



Ordinary Meeting of Council

AGENDA

**Thursday 8 October 2020, 6:00pm
City of Wanneroo
23 Dundobar Road, Wanneroo**

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

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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 at the City of Wanneroo, 23 Dundobar Road, Wanneroo on Thursday 8 October 2020 at 6:00pm.

The business papers pertaining to the meeting follow.

Your attendance at the meeting is requested.

Yours faithfully



MICHAEL QUIRK

A/Chief Executive Officer

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cmr Andrew Hammond	Cmr Gaye McMath
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Mayor Emma Cole	Cr Joanne Fotakis
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

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

PRELIMINARIES

1. OFFICIAL OPENING

DISCLOSURE OF INTERESTS

2. PUBLIC STATEMENT/QUESTION TIME

3. APOLOGIES AND LEAVE OF ABSENCE

4. PETITIONS

5. CONFIRMATION OF MINUTES

Council Meeting – 20 August 2020

5A BUSINESS ARISING FROM MINUTES

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

9.5 Review of Deliverables – Development Manager’s Key Performance Indicators - Confidential

9.6 Key Personnel – Development Manager / Project Resourcing – Confidential

9.7 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update - Confidential

10.1 Built Form Partnership – Stage 18 – Confidential

10.2 Catalina Central Local Centre Site – Change of Ownership - Confidential

8. COUNCIL REPORTS 8.1 – 8.6

8.1 BUSINESS REPORT – PERIOD ENDING 24 SEPTEMBER 2020

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council RECEIVES the Business Report to 24 September 2020.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Nil

Background

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

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

Comment

1. Civil Construction - Status

Construction of Stage 16 (17 lots) and Stage 27 (20 lots) commenced on 10 August 2020 and 15 September 2020 respectively. Titling of lots is anticipated to occur in early December 2020, prior to the contract execution deadline of 31 December 2020 for buyers to qualify for the Federal and State Government building incentive grants.

Strong sales for Stage 27A lots have been achieved to date. Eleven lots have been sold and nine lots are available for sale, which supports commencing construction of Stage 28 (35 lots) based on Budget program and approved sales triggers. Stage 28 civil works are proposed to commence early November 2020 with practical completion in March 2021.

The construction of the Portofino Promenade and Long Beach Promenade extensions, the Beach Access road and the Connolly Drive/Aviator Boulevard roundabout are programmed to commence in the second half of FYE 2021. This position is being closely monitored with RJ Vincent and should additional capacity become available these items could be brought forward for construction.

2. Landscape Works – Status

Rehabilitation planting in the Biodiversity Conservation Areas (BCAs) has been completed, largely using tubestock grown from seed collected within the Project area. Propagated tubestock that is surplus to the BCAs' rehabilitation requirements is also being used by the landscape maintenance contractor for infill planting of parks and streetscapes throughout the Project. The Project team is working with the City of Wanneroo to hand over the northern BCA area before the end of FYE 2021.

Landscape design for the extension of the 'green-link' along Aviator Boulevard between Roulettes Parade and Connolly Drive in Catalina Central is currently underway. Landscape installation is forecast to commence in January 2021 following the completion of civil construction of Stage 16.

3. Housing Construction

The following table provides an overview of the current progress of housing construction to 24 September 2020:

Stage	Total Lots	Under Construction	Completed	Vacant
Stages 1 - 13	660	0	655	5
Stage 14	73	0	72	1
Stage 15	55	0	54	1
Stage 17A	25	0	23	2
Stage 17B	36	4	13	19
Stage 18A	29	0	29	0
Stage 18B	31	1	23	7
Stage 25 (Display Village)	15	0	15	0
Stage 25	34	4	24	6
Stage 25B	7	0	7	0
Stage 25 (Builders Release)	7	3	3	1
Stage 26	38	4	0	34
Total	1010	16	918	76

4. Catalina Beach Builders Display Village and Sales Office

As is noted in the Sales and Settlement Report in Item 8.5, Satterley Property Group (Satterley) reports that visitation to the Builder's Display Village and Sales Office has significantly reduced following the initial upsurge in enquiry and sales after the announcement of the Governments' building stimulus incentives in late May 2020.

5. Community Events

A Community Development Plan has been prepared for FYE 2021, with the focus on activating new community amenities, such as the foreshore access improvements in Catalina Beach and the Stage 11 Park in Catalina Central.

A “Pop Up Coffee & Play” event was held in the Stage 11 Park on Saturday 12 September 2020, for residents to celebrate the new recreation area in their community. The event was attended by mostly families who enjoyed coffee while their children played in the park.

Future planned activities include:

- Low-key social and recreational activities;
- Resident engagement, including an exclusive welcome resident event;
- Support to the Catalina Resident Working Group;
- Contribution and monitoring of the Catalina Community Group Facebook page; and
- Bi-annual publication of the Catalyst community newsletter.

The next Community event is to be held on 31 October 2020 and is to involve a Halloween theme, with activities based in the Stage 11 Park.

6. Catalina Beach Access Road / Carpark

Applications for Development Approval and a Clearing Permit for the foreshore access road and carpark were submitted in December 2019 and January 2020 respectively. The WAPC issued the Development Approval in April 2020.

The Department of Water and Environmental Regulation’s (DWER) preliminary assessment of the Clearing Permit application was that 16ha revegetation area was required to offset the 3ha of clearing required to construct the access road. Following further discussions, DWER is prepared to modify its requirement for the offset revegetation area to 1.34ha, but indicated that this area is required to be identified prior to the issue of the Clearing Permit.

Potential options for offset revegetation are currently being explored.

The construction of the access road and carpark is now planned to commence in late February 2021, subject to reasonable conditions being imposed on the Clearing Permit.

