<b>427,524</b>	<b>(217,476)</b>	<b>-33.72%</b>
<b>I14 - OTHER PROPERTY &amp; SERVICES</b>						
I145 - Administration						
I145015 - Profit and Loss on disposal of asset	1,224	785	785	1,224	439	55.92%
I145012 - Income Other	4,043	10,914	21,834	4,043	(17,791)	-81.48%
I145010 - Reimbursements	0	2,101	2,101	0	(2,101)	-100.00%
<b>Total I145 - Administration</b>	<b>5,267</b>	<b>13,800</b>	<b>24,720</b>	<b>5,267</b>	<b>(19,453)</b>	<b>-78.69%</b>
<b>Total I14 - OTHER PROPERTY &amp; SERVICES</b>	<b>5,267</b>	<b>13,800</b>	<b>24,720</b>	<b>5,267</b>	<b>(19,453)</b>	<b>-78.69%</b>
<b>Total Operating Income</b>	<b>298,067</b>	<b>400,800</b>	<b>669,720</b>	<b>432,791</b>	<b>(236,929)</b>	<b>-35.38%</b>
<b>Expense</b>						
<b>E04 - GOVERNANCE.</b>						
E041 - Membership						
E041005 - Chairman Allowance	(10,032)	(10,032)	(20,063)	(20,063)	0	0.00%
E041010 - Deputy Chair Allowance	(2,508)	(2,508)	(5,016)	(5,016)	0	0.00%
E041018 - Attendance Fee - Councillors	(66,000)	(66,000)	(131,999)	(131,999)	0	0.00%
E041020 - Conference Exp. - Councillors	0	(5,000)	(10,000)	(10,000)	0	0.00%
E041030 - Other Costs	0	(5,000)	(10,000)	(10,000)	0	0.00%
Total E041 - Membership	(78,539)	(88,540)	(177,078)	(177,078)	0	0.00%
<b>Total E04 - GOVERNANCE.</b>	<b>(78,539)</b>	<b>(88,540)</b>	<b>(177,078)</b>	<b>(177,078)</b>	<b>0</b>	<b>0.00%</b>
<b>E14 - OTHER PROPERTY &amp; SERVICES</b>						
<b>E14 - ADMINISTRATION</b>						
E145 - Administration						
E145005 - Salaries - Basic Costs	(290,423)	(319,986)	(640,000)	(640,000)	0	0.00%
E145007 - Salaries Occ. Superannuation	(25,953)	(30,396)	(60,800)	(60,800)	0	0.00%
E145011 - Advertising Staff Vacancies	0	(2,502)	(5,000)	(2,000)	3,000	60.00%
E145013 - Fringe Benefits Tax	(1,637)	(4,002)	(8,000)	(8,000)	0	0.00%
E145015 - Insurance W/comp.	(7,660)	(7,660)	(7,660)	(7,660)	0	0.00%
E145017 - Medical Exam. Costs	0	(150)	(300)	(300)	0	0.00%
E145019 - Staff Training & Dev.	(169)	(2,502)	(5,000)	(5,000)	0	0.00%
E145020 - Conference Exp. - CEO	0	(4,998)	(10,000)	(5,000)	5,000	50.00%
E145024 - Travel Expenses CEO	(64)	(2,502)	(5,000)	(2,000)	3,000	60.00%
E145025 - Other Accom & Property Costs	(4,157)	(2,310)	(4,619)	(9,000)	(4,381)	-94.85%
E145027 - Advertising General	(374)	(1,002)	(2,000)	(1,500)	500	25.00%
E145031 - Graphics Consumables	0	(498)	(1,000)	(749)	251	25.10%
E145033 - Photocopying	(234)	(750)	(1,500)	(1,500)	-	0.00%
E145037 - Postage, Courier & Freight	(394)	(498)	(1,000)	(1,000)	-	0.00%
E145039 - Printing	0	(498)	(1,000)	(1,000)	-	0.00%
E145043 - Stationery	(405)	(498)	(1,000)	(1,000)	-	0.00%
E145045 - Other Admin Expenses	(1,500)	(2,502)	(5,000)	(5,000)	-	0.00%
E145047 - Office Telephones & Faxes	0	(498)	(1,000)	(1,000)	-	0.00%
