



**TAMALA PARK**  
Regional Council

## **Meeting of Council**

# **AGENDA**

**Thursday 20 April 2017, 6:00pm**  
**City of Joondalup**  
**90 Boas Avenue, Joondalup**

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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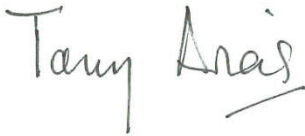
### TAMALA PARK REGIONAL COUNCIL

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 Joondalup on Thursday 20 April 2017 at 6:00pm.

The business papers pertaining to the meeting follow.

Your attendance is requested.

Yours faithfully



**TONY ARIAS**  
Chief Executive Officer

### MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr John Chester Cr Kerry Hollywood	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Cr Karen Caddy Mayor Giovanni Italiano JP (Chairman) Cr Keith Sargent Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa 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 – 23 February 2017

**5A. BUSINESS ARISING FROM THE MINUTES**

**6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)**

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

**8. REPORTS OF COMMITTEES**

CEO Performance Review Committee Meeting – 16 March 2017  
Management Committee Meeting – 16 March 2017

**9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.9)**

## 9.1 BUSINESS REPORT – PERIOD ENDING 13 APRIL 2017

### Report Information

Reporting Officer: Project Coordinator

### Recommendation

**That the Council RECEIVES the Business Report to 13 April 2017.**

### Voting Requirements

Simple Majority

### Report Purpose

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

### Relevant Documents

Appendix:

- Landscape Schedule and Program FYE 2017
- Foreshore Access Plans

### Background

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

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

### Comment

#### 1. Civil Construction - Status

The following table provides the status of current civil works:

Stage	Lots	Commenced Construction	Practical Completion Date	Works Status	Titles
Stage 25 Civil Construction	59	24 October 2016	5 May 2017	90% complete	May 2017
Stage 18B Civil Construction	31	27 February 2017	16 June 2017	25% complete	June 2017

## 2. Landscape works – Status

A status report on Landscape Works proposed for the balance of FYE 2017 is attached at Appendix 9.1. The status report has been updated to reflect the comments of the Management Committee from its March 2017 meeting. The report details budget, detailed design and approval status and commencement and completion timeframes.

## 3. Housing Construction

The following table provides an overview of the current progress of housing construction to date. A significant number of homes are under construction in Stages 13-15 and 18A.

Stage	Under Construction	Completed	Total
Stage 1	1	34	35
Stage 2	0	31	31
Stage 3	1	42	43
Stage 4	2	45	47
Stage 5	0	63	63
Stage 6	6	36	42
Stage 7	0	63	63
Stage 8	1	52	53
Stage 9	3	48	51
Stage 10	2	28	30
Stage 11	2	62	64
Stage 12	4	45	49
Stage 13	15	69	84
Stage 14A	10	53	63
Stage 15	26	27	53
Stage 18A	29	0	29
<b>Total</b>	<b>102</b>	<b>698</b>	<b>800</b>

## 4. Builders Display Village 3 (Catalina Beach)

The tender for the Catalina Beach Display Village lots was released in February 2017. A total of 17 tender submissions were received from builders wishing to participate in the Display Village. The tender submissions are being assessed in accordance with the tender selection criteria and the TPRC Procurement Policy. It is anticipated that the allocation of lots for the Catalina Beach Display Village to builders will be completed in April 2017.

The Catalina Beach Builders Display Village is due to open in October 2018, at the conclusion of the operation of the Builders Display Village 2 (Central Precinct).

## 5. Local Centre Site - Update

At its meeting of 20 October 2016, the Council approved a tender submission for the sale of the Local Centre site, within the Central Precinct. The site was to be used for residential,

commercial mixed-use and child care purposes. The tender was approved subject to a number of requirements including the progression of a Legal Agreement.

The Local Centre Heads of Agreement was anticipated to be finalised by the end of March 2017. There is one significant outstanding item which is being progressed with the preferred tenderer.

## **6. Catalina Grove Precinct Plan – Update**

As requested by Council, a tree canopy analysis has been carried out over the Catalina Grove Precinct and is presently being assessed. A report and recommendations on tree canopy retention targets and retention of significant trees is to be provided for the June 2017 Council meeting.

In addition, the following key principles to guide the final design of the Grove Precinct Plan are being addressed and will be reported to Council in June 2017:

- Mixed Use Zone – To rationalise the extent of mixed-used zoned land in line with economic and market research and to locate mixed use zoned land in optimal locations.
- Green Link and Public Open Space – To retain mature trees which create a sense of place and provide strong connections to surrounding green areas and POS.
- Retail Land Use – Locate the commercial zoned land near the intersection of Aviator Boulevard and Connolly Drive to frame the western entry to Catalina Grove and provide exposure to the commercial site.
- Road Network/Connections – To maximise and enhance the connection to Clarkson Train Station to drive the success of density in the north-eastern corner of the site. Promote the use of the underpass to achieve high levels of surveillance.
- A range of housing options and densities; to provide density in high amenity areas to underpin a vibrant community in Catalina Grove.
- Greenlink and road connection strongly aligned to more directly feed into the Station.
- A main street proposed off the Local Centre to provide a focal point for residents of Catalina Grove.
- Potential to retain vegetation in pocket parks (more pocket parks).