7. Catalina Local Centre Site

On 1 July 2020, the Joint Development Assessment Panel approved the amended design for the Local Centre Site on Lot 646 Aviator Boulevard in Catalina Central.

The approved plans propose the construction of several shop tenancies (300m² net lettable area), 170m² café and a child care centre with capacity for up to 81 children.

A representative of the owner of Lot 646 has recently advised of the intention to sell the site to an experienced commercial property developer who specialises in retail and childcare. A separate report on this matter is provided in Item 10.2.

8. Stage 18 Builder Partnership

The approved Catalina Housing Strategy (July 2019) and Annual Plan FYE 2021 identify the opportunity to develop a 1.03ha site in Stage 18 in Catalina Central to showcase innovative housing design that has a focus on liveability, sustainability and affordability in order to add to the diversity of available housing in Catalina and pursue a range of social and environmental objectives that complement acceptable financial outcomes.

At its meeting of 20 August 2020, the Council accepted draft principles and commercial terms negotiated by Satterley, TPRC and Schlager Group for the development of the Stage

18 site and required the preparation of a Project Plan and Project Budget to establish project management arrangements and acceptable financial outcomes within 30 days. A separate report on the Project Plan and Project Budget is provided in Item 10.1

9. Coastal Dual Use Path, Burns Beach – Mindarie

At its meeting in June 2019, the Council resolved to make a contribution of up to \$730,000 to the Cities of Joondalup and Wanneroo towards the construction of the Burns Beach-Mindarie Dual Use Path (DUP).

The section of DUP through the coastal conservation reserve to the south of Catalina was completed by the Cities in December 2019.

Construction of the section of DUP to the west of Catalina was recently completed.

The timing for completion of the southern portion of the DUP at Peet’s Burns Beach Estate is still to be determined.



Foreshore DUP, looking south from the end of Long Beach Promenade.

8.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JULY & AUGUST 2020

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

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

- **31 July 2020; and**
- **31 August 2020.**

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendices:

- Statement of Financial Activity for 31 July 2020
- Statement of Financial Activity for 31 August 2020

Local Government Act/Regulation

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

Background

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

Comment

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

Variances at 31 August 2020 exceeding 10% were experienced in relation to the following:

Interest Earnings	The favourable variation is a result of timing of term deposits.
Other Revenue	The favourable variation relates to receipt of commission from Term Deposit investments.
Employee Costs	The favourable variation is due to deferral of additional resources.
Materials and Contracts	The favourable variation relates to consultancy fees which will adjust during the year.
Other	The favourable variation is a result of reduced expenditure relating to governance/Council members.
Utilities	The favourable variation is in accordance with lease conditions.
Land Production Costs	The favourable variance relates to timing of payments.

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

Financial Snapshot as at 31 August 2020

	2020-21	2020-21	2020-21	Variance		Variance
	Adopted Budget	Budget	Actual	Favourable	Unfavourable	
		YTD	YTD			
REVENUE	\$	\$	\$	\$	\$	%
Interest Earnings	645,000	129,000	173,687	44,687		34.64%
Other Revenue	23,935	4,689	7,183	2,494		53.19%
	\$668,935	\$133,689	\$180,870	\$47,181	\$0	
LESS EXPENDITURE						
Depreciation	(55,287)	(9,214)	(9,735)		(521)	-5.65%
Employee Costs	(749,760)	(127,510)	(98,503)	29,007		22.75%
Insurance	(16,462)	(10,236)	(10,235)	1		0.01%
Interest	(511)	(120)	(120)			
Materials and Contracts	(222,769)	(34,634)	(22,999)	11,635		33.59%
Other	(177,078)	(44,270)	(37,648)	6,622		14.96%
Utilities	(6,500)	(1,084)	0	1,084		100.00%
OTHER						
Profit/(loss) on Disposal of Asset	785	0	0	0		
Purchase of Plant and Equipment	(86,300)	0	0	0		
Members Equity						
-Income Sale of Lots - Subdivisions	34,688,724	3,673,869	3,863,480	189,611		5.16%
-Income Other - Subdivisions	0	0	0	0		
-Land Production Costs	(31,190,377)	(2,145,061)	(810,303)	1,334,758		62.22%
-Profit distribution/Contributions Returned	(3,150,000)	0	0	0		
	(\$965,535)	\$1,301,740	\$2,873,937	\$1,572,718	(\$521)	
Total Change in Equity	(\$296,600)	\$1,435,429	\$3,054,807	\$1,619,899	(\$521)	

Balance Sheet Summary as at 31 August 2020

	Actual 2019-20 \$	Actual 2020-21 \$	Variance \$	Variance %
Current assets				
Cash and cash equivalents	45,475,247	48,280,728	2,805,481	6.17%
Trade and other receivables	42,030	313,356	271,326	645.55%
Total current assets	45,517,277	48,594,084	3,076,807	6.8%
Non-current assets				
Inventories	1,600,000	1,600,000	0	0.00%
Right of use assets	55,006	49,126	(5,880)	-10.69%
Property, plant and equipment	102,611	98,757	(3,854)	-3.76%
Total non-current assets	1,757,617	1,747,883	(9,734)	-0.55%
Total assets	47,274,894	50,341,966	3,067,072	6.49%
Current liabilities				
Trade and other payables	43,074	60,323	(17,249)	-40.04%
Lease Liabilities	34,870	29,886	4,984	14.29%
Provisions	267,082	267,082	0	0.00%
Total current liabilities	345,026	357,291	(12,265)	-3.6%
Non-current liabilities				
Lease Liabilities	20,550	20,550	0	0.00%
Provisions	9,418	9,418	0	0.00%
Total non-current liabilities	29,968	29,968	0	0.00%
Total liabilities	374,994	387,259	(12,265)	-3.27%
Net assets	46,899,900	49,954,707	3,054,807	6.51%

