

TAMALA PARK
REGIONAL COUNCIL

Meeting of Council

AGENDA

Thursday 9 August 2007
City of Perth, 5.30pm

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

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

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TAMALA PARK REGIONAL COUNCIL

Councillors of the Tamala Park Regional Council are respectfully advised that the ordinary meeting of Council will be held in the Council Chambers of the City of Perth, Council House, 27 St George's Terrace, Perth at 5.30pm on Thursday 9 August 2007.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



R A CONSTANTINE
Chief Executive Officer

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Acting Mayor O'Connor	Cr Barlow
City of Joondalup	Mayor Pickard Cr John	Cr Fishwick Cr Jacob *
City of Perth	Cr Evangel	Cr Sutherland
City of Stirling	Mayor Tyzack Cr Boothman Cr Clarey Cr Stewart	Cr Ham Cr Rose
Town of Victoria Park	Cr Nairn	Cr Skinner
Town of Vincent	Mayor Catania	Deputy Mayor Farrell
City of Wanneroo	Mayor Kelly Deputy Mayor Salpietro	Cr Treby Cr Roberts

* ***Declaration of office to be completed***

PRELIMINARIES

1. OFFICIAL OPENING

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

3.1 Leave of Absence – Cr S Salpietro has been granted leave of absence up to 19 October 2007 – Council minutes 14 June 2007 refer.

3.2 An apology was received from Cr E Evangel.

4. PETITIONS

5. CONFIRMATION OF MINUTES

- Ordinary Meeting of Council – 14 June 2007

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Advice has been received from Town of Cambridge that Mayor Marlene Anderton has resigned as Mayor of Town of Cambridge. Mayor Anderton represented Town of Cambridge as Councillor – Tamala Park Regional Council.

On 26 June 2007 the Town of Cambridge appointed Cr Pauline O'Connor Acting Mayor and also the Tamala Park Regional Council representative from the Town of Cambridge. Under the TPRC Establishment Agreement, Cr O'Connor will hold office as a TPRC Council member until the local government elections in October 2007.

Cr O'Connor has completed the declaration of office as Tamala Park Regional Council.

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

8. REPORTS OF COMMITTEES

9. ADMINISTRATION REPORTS

9.1 BUSINESS REPORT – PERIOD ENDING 31 JULY 2007

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: N/A

Recommendation

That the Business Report to 31 July 2007 be RECEIVED.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Attachments: Nil
Available for viewing at the meeting: Nil

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 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. Meetings have been held with consultants AIC in reference future stages of the aboriginal heritage study for the Tamala Park and adjacent urban deferred government landholding.
2. Arrangements have been confirmed for TPRC to coordinate aboriginal heritage and a flora and triglobolitic fauna study over the Tamala Park urban deferred land with the State Government contributing on a proportional land area to the completion of the studies.
3. Advertising of the TPRC Future Plan has been maintained for a period of 1 month.
4. The annual financial statements for the TPRC have been completed and audited.
5. Studies have continued on planning concepts emanating from the January EBD Workshop.

6. Plans are in progress to relocate the TPRC administrative centre to a new location (see comment in proposed budget 2007/08 reported elsewhere in this agenda).
7. Discussions are continuing with MRC in reference to the planning for the completed landfill and for the more immediate future, issues relating to the classification of Lot 9504 as a contaminated site. Arrangements have been made for ongoing meetings and sharing of information to deal with these matters.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS JUNE 2007 AND JULY 2007

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.66.401.0

Recommendation

That the Council RECEIVE and NOTE the Statement(s) of Financial Activity for the months ending 30 June 2007 and 31 July 2007.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Attachments: Monthly Statement of Financial Activity for the month ending 30 June 2007; Income Statement by Program for month ending 30 June 2007; Balance Sheet for month ending 30 June 2007; Monthly Statement of Financial Activity for the month ending 31 July 2007; Income Statement by Program for month ending 31 July 2007; Balance Sheet for month ending 31 July 2007.

NB: Statements currently being compiled and will be distributed prior to meeting

Available for viewing at the meeting: Nil

Local Government Act/Regulation

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

Background

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

Comment

The Statements reflect the budget proposals and direction adopted by the Council.

The statement for June 2007 does not contain all of the end of year adjustments at this time. Those adjustments are reflected in the annual financial report contained elsewhere on this agenda.

ATTACHMENT: Monthly Statement of Financial Activity for the month ending 30 June 2007

TAMALA PARK REGIONAL COUNCIL
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2006 TO 30 JUNE 2007

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- Detailed Income Statement	
- Balance Sheet	

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2006 TO 30 JUNE 2007**

	NOTE	30 June 2007 Actual \$	30 June 2007 Y-T-D Budget \$	2006/07 Revised Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues/Sources					
Interest Earnings	1,2	667,478	660,000	660,000	1.13%
		667,478	660,000	660,000	
(Expenses)/(Applications)					
Employee Costs	1,2	-210,182	-264,680	-264,680	(20.59%)
Professional/Consulting Fees		-61,736	-101,460	-101,460	(39.15%)
Materials & Contracts		-9,230	-104,710	-104,710	(91.19%)
Utilities		0	-200	-200	(100.00%)
Depreciation		-83	-2,500	-2,500	(96.68%)
Insurance		-980	-4,650	-4,650	(78.92%)
Other Expenditure		-53,134	-26,470	-26,470	100.73%
		-335,345	-504,670	-504,670	
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
Depreciation on Assets		83	2,500	2,500	0.00%
Accrual for Interest and employee entitlements		1,613	0	0	
<u>Capital Revenue and (Expenditure)</u>					
Purchase Furniture and Equipment	3	-3,190	-3,500	-3,500	0.00%
Contributed Equity	6	16,221,439	16,460,000	16,460,000	0.00%
ADD Net Current Assets July 1 B/Fwd	7	0	0	0	0.00%
Net Current Assets Year to Date	7	16,552,078	16,614,330	16,614,330	0.00%

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

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 30 JUNE 2007

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 30 JUNE 2007

2. STATEMENT OF OBJECTIVE

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

3. ACQUISITION OF ASSETS

The following assets have been acquired during the period under review:

By Program

	30 June 2007 Actual \$	2006/07 Revised Budget \$
Furniture and Equipment	3,109	3,500
	3,109	3,500

By Class

Furniture and Equipment	3,109	3,500
	3,109	3,500

4. DISPOSALS OF ASSETS

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2006 TO 30 JUNE 2007

5. INFORMATION ON BORROWINGS

No borrowings have been made in the period under review. No borrowings are budgeted for the 2006-07 financial year.

6. CONTRIBUTED EQUITY

The Council has budgeted to receive an amount of \$16,564,927 from member Councils during the 2006/07 financial year.

To this period end, \$16,341,439 has been received from this source. \$120,000 has been accrued to return to each contributing Council on a prorata basis leaving a balance at 30 June 2007 of \$16,221,439.00

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

CURRENT ASSETS

	30 June 2007 Actual \$	Brought Forward 1-Jul \$
Cash - Unrestricted	16,676,988	0
Receivables	1,694	0
Inventories	0	0
	16,678,682	0

LESS: CURRENT LIABILITIES

Payables and Provisions	-126,604	0
	16,552,078	0

Less: Cash - Restricted/Committed	0	0
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NET CURRENT ASSET POSITION	16,552,078	0
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ATTACHMENT: Income Statement by Program for the month ending 30 June 2007

**Tamala Park Regional Council
Income Statement by Program
July 2006 through June 2007**

11:57 AM
07/08/07

	Jul '2006 - Jun 2007	Budget	\$ Over Budget	% of Budget
Income				
I03 · GENERAL PURPOSE FUNDING				
I032 · Other GPF				
I032030 · Interest on Investment	667,478.10	660,000.00	7,478.10	101.13%
Total I032 · Other GPF	667,478.10	660,000.00	7,478.10	101.13%
Total I03 · GENERAL PURPOSE FUNDING	667,478.10	660,000.00	7,478.10	101.13%
Total Income	667,478.10	660,000.00	7,478.10	101.13%
Gross Profit	667,478.10	660,000.00	7,478.10	101.13%
Expense				
E04 · GOVERNANCE.				
E041 · Membership				
E041005 · Mayoral Allowance	0.00	3,000.00	-3,000.00	0.0%
E041010 · Deputy Mayor Allowance	0.00	750.00	-750.00	0.0%
E041015 · Elected Members Remuneration				
E041016 · Travelling	815.81			
E041017 · Attendance Fees	5,977.50			
E041018 · Composite Allowance	45,650.00			
E041015 · Elected Members Remuneration - Other	0.00	16,520.00	-16,520.00	0.0%
Total E041015 · Elected Members Remuneration	52,443.31	16,520.00	35,923.31	317.45%
E041020 · Conference Expenses	690.00	4,000.00	-3,310.00	17.25%
E041025 · Training	0.00	200.00	-200.00	0.0%
E041030 · Other Costs	0.00	2,000.00	-2,000.00	0.0%
Total E041 · Membership	53,133.31	26,470.00	26,663.31	200.73%
Total E04 · GOVERNANCE.	53,133.31	26,470.00	26,663.31	200.73%
E14 · OTHER PROPERTY & SERVICES.				
E145 · Administration				
E145005 · Salaries - Basic Costs	183,481.51	220,000.00	-36,518.49	83.4%
E145007 · Salaries Occ. Superannuation	16,084.82	3,780.00	12,304.82	425.52%
E145009 · Salaries WALGS Superannuation	2,146.14	19,800.00	-17,653.86	10.84%
E145011 · Advertising Staff Vacancies	6,657.20	12,000.00	-5,342.80	55.48%
E145013 · Fringe Benefits Tax	0.00	3,600.00	-3,600.00	0.0%
E145015 · Insurance W/comp.	292.66	4,400.00	-4,107.34	6.65%
E145017 · Medical Exam. Costs	0.00	100.00	-100.00	0.0%
E145019 · Staff Training & Dev.	0.00	800.00	-800.00	0.0%
E145021 · Telephone - Staff Reimbursement	0.00	400.00	-400.00	0.0%
E145022 · Rates Paid	0.00	1,000.00	-1,000.00	0.0%
E145023 · Security Costs	0.00	1,000.00	-1,000.00	0.0%
E145025 · Other Accom & Property Costs	0.00	5,400.00	-5,400.00	0.0%
E145027 · Advertising General	0.00	3,000.00	-3,000.00	0.0%
E145029 · Advertising Public/Statutory	1,912.47	11,000.00	-9,087.53	17.39%
E145031 · Graphics Consumables	0.00	5,000.00	-5,000.00	0.0%
E145033 · Photocopying	0.00	4,800.00	-4,800.00	0.0%
E145035 · Photography	0.00	200.00	-200.00	0.0%
E145037 · Postage, Courier & Freight	0.00	2,160.00	-2,160.00	0.0%
E145039 · Printing	0.00	2,000.00	-2,000.00	0.0%
E145041 · Signage/Decals	0.00	1,500.00	-1,500.00	0.0%
E145043 · Stationery	150.00	1,000.00	-850.00	15.0%
E145045 · Other Admin Expenses	0.07	10,000.00	-9,999.93	0.0%
E145047 · Office Telephones & Faxes	0.00			
E145051 · After Hours Telephone Service	0.00	100.00	-100.00	0.0%
E145053 · Bank Charges	212.37	340.00	-127.63	62.46%
E145055 · Credit Charges	0.00	60.00	-60.00	0.0%
E145057 · Audit Fees	5,000.00	3,000.00	2,000.00	166.67%

Tamala Park Regional Council
Income Statement by Program
 July 2006 through June 2007

11:57 AM
 07/08/07

	<u>Jul '2006 - Jun 2007</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
E145059 · Membership Fees	0.00	2,000.00	-2,000.00	0.0%
E145061 · Legal Expenses	0.00	14,000.00	-14,000.00	0.0%
E145063 · Conveyancing Expenses	0.00	500.00	-500.00	0.0%
E145065 · Surveyors Fees	0.00	6,000.00	-6,000.00	0.0%
E145067 · Title Searches	0.00	300.00	-300.00	0.0%
E145069 · Valuation Fees	0.00	8,000.00	-8,000.00	0.0%
E145071 · Other Professional Fees	8,400.00	12,000.00	-3,600.00	70.0%
E145073 · Public Relations	0.00	1,000.00	-1,000.00	0.0%
E145075 · Promotions	0.00	4,000.00	-4,000.00	0.0%
E145077 · Business Hospitality Expenses	1,289.83	4,000.00	-2,710.17	32.25%
E145079 · Consultancy	48,336.26	70,460.00	-22,123.74	68.6%
E145081 · Professional Retainer	0.00	2,000.00	-2,000.00	0.0%
E145083 · Research	0.00	2,000.00	-2,000.00	0.0%
E145085 · External Contract Services	0.00	600.00	-600.00	0.0%
E145087 · Computer Software Mtce	0.00	3,000.00	-3,000.00	0.0%
E145089 · Computer Software Purchase	1,183.96	2,000.00	-816.04	59.2%
E145091 · Computer Sundries	81.68	2,000.00	-1,918.32	4.08%
E145092 · Data Communication Links	0.00	2,000.00	-2,000.00	0.0%
E145093 · Internet Provider Costs	414.49	1,500.00	-1,085.51	27.63%
E145094 · Plant & Equipment Purchase Non-	0.00	300.00	-300.00	0.0%
E145095 · Furniture & Equipment Purchase	0.00	250.00	-250.00	0.0%
E145097 · Hire of Equipment	0.00	400.00	-400.00	0.0%
E145099 · Vehicle Operating Expense	3,321.43	3,000.00	321.43	110.71%
E145101 · Consumable Stores	0.00	100.00	-100.00	0.0%
E145103 · Newspapers & Periodicals	0.00	200.00	-200.00	0.0%
E145105 · Publications & Brochures	0.00	500.00	-500.00	0.0%
E145107 · Subscriptions	0.00	100.00	-100.00	0.0%
E145109 · Parking Expenses	0.00	200.00	-200.00	0.0%
E145111 · Plans	164.00	400.00	-236.00	41.0%
E145113 · Emergency Services	500.00	3,000.00	-2,500.00	16.67%
E145115 · Misc Services Expenses	0.00	2,000.00	-2,000.00	0.0%
E145117 · Electricity	0.00	200.00	-200.00	0.0%
E145119 · Professional Indemnity	0.00	2,500.00	-2,500.00	0.0%
E145121 · Insurance - Public Liability	2,500.00	500.00	2,000.00	500.0%
E145123 · Insurance - Property (ISR)	0.00	100.00	-100.00	0.0%
E145125 · Insurance - Motor Vehicle	0.00	400.00	-400.00	0.0%
E145127 · Insurance - Other	0.00	1,000.00	-1,000.00	0.0%
E145128 · Insurance Excess - Other	0.00	150.00	-150.00	0.0%
E145200 · Plant Maintenance & Repair	0.00	200.00	-200.00	0.0%
E145201 · Furniture Maintenance & Repair	0.00	400.00	-400.00	0.0%
E145202 · Fuel, Oils & Grease	0.00	3,000.00	-3,000.00	0.0%
E145203 · Registration	0.00	200.00	-200.00	0.0%
E145204 · Fences/Walls (Sumps in Road Res	0.00	1,000.00	-1,000.00	0.0%
E145205 · Recreation Reserves Mtce	0.00	2,000.00	-2,000.00	0.0%
E145217 · Cash Rounding Account	-0.01			
E145222 · Depreciation Furniture	83.00	2,000.00	-1,917.00	4.15%
Total E145 · Administration	282,211.88	477,700.00	-195,488.12	59.08%
Total E14 · OTHER PROPERTY & SERVICES.	282,211.88	477,700.00	-195,488.12	59.08%
Total Expense	335,345.19	504,170.00	-168,824.81	66.51%
Net Income	332,132.91	155,830.00	176,302.91	213.14%

ATTACHMENT: Balance Sheet for the month ending 30 June 2007

11:41 AM
07/08/07

**Tamala Park Regional Council
Balance Sheet Prev Year Comparison
As of June 30, 2007**

	<u>Jun 30, 2007</u>	<u>Jun 30, 2006</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Current/Savings			
A01100 · Cash at Bank			
A01101 · Unrestricted Municipal Bank	2,417.32	0.00	2,417.32
A01102 · Unrestricted Short Term Investm	132,289.67	0.00	132,289.67
A01106 · Fixed Term Deposit_BankWest	16,542,280.67	0.00	16,542,280.67
Total A01100 · Cash at Bank	<u>16,676,987.66</u>	<u>0.00</u>	<u>16,676,987.66</u>
Total Current/Savings	16,676,987.66	0.00	16,676,987.66
Accounts Receivable			
A01120 · ACCOUNTS RECEIVABLE			
A011201 · Accrued Interest	2,969.34	0.00	2,969.34
Total A01120 · ACCOUNTS RECEIVABLE	<u>2,969.34</u>	<u>0.00</u>	<u>2,969.34</u>
Total Accounts Receivable	<u>2,969.34</u>	<u>0.00</u>	<u>2,969.34</u>
Total Current Assets	16,679,957.00	0.00	16,679,957.00
Fixed Assets			
A0154 · Furniture & Equipment			
A01541 · Accumulated Deprn - F&E	-83.00	0.00	-83.00
A01542 · At Cost			
E168200 · Additions - 2006-07			
E168203 · Computer Equipment	3,190.27	0.00	3,190.27
Total E168200 · Additions - 2006-07	<u>3,190.27</u>	<u>0.00</u>	<u>3,190.27</u>
Total A01542 · At Cost	<u>3,190.27</u>	<u>0.00</u>	<u>3,190.27</u>
Total A0154 · Furniture & Equipment	<u>3,107.27</u>	<u>0.00</u>	<u>3,107.27</u>
Total Fixed Assets	<u>3,107.27</u>	<u>0.00</u>	<u>3,107.27</u>
TOTAL ASSETS	<u>16,683,064.27</u>	<u>0.00</u>	<u>16,683,064.27</u>
LIABILITIES			
Current Liabilities			
Accounts Payable			
L01215 · SUNDRY CREDITORS	440.00	0.00	440.00
Total Accounts Payable	<u>440.00</u>	<u>0.00</u>	<u>440.00</u>
Other Current Liabilities			
2100 · Payroll Liabilities			
L2001 · PAYG Deductions	1,164.00	0.00	1,164.00
Total 2100 · Payroll Liabilities	<u>1,164.00</u>	<u>0.00</u>	<u>1,164.00</u>
2200 · Tax Payable	-1,693.68	0.00	-1,693.68
L0122 · Employee Entitlements			
L01227 · Accrued Wages	4,581.87	0.00	4,581.87
Total L0122 · Employee Entitlements	<u>4,581.87</u>	<u>0.00</u>	<u>4,581.87</u>
L01229 · Prov for Audit Fees	5,000.00	0.00	5,000.00

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Tamala Park Regional Council
Balance Sheet Prev Year Comparison
As of June 30, 2007

