



ORDINARY MEETING OF COUNCIL

AGENDA

24 APRIL 2018

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CITY OF GREATER GERALDTON
ORDINARY MEETING OF COUNCIL
TO BE HELD ON TUESDAY, 24 APRIL 2017 AT 5.00PM
CHAMBERS, CATHEDRAL AVENUE

A G E N D A

DISCLAIMER:

The Chairman advises that the purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) and Council's Meeting Procedures Local Laws establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The City of Greater Geraldton expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

1 DECLARATION OF OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 ATTENDANCE

Present:

Officers:

Others:

Members of Public:

Members of Press:

Apologies:

Leave of Absence:

Cr N McIlwaine

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question taken on notice at the Ordinary Meeting of Council 27 March 2018:

Mr KD Tucker, PO Box 260, Mullewa WA 6630

Question

When will information panels at the start of each trail be replaced?

Response

Information panels are currently being manufactured and will be replaced in early May 2018

The response has been sent to Mr Tucker.

5 PUBLIC QUESTION TIME

Questions provided in writing prior to the meeting or at the meeting will receive a formal response. Please note that you cannot make statements in Public Question Time and such statements will not be recorded in the Minutes.

Our Local Laws and the Local Government Act require questions to be put to the presiding member and answered by the Council. No questions can be put to individual Councillors.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Existing Approved Leave

Councillor	From	To (inclusive)	Date Approved
Cr N McIlwaine	16 April 2018	25 April 2018	23/1/2018
Cr S Keemink	16 April 2018	23 April 2018	27/2/2018
Cr L Freer	4 July 2018	30 July 2018	28/11/2017
Cr S Douglas	31 August 2018	5 October 2018	19/12/2017
Cr N McIlwaine	16 November 2018	30 November 2018	23/1/2018

**Note: If Elected Members' application for leave of absence is for the meeting that the request is submitted, they will be noted as an apology until Council consider the request. The granting of the leave, or refusal to grant the leave and reasons for that refusal, will be recorded in the minutes of the meeting*

Cr R Hall requests leave of absence for the period 17 August 2018 to 23 October 2018 be approved.

7 PETITIONS, DEPUTATIONS OR PRESENTATIONS

8 DECLARATIONS OF CONFLICTS OF INTEREST

Cr N Colliver declared a Financial Indirect in CCS329 Eco Tourism Incubator Contribution as she is the Chair of Pollinators, which is one of the proponents.

9 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING – as circulated

RECOMMENDED that the minutes of the Ordinary Meeting of Council held on 27 March 2018, as previously circulated, be adopted as a true and correct record of proceedings.

10 ANNOUNCEMENTS BY THE CHAIR*Events attended by the Mayor or his representative*

DATE	FUNCTION	REPRESENTATIVE
28 March 2018	Regional Capitals Australia Executive Board Meeting - Canberra	Mayor Shane Van Styn
29 March 2018	Regional Capitals Australia – Canberra Delegation – Meeting with Various MP’s – in Canberra	Mayor Shane Van Styn
3 April 2018	Hear Me Out Podcast – Council Meeting Update	Mayor Shane Van Styn
3 April 2018	WA Investments (WAI) Group - Growth, Investment & Future Infrastructure	Mayor Shane Van Styn
3 April 2018	Regular Meeting with Local Member – Ian Blayney, MLA Member for Geraldton	Mayor Shane Van Styn
3 April 2018	Concept Forum	Mayor Shane Van Styn
4 April 2018	Spirit Radio Interview – Council Business	Mayor Shane Van Styn
5 April 2018	Catch Up - Economic Development	Mayor Shane Van Styn
6 April 2018	WoWFest Promotion – Red FM Sponsorship	Mayor Shane Van Styn
6 April 2018	World War One Documentary Discussion	Mayor Shane Van Styn
6 April 2018	ABC Interview - Abrolhos	Mayor Shane Van Styn
6 April 2018	Regular Meeting with Local Member – Hon. Colin de Grussa MLC, Member for the Agricultural Region on Local Matters	Mayor Shane Van Styn
6 April 2018	MWCCI Law Lunch	Mayor Shane Van Styn
6 April 2018	Rotary District Conference Welcome Function	Mayor Shane Van Styn
7 April 2018	Meeting with Prospective Singaporean Investors	Mayor Shane Van Styn
7 April 2018	Fools Festival Opening	Mayor Shane Van Styn
7 April 2018	Rotary Conference Dinner	Mayor Shane Van Styn
9 April 2018	Rigters Commercial	Mayor Shane Van Styn
9 April 2018	Regular Catch up – Marketing & Media	Mayor Shane Van Styn
9 April 2018	Citizenship Ceremony	Mayor Shane Van Styn
9 April 2018	Singapore Trade Mission	Mayor Shane Van Styn
11 April 2018	2018 Regional Heritage Conference & Dinner – Welcome Address	Cr Tarleah Thomas
12 April 2018	Spirit Radio Interview – Council Business	Mayor Shane Van Styn
12 April 2018	2018 Regional Heritage Conference – Opening Address	Mayor Shane Van Styn
12 April 2018	Netball Resurfacing Promotion	Mayor Shane Van Styn
12 April 2018	Disability Access & Inclusion Policy Promotion	Mayor Shane Van Styn