E145049 - Mobile Phones, Pages, Radios	(481)	(1,002)	(2,000)	(2,000)	-	0.00%
E145053 - Bank Charges	(25)	(252)	(500)	(500)	-	0.00%
E145055 - Credit Charges	(68)	(252)	(500)	(500)	-	0.00%
E145057 - Audit Fees	(853)	(6,000)	(12,000)	(12,000)	-	0.00%
E145059 - Membership Fees	(1,556)	(3,000)	(6,000)	(6,000)	-	0.00%
E145061 - Legal Expenses (General)	(8,435)	(10,002)	(20,000)	(20,000)	-	0.00%
E145069 - Valuation Fees	0	(7,500)	(15,000)	(5,000)	10,000	66.67%
E145075 - Promotions	0	(2,502)	(5,000)	(2,000)	3,000	60.00%
E145077 - Business Hospitality Expenses	(161)	(1,002)	(2,000)	(1,000)	1,000	50.00%
E145450 - Admin-Operational Consultancies	0	(10,000)	(15,000)	(15,000)	-	0.00%
E145079 - Consultancy - Other	(5,000)	(10,002)	(20,000)	(25,000)	(5,000)	-25.00%
E145083 - Research	(9,000)	(9,000)	(18,000)	(18,000)	-	0.00%
E145087 - Computer Software Mtce	(758)	(2,502)	(5,000)	(5,000)	-	0.00%
E145088 - Accounting Management	(22,940)	(19,998)	(40,000)	(40,000)	-	0.00%
E145089 - Computer Software Purchase	(2,960)	(4,998)	(10,000)	(15,000)	(5,000)	-50.00%
E145091 - Computer Sundries	(65)	(1,002)	(2,000)	(5,000)	(3,000)	-150.00%
E145093 - Internet Provider Costs	(11,437)	(7,500)	(15,000)	(27,000)	(12,000)	-80.00%
E145094 - Plant & Equip. Purchase Non-Cap	(3,612)	(1,002)	(2,000)	(7,000)	(5,000)	-250.00%
E145095 - Plant & Equip. Purchase Capital	0	(2,502)	(5,000)	0	5,000	100.00%
E145097 - Hire of Equipment	0	(750)	(1,500)	(1,500)	-	0.00%
E145099 - Vehicle Operating Expense	(3,243)	(4,002)	(8,000)	(8,000)	-	0.00%
E145100 - Safety Clothes and Equipment	0	(498)	(1,000)	(1,000)	-	0.00%
E145101 - Consumable Stores	(398)	(498)	(1,000)	(1,000)	-	0.00%
E145103 - Newspapers & Periodicals	0	(102)	(200)	(200)	-	0.00%
E145105 - Publications & Brochures	0	(102)	(200)	(200)	-	0.00%
E145107 - Subscriptions	0	(252)	(500)	(500)	-	0.00%
E145109 - Parking Expenses	(66)	(126)	(250)	(250)	-	0.00%
E145113 - Emergency Services	0	(2,502)	(5,000)	(5,000)	-	0.00%
E145117 - Electricity	0	(3,252)	(6,500)	(6,500)	-	0.00%
E145121 - Insurance - Public Liability	(3,200)	(3,200)	(3,200)	(3,200)	-	0.00%
E145123 - Insurance - Property (ISR)	(6,035)	(9,252)	(9,252)	(6,035)	3,217	34.77%
E145126 - Insurance - Personal Accident	(1,175)	(1,175)	(1,175)	(1,175)	-	0.00%
E145127 - Insurance - Other	(2,835)	(2,835)	(2,835)	(2,835)	-	0.00%
E145129 - Interest expenses ROU asset	(319)	(316)	(511)	(511)	-	0.00%
E145221 - Depreciation Mobile Vehicles	(4,992)	(4,737)	(9,475)	(9,653)	(178)	-1.88%
E145222 - Depreciation Furniture_office E	(813)	(821)	(1,643)	(573)	1,070	65.12%
E145225 - Depreciation L/Hold Improvement	(4,941)	(4,777)	(9,554)	(9,558)	(4)	-0.04%