Term Deposits as at 31 August 2020

Term Deposits							
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)
15-Sep-20	3,000,000.00	1.7000%	Suncorp Bank	A+	3,000,000.00	17-Mar-20	3,023,473.97
15-Sep-20	2,000,000.00	1.7000%	Suncorp Bank	A+	2,000,000.00	17-Mar-20	2,015,649.32
15-Sep-20	4,000,000.00	1.7400%	Suncorp Bank	A+	4,000,000.00	18-Mar-20	4,031,844.38
21-Sep-20	2,017,452.05	1.8000%	AMP Bank	BBB+	2,017,452.05	23-Mar-20	2,033,569.56
14-Oct-20	3,000,000.00	1.5000%	Suncorp Bank	A+	3,000,000.00	15-Apr-20	3,017,136.99
26-Oct-20	3,015,780.82	1.7500%	Macquarie Bank	A+	3,015,780.82	25-Mar-20	3,038,915.58
27-Oct-20	1,200,000.00	1.5500%	Bank of Queensland	BBB+	1,200,000.00	30-Apr-20	1,206,318.90
9-Nov-20	3,000,000.00	1.6500%	AMP Bank	BBB+	3,000,000.00	11-May-20	3,015,324.66
9-Nov-20	2,000,000.00	1.6500%	AMP Bank	BBB+	2,000,000.00	11-May-20	2,010,216.44
30-Nov-20	2,000,000.00	1.4000%	Westpac Group	AA-	2,000,000.00	28-Apr-20	2,009,665.75
9-Dec-20	3,000,000.00	1.7000%	Macquarie Bank	A+	3,000,000.00	10-Mar-20	3,024,452.05
8-Feb-21	3,026,630.14	0.8000%	AMP Bank	BBB+	3,026,630.14	11-Aug-20	3,028,023.22
16-Feb-21	3,000,000.00	1.3000%	Bank of Queensland	BBB+	3,000,000.00	20-May-20	3,011,112.33
28-Apr-21	500,000.00	1.7000%	Westpac Group	AA-	500,000.00	28-Apr-20	502,934.25
13-Jul-21	2,000,000.00	0.9500%	National Australia Bank	AA-	2,000,000.00	13-Jul-20	2,002,602.74
5-Aug-21	3,023,635.07	0.8500%	National Australia Bank	AA-	3,023,635.07	6-Aug-20	3,025,465.82
10-Aug-21	3,023,335.89	0.8500%	National Australia Bank	AA-	3,023,335.89	10-Aug-20	3,024,884.83
	42,806,833.97	1.4271%			42,806,833.97		43,021,590.79

8.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JULY & AUGUST 2020

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority by the CEO for the months of July and August 2020:

- **Month ending 31 July 2020 (Total \$274,849.97)**
- **Month ending 31 August 2020 (Total \$200,189.45)**
- **Total Paid - \$475,039.42**

Voting Requirements

Simple Majority

Report Purpose

Submission of payments made under the CEO's Delegated Authority for the months ending 31 July 2020 and 31 August 2020.

Relevant Documents

Appendices:

- Summary Payment List for July 2020
- Summary Payment List for August 2020

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 the Regulations that the list state the month (not the period) for which the account payments or authorisation relates.

Comment

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

Payments are reviewed by TPRC accountants Moore Australia following completion of each month's accounts.

8.4 PROJECT FINANCIAL REPORT – AUGUST 2020

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

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

Voting Requirements

Simple Majority

Report Purpose

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

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Financial/Budget Implications

Review of Project Financial Report for August 2020.

Relevant Documents

Appendix: Letter from Satterley Property Group dated 21 September 2020 with Financial Report

Background

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

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

Comment

The Satterley Property Group has prepared a Financial Report for August 2020 for the Project. The report has been prepared on a cash basis and compares actual expenditure to approved

budget expenditure for the period 1 August 2020 to 31 August 2020 and is attached at Appendix 8.4.

The Financial Report identifies the following main areas of variance:

1. Settlement revenue was \$3.91M which is \$0.24M favorable to budget due to a higher average selling price per lot due to lot mix
2. Expenditure was \$1.54M under budget, in the following areas:
 - Lot Production \$0.51M;
 - Infrastructure \$0.78M;
 - P&L expenditure \$0.23M.

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

3. Lot Sales Value was \$12.42M which is \$3.02M unfavorable to budget due to 13 less lot sales year to date.

Satterley Property Group representatives will be in attendance to answer questions on the report.

8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 1 OCTOBER 2020

Report Information

Reporting Officer: Manager Project Coordination

Recommendation

That the Council RECEIVES the Sales and Settlement Report to 1 October 2020.

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 1145011 (Income on Lot Sales):

Budget Amount:	\$34,688,724
Received to Date:	\$ 3,858,933
Balance:	\$30,829,791

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 8.5 identifies the extent of the stage boundaries referenced within the report.

Comment

Table 1 provides a summary of the Catalina Estate Sales and Settlement position for lots released up to 1 October 2020.