## **7. Foreshore Access Proposal**

The TPRC has recently lodged a draft Foreshore Management Plan, supporting a beach access proposal, with the City of Wanneroo.

A coastal access road from the western edge of Catalina is proposed to provide local access to a safe beach for the local community.

The location of the proposed access route and the carpark area have been carefully selected to follow existing informal tracks or areas of damaged vegetation and minimise impacts on flora in the area.

The location of the carpark area and access to the beach is based on the Coastal Aquatic Risk Assessment (2014) undertaken by Surf Life Saving Western Australia which identified the site as a preferred beach access location, due to safe swimming conditions and absence of potential hazards present which exist in locations to the north and south.

It is also consistent with the Tamala Conservation Park Establishment Plan (WAPC, 2012), which recommended that community access to safe swimming areas adjacent to Tamala Park, with public road access, appropriately located facilities such as car parking, toilets and potential surf-life-saving facilities should be investigated and provided.

An asphalt two-way road is proposed to be constructed, leading visitors to a beach carpark adjacent to the foredune, providing approximately 24 bays. From the carpark, an appropriately fenced walking path consisting of stabilised limestone rubble will provide access to the beach for pedestrians as well as emergency and maintenance vehicles as necessary. Areas have been provisionally allocated for future additional buildings, such as storage buildings for surf-lifesaving equipment and an ablution block.

It is anticipated that, subject to the support of the City of Wanneroo and WAPC, a detailed design and cost proposal will be prepared for the Council's consideration.

Plan showing the location of the proposed access road and beach location are attached at Appendix 9.1.



## **9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JANUARY & FEBRUARY 2017**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

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

- **31 January 2017; and**
- **28 February 2017.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

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

### **Relevant Documents**

Appendix:

- Statement of Financial Activity for 31 January 2017
- Statement of Financial Activity for 28 February 2017

### **Local Government Act/Regulation**

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

### **Background**

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

### **Comment**

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

Variations at 28 February 2017 exceeding 10% were experienced in relation to the following:

<b>Interest Earnings</b>	Interest earnings exceed budget predictions as a result of higher principal.
<b>Depreciation</b>	The positive variation is a result of timing and will adjust during the year.
<b>Employee Costs</b>	The positive variation is a result of timing and will adjust during the year.
<b>Materials and Contracts</b>	The positive variance is a result of timing and will adjust during the year.
<b>Other</b>	The negative variance relates to timing and will adjust during the year.
<b>Utilities</b>	The positive variance is a result of timing and will adjust during the year.
<b>Income Sale of Lots – Subdivisions</b>	The negative variance is a result of fewer lot settlements and is expected to remain under budget.
<b>Income Other - Subdivisions</b>	The negative variance relates to the deferred settlement of the Stage 18 Group Housing sites.
<b>Land Production Costs</b>	The positive variance relates to timing of works but is expected to remain under budget.

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

### Financial Snapshot as at 28 February 2017

**TAMALA PARK REGIONAL COUNCIL  
FINANCIAL SNAPSHOT  
FOR THE PERIOD ENDING 28 FEBRUARY 2017**

	2016-17	2016-17	2016-17	2016-17	Variance		Variance
	Adopted	Amended	Budget	Actual	Favourable	Unfavourable	
	Budget	Budget	YTD	YTD	\$	\$	
<b>Revenue</b>	\$		\$	\$	\$	\$	%
Interest Earnings	959,170	1,300,000	719,378	870,192	150,814		20.96%
Other Revenue	1,985	3,621	0	3,621	3,621		100.00%
	\$961,155	\$1,303,621	\$719,378	\$873,813	\$154,435	\$0	
<b>Less Expenditure</b>							
Depreciation	(21,024)	(21,024)	(13,666)	0	13,666		100.00%
Employee Costs	(752,311)	(677,021)	(489,002)	(349,534)	139,468		28.52%
Insurance	(17,756)	(10,228)	(10,228)	(10,227)	1		0.01%
Materials and Contracts	(492,112)	(447,929)	(313,373)	(141,954)	171,419		54.70%
Other	(177,517)	(177,517)	(89,859)	(116,513)		(26,654)	-29.66%
Utilities	(18,000)	(18,000)	(11,700)	0	11,700		100.00%
Members Equity							
-Income Sale of Lots - Subdivisions	26,283,529	26,604,016	17,558,269	13,568,302		(3,989,967)	-22.72%
-Income Other - Sale of Apartments	0	333,863	0	333,863	333,863		100.00%
-Income Other - Subdivisions	4,794,250	1,000,000	0	361,247	361,247		100.00%
-Land Production Costs	(32,546,354)	(32,759,039)	(21,245,132)	(10,306,784)	10,938,348		51.49%
-Profit Distribution/Contributions Returned	(11,327,714)	(11,327,714)	(5,000,000)	(5,047,428)		(47,428)	-0.95%
	(\$14,275,009)	(\$17,500,593)	(\$9,614,691)	(\$1,709,028)	\$11,969,712	(\$4,064,049)	
<b>Total Change in Equity</b>	(\$13,313,854)	(\$16,196,972)	(\$8,895,313)	(\$835,215)	\$12,124,147	(\$4,064,049)	

