



TAMALA PARK
Regional Council

Meeting of Council

AGENDA

Thursday 16 October 2014, 6:00pm
City of Stirling
25 Cedric Street, Stirling

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

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

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TAMALA PARK REGIONAL COUNCIL

Councillors of the Tamala Park Regional Council are advised that the ordinary meeting of Council will be held in the Council Chambers at the City of Stirling, 25 Cedric Street, Stirling on Thursday 16 October 2014 at 6:00pm.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



TONY ARIAS
Chief Executive Officer

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr Geoff Amphlett Cr Tom McLean	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Mayor Giovanni Italiano JP Cr David Michael Cr Terry Tyzack Cr Rod Willox AM JP	Cr Elizabeth Re JP
Town of Victoria Park	Mayor Trevor Vaughan	
City of Vincent	Cr Joshua Topelberg	
City of Wanneroo	Cr Dianne Guise Cr Brett Treby	Cr Frank Cvitan Cr Hugh Nguyen

PRELIMINARIES

1. OFFICIAL OPENING

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

4. PETITIONS

5. CONFIRMATION OF MINUTES

- Council Meeting – 21 August 2014

5A. BUSINESS ARISING FROM THE MINUTES

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

8. REPORTS OF COMMITTEES

- Audit Committee Meeting – 15 September 2014
- CEO Performance Review Committee Meeting – 13 October 2014

9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.17)

9.1 BUSINESS REPORT – PERIOD ENDING 9 OCTOBER 2014

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVE the Business Report to 9 OCTOBER 2014.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix: Staging Plan

Background

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

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

Comment

1. Civil Construction - Status

The following table provides an overview of the progress of current civil works to date:

Stage	Lots	Commenced Construction	Practical Completion Date	Works Status	Titles
11	65	1 April 2014	5 September 2014	100% complete	Sept 2014
12	49	3 July 2014	19 December 2014	40% complete	Dec 2014
6B	25	18 Aug 2014	28 November 2014	60% complete	Jan 2015

2. Bulk Earthworks - Status

Stage 14 -18 earthworks commenced on 6 October with practical completion due 5 February 2015.

3. Landscape works – Status

The following table provides an overview of the progress of current landscape works to date:

Stage	Commencement of Construction	Original Practical Completion Date	Works Status
Marmion Ave Entrance and Aviator Blvd (Greenlink)	9 June 2014	October 2014	95% Complete

4. Housing Construction

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

Stage	Under Construction	Completed	Total
Stage 1	2	30	32
Stage 2	3	28	31
Stage 3	4	37	41
Stage 4	2	39	41
Stage 5	22	38	60
Stage 6A	1	5	6
Stage 7	43	12	55
Stage 8	41	0	41
Stage 9	0	0	0
Stage 10	2	0	2
Total	120	189	309

5. Waste Management Program

Instant Waste Management is providing monthly reports identifying recycling achieved from waste collected from the Catalina Estate. The latest report identifies 87 participating building sites with a waste recovery rate of 95% (by weight) being achieved. To the end of August a total of 1452 tonnes of waste has been recycled through the Waste Management Program.

6. Lot 1 – TPRC/ABN Development

Marketing and selling of the apartments is complete with all 25 contracts of sale having been accepted. Construction works on the apartments commenced on 20 June 2014. Units 1-10 and 13-20 have brickwork for ground floor walls completed with the second storey slabs to be poured by mid October 2014. Completion of the apartments is expected in August 2015.

7. Builders Display Village

23 builder display homes are open for display and receiving good traffic. Closure of the first Display Village is due in February 2016 following the expiry of the current planning approval expiring. Planning approval has been obtained for the second Catalina Display Village which is expected to open in February 2016.

Tenders have been sought from builders for lots in the second Display Village. A report on the second Display Village Lot Tender and Allocation is included in this agenda (Item 9.13).

8. Community Development

A tree planting day with Catalina residents was held on 17 August 2014 for the area along McAllister Boulevard verge and the northern BCA area. The event attracted a small contingent of residents who planted 500 tubestock to upgrade and re-establish the landscape areas.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JULY & AUGUST 2014 – BEING PREPARED

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

That Council RECEIVE and NOTE the Statements of Financial Activity for the months ending:

- **31 July 2014; and**
- **31 August 2014.**

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix:

- Statement of Financial Activity for 31 July 2014
- Statement of Financial Activity for 31 August 2014

Local Government Act/Regulation

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

Background

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

Comment

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

Variances at 31 August 2014 exceeding 10% were experienced in relation to the following:

Interest Earnings	Interest earnings exceed budget predictions as a result of timing of maturity of investments.
Depreciation	The positive variance relates to timing and will adjust in coming months.
Employee Costs	The positive variance relates to timing and will adjust in coming months.
Insurance	The negative variance relates to timing of premiums and will adjust in coming months.
Materials and Contracts	The positive variance reflects deferral of payments and will adjust in coming months.
Other	The negative variance relates to timing and will adjust in coming months.
Income Sale of Lots – Subdivisions	The negative variance is a result of less lots being settled to date but is expected to adjust in coming months.
Land Production Cost	The positive variance relates to timing of payments and deferral of some works and will adjust in coming months.

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

Financial Snapshot as at 31 August 2014

TAMALA PARK REGIONAL COUNCIL
FINANCIAL SNAPSHOT
FOR THE PERIOD ENDING 31 AUGUST 2014

	2014-15 ADOPTED BUDGET	2014-15 YTD BUDGET	2014-15 YTD ACTUAL	VARIANCE		VARIANCE %
				FAVOURABLE	UNFAVOURABLE	
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	951,446	201,901	230,858	28,957	-	14.34%
Other Revenue	10,480	4,000	6,411	2,411	-	60.28%
	\$961,926	\$205,901	\$237,269	\$31,368	\$0	
LESS EXPENDITURE						
Depreciation	(17,983)	(2,997)	-	2,997	-	100.00%
Employee Costs	(713,586)	(119,850)	(85,628)	34,222	-	28.55%
Insurance	(16,900)	-	(9,381)	-	(9,381)	0.00%
Materials and Contracts	(439,950)	(78,282)	(25,560)	52,722	-	67.35%
Other	(175,438)	(29,290)	(37,328)	-	(8,038)	-27.44%
Utilities	(6,000)	-	(596)	-	(596)	0.00%
Capital Items	(69,000)	-	(1,818)	-	(1,818)	0.00%
Members Equity						
-Income Sale of Lots - Subdivisions	61,890,849	2,341,703	1,994,968	-	(346,735)	-14.81%
-Income Other - Subdivisions	-	-	1,253	1,253	-	0.00%
-Land Production Costs	(48,455,839)	(7,547,453)	(2,485,328)	5,062,125	-	67.07%
-Contributions Returned	(31,422,562)	-	-	-	-	0.00%
	(\$19,426,409)	(\$5,436,169)	(\$649,418)	\$5,153,319	(\$366,568)	
Total	(\$18,464,483)	(\$5,230,268)	(\$412,149)	\$5,184,687	(\$366,568)	