12 April 2018	WoWFest Promotion – Mitchell & Brown Sponsorship of Fireworks	Mayor Shane Van Styn
13 April 2018	Geraldton Development Opportunities - Pyrolytic Incinerators for Waste Disposal & Risk and Security Training Academy	Mayor Shane Van Styn
14 April 2018	Commemorative Gathering, Greenough Pioneer Cemetery – Welcome Address	Mayor Shane Van Styn
14 April 2018	Flotsam & Jetsam Art Exhibition & Competition – Latitude Gallery	Mayor Shane Van Styn
15 April 2018	Radio Mama Interview – Council Business	Mayor Shane Van Styn
15 April 2018	Geraldton Turf Club	Mayor Shane Van Styn
16 April 2018	Regular Catch up – Mayor & CEO	Mayor Shane Van Styn
16 April 2018	Regular Catch up – Marketing & Media	Mayor Shane Van Styn
16 April 2018	ABC Interview – Tourism Summit	Mayor Shane Van Styn
16 April 2018	Nagle Catholic College Initiatives	Mayor Shane Van Styn
16 April 2018	WoWFest Promotion – Mid West Ports Sponsorship of String Symphony	Mayor Shane Van Styn
16 April 2018	Christian Watters – Tourism Update	Mayor Shane Van Styn
16 April 2018	WoWFest Update	Mayor Shane Van Styn
16 April 2018	Point Moore Short Stay Accommodation - Lease Discussion	Mayor Shane Van Styn
17 April 2018	Meeting with Hon Mick Murray MLA, Minister for Seniors and Ageing; Volunteering and Sport and Recreation – Matters Relating the Region	Mayor Shane Van Styn
17 April 2018	Geraldton Regional Art Gallery Sculpture Selection	Mayor Shane Van Styn
17 April 2018	Agenda Forum	Mayor Shane Van Styn
20 April 2018	Radio Mama Interview – Council Business	Mayor Shane Van Styn
20 April 2018	Geraldton Regional Art Gallery Exhibition – Stations of the Cross and Dead Centre	Cr Michael Reymond
21 April 2018	WoWFest – Official Opening	Mayor Shane Van Styn
21 April 2018	WoWFest – Sunset Entertainment	Mayor Shane Van Styn
21 April 2018	The Geraldton Project Launch	Mayor Shane Van Styn
23 April 2018	Regular Catch up – Mayor & CEO	Mayor Shane Van Styn
23 April 2018	Regular Catch up – Marketing & Media	Mayor Shane Van Styn
23 April 2018	Australian Institute of Company Directors for the Department of Local Government – Governance Review Program	Mayor Shane Van Styn
23 April 2018	Arc Infrastructure Interview	Mayor Shane Van Styn
23 April 2018	Regular Meeting with Local Member – Hon. Laurie Graham MLC, Member for the Agricultural Region	Mayor Shane Van Styn

24 April 2018	Regional Capital Australia Teleconference	Mayor Shane Van Styn
24 April 2018	Ordinary Meeting of Council	Mayor Shane Van Styn