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

Stage/ Release Date	Release Date	Lots Released	Lot Sizes (m ²)	Sold*	Stock	Settled
Completed Stages	-	844	174 - 658	844	0	844
Stage 16A	Aug-20	17	375 - 450	9	8	0
Stage 17A	Oct-16	25	300 - 510	25	0	24
Stage 17B	Nov-17	18	300 - 450	18	0	16
Stage 17B	Sep-19	8	245 - 450	8	0	2
Stage 17B	Apr-20	10	300 - 450	9	1	3
Stage 18B	Mar-17	31	200 - 474	30	1	28
Stage 25 & DV3	May-17	21	300 - 450	21	0	20
Stage 25 & DV3	Sep-18	5	277 - 450	5	0	4
Stage 26	Jun-20	11	300 - 539	10	1	4
Stage 26	Apr-19	8	300 - 486	8	0	6
Stage 26	Dec-19	7	367 - 481	7	0	5
Stage 26	Dec-19	9	315 - 539	8	1	3
Stage 26	Apr-19	3	443 - 450	3	0	0
Stage 27A (1)	Aug-20	12	225 - 450	10	2	0
Stage 27A (2)	Sep-20	8	300 - 450	3	5	0
Total		1037	174 - 658	1018	19	959

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

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FYE21
Budget	35	15	9	7	6	5	7	7	7	7	7	7	119
Actual	34	3	24*	0									61
Variance	-1	-12	15	-7									-5

* Includes 5 sales contracts pending advertising and acceptance.

The Project currently holds 60 contracts, 8 unconditional, 47 conditional and 5 pending acceptance.

The Project has a current released stock position of 19 lots, comprised of the following:

- Stage 17B (Central Precinct) – 1 lot (titled)
- Stage 18B (Central Precinct) – 1 lots (titled)
- Stage 26 (Beach Precinct) – 1 lot (titled)
- Stage 27 (Beach Precinct) – 8 lots (under construction)
- Stage 16A (Central Precinct) – 8 lots (under construction)

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

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FYE21
Budget	7	5	10	11	22	9	14	12	11	4	5	7	117
Actual	3	9	10	1									23
Variance	-4	4	0	-10									-10

Northern Corridor Estates Analysis

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

Table 4: Summary of Sales in Northern Corridor (September 2019 to August 2020)

ESTATE	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	12 Month Total Sales
NORTH-WEST METRO													
Alkimos Beach (Alkimos)	6	2	7	2	5	1	3	2	8	43	20	5	104
Alkimos Vista (Alkimos)	2	1	1	3	1	1	4	0	1	28	17	13	72
Allara (Eglington)	2	3	1	-3	1	1	4	1	2	29	9	14	64
Amberton (Eglington)	7	13	0	5	3	8	1	3	13	41	30	24	148
Beaumaris (Iluka)	1	1	0	0	1	12	0	0	0	5	2	0	22
Burns Beach (Burns Beach)	2	1	1	0	1	3	0	1	1	86	0	0	96
Catalina (Clarkson-Mindarie)	3	3	2	1	1	3	3	1	4	6	34	3	64
East of the Beach (Eglington)	2	4	-1	1	0	5	2	0	2	32	18	4	69
Eden Beach (Jindalee)	9	10	8	3	6	21	6	0	11	32	20	22	148
Kinross (Kinross)	1	0	1	1	1	2	1	0	3	0	0	0	10
Shorehaven (Alkimos)	4	4	2	2	4	14	10	8	12	62	14	26	162
Trinity (Alkimos)	3	5	18	8	3	6	5	5	5	43	20	25	146
TOTAL	42	47	40	23	27	77	39	21	62	407	184	136	1105
CATALINA SHARE (%)	7.14 %	6.38 %	5.00 %	4.35 %	3.70 %	3.90 %	7.69 %	4.76 %	6.45 %	1.47 %	18.5 %	2.2 %	5.79%

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

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

Table 5 provides a summary of available stock in the northern corridor. The 10 lots available in Catalina Beach range in area from 300m² to 539m², with prices ranging from \$299,000 to \$445,000. Lots in Catalina Central are priced at \$257,000 for 375m².

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

Estate	225sqm Price (\$)	300sqm Price (\$)	375sqm Price (\$)	450sqm Price (\$)	500sqm + Price (\$)	Total Dwellings	Stock
Allara	n/a	n/a	185,000-190,000	215,000	n/a	3,405	11
Alkimos Beach	155,000	n/a	262,000	285,000-290,000	310,000-325,000	2,413	39
Amberton	n/a	163,000	219,000	254,500-273,000	n/a	2,500	18
Burns Beach	n/a	n/a	n/a	650,000	510,000 – 670,000	1,580	8
Catalina Central	n/a	n/a	257,000-258,000	N/A	N/A	2,480	11
Catalina Beach	n/a	299,000	345,000-350,000	N/A	445,000		9
Eden Beach	172,000	228,000-230,000	270,000-275,000	315,000-327,000	335,000-378,000	1,100	23

Kinross	n/a	n/a	290,000	n/a	n/a	67	1
Shorehaven	182,000-222,000	210,000	249,000-265,000	279,000-285,000	n/a	2,800	35
Trinity	n/a	179,000-225,000	198,000 - 248,000		n/a	2,500	12

Lot Releases

Stage 16A – Catalina Central

17 lots have been released for sale in Stage 16A, ranging in area from 375m² to 450m². Nine of these lots have sold.

Stage 27A - Catalina Beach

20 lots have been released in Stage 27A, ranging in area from 225m² to 450m². 12 of these lots have sold.

Stage 16A and 27A lots are expected to be titled in December 2020.

Sales

August remained a steady month for enquiry, foot traffic and sales for Catalina. The positive impacts of the Federal and State Government building incentive grants that were announced in June continue to be reflected in sales results.

Overall enquiry for August was down over 80% on the unprecedented levels experienced in June, but remains higher than the average monthly enquiry over the last 12 months. Beyond the initial rush, this enquiry level is being affected by changes within the home builders' industry. Several major building groups are now limiting the number of sales they are taking each month and brands such as Summit and Blueprint have completely closed their books for new orders for the foreseeable future. This has caused consumer confidence to come down, particularly for lots that have a title date close to 31 December 2020.