Balance Sheet Summary as at 31 August 2014

**TAMALA PARK REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 31 AUGUST 2014**

	Actual 2013/14 \$	Actual 2014/15 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	40,413,398	40,090,817	(322,581)	-0.80%
Trade and other receivables	735,068	448,124	(286,944)	-39.04%
Total current assets	41,148,466	40,538,941	(609,525)	-1.5%
Non-current assets				
Inventories	1,818,182	1,818,182	0	0.00%
Property, plant and equipment	140,116	141,934	1,818	1.30%
Total non-current assets	1,958,298	1,960,116	1,818	0.09%
Total assets	43,106,764	42,499,057	(607,707)	-1.41%
Current liabilities				
Trade and other payables	587,695	390,325	197,370	33.58%
Provisions	76,228	76,228	0	0.00%
Total current liabilities	663,923	466,553	197,370	29.7%
Non-current liabilities				
Provisions	16,261	16,261	0	0.00%
Total non-current liabilities	16,261	16,261	0	0.0%
Total liabilities	680,184	482,814	197,370	29.0%
Net assets	42,426,580	42,016,243	(410,337)	-1.0%

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTH OF JULY & AUGUST 2014

Report Information

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 the months of July and August 2014:

- **Month ending 31 July 2014 (Total \$1,743,378.22)**
- **Month ending 31 August 2014 (Total \$1,245,767.72)**
- **Total Paid - \$2,989,145.94**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 31 July 2014 and 31 August 2014.

Relevant Documents

Appendix:

- Cheque Detail for July 2014;
- Summary Payment List for July 2014;
- Cheque Detail for August 2014;
- Summary Payment List for August 2014

Local Government Act/Regulation

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

Background

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

Comment

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

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

9.4 PROJECT FINANCIAL REPORT – AUGUST 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

That the Council RECEIVE the Project Financial Report (August 2014) submitted by the Satterley Property Group.

Voting Requirements

Simple Majority

Report Purpose

To consider the Project Financial Report for August 2014 submitted by the Satterley Property Group.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

Council Meeting – 21 August 2014 (Item 9.6 - Project Budget 2014/2015)

Financial/Budget Implications

Review of Project Financial Report for August 2014.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 24 September 2014 with Financial Report

Background

At its meeting of 21 August 2014 the Council approved the Project Budget 2014/2015 (August 2014), submitted by the Satterley Property Group, as the basis of financial planning for the 2014/2015 TPRC budget.

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

Comment

The Satterley Property Group has prepared a Financial Report for August 2014 for the Project. The report has been prepared on a cash basis and compares actual expenditure to

approved budget expenditure for the period up to 31 August 2014 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue to 31 August 2014 was \$2.0M which is \$0.4M below budget, the variance in settlement revenue is attributed to 2 lot settlements less year to date. Since 31 August additional settlement revenue of \$0.93M has been received.
2. Expenditure is \$5.0M under budget, due in part to savings in the areas of Lot Production, with the balance as a result of the deferral of some Lot Production, Landscape, Marketing, Maintenance and Contingency which will adjust over coming months.
3. Sales Value to 31 August 2014 was \$6.6M below budget due to 21 lot sales less year to date.

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 9 OCTOBER 2014

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVE the Sales and Settlements Report to 9 OCTOBER 2014.

Voting Requirements

Simple Majority

Report Purpose

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

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Nil

Financial/Budget Implications

Income under this matter will be posted under item I145011 Income on Lot Sales of the TPRC 2014/2015 Budget.

Budget Amount:	\$57,796,313
Received to Date:	\$ 2,938,000
Balance:	\$54,858,313

Background

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

The Staging Plan provided under Appendix 9.1 identifies the extent of the Stage boundaries referenced within the report.

Comment

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

STAGE	LOTS RELEASED	SOLD	STOCK	SETTLED
Stages 1 – 5, 6A, 7 & 8	350	350	0	350
Stage 6C	10	10	0	7
Stage 9A	20	20	0	18
Stage 9B	31	31	0	30
Stage 10	30	28	2	26
Stage 11A	49	43	6	0
Stage 11B	15	15	0	0
Stage 12A	25	18	7	0
Stage 12B	24	22	2	0
Stage 13A	27	15	12	0
TOTAL	581	552	29	431

Stage 13A (27 lots) was released on 30 August 2014 to the general public with a good level of registrations and interest. To date 15 lots have been contracted with 1 lot on hold. There has been sound ongoing inquiry, particularly for regular lots under \$300,000.

The existing stock of 29 lots includes 6 mandatory 2 storey lots, 12 lots on Aviator Boulevard and 2 lots with ocean glimpses, all of which are slower to sell than regular residential lots.

The recent Stage 13A builders release and Stage 6B 2nd Display Village offered 10 and 23 lots respectively via Tender. Both Tenders were well received with reports on both allocations provided for in this agenda.

Stage 13B (29 lots) was released to the general public on 4 October 2014, registrations were down on previous releases with 3 lots being put on hold.

Titles have issued for Stages 11A and 11B comprising 64 lots, settlements for these lots are forecast for late October 2014.

Competition Analysis

The table below provides a summary of land available and sales at competing developments in the northern corridor for the month of August 2014.

