



TAMALA PARK
Regional Council

Meeting of Council

AGENDA

**Thursday 11 December 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 11 December 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 John Chester 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
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 – 16 October 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

- CEO Performance Review Committee Meeting – 10 November 2014
- Management Committee Meeting – 27 November 2014

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

9.1 BUSINESS REPORT – PERIOD ENDING 4 DECEMBER 2014

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVE the Business Report to 4 December 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	Issued Sept 2014
12	49	3 July 2014	19 December 2014	90% complete	Issued Dec 2014
6B	25	18 Aug 2014	14 November 2014	100% complete	Jan 2015
13A	37	20 October 2014	27 March 2015	25% complete	March 2015
13B	45	24 November 2014	24 April 2015	10% complete	May 2015

2. Bulk Earthworks - Status

Stage 14 -18 earthworks in Catalina Central commenced on 6 October 2014, works are 50% complete with practical completion due 5 February 2015.

The preliminary earthworks design for the Catalina Beach Precinct has been completed. The design involved the review of a number of earthwork options considered under the Tamala Park Local Structure Plan. These options included earthworks to create retained level lots as well as options with limited earthworks and unretained residential lots.

The SPG has consulted with builders to discuss the impacts of these options and a review of competitors in the northern corridor was undertaken. The review showed that comparable lots that were not retained are selling for approximately \$40,000 less than comparable retained lots, due to the additional site costs. A split level design option was also considered on steeper sites however it was determined there would be considerable additional site costs to build on these lots and reduced builder interest in Catalina as few builders were interested in building split level homes.

An option to import significant additional fill to reduce retaining wall heights was also examined, however this involved additional costs of approximately \$12,000 per lot and would result in fewer houses having ocean views. It also had the potential for adverse impacts on the adjoining Mindarie community.

The earthworks design proposed for the Catalina Beach Precinct reflects one of the options in the Tamala Park Local Structure Plan approved by the City of Wanneroo. Based on the recommendations of the SPG the earthworks design will result in level lots with some retaining walls of approximately 2.5 metres in height. While these walls are imposing they maximise opportunities for ocean glimpses/ocean views and are more readily accepted in the marketplace. The design also recognises the constraints of Marmion Avenue, the Mindarie residential area and the sewer connection to the north west, which minimises the extent of imported fill and maximises lots with ocean views.

Earthworks are proposed to commence in April 2015, subject to obtaining approval from the City of Wanneroo. A mitigation strategy is being prepared in order to properly manage any potential adverse impacts on the adjoining Mindarie community.

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	100% Complete

The Stage 2 drainage swale has been approved by the City of Wanneroo with earthworks currently underway. Landscape works are expected to be completed in January 2015. A planning approval for the entry signage is pending approval from the City of Wanneroo.

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	2	29	31
Stage 3	4	37	41
Stage 4	3	39	42
Stage 5	23	39	62
Stage 6A	1	5	6
Stage 6C	2	0	2
Stage 7	40	20	60
Stage 8	47	0	47
Stage 9	30	0	30
Stage 10	12	0	12
Total	166	199	365

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 October a total of 1,673 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 and continue to progress well. The second storey slabs have been poured and brickwork commenced. Roof cover on the single storey grouped dwellings is now complete.

Completion of the apartments is expected in August 2015.

7. Builders Display Village

There are 23 builder homes open for display and receiving good traffic. Closure of the first Display Village is due in February 2016. Planning approval has been obtained for the second Catalina Display Village which is expected to open in February 2016. 20 out of 23 lots within the second Display Village have been allocated to builders with contracts of sale now being issued to builders for acceptance.

8. Telethon Home

Concept designs for the Charity Home have been received and are currently being reviewed. Telethon has finalised a detailed marketing strategy and schedule outlining the marketing and promotion of the Charity Home which is currently being reviewed.

9. Community Development

The first community street BBQ was held by a Catalina family on 15 November 2014. The event attracted around 25 residents with many neighbours meeting for the first time and was well received.

A bushwalk hosted by the Quinns Rocks Environmental Group was attended by 15 Catalina residents on Sunday 23 November 2014.

10. Public Art

A tender for the provision of Public Art at Catalina closed on 25 November 2014. The first element of public art is proposed in Elsbury Park (Stage 4 Park).

There was a good response to the tender with six proposals received. It is anticipated that the first public art will be completed by June 2015.

11. Sustainability Accreditation

On 5 November 2014 a workshop was held with a representative from Green Stars Communities, TPRC and SPG to outline the process for achieving accreditation and Catalina's likely level of accreditation. Subsequent to this, the TPRC and SPG attended a training session on the assessment process to better understand the information required to achieve accreditation points.

It is proposed that a detailed report will be prepared for Council's consideration at its February 2015 meeting with a recommendation for a preferred sustainability accreditation assessment.

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF SEPTEMBER & OCTOBER 2014

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:

- **30 September 2014; and**
- **31 October 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 30 September 2014;
- Statement of Financial Activity for 31 October 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 October 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 positive variance relates to timing of premiums and will adjust in coming months.
Materials and Contracts	The positive variance relates to timing of payments and will adjust in coming months.
Other	The positive variance relates to timing and will adjust in coming months.
Income Sale of Lots – Subdivisions	The positive variance is a result of substantial settlements in October 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 October 2014

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

	2014-15 ADOPTED BUDGET	2014-15 YTD BUDGET	2014-15 YTD ACTUAL	VARIANCE		VARIANCE %
				FAVOURABLE	UNFAVOURABLE	
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	951,446	384,335	459,376	75,041	-	19.52%
Other Revenue	10,480	8,590	11,860	3,270	-	38.07%
	\$961,926	\$392,925	\$471,236	\$78,311	\$0	
LESS EXPENDITURE						
Depreciation	(17,983)	(5,992)	-	5,992	-	100.00%
Employee Costs	(713,586)	(235,484)	(183,745)	51,739	-	21.97%
Insurance	(16,900)	(5,577)	(3,586)	1,991	-	35.70%
Materials and Contracts	(439,950)	(145,084)	(87,320)	57,764	-	39.81%
Other	(175,438)	(44,757)	(37,422)	7,335	-	16.39%
Utilities	(6,000)	(1,980)	-	1,980	-	100.00%
Capital Items	(69,000)	(66,000)	(65,303)	697	-	1.06%
Members Equity						
-Income Sale of Lots - Subdivisions	61,890,849	4,212,270	16,660,248	12,447,978	-	295.52%
-Income Other - Subdivisions	-	-	4,928	4,928	-	0.00%
-Land Production Costs	(48,455,839)	(13,833,524)	(7,865,889)	5,967,635	-	43.14%
-Contributions Returned	(31,422,562)	-	-	-	-	0.00%
	(\$19,426,409)	(\$10,126,128)	\$8,421,911	\$18,548,039	\$0	
Total	(\$18,464,483)	(\$9,733,203)	\$8,893,147	\$18,626,350	\$0	

Balance Sheet Summary as at 31 October 2014

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

	Actual 2013/14 \$	Actual 2014/15 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	40,413,398	49,321,098	8,907,700	22.04%
Trade and other receivables	735,068	680,028	(55,040)	-7.49%
Total current assets	41,148,466	50,001,126	8,852,660	21.5%
Non-current assets				
Inventories	1,818,182	1,818,182	0	0.00%
Property, plant and equipment	140,116	167,238	27,122	19.36%
Total non-current assets	1,958,298	1,985,420	27,122	1.38%
Total assets	43,106,764	51,986,546	8,879,782	20.60%
Current liabilities				
Trade and other payables	587,695	509,027	78,668	13.39%
Provisions	76,228	76,228	0	0.00%
Total current liabilities	663,923	585,255	78,668	11.8%
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	601,516	78,668	11.6%
Net assets	42,426,580	51,385,030	8,958,450	21.1%

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF SEPTEMBER & OCTOBER 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 September and October 2014:

- **Month ending 30 September 2014 (Total \$1,724,409.59)**
- **Month ending 31 October 2014 (Total \$3,739,814.86)**
- **Total Paid - \$5,464,224.45**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 30 September 2014 and 31 October 2014.