E145226 · Depreciation ROU asset	(17,545)	(17,307)	(34,615)	(35,090)	(475)	-1.37%
<b>Total E145 · Administration</b>	<b>(445,879)</b>	<b>(540,274)</b>	<b>(1,051,289)</b>	<b>(1,051,289)</b>	<b>-</b>	<b>0.00%</b>
<b>E14 · OTHER PROPERTY &amp; SERVICES</b>	<b>(445,879)</b>	<b>(540,274)</b>	<b>(1,051,289)</b>	<b>(1,051,289)</b>	<b>-</b>	<b>0.00%</b>
<b>Total Operating Expenses</b>	<b>(524,418)</b>	<b>(628,814)</b>	<b>(1,228,367)</b>	<b>(1,228,367)</b>	<b>-</b>	<b>0.00%</b>
<b>E34 · PROPERTY DEVELOPMENT- SERVICES</b>						
E145451 · GST management	(3,750)	(10,000)	(20,000)	(20,000)	-	0.00%
E145452 · Recruitment_Human Resources	0	(2,500)	(5,000)	(5,000)	-	0.00%
E145041 · Signage/Decals	0	(1,000)	(2,000)	(2,000)	-	0.00%
E145042 · Branding/Marketing	0	(2,500)	(5,000)	(2,000)	3,000	60.00%
E145204 · Fences/Walls	0	(1,000)	(2,000)	(2,000)	-	0.00%
E145206 · Mtce Services Land	0	(1,000)	(2,000)	(2,000)	-	0.00%
E145216 · Direct Selling Expenses	(1,288,548)	(1,730,666)	(2,891,698)	(3,135,427)	(243,729)	-8.43%
E145218 · Sales and Marketing	(69,787)	(150,000)	(400,000)	(400,000)	-	0.00%
E145029 · Advertising Public/Statutory	(10,686)	(8,500)	(17,000)	(17,000)	-	0.00%
E145061 · Legal Expenses (General)	0	(14,999)	(30,000)	(20,000)	10,000	33.33%
E145086 · Probity Auditor	(336)	(5,000)	(10,000)	(10,000)	-	0.00%
<b>Total E34 · PROPERTY DEVELOPMENT- SERVICES</b>	<b>(1,373,106)</b>	<b>(1,927,165)</b>	<b>(3,384,698)</b>	<b>(3,615,427)</b>	<b>(230,729)</b>	<b>-6.82%</b>
<b>E347 · Land Development Costs</b>						
E145207 · Land & Special Sites Development	0	(10,000)	(5,113,000)	(5,117,063)	(4,063)	-0.08%
E145208 · Consultants	(114,799)	(207,912)	(415,819)	(415,819)	-	0.00%
E145209 · Landscape	(141,362)	(188,299)	(1,669,700)	(1,153,097)	516,603	30.94%
E145210 · Infrastructure	(797,869)	(841,992)	(5,772,557)	(4,657,745)	1,114,812	19.31%
E145211 · Lot Production	(2,367,005)	(5,572,947)	(11,696,622)	(11,451,964)	244,658	2.09%
E145212 · Administration (Land Development)	(342,501)	(812,720)	(1,283,020)	(1,240,295)	42,725	3.33%
E145213 · Community Development	(27,420)	(66,936)	(178,500)	(178,500)	-	0.00%
E000000 · Contingency	0	(392,539)	(1,326,461)	(1,219,562)	106,899	8.06%
E000000 · Finance	0	(3,689,647)	(350,000)	(552,080)	(202,080)	-57.74%
<b>Total E347 · Land Development Costs</b>	<b>(3,790,956)</b>	<b>(11,782,992)</b>	<b>(27,805,679)</b>	<b>(25,986,125)</b>	<b>1,819,554</b>	<b>6.54%</b>
<b>Total Expense</b>	<b>(5,688,480)</b>	<b>(14,338,971)</b>	<b>(32,418,744)</b>	<b>(30,829,919)</b>	<b>1,588,825</b>	<b>4.90%</b>
<b>Net Income</b>	<b>(5,390,413)</b>	<b>(13,938,171)</b>	<b>(31,749,024)</b>	<b>(30,397,128)</b>	<b>1,351,896</b>	<b>4.26%</b>
<b>Other Items</b>						
Contribution Refund	(25,104)	0	(150,000)	(150,000)	-	0.00%
Capital Expenditure	(62,227)	(69,300)	(86,300)	(79,227)	7,073	8.20%
Payments for Principal portion of lease Liabilities	(16,768)	(16,768)	(34,870)	(34,870)	-	0.00%
Profit Distributions	0	0	(3,000,000)	(3,000,000)	-	0.00%
Proceed Sale of Lots	15,807,501	20,712,550	34,688,724	30,462,568	(4,226,156)	-12.18%
Proceed Sale of Lots- Other	0	0	0	4,545	4,545	100.00%
Proceed Disposal of Assets	43,636	47,400	47,400	43,636	(3,764)	-7.94%
Profit and Loss on disposal of asset	(1,224)	(785)	(785)	(1,224)	(439)	55.92%
Depreciation Written Back	28,292	27,642	55,287	54,874	(413)	-0.75%
GST Withheld Member Councils	(1,119,790)	0	0	(2,749,237)	(2,749,237)	-100.00%
Opening Surplus	45,474,202	45,224,510	45,224,510	45,474,202	249,692	0.55%
<b>Closing Net Surplus/ Deficit</b>	<b>54,738,105</b>	<b>51,987,078</b>	<b>44,994,942</b>	<b>39,628,139</b>	<b>(5,366,803)</b>	<b>-11.93%</b>