COMPETING ESTATE	NET SALES (Aug 14)	SIZE RANGE	PRICE RANGE	STOCK
Trinity	22	285 - 510	\$203,000 - \$284,000	26
Amberton	15	225 – 583	\$196,000 - \$330,500	16
Alkimos Beach Joint Venture	13	300 – 521	\$213,000 - \$307,000	3
Catalina	12	174 – 562	\$178,000 - \$400,000	36
Eden Beach	25	260 – 510	\$249,500 - \$390,000	10
Shorehaven	10	225 – 489	\$229,000 - \$350,000	28

Most developments in the northern corridor had good levels of stock available during the month of August. Eden Beach and Trinity achieved the strongest sales results, with lots generally in the \$200,000 to \$290,000 price range where there is currently strongest demand.

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

9.6 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2013 TO 30 JUNE 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.48

Recommendation

That the Council RECEIVE the Annual Financial Report for the year ended 30 June 2014 and it be INCLUDED in the Annual Report.

Voting Requirements

Simple Majority

Report Purpose

To consider the Annual Financial Report of the TPRC for the year ended 30 June 2014.

Relevant Documents

Appendix: Audited Annual Financial Report for the year ended 30 June 2014

Previous Minutes

- Council Meeting – 19 December 2013 (Item 9.7: TPRC Annual Financial Report for the Year 1 July 2012 to 30 June 2013)
- Council Meeting – 13 December 2012 (Item 9.7: TPRC Annual Financial Report for the Year 1 July 2011 to 30 June 2012)

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: Reg 14 Compliance Audit Item.

Background

An Annual 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 Annual Financial Report must be submitted for audit and included in the Council Annual Report for adoption no later than 31 December.

Comment

The TPRC accounts for the financial year have been balanced, the financial report has been prepared by Haines Norton (Accountants) and reviewed by Dom Carbone & Associates. The accounts and report have been submitted to the Council appointed Auditor (Butler Settineri) for review.

The Auditor has completed audit of the documents and has provided the required management report which is required to be presented to the Chairman of the Council, the CEO and the Minister for Local Government. The report is considered in Item 9.7.

The accounts are in balance and there are no adverse comments or notifications from Council's accountants.

At its meeting of 15 September 2014 the Audit Committee considered the report on the Annual Financial Report for the year ended 30 June 2014 and recommended that Council receive the Annual Financial Report for the year ended 30 June 2014 and that it be included in the Annual Report.

9.7 REVIEW OF THE AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.19.382

Recommendation

That the Council:

- 1. RECEIVE the Auditor's Report for the financial year ended 30 June 2014.**
- 2. NOTE that the Audit Report does not note or make recommendations on any matter requiring attention from the Annual Audit for the year ended 30 June 2014.**
- 3. NOTE that the Council's Auditor (Butler Settineri) meet with the Audit Committee at its meeting of 15 September 2014 to discharge the statutory obligation to meet with the Local Government at least once per annum.**

Voting Requirements

Simple Majority

Report Purpose

To facilitate review of the Auditor's Report as required by Regulation.

Relevant Documents

Appendix: Audit Report for Financial Year ended 30 June 2014

Previous Minutes

- Council Meeting – 19 December 2013 (Item 9.8: Review of the Auditor's Report for the Financial Year Ended 30 June 2013)
- Council Meeting – 13 December 2012 (Item 9.8: Review of the Auditor's Report for the Financial Year Ended 30 June 2012)

Policy Reference

TPRC Audit Charter 6(f) and (h)

Local Government Act/Regulation

- Local Government Act Section 7.9(3) – Auditor is to provide a copy of the audit report within 30 days of completion to the Chairman, the CEO and the Minister.
- Local Government Act Section 7.12(3) – Local Government required to take action on matters raised in Audit Report.
- Local Government (Audit) Regulations 10.4 – Auditor may prepare a Management Report in addition to the Audit Report and copy to Chairman, the CEO and the Minister.

Background

The Local Government (Audit) Regulations require the Council's appointed Auditor to prepare an Auditor's Report.

The report is to give the Auditor's opinion of:

- (a) The financial position of the local government;
- (b) The results of the operations of the local government.

Comment

The Council's appointed Auditor (Butler Settineri) has completed its assessment for the financial year ending 30 June 2014. There are no adverse comments raised by the external Auditor in its report.

There is a statutory obligation for the Council's appointed Auditor to meet with the Local Government at least once per annum. The Auditor (Mr Marius van der Merwe) was in attendance at the Audit Committee meeting to discharge this obligation.

At its meeting of 15 September 2014 the Audit Committee considered the Audit Report for Financial Year ended 30 June 2014, prepared by the Council's appointed Auditor (Butler Settineri) and resolved that Council;

1. RECEIVE the Auditor's Report for the financial year ended 30 June 2014.
2. NOTE that the Audit Report does not note or make recommendations on any matter requiring attention from the Annual Audit for the year ended 30 June 2014.

9.8 INTEGRATED PLANNING AND REPORTING ASSESSMENT 2013/14

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 4.121

Recommendation

That Council NOTE the advice from the Department of Local Government on the review of the Strategic Community Plan 2013-2023 (June 2013) and the Corporate Business Plan 2013-2017 (June 2013).

Voting Requirements

Simple Majority

Report Purpose

To consider advice from the DLG on the TPRC Integrated Planning and Reporting Assessment 2013/14.

Relevant Documents

Appendix: Letter from DLG re Integrated Planning & Reporting Assessment 2013/14

Available for viewing at the meeting:

- Strategic Community Plan 2013-2023
- Corporate Business Plan 2013-2017

Policy Reference

N/A

Local Government Act/Regulation

- Local Government Act 1995: S5.5 requires availability of report to be advertised following report adoption by Local Government.
- Local Government (Audit) Regs 1996: Reg 14 Compliance Audit Item.

Previous Minutes

Ordinary meeting of Council - 11 October 2007 (Item 8.2: TPRC Annual Report for the year 1 July 2006 to 30 June 2007)

Financial/Budget Implications

N/A

Background

The Department of Local Government's Integrated Planning and Reporting (IPR) Framework, requires all local governments to prepare a Strategic Community Plan and Corporate Business Plan. In August 2013 the Department of Local Government (DLG) requested all

local governments and regional local governments to submit a Strategic Community Plan and Corporate Business Plan as part of the 2013/2014 for review.