11 REPORTS OF DEVELOPMENT AND COMMUNITY SERVICES
Nil

12 REPORTS OF CORPORATE & COMMERCIAL SERVICES

CCS323 CHIEF EXECUTIVE OFFICERS REGULATION 17(3) REPORT

AGENDA REFERENCE:	D-18-022139
AUTHOR:	M Adam, Coordinator Governance
EXECUTIVE:	B Davis, Director Corporate & Commercial Services
DATE OF REPORT:	20 March 2018
FILE REFERENCE:	GO/11/0020
ATTACHMENTS:	Yes (x4) (x3 Confidential)
	A. Confidential Attachment - Financial Management Systems Review (Part 1)
	B. Confidential Attachment - Regulation 17 Review
	C. Confidential Attachment - Fleet Management Internal Audit Report
	D. Minute Extract AC066 Audit Committee Meeting 15 March 2018

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with a copy of the Chief Executive Officers (CEO) Regulation 17(3) report, under the provisions of the *Local Government (Audit) Regulations 1996*, and report to Council the results of the Audit Committee review of the CEO's Regulation 17(3) report.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Section 7.13 of the Local Government Act 1995 and regulation 17(3) of the *Local Government (Audit) Regulations 1996* RESOLVES to:

1. RECEIVE the CEO's report made pursuant to regulation 17(3) of the Local Government (Audit) Regulations 1996; and
2. ENDORSE the Audit Committee report on the review of the CEO's Regulation 17(3) report.

PROPONENT:

The proponent is the City of Greater Geraldton.

BACKGROUND:

The Local Government (Audit) Regulations 1996 regulation 17 provides that:

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*

- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Regulation 16 of the *Local Government (Audit) Regulations 1996* requires that:

16 Audit Committee, functions of

An audit committee –

- (c) *is to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to –*
- (i) report to the council the results of that review; and*
 - (ii) give a copy of the CEO's report to the council.*

At the Audit Committee Meeting held on 15 March 2018 the CEO presented the following reports to the Audit Committee for their review (AC066):

- Regulation 17 Review prepared by AMD Chartered Accountants
- Financial Management System Review (Part 1)

The Audit Committee reviewed the report and resolved to:

1. *ADOPT the Financial Management Systems Review, Audit Regulation 17 Review, Interim Audit Management Letter and Fleet Management Internal Audit Report;*
2. *ENDORSE actions taken or proposed to be taken by staff to resolve any items identified in the reports; and*
3. *REQUIRE progress on implementation of the proposed management actions, at the next Audit Committee Meeting*

As required under the provisions of regulation 16(c) the results of the Audit Committee review, and a copy of the CEOs report are now submitted to Council.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

There are no adverse community impacts.

Environment:

There are no adverse environmental impacts.

Economy:

There are no adverse economic impacts.

Governance:

The submission to Council of a copy of the CEO's regulation 17(3) report, and the Audit Committee review of this report, ensures that the City is compliant with regulatory requirements under the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.

RELEVANT PRECEDENTS:

Council received a copy of the CEO's regulation 17(3) report and the Audit Committees review of the report on 25 October 2016, item CCS208.

COMMUNITY/COUNCILLOR CONSULTATION:

The Audit Committee reviewed the CEO's regulation 17(3) report at their meeting on 15 March 2018.

LEGISLATIVE/POLICY IMPLICATIONS:

Local Government (Audit) Regulations 1996
Regulation 16, Regulation 17.

FINANCIAL AND RESOURCE IMPLICATIONS:

There are no financial or resource implications.

INTEGRATED PLANNING LINKS:

Title: Governance	4.5 Good Governance & Leadership
Strategy 4.5.2	Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice.

REGIONAL OUTCOMES:

There are no regional outcomes.

RISK MANAGEMENT:

It is a legislative requirement that the CEO reviews the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control; and legislative compliance at least once every two calendar years. The CEO previously conducted a review in 2016 and the current review ensures that the City meets compliance requirements.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

There were no alternative options considered by City Officers.

CCS324 RATES 2018-19 NOTICE OF INTENTION

AGENDA REFERENCE:	D-18-026138
AUTHOR:	P Radalj, Manager Finance and Treasury
EXECUTIVE:	B Davis, Director Corporate and Commercial Services
DATE OF REPORT:	5 April 2018
FILE REFERENCE:	GO/6/0012-05
ATTACHMENTS:	Yes (x1) Statement of Objects and Reasons 2018-19

EXECUTIVE SUMMARY:

This report seeks Council endorsement to give public notice of its intention to impose proposed differential rates and minimum payments for the 2018-19 financial year that form part of the adopted budget.