While buyers can qualify for sales up to this point on untitled lots, the requirement to have substantially commenced on site within 90 days is making buyers cautious. The additional impact in the number of sales being seen by home builders is the extended preparation time for new contracts. Lots subject to recent sales have been observed as taking between 12-20 weeks for a building contract to be prepared. This delay is causing many of the purchasers with current contracts that are subject to finance approval to request approval extensions, which is pushing out anticipated settlement timeframes for the Project.

Catalina Central has been heavily affected by the reduction in builder activity, as buyers are typically seeking a house and land package option. This has not been noted to the same extent within Catalina Beach, as buyers are seeking to secure land separately to a builder. Enquiry and sales in Stage 27 have been strong for the smaller laneway product and lots 375m² and less. The larger lots are not getting the same level of enquiry due to the total package price of house and land and the competition of established homes on larger lots within the adjacent part of Mindarie.

Marketing

Current project marketing is focussed on lead generation and brand awareness campaigns through social media advertising (primarily Google and Facebook). These campaigns are running to December 2020, supported by an ongoing website search engine optimisation (SEO) program.

In response to queries raised at the Management Committee meeting of 16 July 2020, Satterley was requested to provide an analysis on the pros/cons of the Catalina website being hosted on Satterley's web domain compared to a Catalina stand-alone site. A separate report on this matter is provided in Item 9.4.

8.6 COUNCIL MEETING SCHEDULE 2021

Report Information

Reporting Officer: Chief Executive Officer

Recommendation

1. That the schedule of Ordinary Council meetings dates be **APPROVED** for 2021 as follows:
 - 18 February 2021 (Town of Cambridge)
 - 15 April 2021 (City of Joondalup)
 - 17 June 2021 (City of Perth)
 - 19 August 2021 (City of Stirling)
 - 14 October 2021 (City of Wanneroo)
 - 9 December 2021 (City of Vincent)
2. That the commencement time for Council meetings be 6:00pm.
3. That Council meetings be held on a rotational basis at participant Council premises.
4. That the schedule of Management Committee meetings dates be **APPROVED** for 2021 as follows:
 - 18 March 2021
 - 20 May 2021
 - 15 July 2021
 - 16 September 2021
 - 18 November 2021
5. That the Management Committee meetings be held at the City of Stirling and the commencement time be 6:00pm.
6. That the schedule of meeting dates be advertised as required by the *Local Government Act 1995*.

Voting Requirements

Simple Majority

Report Purpose

To set ordinary Council meetings and Management Committee meetings dates for 2021 to facilitate advertising by the LGA.

Policy Reference

N/A

Local Government Act/Regulation

- *Local Government Act Section 5.25(g)*
- *Local Government (Administration) Regulations 1996 Part 12 - Publication of meetings open to public*

Previous Minutes

- Ordinary meeting of Council - 17 October 2019 (Item 9.11 - Meeting Schedule 2020)
- Ordinary meeting of Council - 18 October 2018 (Item 9.10 - Meeting Schedule 2019)

Background

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

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

Comment

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

Ordinary Council Meetings

- 18 February 2021 (Town of Cambridge)
- 15 April 2021 (City of Joondalup)
- 17 June 2021 (City of Perth)
- 19 August 2021 (City of Stirling)
- 14 October 2021 (City of Wanneroo)
- 9 December 2021 (City of Vincent)

Management Committee Meetings

- 18 March 2021
- 20 May 2021
- 15 July 2021
- 16 September 2021
- 18 November 2021

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

Management Committee meetings are mainly held on a Thursday, in between Council meetings. The Committee has previously set the time for commencement of meetings at 6:00pm as this seems to suit the convenience of most Council members. The Management Committee has previously determined that the meetings will be held at the City of Stirling.

9. COMMITTEE REPORTS 9.1 - 9.7

AUDIT COMMITTEE (17 SEPTEMBER 2020)

9.1 REVIEW OF THE AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2020

Report Information

Reporting Officer: Chief Executive Officer

COMMITTEE RECOMMENDATION

Moved Cr Timmermanis, Seconded Cr Lagan.

That the Audit Committee recommends that Council:

- 1. RECEIVES the Auditor's Report for the financial year ended 30 June 2020.**
- 2. In relation to Item 2 - Presentation of Financial Activity Statement of the Audit Report APPROVE the Audit Committee meeting on a bi-monthly basis, on alternative months to Council meetings, to consider Statements of Financial Activity; and that the monthly Statements of Financial Activity be circulated to Council members on a monthly basis.**
- 3. NOTES that the Council's Auditor (Butler Settineri) met with the Audit Committee at its meeting of 17 September 2020 to discharge the statutory obligation to meet with the Local Government at least once per annum.**

The Motion was put and declared CARRIED (5/0).

TPRC Recommendation to the Audit Committee

That the Audit Committee recommends that Council:

1. RECEIVES the Auditor's Report for the financial year ended 30 June 2020.
2. In relation to Item 2 - Presentation of Financial Activity Statement of the Audit Report APPROVE the Audit Committee meeting on a bi-monthly basis, on alternative months to Council meetings, to consider Statements of Financial Activity; and that the monthly Statements of Financial Activity be circulated to Council members on a monthly basis.
3. NOTES that the Council's Auditor (Butler Settineri) met with the Audit Committee at its meeting of 17 September 2020 to discharge the statutory obligation to meet with the Local Government at least once per annum.