	<u>Jun 30, 2007</u>	<u>Jun 30, 2006</u>	<u>\$ Change</u>
L2300 · Distrib Due to Participants			
L2301 · TVP Equity/Surplus Dist	10,000.00	0.00	10,000.00
L2302 · CP Equity/Surplus Dist	10,000.00	0.00	10,000.00
L2303 · TC Equity/Surplus Dist	10,000.00	0.00	10,000.00
L2304 · CJ Equity/Surplus Dist	20,000.00	0.00	20,000.00
L2305 · CW Equity/Surplus Dist	20,000.00	0.00	20,000.00
L2306 · TV Equity/Surplus Dist	10,000.00	0.00	10,000.00
L2307 · CS Equity/Surplus Dist	40,000.00	0.00	40,000.00
Total L2300 · Distrib Due to Participants	<u>120,000.00</u>	<u>0.00</u>	<u>120,000.00</u>
 Total Other Current Liabilities	 <u>129,052.19</u>	 <u>0.00</u>	 <u>129,052.19</u>
 Total Current Liabilities	 <u>129,492.19</u>	 <u>0.00</u>	 <u>129,492.19</u>
 TOTAL LIABILITIES	 <u>129,492.19</u>	 <u>0.00</u>	 <u>129,492.19</u>
 NET ASSETS	 <u>16,553,572.08</u>	 <u>0.00</u>	 <u>16,553,572.08</u>
 EQUITY			
L019001 · TVP Contributed Equity	1,351,786.60	0.00	1,351,786.60
L019002 · CP Contributed Equity	1,351,786.60	0.00	1,351,786.60
L019003 · TC Contributed Equity	1,351,786.60	0.00	1,351,786.60
L019004 · CJ Contributed Equity	2,703,573.19	0.00	2,703,573.19
L019005 · CW Contributed Equity	2,703,573.19	0.00	2,703,573.19
L019006 · TV Contributed Equity	1,351,786.60	0.00	1,351,786.60
L019007 · CS Contributed Equity	5,407,146.39	0.00	5,407,146.39
Net Income	332,132.91	0.00	332,132.91
TOTAL EQUITY	<u>16,553,572.08</u>	<u>0.00</u>	<u>16,553,572.08</u>

**ATTACHMENT: Monthly Statement of Financial Activity for the month ending
31 July 2007**

**TAMALA PARK REGIONAL COUNCIL
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2007 TO 30 JUNE 2008**

Statement as at 31 July 2007

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Agenda TPRC Meeting of Council – 9 August 2007

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2007 TO 30 JUNE 2008**

	NOTE	31 July 2007 Actual \$	31 July 2007 Y-T-D Budget \$	2007/08 Revised Budget \$	Variences Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues/Sources					
Interest Earnings	1,2	653			
		<u>653</u>	<u>0</u>	<u>0</u>	0.00%
(Expenses)/(Applications)					
Employee Costs	1,2	-11,194			0.00%
Professional/Consulting Fees		0			0.00%
Materials & Contracts		-71			0.00%
Utilities		0			0.00%
Depreciation		0			0.00%
Insurance		0			0.00%
Other Expenditure		-316			0.00%
		<u>-11,581</u>	<u>0</u>	<u>0</u>	
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>					
Depreciation on Assets		0			0.00%
Accrual for Interest and employee entitlements		0			
<u>Capital Revenue and (Expenditure)</u>					
Purchase Furniture and Equipment	3	0			0.00%
Contributed Equity	6	0			0.00%
ADD Net Current Assets July 1 B/Fwd	7	16,550,465			0.00%
Net Current Assets Year to Date	7	<u>16,539,537</u>	<u>0</u>	<u>0</u>	0.00%

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

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2007 TO 30 JUNE 2008

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2007 TO 30 JUNE 2008

2. STATEMENT OF OBJECTIVE

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rezoning, subdivision, development marketing and sale of land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, and with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

3. ACQUISITION OF ASSETS

The following assets have been acquired during the period under review:

By Program

	31 July 2007 Actual \$	2006/07 Revised Budget \$
Furniture and Equipment	0	0
	<u>0</u>	<u>0</u>

By Class

Furniture and Equipment	0	0
	<u>0</u>	<u>0</u>

4. DISPOSALS OF ASSETS

There has been no disposal of assets in the period under review. No assets have been budgeted for disposal in this financial year.

TAMALA PARK REGIONAL COUNCIL

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2007 TO 30 JUNE 2008

5. INFORMATION ON BORROWINGS

No borrowings have been made in the period under review. No borrowings are budgeted for the 2006-07 financial year.

6. CONTRIBUTED EQUITY

The amount of Contributed Equity retained from 2006-07 is \$16,221,439 at 31 July 2007.

7. NET CURRENT ASSETS	31 July 2007 Actual \$	Brought Forward 1-Jul \$
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	16,662,422	16,676,988
Receivables	2,969	4,663
Inventories	0	0
	16,665,391	16,681,651
LESS: CURRENT LIABILITIES		
Payables and Provisions	-125,854	-131,186
	16,539,537	16,550,465
Less: Cash - Restricted/Committed	0	0
NET CURRENT ASSET POSITION	16,539,537	16,550,465

ATTACHMENT: Income Statement by Function/Activity for the month ending 31 July 2007

**Tamala Park Regional Council
Income Statement by Function /Actviity
July 2007**

	<u>Jul 2007</u>
Income	
I03 - GENERAL PURPOSE FUNDING	653.18
Total Income	<u>653.18</u>
Gross Profit	653.18
Expense	
E14 - OTHER PROPERTY & SERVICES.	11,580.84
Total Expense	<u>11,580.84</u>
Net Income	<u><u>-10,927.66</u></u>

ATTACHMENT: Income Statement (Detailed) by Function & Activity for the month ending 31 July 2007

**Tamala Park Regional Council
Income Statement (Detailed) by function and activity
July 2007**

	Jul 2007
Income	
I03 · GENERAL PURPOSE FUNDING	
I032 · Other GPF	
I032030 · Interest on Investment	653.18
Total I032 · Other GPF	653.18
Total I03 · GENERAL PURPOSE FUNDING	653.18
Total Income	653.18
Gross Profit	653.18
Expense	
E04 · GOVERNANCE.	
E041 · Membership	
E041005 · Mayoral Allowance	0.00
E041010 · Deputy Mayor Allowance	0.00
E041015 · Elected Members Remuneration	
E041017 · Attendance Fees	0.00
Total E041015 · Elected Members Remuneration	0.00
E041020 · Conference Expenses	0.00
E041030 · Other Costs	0.00
Total E041 · Membership	0.00
Total E04 · GOVERNANCE.	0.00
E14 · OTHER PROPERTY & SERVICES.	
E145 · Administration	
E145005 · Salaries - Basic Costs	9,672.85
E145007 · Salaries Occ. Superannuation	1,282.92
E145009 · Salaries WALGS Superannuation	238.46
E145015 · Insurance W/comp.	0.00
E145019 · Staff Training & Dev.	0.00
E145025 · Other Accom & Property Costs	0.00
E145027 · Advertising General	0.00
E145029 · Advertising Public/Statutory	315.86
E145031 · Graphics Consumables	0.00
E145037 · Postage, Courier & Freight	0.00
E145041 · Signage/Decals	0.00
E145043 · Stationery	0.00
E145045 · Other Admin Expenses	0.00
E145053 · Bank Charges	70.75
E145055 · Credit Charges	0.00
E145057 · Audit Fees	0.00
E145059 · Membership Fees	0.00
E145061 · Legal Expenses	0.00
E145063 · Conveyancing Expenses	0.00
E145069 · Valuation Fees	0.00
E145071 · Other Professional Fees	0.00
E145075 · Promotions	0.00
E145077 · Business Hospitality Expenses	0.00
E145079 · Consultancy	0.00

Tamala Park Regional Council
Income Statement (Detailed) by function and activity
 July 2007

	<u>Jul 2007</u>
E145081 · Professional Retainer	0.00
E145083 · Research	0.00
E145087 · Computer Software Mtce	0.00
E145089 · Computer Software Purchase	0.00
E145091 · Computer Sundries	0.00
E145093 · Internet Provider Costs	0.00
E145094 · Plant & Equipment Purchase Non-	0.00
E145095 · Furniture & Equipment Purchase	0.00
E145101 · Consumable Stores	0.00
E145105 · Publications & Brochures	0.00
E145107 · Subscriptions	0.00
E145111 · Plans	0.00
E145113 · Emergency Services	0.00
E145115 · Misc Services Expenses	0.00
E145121 · Insurance - Public Liability	0.00
E145123 · Insurance - Property (ISR)	0.00
E145127 · Insurance - Other	0.00
E145204 · Fences/Walls (Sumps In Road Res	0.00
E145205 · Recreation Reserves Mtce	0.00
E145222 · Depreciation Furniture	0.00
Total E145 · Administration	<u>11,580.84</u>
Total E14 · OTHER PROPERTY & SERVICES.	<u>11,580.84</u>
Total Expense	<u>11,580.84</u>
Net Income	<u><u>-10,927.66</u></u>

ATTACHMENT: Balance Sheet for the month ending 31 July 2007

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Tamala Park Regional Council
Balance Sheet Prev Year Comparison
As of July 31, 2007

	<u>Jul 31, 2007</u>	<u>Jun 30, 2007</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Current/Savings			
A01100 - Cash at Bank			
A01101 - Unrestricted Municipal Bank	2,598.48	2,417.32	181.16
A01102 - Unrestricted Short Term Investm	117,542.84	132,289.67	-14,746.83
A01106 - Fixed Term Deposit_BankWest	16,542,280.67	16,542,280.67	0.00
Total A01100 - Cash at Bank	<u>16,662,421.99</u>	<u>16,676,987.66</u>	<u>-14,565.67</u>
Total Current/Savings	16,662,421.99	16,676,987.66	-14,565.67
Accounts Receivable			
A01120 - ACCOUNTS RECEIVABLE			
A011201 - Accrued Interest	2,969.34	2,969.34	0.00
Total A01120 - ACCOUNTS RECEIVABLE	<u>2,969.34</u>	<u>2,969.34</u>	<u>0.00</u>
Total Accounts Receivable	<u>2,969.34</u>	<u>2,969.34</u>	<u>0.00</u>
Total Current Assets	<u>16,665,391.33</u>	<u>16,679,957.00</u>	<u>-14,565.67</u>
Fixed Assets			
A0154 - Furniture & Equipment			
A01541 - Accumulated Depn - F&E	-83.00	-83.00	0.00
A01542 - At Cost			
E168200 - Additlions - 2006-07			
E168203 - Computer Equipment	3,190.27	3,190.27	0.00
Total E168200 - Additlions - 2006-07	<u>3,190.27</u>	<u>3,190.27</u>	<u>0.00</u>
Total A01542 - At Cost	<u>3,190.27</u>	<u>3,190.27</u>	<u>0.00</u>
Total A0154 - Furniture & Equipment	<u>3,107.27</u>	<u>3,107.27</u>	<u>0.00</u>
Total Fixed Assets	<u>3,107.27</u>	<u>3,107.27</u>	<u>0.00</u>
TOTAL ASSETS	<u>16,668,498.60</u>	<u>16,683,064.27</u>	<u>-14,565.67</u>
LIABILITIES			
Current Liabilities			
Accounts Payable			
L01215 - SUNDRY CREDITORS	347.45	440.00	-92.55
Total Accounts Payable	<u>347.45</u>	<u>440.00</u>	<u>-92.55</u>
Other Current Liabilities			
2100 - Payroll Liabilities			
L2001 - PAYG Deductions	388.00	1,164.00	-776.00
Total 2100 - Payroll Liabilities	<u>388.00</u>	<u>1,164.00</u>	<u>-776.00</u>
2200 - Tax Payable	118.73	-1,693.68	1,812.41
L0122 - Employee Entitlements			
L01227 - Accrued Wages	0.00	4,581.87	-4,581.87
Total L0122 - Employee Entitlements	<u>0.00</u>	<u>4,581.87</u>	<u>-4,581.87</u>
L01229 - Prov for Audit Fees	5,000.00	5,000.00	0.00

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Tamala Park Regional Council
Balance Sheet Prev Year Comparison
As of July 31, 2007

	Jul 31, 2007	Jun 30, 2007	\$ Change
L2300 · Distrib Due to Participants			
L2301 · TVP Equity/Surplus Dist	10,000.00	10,000.00	0.00
L2302 · CP Equity/Surplus Dist	10,000.00	10,000.00	0.00
L2303 · TC Equity/Surplus Dist	10,000.00	10,000.00	0.00
L2304 · CJ Equity/Surplus Dist	20,000.00	20,000.00	0.00
L2305 · CW Equity/Surplus Dist	20,000.00	20,000.00	0.00
L2306 · TV Equity/Surplus Dist	10,000.00	10,000.00	0.00
L2307 · CS Equity/Surplus Dist	40,000.00	40,000.00	0.00
Total L2300 · Distrib Due to Participants	120,000.00	120,000.00	0.00
 Total Other Current Liabilities	 125,506.73	 129,052.19	 -3,545.46
 Total Current Liabilities	 125,854.18	 129,492.19	 -3,638.01
 TOTAL LIABILITIES	 125,854.18	 129,492.19	 -3,638.01
 NET ASSETS	 16,542,644.42	 16,553,572.08	 -10,927.66
 EQUITY			
3900 · *Retained Earnings	332,132.91	0.00	332,132.91
L019001 · TVP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019002 · CP Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019003 · TC Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019004 · CJ Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019005 · CW Contributed Equity	2,703,573.19	2,703,573.19	0.00
L019006 · TV Contributed Equity	1,351,786.60	1,351,786.60	0.00
L019007 · CS Contributed Equity	5,407,146.39	5,407,146.39	0.00
Net Income	-10,927.66	332,132.91	-343,060.57
 TOTAL EQUITY	 16,542,644.42	 16,553,572.08	 -10,927.66

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS JUNE 2007 AND JULY 2007

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.66.401.0

Recommendation

That the Council RECEIVE and NOTE the list of accounts paid under Delegated Authority to the CEO for each of the months June 2007 and July 2007:

- **Month ending 30 June 2007 (Total \$28,128.40); and**
- **Month ending 31 July 2007 (Total \$15,828.10)**
- **Total Paid \$43,956.50**

Voting Requirements

Simple Majority

Report Purpose

Submission of the list of payments made under the CEO's Delegated Authority for the months ending 30 June 2007 and 31 July 2007.

Relevant Documents

Attachments: Cheque Detail for Months Ending 30 June 2007 and 31 July 2007
Available for viewing at the meeting: Nil

Local Government Act/Regulation

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

Background

A list of accounts paid under delegation or submitted for authorisation for payment is to be submitted to the Council at each meeting.

It is a specific requirement of Regulations that list state the month (not the period) for which the account payments or authorisation relates.

Comment

Payments made are in accordance with authorisations by Council, budget procurement and other Policies.

Payments are subject of review by TPRC Accountants Haines Norton following completion of each months accounts.

Agenda TPRC Meeting of Council – 9 August 2007

There have been no unusual payment in the periods under review that warrant specific comment.

ATTACHMENT: Cheque Detail for Month Ending 30 June 2007

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Pay Cheque		07/06/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque	36	07/06/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
TOTAL					-971.92	1,508.45
Pay Cheque		07/06/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque	36	07/06/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
TOTAL					0.00	104.93
Bill Pmt -Cheque	Debit	07/06/2007	Dell	A01101 - Unrestricted Municipal Bank		-3,182.30
Bill	Ref:16957118	07/06/2007		E145047 - Office Telephones & Faxes	-2,893.00	2,893.00
				2200 - Tax Payable	-289.30	289.30
TOTAL					-3,182.30	3,182.30
Bill Pmt -Cheque	Debit	26/06/2007	Anderton, Marlene	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 34	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Boothman, David	A01101 - Unrestricted Municipal Bank		-850.00
Bill	EFT Receipt 1235	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Catania, Nick	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 38	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Clarey, Trevor	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 36	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Evangel, Eleni	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No 35	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	John, Michele	A01101 - Unrestricted Municipal Bank		-850.00
Bill	EFT Receipt 12123	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Kelly, Jon	A01101 - Unrestricted Municipal Bank		-850.00
Bill	Cheque No	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
TOTAL					-850.00	850.00
Bill Pmt -Cheque	Debit	26/06/2007	Nairn, Vin	A01101 - Unrestricted Municipal Bank		-1,037.50

Agenda TPRC Meeting of Council – 9 August 2007

	Type	Num	Date	Name	Account	Paid Amount	Original Amount
	Bill	Cheque No 40	26/06/2007		E041018 - Composite Allowance	-1,037.50	1,037.50
	TOTAL					-1,037.50	1,037.50
	Bill Pmt -Cheque	Debit	26/06/2007	Pickard, Troy	A01101 - Unrestricted Municipal Bank		-850.00
	Bill	EFT Receipt 12832	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
	TOTAL					-850.00	850.00
	Bill Pmt -Cheque	Debit	26/06/2007	Stewart, Bill	A01101 - Unrestricted Municipal Bank		-850.00
	Bill	Cheque No 37	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
	TOTAL					-850.00	850.00
	Bill Pmt -Cheque	Debit	26/06/2007	Tyzack, Terry	A01101 - Unrestricted Municipal Bank		-850.00
	Bill	EFT Receipt 12276	21/06/2007		E041018 - Composite Allowance	-850.00	850.00
	TOTAL					-850.00	850.00
	Pay Cheque	9	21/06/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
					E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
					L2002 - Superannuation Contributions	104.93	-104.93
					L2001 - PAYG Deductions	194.00	-194.00
	Liability Cheque	37	21/06/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
	TOTAL					-971.92	1,508.45
	Pay Cheque	10	21/06/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
					E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
					L2002 - Superannuation Contributions	536.53	-536.53
					L2002 - Superannuation Contributions	5,961.44	-5,961.44
					2100 - Payroll Liabilities	119.23	-119.23
	Liability Cheque	37	21/06/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
				WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
	TOTAL					0.00	104.93
	Liability Cheque	36	07/06/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,722.13
				WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
	Pay Cheque		07/06/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
	Pay Cheque		07/06/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
	Pay Cheque		07/06/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
	TOTAL					-6,722.13	6,722.13
	Liability Cheque	37	21/06/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,722.13
				WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
	Pay Cheque	10	21/06/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
	Pay Cheque	9	21/06/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
	Pay Cheque	10	21/06/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
	TOTAL					-6,722.13	6,722.13
	Cheque	38	06/06/2007	Westpac Bank	A01101 - Unrestricted Municipal Bank		-20.50
					E145053 - Bank Charges	-13.00	13.00
					E145053 - Bank Charges	-2.00	2.00
					E145053 - Bank Charges	-5.50	5.50
	TOTAL					-20.50	20.50

ATTACHMENT: Cheque Detail for Month Ending 31 July 2007

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liability Cheque		05/07/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,722.13
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	12	10/07/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque	11	10/07/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque	12	10/07/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,722.13	6,722.13
Liability Cheque		19/07/2007	WALGSP	A01101 - Unrestricted Municipal Bank		-6,722.13
			WALGSP	L2002 - Superannuation Contributions	-5,961.44	5,961.44
Pay Cheque	40	19/07/2007		E145009 - Salaries WALGS Superannuation	-119.23	119.23
Pay Cheque	40	19/07/2007		E145007 - Salaries Occ. Superannuation	-104.93	104.93
Pay Cheque	40	19/07/2007		E145007 - Salaries Occ. Superannuation	-536.53	536.53
TOTAL					-6,722.13	6,722.13
Bill Pmt -Cheque	Debit	12/07/2007	Haines Norton	A01101 - Unrestricted Municipal Bank		-440.00
Bill	2007-030031	15/06/2007		E145071 - Other Professional Fees	-400.00	400.00
				2200 - Tax Payable	-40.00	40.00
TOTAL					-440.00	440.00
Pay Cheque	11	10/07/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque		05/07/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
TOTAL					-971.92	1,508.45
Pay Cheque	12	10/07/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		05/07/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
TOTAL					0.00	104.93
Pay Cheque	40	19/07/2007	Kylie Brock	A01101 - Unrestricted Municipal Bank		-971.92
				E145005 - Salaries - Basic Costs	-1,165.92	1,165.92
				L2002 - Superannuation Contributions	104.93	-104.93
				L2001 - PAYG Deductions	194.00	-194.00
Liability Cheque		19/07/2007	WALGSP	L2002 - Superannuation Contributions	-104.93	641.46
TOTAL					-971.92	1,508.45
Pay Cheque	40	19/07/2007	Rod A Constantine	A01101 - Unrestricted Municipal Bank		0.00
				E145005 - Salaries - Basic Costs	-5,961.44	5,961.44
				L2002 - Superannuation Contributions	536.53	-536.53
				L2002 - Superannuation Contributions	5,961.44	-5,961.44
				2100 - Payroll Liabilities	119.23	-119.23
Liability Cheque		19/07/2007	WALGSP	2100 - Payroll Liabilities	-119.23	119.23
			WALGSP	L2002 - Superannuation Contributions	-536.53	641.46
TOTAL					0.00	104.93

9.4 TPRC BUDGET

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.26.37.2

Recommendation

1. That the TPRC budget for the financial Year 1 July 2007 - 30 June 2008 be **ADOPTED** showing:

Operating Income \$1,055,089; and
Operating expenditure \$ 771,100

2. That the variance figure of 10% be **ADOPTED** for the purpose of reporting material variances to Budget proposals (Financial management Reg 34).