At its meeting of 20 June 2013 the Council approved the Strategic Community Plan 2013-2023 (June 2013) and the Corporate Business Plan 2013-2017 (June 2013) and that they be forwarded to the Executive Director of the Department of Local Government for endorsement.

Comment

The Department of Local Government (DLG) has reviewed both the Strategic Community Plan 2013-2023 (June 2013) and the Corporate Business Plan 2013-2017 (June 2013) against the IPR assessment criteria (Circular No 15-2013) and advised that they provide a strong foundation to meet the immediate and long term challenges of the Council. A copy of the DLG advice is attached (Appendix 9.8). The DLG has provided feedback on suggested changes in the next revision of the Plans. These suggestions do not materially affect the documents and will be addressed at the next review of the Plans.

It is noted that the Asset Management Plan and Long Term Financial Plan were not required to be reviewed in 2013/14.

9.9 ASSET MANAGEMENT PLAN 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 4.121.1007.0

Recommendation

That the Council APPROVE the Asset Management Plan 2014 and that it be forwarded to the Executive Director of the Department of Local Government for endorsement.

Voting Requirements

Simple Majority

Report Purpose

To consider submissions/comments on the draft Asset Management Plan 2014.

Relevant Documents

Appendix:

- Asset Management Plan 2014;
- Letter from City of Wanneroo dated 4 September 2014.

Policy Reference

N/A

Local Government Act/Regulation

- Local Government Act 1995: S5.5 requires availability of report to be advertised following report adoption by Local Government.
- Local Government (Audit) Regs 1996: Reg 14 Compliance Audit Item.

Previous Minutes

Nil

Financial/Budget Implications

Nil

Background

The Department of Local Government's Integrated Planning and Reporting Framework, requires all local governments to prepare an Asset Management Plan.

Key elements of the plan are:

- Levels of service – specifies the services and levels of service to be provided by Council;
- Future demand – how this will impact on future service delivery and how this is to be met;
- Life cycle management – how the organisation will manage its existing and future assets to provide the required services;
- Financial summary – what funds are required to provide the required services;

- Asset management practices;
- Monitoring – how the plan will be monitored to ensure it is meeting the organisation's objectives;
- Asset management improvement plan.

The draft Asset Management Plan 2014 identified the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service over a 10 year period. The estimated (budget) operations, maintenance and capital renewal funding indicated that the TPRC has the projected expenditures needed to provide the services documented in the Asset Management Plan both in the Short Term (5 years) and Medium Term (10 years).

At its meeting of 18 April 2014 the Council resolved to approve the draft Asset Management Plan 2014 for circulation to member Local Governments for review and comment for a period of 30 days.

Comment

At the close of the review period one submission was received, from the City of Wanneroo, noting that the AMP was in accordance with the International Infrastructure Management Manual and IPWEA Asset Management Framework and Guidelines and suggested reference to the Department of Local Government's Integrated Planning and Reporting Framework. This has been undertaken as suggested.

The TPRC has prepared the Asset Management Plan 2014 consistent with the Department of Local Government's Asset Management Framework and Guidelines. It is also in accordance with the International Infrastructure Management Manual (IPWEA, 2006). It has been prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting.

It is recommended that Council approve the Asset Management Plan and it be forwarded to the Executive Director of the Department of Local Government for endorsement.

9.10 STAGE 13A BUILDERS ALLOCATION LOTS TENDER

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation that the Council:

1. **APPROVE** the allocation of Lot Parcel A to Homebuyers Centre, Lot Parcel B to Affordable Living Homes and Lot Parcel C to Delstrat Group, subject to the conditions of Tender 8/2014.
2. **APROVE** that in the event that one of the Lot Parcel allocations in Recommendation 1 are not accepted by builders, that the Lot Parcel allocation be offered to Bilton Corp, subject to the conditions of Tender 8/2014.
3. **AUTHORISE** the CEO and Chairman to sign and seal relevant Put Option Deed documentation.

Voting Requirements

Simple Majority

Report Purpose

To consider the Stage 13A Builders Allocation tender.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 10 April 2014 (Item 9.8 Sales and Lot Release Strategy).

Financial/Budget Implications

Income under this matter will be posted under item I145011 Income on Lot Sales of the TPRC 2014/2015 Budget.

Budget Amount:	\$57,796,313
Received to Date:	\$ 2,938,000
Balance:	\$54,858,313

Relevant Documents

Appendix: Satterley Property Group Letter dated 25 September 2014 with Stage 13A Builders Allocation Tender Report (**Confidential Attachment**)

Background

At its meeting of 10 April 2014, the Council approved the Lot Sale & Release Strategy (March 2014), which recommended sale of Stage 13 lots via a combination of builder allocations with Put Option Deeds and public release. It is anticipated that titles will be issued in March 2015 for Stage 13. Stage 13A comprises 37 lots of which 10 builders allocation lots were proposed to be allocated in three parcels, 2 of 3 lots and 1 of 4 lots. The pricing of the builders' lots was in accordance with the project budget.

In accordance with the Lot Sale and Release Strategy, Stage 13A was advertised via public tender from 5 September 2014 to 22 September 2014.

Comment

At the conclusion of the tender period four Tender submissions had been received from the following:

- Homebuyers Centre;
- Affordable Living Homes;
- Bilton Corp; and
- Delstrat Group.

The tender was undertaken by the Satterley Property Group (SPG) in accordance with the approved selection criteria, which is summarised as follows:-

SELECTION CRITERIA		
No.	Description	Weighting
1	Experience in Medium Density Design and Construction	25%
2	Capacity to meet Market Demand	20%
3	Building Design	20%
4	Sustainability Credentials	15%
5	Innovation	10%
6	Financial Capacity	10%

All four tenders meet the minimum 65% score for selection and the commercial terms. Homebuyers Centre received the highest score of 91%, followed by Affordable Living Homes with 75.3%, Delstrat Group with 69.8% and Bilton Corp with a score of 68.4%.

On the basis of the evaluated scores and the allocation process stipulated within the tender document, the SPG recommends the following allocation.