Balance Sheet Summary as at 28 February 2017

TAMALA PARK REGIONAL COUNCIL  
STATEMENT OF FINANCIAL POSITION  
AS AT 28 FEBRUARY 2017

	Actual 2015-16 \$	Actual 2016-17 \$	Variance \$	Variance %
<b>Current assets</b>				
Cash and cash equivalents	47,138,174	46,098,139	(1,040,035)	-2.21%
Trade and other receivables	404,507	563,927	159,420	39.41%
<b>Total current assets</b>	<b>47,542,681</b>	<b>46,662,065</b>	<b>(880,616)</b>	<b>-1.9%</b>
<b>Non-current assets</b>				
Inventories	1,800,000	1,800,000	0	0.00%
Property, plant and equipment	131,368	165,596	34,228	26.06%
<b>Total non-current assets</b>	<b>1,931,368</b>	<b>1,965,596</b>	<b>34,228</b>	<b>1.77%</b>
<b>Total assets</b>	<b>49,474,049</b>	<b>48,627,661</b>	<b>(846,388)</b>	<b>-1.71%</b>
<b>Current liabilities</b>				
Trade and other payables	73,175	62,003	11,172	15.27%
Provisions	121,431	121,431	0	0.00%
<b>Total current liabilities</b>	<b>194,606</b>	<b>183,434</b>	<b>11,172</b>	<b>5.7%</b>
<b>Non-current liabilities</b>				
Provisions	56,652	56,652	0	0.00%
<b>Total non-current liabilities</b>	<b>56,652</b>	<b>56,652</b>	<b>0</b>	<b>0.00%</b>
<b>Total liabilities</b>	<b>251,258</b>	<b>240,086</b>	<b>11,172</b>	<b>4.45%</b>
<b>Net assets</b>	<b>49,222,791</b>	<b>48,387,576</b>	<b>(835,215)</b>	<b>-1.70%</b>

### **9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JANUARY & FEBRUARY 2017**

#### **Report Information**

Reporting Officer: Chief Executive Officer

#### **Recommendation**

**That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of January and February 2017:**

- **Month ending 31 January 2017 (Total \$2,250,618.46)**
- **Month ending 28 February 2017 (Total \$1,755,101.26)**
- **Total Paid - \$4,005,719.72**

#### **Voting Requirements**

Simple Majority

#### **Report Purpose**

Submission of payments made under the CEO's Delegated Authority for the months ending 31 January 2017 and 28 February 2017.

#### **Relevant Documents**

Appendix:

- Cheque Detail for January & February 2017
- Summary Payment List for January 2017
- Summary Payment List for February 2017

#### **Local Government Act/Regulation**

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

#### **Background**

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

#### **Comment**

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

Payments are reviewed by TPRC Accountants Moore Stephens following completion of each month's accounts.

## **9.4 PROJECT FINANCIAL REPORT – FEBRUARY 2017**

### **Report Information**

Reporting Officer: Chief Executive Officer

### **Recommendation**

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

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider the Project Financial Report for February 2017 submitted by the Satterley Property Group.

### **Policy Reference**

N/A

### **Local Government Act/Regulation**

N/A

### **Previous Minutes**

N/A

### **Financial/Budget Implications**

Review of Project Financial Report for February 2017.

### **Relevant Documents**

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

### **Background**

At its meeting of 16 June 2016, the Council approved the Project Budget FYE 2017 (May 2016), submitted by the Satterley Property Group, as the basis of financial planning for the 2016/2017 TPRC budget.

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

### **Comment**

The Satterley Property Group has prepared a Financial Report for February 2017 for the Project. The report has been prepared on a cash basis and compares actual expenditure to approved budget expenditure for the period up to 28 February 2017 and is attached at Appendix 9.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$13.7M which is \$3.8M under budget with 16 less residential settlements for the year less year to date.
2. Expenditure was \$10.4M under budget, in the following areas:
  - Lot Production \$5.7M;
  - Landscape \$2.8M;
  - Infrastructure \$1.8M;
  - P&L expenditure \$1.9M.

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

3. Lot Sales Value was \$7.4M unfavourable to budget due to 23 less lot sales year to date. This includes Special Sites income which is \$3.6M below budget due to timing of the Local Centre site and the Stage 18 Group Housing sites (now expected to settle in FYE 2018).