# **Appendix 8.2**

## **Compliance Audit Return 2020**



**Tamala Park Regional Council - Compliance Audit Return Regional Local Government 2020**

**Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Tony Arias
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Tony Arias
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Tony Arias
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Tony Arias
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Tony Arias



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Tony Arias
2	s5.16	Were all delegations to committees in writing?	Yes		Tony Arias
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Tony Arias
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Tony Arias
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		Tony Arias
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act and in sections 214(2), (3) or (5) of the Planning and Development Act 2005?	Yes		Tony Arias
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Tony Arias
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Tony Arias
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	N/A	No delegations to employees during audit term.	Tony Arias
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Tony Arias
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Tony Arias
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Tony Arias
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Tony Arias

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	Approvals granted under s5.68.	Tony Arias



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No disclosures regarding gifts made during the audit term.	Tony Arias
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Tony Arias
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Tony Arias
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Tony Arias
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Tony Arias
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Tony Arias
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Tony Arias
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	No	Register has been updated to remove change of Council Members that occurred in December 2020.	Tony Arias
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Tony Arias
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Tony Arias
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Tony Arias
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A	No changes required during audit term.	Tony Arias



No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Tony Arias
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Tony Arias
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Tony Arias
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		Tony Arias
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Tony Arias
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Tony Arias
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Tony Arias
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Tony Arias

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Tony Arias
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Tony Arias



<b>Finance</b>						
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Tony Arias	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegations issued during audit term.	Tony Arias	
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Tony Arias	
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Tony Arias	
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes		Tony Arias	
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Tony Arias	
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Tony Arias	
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	No	Report has been forwarded to the Minister outlining actions, two weeks later than stipulated.	Tony Arias	
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Tony Arias	
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Tony Arias	



No	Reference	Question	Response	Comments	Respondent
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Tony Arias

**Integrated Planning and Reporting**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	20 February 2020	Tony Arias
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	10 December 2020	Tony Arias
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Tony Arias

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	No appointment during audit term.	Tony Arias
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Tony Arias
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Tony Arias
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Tony Arias
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No dismissals during audit term.	Tony Arias
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Tony Arias



<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Tony Arias
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes	No complaints during audit term.	Tony Arias
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Tony Arias
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Tony Arias