Voting Requirements

Simple Majority

Report Purpose

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

Relevant Documents

Appendix: Audit Report for Financial Year ended 30 June 2020

Previous Minutes

- Council Meeting – 17 October 2019 (Item 9.10: Review of the Auditor's Report for the Financial Year Ended 30 June 2019)
- Council Meeting – 18 October 2018 (Item 9.7: Review of the Auditor's Report for the Financial Year Ended 30 June 2018)

Policy Reference

TPRC Audit Charter 6(f) and (h)

Local Government Act/Regulation

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

Background

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

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

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

Comment

The Council's appointed Auditor (Butler Settineri) has completed its assessment for the financial year ending 30 June 2020. There are no adverse comments raised by the external Auditor in its report.

However, the Auditor has raised six Items to be noted by Council.

1. CEO's review of systems and procedures

The Local Government (Audit) Regulations 1996 paragraph 17 requires the CEO to undertake a review of the appropriateness and effectiveness of a local government's system and procedures in relation to risk management, internal control and legislative compliance, no less than every three financial years. We note that the last review was not carried out in the last 3 years.

Significance of finding: Significant

Management comment:

Recommendation supported.

The Regulation 17 review has been initiated and is expected to be completed and reported to Council in February 2021.

2. Presentation of Financial Activity Statement to Council

Local Government (Financial Management) Regulations 1996 Regulation 34(4) requires the monthly Statement of Financial Activity and the accompanying documents to be presented at an ordinary meeting of Council within two months after the end of the month to which the statement relates. We note that the Council has not complied with this requirement.

Significance of finding: Significant

Management's Comments

Recommendation noted.

The non-compliance with the requirements of Regulation 34(4) of *Local Government (Financial Management) Regulations 1996* is a direct result of the Tamala Park Regional Council meeting on a bi-monthly basis, which does not allow sufficient time for the monthly statement of financial activity to be prepared and presented to Council within the 2-month period specified. This results in 6 of the 12 monthly Statements of Financial Activity not meeting the required timeframe.

It is noted that the monthly Statements of Financial Activity are prepared by the TPRC and by Moore Australia (TPRC accountants) and available for Council's consideration within the prescribed timeframe.

It is recommended that Council approve the Audit Committee meeting on a bi-monthly basis, on alternative months to Council meetings, to consider Statements of Financial Activity. It is further recommended that the monthly Statements of Financial Activity be circulated to Council members on a monthly basis. Whilst implementation of these recommendations will not result in strict compliance with the requirements under Regulation 34 (4), from an oversight and a risk management perspective it will minimize risks arising from the delay in Council's consideration of the monthly Statements of Financial Activity.

3. Financial Ratios

Under note 25 of the financial report we note that the operating surplus ratio and asset sustainability ratio does not meet the benchmark as set out by the Department of Local Government, Sports and Cultural Industries.

Significance of finding: Moderate

Management's Comments

Recommendation noted.

It is acknowledged that the Asset Sustainability Ratio is below the DLGSC's standard.

The TPRC has a small asset base and therefore is subject to more pronounced variations in annual asset renewal expenditure. In the case of the TPRC this has resulted in fluctuations between years as assets of the TPRC are renewed.

The financial ratios need to be considered within the overall context of the financial report. The management of the TPRC operational assets is regularly considered by Moore Australia and considered to be appropriate.

It is noted that the expenditure and management of TPRC assets is consistent with the Council approved Asset Management Plan 2019, approved by Council in February 2020.

4. Supplier Masterfile Amendments

We noted that the validation of the amendments and/or new suppliers' records is not documented therefore the evidence of such validation could not be confirmed.

We also acknowledge that our testing to validate suppliers' information in the system did not identify any discrepancies.

Significance of finding: Moderate

Management's Comments:

Recommendation supported.

Procedure was put in place in December 2019 requiring CEO approval for changes to supplier information and changes to the supplier master file, including independent review of audit trails by the Chief Executive Officer.

5. Journal Entries not independently approved

We noted that journal entries were processed in the accounting system by the Executive Assistant during the financial year. Journals relating to interest accrued and member council's sales and development costs are reviewed by a person independent of preparation, however other journals are not independently reviewed.

Significance of finding: Moderate

Management's Comments

Recommendation supported.

Procedure has been put in place requiring CEO approval and acknowledgement of monthly journals.

6. Related Party Declarations

Six Councillors did not submit their related party declarations.

Significance of finding: Moderate

Management's Comments

Recommendation supported.

Councillors are advised, and provided reminders, of the requirement to submit Related Party Declarations.

There is a statutory obligation for the Council's appointed Auditor to meet with the Local Government at least once per annum. The Auditor (Mr Marius van der Merwe) was in attendance at the Audit Committee meeting of 17 September 2020 to discharge this obligation.

9.2 TPRC ANNUAL FINANCIAL REPORT FOR THE YEAR 1 JULY 2019 TO 30 JUNE 2020

Report Information

Reporting Officer: Chief Executive Officer

COMMITTEE RECOMMENDATION

Moved Cr Timmermanis, Seconded Cr Taylor.

That the Audit Committee recommends that Council RECEIVES the Annual Financial Report for the year ended 30 June 2020 and that it be INCLUDED in the Annual Report.

The Motion was put and declared CARRIED (5/0).

TPRC Recommendation to the Audit Committee

That the Audit Committee recommends that Council RECEIVES the Annual Financial Report for the year ended 30 June 2020 and that it be INCLUDED in the Annual Report.

Voting Requirements

Simple Majority

Report Purpose

To consider the Annual Financial Report of the TPRC for the year ended 30 June 2020.