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

## **9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 13 APRIL 2017**

### **Report Information**

Reporting Officer: Project Coordinator

### **Recommendation**

**That the Council RECEIVES the Sales and Settlement Report to 13 April 2017.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

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

### **Policy Reference**

N/A

### **Local Government Act/Regulation**

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

### **Previous Minutes**

N/A

### **Financial/Budget Implications**

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

Budget Amount:	\$ 26,283,529
Received to Date:	\$ 14,850,434
Balance:	\$ 11,433,095

### **Relevant Documents**

Appendix: Staging Plan

### **Background**

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

The Staging Plan provided under Appendix 9.5 identifies the extent of the stage boundaries referenced within the report.

### **Comment**

The following table provides a summary of the Sales and Settlement position for lots released to 13 April 2017:

Stage	Release Date	Lots Released	Lot Sizes	Sold	Stock	Settled
<b>Stages 1 – 11, 12B, 13A, 13B, 14A, 14B, 14 Builders, 14C, 14D, 15B and 15C</b>	-	735	-	735	0	731
<b>Stage 12A</b>	May 2014	25	295-463	24	1	24
<b>Stage 14B (Release 2)</b>	July 2016	10	262-329	7	3	3
<b>Stage 15A</b>	July 2015	16	300-450	15	1	15
<b>Stage 15D</b>	Sep 2016	2	375-376	0	2	0
<b>Stage 17A</b>	Oct 2016	25	300-510	20	5	0
<b>Stage 18A</b>	March 2016	29	300-510	28	1	24
<b>Stage 18B</b>	March 2017	31	200-474	7	24	0
<b>Total</b>		<b>873</b>		<b>836</b>	<b>37</b>	<b>797</b>

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

Stage	Lot Number	Release Date	Months on Market	Price	M <sup>2</sup>	Comment
12A	305	May 2014	35	\$295,000	447	Corner lot, side loaded, located on Aviator Boulevard, opposite future primary school site.
18A	883	Mar 2016	13	\$335,000	450	Regular lot, 15m frontage
14B	773	July 2016	9	\$226,000	314	Cottage corner lot abutting Neerabup Road – rear loaded, quiet noise requirements
14B	775	July 2016	9	\$252,000	290	Cottage lot – rear loaded, 10.1m frontage, quiet house requirements
14B	777	July 2016	9	\$252,000	285	Cottage lot – rear loaded, 9.5m frontage
15D	835	Aug 2016	8	\$288,000	376	Regular lot abutting Neerabup Road, Quiet house requirements
15D	836	Aug 2016	8	\$288,000	375	Regular lot abutting Neerabup Road, Quiet house requirements.

*Note: Lots 305 and 822 have been repriced in accordance with current valuations. Lot 822 has recently been contracted for sale.*

Since the Council’s February 2017 meeting, seven lots from Stages 13B, 14B, 15A and 18A, reported as “aged stock”, have been contracted for sale.

### Competition Analysis

The following table provides a summary of gross sales at competing developments in the northern corridor for the FYE 2017.

The SPG has expressed caution that competitor’s sales results are indicative only based on information that the SPG is able to obtain in the marketplace.



Estate	Sales												YTD total	Size Range (m <sup>2</sup> )	Price Range
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Allara	16	18	11	11	4	7	8	12	10				97	225-520	\$129,950-\$223,000
Eden Beach	9	11	7	17	9	4	7	8	11				83	225-625	\$200,000-\$430,000
Catalina	8	11	9	5	9	1	7	11	8				69	225-448	\$210,000-\$315,000
Alkimos Beach	9	9	9	5	6	5	7	10	9				69	150-535	\$128,000-\$335,000
Amberton	15	12	11	15	4	6	6	7	12				88	188-526	\$160,000-\$275,000
Shorehaven	4	4	8	0	1	1	1	6	3				28	217-385	\$179,000-\$315,000
Trinity	18	4	5	10	7	8	3	8	7				70	298-542	\$198,000-\$280,000
<b>Total</b>	<b>79</b>	<b>69</b>	<b>60</b>	<b>63</b>	<b>40</b>	<b>32</b>	<b>39</b>	<b>62</b>	<b>60</b>				<b>504</b>		
<b>CATALINA MARKET SHARE (%)</b>	10.1	15.9	15.0	7.9	22.5	3.1	17.9	17.8	13.3				13.7		

A summary of available stock in the corridor is provided in the table below. The table indicates that generally Burns Beach is the most expensive estate. Catalina has the most expensive 225m<sup>2</sup> lots and 450m<sup>2</sup> lots (along with Eden Beach).

Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	Stock
Allara	149,950	169,000	193,000	223,000	<b>47</b>
Burns Beach	N/A	395,000	480,000	N/A	<b>29</b>
Eden Beach	200,000	245,000	289,000	339,000	<b>49</b>
Catalina	210,000	255,000	298,000	339,000	<b>37</b>
Alkimos Beach	186,000	230,000	265,000	300,000	<b>55</b>
Amberton	160,000	204,000	233,000	270,000	<b>28</b>
Shorehaven	199,000	265,000	287,000	N/A	<b>48</b>
Trinity	N/A	202,000	230,000	255,000	<b>28</b>
<b>TOTAL</b>					<b>321</b>

### Stage 18B

Stage 18B was released on 4 March 2017 to coincide with the long weekend. Two registrations were received as part of the sales release process, with 7 lots under contract to date.