Voting Requirements

Absolute Majority

Report Purpose

Consideration of the budget for the financial year (1 July 2007 - 30 June 2008) including project approval and resource allocation.

Relevant Documents

Attachment: TPRC Budget for year ending 30 June 2008
Available for viewing at the meeting: Nil

Previous Minutes

- Council Meeting Minutes - 3 August 2006 (Item 9.4 - Adoption 2006-2007 Budget)
- Council Meeting Minutes - 12 April 2007 (Item 9.7 - Budget Review as at 28 February 2007)
- Council Meeting Minutes – 14 June 2007 (Item 9.5 – Draft Budget for 2007-2008)

Local Government Act/Regulation

- Local Government Act 1995: Sect 6.2 Council Required, between 1 June and 31 August to Adopt Budget for financial year
- Local Government Act 1995: Sect 6.2. Budget to have regard for Local Authority Plan for the Future
- Local Government (Financial Management) Regs 1996: Part 3 sets out the Annual Budget form and content.
- Guideline 8 - Opening Closing Funds - Annual Budget
- Local Government (Financial Management) Regs 1996: Reg 34 (5) Material Variance Reports [10%]

- Local Government (Audit) Regs 1996: Reg 13 Compliance Audit Item

Background

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

The Budget is used as the base document for monthly financial reporting, for the formal budget review and for the annual financial report, including financial performance ratios.

Information specifically required to be included in the annual budget includes the following:

Reg No

- R22** Financial data compiled on an accrual Accounting basis (except statement of cash flows)
- An operating statement
 - A statement of cash flows
 - A rate setting statement
- R23** Details of General and Specified Area Rates (not applicable to Regional Local Governments)
- R24** Service Charges information
- R25** Fees and charges information
- R26** Discount, incentive, concession waiver and write-off information
- R27** Budget notes detailing:
- Interest for late payment of Rates and service charges
 - Interest charges for late payment of money
 - Instalment options - Rates
 - Details of disposal of a class of assets
 - Details of Reserve accounts
 - Details of Trading undertakings
 - Details of Major Land Transactions
 - Details of fees expenses and allowance for elected members
 - Details of the type of activities within programs
 - Details of depreciation of non current assets
- R28** Investment Information
- R29** Borrowings Information
- R30** Previous Financial years figures to be shown
- R31** Net current assets
- R33** Annual budget to be submitted to the Executive Director within 30 days of adoption
- R34(5)** A percentage or value, calculated in accordance with AAS5, to be used in statements of financial activity for reporting material variances from Budget allocations
- R35** NB: This is a requirement for financial reports but is ideally covered in budget

Comment

The budget for the TPRC for 2007/08 will comprise:

- Normal local authority administrative and operating expenses.

- A significant expenditure for consultants to assist design of the future Tamala Park urban development project.
- There will be only minor capital expenditures for 2007/08.

Suggested principles relating to the draft budget are as follows:

- Expenditure in 2007/08 should be covered from interest earnings of invested funds.
- There will be no draw made on participants for any operating or capital expenditures.
- Expenditures incurred for consultancies that relate to the urban development will be capitalised for the purpose of future calculations of project returns.

Where specific projects are included in the budget, the detail relating to those projects is duplicated in the draft Future Plan.

The figures contained in the budget reflect the following:

Revenue	
▪ Revenue (principally from investment earnings)	\$1,055,089
Expenditure	
▪ Governance expenditure	\$ 111,500
▪ Administrative and other expenditure	\$ 302,600
▪ Consultancies relating to structure planning	\$ 357,000
Net Operating Surplus	\$ 283,989
Less Asset purchases & Equity distribution	\$ 146,000
Net Surplus	\$ 137,989

The budget has been framed having regard to the TPRC Future Plan.

A review may be needed during the year depending upon negotiations with the State Government concerning the acquisition of the State's urban deferred land (approximately 16 hectares) and the terms for transfer of the land to the TPRC.

The principal source of revenue for the year is interest from the contributed equity funds provided from compensation for land transferred to the WAPC.

Interest from investment is expected to be \$1,055,089 based upon an average investment rate of 6.50%. The investment figure would alter on a 0.5% parameter to 972,114 at 6% and 1,138,849 at 7%.

It should be anticipated that a large expenditure will be incurred in 2007/08 for structure planning and other plans required in order to satisfy the City of Wanneroo District Planning Scheme and the Metropolitan Region Scheme. The major commissions anticipated are:

▪ Structure planning	\$200,000
▪ Geological survey and analysis	\$ 60,000
▪ Flora and fauna survey	\$ 10,000
▪ Hydrological survey	\$ 10,000
▪ Aboriginal Heritage Consultants	\$ 20,000

Valuation expenditure covers valuations for the negotiation for purchase of Government land, \$17,000, and valuations assisting the development of an overall financial plan for the urban development.

Provision has been made in the budget for a \$27,000 (lease) and \$26,000 office (furniture and equipment) for relocation of the TPRC administration from November 2007.

The City of Stirling has generously provided office space during the start up phase of Council operations. A City of Stirling review of its own space requirements has now indicated a need for the TPRC to establish an administrative centre elsewhere.

At a future time an office could be provided for the TPRC within the Tamala Park land. The office could be constructed as early as possible and incorporate all of the building envelope design, building fitment, water conservation and energy efficient attributes that the TPRC would wish to include in proposals for the TPD.

The capital value of any construction would be recovered on sale together with capital appreciation. The demonstration value of a purpose designed building would be very considerable.

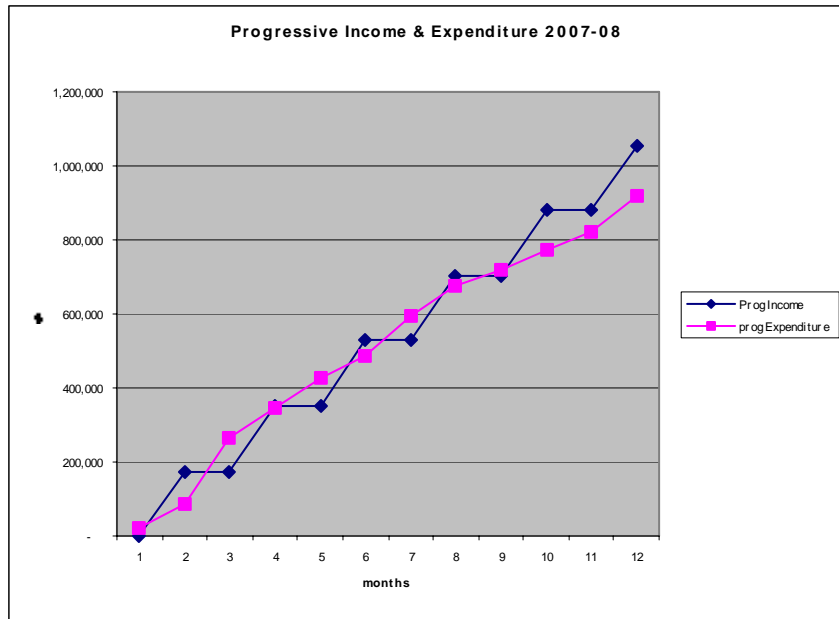
In the short term other Council and lease properties are being inspected with the view of making an early decision taken for relocation.

Council member fees are subject to a separate report. Provision has been made in the budget for utilisation of the maximum annual fee for Council member attendance at meetings and for the Chairman and Deputy Chairman allowances.

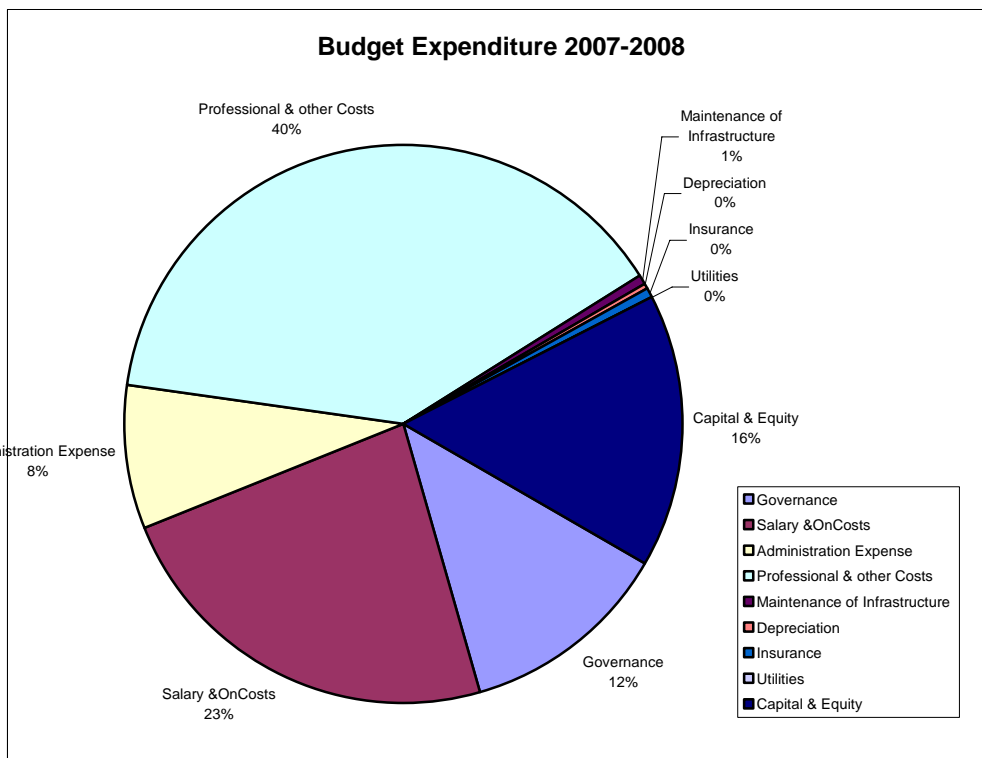
The budget will adjust if the Council makes a decision to stay with the fee structure approved during the last financial year. The schedule below shows the budget levels on different criteria.

	Continuation 2006/07	2007/08 Inc to 50%	Increase to 60%	Increase to 75%	Increase to 100%
Chair/Deputy Allowances					
Chair	3,000	6,000	7,200	9,000	12,000
Deputy 25%	750	1,500	1,800	2,250	3,000
Total Chair/Deputy	3,750	7,500	9,000	11,250	15,000
Attendance Fees					
Chairman	7,000	7,000	8,400	10,500	14,000
Council members	3,400	3,500	4,200	5,250	7,000
Council Members (13)	11	11	12	11	11
Total Non-Chair Members	37,400	38,500	50,400	57,750	77,000
Total Attendance	44,400	45,500	58,800	68,250	91,000
Total all Annual Fees	48,150	53,000	67,800	79,500	106,000

The projected investment of funds provides for maintenance of cashflow throughout the year. The anticipated progressive revenue and expenditure pattern is shown over the 12 months in the graph below.



The allocation of Expenditure for the year is shown in percentage terms in the graph below:



The attachment shows part of the formal presentation for the TPRC budget for the 2007/08 financial year. The statements will be supplemented by a cashflow statement in the final budget presentation.

ATTACHMENT: TPRC Budget for year ending 30 June 2008

TAMALA PARK REGIONAL COUNCIL

BUDGET

FOR THE YEAR ENDED 30TH JUNE 2008

TABLE OF CONTENTS

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Notes to and Forming Part of the Budget	4 to 10
Appendix 1	
Detail listing of Accounts by nature and type	

**TAMALA PARK REGIONAL COUNCIL
Income and Expenditure Statement
By Nature or Type
FOR THE YEAR ENDED 30TH JUNE 2008**

	Annual Budget 2007/2008 \$	Actual 2007 \$	2006- 2007 \$	Annual Budget 2006/2007 \$
Revenues Form Ordinary Activities				
Interest Earnings	1,055,089	667,478		660,000
	<u>1,055,089</u>	<u>667,478</u>		<u>660,000</u>
Expenses from ordinary Activities				
Governance	-111,500	-53,133		-26,470
Employee Costs	-215,350	-210,182		-264,680
Materials & Contracts Other	-75,750	-9,230		-104,710
Professional Consulting Fees	-357,000	-61,736		-101,460
Utilities	0	0		-200
Depreciation	-2,000	-83		-2,500
Insurance	-3,700	-981		-4,650
Other Expenditure	-5,800	0		-26,470
	<u>-771,100</u>	<u>-335,345</u>		<u>-504,670</u>
Net Result	<u>283,989</u>	<u>332,133</u>		<u>155,330</u>

**TAMALA PARK REGIONAL COUNCIL
Income and Expenditure Statement
By Program
FOR THE YEAR ENDED 30TH JUNE 2008**

	Annual Budget 2007/2008 \$	Actual 2006/2007 \$	Annual Budget 2006/2007 \$
Income			
I03 · GENERAL PURPOSE FUNDING	1,055,089	667,478	660,000
Total Income	<u>1,055,089</u>	<u>667,478</u>	<u>660,000</u>
Gross Profit			
		667,478	660,000
Expense			
E04 · GOVERNANCE.	-111,500	-56,614	-26,470
E14 · OTHER PROPERTY & SERVICES.	-659,600	-278,731	-478,200
Total Expense	<u>-771,100</u>	<u>-335,345</u>	<u>-504,670</u>
Net Result	<u>283,989</u>	<u>332,133</u>	<u>155,330</u>

**TAMALA PARK REGIONAL COUNCIL
CASH FLOW STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2008**

	NOTE	Budget	2007-08	Actual	2006-07	Budget	2006-07
		\$	\$	\$	\$	\$	\$
Cash Flows From Operating Activities							
Receipts							
Interest Earnings			1,055,089	664,509		660,000	
Goods and Services Tax			40,000	5,904		20,000	
			<u>1,095,089</u>	<u>670,413</u>		<u>680,000</u>	
Payments							
Employee Costs			(215,350)	(205,600)		(284,412)	
Materials and Contracts			(75,750)	(7,626)		(127,381)	
Professional Consulting Fees			(357,000)	(56,736)		(101,460)	
Utilities (gas, electricity, water, etc)			0	0		(200)	
Insurance			(3,700)	(981)		(11,650)	
Goods and Services Tax			(40,000)	(7,598)		(20,000)	
Governance			(111,500)	(53,133)		(26,470)	
Other expenses			(5,800)	0		0	
			<u>(809,100)</u>	<u>(331,674)</u>		<u>(571,573)</u>	
Net Cash Provided By (Used In) Operating Activities	6(b)		285,989	338,739		108,427	
Cash Flows from Investing Activities							
Payments for Purchase of Property, Plant & Equipment			(26,000)	(3,190)		(3,500)	
Net Cash Provided By (Used In) Investing Activities			(26,000)	(3,190)		(3,500)	
Cash Flows from Financing Activities							
Contribution to be returned			(120,000)	120,000		0	
Contributed Equity			0	16,221,438		16,460,000	
Net Cash Provided By (Used In) Financing Activities			0	16,341,438		16,460,000	
Net Increase (Decrease) in Cash Held			139,989	16,676,987		16,564,927	
Cash at Beginning of Year			16,676,987	0		0	
Cash and Cash Equivalents at the End of the Year	6(a)		<u>16,816,976</u>	<u>16,676,987</u>		<u>16,564,927</u>	

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

**TAMALA PARK REGIONAL COUNCIL
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2007**

Being a Regional Council with funding from equity contributed by members, no rates will be raised for the year ended 30 June 2008.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008**

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The budget has also been prepared on the accrual basis under the convention of historical cost accounting.

(b) 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 budget.

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

(c) 2006/07 Actual Balances

Balances shown in this budget as 2007/08 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

(d) Rounding Off Figures

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

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the Regional Council obtains control over the assets comprising the contributions.

(f) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(g) Superannuation

The Tamala Park Regional Council contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

(h) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(i) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Impairment

In accordance with Australian Accounting Standards the assets of the Regional Council, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2008.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(k) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Infrastructure	30 to 50 years

(l) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(m) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Regional Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees service to balance date.

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008

	2007/08 Budget \$	2006/07 Actual \$	2006/07 Budget \$
2. REVENUES AND EXPENSES			
(a) Net Result from Ordinary Activities was arrived at after:			
(i) Charging as Expenses:			
Depreciation			
By Program			
Other Property and Services	2,000	83	2,500
	2,000	83	2,500
By Class			
Furniture and Equipment	2,000	83	100
Plant and Equipment	0	0	2,300
Infrastructure	0	0	100
	2,000	83	2,500
Councillors' Remuneration			
The following fees, expenses and allowances are budgeted to be paid to council members.			
Meeting Fees	91,000	49,383	16,520
Chairman Allowance	12,000	3,000	3,000
Deputy Chairman Allowance	3,000	750	750
	106,000	53,133	20,270
(ii) Crediting as Revenues:			
Interest Earnings			
Investments			
- Other Funds	1,055,089	667,478	660,000
	1,055,089	667,478	660,000

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective

The Regional Council has a specific regional purpose which is:

- a) To undertake, in accordance with the objectives, the rejoining, subdivision, development, marketing and sale of the land comprising the developable portion of Lot 118 Mindarie; and
- b) To carry out and do all other acts and things which are reasonably necessary for the bringing into effect of the matters referred to in paragraph a).

The objectives of the Regional Council are:

- 1. To develop and improve the value of the land;
- 2. To maximise, with prudent risk parameters, the financial return to the Participants;
- 3. To balance economic, social and environmental issues; and
- 4. To produce a quality development demonstrating the best urban design and development practice.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008**

3. ACQUISITION OF ASSETS

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

	2007/08 Budget \$	2006/07 Actual \$	2006/07 Budget \$
<u>By Program</u>			
Other Property and Services			
Furniture and Equipment	26,000	3,109	3,500
	<u>26,000</u>	<u>3,109</u>	<u>3,500</u>
<u>By Class</u>			
Furniture and Equipment	26,000	3,109	3,500
	<u>26,000</u>	<u>3,109</u>	<u>3,500</u>

4. DISPOSALS OF ASSETS

The Regional Council is not intending to dispose of any assets during the year ended 30 June 2008.