Relevant Documents

Appendix: Audited Annual Financial Report for the year ended 30 June 2020

Previous Minutes

- Council Meeting – 17 October 2019 (Item 9.9: TPRC Annual Financial Report for the Year 1 July 2018 to 30 June 2019)
- Council Meeting – 18 October 2018 (Item 9.6: TPRC Annual Financial Report for the Year 1 July 2017 to 30 June 2018)

Policy Reference

TPRC Audit Charter: Scope, includes review of Annual Financial Report and recommendation of adoption by the Council

Local Government Act/Regulation

- *Local Government Act 1995: S6.4* - Requires Local Government to prepare annual Financial Report in prescribed form; balanced accounts and financial report for preceding year to be submitted to Auditor by 30 September.
- *Local Government Act 1995: S7.2* - Requires accounts and financial report to be audited by an auditor appointed [according to prescribed procedures] by the Local Government.

- *Local Government Act 1995: S7.9* - Requires Auditor to provide report on accounts and financial report to Chairman, CEO and Minister by 31 December.
- *Regs - Local Government (Audit) 1996 R 9* Sets out Criteria for Conduct of Audit.
- *Guideline 18 - Financial Ratios* - Describes Financial Ratios required in financial reports.
- *Regs - Local Government (Financial Management) 1996: R36-49* prescribes report inclusions.
- *Regs - Local Government (Financial Management) 1996: R50* - CEO to forward copy of Financial Report to Executive Director within 30 Days of Audit.
- *Local Government (Audit) Regs 1996: Reg 14* Compliance Audit Item.

Background

An Annual Financial Report is required to provide a comprehensive outline of financial activities of the TPRC for the public record and public inspection.

A series of legislative requirements must be observed in preparing the Annual Financial Report.

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

Comment

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

The Auditor has completed audit of the documents and has provided the required management report which is required to be presented to the Chair of the Council, the CEO and the Minister for Local Government. The Auditor's Report is considered in Item 9.1.

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

9.3 FINANCIAL MANAGEMENT – SIGNIFICANT ACCOUNTING POLICIES REVIEW 2020

Report Information

Reporting Officer: Chief Executive Officer

COMMITTEE RECOMMENDATION

Moved Cr Timmermanis, Seconded Cr Taylor.

That the Audit Committee recommends that Council APPROVES the Financial Management – Significant Accounting Policies (September 2020).

The Motion was put and declared CARRIED (5/0).

TPRC Recommendation to the Audit Committee

That the Audit Committee recommends that Council APPROVES the Financial Management – Significant Accounting Policies (September 2020).

Voting Requirements

Simple Majority

Report Purpose

To review the Financial Management – Significant Accounting Policies.

Relevant Documents

Appendix: Financial Management – Significant Accounting Policies (September 2020)

Policy Reference

Proposed Financial Management – Significant Accounting Policy

Local Government Act/Regulation

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- Australian Accounting Standards

Previous Minutes

- Council Meeting – 17 October 2019 (Item 9.16 – Financial Management – Significant Accounting Policies Review)
- Council Meeting – 18 October 2018 (Item 9.8 – Financial Management – Significant Accounting Policies Review)

Financial/Budget Implications

N/A

Background

In October 2019, the Council approved the Policy Financial Management – Significant Accounting Policies consistent with the Local Government Regulations. The Policy provides guidelines for the preparation of the financial report.

Comment

The Financial Management – Significant Accounting Policies reflect the most recent accounting standards and local government practice, as recommended by Moore Australia - Accountants and Butler Settineri - Auditors.

The proposed changes to the Financial Management – Significant Accounting Policies (September 2020) are consistent with the Annual Financial Report for the year ended 30 June 2020 (Notes) prepared by Moore Australia – Accountants and reviewed by the Council appointed Auditor (Butler Settineri).

The proposed changes are highlighted in the Financial Management – Significant Accounting Policies (September 2020) attached at Appendix 9.3 and are recommended for adoption.

MANAGEMENT COMMITTEE (17 SEPTEMBER 2020)

9.4 CATALINA PROJECT WEBSITE

Report Information

Reporting Officer: Manager Project Coordination

COMMITTEE RECOMMENDATION

Moved Cr Caddy, Seconded Cr Treby.

That the Management Committee recommends that Council NOTES the Satterley Property Group advice dated 20 July 2020 in relation to the Catalina Project website.

The Motion was put and declared CARRIED (7/0).

TPRC Recommendation to the Management Committee

That the Management Committee recommends that Council NOTES the Satterley Property Group advice dated 20 July 2020 in relation to the Catalina Project website.

Voting Requirements

Simple Majority

Report Purpose

To consider advice provided by the Satterley Property Group (Satterley) in relation to the Catalina Project website.

Policy Reference

N/A

Local Government Act/Regulation

N/A

Previous Minutes

N/A

Relevant Documents

Appendix: Satterley memorandum dated 20 July 2020.

Financial/Budget Implications

Expenditure under this matter will be incurred under item E145218 (Marketing):

Budget Amount:	\$	400,000
Spent to Date:	\$	24,637
Balance:	\$	375,363

Background

At the Management Committee meeting of 16 July 2020, Satterley was requested to provide advice on the pros/cons of the Catalina Project website being hosted on its own domain instead of being part of the Satterley website platform.

Satterley has provided advice on this matter, which is contained in Appendix 9.4.

Comment

Satterley advises that the Catalina Project website has been part of the Satterley platform since the Catalina Project's inception. The platform includes a separate landing page and sub-pages for each Satterley estate, including Catalina.

Satterley considers that the Project benefits from being included within the Satterley platform by leveraging the strength of Satterley's well-established domain to enable the Catalina site to rank competitively in web searches and providing access to discounted search engine optimisation services.