Stage 18B comprises 31 lots ranging in size from 200m<sup>2</sup> to 474m<sup>2</sup>, including a number of 375m<sup>2</sup> lots, 450m<sup>2</sup> lots and squat lots (15m x 20m).

### Catalina Beach – Stage 25 Public Sales Release

The Catalina Beach – Stage 25 Public Sales Release is proposed for 13 May 2017. The Release comprises 21 lots, ranging in size from 300m<sup>2</sup> to 450m<sup>2</sup>, with titles forecast for August 2017. Lot pricing is being finalised, however, indicative pricing for the 300m<sup>2</sup> lots is \$310,000 and \$425,000 for the 450m<sup>2</sup> lots. The sale price of a lot is determined based on the higher of the lot pricing recommended by the Development Manager and the lot price valuation of Council's appointed independent valuer.

The Sales Release is to be undertaken in accordance with the approved Sales Release Procedure – Private Release Lots (May 2016) which involves an online purchaser registration

process. Potential purchasers lodge a registration identifying their details, lot preferences and accepting the contract of sale conditions. Registrations will then be offered based on the following:

- Firstly, by the finance status of the registration with cash unconditional given preference, followed by offers being subject to finance;
- Secondly, by the time of registration, the earlier the registration the higher the preference.

This registration and sales process has worked well to date with the public sales releases and is endorsed by the Council's Probity Auditor.

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

## 9.6 SOLAR POWER PROVIDER TENDER ASSESSMENT

### Report Information

Reporting Officer: Project Coordinator

### Recommendation

#### That the Council:

1. **DECLINES** to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate.
2. **APPROVES** the continued use of the \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and **APPROVES** the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.
3. **REQUESTS** the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.
4. **REQUESTS** the Satterley Property Group to monitor the participation rates of the Solar Panel Rebate and provide a report to Council in December 2017.
5. **APPROVES** the release of a new tender for the supply and installation of solar systems to homes within the Catalina Estate based on a non-weighted cost criteria.

### Voting Requirements

Simple Majority

### Report Purpose

To consider a report on the tender submissions for the provision of solar panel systems at Catalina – (Tender 02/2017) and SPG recommendations regarding the Catalina Solar Panel Rebate.

### Policy Reference

TPRC Procurement Policy

### Local Government Act/Regulation

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

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

- c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
- e) *A matter that if disclosed, would reveal –*

- i) Information that has a commercial value to a person; or*
  - ii) Information about the business, professional, commercial or financial affairs of a person.*
- where the information is held by, or is about, a person other than the TPRC (section 5.23(2)(e)).*

Note: Applies to Appendices only.

### **Previous Minutes**

Nil

### **Financial/Budget Implications**

Expenditure under this matter will be incurred under the following Budget Items:

Item E145216 (Direct Selling Expenses):

Budget Amount:	\$ 3,805,686
Spent to Date:	\$ 2,021,222
Balance:	\$ 1,784,464

### **Relevant Documents**

Appendix:

- SPG Recommendation – Catalina Solar Rebate and Solar Tender Recommendation – **(Confidential)**;
- Panel Report – Solar Power Provider Tender Assessment 02/2017 – Panel Evaluation Report - **(Confidential)**.

Available for viewing at the meeting:

- Tender Document 2/2017 – Solar Power Provider Tender;
- Evaluation Plan – Solar Power Provider.

### **Background**

At its meeting of 20 October 2016, the Council considered the review of the Catalina Sustainability Initiatives Plan (SIP) undertaken by the Satterley Property Group. The Council supported the continued provision of the Solar Panel Rebate but was concerned about low participation rates with the rebate. The Council requested the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements. It also requested the CEO to investigate and report to Council on opportunities to supply Photo Voltaic Systems within the current \$2,000 Solar Panel Rebate.

As requested by Council the SPG undertook investigations on potential participation rates on the Solar Panel Rebate. It advised that better after sales communications to purchasers and reminders on the rebate and additional communication to builders would improve participation rates. It also received feedback from purchasers indicating difficulty in paying for a Solar Power System, even with the \$2000 rebate, whilst funding the construction of their home.

The SPG advice based on experience on similar projects and discussions with the suppliers of Photo Voltaic Systems was that seeking tenders for the supply of Photo Voltaic Systems for the Catalina Project could result in the supply of Photo Voltaic Systems within the current \$2,000 rebate.

## Comment

The TPRC sought tenders in January 2017, for the supply and installation of solar systems to homes within the Catalina Estate for a period of two years.

The scope of the tender included the following:

- Design a suitable solar energy system;
- Provision and installation of a complete and fully operational solar energy system;
- A minimum a 2Kwh system;
- Consultation with the homeowner to adequately explain the system and energy needs of the home;
- The ability for the homeowner to upgrade the system;
- The cost of the system to be held for the term of the Contract.