	2007/08 Budget \$	2006/07 Actual \$	2006/07 Budget \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	16,816,976	16,676,987	16,564,927
Trade & Other receivables	0	4,663	-
	<u>16,816,976</u>	<u>16,676,987</u>	<u>16,564,927</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions	<u>0</u>	<u>-131,186</u>	<u>0</u>
NET CURRENT ASSET POSITION	16,816,976	16,545,801	16,564,927
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>16,816,976</u>	<u>16,545,801</u>	<u>16,564,927</u>

The estimated surplus c/fwd in the 2007/08 budget column represents the surplus carried forward as at 30 June 2008. This is effectively made up of the equity contributed by the members of the Regional Council with net Interest added from investment activities.

TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008

6. NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash on hand and in banks and investments, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2007/08 Budget \$	2006/07 Actual \$	2006/07 Budget \$
Cash - Unrestricted	16,816,976	16,676,987	16,564,927
	<u>16,816,976</u>	<u>16,676,987</u>	<u>16,564,927</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net Result	283,989	332,133	155,330
Depreciation	2,000	83	2,500
Increase/(Decrease) in Receivables		(4,663)	
Increase/(Decrease) in Payables		6,604	(49,403)
Increase/Decrease in Employee provisions		4,582	
Net Cash from Operating Activities	<u>285,989</u>	<u>338,739</u>	<u>108,427</u>

(c) Undrawn Borrowing Facilities

The Regional Council has no credit standby arrangements or loan facilities.

**TAMALA PARK REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2008**

7. INFORMATION ON BORROWINGS

The Regional Council has no borrowings and has not budgeted for any new borrowings during the year ended 30 June 2008.

Overdraft

The Regional Council has no overdraft facility and it is not anticipated such a facility will be required during the year ended 30 June 2008.

8. RESERVES

The Regional Council has no Reserve Funds set aside for specific purposes and does not intend to set aside any such funds during the year ended 30 June 2008.

9. RATING INFORMATION - 2007/08 FINANCIAL YEAR

Being a Regional Council, no rates will be raised during the year ended 30 June 2008.

10. SERVICE CHARGES - 2007/08 FINANCIAL YEAR

No service charges are to be raised during the year ended 30 June 2008.

11. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS - 2007/08 FINANCIAL YEAR

There are no discounts, incentives, concessions or write-offs during the year ended 30 June 2008.

12. TRUST FUNDS

The Regional Council does not hold any funds in trust on behalf of third parties.

13. MAJOR LAND TRANSACTIONS

It is not anticipated that any major land transactions will be completed during the year ended 30 June 2008 but negotiations will proceed with the State Government (WAPC) for acquisition of 16 hectares of urban deferred land.

14. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undertakings or major trading undertakings will occur during the year ended 30 June 2008.

15. FEES & CHARGES REVENUE

The Regional Council does not anticipate any income from fees and charges during the year ended 30 June 2008.

Agenda TPRC Meeting of Council – 9 August 2007

TPRC Budget For year 2007-2008

	Annual Budget 2006_07	Jul '2006 - Jun 2007	Annual Budget- 2007_08	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
Income															
I03 - GENERAL PURPOSE FUNDING															
I032 - Other GPF															
I032030 - Interest on Investment	660,000	667,478	1,055,089	-	175,447	-	176,253	-	175,465	-	175,523	-	175,796	-	176,606
Total I032 - Other GPF	660,000	667,478													
Total I03 - GENERAL PURPOSE FUNDING	660,000	667,478													
Total Income	660,000	667,478													
Gross Profit	660,000	667,478	1,055,089	-	175,447	-	176,253	-	175,465	-	175,523	-	175,796	-	176,606
Expense															
E04 - GOVERNANCE.															
E041 - Membership															
E041005 - Mayoral Allowance	3,000	0	12,000	-	3,000	-	-	3,000	-	-	3,000	-	-	-	3,000
E041010 - Deputy Mayor Allowance	750	0	3,000	-	750	-	-	750	-	-	750	-	-	-	750
E041015 - Elected Members Remuneration															
E041016 - Travelling		816													
E041017 - Attendance Fees		5,978	91,000	-	22,750	-	-	22,750	-	-	22,750	-	-	-	22,750
E041018 - Composite Allowance		45,660													
E041015 - Elected Members Remuneration - Other	16,520	0													
Total E041015 - Elected Members Remuneration	16,520	52,443	106,000	-	26,500	-	-	26,500	-	-	26,500	-	-	-	26,500
E041020 - Conference Expenses	4,000	690	4,500				4,500								
E041025 - Training	200	0													
E041030 - Other Costs	2,000	0	1,000										1,000		
Total E041 - Membership	26,470	53,133													
Total E04 - GOVERNANCE.	26,470	53,133	111,500	-	26,500	-	4,500	26,500	-	-	26,500	-	1,000	-	26,500
E14 - OTHER PROPERTY & SERVICES.															
E145 - Administration															
E145005 - Salaries - Basic Costs	220,000	183,482	190,300	14,372	21,557	14,372	14,372	14,729	15,158	14,729	14,729	14,729	22,094	14,729	14,729
E145007 - Salaries Occ. Superannuation	3,780	16,085	17,088	1,293	1,940	1,293	1,293	1,326	1,326	1,326	1,326	1,326	1,988	1,326	1,326
E145009 - Salaries WALGS Superannuation	19,800	2,146	3,161	238	358	238	238	246	246	246	246	246	368	246	246
E145011 - Advertising Staff Vacancies	12,000	6,657													
E145013 - Fringe Benefits Tax	3,600	0													
E145015 - Insurance W/comp.	4,400	293	3,600		1,800				1,800						
E145017 - Medical Exam. Costs	100	0													
E145019 - Staff Training & Dev.	600	0	1,200			600						600			
E145021 - Telephone - Staff Reimbursement	400	0													
E145022 - Rates Paid	1,000	0													
E145023 - Security Costs	1,000	0													

Agenda TPRC Meeting of Council – 9 August 2007

TPRC Budget For year 2007-2008

	Annual Budget 2006_07	Jul '2006 - Jun 2007	Annual Budget- 2007_08	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
E145025 · Other Accom & Property Costs	5,400	0	28,000	-	-	-	3,300	3,000	3,000	3,700	3,000	3,000	3,000	3,000	3,000
E145027 · Advertising General	3,000	0	3,700	1,700	-	-	-	-	1,000	500	-	-	-	-	500
E145029 · Advertising Public/Statutory	11,000	1,912	5,600	-	1,500	-	-	-	1,300	-	2,800	-	-	-	-
E145031 · Graphics Consumables	5,000	0	2,000			1,000				1,000					
E145033 · Photocopying	4,800	0													
E145035 · Photography	200	0													
E145037 · Postage, Courier & Freight	2,160	0	1,000			100	100	100	100	100	100	100	100	100	100
E145039 · Printing	2,000	0													
E145041 · Signage/Decals	1,500	0	1,500										1,500		
E145043 · Stationery	1,000	150	600	50	50	50	50	50	50	50	50	50	50	50	50
E145045 · Other Admin Expenses	10,000	0	6,000	500	500	500	500	500	500	500	500	500	500	500	500
E145047 · Office Telephones & Faxes		0													
E145051 · After Hours Telephone Service	100	0													
E145053 · Bank Charges	340	212	300	25	25	25	25	25	25	25	25	25	25	25	25
E145055 · Credit Charges	60	0	100				50		50						
E145057 · Audit Fees	3,000	5,000	5,500					5,500							
E145059 · Membership Fees	2,000	0	2,400	-	-	-	-	400	2,000	-	-	-	-	-	-
E145061 · Legal Expenses	14,000	0	10,000	-	-	-	500	1,000	-	4,000	4,000	-	-	500	-
E145063 · Conveyancing Expenses	500	0	500									500			
E145065 · Surveyors Fees	6,000	0													
E145067 · Title Searches	300	0													
E145069 · Valuation Fees	8,000	0	24,000	-	-	-	-	-	2,000	17,000	-	5,000	-	-	-
E145071 · Other Professional Fees	12,000	8,400	1,000	100	-	-	-	-	-	-	-	-	-	-	900
E145073 · Public Relations	1,000	0													
E145075 · Promotions	4,000	0	4,000	-	-	-	500	1,500	-	500	1,500	-	-	-	-
E145077 · Business Hospitality Expenses	4,000	1,290	3,000	1,000	-	-	-	1,000	-	1,000	-	-	-	-	-
E145079 · Consultancy	70,460	48,336	325,000	-	10,000	40,000	30,000	20,000	30,000	60,000	27,000	20,000	20,000	28,000	40,000
E145081 · Professional Retainer	2,000	0	1,500				750					750			
E145083 · Research	2,000	0	3,000	-	-	-	1,500	1,500	-	-	-	-	-	-	-
E145085 · External Contract Services	600	0													
E145087 · Computer Software Mtce	3,000	0	750	-	600	-	-	150	-	-	-	-	-	-	-
E145089 · Computer Software Purchase	2,000	1,184	1,600	-	-	-	900	700	-	-	-	-	-	-	-
E145091 · Computer Sundries	2,000	82	200							200					
E145092 · Data Communication Links	2,000	0													
E145093 · Internet Provider Costs	1,500	414	300			70				70					160
E145094 · Plant & Equipment Purchase Non-	300	0	300												300
E145095 · Furniture & Equipment Purchase	250	0													
E145097 · Hire of Equipment	400	0													
E145099 · Vehicle Operating Expense	3,000	3,321													
E145101 · Consumable Stores	100	0	200			50		50			50			50	
E145103 · Newspapers & Periodicals	200	0													
E145105 · Publications & Brochures	500	0	200		50		50			50		50			
E145107 · Subscriptions	100	0	100		100										
E145109 · Parking Expenses	200	0													

Agenda TPRC Meeting of Council – 9 August 2007

TPRC Budget For year 2007-2008

	Annual Budget 2006_07	Jul '2006 - Jun 2007	Annual Budget- 2007_08	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08
E145111 · Plans	400	164	400				200			200					
E145113 · Emergency Services	3,000	500	800						800						
E145115 · Misc Services Expenses	2,000	0	2,000												2,000
E145117 · Electricity	200	0													
E145119 · Professional Indemnity	2,500	0													
E145121 · Insurance - Public Liability	500	2,500	2,500		1,500				1,000						
E145123 · Insurance - Property (ISR)	100	0	200		100				100						
E145125 · Insurance - Motor Vehicle	400	0													
E145127 · Insurance - Other	1,000	0	1,000												1,000
E145128 · Insurance Excess - Other	150	0													
E145200 · Plant Maintenance & Repair	200	0													
E145201 · Furniture Maintenance & Repair	400	0													
E145202 · Fuel, Oils & Grease	3,000	0													
E145203 · Registration	200	0													
E145204 · Fences/Walls (Sumps in Road Res	1,000	0	1,000										1,000		
E145205 · Recreation Reserves Mtce	2,000	0	2,000										2,000		
E145220 · Depreciation Plant	300	0													
E145221 · Depreciation Mobile Vehicles	2,000	0													
E145222 · Depreciation Furniture/Office equip	100	83	2,000												2,000
E145223 · Depreciation Other Eng Infrastr	100	0													
Total E145 · Administration	478,200	282,212	659,600	19,279	40,080	58,299	54,329	51,776	60,454	105,196	55,326	46,876	52,626	48,526	66,836
Total E14 · OTHER PROPERTY & SERVICES.	478,200	282,212													
Total Operating Expense	504,670	335,345	771,100	19,279	66,580	58,299	58,829	78,276	60,454	105,196	81,826	46,876	53,626	48,526	93,336
Net Income Before Capital Works & Equity Changes	155,330	332,133	283,989	- 19,279	108,866	- 58,299	117,424	- 78,276	115,011	- 105,196	93,698	- 46,876	122,170	- 48,526	83,270
Capital Works															
E145095 Office Equip & Furniture	3,250		26,000	-	-	-	24,000	2,000	-	-	-	-	-	-	-
Contributed Equity															
NB Contributed Equity Via pmt of compensation	15,887,156	16,221,439													
Contributed Equity Via Special Interim funding	120,000	120,000													
Return Of Equity	# -	120,000	120,000			120,000									
Total Operating and non Operating Items			917,100	19,279	66,580	178,299	82,829	80,276	60,454	105,196	81,826	46,876	53,626	48,526	93,336

9.5 ELECTED MEMBER ALLOWANCES

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 13.45.262.0

Recommendation

That for the annual period ending 21 October 2007 and subject to review upon any change to the Local Government Act in the interim, MEMBERS FEES BE as follows:

- a) **That the Local Government allowance for Chairman of the Council be 25% of the permitted maximum i.e. a payment of (currently) \$3,000 per annum.**
- b) **That the Local Government allowance for Deputy Chairman be 25% of the amount paid to the Chairman.**
- c) **That the attendance fee for Chairman of the Council be the minimum fee prescribed by Local Government legislation i.e. currently \$6,000 per annum.**
- d) **That while the Local Government Act, in its present form, does not provide for the appointment of a Deputy or Alternate Members. The Council also notes the Interpretation Act (section 51) provides circumstances in which a Council may nominate a person to act in the absence of a 'regular' member but the Local Government Act does not facilitate any payment to a person attending as an appointee under the Interpretation Act.**
- e) **That attendance fees for Council members be the minimum fee prescribed by Local Government legislation i.e. currently \$2,400 per annum for the year ending 30 October 2007.**
- f) **That the amounts calculated in (c and f) be increased by \$1,000 for each regular Council member while the Council does not authorise, regular Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.**
- g) **Fees to be reviewed on a Council year basis i.e. the next review from 22 October 2007 being for the intent that the Council in place sets the fees that will apply in its tenure of office and is responsible for the budget allocations that will be needed to facilitate the payments. Payments are to be made quarterly in arrears.**

Voting Requirements

Simple Majority

Report Purpose

To establish elected member allowances to apply until the conclusion of the extended Council year in October 2007.

Relevant Documents

Attachments: Nil

Available for viewing at the meeting: Nil

Previous Minutes

Council Meeting 8 June 2006 (Item 9.5 - Elected Member Allowances)

Local Government Act/Regulation

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

Background

The Local Government Act sets out the fees and allowances that may be payable to members for attendance at Council meetings, for telecommunications and for information technology. The Act also sets out other incurred costs that may be reimbursed to Council members under nominated conditions.

When considering the method of payment of attendance fees and other allowances to Council members in June 2006, the Council decided to make payment of an amount that would reflect annual payments mentioned in the Act for attendance fees, travelling and telecommunications.

The way in which the Council framed its resolution was as follows:

- 4.1 *That attendance fees for Council members be the minimum fee prescribed by Local Government legislation i.e. currently \$2,400 per annum.*
- 4.2 *That the amounts calculated in (3 and 4.1) be increased by \$2,400 for each regular Council member from \$1,000 per annum to \$3,400 per annum while the Council does not authorise regular Council members do not claim separate telecommunications, IT allowances or travelling allowance to meetings.*

The effect of the above is to incorporate all entitlements in a single periodic payment to Council members.

The Council resolution 8 June 2006 went on to provide that payment of fees should be made on a Council year basis by quarterly remittances in arrears.

Since the previous Council resolution, the Local Government Amendment Act 2006 has been promulgated. This Act extends the current Council year until October 2007.

Since the previous Council resolutions have effectively declared previous payments for Council year ending May 2007, a further resolution is now required to facilitate payments until October 2007.

The Local Government Amendment (October 2006), does not make any specific reference to or provision for payments for the extended Council year from May 2007 – October 2007.

Comment

Previous issues discussed by the Council in reference to alternate members have been taken up with the Department of Local Government. The Department is drafting legislation to:

- a) Provide for the appointment of alternate members to Regional Councils; and
- b) Payment to alternate members when appointed.

The Act Amendments now under consideration will also include a provision to address circumstances where a Mayor is not able to act or has resigned and a Deputy Mayor or another Council member performs duties of the Mayor under Section 5.34 of the Act.

With respect to Council member payments to October 2007, there is a difficulty to be overcome.

- A new resolution is required to operate from May 2007.
- A resolution proposing an annual allowance will refer to Council members who may resign, not be re-elected or may not continue as a participant Council's nominee – effective post October 2007.
- While a Council may resolve to make an annual payment quarterly in arrears, and it would be expected that Council members would not claim any payment if not continuing as a Council member post-October 2007, the legal position nevertheless is that if a Council member did claim a full 'annual payment' the Council would be bound, under the current provisions of the Act, to make the full annual payment to the claimant.
- It is desirable that the Council maintain the ability to resolve to make an annual payment of allowances and attendance fees and that the annual period to which fees relate should expire with each Council year so that the Council in office would make the decisions in respect of fees to apply for the Council term of office.

It seems the way in which the issue could be resolved is for the Council to now pass resolutions that would be for the annual period ending October 2007. Although this would mean that the previous Council resolution of 8 June 2006 and a new Council resolution applying to the period of 12 months prior to October 2007, would contain some overlap. The overlap would be of no consequence since:

- Council members would not receive 2 payments in respect of the same attendance fees and allowances.
- The amounts to apply for attendance fees and allowances for the period ending October 2007 would be at the same rate as those relating to the 12 months June 2006-June 2007.

As the Act currently stands, a Council electing to make an annual payment for attendances and allowances could be held by a Council member to be liable to make the full annual payment regardless of (present) circumstances where the Council year ends only 5 months later than the Council year in which previous resolutions of the Council were made.

Although the above would seem to address any legal problems, consideration of this matter has brought to light a further issue with legal provisions. The issue relates to circumstances where an appointed Council member may not continue in office for a full 12-month period where a participant Council replaces the nominated member with another member of the Council. The Department of Local Government has been asked to include a resolution to this position (relating only to Regional Councils) in the forthcoming Act Amendment.

NB: The level of fees has also been raised during the last 12 months. The Tamala Park Regional Council meets just 6 times per year. In the future, meetings may be more frequent, although this is not anticipated in the next 12 months.

A two level allowance fee has been discussed based upon the number of meetings held by a Council in an annual period. It seems that this would be legally possible, although it may not be a satisfactory basis for determining attendance fees. It would be more appropriate to consider fees based upon quality of input rather than number of meetings attended.

The budget for the 2007/08 financial year has been compiled on the basis that the maximum fees payable under the Act could be agreed by the Council. The question of whether this should occur from June 2007 or following the ordinary elections in October 2007 is a matter for the Council. The importance of the October 2007 date is that decisions made subsequently are made by the Council in place at the time that the decision is taken. In other words, the Council recipients are the same as those making the decision about the level of fees and the period in which the fees will apply.

9.6 AUDIT COMMITTEE - MEMBERSHIP AND CHARTER AND REPORTS

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.19.82.2

Recommendation

1. That the Council **APPOINT** a Council member to the Audit Committee to replace Cr Anderton (resigned).
2. That 2 deputy members be **APPOINTED** to act as members of the Audit Committee in the absence of the primary Audit Committee representative.