Tenderer	Tender Parcel (A,B,C)	Lots	Price
Homebuyers	A	3 lots (307 – 309)	\$630,000
Affordable Living	B	4 lots (310 -311, 318 – 319)	\$776,000
Delstrat Group	C	3 lots (320 - 322)	\$630,000
Total			\$2,036,000

The tender evaluation process has been reviewed by the Council's probity advisor (Stantons International), which has advised it represents a sound and robust process which is fair and equitable to all parties.

The TPRC office has carried out an independent review of the SPG evaluation of tenders and confirmed it is a fair and accurate assessment of the tender submissions. The key objectives of the Evaluation Process were to:

1. Make a recommendation, to the TPRC, based on the Tender selection criteria;
2. Ensure the assessment of responses is undertaken fairly according to predetermined criteria;
3. Ensure adherence to the Procurement Policy; and
4. Ensure that the requirements specified in the Tenders are evaluated in a way that can be measured and documented.

It is recommended that the allocation for the Stage 13A builders lot tender be awarded as follows:

- Lot Parcel A to Homebuyers Centre;
- Lot Parcel B to Affordable Living Homes;
- Lot Parcel C to Delstrat Group.

It is proposed that in the event that one of the Lot Parcel allocations recommended above are not accepted by the builder, that Lot Parcel allocation be offered to Bilton Corp.

9.11 SPONSORED CHARITY HOME PROPOSAL TENDER

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

That the Council:

1. **ACCEPT** the proposal submitted by Channel 7 Telethon Trust and In Vogue Living in accordance with Tender 6/2014 (Charity Home Sponsorship Tender) subject to:
 - 1.1. Preparation of a detailed marketing strategy and schedule outlining the marketing and promotion of the Charity Home and the Catalina Project to the satisfaction of the TPRC prior to an agreement being finalised;
 - 1.2. Preparation of concept designs for the Charity Home detailing the design elements, sustainability features and the innovations consistent with the Channel 7 Telethon Trust and In Vogue Living tender to the satisfaction of the TPRC prior to an agreement being finalised;
 - 1.3. Preparation of an agreement in accordance with Tender 6/2014 and the Channel 7 Telethon Trust and In Vogue Living tender and incorporating Items 1.1 and 1.2 above.
2. **AUTHORISE** the Chairman and CEO to sign and affix the TPRC common seal to the legal agreement.

Voting Requirements

Simple Majority

Report Purpose

To consider tenders seeking TPRC sponsorship of a charity home within the Catalina Estate.

Relevant Documents

Appendix: Charity Home Panel Memo Evaluation (**Confidential Attachment**)

Available for viewing at the meeting:

- Charity Home Sponsorship Tender 6/2014
- Habitat for Humanity WA Tender Submission (confidential)
- Channel 7 Telethon Trust and In Vogue Living (Telethon) Tender Submission (confidential)
- Charity Home Sponsorship Policy 2012

Policy Reference

Charity Home Sponsorship Policy 2012

Local Government Act/Regulation

Local Government Act 1995: Sect 3.57 – Provision of goods and services.

Previous Minutes

Council Meeting – 21 August 2014 (Item 9.9 Sponsored Charity Home Proposals)
Council Meeting – 20 February 2014 (Item 9.10 Telethon Home - Catalina)

Financial/Budget Implications

Provision for sponsorship of the lot has been allocated to item EI45011 - (Income Sale on Lots) of the 2014/2015 Budget:

Budget Amount:	\$57,796,313
Received to Date:	\$ 2,938,000
Balance:	\$54,858,313

Background

At its meeting held 20 February 2014 Council approved a call for tenders from non-profit charity organizations for the establishment of a charity home within the Catalina project in accordance with the TPRC *Charity Home Sponsorship Policy* (May 2012).

The Charity Home tender was advertised on 12 June 2014 with the tender closing 10 July 2014.

At the conclusion of the tender period two tenders had been received, from Habitat for Humanity WA (HFH) and a partner arrangement comprising Channel 7 Telethon Trust and In Vogue Living (Telethon).

At its meeting held 21 August 2014 Council received deputations from Habitat for Humanity and Telethon, seeking TPRC sponsorship of a charity home within the Catalina Estate. The deputation outlined the background and operation of the tenders, no details of the tender or commercial arrangements were discussed.

Comment

The following provides a summary of the background of the tender and the proposals for sponsorship.

Habitat for Humanity WA

Habitat for Humanity (HFH) is a not for profit home builder which works to reduce housing poverty and assist low income households experiencing housing stress, to achieve their dream of owning their own home.

HFH is a subsidiary of Habitat for Humanity Australia, itself an affiliate of Habitat International, a non-profit organization that has completed in excess of 800,000 homes worldwide, however, only 180 in Australia and 1 within Western Australia.

HFH's submission seeks a sponsorship arrangement by way of a 50% discount from the purchase price (estimated at \$365,000) of the proposed lot within the Catalina Estate. In return HFH propose to provide 10% of net surplus funds to Habitat Australia with 85% of net surplus funds staying within the local community to provide homes for families experiencing housing stress. The remaining 5% will be donated to provide for a community benefit facility within the Catalina Estate.

The submission does not indicate a preferred builder, but indicates the design as a 4 bedroom 2 bathroom home of double brick construction.

The HFH submission supports the Council's sustainability, built form and innovation objectives, by acknowledging the Estate's existing location and proximity to services and by acknowledging the importance of design in implementing sustainability initiatives that ultimately reduce ongoing costs of the building.

The submission offers HFH's profile to market and promote the estate, with the development of a marketing plan to detail how this is to be undertaken being provided at a later date.

Telethon Trust

The partnership comprising Channel 7 Telethon Trust and In Vogue Living (Telethon) offers to build a charity home to be auctioned with all proceeds raised from the sale of the charity home being provided to the Telethon Trust, a non-profit charity organization that raises funds to provide financial support to a range of community based charity organizations.

Telethon's submission seeks a sponsorship arrangement by way of 100% discount from the purchase price (estimated at \$365,000) of the proposed lot within the Catalina Estate. In return, a significant marketing campaign for the home that represents cross promotion of the Estate is provided. Advice has been provided that the last Telethon project incorporated a media campaign in excess of \$500,000 in value.