At the conclusion of the tender period seven submissions were received from the following companies:

- AICA Engineering
- Continuum Solar
- Enerklean
- Infinite Energy
- Solar Gain
- Solari Energy
- Tri-Phase Energy (TPE)

An Evaluation Panel was established consisting of TPRC and SPG representatives to assess the tender submissions received. The Evaluation Panel comprised the following members:

- Luke Aitken, Project Coordinator, Tamala Park Regional Council
- Lauren Vidler, Development Manager, Satterley Property Group
- Steven Deerds, Built Form Manager, Satterley Property Group

The key objectives of the evaluation process were to:

- a) Make a recommendation to the TPRC, as to the tender that represents best value for money;
- b) Ensure the assessment of responses was undertaken fairly according to the predetermined selection criteria;
- c) Ensure adherence to the TPRC Procurement Policy; and
- d) Ensure that the requirements specified in the tenders were evaluated in a way that can be measured and documented.

A copy of the Tender Evaluation Report, prepared by Satterley Property Group, on behalf of the Evaluation Panel, is attached at Appendix 9.6 (**Confidential**).

Based on the Evaluation Panel's assessment the Solar Gain tender submission was rated the highest of all tenders and recognised the following:

- It demonstrated excellent capability and experience with over 40,000 solar system installations across Australia including 2,000 systems installed in WA in 2016;
- The system had a high level of innovation, including a smart meter to monitor the systems performance, tier-1 panels and a 10-year warranty for the inverter and panels. A battery storage system was also offered at an additional cost
- The tender provided detailed methodology that addressed pre and post consultation and appropriate timeframes for the consultation and installation of the solar power systems.

The table below provides the scores and ranking of all tenders.

<b>Proponent</b>	<b>Total Qualitative Score</b>	<b>Price Score</b>	<b>Total Score</b>	<b>Final Ranking</b>
TPE	32%	19.38%	50.9%	5
Solar Gain	60%	14.19%	74.2%	1
Continuum	42%	21.39%	63.4%	4
Solari Energy	30%	13.63%	43.1%	7
Enerklean	20%	30.00%	50.0%	6
AICA Energy	50%	22.35%	72.4%	3
Infinite Energy	60%	13.55%	73.0%	2

The Evaluation Panel recommends Solar Gain as the preferred contractor to award a two-year contract to supply and install solar power systems within Catalina in accordance with Tender 02/2017 (Solar Power Provider Tender).

The TPRC office has reviewed all tenders, the Evaluation Panel Report and is satisfied it presents an accurate record of the tender assessment and a fair and accurate assessment of the tender submissions against the selection criteria.

The TPRC’s probity auditor (Stantons International) has reviewed the tender and procurement process and confirms the tender evaluation process has been undertaken fairly and equitably in accordance with the process described within the tender and all relevant Local Government and TPRC procurement policies.

The Probity Auditor has advised that based on the tender specifications there would be significant risk in awarding the tender other than to the highest ranked tender (Solar Gain). The Probity Auditor has advised that if the TPRC wanted to limit expenditure to the current \$2,000 budget provision and potentially reduce the specification of the solar system, the current tender specification provides the flexibility to pursue this option further with Solar Gain due to its ranking by the tender process.

Satterley Property Group Advice

The SPG has provided separate advice and recommendations to Council on the tender and the issue of the Solar Panel Rebate (attached at Appendix 9.6). The following summarises the SPG advice:

- It does not recommend approving Tender 02/2017 as it would result in an increase in the Solar Panel Rebate allowance from \$2,000 to \$3,150, an additional \$1,150 per lot which is not provided in the Project Budget.
- It is concerned about the management and liability implications of the TPRC being responsible for the installation of the PV systems on purchasers’ roofs.
- It recommends extending the installation timeframe to 18 months from practical completion to allow purchasers additional time to fund the difference between the Solar Panel Rebate and cost of the Solar Power System.
- It also recommends continued after sales communications to purchasers.

Conclusion

The Council’s objective has been to improve participation rates on the Solar Panel Rebate within the current \$2,000 rebate allowance. Based on the tender submissions the approval of the recommended tenderer would require an increase in the current Solar Panel Rebate

allowance from \$2,000 to \$3,150, an additional \$1,150 per lot which is not provided in the Project Budget.

As reported in the Sustainability Initiatives Plan review presented to Council at its October 2016 meeting, the TPRC currently provides a high level of sustainability initiatives when compared to its competitors in the North-West Corridor.

The SPG has advised that since providing improved after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements there has been an increase in the uptake of the Solar Panel Rebate. The SPG has recommended extending the installation timeframe to 18 months from practical completion in order to allow purchasers additional time to fund the difference between the Solar Panel Rebate and cost of the Solar Power System. It considers that if these recommendations are implemented they will lead to improved participation rates on the Solar Panel Rebate.