Relevant Documents

Appendix:

- Cheque Detail for September 2014;
- Summary Payment List for September 2014;
- Cheque Detail for October 2014;
- Summary Payment List for October 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 – OCTOBER 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.401.0

Recommendation

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

Voting Requirements

Simple Majority

Report Purpose

To consider the Project Financial Report for October 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 October 2014.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 26 November 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 October 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 October 2014 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$16.9M which is \$12.6M ahead of budget, the variance in settlement revenue is attributed to 44 lot settlements more year to date.
2. Expenditure is \$6.9M under budget, due to savings in the areas of Lot Production and Contingency, with the balance as a result of deferred payments in Lot Production, Landscape, Marketing and Maintenance which will adjust over coming months.
3. Lot Sales Value was \$10.9M below budget due to 35 lot sales less year to date.

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 4 DECEMBER 2014

Report Information

Reporting Officer: Project Coordinator

File Reference: N/A

Recommendation

That the Council RECEIVE the Sales and Settlements Report to 4 December 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

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:	\$61,890,849
Received to Date:	\$16,660,248
Balance:	\$45,230,601

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	9	1	9
Stage 9A	20	20	0	20
Stage 9B	31	31	0	30
Stage 10	30	28	2	28
Stage 11A	49	45	4	39
Stage 11B	15	15	0	12
Stage 12A	25	18	7	0
Stage 12B	24	23	1	0
Stage 13A (Public)	27	19	8	0
Stage 13A (Builders)	10	10	0	0
Stage 13B (Public)	29	16	13	0
Stage 6B (Display Village)	23	4	19	0
Stage 13B (Builders)	16	0	16	0
TOTAL	659	588	71	488

The Stage 13B builders allocation comprising 16 lots was recently released to builders via Tender. There was good interest in the Tender with all lots now being allocated.

The existing stock of 71 lots includes 19 display village lots in Stage 6B of which 16 have been allocated to builders and an additional 16 lots in the Stage 13B builder release which have all been also allocated to builders. As these lots have been allocated to builders, the stock currently available for sale consists of 39 lots.

Titles issued on 3 October 2014 for Stages 11A and 11B comprising 64 lots with settlement of 51 lots in Stage 11 achieved to date.

Titles issued on 4 December 2014 for Stages 12A and 12B comprising 49 lots with settlements due at the end of December 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 October 2014.

COMPETING ESTATE	NET SALES (Oct 14)	SIZE RANGE	PRICE RANGE	STOCK
Trinity	19	345 - 569	\$218,000 - \$283,000	15
Amberton	19	188 – 583	\$160,000 - \$330,500	16
Alkimos Beach Joint Venture	26	296 – 573	\$178,000 - \$270,000	49
Catalina	21	300 – 562	\$257,000 - \$400,000	45
Eden Beach	27	260 – 510	\$260,000 - \$345,000	14
Shorehaven	10	218 – 489	\$199,000 - \$350,000	44

Most developments in the northern corridor had good levels of stock available during the month of November. Eden Beach and Alkimos Beach achieved the strongest sales results, with increased demand for these developments as they move closer to the beach.

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

9.6 REVIEW OF PURCHASER TERMS AND CONDITIONS

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

- 1. APPROVE the following Sales Terms/Conditions and Incentives for all public release lots:-**
 - 1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexure.**
 - 2. A \$5,000 deposit to be used in the Sales Contracts.**
 - 3. A finance approval period of 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months.**
 - 4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 5. Waterwise front landscaping package.**
 - 6. A \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.**
 - 7. Side and rear boundary fencing (behind the building line).**
 - 8. A non-potable water supply to all front loaded lots within Stages 4, 5 & 7 of Catalina.**
 - 9. Sales incentives (Items 1.5 – 1.8) being subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.**

- 2. APPROVE the following Sales Terms/Conditions and Incentives for all builders allocation lots after Stage 8:-**
 - 1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.**
 - 2. A \$5,000 deposit to be used in the Sales Contracts.**
 - 3. A finance approval period of 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months.**
 - 4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.**
 - 5. Provision of a \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.**
 - 6. Waterwise front landscaping package.**

7. **Sales incentives (items 2.5 and 2.6) being subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.**
3. **AUTHORISE the Satterley Property Group to offer builders who have entered into Put Options for Stages 9-13 the opportunity to have the TPRC complete a waterwise front landscaping to the lot in lieu of the \$2,000 per lot rebate.**
4. **REQUEST the Satterley Property Group to review the Sales Terms/Conditions and Incentives for public release and builder allocation lots in twelve months and provide a report to Council.**
5. **REQUEST the Satterley Property Group to provide Council with a status report on Put Options, builder allocation lots, for the February 2015 meeting, outlining options and recommendations.**

Voting Requirements

Simple Majority

Report Purpose

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

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting – 15 December 2011 (Item 9.8 Stage 1 Land Release to Private Purchasers)

Financial/Budget Implications

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

Item E145216 (Direct Selling Expenses):

Budget Amount:	\$5,312,407
Spent to Date:	\$ 992,721
Balance:	\$4,319,686

Item E145211 (Land Development – Lot Production):

Budget Amount:	\$22,489,784
Spent to Date:	\$ 4,867,878
Balance:	\$17,621,906

Relevant Documents

Appendix: SPG letter dated 6 November 2014: Review of Purchaser Terms and Conditions

Background

At its meeting of 22 August 2013, the Council approved Terms/Conditions and Incentives for the sale of lots, recommended by SPG, which comprised the following:-

Public Release Lots

1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.
2. A \$5,000 deposit to be used in the Sales Contracts.
3. A 28 day finance approval period.
4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.
5. Waterwise front landscaping packages.
6. A \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.
7. Side and rear boundary fencing (behind the building line).
8. A non-potable water supply to all front loaded lots within Stages 4, 5 & 7 of Catalina.
9. Sales incentives (items 5 – 8) being subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.

Builders Allocation Lots

1. Use of the 2011 REIWA Offer and Acceptance Contract with Special Conditions and Annexures.
2. A \$5,000 deposit to be used in the Sales Contracts.
3. A 28 day finance approval period.
4. A 21 day settlement period from finance approval or the issue of titles, whichever is the later.
5. Provision of a \$2,000 rebate for all homes constructed with a minimum 1.5kV capacity photovoltaic solar power system.
6. Provision of a \$2,000 cash rebate to builders that provide side and rear boundary fencing and front landscaping with house and land packages.
7. Sales incentives (items 5 and 6) being subject to homes being constructed in accordance with the approved Catalina Design Guidelines within 18 months of settlement for single storey homes and 24 months of settlement for two storey homes.