<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	20 February 2020	Tony Arias
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	No	Review undertaken - to be reported to Council in April 2021.	Tony Arias
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Tony Arias
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Tony Arias
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No		Tony Arias



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No		Tony Arias
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	No	Most required information was published on the Council website. Several items were not published including the Tender Register and Disclosure of Interests Register.	Tony Arias
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Tony Arias
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	No	Report published after 31 July 2020.	Tony Arias
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Tony Arias

**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Tony Arias
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Tony Arias
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Tony Arias
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Tony Arias



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No multiple contracts entered into during audit term.	Tony Arias
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Tony Arias
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Tony Arias
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	Tender Register was compliant but was not published on the Council website until after the audit term.	Tony Arias
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		Tony Arias
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Tony Arias
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Tony Arias
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No expressions of interest sought during audit term.	Tony Arias
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Tony Arias
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Tony Arias
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Tony Arias
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Tony Arias



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No		Tony Arias
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Tony Arias
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Tony Arias
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Tony Arias
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Tony Arias
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Tony Arias
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Tony Arias
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Tony Arias

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Chair, Tamala Park Regional Council

\_\_\_\_\_  
Signed CEO, Tamala Park Regional Council

# **Appendix 8.4**

## **Fraud & Corruption Policy & Plan**

## **POLICY MANUAL**

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### **Fraud and Corruption Prevention Policy (February 2021)**

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#### **OBJECTIVE**

To articulate the Tamala Park Regional Council's (TPRC) commitment to the prevention, detection, response and monitoring of fraud and corrupt activities.

#### **POLICY SCOPE**

This policy applies to all employees, Elected Members and contractors. Fraud and corruption control is the responsibility of everyone in or associated with the TPRC.

#### **DEFINITIONS**

**Fraud** is defined by Australian Standard AS8001-2008 as:

*"Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity."*

**Corruption** is defined by Australian Standard AS8001-2008 as:

*"Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity."*

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- Conflict of interest;
- Failure to disclose acceptance of gifts or hospitality;
- Acceptance of a bribe;
- Misuse of internet or email; or
- Release of confidential or private information or intellectual property.

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

#### **POLICY STATEMENT**

Fraud and corruption is illegal, and contrary to the organisational values of the TPRC. The TPRC aims to foster a culture which upholds trust and honesty as part of its core values. In doing so, the TPRC will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

## **POLICY MANUAL**

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### **Fraud and Corruption Prevention Policy (February 2021)**

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All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The TPRC encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued.

All alleged incidences will be investigated thoroughly. Where appropriate, the TPRC will protect the anonymity of those responsible for reporting the activity.

The TPRC will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities. It will also ensure that staff are aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

A Fraud and Corruption Prevention Plan (“the Plan”) has been developed to assist to meet the objectives of this Policy. The Plan will ensure that the TPRC has procedures in place to mitigate the risk of fraud or corruption occurring in the organisation.

This Fraud and Corruption Prevention Policy is authorised by the Chief Executive Officer on 18 February 2021.

Signature:

Name: JOHN ANTHONY ARIAS

Date: 18 February 2021

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**Adopted by Council:** 18 February 2021

**Reviewed / Amended:**

**Next Review Date:**



# **FRAUD PREVENTION PLAN**

**(February 2021)**

## INTRODUCTION

The Tamala Park Regional Council (TPRC) is committed to the prevention, detection, response and monitoring of fraud and corrupt activities.

Fraud and corruption can occur in a variety of ways and it is important to have a good understanding of what constitutes fraud and corruption so that it can be recognised it and action taken to prevent it.

Fraud and corruption are illegal, and contrary to the organisational values of the TPRC. The TPRC aims to foster a culture which upholds trust and honesty as part of its core values. In doing so, the TPRC will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

## PURPOSE

The purpose of this Plan is to demonstrate that the TPRC is committed to ensuring that fraud and corruption does not occur, and to detail the practical steps we will undertake to achieve this.

This Plan aims to:

- Reduce the potential for fraud and corruption within and against the TPRC;
- Build a culture which seeks to prevent fraud and corruption; and
- Explain how suspected instances of fraud and corruption are dealt with.