Voting Requirements

Absolute Majority

Report Purpose

Appointment of a member of the audit committee to replace Cr Marlene Anderton (resigned).

Appointment of Deputy members to the Council Audit Committee.

Relevant Documents

Attachment: Audit Plan for the period to January to December 2007
Available for viewing at the meeting: Nil

Previous Minutes

- Council Minutes 9 March 2006 (Item 9.7 Appointment of Audit Committee)
- Council Minutes 27 April 2006 (Item 8.2 Adoption Audit Committee Charter)
- Council Minutes 30 November 2006 (Item 9.4 Adoption of annual Audit Plan)

Policy Reference

- Audit Charter Generally: Available Web Site and viewing at meeting
- Audit Charter Item 3: The Audit Committee to comprise 3 members
- Audit Charter Item 4: The Audit Committee to meet at least 3 times per year

Local Government Act/Regulation

- Local Government Act: Sect 7.1
- Regs - Local Government (Audit) 1996
- Local Government (Audit) Regs 1996: Reg 14 Compliance Audit Item
- Local Government Guideline 9 - Audit Committees

Background

Cr Anderton was appointed a member of the Audit Committee in March 2006. Cr Anderton was the Town of Cambridge representative on TPRC and has resigned effective June 2007.

The TPRC Council Audit Committee requires a minimum of 3 members under the Act and also by the TPRC Charter.

The approved Audit Plan contains business to be actioned prior to the end of the Council year in October 2007.

Comment

The Act and TPRC Audit Charter requires appointment of a new member of the Audit Committee. The Committee is not able to convene without 3 members.

The Audit Plan for the year anticipates that meetings of the Audit Committee will be held separately from and prior to nominated meetings of the Council.

On occasions it will not be possible for the regular 'committee member' to attend and it will therefore be convenient for deputies to be nominated to ensure that scheduled meetings can proceed.

It is suggested that 2 Council members be nominated as deputies.

Prior to re-election of Committee members after October 2007, there may be 2 Committee meetings. The first will be to review the annual financial report prior to adoption by the Council. The second will be to meet with the Auditor to receive and discuss the management report and to set an Audit Plan for the following Council year.

Agenda TPRC Meeting of Council – 9 August 2007

Attachment: Audit Plan for the period to January to December 2007

Council/Audit Committee Meeting Dates 2007		2007	8		12	14		9	11		6		
Statutory Date		Jan-07	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec-07
Appoint Auditor													
* <i>Appoint By</i>	30-Nov												
Compliance Return			Audit Cmttee	Council									
* <i>to be completed by</i>	31-Dec												
* <i>to Audit Committee & Council Before</i>	31-Mar												
* <i>To Director General DLGRD Before</i>	31-Mar												
Quarterly Financials			Audit Cmttee	Council	NB1	Council		Audit Cmttee	Council			Audit Cmttee	Council
* <i>at 30/9; 31/12; 31/3; 30/6 each yr</i>													
Annual Financials								Audit Cmttee	Council				
<i>to Council to refer to Audit</i>													
* <i>to Auditor by</i>	30-Sep												
* <i>Auditor to report to Council by</i>	31-Dec											Audit	Council
* <i>to DLGRD within 30 Days of receipt of Audit Rept</i>													
* <i>Council to accept Annual Report by</i>	31-Dec												Council
Budget													
<i>Draft Bud</i>							Council	Audit Cmttee					
* <i>Earliest Date for Adoption</i>	1-Jun												
* <i>Budget Adoption by</i>	31-Aug								Council				
* <i>to DLGRD within 30 Days of Adoption</i>													
Budget Review													
* <i>required by LG between 1Jan and 31 March</i>													
* <i>considered by Council with in 30 Days of Reveiw</i>			Audit Cmttee	Council									
* <i>to DLGRD within 30 Days of Council Review</i>													
Delegations to CEO													
* <i>Annual Review required</i>									Audit Cmttee	Council			
Investment policy									Audit Cmttee	Council			
Procurement Policy									Audit Cmttee	Council			
Audit Charter									Audit Cmttee	Council			
Councillor Returns & Gen CI Interests												Audit	Council
Code of Conduct												Audit	Council
Audit Charter												Audit	Council
Records Management Policy												Audit	Council
NB 1	The March Quarter Financial Statement to go direct to the Council												
NB 2	Shading suggests meeting in previous month and up to Council meeting date												

9.7 APPOINTMENT OF EXTERNAL AUDITOR

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.19.382.0

Recommendation

That quotations be INVITED from auditors servicing the TPRC constituent Councils to conduct the statutory audit of the TPRC for the financial years 2008, 2009 and 2010.

Voting Requirements

Simple Majority

Report Purpose

To initiate the appointment of an external auditor.

Relevant Documents

Attachments: Nil
Available for viewing at the meeting: Audit Committee Guidelines, TPRC Audit Charter, TPRC Procurement Policy

Previous Minutes

Council Meeting Minutes – 5 October 2006 (Item 8.1 – Appointment of External Auditor)

Policy Reference

TPRC Audit Charter requires the audit Committee to recommend the appointment of an auditor to the Council.

Local Government Act/Regulation

Local Government Act Sect 7.9 requires appointment of an auditor by 30 November 2006.

Background

In April 2006 the Audit Committee adopted an Audit Charter and a specification for appointment of an external auditor for the 2 financial years ending 30 June 2007.

In the event the TPRC had no financial transactions registered for the year ended 30 June 2006 and the auditors appointed (Macri Partners) have now completed a 1-year commission.

There is a statutory requirement that auditors be appointed. Appointments may be made for more than 1 year and a period of 3 years is recommended on the basis that

the TPRC business will significant increase following that time and may require audit services at a much more intense level.

The audit specification last used together with invitations issued in accordance with the Council's procurement policy can be used for the current invitation to qualified auditors.

The audit responses will need to be reviewed by the Audit Committee prior to presentation to the Council.

Comment

The audit plan for the calendar year proposed an Audit Committee prior to 9 August at which the arrangements relating to the appointment of an external auditor could be finalised. In the absence of numbers to convene an Audit Committee meeting, it will be necessary for the Council to approve invitations to quote for audit services. Subject to the re-establishment of the full complement of Audit Committee members, it would be proposed that an Audit committee meeting be held in September 2007 to facilitate recommendation for the appointment of an auditor to the Council meeting scheduled for 11 October 2007.

9.8 TPRC ANNUAL REPORT FOR THE YEAR 1 JULY 2006 TO 30 JUNE 2007

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 4.144.49.0

Recommendation

1. That the draft annual report be **ADOPTED**.
2. That in context of the requirements of the LGA the annual report be referred for **REVIEW** by the TPRC Audit Committee and **SUBMITTED** for adoption by the Council prior to 31 December 2007.

Voting Requirements

Absolute Majority

Report Purpose

To provide a draft annual report for review by the Council.

Relevant Documents

Attachment: Draft Annual Report – **To Be Issued Under Separate Cover**
Available for viewing at the meeting: Nil

Previous Minutes

N/A

Policy Reference

N/A

Local Government Act/Regulation

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

Background

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

- Report by the Chairman of the Council
- Report by the CEO

- Detail of completion of statutory requirements
- Detail of expenses paid to members
- An outline of the Council Future Plan
- The audit report and completed financial report of the Council for the year under review

The annual report is to be made available for public inspection.

Comment

The TPRC annual report for the year ending 30 June 2007 will be the first annual report produced by the Council. For public information, the report contains a large volume of data relative to the Council formation and operation and the entire Future Plan is included to provide maximum exposure of the Council's vision and proposals for public information.

The report is required to be adopted by the Council by 31 December in each year and a copy of the adopted report must be provided for the Executive Director of the Department of Local Government.

The current report contains the complete TPRC Future Plan as many people will have limited knowledge of the work and objectives of the TPRC and the annual report is an ideal vehicle to assist promotion of the Council and the proposed urban development of Tamala Park.

The annual report contains the audit report and the annual financial report both of which have been completed. The current agenda contains a separate item in relation to the annual financial report.

NB: The Auditor's report for the year will be distributed prior or at the Council meeting.

9.9 FUTURE PLAN

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 4.121.251.0

Recommendation

1. That the TPRC Future Plan be **ADOPTED**.
2. That the Plan remain open for public submissions and that submissions be **REPORTED** at each meeting of the TPRC.

Voting Requirements

Absolute Majority

Report Purpose

To advise the status of the TPRC Future Plan following advertising for public submissions.

Relevant Documents

Attachments: Future Plan Document contained in the Annual Report (refer item 9.7 on this agenda)
Available for viewing at the meeting: Nil

Previous Minutes

- Council 8 June 2006 (Item 9.4) - Setting out requirements and proposal for the TPRC Future Plan
- Council 8 March 2006 (Item 9.5) - Approving the TPRC Enquiry by Design workshop as part of the process of informing the TPRC Future Plan
- Council Meeting Minutes – 14 June 2007 (Item 9.4 Future Plan)

Policy Reference

N/A

Local Government Act/Regulation

- Local Government Act Sect 1.3(3). Intent of Act: Includes Planning to meet the needs of current and Future Generations
- Local Government Act Sect 5.53. Annual Reports: A summary of the Plan for the Future to be included.
- Local Government Act Sect 5.56. Plan for the Future: Requires Local Authority to prepare in accordance with regulations, for a minimum of 2 years
- Local Government Act Sect 5.94. Plan for the Future: Public may inspect.
- Local Government Act Sect 6.2. Plan for the Future: Budget to have regard for:
- Local Government (Administration) Regulations 1996 Reg 19C Prescribes Form, Consultation Required, Revision Period

- Local Government (Administration) Regulations 1996 Reg 19D Prescribes Public Advertising for Plan and Modifications upon revision.

Background

A plan for the future is a legal requirement for local governments.

At the last Council meeting the intent of the Local Government Act requiring the Future Plan was summarised.

The Council reviewed a draft Future Plan and approved the Plan for advertising and public comment.

In accordance with the intent of the Council resolution, the Plan has now been advertised in The West Australian and community newspapers, published on Council noticeboards and made available through the TPRC website.

The Plan has also been sent to participant local authorities for comment.

Survey forms were available in hard copy and electronically via the TPRC website.

Comment

A formal comment of support for the Plan has been received from City of Joondalup and Town of Cambridge and the City of Perth and City of Wanneroo have indicated they will be advising support for the Plan following its receipt and review at formal Council meetings.

An additional 2 submissions were received.

- Greg Rowe & Associates
This submission supported the proposed mix of residential uses. The submission also commented on the concept of realignment of Neerabup Road indicating the road provides direct access to the Clarkson District Centre. This submission also suggested there was lack of clarity about the total amount of retail floor space that might be provided in the TPRC having regard for the establishment of the Clarkson District Centre as the main centre for retail and commercial activity in the area.
- A second submission received from a local resident expressed concerns about:
 - Ensuring sufficient land reserve to provide fauna corridors;
 - Ensuring aboriginal heritage is conserved;
 - Questioning the proposal to realign Neerabup Rd particularly because of proximity to a major aboriginal site;
 - General concern about loss of bush and wetland areas.

The submissions received are important considerations for the detail of the TPD and will all be addressed in the structure planning process.

The realignment of Neerabup Road is a matter for future consideration and discussion and will take some time to resolve. Current aboriginal heritage studies will address protection measures for heritage sites. All of the management planning undertaken by TPRC and the adjacent MRC have proceeded on the basis that aboriginal heritage sites must be protected.

The advertising process has met a statutory obligation and will allow the Council to adopt its budget for 2007/08 on the basis that its proposed Future Plan has been advertised and there has been opportunity for public review of the Plan.

Notwithstanding the above, it will be advantageous to leave the Plan open for ongoing public submissions. There is also an outstanding public forum to be held to explain the concepts contained in the Plan. It is proposed that this forum will be held in the near future.

Importantly all of the comments that have been made express general support for the Plan, particularly for the objectives of creating a development that is sensitive to current concerns about the environment and design issues targeting security, transit oriented outcomes and water recharge and reuse.

The Plan lists a number of major projects to be undertaken in the immediate future. It is proposed to prepare detailed papers on each of the plans and to make these available on the Council's website, and generally to encourage further input and constructive comment to aid the progress of the Council's objectives.

There have been no significant changes made to the Plan submitted to the last Council meeting. The financial projections in the Plan have been amended to the extent necessary to reflect proposals in the TPRC budget for 2007/08 as submitted elsewhere on this agenda.

9.10 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2006 TO 30 JUNE 2007

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 12.66.48.0

Recommendation

That the draft financial report for the year ended 30 June 2007 be RECEIVED and REFERRED for review by the Audit Committee.

Voting Requirements

Simple Majority

NB: The Local Government Act does not require adoption of the annual financial report by absolute majority. However, the annual financial report is an integral part of the annual report of the Council specified in Section 5.54 of the Act, which is required to be adopted by 31 December each year. The annual report does require adoption by an absolute majority vote.

Report Purpose

To provide for review the draft financial report of the TPRC for the year ended 30 June 2007.

Relevant Documents

Attachment: Draft financial report (refer annual report attachment – agenda item 9.7, which is being issued under separate cover)
Available for viewing at the meeting: Nil

Previous Minutes

N/A

Policy Reference

TPRC Audit Charter: Scope includes review of annual financial report and recommendation of adoption by the Council

Local Government Act/Regulation

- Local Government Act 1995: S6.4 - Requires Local Government to prepare annual Financial Report in prescribed form; balanced accounts and Financial report for preceding year to be submitted to Auditor by 30 September.
- Local Government Act 1995: S7.2 - Requires accounts and financial report to be audited by an auditor appointed [according to prescribed procedures] by the Local Government.
- Local Government Act 1995: S7.9 - Requires Auditor to provide report on accounts and financial report to Chairman, CEO and Minister by 31 December.
- Regs - Local Government (Audit) 1996 R 9 Sets out Criteria for Conduct of Audit.

- Guideline 18 - Financial Ratios - Describes Financial Ratios required in financial reports.
- Regs - Local Government (Financial Management) 1996: R36-49 prescribes report inclusions.
- Regs - Local Government (Financial Management) 1996: R50 - CEO to forward copy of Financial Report to Executive Director within 30 Days of Audit.
- Local Government (Audit) Regs 1996: Reg14 Compliance Audit Item.

Background

A financial report is required to provide a comprehensive outline of financial activities of the TPRC for the public record and public inspection.

A series of legislative requirements must be observed in preparing the annual financial report.

The Council Audit Charter requires review of the report by the Audit Committee.

The report must be completed by 30 September, submitted for audit and included in the Council annual report for adoption no later than 31 December.

Comment

The accounts for the financial year have been balanced, the financial report prepared and the accounts and report submitted to the Auditor for review.

The Auditor has completed audit of the documents and is in process of writing the required management report which is required to be presented to the Chairman of the Council, the CEO and the Minister for Local Government.

It is expected the management report will be available for review by the TPRC Audit Committee prior to the October meeting of the Council, to facilitate adoption of the annual report of the TPRC at the October meeting.

The financial report indicates close compliance with budget projections for the year. The accounts are in balance and a surplus of income over expenditure has been achieved and is carried forward for future requirements of the Council. At the commencement of the year participant Councils were requested to provide \$120,000 seed funding to meet Council financial obligations in advance of receipt of funds for compensation for land transfers to the State. Funds now received from transfer of 90 hectares of rural/Bush Forever/POS land have been paid to the Council by participant Councils as contributed equity. These funds total \$16,221,439. The Council Establishment Agreement provides that the contributed equity funds will provide for the initial operating and capital cost requirements to start the urban development of the Tamala Park land.

The net operating surplus from Council operations in the year was \$331,674.

9.11 LOT 9504 ON PLAN 52070 – TAMALA PARK, NOTICE OF A CLASSIFICATION OF A KNOWN OR SUSPECTED CONTAMINATED SITE UNDER SECTION 15 OF THE *CONTAMINATED SITES ACT 2003*

Report Information

Location: Lot 9504 on Plan 52070, Tamala Park
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 11.108.243.0

Recommendation

1. That the request to the Department of Environment & Conservation (DEC) for containment of the DEC site classification 'possibly contaminated – investigation required' relating to Lot 9504 on Plan 52070 to the MRC lease area be **ENDORSED**.
2. That the Tamala Park Regional Council work with the Mindarie Regional Council to **ESTABLISH** the extent to which the classification can be modified to allow the TPRC urban development to proceed unfettered by the proposed memorials against Titles to the land.
3. That a formal appeal be **PREPARED** against the classification of the Deferred Urban portion of Lot 9504 as 'possibly contaminated – investigation required' and the appeal be **LODGED** in the event the request notified in (1) is not granted.

Voting Requirements

Simple Majority

Report Purpose

To advise the issue of a statutory notice under the Contaminated Sites Act 2003 restricting use of Lot 9504 Tamala Park.

Relevant Documents

Attachment: Department of Environment & Conservation Letter to Owners of Lot 9504 dated 18 July 2007
Available for viewing at the meeting: DEC Site Classification Scheme 2006 (Guideline); Contaminated Sites Act and Regulations

Previous Minutes

N/A

Policy Reference

N/A

Local Government Act/Regulation

- Contaminated Sites Act 2003 proclaimed 1 December 2006

Background

The Department of Environment & Conservation (DEC) has been involved in developing legislation covering contaminated sites. The legislation was first proposed in 2003 and was made operational from 1 December 2006.

The legislation, in effect, requires owners of contaminated sites to report the sites to the DEC and for owners to establish the condition of the sites and any hazards that require containment or remediation.

Provision is made in the legislation for a prohibition to dealing with the land until such time as a contamination order is removed.

Lot 9504 contains the Mindarie Regional Council putrescibles landfill site and has been reported as a potential contaminated site.

The site was classified on 13 July 2007 as 'possibly contaminated – investigation required'.

Associated with the classification is a request/instruction to the Registrar of the Department of Land Information to record a memorial against the Certificate of Title to the land prohibiting dealings upon the Title(s).

The Contaminated Sites Legislation provides for an appeal to be made against a classification. The appeal is made to a Contaminated Sites Committee set up under the new legislation.

Although the Contaminated Sites Legislation and the current classification relates to the identifiable land parcel which is Lot 9504, it might be supposed that if the urban deferred land contained in Lot 9504 had been subdivided as a separate lot prior to December 2006, the resultant lot would not be subject of the restrictive classification. However, it is noted that MRS Amendment 992/33 which zoned part of the land from Rural to Urban Deferred did contain a covenant that there could be no transition of the Urban Deferred land to Urban Zoning if it remained within the area required for MRC landfill operations under the landfill licence issued by the DEC. The MRC required buffer currently extends into the urban deferred area covering approximately 40 hectares of land.

Comment

A request has been made to the DEC to contain the notice of classification and memorial against titles to that part of Lot 9504, which is leased to the MRC. The refuse landfill operation is contained wholly within the lease area and the MRC is progressively moving operations toward the south of the site to ensure that a 500m buffer is maintained from landfill operations to any land used for urban purposes.

MRC monitoring of the site has indicated some plumes of ammonium and metals in groundwater emanating from the site. These plumes all move away from the proposed Tamala Park urban development. The subsurface hydrology shows underlying groundwater moving, predominantly south-west from the landfill site.

The MRC is now lining all excavations with clay and/or geotextile material.

MRC has been requested to advise its responses to the site classification and also to keep TPRC informed of ongoing site monitoring and any improvement or

deterioration in the concentration of groundwater contaminants that may impact upon the site classification.