Comment

The Satterley Property Group (SPG) has reviewed the Sales Terms/Conditions and Incentives for public release and builder allocation lots as requested and provided for Council's consideration. A copy of the SPG's recommendation letter dated 6 November 2014 is attached under Appendix 9.6.

Public Release Lots

The SPG has advised that the current Sales Terms/Conditions and Incentives for public release lots have operated well and assisted in achieving strong sales and resulted in the achievement of finance approvals and settlements within commercial periods.

The SPG recommends that the current Sales Terms/Conditions and Incentives 1-9 (above) are maintained with the exception of Item 3, the period for finance approval. The SPG considers the current finance term appropriate for a strong market, however, given softer trading conditions a longer finance approval is recommended. Furthermore, feedback from builders indicates a preference to sell house and land packages onto estates with longer finance terms as they are unable to finalise housing plans and finance approval within the current 28 day finance approval period.

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

Estate	Developer	Finance Approval Period (>3 months before title)	Finance Approval Period (<3 months before title)
Beaumaris	Satterley	28 days	28 days
Catalina	Satterley	28 days	28 days
Eden Beach	Satterley	90 days	60 days
Trinity	LWP	Finance approval due date is 1 month before estimated titles date.	45 days
Amberton	Stockland	40 days	40 days
Shorehaven	Peet	63 days	40 days

The SPG recommends that the Council amend the finance approval period to 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months for both public release and builder allocation lots.

Builder Allocation Lots

The SPG recommends that the current Sales Terms/Conditions and Incentives 1-7 (above) are maintained with the exception of Items 3 and 6. Item 3, the period for finance approval is subject to the same recommendation, as the public release lots, 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months. The SPG considers Item 6, the front landscaping/fencing rebate, is unnecessary and recommends that the \$2,000 rebate is discontinued and that the TPRC completes the front landscaping in the same manner as public releases. This will allow the landscaping of the verge concurrently with the front landscaping. It considers that this will enhance presentation and result in cost savings to the TPRC. The front landscaping is expected to cost \$1,850 per lot.

The SPG also recommends that builders who have entered into Put Options for Stages 9-13 are also offered the opportunity to have the TPRC to complete the front landscaping in lieu of the \$2,000 per lot rebate for the same reasons listed above.

Conclusion

The current Sales Terms/Conditions and Incentives for public release lots and the builder allocation lots have operated well in the last 18 months and resulted in strong sales and settlements. It is recognised that market conditions have softened and the TPRC needs to be cognisant of maintaining builder support for the Project.

The SPG recommendation to extend finance approval to 60 days where the estimated issue of title is greater than 3 months, and 45 days where the estimated issue of title is less than 3 months for both public release and builder allocation lots is supported.

The SPG recommendation to remove the \$2,000 cash rebate to builders for the provision of side and rear boundary fencing and replacing it with a front landscaping package undertaken by the TPRC is also supported. This is likely to promote a high level of estate presentation, provide greater control of landscapes style and waterwise plants and is contemporary practice amongst large land subdivision developments in Western Australia.

The SPG has raised the issue of builders no longer entering into Put Options on many other Satterley developments due to concerns that the lots may not sell in a timely manner, resulting in the builders being required to settle on the lots themselves. At the present the use of Put Options through builder allocation process represents significant portion of lots sold at Catalina. If builders declined to support Put Options at Catalina, this could affect the sales program. The SPG should be requested to provide Council with a status report on this matter for the February meeting, outlining options and recommendations.

At its meeting of 27 November 2014 the Management Committee considered the report on the purchaser Terms/Conditions and Incentives for the sale public release lots and the builder allocation lots and recommended that Council approve the Sales Terms/Conditions and Incentives as detailed in the recommendation appended to this report.

9.7 MANAGEMENT COMMITTEE – TERMS OF REFERENCE/DELEGATIONS

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.45.657.0

Recommendation

That the Council:

- 1. APPROVE the Terms of Reference and Delegations to the Management Committee, dated December 2014.**
- 2. REQUIRE that the approved Terms of Reference and Delegations to the Management Committee be reviewed in twelve months.**

Voting Requirements

Absolute Majority

Report Purpose

To review the Delegations to the Management Committee.

Relevant Documents

Appendix: Management Committee – Terms of Reference/Delegations (December 2014)

Policy Reference

N/A

Local Government Act/Regulation

Local Government Act 1995: Sect 5.16 and 5.17 – Delegation to Committee.

Previous Minutes

- Council Meeting - 21 June 2012 (Item 9.6 - Management Committee Management Committee - Terms of Reference/Delegations)
- Council Meeting - 14 April 2011 (Item 9.11 - Management Committee - Terms of Reference/Delegations)
- Council Meeting - 19 August 2010 (Item 9.7 - Management Committee)

Financial/Budget Implications

N/A

Background

At its meeting of 19 August 2010 the Council approved the establishment of a Management Committee and the Terms of Reference and Delegations.

At its meeting of June 2012 the Council reviewed the Terms of Reference and Delegations of the Management Committee and approved the following Terms of Reference and Delegations for the Committee:

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

Comment

The current Terms of Reference and Delegations for the Management Committee reflect that in order for the Tamala Park Project to run in a timely and efficient manner, and compete with surrounding residential estates the Management Committee should have authority to manage and have delegated authority to make decisions.

The current Terms of Reference and Delegations to the Management Committee have operated well in the last 18 months and removed the need for potential additional Council meetings and delays to program which could adversely affect the Tamala Park Project.

The approved Terms of Reference and Delegations to the Management Committee are considered relevant and should be maintained. It is recommended that the approved Terms of Reference and Delegations to the Management Committee be reviewed again in twelve months time.

At its meeting of 27 November 2014 the Management Committee considered the report on the Delegations to the Management Committee and recommended that Council approve the Terms of Reference and Delegations to the Management Committee, dated December 2014 and require that the Terms of Reference and Delegations to the Management Committee be reviewed in twelve months.

9.8 PROJECT FORECAST 2012-2029

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 12.66.48.0

Recommendation

That the Council:

- 1. APPROVE the Project Forecast 2012-2029 (November 2014), submitted by the Satterley Property Group as the basis of project and financial planning.**
- 2. ACCEPT that the Satterley Property Group has achieved Key Performance Indicator - Financial Management 4.2 requiring the completion of a Review of Project Cashflow every three years (due 2014).**

Voting Requirements

Simple Majority

Report Purpose

To consider the review of the Project Forecast 2011 – 2026 (July 2011), prepared by the Satterley Property Group, as required by the Development Managers KPI's.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

- Council Meeting - 18 August 2011 (Item 9.7 - Project Cashflow)
- Council Meeting - 11 April 2011 (Item 9.9 - Project Cashflow)

Financial/Budget Implications

Input to TPRC project and financial planning.

Relevant Documents

Appendix: SPG correspondence dated 19 November 2014

Background

At its meeting of 18 August 2011 the Council approved the Project Forecast Cashflow 2011 - 2026 (July 2011), submitted by the Satterley Property Group (SPG) as the basis of project and financial planning.

The approved Development Managers Key Performance Indicators (March 2012), KPI - Financial Management 4.2 requires the completion of a Review of the Project Cashflow every three years (due 2014).

The Satterley Property Group has completed a review of the Project Forecast Cashflow (July 2011) and submitted the Project Forecast 2012-2029 (November 2014) to satisfy KPI 4.2.