## DEFINITIONS

**Fraud** is defined by Australian Standard AS8001-2008 as:

*“Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.”*

**Corruption** is defined by Australian Standard AS8001-2008 as:

*“Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of ‘corruption’ can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.”*

## ROLES AND RESPONSIBILITIES

### Council

Council has the responsibility to adopt the Fraud and Corruption Prevention Policy and Plan.

### **Audit Committee**

The Audit Committee's responsibilities include:

- Reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- Oversight of implementation of the Fraud and Corruption Prevention Plan, and to provide assurance that the TPRC has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information.

### **Chief Executive Officer (CEO)**

The CEO ensures the implementation of adequate controls for managing fraud and corruption risks of the TPRC. The CEO, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

The CEO is responsible for implementing the Fraud and Corruption Prevention Plan, and is to:

- Provide leadership, guidance, training and support to employees in preventing fraud and corruption;
- Identify high fraud risk areas;
- Participate in fraud and corruption risk assessment reviews;
- Monitor the continued operation of controls;
- Report suspected fraud and corruption promptly, maintaining confidentiality; and
- Ensure the protection of complainants who report fraudulent and corrupt activities.

### **Public Interest Disclosure (PID) Officer(s)**

PID Officers investigate disclosures, and take action following the completion of investigations under the *Public Interest Disclosure Act 2003*.

### **All Employees**

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies and processes; resisting opportunities to engage in fraudulent or corrupt behaviour; and reporting suspected fraudulent or corrupt incidents or behaviour.

## **REPORTING SUSPECTED FRAUD AND CORRUPTION INCIDENTS**

### **Making a Disclosure of Public Interest Information (PID)**

The Tamala Park Regional Council has developed Public Interest Disclosure (PID) Procedures. These guidelines are in accordance with s. 21 of the *Public Interest Disclosure Act 2003*.

The PID procedures are designed to encourage and facilitate the disclosure of improper conduct, provide protection for those who make disclosures, and provide protection for those who are the subject of a disclosure.

Detailed guidelines for making, receiving and investigating a disclosure are outlined in the Tamala Park Regional Council Public Interest Disclosure Procedures. Please refer to this document for further advice.

**Making an anonymous fraud or corruption report**

Anonymous complaints may be made to a range of external agencies such as the Crime and Corruption Commission or the Public Sector Commission. Please refer to their websites for further details

**TPRC Fraud Prevention Plan 2021**

**1. PREVENTION**

The following sets the objectives, actions, responsibility and timing the TPRC has in place to support the prevention of fraud and corruption.

Objective		Actions	Responsibility	Timing
1.1	Implementing and maintaining an integrity framework	Corporate Governance Framework reviewed, maintained and communicated.	CEO	Annual (December)
		Code of Conduct reviewed, maintained and communicated.	CEO	Annual (June)
		Ethical culture and awareness of fraud and corruption prevention to be promoted and monitored as of employee induction and communicated annually.	CEO	Annual
		Declarations of interest procedures to be maintained and reviewed.	CEO	Annual (June)
		Employees and Councillors to be advised of their obligations when receiving gifts and reporting in the Gifts Register.	CEO	Ongoing
1.2	Accountability	Employee induction to promote staff accountability for their own work processes.	CEO	Ongoing
		Fraud and Corruption Control responsibilities incorporated into the performance management system.	Executive Assistant	Annual (December)
		Preventing fraud and corruption should be specified in the position description statements of all employees.	Executive Assistant	Ongoing
		Employees to receive training on fraud and corruption control.	CEO	Annual (June)
1.3	Internal Controls.	Internal Controls Policy developed and communicated.	CEO	Annual (December)
		Annual reports to the Audit Committee on the review and improvement of internal control framework.	CEO	Annual (June)