The contribution of project partners aims to achieve 100% project funding, ensuring that a substantial profit is returned to the WA community.

The proposed building will be a two-storey design that commits to sustainability and affordability initiatives, high quality finishes and consideration of life style. Multiple examples of Perth based homes have been provided to showcase the quality of the proposed charity home.

Charity Home Sponsorship Policy 2012

The Charity Home Sponsorship Policy 2012 sets out the selection criteria to which a Charity Home Lot is to be assessed and formed part of the tender. The Policy also sets out the commercial terms that Council may consider when considering Charity Home Sponsorship.

The Policy indicates that Council may consider sponsorship under any of the following commercial arrangements:

- i) The sale of a lot at a maximum discount of 50% of the lot valuation amount;
- ii) Deferral of the full lot purchase price for no longer than 18 months, or at settlement of the sale of the charity home, whichever is the sooner; and
- iii) Other terms presented to the TPRC which demonstrate significant benefits to the Catalina Estate and have regard to the governance requirements of the Local Government Act (1995).

It is considered that both tenders meet the Policy's requirement of providing benefit to the Catalina Estate.

Tender Evaluation

The evaluation of tenders was undertaken by a panel consisting of Mr Brenton Downing (Satterley Property Group – Project Director), Ms Hollie Tucker (Satterley Property Group – Marketing Manager) and Mr Luke Aitken (TPRC – Project Coordinator). The panel's evaluation was reviewed and approved by the TPRC's probity auditor (Stanton's International).

Tenders were assessed on their ability to address the selection criteria specified in the tender. Panel members evaluated individual selection criteria items in accordance with the guidelines in the TPRC's Procurement Policy.

Details of the Panel's evaluation are provided in the Evaluation Report (confidential) attached under Appendix 9.11.

Based on the Panel evaluation, the Panel considered that both tenders meet the requirements of the tender document. Habitat for Humanity's proposal achieved a 63% rating and Telethon's proposal a 75% rating.

The Panel considered that Telethon's proposal demonstrated a stronger track record of delivering similar projects in Perth through a number of examples. HFH had a limited track record in Perth although substantial experience elsewhere in Australia and Internationally.

The Panel considered that Telethon's tender also exceeded expectations in providing estate benefits, the projected pedestrian traffic through the Estate of 7,000 persons and potential promotional benefits to a value of \$500,000. Habitat for Humanity's proposal represented Estate benefits through a 5% rebate of profits to the TPRC for a community benefit facility and acknowledged that marketing would play a part. Without a detailed marketing plan the benefit of this item was difficult to quantify.

Based on Telethon's proposal achieving the highest ranking the Panel has recommended that Council accept the tender proposal presented by Channel 7 Telethon Trust and In Vogue Living.

Conclusion

The TPRC office has carried out an independent review of the SPG evaluation of tenders and confirmed it is a fair and accurate assessment of the tender submissions. The key objectives of the Evaluation Process were to:

1. Make a recommendation, to the TPRC, based on the Tender selection criteria;
2. Ensure the assessment of responses is undertaken fairly according to predetermined criteria;
3. Ensure adherence to the Procurement Policy; and
4. Ensure that the requirements specified in the Tenders are evaluated in a way that can be measured and documented.

Both submissions are considered to comply with the commercial terms and selection criteria of the relevant policy and demonstrated benefits to the Catalina Estate, with Telethon's proposal achieving the highest ranking.

Telethon's submission seeks a sponsorship arrangement by way of 100% discount from the purchase price which equates to \$365,000 of the proposed lot. This would represent a significant sponsorship by the TPRC. The Evaluation Panel and the SPG consider that the marketing benefits through cross promotion and leveraging opportunities detailed in Telethon's submission provide significant benefits to the Catalina Project that would lead to a level of exposure well beyond what could be achieved with the TPRC's marketing budget for the year.

Should the Telethon submission be accepted it should be subject to the following:

1. Preparation of a detailed marketing strategy and schedule outlining the marketing and promotion of the Charity Home and the Catalina Project to the satisfaction of the TPRC;
2. Preparation of concept designs for the Charity Home detailing the designs elements, sustainability features and the innovations consistent with the Channel 7 Telethon Trust and In Vogue Living tender to the satisfaction of the TPRC;
3. An agreement in accordance with Tender 6/2014 and incorporating Items 1 and 2 above.

The tender evaluation process has been reviewed by the Council's probity advisor (Stanton's International), which has advised it represents a sound and robust process which is fair and equitable to all parties.

9.12 PROJECT CONSULTANCY – MEDIA SERVICES REVIEW

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council resolve to not extend Optimum Media Decisions contract for a further year for media services as per Tender 10/2012 (Media Consultancy Services, dated September 2012).

Voting Requirements

Simple Majority

Policy Reference

TPRC Procurement Policy

Local Government Act/Regulation

Local Government Act 1995: Sect 3.57 – Provision of goods and services.

Previous Minutes

Council Meeting – 13 December 2012 (Item 9.17 Project Consultancy – Media Consultancy Services Tender)

Financial Implications

N/A

Relevant Documents

Appendix: SPG Media Agency Contract Review and Recommendation (**Confidential Attachment**)

Background

At its meeting of 13 December 2012 the Council considered the tender for Media Consultancy Services for the Catalina project and appointed Optimum Media Decisions (OMD). The appointment was for a two year term, expiring in December 2014, with potential for a one year extension at the discretion of the TPRC.

The SPG has completed a review of OMD's performance, the current status of the project and provided a recommendation to the TPRC in regard to extending OMD's appointment for a period of 1year. A copy of SPG's report is attached at Appendix 9.12. (**Confidential**)

Comment

SPG has advised that OMD has completed work to a good standard and adhered to the brief, however, turnaround time of media plans has increased over the past two years which lead to pressure on SPG and the TPRC to meet deadlines for sales release campaigns.

Additionally the strategic direction and innovation required from the media agency was noted as lacking.