Comment

The Project Forecast Cashflow 2011 – 2026 (July 2011) was based on preliminary design, general assumptions about site conditions, lot production estimates, market rates and predictions on market response to the Project. The Project Forecast 2012-2029 (November 2014) is based on detailed planning and engineering design, experience with site conditions, competitive tendered rates for engineering and landscape works and a better understanding of market requirements. In addition the requirements/conditions of service and approval agencies are now available and can be more accurately costed. As consequence the Project Forecast (November 2014) represents a more accurate forecast of the Catalina Project.

WA Market Summary

Sales over the past three financial years have been good with strong price growth in the order of 12-15% per annum. The SPG considers this growth has been underpinned by strong WA population growth, low state unemployment, low interest rates and strong mining investment.

The SPG has advised that price growth and sales volumes in WA have softened over the past 4-6 months. However, it considers that market conditions provide a base for steady lot sales and moderate price escalation over the next 3 years at Catalina.

Project Forecast

The changes in the Project Forecast (November 2014) in terms of Income, Costs and Project Profit are shown in the table below:

Description	Project Forecast 2015	Project Forecast 2011	Variance
Gross Income	764,346,231	669,460,333	94,885,898
Development Costs	367,490,858	357,668,075	(9,822,783)
Project Profit	396,855,373	311,792,259	85,063,115

Key Project Assumptions

The Project Forecast 2012-2029 (November 2014) has been based on the following key assumptions:

- Lot Yield 2448 lots;
- Sales Rate 200 lots per annum;
- Gross Income \$764.35M;
- Development Costs \$ 396.86M;
- Income Escalation at 4.0% until Sept-16, then 5.5% for the life of project;
- Cost Escalation at 3.0% for the life of project;
- Sales incentive packages (landscape/fencing etc) provided for at \$9,000/lot;
- GST (Sales) will be assessed under Item 4 – GST Act;
- Contingency 7.5% for Western Cell and 5% for balance of Project;

- Deferral of removal of the Tamala Park landfill buffer.

Project Forecast (November 2014) Summary/Variations

The table below identifies predicted outcomes of key elements of the Project Forecast (November 2014), including a predicted project profit of \$396.86M. The nett position between the Project Forecast Cashflow (July 2011) and the Project Forecast (November 2014) is an improvement in project profit of \$85.06M. It also identifies variances between the Project Forecast Cashflow (July 2011) and the Project Forecast (November 2014).

A more detailed assessment on the variances is provided below in this report.

CATALINA SUMMARY	2014 Project Forecast	2011 Project Forecast	Variance
Settled Lots	2,448	2,310	138
GROSS INCOME			
Income - Lots	817,802,872	797,371,531	20,431,341
Income - Special Sites & Other	34,638,071	2,997,655	31,640,416
Direct Selling Expenses	88,094,712	130,908,853	42,814,141
GROSS INCOME	764,346,231	669,460,333	94,885,898
DEVELOPMENT COSTS			
Land	11,426,058		(11,426,058)
Indirect Consultants	7,930,123	5,672,600	(2,257,523)
Landscape	37,564,537	36,363,281	(1,201,256)
Infrastructure Costs	24,437,651	26,107,961	1,670,311
Infrastructure Refunds	(4,662,845)	0	4,662,845
Special Sites Development	6,207,917	935,121	(5,272,796)
Lot Production	242,542,017	245,536,927	2,994,909
Administration	14,490,752	11,881,589	(2,609,163)
Sales and Marketing	8,398,900	11,234,127	2,835,227
Community Development	2,678,940	2,904,656	225,716
Finance/Bonds	15,000	0	(15,000)
Contingency	16,461,808	17,031,813	570,005
DEVELOPMENT COSTS	367,490,858	357,668,075	(9,822,783)
PROJECT PROFIT	396,855,373	311,792,259	85,063,115

Lot Yield

Lot yield has increased by 138 lots from 2310 lots to 2448 lots, due to reduced average lot sizes from 410m² to 330m² and greater certainty with detailed urban design across the Project.

Sales Rates

Sales are forecast at 200 lots per annum (consisting of 48 lots in the western cell and 152 lots in the central cell/eastern cell).

The SPG has recommended that an additional stage (50-80 lots) be fully approved and ready to be released for sale and construction should the market be able to meet that level of production.

The proposed Sales Rate is considered appropriate for the term of the Project given the softening property market and recognises the cycles associated with the property market in Western Australia. It is noted that the Project Forecast Cashflow (July 2011) had a similar Sales Rate of 180 lots per annum.

Escalation Rates

The Income Escalation rate has been adjusted to 4% from September 2014 to October 2016, before returning to long-term growth estimates of 5.5% per annum from October 2016. The SPG has advised that the reduced escalation rate is a response to the above normal price escalation experienced over the past 18 months combined with a recent softening in the market.

It is noted that the Income Escalation rate has been increased from 5.0% to 5.5%. The SPG believes this more accurately reflects long term rates in the property market.

The Cost Escalation rate has been reduced from 4% to 3%. The SPG also believes this reflects long term escalation rates for the construction industry.

The Income and Cost Escalation rates nominated by the SPG are considered to be within industry or market expectations and/or practice.

Gross Income

Gross income has increased by \$94.86M, primarily as a result of the GST liability being \$54M lower due to GST being assessed on Item 4. The other major variances include:

- Lot income is \$20.4M higher, primarily as a result of higher density lot sizes and higher escalation 2012-2014;
- Other Income is \$31.6M higher due to the transfer of developable area from residential lots to Special Sites.

Development Costs

Development costs have increased by \$9.82M, with the major variances including:

- Land & Special Site development costs have increased by \$16.6M largely due to the inclusion of the WAPC land acquisition;
- Consultant costs are \$2.26M higher due to the additional agency requirements;
- Landscape costs are \$1.2M higher due to additional landscaping in the Western Cell;
- Infrastructure costs have reduced by \$1.67M due to the inclusion of refunds;
- Lot Production costs have reduced by \$2.99M based on actual costs;
- Administration costs have increased by \$2.6M due to additional costs for leaseback of the car park lots and additional rates;
- Sales and Marketing costs have reduced by \$2.8M due to the reduced scope of marketing required.
- Community development costs have reduced by \$2.83M due to the reduced scope.

Distributions

The distribution profile for the project has changed in response to increased project profit and extension of the project term. The distributions are now forecast to be made from 2014 (already distributed) to 2029.

Financial Year	2014 Project Forecast	2011 Project Forecast	Variance	Cumulative Variance
PTD Jun 12	(13,300,000)	(13,300,000)	0	0
FYE2013	0	6,000,000	(6,000,000)	(6,000,000)
FYE2014	10,000,000	15,000,000	(5,000,000)	(11,000,000)
FYE2015	31,000,000	13,000,000	18,000,000	7,000,000
FYE2016	22,000,000	17,000,000	5,000,000	12,000,000
FYE2017	28,000,000	19,000,000	9,000,000	21,000,000
FYE2018	18,000,000	20,000,000	(2,000,000)	19,000,000
FYE2019	37,000,000	23,000,000	14,000,000	33,000,000
FYE2020	33,000,000	45,000,000	(12,000,000)	21,000,000
FYE2021	37,000,000	48,000,000	(11,000,000)	10,000,000
FYE2022	43,000,000	29,000,000	14,000,000	24,000,000
FYE2023	12,000,000	24,000,000	(12,000,000)	12,000,000
FYE2024	15,000,000	28,000,000	(13,000,000)	(1,000,000)
FYE2025	14,000,000	38,092,259	(24,092,259)	(25,092,259)
FYE2026	38,000,000	0	38,000,000	12,907,741
FYE2027	38,000,000	0	38,000,000	50,907,741
FYE2028	26,000,000	0	26,000,000	76,907,741
FYE2029	8,155,373	0	8,155,373	85,063,114
Total	396,855,373	311,792,259	85,063,114	

Tamala Park Landfill Buffer

The Project Forecast Cashflow (July 2011) assumed that the landfill buffer would be removed progressively and would not impact sales within the Catalina Project. However, based on current fill rates and advice from the Mindarie Regional Council it has been assumed that the removal of the Tamala Park Landfill Buffer will be delayed which will extend the duration of the Project.