The following options are available to Council in relation to this matter:

1. Approve Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate for a period of two years, in accordance with the recommendations of the Catalina Solar Tender Evaluation Panel and approve an increase to the Solar Panel Rebate Budget allowance from \$2,000 to \$3,150.
2. Decline to accept any tender submission for Tender 02/2017 at this time and request the top three ranked tenders to provide a proposal for the supply and installation of a 2kw Solar Power System to a value of \$2,000, and potentially award the tender following consideration of submissions based on the Tender 02/2017 requirements. Advice from the Council's Probity Advisor confirms that this approach meets acceptable procurement practices.
3. Decline to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate; and  
Continue the use of the \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and approve the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.  
Request the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.
4. Decline to accept any tender submission for Tender 02/2017 at this time and request Solar Gain as the highest ranked tender to provide a proposal for the supply and installation of a 2km Solar Power System to a value of \$2,000, and potentially award the tender following consideration of Solar Gain's proposal. The Probity Auditor confirms that this approach meets acceptable procurement practices.
5. Decline to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate; and  
Approve a new tender to be prepared by the CEO based on a non-weighted cost criteria for the supply and installation of a solar system based on set standards for the specification of the panels, inverter and warranty. Using a non-weighted cost criteria allows a decision to be made as to whether qualitative advantages of a tender justify the cost differences.

It is noted that the tender was undertaken on a weighted cost criteria consistent with the TPRC Procurement Policy. A weighted cost criteria includes the cost as a selection criteria item with a predetermined weighting, together with the qualitative criteria.

Based on the SPG recommendation and budget considerations it is recommended that Council:

1. Declines to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate.
2. Continues the use of the \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and approves the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.
3. Requests the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.
4. Requests the Satterley Property Group to monitor the take up rates of the Solar Panel Rebate and provide a report to Council in December 2017.
5. Approves a new tender to be prepared by the CEO based on a non-weighted cost criteria for the supply and installation of solar systems to homes within the Catalina Estate.

*At its meeting of 16 March 2017 the Management Committee considered the report on the Solar Power Provider Tender Assessment and resolved to recommend that Council:*

1. *DECLINES to accept any tender submission for Tender 02/2017 for the supply and installation of solar systems to homes within the Catalina Estate.*
2. *CONTINUES the use of the \$2,000 rebate for all homes constructed with a minimum 1.5kW capacity photovoltaic solar power system, subject to homes being constructed in accordance with the approved Catalina Design Guidelines and APPROVES the installation timeframe being increased to 18 months from practical completion for both single storey homes and two storey homes.*
3. *REQUESTS the Satterley Property Group to provide after sales communications to purchasers and additional reminders on Solar Panel Rebate entitlements and additional communication to builders to ensure greater awareness of the Solar Panel Rebate entitlements.*
4. *REQUESTS that the Satterley Property Group be requested to monitor the participation rates of the Solar Panel Rebate and provide a report to Council in December 2017.*
5. *REQUESTS the CEO to prepare a new tender submission for the supply and installation of solar systems to homes within the Catalina Estate for the Management Committee's consideration.*



## **9.7 REVIEW OF CATALINA SALES OFFICE OPENING HOURS**

### **Report Information**

Reporting Officer: Project Coordinator

### **Recommendation**

#### **That the Council:**

- 1. RECEIVES the Satterley Property Group correspondence (29 March 2017) on the trial opening hours for the Catalina Sales Office.**
- 2. APPROVES the extension of the current trial Sales Office opening hours (approved by Council in October 2016) for a further 12 months, until the end of April 2018, subject to the same terms and conditions.**
- 3. REQUESTS the Satterley Property Group to provide a comprehensive report on the operation of the trial Sales Office opening hours, including advice on competing estates, sales against budget and feedback from the public and display builders to be presented for Council's consideration at its April 2018 meeting.**

### **Voting Requirements**

Simple Majority

### **Report Purpose**

To consider a report from the Satterley Property Group on the trial Sales Office opening hours at Catalina.

### **Policy Reference**

N/A

### **Local Government Act/Regulation**

N/A

### **Previous Minutes**

- Council Meeting – 20 October 2016 (Item 9.15 – Review of Catalina Sales Office Opening Hours)
- Council Meeting – 18 February 2016 (Item 9.8– Review of Catalina Sales Office Opening Hours)

### **Financial/Budget Implications**

N/A

### **Relevant Documents**

Appendix: Satterley Property Group correspondence dated 29 March 2017.

## 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 (SPG). The Development Management Agreement (DMA) affirmed SPG tender proposal that the Sales Office would be opened 10am – 5pm Monday to Thursday, Saturday and Sunday.

At its meeting of 11 December 2014 the Council approved a request from the SPG to vary the Catalina Sales Office opening hours to Monday – Sunday 12pm – 5pm, with the office closed on Thursday, for a 12-month period, subject to the SPG providing 2 sales representatives to work at the Catalina Sales Office. The SPG was requested to 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.

Following further reporting from the SPG the Council approved the extension of the trial Sales Office opening hours in February 2016 and October 2016. As part of Council's October 2016 approval it requested the SPG to provide a comprehensive report on the operation of the revised Sales Office opening hours, including advice on competing estates, sales against budget and feedback from the public and display builders to be presented for Council's consideration at its April 2017 meeting.