The classification made on 13 July 2007 has profound implications for the proposed Tamala Park urban development. It might be expected that the more detailed site analysis that will occur as a result of the classification will easily facilitate an amendment to exclude application of restrictions under the Contaminated Sites Act from the Tamala Park urban development.

Notwithstanding the above, it would seem prudent that if the current request to restrict the classification to the MRC lease area is not agreed by DEC that the TPRC should appeal the classification to fast track all of the required assessment processes to ensure that urban development can be realised as soon as possible.

A possible solution for TPRC is to arrange to have Lot 9504 subdivided into 2 lots, one of which would wholly contain the MRC lease site. Discussions on the implications of this action are being undertaken with the DEC.

ATTACHMENT: Department of Environment & Conservation Letter to Owners of Lot 9504 dated 18 July 2007



Department of Environment and Conservation

Your ref:
Our ref: DEC3116
Enquiries: Registrar
Phone: 1300 762982
Fax:
Email:

Chief Executive Officer
City of Wanneroo
Locked Bag 1
Wanneroo WA 6946



Dear Sir/Madam

New legislation is in place to record and manage contaminated sites in Western Australia, in order to protect people's health and the environment. Please note that contamination does not necessarily mean that an area is unsafe to live or work in – for example, it may be limited to groundwater, and only becomes an issue to be managed if a groundwater bore was being considered.

The *Contaminated Sites Act 2003*, which came into effect on 1 December 2006, requires the Department of Environment and Conservation (DEC) to classify sites reported to it and inform a number of people, including owners and occupiers, so they can make informed decisions about the site.

Set out below in this letter is the formal notice of a classification of a known or suspected contaminated site in which you have an interest. The notice explains why the site received the classification, any restrictions on the use of the site, and how you can appeal the classification if you believe it is incorrect. In some cases, this notice may include a list of lots in addition to the one in which you have an interest.

Also attached is a copy of the brochure *Contaminated sites: New laws for Western Australia*, which has more information about the new Act. If you have any queries, please contact DEC's Contaminated Sites Section on 1300 762 982.

NOTICE OF A CLASSIFICATION OF A KNOWN OR SUSPECTED CONTAMINATED SITE GIVEN UNDER SECTION 15 OF THE CONTAMINATED SITES ACT 2003

The site detailed below, consisting of 1 parcel(s) of land, was reported to the CEO of DEC as a known or suspected contaminated site and has been classified under the Act:

- LOT 9504 ON PLAN 52070 as shown on certificate of title 2230/333, 2230/334, 2230/335, 2230/336, 2230/337, 2230/338, 2230/339 known as Tamala Park WA 6030 (the Site)

This notification is being sent to you in accordance with section 15(1) of the Act on the grounds that you, as the recipient, are one or more of the following:

- (a) owner of the site;
- (b) occupier of the site;
- (c) relevant public authority;
- (d) person in the CEO's opinion there is particular reason to notify;
- (e) person who made the report under section 11 or 12; and

DIRECTOR GENERAL AND ENVIRONMENTAL SERVICES DIVISIONS: The Atrium, 168 St Georges Terrace, Perth, Western Australia 6000
Phone: (08) 6364 6500 Fax: (08) 6467 5513 TTY: 1880 555 630

PARKS AND CONSERVATION SERVICES DIVISIONS: Executive: Corner of Australia II Drive and Hackett Drive, Crawley, Western Australia 6009
Phone: (08) 9442 0300 Fax: (08) 9386 1578 Operations: 17 Dick Perry Avenue, Technology Park, Kensington, Western Australia 6151
Phone: (08) 9334 0333 Fax: (08) 9334 0498 TTY: 9334 0546

POSTAL ADDRESS FOR ALL DIVISIONS: Locked Bag 104, Bentley Delivery Centre, Western Australia 6983
www.dec.wa.gov.au

10622001

- (f) person in the CEO's opinion who may be responsible for remediation of the site classified as *contaminated – remediation required*.

Site Classification

The Site is classified as the following category:

Category of Site classification: Possibly contaminated - investigation required

Date of site classification: 13/07/2007

Reasons for classification: This Site was reported to the Department of Environment and Conservation (DEC) as per reporting obligations under section 11 of the 'Contaminated Sites Act 2003', which commenced on 1 December 2006. The Site classification is based on information submitted to the Department by 28 May 2007.

The Site is currently operated as a putrescible landfill site, a land use that has the potential to cause contamination as per the guideline "Potentially Contaminating Activities, Industries and Land Uses" (Department of Environment, October 2004). Stage 1 of the Site ceased operations in 2004 and is being rehabilitated as bushland.

No soil investigations have been carried out, and the quality of soil beneath the Site is unknown. The Site is subject to an on-going groundwater monitoring program and the most recent report, submitted in February 2007, indicates the presence of heavy metals and ammonium within underlying groundwater at the Site at concentrations exceeding ecological investigation levels as published in guideline "Assessment Levels for Soil, Sediment and Water" (Department of Environment, draft November 2003). The groundwater investigations carried out were limited and do not meet the standard required as outlined in the DEC "Contaminated Sites Management Series" of guidelines.

Concentrations of contaminants in groundwater have been found to exceed ecological investigation levels. A screening risk assessment has therefore indicated that further investigation is required to determine the risk to the environment and environmental values.

As the Site has not been adequately investigated, or subject to appropriate risk assessment, a comment cannot be made on the suitability of the Site as a whole for the existing or future land use or whether the Site represents a risk to human health, the environment or any environmental value. As there are grounds to indicate possible contamination of the Site, the Site has been classified as "Possibly Contaminated - Investigation Required".

Any investigation of the Site should include a detailed survey to delineate the area affected by soil and/or groundwater contamination, so that the boundary of the contaminated area can be clearly defined.

DEC has classified this Site based on the information available at the time of classification. It is acknowledged that the contamination status may have changed since this time, and as such the usefulness of this information may be limited.

In accordance with Department of Health advice if groundwater is being, or is proposed to be, abstracted DEC recommends that analytical testing should be carried out to determine whether the groundwater is suitable for its intended use.

The nature and extent of contamination and any restrictions on the use of the land are listed in Attachment A.

Owner
CSSID = 1607

Information in relation to the classification of the Site will be available to the public through a request for a summary of records on written application and payment of a prescribed fee from the Reported Sites Register.

In some instances DEC has had to classify sites based on historical information. It should be noted that a site may be re-classified at any stage to better reflect the current status when additional information becomes available, for example where a new investigation or remediation report completed in accordance with DEC's *Contaminated Sites Management Series* of guidelines, is submitted to DEC. The current site classification is the classification most recently conferred on the Site.

Memorials

In accordance with section 58(1) of the Act, DEC will lodge a memorial against the Certificate of Title(s) 2230/333, 2230/334, 2230/335, 2230/336, 2230/337, 2230/338, 2230/339 relating to the Site, with the Registrar of the Department of Land Information, which will record the site classification. The parcel(s) that do not have a registration number or certificate of title will not have a memorial lodged against them until a certificate of title has been created. Confirmation of the lodgement of the memorial(s) will be forwarded to the following people once completed:

- (a) each owner,
- (b) the Western Australian Planning Commission;
- (c) the CEO of the Department of Health;
- (d) the Local Government Authority;
- (e) the relevant scheme authority.


Given that memorial(s) will be lodged against the Site, the Western Australian Planning Commission (WAPC) may not approve the subdivision of the land under Section 135 of the *Planning and Development Act 2005*, or the amalgamation of that land with any other land without seeking, and taking into account, the advice of DEC as to the suitability of the land for subdivision or amalgamation. Furthermore, a responsible authority (e.g. Local Government Authorities) may not grant approval under a scheme for any proposed development of the land without seeking, and taking into account, advice from DEC as to the suitability of the proposed development.

Appealing the Site classification

All site classifications given by DEC are appealable. However, only certain people can lodge a valid appeal depending on the classification category as detailed in the attached Fact Sheet. Appeals need to be lodged in writing with the Contaminated Sites Committee at 13th Floor, Allendale Square, 77 St Georges Terrace, Perth WA 6000, within 45 days of being given this notification. The appeal should set out the appellant's relationship to the Site, and must include the grounds and facts upon which it is based.

For further information on all aspects of site classification, please refer to the *Site Classifications – What do they Mean?* Fact Sheet (enclosed) and *Site Classification Scheme 2006* (guideline) which are available from DEC's website www.dec.wa.gov.au/contaminatedsites or by contacting the Registrar on 1300 762 982.

Yours sincerely



Janet Macmillan, A/SECTION MANAGER
LAND AND WATER QUALITY BRANCH
Delegated Officer under section 91
of the *Contaminated Sites Act 2003*

18/07/2007

Enc. Attachment A – Nature and Extent and Restrictions on Use.

Rights of Appeal under the *Contaminated Sites Act 2003* Fact Sheet
Site Classifications – "What do they mean" Fact Sheet

ATTACHMENT A – Nature and Extent and Restrictions on Use

LOT 9504 ON PLAN 52070

Nature and Extent: No soil investigations have been carried out to confirm the presence of soil contamination. Groundwater investigations indicate the presence of heavy metal and ammonium contamination underlying the Site.

Restriction on Use: Please refer to Reasons for Classification for further information on the contamination present at the Site.

Owner
CSSID = 1607

9.12 DELEGATION OF AUTHORITY

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 22.21.294.26

Recommendation

1. That the Delegation Register and delegations set out therein be **APPROVED**.
2. That delegations be further **REVIEWED** in August 2008.

Voting Requirements

Absolute Majority

Report Purpose

The (statutory) annual review of delegations as per Section 5.46 of the Local Government Act.

Relevant Documents

Attachment: Delegation Register
Available for viewing at the meeting: Nil

Previous Minutes

- Council Meeting Minutes 3 August 2006 (Item 9.3 - Council Delegations)

Policy Reference

N/A

Local Government Act/Regulation

- Guidelines – 16 Delegations
- Local Government Regulation – Compliance Item
- Local Government Act – Section 5.42 Authority to Delegate
- Local Government Act – Section 5.43 Limitation to Delegations
- Local Government Act – Section 5.46 Recording of Delegations
- Local Government Admin Regulation – For Matters of Delegations
- Local Government Financial Management Regulations – Limiting Delegation on Financial Matters

Background

The Local Government Act sets out powers and duties of the Council, Chairman and Chief Executive Officer.

The Local Government Act also provides that the Council may delegate powers to the Chief Executive Officer who, in turn, may delegate to other officers.

There are limitations to the delegations that may be made and these are set out in some detail in the Act, the Regulations and Local Government Guideline Number 16.

The legislative references that made specific relevance to the TPRC are listed on the previous page. There are other legislative provisions relating to delegations under the Town Planning & Development Act and the Local Government Miscellaneous Provision Act. These, at present, have no relevance to TPRC operations.

Comment

Delegations may be made to apply to a period of time specified in the Delegation or, where no time is specified, indefinitely. Regardless of time periods, the delegator is required to conduct an annual review of delegations.

In August 2006 the Council approved a series of delegations and a Delegation Register. No changes to delegations are proposed. The Register last approved is attached and is submitted for Council's review and confirmation.

During the year there may have been opportunity to transact business more quickly if delegated authority had been available to approve consultant commissions to a limited value. However, the Council has discussed this matter previously and determined that probity requires the Council to approve briefs for all consultant commissions and appropriate scheduling of briefs for Council meetings will take this into account.

ATTACHMENT: Delegation Register



**Tamala Park Regional Council
Delegation Register
2006/07**

July 2006

Date for review: August 2007



Explanatory Notes

1. General

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

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

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

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

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

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

2. Role of the Council

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

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

3. Role of the Chairman, Deputy Chairman and Councillors

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

The role of the Chairman

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

The role of the Deputy Chairman

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

The role of Councillors

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

4. Function of the CEO

- 5.41 The CEO's functions are to -
- (a) Advise the Council in relation to the functions of a local government under this Act and other written laws;

TPRC Delegation Register 2006/07

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

5. Delegations of Some Powers and Duties to CEO

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

Delegation of some powers and duties to CEO

- 5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43. **Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Limits on delegations to CEO's

- 5.43. A local government cannot delegate to a CEO any of the following powers or duties -
- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
 - (b) Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
 - (c) Appointing an auditor;

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

CEO may delegate powers and duties to other employees

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

Other matters relevant to delegations under this Division

- 5.45. (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 -
- (a) A delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

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- (b) Any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing -
 - (a) A local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) A CEO from performing any of his or her functions by acting through another person.

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

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

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

'Records to be kept by delegates -s.5.46(3)

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

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

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

Section 9.38 of the Local Government Act:

"Evidence that a document has been given or written by or on behalf of the local government may be given by tendering what purports to be the document and

purports to be signed by the Chairman or president, the CEO, or any other person authorised to sign it, without proof of the signature or proof that the person signing was a person who could sign then document."

6. Numerical Listing of Delegations

NUMBER	DELEGATION
CHIEF EXECUTIVE OFFICER	
1	Press Statements: Authority to issue statements to the News Media on behalf of Council subject to the prior approval of the Chairman.
2	Press Statements on Policy: Authority to issue statements of Policy to the News Media on behalf of the Council subject to the prior approval of the Chairman.
3	Contract Signing: Authority to sign formal contracts - upon affixation of the Common Seal to the contract documents (after authority for sealing by the corporate entity (Council)).
4	Voluntary Emergency Service: Authority to deploy Council equipment and manpower in an emergency.
5	Leave: Authority to grant the following subject to Chairman's approval: 1. Leave without pay 2. Study Leave
6	Higher Duties: Authority to approve all higher duties for salaried staff.
7	Vacant Positions subject to the Council giving prior approval to the staff establishment: 1. Authority to appoint all staff with the exception of Directors; 2. Authority to advertise vacancies internally only (in certain circumstances)
8	Authority to appoint consultants for the provision of urban design, economic and statutory planning services in keeping with the objectives of the Council: a) subject to the prior approval of the Council b) subject to there being a budget allocation for the consultancy
9	Authority to place and/or approve purchase orders • With formally contracted suppliers in accordance with the Purchasing Policy & Local Government Act to place and/or approve purchase orders. • Non-contracted and non-accredited suppliers in accordance with the Purchasing Policy.
10	Civic and Ceremonial Functions Authority to authorise reciprocal civic and ceremonial functions subject to the prior approval of Chairman.
11	Statutory Nominations: Chief Executive Officer and Chairman authorised to complete Ballot Paper
12	Payments: Power to make payments and transfers from Tamala Park Regional Council funds including Municipal & Trust funds
13	Authorising the submission of subdivision and development applications to the Western Australian Planning Commission on land owned by or under the care and control of the TPRC or where TPRC acts in pursuit of the objectives set out in the Establishment Agreement, subject to prior Council decision.
14	Contracts – • Authority to sign contracts for maintenance support of computer and telecommunication hardware and software; • Sign and authorise variations to existing contracts for hardware and software;

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NUMBER	DELEGATION
	<ul style="list-style-type: none">• Sign contracts for performance of IT contractor;• Signify acceptance of IT contracts works as 'completed to City satisfaction'.
15	Authority to make minor amendments to the Policy Manual due to changes in names or titles.
16	Advertise Invitations to Tender: responsibility for the placement of advertisements
17	Authority to make the decision to invite period supply tenders and tenders for the disposal of surplus Council property (except land) only.
18	Procurement of goods and services & disposal of Council property and associated advertisements in accordance with the TPRC Procurement Policy and Local Government Act.
19	Authority to approve applications for the waiver/reduction of facility hire charges (below \$500) for Council owned and managed facilities.
20	Authority to sign grant applications, acquittals and audited statements related to these grants to the value of \$50,000.
21	Authority to issue a final demand under the fines enforcement act.
22	Authority to approve applications to place advertising signs from any organisation - temporary signage.
23	Attendance at Conference: Authority to approve where budget allocation has been made, subject to the conference being within WA.

9.13 INVESTMENT POLICY

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 4.127.787.0

Recommendation

- 1. That the Investment Policy adopted in April 2006 be REAFFIRMED.**
- 2. That the Investment Policy be further REVIEWED in August 2008.**

Voting Requirements

Simple Majority

Report Purpose

Review of the TPRC Investment Policy.

Relevant Documents

Attachment: TPRC Investment Policy adopted April 2006 and submitted for confirmation
Available for viewing at the meeting: Nil

Previous Minutes

Council Meeting Minutes 27 April 2006 (Item 8.2 - Investment Policy)

Policy Reference

- Existing Investment Policy Adopted April 2006

Local Government Act/Regulation

- Local Government Act - Section 6.14
- Trustees Act 18-21

Background

The Local Government Act allows investment of funds by local authorities.

The Trustees Act limits investments by public agencies. Case law has established a 'prudent person rule' which supplements the understanding of the expectation for investment by public agencies.

Local authorities are required to establish an Investment Policy and to take advice from persons qualified to give independent and expert advice on investment matters.

Comment

The existing TPRC Investment Policy has been developed with conservative objectives. The funds available to the TPRC at this time are designed to provide all of the operating expense requirements of the Council. In other words, the funds are to produce revenue so that there will be no draw on participant Council funds.

Advice has been provided by Grange Securities who are considered as suitable advisers for local government investment policies. Grange Securities have recommended approval of the Investment Policy adopted by the Council in 2006 and have also suggested that the Policy could encompass investments with a lesser rating than now expressed in the Council policy.

Investment in lower rated securities could potentially produce a slightly higher return for the Council, however, this class of investment would typically require a longer term commitment which may not suit the operations of the Council, particularly as negotiations are currently in place with respect to the acquisition of Government land to the east of the TPRC landholding and, the Council may find it advantageous to promote a conservative profile given the expected scrutiny that will attend the TPRC development which will involve many contracts and land dealings and must have the highest possible probity rating.

In regard to the above, it is therefore recommended that the Policy first adopted by the Council continue for the ensuing financial year.

ATTACHMENT: TPRC Investment Policy



POLICY MANUAL

Investment Policy

1. POLICY

1.1 Objectives

- To undertake authorised investment of surplus funds after assessing credit risk and diversification limits.
- To maximise earnings from authorised investments and ensure the security of Tamala Park Regional Council funds.

1.2 Authority for Investment

All investments are to be made in accordance with:

- Local Government Act 1995 Section 6.14.
- The Trustees Act 1962 generally and particularly Sections 18-21.

1.3 Delegation of Authority

The Chief Executive Officer or delegated representative(s) have authority to invest surplus funds.

1.4 Risk Profile

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment and the needs and circumstances;
- The desirability of diversifying investments;
- The nature of and risk associated with existing investments;
- The need to maintain the real value of the capital and income;
- The risk of capital or income loss or depreciation;
- The potential for capital appreciation;
- The likely income return and the timing of income return;
- The length of the term of the proposed investment;
- The probable duration of the fund;
- The liquidity of the marketability of the proposed investment during, and on the determination of, the term of the proposed investment;
- The aggregate value of the investment;
- The effect of the proposed investment in relation to the tax liability (if any)
- The likelihood of inflation affecting the value of the proposed investment;
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- The results of a review of existing investments.