This has been identified as a potential risk to the Project by the SPG. Discussions with the MRC are underway to determine fill rates for the Tamala Park Landfill facility and impacts on the Project.

Risk Factors

The assumptions included in this budget update include the following risks:

1. A negative change in market sentiment;
2. Delays in reducing the Landfill buffer;
3. Change of local, state or federal government agencies and other servicing authorities' requirements;
4. Environmental risks discovered during development;
5. Changes to GST Item 4 eligibility;
6. The WAPC deciding not to sell its landholding to the TPRC.

These matters are actively being pursued to minimise potential exposure to the TPRC and to achieve forecast predictions.

Conclusion

The Project Forecast (July 2011) has been used by the TPRC as the basis of project and financial planning since 2011. It forecasted project profit and distributions which have been relied upon by the TPRC for cashflow purposes and also by member local governments in

their own financial planning. It reflected a conservative approach to major assumptions such as lot yield, sales rates, development costs, escalation, GST and contingency. It has provided a solid foundation for the planning and development of the Catalina Project to date.

The Project Forecast (November 2014) should provide similar guidance for the TPRC and member local governments for project and financial planning for the next three years after which it will again be reviewed. It is a general guide to the long term cashflow direction of the Project only, due to the inherent uncertainties associated with forecasting over the lengthy timeframe of the Project's lifecycle. The position represented is based on a conservative approach to sale rates, sales and marketing costs, development costs, contingency and income/cost escalation which should be an important consideration for the TPRC and member local governments.

The Project Forecast (November 2014) is also based on most recent costs and site experience gained over the past three years. It is also based detailed planning and engineering design, competitive tendered rates for engineering and landscape works. As consequence the Project Forecast (November 2014) represents a more accurate forecast of the Catalina Project.

The Project Forecast (November 2014) is more favourable with an estimated Project profit of \$396.85M which is \$85.06M higher than the Project Forecast (July 2011).

The Project Forecast (November 2014) is consistent with the financial parameters considered by Council 2011 when it approved the Project Forecast (July 2011) and consistent with decisions made since the consideration of TPRC budgets.

The Project Forecast (November 2014) provides the basis for the consideration of the major assumptions for the Project, particularly in relation to timing of sales, residential stages and infrastructure construction, management of sales risk and the TPRC cashflow position. The assumptions and the cashflow components were considered to be within industry or market expectations and/or practice. It is considered to provide appropriate long term forecasts for the Catalina Project and it is recommended that it be used as the basis of financial planning for the TPRC.

It is recommended that Council that accept the Satterley Property Group has achieved Key Performance Indicator - Financial Management 4.2 requiring the completion of a Review of Project Cashflow every three years.

At its meeting of 27 November 2014 the Management Committee considered the report on the review of the Project Forecast Cashflow 2011 – 2026 (July 2011) and recommended that Council:

1. APPROVE the Project Forecast 2012-2029 (November 2014), submitted by the Satterley Property Group as the basis of project and financial planning.
2. ACCEPT that the Satterley Property Group has achieved Key Performance Indicator - Financial Management 4.2 requiring the completion of a Review of Project Cashflow every three years (due 2014).

9.9 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2014

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 4.144.49.0

Recommendation

That the Council ADOPT the Annual Report of the Tamala Park Regional Council for the year ended 30 June 2014.

Voting Requirements

Absolute Majority

Report Purpose

To review the Annual Report for the TPRC for the year ended 30 June 2014.

Relevant Documents

Appendix: TPRC Annual Report 2013/2014

Policy Reference

N/A

Local Government Act/Regulation

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

Previous Minutes

Council Meeting - 19 December 2013 (Item 9.6 - Annual Report)

Background

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

- Report by the Chairman of the Council;
- Report by the CEO;
- Detail of completion of statutory requirements;
- The Audit Report and completed Financial Report of the Council for the year under review.

The Annual Report is to be made available for public inspection.

Comment

The TPRC Annual Report for the year ending 30 June 2014 will be the eighth annual report produced by the Council. The report contains information on the Council formation and operation, the Tamala Park Project and major activities of the TPRC. The Annual Report is attached at Appendix 9.9.

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

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

The Annual Report contains the Audit Report and the Annual Financial Report, for the year ended 30 June 2014, both of which have been completed. The Audit Report and the Annual Financial Report were approved for inclusion in the TPRC Annual Report by Council at its 16 October 2014 meeting.

9.10 APPOINTMENT OF COMMITTEE MEMBER – MANAGEMENT COMMITTEE

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 13.45.884.0

Recommendation

In accordance with the provisions of the Local Government Act 1995, the following Council member is elected to the Management Committee to replace Cr Geoff Amphlett:

Existing Members:

1. *Cr Geoff Amphlett (resigned)*
2. *Cr Dianne Guise*
3. *Cr Giovanni Italiano*
4. *Cr Joshua Topelberg*
5. *Cr Brett Treby*
6. *Cr Rod Willox*

New Member:

7. *Cr*

Voting Requirements

Absolute Majority

Report Purpose

To elect a replacement member to the Management Committee following Cr Geoff Amphlett's resignation.

Relevant Documents

Appendix: Nil

Policy Reference

N/A

Local Government Act/Regulation

Local Government Act 1995

Previous Minutes

N/A

Financial/Budget Implications

N/A

Background

At its meeting of 19 August 2010 the Council approved the establishment of a Management Committee, comprising six members.

The Management Committee was established to progress and monitor the Project. In order for the Project to run in a timely and efficient manner the Management Committee has been delegated authority to manage and to make decisions. This recognises the need for expedient decision making to achieve program/milestones and the commercial sensitivities that will arise from such a business venture.

Comment

The TPRC has been advised that Cr Geoff Amphlett has resigned as a City of Joondalup representative to the Tamala Park Regional Council. The City of Joondalup has appointed Cr John Chester as the new representative to the Tamala Park Regional Council, Cr Tom McLean continues as the other City of Joondalup representative to the Tamala Park Regional Council.

Cr Amphlett was a member of the TPRC Management Committee.

A new member will need to be elected from the existing members to replace Cr Amphlett.

9.11 SPONSORSHIP POLICY

Report Information

Reporting Officer: Project Coordinator

File Reference: 4.123.760

Recommendation

That the Council:

1. **APPROVE the Sponsorship Policy (November 2014).**
2. **DELEGATE to the Chief Executive Officer approval to determine sponsorship requests to a maximum of \$500 in accordance with the TPRC Sponsorship Policy.**
3. **APPROVE to amend the Delegation Register 2012/13 in accordance with (2) above.**

Voting Requirements

Absolute Majority

Report Purpose

To consider the adoption of a Policy relating to the awarding of Sponsorship from the TPRC.