SPG considers that OMD has provided a lower level of services than expected for the Catalina project in recent times and view that cost saving and more comprehensive insights into the media landscape could be achieved through other agencies. The SPG also noted that only one tender was received during the September 2012 tendering process and that there may be superior offers available in the market place.

SPG's recommendation to seek other offers of media services and not extend the contract of OMD is supported.

9.13 SECOND DISPLAY VILLAGE LOTS TENDER AND ALLOCATION

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 1.88.246

Recommendation

That the Council:

- 1. APPROVE the Display Village Lot ranking as recommended by the Satterley Property Group letter dated 25 September 2014, and the Tender Assessment and Allocation Report.**
- 2. Delegate to the Chief Executive Officer the following:**
 - 2.1. Approval to proceed with the allocation in accordance with (1) and the approved Display Village Lots Tender and Allocation Procedure, September 2011.**
 - 2.2. Administer the provisions of the sales contract and proceed to dispose of the lot by private treaty subject to the requirements of the Local Government Act 1995.**
- 3. APPROVE to amend the Delegation Register 2012/13 in accordance with (2) above.**

Voting Requirements

Absolute Majority

Report Purpose

To consider tender and allocation ranking for the Second Display Village.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

N/A

Financial/Budget Implications

Income under this matter will be posted under item I145011 Income on Lot Sales of the TPRC 2014/2015 Budget.

Budget Amount:	\$57,796,313
Received to Date:	\$ 2,938,000
Balance:	\$54,858,313

Expenditure under this matter will be incurred under Item E145211 (Land Develop – Lot Production):

Budget Amount: \$30,169,178
Spent to Date: \$ 1,386,168
Balance: \$28,783,010

Relevant Documents

Appendix:

- Tender Assessment and Allocation (**Confidential Attachment**);
- Letter from Satterley Property Group dated 25 September 2014 (**Confidential Attachment**)

Available for viewing at the meeting: Tender 07/2014 2nd Display Village Allocation of Lots.

Background

At its meeting of 14 April 2011 the Council approved the Display Village Strategy for Catalina Phase 1. The Strategy outlined the following key areas:

- Selection Criteria for Builders;
- Allocation of Display Lots;
- Display Builder Incentives and Commercial Terms;
- Location of Display Village.

The first Display Village is located off Aviator Boulevard, adjacent the Land Sales Office. This location was chosen as it has easy access and good visibility from Marmion Avenue. It contains 23 builder display homes with closure of the Display Village due in February 2016.

On 3 September 2014 the Second Display Village Lots Tender was advertised, with tenders closing 3pm 22 September 2014. The selection criteria and allocation of lots procedure in the Tender is consistent with the Display Village Lots Tender and Allocation Procedure, September 2011 approved by Council in April 2011.

The second Display Village is also proposed to be located off Aviator Boulevard, adjacent the Land Sales Office. There are 23 lots available within the proposed second Display Village comprising the following:

- Mandatory 2 Storey - 9 lots (383-538m²)
- Mandatory Single Storey - 7 lots (383-538m²)
- Rear Loaded Cottage - 7 lots (225-370m²).

These lots are being constructed as part of Stage 6B and are anticipated to be completed with titles by January 2015.

The location, size and release timing of the second Display Village is consistent with the Sales and Lot Release Strategy (March 2014) approved by Council in April 2014.

Comment

At the close of the Tender period 32 tenders were received from builders for lots in the Display Village. These 32 tenders related to the following lot types;

Mandatory 2 Storey lots – 10 tenders;
Mandatory Single Storey lots – 18 tenders;
Rear Loaded Cottage lots – 4 tenders.

It is noted that one tender was received after the tender closing time and was not considered.

The tenders were assessed against the following selection criteria (set out in the tender request):

1. Participation & Opening Date in Previous Display Villages	10%
2. Capacity to meet Market Demand	25%
3. Sustainability Initiatives	30%
4. Innovation and Best Practice Design (exc sustainability)	25%
5. Financial Capacity	10%

The key objectives of the Evaluation Process were to:

1. Make a recommendation, to the TPRC, based on the Tender selection criteria, on the ranking of the builders to enable the lot allocation for the Display Village. The ranking a builder receives will dictate its position in selecting a display home lot within the display village;
2. Ensure the assessment of responses is undertaken fairly according to predetermined criteria;
3. Ensure adherence to the Procurement Policy; and
4. Ensure that the requirements specified in the Tenders are evaluated in a way that can be measured and documented.

Attached at Appendix 9.13 is the Evaluation Report and Allocation Recommendation (**Confidential Attachment**) prepared by the Development Manager.

The tenders have been evaluated against the selection criteria and given a ranking to enable participation in the allocation procedure for a lot in the Display Village. The ranking a builder receives will dictate its position in selecting a display home lot within the display village. Following the completion of allocations unsuccessful tenderers will be contacted in the order of their ranking to offer them any unallocated lots. Any lots not allocated will be reoffered at the end of the allocation.

The process outlined above has been reviewed and approved by the Probity Advisor (Stantons). The Probity Advisor will be involved in the allocation process to ensure the process is undertaken fairly according to the agreed criteria. A probity report confirming compliance with probity and governance matters will be provided at the completion of the process.

In order to enable the allocation process not be delayed it is recommended that the allocation process be delegated to the Chief Executive Officer in accordance with the Council approved ranking and the approved Display Village Lots Tender and Allocation Procedure, September 2011. It is noted that a similar delegation was provided to the Chief Executive Officer for the first Display Village lot allocation.

The TPRC was to complete landscaping of the verge area for the Display Village, in order to maintain a consistent landscape design to the Display Village. The SPG has advised that

following meetings with builders on Catalina, the builders would prefer to landscape lot verges, co-ordinating landscape works with the completion of display homes.

The SPG has recommended that the TPRC agree to this proposal on the basis that builders landscape verges in accordance with the plans provided by the TPRC. This will ensure a consistent landscape finish and will also ensure street trees are planted in accordance with the approved Catalina Street Tree Masterplan. A rebate in the order of \$1,500 per lot is proposed to offset the cost of the landscaping to the TPRC as well as provide an incentive for the builder to landscape their verge in accordance with the TPRC's plans.