## Comment

The Satterley Property Group has provided a report on the operation of the trial opening hours and requested the current trial Sales Office opening hours be extended until April 2018. A copy of the SPG correspondence is attached at Appendix 9.7.

The SPG has indicated that over the past five months the Sales Office has been operating well even though budgeted sales for the past five months are 31 lots below budget. Of the 31 lot sales below budget, 15 are related to the Display Village 3 lots which are to be allocated and sold by the end of April 2017 to builders.

The SPG has noted the overall softened market conditions and low traffic levels as contributing to the below budget sales. The SPG further notes that over the calendar year there has been a 43% decline in walk in traffic when compared to the previous year.

Despite market conditions SPG considers the Sales Office to be operating well, with the trial opening hours and two sales staff providing a good level of services to the public and builders.

A comparison of the original Development Management Agreement hours and current trial opening hours is provided below.

Day	DMA - Opening Hours	Trial - Opening Hours
Monday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)
Tuesday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)
Wednesday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (1 x Sales Rep.)
Thursday	10am – 5pm (1 x Sales Rep.)	Closed
Friday	Closed	12pm – 5pm (1 x Sales Rep.)
Saturday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)
Sunday	10am – 5pm (1 x Sales Rep.)	12pm – 5pm (2 x Sales Reps.)
<b>Total Hours Open</b>	<b>42 hours</b>	<b>30 hours</b>
<b>Total Staff Hours</b>	<b>42 hours</b>	<b>50 hours</b>

The trial opening hours for the Sales Office were approved by Council on a trial basis only. At the time, it was acknowledged that this was a significant departure from the Development Management Agreement which required the Sales Office to be open six days a week for longer hours.

The SPG has provided the following information on Sales Office days/opening hours of competing estates, including SPG estates.

<b>Estate</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Hours</b>
Brighton	12pm-5pm	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	12pm-5pm	12pm-5pm	30
Eden Beach	12pm-5pm	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	12pm-5pm	12pm-5pm	30
Trinity	2pm-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	1pm-5pm	1pm-5pm	43
Alkimos Beach	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	56
Shorehaven	1pm-5pm	1pm-5pm	1pm-5pm	CLOSED	CLOSED	1pm-5pm	1pm-5pm	20
Amberton	2pm-5pm	2pm-5pm	2pm-5pm	CLOSED	CLOSED	10:30am-5pm	10:30am-5pm	17
Allara	12pm-5pm	12pm-5pm	12pm-5pm	CLOSED	CLOSED	10:30am-5pm	10:30am-5pm	28
Vertex	2pm-5pm	CLOSED	2pm-5pm	CLOSED	CLOSED	1pm-5pm	1pm-5pm	14
<b>Catalina</b>	<b>12pm-5pm</b>	<b>12pm-5pm</b>	<b>12pm-5pm</b>	<b>CLOSED</b>	<b>12pm-5pm</b>	<b>12pm-5pm</b>	<b>12pm-5pm</b>	<b>30</b>

The table indicates that two out of the eight competing Sales Offices are open all week and have longer opening hours. Two have the same operating hours as Catalina. The remaining four estates are open five days or less and have lower opening hours than Catalina. It is worth noting that over the FYE 2017 to date, Catalina has achieved comparative lot sales with the competing Sales Offices that are open for seven days.

The SPG has highlighted the importance of maintaining a strong relationship with the builders as 60% of leads are currently being generated by the builders. The current trial arrangement has two sales staff in the Sales Office on four days which allows the builders to be well serviced, while maintaining a presence at the office.

The SPG has advised that no complaints have been received from the public in relation to access to the Sales Office.

The options available to the TPRC are:

1. Require opening hours in accordance with the Development Management Agreement - Sales Office is open six days a week, with one sales representative in attendance during opening hours;
2. Agree to an extension of the current trial opening hours - Sales Office is open six days a week, with two sales representatives during the majority of opening hours.

As already indicated the current Sales Office opening hours represents a reduction from the Development Management Agreement of 42 hours to 30 hours. Based on visitor traffic, feedback from builders and Catalina's current market share, the trial Sales Office opening hours are considered to be meeting the needs of the prospective purchasers and builders at the present time.

It is acknowledged that the majority of sales are achieved through builders and that there is significant benefit in having two sales representatives in the office from Saturday to Tuesday.

The extension to the trial operating hours for the Sales Office (approved by Council in December 2014) for a further 12 months is supported. It is further recommended that the Satterley Property Group be requested to provide a comprehensive report on the operation of the trial Sales Office opening hours, including advice on competing estates, sales against budget and feedback from the public and display builders to be presented for Council's consideration at its April 2018 meeting.

**9.8 REVIEW OF PROJECT MILESTONES (MARCH 2017) - CONFIDENTIAL**

**9.9 CEO ANNUAL PERFORMANCE REVIEW FOR 2016/2017 - 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**