**TPRC Fraud Prevention Plan 2021**

		Fraud and Corruption Control Policy and Plan available to all staff via the website and internal record system.	Executive Assistant	March 2021 (Ongoing)
		Annual internal audit to review processes and provide recommendations in respect of fraud and corruption risks.	CEO	Annual (August)
1.4	Assessing Fraud and Corruption Risk	Identify fraud and corruption risks within the TPRC Risk Framework and Risk Register.	CEO	Annual (December)
		Continually assess fraud and corruption risks.	CEO	Ongoing
		Monitor and review the fraud and corruption risks within the TPRC Risk Framework and Risk Register.	CEO	Annual (December)
1.5	Communication and Awareness	Communicate fraud and corruption awareness through employee inductions and performance reviews.	Executive Assistant	Ongoing (March)
		Ensure all new employees receive Code of Conduct in their induction and throughout the period of their employment, appropriate to their level of responsibility.	Executive Assistant	Ongoing (March)
		Ensure updates and changes to fraud related policies, procedures, Code of Conduct etc. are effectively communicated to all employees.	Executive Assistant	Ongoing (March)
		Ensure staff are aware of the ways in which they can report allegations of fraud or unethical conduct, including Public Interest Disclosure Procedures.	Executive Assistant	Ongoing (March)
		Encourage staff to report any suspected incidences of fraud or corruption.	CEO	Ongoing (March)
1.6	Employment Screening	Pre-employment screening to validate applicant qualifications, transcripts and other certifications.	Executive Assistant	Ongoing (March)
		Police clearance required for all new employees.	Executive Assistant	Ongoing (March)
		Verification of identity requiring at least two forms of identity documentation (passport, birth certificate, driver's licence etc.)	Executive Assistant	Ongoing (March)

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**2. DETECTION**

The following outlines strategies in place to detect or expose fraud and/or corruption.

Objective		Actions	Responsibility	Timing
1.1	Detection system	Conducting unscheduled internal reviews and audits.	CEO	Ad hoc (1 per year)
		Undertake Fraud and Corruption risk audit to include a review of: <ul style="list-style-type: none"> <li>• IT and information security;</li> <li>• Grants and other payments;</li> <li>• Tendering processes, purchasing and contract management;</li> <li>• Services provided to the community;</li> <li>• Revenue collection;</li> <li>• Use of credit cards;</li> <li>• Travel allowance and other allowances;</li> <li>• Salaries;</li> <li>• Money, property and other physical assets.</li> </ul>	CEO	Every 2 years
		Annual reports to the Audit Committee and Council regarding the position of Risk Management, Internal Controls and Legislative Compliance.	CEO	Annual (August)
1.2	Internal Auditor	Internal Auditor to conduct a review every three years on the areas of Risk Management, Internal Controls and Legislative Compliance, as per Regulation 17 of the <i>Local Government (Audit) Regulations 1995</i> .	CEO	Every 3 years
		Internal Auditor to conduct a review every three years on Council's financial internal controls, as per Regulation 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i> .	CEO	Every 3 years

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1.3	Avenues for reporting	Ensure that adequate means for reporting suspicious or known illegal or unethical conduct are available to all personnel.	Executive Assistant	Ongoing (March)
1.4	Public Interest Disclosure	Public Interest Disclosure Guidelines to be maintained and reviewed.	Executive Assistant	Annual (June)

**3. RESPONSE**

The following outlines the processes for responding to fraud and corruption, and the channels for ensuring improvements are made.

Objective		Actions	Responsibility	Timing
1.1	Policies and procedures	Fraud and Corruption Control Policy and Plan reviewed, maintained and communicated.	CEO	Every 2 years (February)
1.2	Investigation	Investigations as per Public Interest Disclosure Guidelines.	CEO	Ongoing (March)
1.3	Reporting	Develop and maintain a fraud and corruption incident register.	Executive Assistant	Ongoing (March)
		Analyse fraud and corruption register and report any identified trends.	CEO	Annual (December)
1.4	Review of Internal Controls	Where fraud is detected, assess adequacy of internal controls and consider whether improvements are required.	CEO	As required
1.5	Insurance	Maintain a fidelity guarantee insurance policy that insures the entity against the risk of loss arising from internal fraudulent conduct.	Executive Assistant	Annual (June)