1.5 Authorised Investments

(i) Investments in Managed Funds would include:

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Fund Type	Minimum Investment Time Horizon	Minimum Rating (where applicable)	Maximum Exposure as % Total Investment Portfolio
Cash Funds (at call)	0-180 days	A	0-100
Cash Plus/Cash Enhanced	3-12 mths	A	0-95
Diversified Funds/or Equivalent	3-5 years	A	0-15
Fixed Interest Funds	3-5 years	A	0-15

(ii) Council Direct Investments would include, but not necessarily limited to

- Bank accepted/endorsed bank bills;
- Bank negotiable Certificates of Deposit;
- Bank interest bearing deposits;
- State/Commonwealth Government Bonds;
- Bank backed floating rate notes
- Mortgage backed securities

1.6 Guidelines

(a) Council's Direct Investments

(i) Quotations on Investments

Not less than three (3) quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

(ii) Term to Maturity

The term to maturity of any Council's direct investment may range from at Call to 180 days.

(b) Diversification/Credit Risk

(i) Managed Fund Investments

The total amount invested with any one fund manager should not exceed **45%** of average annual funds invested (or projected).

Long Term Rating	Short Term Rating	Maximum % of funds
AAA to AA	A1+	45%
A+ to A-	A1	30%
BBB+BBB-	A2	nil

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(ii) Credit Ratings

If any of the funds/securities held are downgraded such that they no longer fall within Council's investment policy guidelines, they will be divested within **30** days or as soon as is practicable.

The short term rating order **0-365** days (as defined by S & P Australian Ratings) is:

A1+	Extremely strong degree of safety regarding timely payout
A1	A strong degree of safety for timely payment
A2	A satisfactory capacity for timely payment
AAA AAA	An extremely strong capacity to repay
AA+ to AA	A strong capacity to repay
A+ to A-	A strong capacity to repay
BBB+ to BBB-	An adequate capacity to repay

(c) Performance Benchmarks

Investment	Performance Benchmark
Cash/Cash Plus/or Equivalent/Direct Investments	11AM and UBSWA Bank Bill Index UBSWA 0-3yr &/or
Fixed Interest	Master Index
Capital Stable Funds	CPI + 2% AV. Rolling 3 yr periods.

(d) Reporting

A report will be provided to each bi monthly ordinary Council meeting, detailing the investment portfolio in terms of performance and counterpart percentage exposure of total portfolio.

(e) Variation to Policy

The Chief Executive Officer is authorized to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy are to be reported to the meeting of the Council following meeting of the Council following the change and in the event that a meeting of the Council is not scheduled within 14 days then an interim report is to be made to both



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the Chairman of the Council and to the Chairman of the Audit Committee of the Council.

2. OPERATIONAL PROVISIONS

Investment Limits

- Maximum investment of total funds with any one institution shall be 60%
- Total funds held in shares should not exceed 5% of funds invested and no single share holding in a public company should have a value greater than 1% of total investment funds at the time of placement.
- No single property value should be greater than 5% of the total investment funds at the time of purchase and total property value is not to exceed 15% of total investment of funds at any one time.

Preference

Priority is to be given to institutions that are Western Australian owned and located in Western Australia, followed by national institutions and offshore companies. Income maximisation and risk level management is to feature prominently in the determination of fund's placement with preferred institutions.

Guarantee

That in the case of term deposits, the return of principle and interest is a pre-requisite of a financial investment. Institutions that fall short of this requirement are required to provide a guarantee of return or a back-to-back arrangement with another institution for the return of investments on maturity.

Monthly Reconciliation and Advice

It is a requirement that funds placed with approved institutions or withdrawal of such funds made are to be reconciled monthly and matched with Council records.

Details of maturity and rollover investments are to be recorded as expended on new investments (as the case requires) in the Investment Registrar with an Investment Transaction Voucher prepared on the date of maturity or rollover for ledger entry.

Investment Register

An Investment Register shall be maintained containing the following particulars with respect to each investment.

1. Date of investment
2. Fund from which money is being invested
3. The investment amount
4. The investment house or party with whom the investment is lodged
5. Type of investment
6. Security status and nature of security
7. Date of maturity
8. Investment interest rate
9. Interest payment terms

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10. Penalties applicable for pre-expiry termination of investment.
11. Officer initialising the investment.
12. Contract arrangements with borrower in respect of the investment name, address and business status of any Trustee holding security for any investment on behalf of the TPRC.
13. The particulars and location of any security held by Trustees on behalf of the TPRC.
14. The location and any security for an investment held directly by the TPRC.
15. The Investment Register is to be completed prior to the close of business on the day on which the investment is made.
16. The Investment Register and Ledger are to be reconciled at least monthly.

Initiating Investment

1. All cheques initiating investments are to be drawn by voucher.
2. Investments made with a new investment house must receive and be endorsed by the Chief Executive Officer.
3. The purchase of shares or related products and/or properties for the purpose of long term investments, as endorsed by Council shall have such investments evaluated by professional experts prior to purchase.
4. A maturing investment payment from one investment may not be used to directly initiate one investment of another class or with another borrower.

9.14 PROCUREMENT POLICY

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 4.127.787.0

Recommendation

- 1. That the Procurement Policy adopted in April 2006 be REAFFIRMED.**
- 2. That the Procurement Policy be further REVIEWED in December 2008.**

Voting Requirements

Simple Majority

Report Purpose

Review of the TPRC Procurement Policy.

Relevant Documents

Attachment: TPRC Procurement Policy adopted April 2006 and submitted for confirmation
Available for viewing at the meeting: Nil

Previous Minutes

Audit Committee Meeting Minutes 27 April 2006 (Item 9.4 - Procurement Policy)

Policy Reference

Existing Procurement Policy Adopted April 2006

Local Government Act/Regulation

Part 6 of the Local Government Act together with the Financial Management Regulations and Functions and General Regulations provide an outline of specific requirements and probity guidelines in respect of purchase of goods and tendering on behalf of local governments.

Background

Legislation requires specific probity provisions and some mandatory provisions relating to values to be observed by local governments in procurement practice.

A policy addressing required issues has been adopted by the Council and has operated without difficulty during the 2006/07 financial year.

During the year, there has been a change to regulations to provide that some contracts of value up to \$100,000 need not be subject of public invitation to tender.

There have been no other changes to legislation or to the model policies relating to procurement by local authorities that suggest changes to the Council's existing procurement policy.

In April 2006 the Council agreed to incorporate provisions of the State Supply Agency policy in the TPRC policy and procurement practice. Where required resort has been made to State Supply Agency policies, guidelines and documentation.

Comment

The TPRC Procurement Policy has been reviewed by the Council's external auditor and has been found satisfactory.

At this time, the TPRC principal activity relates to planning and the contracting of consultants for specific tasks. The existing policy framework provides a comprehensive support for this activity.

It is proposed that the policy now existing be reaffirmed, including the limitation of tendering for any goods or services in excess of \$50,000.

It is further proposed that the policy be under continuing review by the TPRC Audit Committee and be subject of a specific formal review by the Council in December 2008.

ATTACHMENT: TPRC Procurement Policy



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BACKGROUND

Part 6 of the Local Government Act together with the Financial Management Regulations and Functions and General Regulations provide an outline of specific requirements and probity guidelines in respect of purchase of goods and tendering on behalf of local governments.

The State Supply Commission has an extensive series of policies and guidelines that are available for use by local governments.

The West Australian Local Government Association purchasing service negotiates contracts for the supply of goods and services for local government.

The State Supply Commission and the Commonwealth Supply agencies also have contracts for the supply of goods and services that are accessible by local governments.

All of the accessible supply contracts and the policies of WALGA and the State Supply Commission provide a framework for best practice procurement.

The West Australian Local Government Association has produced a purchasing and tender guide – last edition October 2005 – that refers specifically to good procurement practices in reference to the Local Government Act and Regulations.

Wherever possible and appropriate, the contracts and guidelines mentioned above will be used by the Tamala Park Regional Council following objectives for best practice and probity in all procurement activity.

TPRC OBJECTIVES – PROCUREMENT

To provide guidelines for adopting a value for money approach in procuring goods or services through quotes or public tender.

PROCUREMENT POLICY AND GUIDELINES

1. Value for money is the basis for comparing conforming bids so that the optimal offer can be selected. Achieving user requirements, quality standards and service benchmarks is considered to be more important than obtaining the lowest price.

An assessment of the best value for money outcome for any procurement should take into account:

- All relevant whole-of-life costs and benefits;
- Technical merits of the goods or services being offered in terms of compliance with specifications and contractual conditions; and
- Financial viability and capacity to supply without risk of default.

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In this context, the value for money principle embraces:

- Cost related factors; and
 - Non-cost factors.
2. Value for Money assessment involves the comparison and evaluation of suitable conforming offers.

Factors to be considered in making this decision include the following:

- Value for money is not necessarily about selecting the successful bidder based on price alone, although the lowest total priced, conforming offer can be used as an initial benchmark for comparing value for money. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer;
- All offers should be evaluated in a consistent manner against the evaluation criteria for the procurement. The use of weighted matrix analysis is a recommended method for analysing and comparing bids in a detailed and consistent manner, particularly for high value purchases; and
- A due diligence investigation of the preferred or shortlisted bidders should be undertaken for all high value or complex purchases to ensure that bidders have the financial stability and technical capacity to comply with the requirements of the contract.

Value for money considerations are not only relevant to the selection of a successful supplier and the purchase of goods or services. Value for money should also be applied to the ongoing contract management over the life of the procurement.

3. The exclusion provisions contained in the functions and general regulations relating to procurement for a value greater than \$50,000 will also apply to procurement for values less than \$50,000.
4. The Local Government legislation does not require local governments to tender for purchases under the value of \$50,000.
- Purchases under \$50,000 are categorised as simple purchases but nevertheless require controls and appropriate accounting and probity support practices.
5. The following should apply to purchases of value less than \$50,000.
- 5.1. Direct Purchasing – less than or equal to \$2,000

Purchases to \$2,000 may be made on a single quotation, however, best practice will require that market testing be undertaken from time to time and

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that consideration be given to value for money purchasing.

5.2. Non-Formalised Quotations – Over \$2,000 and less than \$10,000

At least 3 quotations should be obtained except where impractical due to availability of suppliers.

A record of quotations obtained must be maintained.

All quotations are to be obtained prior to a supply order being authorised.

Where there is a waiver of the requirement for 3 quotations the reason for the waiver must be noted and approved by the CEO.

5.3. Formalised Quotations – Over \$10,000 and less than \$50,000

A formalised quotation must be obtained in writing, by fax or email. Email submissions must contain an electronic signature or the image of a signature of a person authorised to provide the quotation.

Quotations must be made in reference to a specification setting out the details of supply, the pricing required, delivery requirements and other relevant matters.

5.4. Special Provisions with respect to Consultancy Services - More than \$5,000 and less than \$50,000

- Quotations must be made in reference to:
 - A written brief defining the services required;
 - The deliverables from the consultancy;
 - The start and end time;
 - The fee basis i.e. fixed, hourly, component completion;
 - The basis for any variation fees; and
 - Provisions for termination of services.
- Completion of a contract for consultancy services must be subject of a written agreement signed by the consultant and TPRC.

6. Tendering for Goods – Value \$50,000+

All supply of goods and services to a value greater than \$50,000 will proceed in reference to the provisions of the Local Government Act and specifically the requirements of Part 4 of the Functions and General Regulations made pursuant to the Act.

Before tendering for the supply of goods for an amount greater than \$50,000 an authorisation to proceed with the tender must be obtained from the Council.

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Tenders must be subject of a tender brief setting out, in appropriate detail, at least the following:

- The goods or services required;
- The deliverables from the procurement;
- The start and end time for supply;
- The fee basis i.e. fixed, hourly, component completion;
- The basis for any variation fees; and
- Provisions for termination of services.

Evaluation criteria are to be stipulated in tender invitation documents.

The basis for contracts must be stipulated in tender invitations i.e. any Australian Standard contract proposed to be used.

Where a specifically designed contract is proposed, the details of the contract are to be provided with the tender invitation.

Where variations are proposed to Australian Standard contracts, a schedule of variations is to be included in the tender invitation.

An evaluation matrix in the (example) form below is to be used in advising prospective tenderers of the evaluation criteria and the method for scoring tender responses.

Description of Evaluation Criteria	Points Available	Weighting
a) Price (using cost range scoring)	10	50%
b) Demonstrated experience in completing similar assignments	10	10%
c) Methodology for audit and communication	10	10%
d) Conformity with tender documents and specifications	10	10%
e) Skills and experience of key personnel	10	10%
f) Technical expertise	10	10%

The allocation of evaluation points available in conducting evaluation of tender responses must be made in accordance with criteria set prior to the issue of tender invitations. The allocation would typically be made over a range of items such as those shown in the following table:

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Rate	Description
0	Inadequate or non appropriate offer, many deficiencies, does not meet criterion
2	Marginal offer, some deficiencies, partly meets criterion
4	Fair offer, few deficiencies, almost meets criterion
6	Good offer, no deficiencies, meets criterion
8	Very good offer, exceeds criterion
10	Outstanding offer, greatly exceeds criterion

The table showing the evaluation of points is not to be published with the tender invitation or to be made otherwise available to prospective or actual tenderers.

Tenders may be lodged to a secure tender box or secure email tender box.

The use of an email tender box will be decided by the CEO in each instance having regard for the nature of the tender, the size of the likely tender response and such other factors as may relate to each tender invitation. Where an email tender is permitted, the full details of how the tender should be submitted should be included in the tender invitation.

7. Use of Probity Auditor

In all cases where tenders are valued at an amount greater than \$100,000, consideration shall be given to the use of a probity auditor.

A proposal to engage/not engage services of a probity auditor will be included in the report to the Council under section (6) above proposing the issue of an invitation for supply of goods or services.

8. Environmental Procurement Policy

The TPRC will consider the environmental impact in the procurement process when undertaking the purchase of goods and services and disposal of goods.

The governing principle for goods and services procurement is the achievement of value for money. However, when determining value for money, however, the environmental impact issues to be considered may include:

- Use of recycled or recovered materials;
- Product reusability;

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- Product recyclability;
- Durability;
- Energy efficiency and consumption;
- Water efficiency;
- Waste prevention;
- End of life disposal method; and
- Environmental health issues.

9. Environmental Purchasing

Environmental purchasing generally refers to the inclusion of relevant environmental factors in any decision to procure goods and/or services in order to maintain the quality of the environment, conserve resources, minimise waste and protect human health.

The aim of considering environmental factors in procurement is/to:

- Managing risks to the broader environment by procuring goods and services that have a reduced impact on the natural environment and human health compared with competing products or services that serve the same purpose.
- Promote the achievement of better value for money on a whole-of-life cycle basis.
- Fostering the development of products and processes that have a positive environmental impact.
- Reducing costs for addressing the effects of environmental health impacts and pollution to the community over the long term.

The focus of environmental purchasing may vary, depending on the nature of the good or service being procured.

10. Environmental Procurement and Value for Money

Value for money is the core principle governing goods and services procurement. In this context, the lowest price is not necessarily an indicator of best value for money.

The environmental impact of a good or service is also a major consideration is the Value for Money Assessment.

Environmentally friendly products will usually involve reduced risks and more efficient use of energy, water and materials leading to lower costs, particularly on a whole of life basis. Therefore, even where an environmentally friendly product or service initially costs more than a conventional product or service, consideration of value for money requires purchasers to give due regard to the benefits obtained from good environmental performance.

It is also essential that the environmental impacts and/or value-add in all procurements are considered across the lifecycle of a product.

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POLICY MANUAL

Procurement Policy

Value for Money is assessed on a whole of life basis so that all costs and benefits across the procurement cycle can be adequately considered. For example, in the case of a good, the environmental impact should be assessed at each stage of production, use and disposal. Therefore, to ensure effective Value for Money decisions, the environmental assessment also needs to factor in the impacts and costs created when a product is used, particularly during the evaluation stage when comparing products. These costs electrical power, water, fuel and requirements for other consumables.

11. Environmental Considerations in Contracting Process

The level of effort expended to minimise the environmental impact of procurement should be commensurate with the nature of the purchase and should be applied in all phases of the procurement process as follows:

Contract Planning (pre-tender)

- Is the proposed purchase necessary?
- Identify and address environmental impact issues in all procurement plans.
- Develop specifications that give consideration to environmental standards, codes or legislation, where appropriate.
- Consider options for quotation and tender design, including selection criteria that provide positive advantage to goods, services and/or processes that minimise environmental impact.
- Consider options for quotation and tender design that provide positive advantage to innovative goods, services and/or processes that minimise environmental impact.
- Develop selection criteria that provide positive advantage to goods, services and/or processes that minimise environmental impact.
- Where appropriate consider quality assurance, environmental standards, codes or legislation for inclusion in specifications.
- Where appropriate, seek information from suppliers through the offer document on the environmental impact of goods, services and processes tendered (e.g. accreditation, practices, recycled content, durability and reuse options, hazardous material content, energy efficiency, waste prevention, water efficiency).
- Consider options for, and where appropriate specify methods for end of life disposal of product and/or packaging.

The Guidelines provided in:

- The State Sustainability Strategy; and
- The State Supply Commission Environmental Purchasing Guide may be accessed as appropriate to achieve the stated policy outcomes, operational and cost efficiency.

NB. This Environmental Procurement Policy has drawn upon references from the State Supply Commission Environmental Purchasing Guide.

Implementation: 1 May 2006
Scheduled Review: 1 May 2007

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9.15 MEETING DATES

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: N/A

Recommendation

1. That the current cycle of bi-monthly Council meetings (i.e. 6 meetings per annum) be **MAINTAINED**.
2. That in addition to the formal Council meetings, the Council **MEET** in January, July and October to review strategic issues and major projects of the Council. The meetings to be titled 'Strategy/Project Outcomes Review Meetings'.
3. That the Council **NOTE** that the pattern of meetings described in 1 and 2 does not preclude other management and briefing or open forum style meetings being held on a requirement basis.

Voting Requirements

Simple Majority

Report Purpose

Review of TPRC meeting arrangements.

Relevant Documents

Attachments: Nil
Available for viewing at the meeting: Nil

Previous Minutes

Council Meeting Minutes – 5 October 2006 (Item 9.5 Meeting Dates for 2007)

Policy Reference

N/A

Local Government Act/Regulation

- Local Government Act requires Councils to meet at intervals of at least 3 months.
- Regulations require Councils to advertise meeting dates in advance.

Background

The Council has resolved to meet bi-monthly. Accordingly, 6 meetings of the Council are scheduled each year in the months of February, April, June, August, October and December.

The Council has also adopted a plan for 3 meetings of an Audit Committee throughout each calendar year.

The question of more frequent Council meetings has been raised.

Comment

Councils usually have a 'semi-recess' during the months of December and January.

Meetings on a monthly basis would increase the number of meetings from 6 to 11 per year.

Meetings on a 6 weekly cycle would increase the numbers of meetings from 6 to 8 per year.

The formal Council decision-making can be conducted on a bi-monthly basis.

Additional Council meetings around a structured agenda dictated by Standing Order Local Laws could produce unnecessary reporting and waste of valuable Council time.

Council meetings should be tailored to meet the requirement for strategic and statutory decisions.

Additional meetings directed to discussing strategy in advance of decision-making might be more productive and interesting and provide greater opportunity for constructive input by Council members. Such meetings might also facilitate targeted discussion on just those issues that are important in advancing the Council's adopted objectives.

Such meetings could be free from the logistics involved in advance advertising of meeting times and venues. Meetings could also be held at venues other than Council chambers providing greater flexibility.