The SPG proposal to allow builders to landscape verges in accordance with the TPRC plans and the provision of a rebate of \$1,500 per lot to the builder following completion of the display home and landscaping is supported. It is noted that this will not result in any additional expenditure for the TPRC.

9.14 CEO PERFORMANCE REVIEW 2013/14 – **CONFIDENTIAL**

CONFIDENTIAL

**9.15 SPONSORSHIP REQUEST – WANNEROO AGRICULTURAL SOCIETY (INC) –
LATE ITEM**

Report Information

Reporting Officer: Project Coordinator

File Reference: 2.161.333

Recommendation

That the Council DECLINE the Wanneroo Agricultural Society (Inc) request for the TPRC to sponsor the Community Tent for the 2014 Wanneroo Show.

Voting Requirements

Simple Majority

Report Purpose

To consider a request for sponsorship from the Wanneroo Agricultural Society (Inc) of the 2014 Wanneroo Show.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

Nil

Financial/Budget Implications

Expenditure under this matter will be incurred under item E145075 (Promotions):

Budget Amount:	\$15,000
Spent to Date:	\$ 0
Balance:	\$15,000

Relevant Documents

Appendix: Wanneroo Agricultural Society (Inc) letter dated 13 August 2014

Background

The TPRC has received a request from the Wanneroo Agricultural Society (Inc) for TPRC sponsorship of the Community Tent for the 2014 Wanneroo Show to be held on 28 and 29 November 2014.

Comment

The Wanneroo Agricultural Society has been running the Wanneroo Show, held at the Wanneroo Show grounds, for many years. The Wanneroo Show is a significant community event for Wanneroo attracting in the order of 20,000 people, with this year being the 105th year of the Wanneroo Show.

The Wanneroo Agricultural Society has requested the TPRC sponsor the Community Tent at a cost of \$6,000. It should be noted that additional costs will be incurred in the design and production of promotional material.

The Wanneroo Agricultural Society sponsorship proposal outlines the following promotional benefits:

- Naming rights for the Community Tent;
- Banners displayed around the Community Tent and Showgrounds;
- Corporate logo appearing on selected promotional material;
- Social Media promotion;
- Verbal recognition via periodic address;
- Promotion space for TPRC/Catalina Project within the Community Tent;
- Exposure to 20,000 attendees to Show.

The approved TPRC 2014/15 Budget does not contain specific provision for sponsorship of community events. However should the Council agree to the sponsorship provision could be made within Item E145075 (Promotions) of the 2014/15 Budget.

The Satterley Property Group has reviewed the sponsorship request for the 2014 Wanneroo Show and advised it considers that there are greater opportunity for marketing exposure from other community events. It has suggested that the TPRC decline the Wanneroo Agricultural Society request to sponsor the Wanneroo Show.

The TPRC has recently received enquiries from a number of groups regarding the possibility of TPRC financial support/sponsorship of a number of community events. It is likely that this will increase as the Catalina project receives greater exposure and the Catalina community grows. The TPRC is currently preparing a community sponsorship policy which is proposed to be tabled for Council consideration in December 2014 in order to provide guidance to Council on potential sponsorship proposals.

Whilst there may be benefits to the Catalina project in supporting such a community event it is considered to be premature until the TPRC has determined an appropriate community sponsorship framework and guidelines for the Catalina project. In view of the above, it is recommended the Council decline the request from the Wanneroo Agricultural Society (Inc) for TPRC sponsorship of the Community Tent for the 2014 Wanneroo Show.

9.16 COUNCIL MEETING SCHEDULE 2015 – LATE ITEM

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.44.657

Recommendation

1. That the schedule of Council meetings dates be APPROVED for 2015 as follows:
 - 12 February 2015 (Town of Victoria Park)
 - 16 April 2015 (City of Vincent)
 - 18 June 2015 (City of Perth)
 - 13 August 2015 (City of Wanneroo)
 - 15 October 2015 (Town of Cambridge)
 - 10 December 2015 (City of Joondalup)
2. That the commencement time for Council meetings BE 6:00pm.
3. That Council meetings be HELD on a rotational basis at participant Council premises.
4. That the schedule of Management Committee meetings dates be APPROVED for 2015 as follows:
 - 12 March 2015
 - 21 May 2015
 - 23 July 2015
 - 17 September 2015
 - 19 November 2015
5. That the Management Committee meetings be held at the City of Stirling and the commencement time BE 5:00pm.
6. That the schedule of meeting dates be ADVERTISED as required by the Local Government Act.

Voting Requirements

Simple Majority

Report Purpose

To set ordinary Council meetings and Management Committee meetings dates for 2015 to facilitate advertising by the LGA.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

- Ordinary meeting of Council (17 October 2013) – Item 9.6: Meeting Schedule 2014
- Ordinary meeting of Council (11 October 2012) – Item 9.19: Meeting Schedule 2013

Background

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

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

Comment

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

Ordinary Council meetings

- 12 February 2015 (Town of Victoria Park)
- 16 April 2015 (City of Vincent)
- 18 June 2015 (City of Perth)
- 13 August 2015 (City of Wanneroo)
- 15 October 2015 (Town of Cambridge)
- 10 December 2015 (City of Joondalup)

Management Committee meetings

- 12 March 2015
- 21 May 2015
- 23 July 2015
- 17 September 2015
- 19 November 2015

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

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

9.17 RESCHEDULE OF 18 DECEMBER 2014 COUNCIL MEETING – LATE ITEM

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.44.657

Recommendation

That the Council APPROVE the reschedule of the 18 December 2014 Council meeting to 11 December 2014 to be held at the City of Stirling.

Voting Requirements

Simple Majority

Report Purpose

To reschedule the 18 December 2014 Council meeting to 11 December 2014.

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

- Ordinary meeting of Council (17 October 2013) – Item 9.6: Meeting Schedule 2014
- Ordinary meeting of Council (11 October 2012) – Item 9.19: Meeting Schedule 2013

Background

At its meeting of 17 October 2013 the Council approved the schedule of Council meetings dates for 2014 which included 18 December 2014 (Town of Victoria Park).

Comment

It is proposed to reschedule the 18 December 2014 Council meeting to 11 December 2014 to enable attendance by Council members during the busy December period.

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

APPENDICES