Relevant Documents

Appendix: Sponsorship Policy (November 2014)

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

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

Item E145213 Community Development:

Budget Amount:	\$188,034
Spent to Date:	\$ 37,018
Balance:	\$151,016

Item E145218 Sales and Marketing:

Budget Amount:	\$629,180
Spent to Date:	\$ 72,913
Balance:	\$556,267

Background

The Tamala Park Regional Council (TPRC) has received a number of requests to support charities and community events through sponsorship arrangements. As a result, a Sponsorship Policy has been prepared for Council's consideration. The intent of the Sponsorship Policy is to provide clear direction and guidelines for the TPRC to receive, assess and determine sponsorship proposals.

Comment

It is common practice for developments such as Catalina to be approached by community and charity groups to sponsor community events and infrastructure. There is an expectation that such developments have a responsibility to contribute to building communities and provide infrastructure and financial support. There is also a view that such projects have the financial capacity to support sponsorship of community services/infrastructure or charitable donations.

The support from major projects to building communities and providing financial support becomes even more important when developments are isolated and require basic community building, community infrastructure and services.

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

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

The TPRC has a comprehensive Community Development Plan for the Catalina Estate. To date this has included initiatives such as welcome events and tree planting days to support the local residents and build community capacity. Additional community support in the areas of youth, over 50's and mothers are considered as part of the Plan. There are funds proposed in the Project Budget to continue to support the Community Development Program.

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

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

The Sponsorship Policy states that the objective can be achieved through the following:

- Environmental sustainability - promote environmental sustainability and/or protection of the natural environment;
- Youth Development – positive guidance for children and young adults, encouraging development of skills and contribution to the community;

- Culture, recreation and healthy lifestyle – promote the provision of community sport, health and wellbeing initiatives, and creative expression of cultural identity;
- Education and training opportunities – workshops, networking and training to develop community skills;
- Awareness and/or promotion of the Catalina Estate – enhance the profile of Catalina Estate and promote its attributes; and
- Build community capacity – promote new and existing groups to achieve self-sustainability.

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

Community Sponsorship

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

Project Sponsorship

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

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

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

It is proposed that only incorporated groups and organisations within the Catalina Estate, or those located in communities immediately adjacent to the Estate, will be eligible for sponsorship.

It is proposed that the suggested sponsorship be accommodated in the TPRC Budget on an annual basis as follows:

- Community Sponsorship - \$5,000 from Community Development budget;
- Project Sponsorship – \$10,000 from Marketing budget.

There are sufficient funds in the Community Development and Marketing budgets to accommodate such sponsorship in 2014/15.

Applicants that receive sponsorship from the TPRC are required to provide details of the sponsored program/event's completion in relation to the TPRC's contribution within 4 weeks of completion. In the event that the details are not received by the required deadline, the recipient group may be required to refund the full sponsorship amount to the TPRC.

The Sponsorship Policy outlines the assessment criteria for considering sponsorship applications:

1. The applicant group must demonstrate a genuine capacity to responsibly manage, deliver and acquit the project/activity for which sponsorship is being sought.
2. The proposed project must address one of the Sponsorship Objectives outlined in the policy.
3. The proposal must represent value for money.
4. The applicant group should demonstrate the project's capacity to become self-sustainable in the future.

The draft Policy is considered to provide direction and guidelines for the TPRC to receive, assess and determine community sponsorship proposals and is therefore recommended for approval. The draft Policy recognises that it may be appropriate for the TPRC to support charity groups where there are clear and direct benefits to the residents of the Catalina Estate.

It is recommended that the Chief Executive Officer be delegated authority to determine sponsorship requests to a maximum of \$500 in accordance with the TPRC Sponsorship Policy.

The Satterley Property Group strongly believes the TPRC (Catalina Project) should undertake sponsorship of community groups/events and infrastructure. It considers it important for community building and the long term health of the community. The SPG has indicated support for the TPRC Sponsorship Policy.

9.12 UDIA 2015 NATIONAL CONGRESS

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 22.54.266.0

Recommendation

That the Council AUTHORISE the Chairman, Cr Tyzack and the CEO to attend the 2015 Urban Development Institute of Australia National Congress in Sydney to be held on 17 - 19 March 2015.

Voting Requirements

Simple Majority

Report Purpose

To obtain authority for representatives of the TPRC to attend the forthcoming 2015 Urban Development Institute of Australia National Congress in Sydney.

Relevant Documents

Appendix: UDIA National Congress 2015 Registration Brochure

Policy Reference

TPRC Delegation Register

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

Expenditure under this matter will be incurred under Members of Council item E041020 (Conference Expenses):

Budget Amount:	\$10,000
Spent to Date:	\$ 0
Balance:	\$10,000

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

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

Background

The 2015 Urban Development Institute of Australia (UDIA) National Congress will be held in Sydney from 17-19 March 2015. The Congress is the lead event of the UDIA and brings together leading industry professionals, developers, federal, state and local government personnel from around Australia.

The Congress theme is “The Next Factor” and will examine issues affecting the development industry such as political uncertainty, economic instability, international unrest, increased confidence in the market, commercially sustainable industry and changing nature of population.

The Congress program includes presentations from expert practitioners from the industry, profiles from cutting edge and best practice projects and research that is being undertaken.

Comment

The Congress focuses on the future, discussing and informing on issues of importance to the development industry.

There are Congress presentations from international and Australian experts on a broad range of development industry issues, including:

- Property and housing trends;
- Economic impacts;
- Technology in property;
- Major innovations in property;
- The future of Australian cities;
- Future of masterplanned communities;
- Cities of the future; and
- Global trends influencing building design and development.

The topics covered at the Congress are integral to the TPRC objectives and related to the areas currently being contemplated in the Catalina Project. It will also provide an opportunity to visit significant projects in Sydney and surrounding areas which are considered to have achieved excellence in urban design and infrastructure provision.

It is proposed that the CEO attend the Congress. The Chairman and Cr Tyzack have indicated interest in attending the Congress as delegates from the TPRC. A copy of the Congress registration brochure is attached at Appendix 9.12.

Funds are available for attending the conference from Members of Council item E041020 (Conference Expenses) and Administration item E145020 (Conference Expenses). Attendance registration, travel, accommodation and incidental costs require a budget of approximately \$4,800 per attendee.

9.13 REVIEW OF PROJECT MILESTONES

Report Information

Reporting Officer: Project Coordinator

File Reference: 1.88.246

Recommendation

That the Council:

1. **RECEIVE** the Satterley Property Group report on Project Milestones (September 2014).
2. **ADVISE** the Satterley Property Group that Key Performance Indicator 2.10 requires that the Development Manager completes two Milestone Reviews in each financial year to meet the KPI. The Council will reassess Key Performance Indicator 2.10 when the second Milestone Review is satisfactorily completed.

Voting Requirements

Simple Majority

Report Purpose

To consider a report on the achievement of Project Milestones by the Satterley Property Group.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

Council Meeting - 26 June 2014 (Item 9.12 - Development Managers - Key Performance Indicators)

Relevant Documents

Appendix: SPG - Review of Project Milestones against Project Plan (September 2014)

Background

At its meeting of 26 June 2014 the Council approved Development Managers Key Performance Indicators. Key Performance Indicator 2.10 – *Monitor the Project Milestones against the Approved Project Plan* requires the Development Manager to complete two Milestone reviews each financial year to meet the KPI.