Satterley also considers that the platform provides a cost-effective approach as the following functions are provided at no cost to the Project:

- Site hosting;
- User experience research and upgrades;
- Maintenance of site information;
- Stock and customer management systems;
- Google mapping integration.

Satterley advises that a separately-standing Catalina website on its own domain (catalinaestate.com.au) may enable easier ranking of Catalina brand searches, however non-brand searches (that is, without reference to Catalina) would not rank as high as achieved under the Satterley platform. This is due to new domains usually having no existing authority to rank competitively or established backlinks, requiring extensive and costly link-building campaigns for Catalina to rank on the first page of search results.

The following table details where the Catalina website ranks in searches conducted on Google on 2 September 2020 using various search terms:

Search Term/s	Rank
Catalina Estate	1
Catalina	1
Land for sale Mindarie	3* (behind only realestate.com.au and domain.com.au)
Land for sale Clarkson	3* (behind only realestate.com.au and domain.com.au)
Mindarie Land	3* (behind only realestate.com.au and domain.com.au)
Clarkson Land	2* (behind only realestate.com.au)

* excluding paid advertisements for other land estates

These results indicate that the Catalina website is currently ranking highly using commonly used search terms.

Google searches using more generic terms, such as 'land for sale north of Perth', 'beachside land for sale Perth' or 'coastal land for sale Perth' do not deliver any links to the Catalina website within the first ten pages of search results, however links to Satterley's main website appear on either the first or second page of results.

It is possible to boost search results for the Catalina website through paid Google advertising or bids through a search engine optimisation (SEO) program. The Project has had an ongoing SEO program running over the past two years, which has contributed to the search rankings currently being achieved. Approximately 90 keywords/terms are currently used as the basis of the SEO program.

The following table indicates monthly expenditure on digital marketing for 2020, including actual expenditure to the end of August 2020 and expenditure forecast for the remainder of the year, which includes the SEO program, lead generation and brand awareness campaigns run through social media advertising and the project profile subscriptions for the suburbs of Mindarie and Clarkson on real estate search site, realestate.com.au. The table also indicates the number of leads generated each month.

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SEO	\$752	\$752					\$752	\$752	\$752	\$752	\$752	\$752
Lead Gen	\$4,400	\$5,500	\$5,500		\$5,500	\$5,500			\$5,500	\$5,500	\$5,500	
Brand			\$2,750	\$2,750	\$2,750	\$2,750			\$2,200	\$2,200	\$2,200	
Profiles			\$6,486	\$6,190	\$11,380	\$8,080		\$4,180	\$1,753			
Total	\$5,152	\$6,252	\$14,736	\$13,940	\$19,630	\$16,330	\$752	\$4,932	\$10,205	\$8,452	\$8,452	\$752
Leads	61	67	48	65	57	229	42	30				

Satterley advises that the Catalina website received 35,772 views between 1 January and 31 August 2020. Of these views:

- 3,737 views (10%) came from other estate pages, the Satterley homepage or other non-Catalina pages;
- 164 (0.5%) views came from Satterley’s Allara estate website;
- 677 (2%) views came from Satterley’s Eden Beach estate website;
- 79% of the traffic came from non-Catalina pages, originating from organic searches, which were most likely from search terms that Catalina would not rank for if it was a stand-alone website.

Options available to the Council to achieve higher search rankings include increasing expenditure on SEO to allow more competitive bids to be made for higher rankings or to regularly refine the list of keywords used as the basis for SEO to ensure effectiveness.

It is noted that the current Catalina website landing page provides information such as available lots, pricelists, sales plans, the virtual tour and design guidelines that are accessible with a single mouse-click. The website presents well, has good functionality and integration with mapping and contract management systems and is easily navigable.

Satterley advises that establishing and maintaining a Catalina website on its own domain would result in significant cost to the Project. Satterley estimates that the cost to establish a new website with the same functionality as provided by the Satterley platform would be in the order of \$150,000, with ongoing fees for maintenance of approximately \$45,000/annum.

Satterley considers that current arrangements work well and recommends retaining the Project website within its existing platform.

Conclusion

Satterley advises that the Catalina Project would be better served by maintaining the Project website within the Satterley website platform rather than being hosted on its own domain due to functionality and financial considerations.

It is recommended that the Council notes the Satterley advice and recommendations (dated 20 July 2020) in relation to the Catalina website.

9.5 REVIEW OF DELIVERABLES - DEVELOPMENT MANAGER'S KEY PERFORMANCE INDICATORS – CONFIDENTIAL

**9.6 KEY PERSONNEL – DEVELOPMENT MANAGER / PROJECT RESOURCING –
CONFIDENTIAL**

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9.7 MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING UPDATE - CONFIDENTIAL

10.1 BUILT FORM PARTNERSHIP – STAGE 18 – UPDATE - CONFIDENTIAL

10.2 CATALINA CENTRAL LOCAL CENTRE SITE – CHANGE OF OWNERSHIP AND AMENDED CONTRACTUAL TERMS – CONFIDENTIAL

- 11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
- 12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 13. URGENT BUSINESS APPROVED BY THE CHAIR**
- 14. MATTERS BEHIND CLOSED DOORS**
 - 9.5 Review of Deliverables – Development Manager’s Key Performance Indicators - Confidential
 - 9.6 Key Personnel – Development Manager / Project Resourcing – Confidential
 - 9.7 Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Update - Confidential
 - 10.1 Built Form Partnership – Stage 18 – Confidential
 - 10.2 Catalina Central Local Centre Site – Change of Ownership - Confidential
- 15. GENERAL BUSINESS**
- 16. FORMAL CLOSURE OF MEETING**

APPENDICES