Three meetings of the year could be framed around the following:

- Review of the Council's strategic plan and major projects.
- Information about design and technology issues.
- Scheduling of projects and public consultations.
- Reviewing new concepts and opportunities for the TPD.

Any matters arising from meetings that require formal decisions could be directed to the next available Council agenda.

If agreed, an outline for the management and agendas for meetings will be developed.

9.16 ABORIGINAL HERITAGE STUDY

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 18.142.10.0

Recommendation

1. That AIC be **REQUESTED** to continue with **Part 2** of the aboriginal heritage study i.e. the ethnographic and archaeological assessment of the TPD site as originally contracted.
2. That the WAPC be **APPROACHED** to schedule the archaeological and ethnographic study for the coastal conservation reserve land west of Marmion avenue between Burns Beach and the southern extremity of the TPD to occur before or in conjunction with the work to be undertaken covering the western portion i.e. west of Marmion Avenue (of the TPD).

Voting Requirements

Simple Majority

Report Purpose

To advise progress with planning stage 2 of the aboriginal heritage study covering the whole of the TPRC urban development site.

Relevant Documents

Attachment: AIC Quotation dated 24 July 2007
Available for viewing at the meeting: Nil

Previous Minutes

- Council Meeting 8 February 2007 (Item 9.6)
- Council Meeting 14 June 2007 (Item 9.6)

Policy Reference

N/A

Local Government Act/Regulation

N/A

Background

An aboriginal heritage study covering the whole of the TPD and the Government land adjacent and east of the TPD land was subject of a request for quotations. The Council approved appointment of AIC to undertake the study.

The study was divided into 2 parts:

Part 1 was a desktop study covering all of the residential and deferred urban land proposed to be included in the structure plan for urban development. The desktop study also included all of the proposed coastal conservation reserve between Burns Beach (south) and the TPD land west of Marmion Avenue as interface of the coastal conservation reserve with urban land is a matter to be addressed in the overall structure plan.

A report outlining the results of the desktop study was submitted to the Council on 14 June 2007.

The Council received the report and authorised continued planning for the next part of the study, which comprises an ethnographic study and consultation with aboriginal consultants and an archaeological study of the entire site.

Comment

There have been no registered sites identified in the desktop study.

The consultants have recommended that ethnographic and archaeological studies proceed for reasons outlined in their earlier report.

In planning the completion of these studies, the consultants now recommend that the work be broken into component parts, which would involve at least 2 consultations with aboriginal informants.

The original quotation for the second stage of the study including all ethnographic and archaeological work was originally quoted at \$28,798. The revised and recommended (by AIC) program totals \$63,213 (exc GST) and subject to variation based on the criteria set out in clause 6 of the AIC quotation attached.

The original work assumed that the on site studies could be undertaken based upon knowledge that there would be a future urban development in keeping with the proposals set out in the development brief prepared following the Enquiry by Design Workshop held January 2007.

AIC are now basing their suggestion for the 2 part study on the proposition that it is preferable that the aboriginal consultants that will be involved, are able to review the land without pre-knowledge of the proposed urban development and to then be part of a second consultation dealing with the impact of the proposed urban development.

The separate management plan for the coastal conservation reserve which will be undertaken by the WAPC will also require an archaeological and ethnographic study. This study is expected to proceed in the near future.

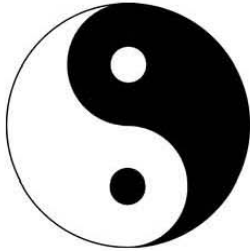
Options available to the Council are:

- a) To work with the WAPC to schedule work west of Marmion Avenue as one project on a cost share basis and on the basis that part of the subject land will be formed into a coastal conservation reserve and part will be subject of a future urban development;
- b) Subject to (a) to proceed with one study for the remaining land covered by the TPD on the basis that the subject land will be considered for an urban development; and

- c) Authorise the work to proceed covering the TPD land in 2 studies as suggested by the consultants (AIC).

It should be noted that the original invitation to undertake the desktop study and any subsequent archaeological and ethnographic work was made on the premise that one continuous study would be undertaken. The original quoted cost for the entire study was \$35,068. Payment has been made for the desktop study, which was reported to the last Council meeting.

ATTACHMENT: AIC Quotation Dated 24 July 2007



Kilkiran Pty Ltd a/c The Parker Management Unit Trust abn 87 393 861 198 & trading as

Australian Interaction
Consultants

PO Box 90, Osborne Park WA 6917
Unit 1, 211 Main Street, Osborne Park WA 6017

Phone: (08) 9440 0500 Fax: (08) 9440 0955
Email: admin@aicheritage.com.au Mobile: 0419 193 691

24th July 2007

25 Cedric Street,
Stirling,
WA, 6021.

Attention: Rod Constantine

Dear Rod,

Your Reference: Tamala Park Residential Development
Our Quotation Number: 18001

We thank you for your inquiry and have pleasure in providing you with our Quotation Estimate and terms for the completion of your project work scope as follows:

1. Short Project Description

Following a meeting with R A Constantine on 26/06/07, Australian Interaction Consultants (AIC) provides the following quotation for heritage advice to include archaeological investigation and two anthropological consultations with reporting for the proposed urban development south of Mindarie Keys and Clarkson.

2. Project Scope of Work

Tamala Park Regional Council proposes to undertake urban development at a site south of Mindarie Keys and Clarkson. The proposed project area has already been subject to an archaeological and anthropological desktop study. As an outcome of this study AIC proposes a detailed archaeological study of the land to be developed and two anthropological consultations. The first consultation will be to inform the proposed structure plan for the area and a later consultation will take place in light of more detailed plans for the area. AIC will conduct a heritage survey, this will include:

- **Ethnographic consultation** with interested indigenous parties (including but not limited to the native title representative bodies). Aboriginal groups to be accompanied by AIC (anthropologists/archaeologists) and provided with details of the proposed scope of work within the project area. It is highly recommended that a representative of Tamara Park Regional Council (preferably the associated project manager) be present to assist for all consultations. All outcomes from consultations are documented, discussed and recorded in the field, including any confidentiality issues relating to limitation of information. The voicing of any recommendations and conditions are also discussed in detail with specific

reference to the proposed project activities and recorded and signed for by all indigenous individuals present.

- **Archaeological investigation** of the project area to provisionally identify any potential for previously unregistered Aboriginal heritage sites. This will also include identification and documentation of sites through ground surveys, preparation of pre and post-fieldwork map(s) identifying site locations with GPS coordinates and tracking information.

- **Final reporting**, to include recommendations arising from ethnographic and archaeological survey and the impact of the activities proposed on site, incorporating any subsequent management requirements. Where new unregistered sites are identified, AIC will collate all information required for the purpose of Aboriginal site registration and forward information to the Department of Indigenous Affairs (DIA) at the conclusion of the reporting process.

3. Special Issues Noted

All scope of work variations will be priced in accordance with our Variations Pricing terms included in this document.

Please note that Aboriginal Heritage survey consultation processes of this nature are conducted in accordance with the Aboriginal Heritage Act (1972).

4. Project Timing

Project commencement date is negotiated upon receipt of your confirmation accepting this Quotation Estimate and Terms. Project start dates will vary according to current work loads. Project milestone completion periods are as follows:

Project Milestone Activities	Planned Completion Period
Pre-Consultation Client Meeting	Within 2 weeks of agreed Commencement
Fieldwork	Within 3 weeks of agreed Commencement
Preliminary Advice	Within 1 week of Fieldwork Completion
Draft Final Report	Within 2 weeks of Fieldwork Completion
Dispatch of Final Report Copies	Within 3 working days from receipt of client request.

Where applicable, planned completion dates are always subject to:

- You providing all documents required within 1 week of commencement
- Access to the field location being available when required
- Availability of the required Aboriginal people
- Additional meetings that may be required as a result of issues arising from either the pre-consultation or initial field consultation
- Additional time required to record multiple sites and fulfill DIA site recording processes
- Additional time required resulting from new sites identified or culturally sensitive issues arising that need further attention

5. Our Project Fees and other Cost Recoveries

Based on the project scope as defined in items 1 and 2 of this document we submit the following Project Estimate Summary to be read in conjunction with the following notes and the cost variation terms forming part of this Quotation:

(NB: Unless otherwise specified all fees exclude GST.)

INITIAL CONSULTATION (INCLUSIVE OF DETAILED ARCHAEOLOGY):

Item	Cost	GST	Total
Ethnographic Consultancy Fees	\$ 9,440	\$ 944	\$ 10,384
Archaeological Consultancy Fees	\$ 9,760	\$ 976	\$ 10,736
Informant Costs	\$ 14,760	\$ 1,476	\$ 16,236
AIC Handling Fee	\$ 1,476	\$ 148	\$ 1,624
Other Project Cost Disbursements	\$ 1,163	\$ 116	\$ 1,279
Total Project Estimate	\$ 36,599	\$ 3,660	\$ 40,259

SECOND ETHNOGRAPHIC CONSULTATION:

Item	Cost	GST	Total
Ethnographic Consultancy Fees	\$ 9,440	\$ 944	\$ 10,384
Archaeological Consultancy Fees	-	-	-
Informant Costs	\$ 14,760	\$ 1,476	\$ 16,236
AIC Handling Fee	\$ 1,476	\$ 148	\$ 1,624
Other Project Cost Disbursements	\$ 938	\$ 94	\$ 1,032
Total Project Estimate	\$ 26,614	\$ 2,661	\$ 29,275

Note 1: If requested, AIC can provide a further quotation estimate should you wish to have a formal presentation of our Report at your premises delivered by AIC's assigned Lead Consultant(s).

Note 2: Due to the nature of the work quoted, our estimated Ethnographic and Archaeological Consultancy Fees shown above are subject to the terms of variation as outlined further in this Quotation.

Note 3: It must be emphasized that Informant Costs and our associated Handling Fee shown above are indicative only and subject to change depending on the group and who participates on the day. The convention to be adhered to is for people to receive full cash payment in the field on the day. As the Client, you may choose to make the cash payments to the Informants on the day of consultation, otherwise AIC will handle the payments for a fee of 10% of the value of Informant Costs. Our fee is for all administration and handling costs for the cash payments and for providing the necessary insurances covering the Informants' activities during consultation.

Our preliminary Informant Cost estimate is based on \$400 per person per day, plus \$20 per person per day for provisions unless stated otherwise (plus GST). Any rate variations will be passed on to you. Initial project estimates are as follows:

Informant Group	# personnel	# days	Estimated Cost per group (excl GST)
Combined Metro	20	1	\$ 8,000
Ballaruk	4	1	\$ 1,600
Bibbulmun	4	1	\$ 1,600
IAEG	4	1	\$ 1,600
Jacobs	4	1	\$ 1,600
Provisions	36	1	\$ 360
Total Informant Cost Estimate			\$ 14,760
AIC Handling Fee @ 10%			\$ 1,476

Should Informant Fees be less than the above estimate then the cost will reduce accordingly.

Note 4: Other Project Cost Disbursements cover items such as fares – air, bus, taxi etc -, accommodation, all vehicle costs, other field expenses, mapping costs, report document costs and consumables used.

6. Project Variations and Fees for Additional Work

Additional costs (plus GST), will apply should one or more of the following events or circumstances occur:

- a) Our Quotation is based on all Consultancy work, including fieldwork, being completed from Monday to Friday. In the event that:
 - a. You request weekend work,
 - b. Indigenous Groups are only available to work on weekends, or
 - c. Other factors external to AIC's control cause the work to be completed during weekends,a 50% penalty loading shall be applied to the Consultancy Cost Estimates provided within this Quotation or any revised estimates made.
- b) Our Quotation allows for one on-location project area consultation with each of the Indigenous groups. Any additional meetings or consultation required (with Indigenous groups, client's representatives or as otherwise requested by the client) will incur the following additional costs:
 - AIC consulting time to attend further consultations will be charged at \$150 per hour
 - Additional Informants costs will be charged at cost + 10%.
 - Additional Disbursement costs will be charged at cost + 10%. Full receipts will be available and every effort will be made to keep costs to the minimum.
- c) Where multiple new sites are found the greatest cost risk to our Clients is extended use of informants to administer site recordings. It is always our aim to keep these additional costs to a minimum by shifting as much of the recording time as possible to AIC staff on return from the project area consultations. In the event that new sites are identified during fieldwork, they will be recorded during fieldwork time where possible. However, where circumstances prevent this from occurring in the timeframe allocated to fieldwork, the following additional charges will apply:-
 - Additional Consulting time taken to complete any additional research, site identification in the field, recording additional site details and additional report preparation time will be charged at \$150 per hour. Please note that we will look to every opportunity to minimise your cost by making the best use of time in the field with Informants.
 - Additional Informants costs will be charged at cost + 10% (minimisation strategy will apply)
 - Additional Disbursement costs such as travel, accommodation and vehicle hire where a consultant requires further time in the field to record the sites. These will be charged at cost + 10%.Variations of this nature are unlikely for Metropolitan work.
- d) AIC Consultant's time required fulfilling any special induction processes such as medical and drug and alcohol tests, required by you, will be charged at \$150 per hour.
- e) Where the report is supporting an application being made under Section 18 of the Aboriginal Heritage Act (1972), the Department of Indigenous Affairs (DIA) will require the provision of 15 colour copies of the report. You may choose to print and submit the reports yourself or alternatively AIC will be able print and submit these reports at a further negotiated cost. AIC can also assist with the preparation and submission of a s.18 application, again at a cost to be negotiated.
- f) Any other Scope of Work Variations, including but not limited to additional archival research, pre consulting, fieldwork and report writing, will be charged at \$150 per hour

to a maximum of \$1,000 per day for senior consultants and \$100 per hour to a maximum of \$600 per day for Field Assistants plus GST.

- g) Should you cancel or delay fieldwork trips or other components of the project resulting in additional project costs, these will be treated as additional Disbursement Costs payable by you.

Please note that AIC endeavors at all times to act in a professional, efficient manner, keeping additional costs to a minimum. Furthermore, in the event that actual activity times are less than those budgeted for in this quotation, we will pass these savings on to you.

7. Payment Terms

- a) **Informant Costs including Handling Fee:** Our invoice covering our current or revised estimate, as the case may be, is required to be paid at least 3 working days prior to the commencement of the consultation in order for us to facilitate cash payments on the day.
- b) **Disbursement Costs:** Our Disbursement Costs will be invoiced in full upon completion and delivery of our Preliminary Advice Report. All such invoices are payable within 14 days from date of invoice.
- c) **Consultancy Fees :** Our Archeological and/or Ethnographic Consulting Fees will be invoiced as follows:
- 80% of the current or revised estimate, as the case may be, will be invoiced upon completion and delivery of our Preliminary Advice Report.
 - The remaining 20% will be invoiced on completion and submission of our Draft Final Report.

All Consultancy Fee invoices are payable within 14 days from date of invoice.

Please note that on receipt of your confirmation advice to proceed to release our Draft Final report in Final copy presentation format, we will release the required number of bound/unbound copies.

8. Other Matters

Health and Safety Compliance

Our Health and Safety Fieldwork requirements and internal codes of practice, satisfy current health and safety regulations for placement of our Consultants in remote field operations and are considered a vital part of our service delivery for all such projects.

AIC Consultants

The consultants engaged will be fully experienced in similar projects and their CVs are available on request. AIC presently has a good working relationship with all groups that require consultation in this instance.

Insurance

We carry a full range of the required insurances such as Workers Compensation (including cover for all Indigenous participants where required) and Professional (\$10,000,000) and Public (\$20,000,000) Liability.

Reports

Our report format includes digital mapping using *Mapinfo* computer software for accuracy and clarity of any place that might be identified. AIC will submit a verbal report at the completion of the fieldwork, and a written summary of the proceedings, including maps of the routes taken

and places of significance (if any) identified, within 7 days of final fieldwork. Copyright of report will not transfer to the client until full and final payment is received.

AIC provides separate drafts to all parties for comment and provides idiosyncratic reports to the various groups, when requested, to ensure that confidentiality is maintained. This stratagem has proven to create better harmony between all groups, and less obstruction to the particular project, after the survey has been completed.

Our reports will comply with the *Aboriginal Heritage Act 1972 Section 18 Notice of Application for Minister's Consent to Use Land Notes and Guidelines for Applicants (2006)* and the *Aboriginal Heritage Act 1972 Guidelines Aboriginal Heritage Survey Reports (2005)* and, as such, will meet DLA requirements.

Monitoring

AIC offers separate Monitoring Facilitation Services to Clients involved in ground disturbing works. Areas we handle include the arrangement of monitors and payments, induction for contractors and staff regarding cultural awareness and the requirements of the Aboriginal Heritage Act (1972), archaeological management, recording of cultural material, records management and summary report at completion. AIC staff can be immediately available should cultural material be found. Such work is always subject to separate quotation.

We hope the foregoing is of assistance to you and we look forward to your early instructions.

Our Quotation Acceptance Notice is attached for your completion and return when you are ready to proceed.

Yours sincerely,

Australian Interaction Consultants



Ronald T. Parker BA (Hons) anthrop

9.17 FUTURE PLAN – MAJOR PROJECTS

Report Information

Location: Not Applicable
Applicant: Not Applicable
Reporting Officer: Chief Executive Officer File Reference: 4.121.251.0

Recommendation

That Council RECEIVE a verbal summary of action in respect of Major Projects listed in the TPRC Future Plan (page 28).

Voting Requirements

Simple Majority

Report Purpose

Discussion on major project items as contained in the TPRC Future Plan.

Relevant Documents

Attachments: TPRC Future Plan contained in the Annual Report (refer item 9.8 on this agenda)

Available for viewing at the meeting: Nil

Previous Minutes

N/A

Policy Reference

N/A

Local Government Act/Regulation

N/A

Background

Council has included the following major projects for immediate action in the TPRC Future Plan:

- Structure plan for approval under City of Wanneroo and MRS Schemes
- Rezoning deferred urban land to urban
- Acquisition of Government land near Clarkson Station
- Resolution of boundaries of POS land (NPS)
- Negotiate sale of land east of Connolly Drive to Government
- Secure agreement to underground Western Power lines connecting substations
- Design and provide optical fibre conduit network contemporaneous with road construction (Neerabup Road and Connolly Drive)
- Secure approval for package sewerage scheme
- Acquire rights to electricity generated at MRC plant

- Develop future plan for closed MRC landfill site
- Resolve Neerabup Road barrier to TPRC urban development
- Explore retail value of optical fibre network for TPRC
- Explore retail utilisation of optical fibre network for community
- Conservation style grants
- Establish community reference group
- Establish environment specialist/conservation group
- Geological survey
- Aboriginal heritage study
- Financial plan
- Coastal conservation reserve input
- Advocacy
 - Target water consumption limits
 - Electricity grid management
 - Carpool Incentives
- Establish environmental demonstration residential unit
- Develop environmental demonstration multi-use 'shell' unit
- Develop financial package for fit out of solar electricity appliances to all residents
- Develop financial package for fit out of water conservation/management appliances to all residents

Comment

Council meetings provide an opportunity for a brief presentation on progress with major activities.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

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

12. URGENT BUSINESS APPROVED BY THE CHAIRMAN
 - 12.1 COUNCILLOR QUESTIONS APPROVED BY THE CHAIRMAN

13. MATTERS BEHIND CLOSED DOORS

14. FORMAL CLOSURE OF MEETING