At its meeting of 26 June 2014 the Council also approved the Catalina Annual Plan 2014. The Annual Plan sets out the key objectives and goals for the financial year and the key Project Milestones.

Comment

In accordance with the Development Managers Key Performance Indicators, the Satterley Property Group (SPG) has submitted a report reviewing the key Project Milestones to date against the approved Project Plan (Annual Plan 2014/15). A copy of the SPG review is attached under Appendix 9.13. The SPG report provides a comprehensive analysis of the status the key Project Milestones in the Annual Plan.

The following represents a summary of the status the key Project Milestones and the SPG response in achieving the milestones for FYE15.

Bulk Earthworks/Civil Construction

- Civil construction Stages 6B and 11 have been achieved, Stages 13, 14, 15 & 25 are on program in design or construction;
- Bulk Earthworks for Central Cell Stages 14 – 18 are being undertaken and are on program;
- Western Cell Stages 25 – 27 are proposed to be deferred to minimize potential impacts on the Mindarie residential area.

Infrastructure

The Neerabup Road/Maroochydore Way intersection has been approved by the City of Wanneroo and is currently in final design. It is expected to be constructed on program.

Landscape Construction

- Aviator Blvd Entry Statement has been achieved;
- Biodiversity Conservation Area (South) and Stages 11 -13 Public Open Space are being designed and are expected to be on program.

Marketing

- Completion of the Builders Display Village and Land Sales Office has been achieved;
- Continued branding with signage and sales materials is ongoing and on program;
- Titles for the 2nd Display Village are due February 2015 on program.

Sales/Settlements

- Delivery of Titles is on program with 64 issued to date;
- Sales are 35 behind program;
- Settlements are 44 ahead of program.

Planning

- Subdivision applications have been approved for Stages 12 – 14 on program;
- Stages 15 - 18 approvals are anticipated for January 2015 which will be behind program;
- Stages 25 - 27 are currently in final design and expected to be on program;
- Eastern Precinct preliminary planning has commenced and is expected to be on program.

Implement Public Art Strategy

A tender for public art has closed (25 November 2014) and is on program for installation by June 2015.

Implement Sustainability Initiatives Plan

The following Sustainability Initiatives approved by Council are being progressively implemented on program:

- A waste management program;
- A shared bore water scheme;
- Waterwise front gardens;
- Solar Panel rebates.

Community Development Initiatives

A 'Community Development Plan' has been prepared for the financial year and is being implemented.

Conclusion

The SPG review of the milestones indicates that a high number of the milestones for 2014/15 have already been achieved. It also recognises that a number have not been achieved, however, this is a function of program timing with most being on program in design or construction.

It is noted that the sales milestone is behind program/budget. In response to this SPG has indicated confidence that the sales milestones will be addressed over the coming months.

The KPI requires that the Development Manager completes two Milestone Reviews in each financial year to meet the KPI. It's considered that SPG have satisfied the first part of the KPI by completion of this first Milestone Review, however, achievement of the KPI can only be satisfied when the second review is completed by the SPG.

9.14 DELEGATION AUTHORITY

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 22.21.294.26

Recommendation

That Council APPROVE the Delegation Register 2013/14 (dated December 2014), as amended.

Voting Requirements

Absolute Majority

Report Purpose

To request Council to approve modification to the Delegation Register.

Relevant Documents

Appendix: TPRC Delegation Register (updated December 2014)

Policy Reference

N/A

Local Government Act/Regulation

Local Government Act 1995: Sect 5.42 – Delegation to CEO; Sect 5.46(2) – Review of Delegation.

Previous Minutes

- Council Meeting – 19 December 2013 (Item 9.11 – Delegation Authority)
- Council Meeting – 15 December 2011 (Item 9.7 - Display Village Lots Tender & Allocation)

Background

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

On 19 December 2013 the Council reviewed the Delegation Register and approved modifications to the Delegation Register 2012/13. The modifications approved by Council to the Delegation Register were required to enable the effective operation of the Tamala Park Regional Council office and more accurately reflect the delegations utilised by other local authorities.

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

Comment

The Delegation Register (Appendix 9.14) depicts a number of proposed changes which involve corrections and to provide clarity regarding the current delegations.

It is proposed to modify Delegation 40 to enable the CEO to determine lot pricing subject to the average of lot pricing for a stage being higher than the approved Project Cashflow. At the present time there is no delegation to the CEO to approve pricing for a lot if it is below the average of lot pricing for a Stage, even though the overall average pricing for a Stage may exceed the approved Stage pricing in the Project Cashflow.

The Development Manager strongly supports this delegation in order to provide flexibility for pricing of individual lots. The requirement of lot valuations by the Development Manager and a licensed valuer remains and the requirement to select the higher of the lot valuations remains unchanged. Should the average of lot pricing for a Stage be less than the lot pricing for a stage in the Project Cashflow then the matter will be referred to Council.

It is recommended that the proposed delegations to the Chief Executive Officer as shown in the Delegation Register dated December 2014 be approved.

9.15 CHRISTMAS CLOSURE

Report Information

Reporting Officer: Chief Executive Officer

File Reference: N/A

Recommendation

That the TPRC administrative office be CLOSED over the Christmas period from 25 December 2014 to 2 January 2015 (inclusive).

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Attachments: Nil

Local Government Act/Regulation

N/A

Previous Minutes

Council Meeting - 16 December 2010 (Item 9.9 - Christmas Closure)

Background

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

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

Comment

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

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

9.16 REVIEW OF CATALINA SALES OFFICE OPENING HOURS

Report Information

Reporting Officer: Chief Executive Officer

File Reference: 1.88.246

Recommendation

That the Council:

- 1. RECEIVE the Satterley Property Group report on the revised opening hours for the Catalina Sales Office, dated 25 November 2014.**
- 2. APPROVE the revised opening hours for a further twelve months for the Catalina Sales Office of Monday – Sunday 12pm – 5pm, with the office closed on Thursday, on a trial basis. Subject to the Satterley Property Group providing 2 sales representatives to work at the Catalina Sales Office on Saturday - Monday and public holidays.**
- 3. ADVISE the Satterley Property Group that a report on the trial of the revised opening hours for the Catalina Sales Office based on sales against budget and feedback from the public and display builders will be required to be presented for Council's consideration at its December 2015 meeting.**

Voting Requirements

Simple Majority

Report Purpose

To consider a request from the Development Manager to vary the Catalina Sales Office Opening Hours under the Development Management Agreement.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

- Council Meeting – 26 June 2014 (Item 9.9 – Review of Catalina Sales Office Opening Hours)
- Council Meeting – 16 February 2012 (Item 9.5 – Development Managers Key Performance Indicators).

Financial/Budget Implications

N/A

Relevant Documents

Appendix: Satterley Property Group correspondence dated 25 November 2014.

Background

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

At its meeting of 26 June 2014 the Council considered a request from the Satterley Property Group seeking approval to vary the Catalina Sales Office Opening Hours under the Development Management Agreement (17 August 2010) and resolved to;

1. APPROVE the revised opening hours for the Catalina Sales Office of Monday – Sunday 12pm – 5pm, with the office closed on Thursday, on a trial basis for a 5 month period from 28 June 2014 to 23 November 2014. Subject to the Satterley Property Group providing 2 sales representatives to work at the Catalina Sales Office on Saturday - Monday and public holidays.

2. ADVISE the Satterley Property Group that a report on the trial of the revised opening hours for the Catalina Sales Office will be required to be presented for Council’s consideration at its December 2014 meeting.

Comment

The Satterley Property Group has reviewed the operation of the Catalina Sales Office and has requested that the Council approve the revised opening hours for the Catalina Sales Office on a long term basis (copy of SPG correspondence attached Appendix 9.16). The basis of the request is that the highest enquiry periods are Saturday and Sunday when two sales representatives are in attendance at the Catalina Sales Office. Further the Catalina Sales Office has functioned well over the past 5 months under the revised arrangements.

The Satterley Property Group supports the revised opening hours for the Sales Office as it allows Satterley to provide 2 sales representatives to work at the Catalina Sales Office during busy periods, being Saturdays, Sundays, public holidays and Mondays. It also enables additional servicing of display builders to attract house and land packages.

The Satterley Property Group had previously undertaken a review of opening hours of the major estates in the northern corridor which is summarised as follows:

Development	Weekday Opening Hours	Weekend Opening Hours	Total Hours
Beaumaris Beach	Monday & Wednesday 2pm – 5pm	Saturday – Sunday 1pm – 5pm	14
Burns Beach	Monday – Wednesday 1pm – 5pm	Saturday – Sunday 1pm – 5pm	20
Eden Beach	Monday – Friday 10am – 5pm	Saturday – Sunday 10am – 5pm	49
Trinity	Monday Tuesday – Friday 2pm – 5pm 9am – 5pm	Saturday – Sunday 1pm – 5pm	43
Alkimos Beach	Monday – Friday 10am – 5pm	Saturday – Sunday 10am – 5pm	49
Amberton	Monday Tuesday – Friday 1pm - 5pm 11am – 5pm	Saturday – Sunday 10am - 5pm	42
Shorehaven	Monday – Wednesday 1pm – 5pm	Saturday – Sunday 1pm – 5pm	20

It is noted that out of the seven estates examined four are opening 7 days a week and these four also have more extended trading hours, in excess 42 hours, than proposed by the Satterley Property Group, including Brighton/Eden Beach/Jindalee sales offices operated by the Satterley Property Group.

The following table compares the opening hours under the DMA and the Satterley Property Group's proposed revised opening hours. The Satterley Property Group proposal maintains the same number of opening days, but seeks to reduce the opening hours from 42 hours to 30 hours and change the day the Sales Office is closed from Friday to Thursday.

Day	DMA - Opening Hours	Proposed - Opening Hours
Monday	10am – 5pm	12pm – 5pm
Tuesday	10am – 5pm	12pm – 5pm
Wednesday	10am – 5pm	12pm – 5pm
Thursday	10am – 5pm	closed
Friday	closed	12pm – 5pm
Saturday	10am – 5pm	12pm – 5pm
Sunday	10am – 5pm	12pm – 5pm
Total Hours	42 hours	30 hours

The SPG acknowledges that there has been diminishing Sales Office traffic since the commencement of the trial but it considers this is a reflection of the softening land sales market and has been the trend in all Satterley projects over the last six months.

The SPG firmly believes that the revised opening times in conjunction with increased resourcing during peak periods will result in customer experience superior to the requirements in the DMA.

It is not considered that the information from the current trial of the revised opening hours for the Catalina Sales Office provides sufficient information for the Council to make a decision on varying the terms of the Development Managers Agreement, on a long term basis as requested by the SPG. It is recommended Council approve the extension of the revised opening hours for the Catalina Sales Office for a further twelve months, subject to the Satterley Property Group providing 2 sales representatives to work at the Catalina Sales Office (Saturday – Monday and public holidays). The SPG should also be requested to provide a report on the effectiveness of the revised opening hours and staffing arrangements based on sales against budget and feedback from the public and display builders for Council's consideration at its December 2015 meeting.

9.17 SPONSORSHIP REQUEST – WANNEROO CHRISTMAS LUNCH

Report Information

Reporting Officer: Project Coordinator

File Reference: 2.161.333

Recommendation

That the Council APPROVE the sponsorship of the 2014 Wanneroo Christmas Lunch to be held on Christmas Day 2014 at the Wanneroo Showgrounds to a value of \$2,000.

Voting Requirements

Simple Majority

Report Purpose

To consider a request for sponsorship from the combined churches of Wanneroo to the Wanneroo Christmas Lunch.

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 E145218 Sales and Marketing:

Budget Amount:	\$629,180
Spent to Date:	\$ 72,913
Balance:	\$556,267

Relevant Documents

Appendix: Letter from Wanneroo Christmas Lunch Committee dated 5 November 2014

Background

The TPRC has received a request from the Combined Churches of Wanneroo for TPRC sponsorship of the 2014 Wanneroo Christmas Lunch to be held on Christmas Day 2014 at the Wanneroo Showgrounds.

Comment

The Wanneroo Christmas Lunch is a charity community event coordinated by the Combined Churches of Wanneroo. It is intended to provide lunch for approximately 300 people who are

alone or unable to have a meal on Christmas Day. The City of Wanneroo is donating the use of the Wanneroo Showgrounds and providing a grant.

The Wanneroo Christmas Lunch has the following sponsorship options available:

Gold Sponsors (\$2500 and above) - Sponsor will have their logo on the website, the program for the day and will be mentioned by name at the event. They can also have a banner (or similar) at the pavilion on the day.

Silver Sponsors (\$1000 - \$2500) - Sponsor will have a small logo on the website and a listing on the program.

Bronze Sponsors (up to \$1000) - Sponsor will have name listed on the website.

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 E145218 Sales and Marketing of the 2014/15 Budget.

The TPRC has recently received enquiries from a number of groups regarding the possibility of TPRC financial support/sponsorship of community events. It is likely that this will increase as the Catalina Project receives greater exposure and the Catalina community grows. The TPRC has prepared a Sponsorship Policy which is the subject of a report (Item 9.11) in this agenda in order to provide guidance to Council on potential sponsorship proposals.

The draft Sponsorship Policy provides for two types of sponsorship, 'Community Sponsorship' and 'Project Sponsorship'.

Community Sponsorship

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

Project Sponsorship

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

The Wanneroo Christmas Lunch could be considered under the Project Sponsorship category.

The branding and marketing benefits to the Catalina Project in supporting the Wanneroo Christmas Lunch are not significant, however, it is recognised that the level of sponsorship requested is also low. The draft Sponsorship Policy recognises that it may be appropriate for the TPRC to support charity groups where there are benefits to the Catalina Estate.

It is recommended the Council agree to sponsor the 2014 Wanneroo Christmas Lunch to be held on Christmas Day 2014 at the Wanneroo Showgrounds to a value of \$2,000.

The Satterley Property Group has reviewed the sponsorship request for the 2014 Wanneroo Show and has recommended that the Council support the Wanneroo Christmas Lunch to the value of \$1,000.

9.18 MITCHELL FREEWAY EXTENSION TENDER - SITE COMPOUND LEASE -
CONFIDENTIAL

CONFIDENTIAL

9.19 EARTHWORKS AND SUBDIVISION WORKS TENDER – EXTENSION OF CONTRACT - CONFIDENTIAL

CONFIDENTIAL

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

APPENDICES