This public notice is mandatory under Section 6.36 of the Local Government Act, before imposing any differential general rates or a minimum payment via the Annual Budget.

Such notice is to be published within a period of two months preceding the commencement of the new financial year, inviting public submissions on the proposed rates or minimum payments.

An elector or ratepayer has 21 days from date of public notice to make submissions in respect of the proposed rates and minimum payments and any related matters. Council is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

Council may resolve to impose rates or minimum payments different from those published in the local public notices, and if it does so, is obliged to publish the reasons for doing so, as part of its formally adopted budget.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority by virtue of Section 5.20 of the Local Government Act 1995 RESOLVES to:

1. ENDORSE the proposed differential rates and minimum payments for the 2018-19 financial year as detailed in Table 2 of this report, for the purpose of giving local public notice of its intention to impose differential general rates and minimum payments for the 2018-19 financial year. Invite submissions from electors and ratepayers on the proposed rates and minimum payments and any related matters, as required under section 6.36 of the Local Government Act 1995.

PROponent:

The proponent is the City of Greater Geraldton.

BACKGROUND:

The following tables detail the current 2017-18 and the proposed 2018-19 differential rates-in-the-dollar and minimum payments:

Table 1: Current Differential General Rates & Minimum Payments (2017-18)

Differential Rate Types	Rate-in-the-dollar (Cents)	Minimum Payments \$
CGG Residential (Includes GRV Residential Ex-Mullewa Shire District)	11.9016	\$1,010
CGG Non-Residential (Includes GRV Non-Residential Ex-Mullewa Shire District)	11.3804	\$1,010
CGG UV (Ex Geraldton Rural Mining & Farming General and Ex Mullewa Rural Mining & Agriculture)	0.7489	\$1,010

Table 2: Proposed Differential General Rates & Minimum Payments (2018-19)

Differential Rate Types	Rate-in-the-dollar (Cents)	Minimum Payments \$
CGG Residential (Includes GRV Residential Ex-Mullewa Shire District)	12.3181	\$1,030
CGG Non-Residential (Includes GRV Non-Residential Ex-Mullewa Shire District)	11.7787	\$1,030
CGG UV (Ex Geraldton Rural Mining & Farming General and Ex Mullewa Rural Mining & Agriculture)	0.7751	\$1,030

Long Term Financial Plan:

In response to concerns raised by the Community, the Mayor, and Councillors, a long-term financial planning scenario was developed in 2016-17 that saw a reduction in annual rate increases when compared to previous Long Term Financial Plans. The scenario included that annual aggregate rate revenue increase would be 3.5% (plus growth) per annum. Other significant principles underpinning the City's long term planning are:

- Continual positive movements and achievements of all financial and sustainability ratio benchmarks within a realistic and acceptable timeframe;
- Deliver a net operating surplus from ordinary activities (2018-19 will be the first City of Greater Geraldton budget that realises a surplus); and
- Generate enough revenue to renew assets as they wear out.

CGG Residential:

This category will include any GRV rated property in that part of the City district (including that part of the City previously being GRV Ex Mullewa Shire District) that is used for residential purposes.

Residential Properties:

- For residential property owners who did not complete any additions/modifications to their house or property and the GRV valuation of their property remained unchanged, and the amount of rates you paid this year was \$2,000, the proposed increase by Council would see you pay \$2,070 in 2018-19 a 3.50% increase. Minimum payments are proposed to be increased from \$1,010 to \$1,030 (note: since 2014-15 minimums have remained unchanged at \$1,010 for City district ratepayers).

CGG Non-Residential:

This category includes any GRV property in that part of the City district (including that part of the City previously being GRV Ex Mullewa Shire District) that is used for non- residential purposes other than rural purposes.

Non-Residential Properties:

- For non-residential properties, the effect will be the same, as explained under residential properties.

CGG UV:

This category includes all UV rated property in that part of the City district that are used primarily for rural, farming and mining purposes.

This rating category reflects the level of rating required to raise the necessary revenue for Council to operate efficiently and provide a diverse range of services and programs for rural areas including infrastructure to this designated part of the City.

- As the proposed increase is based on an equitable adjustment across all rating categories, the effect on UV properties will be the same as explained under residential properties.

Note that the proposed rating adjustment represents the initial intent by Council and can be changed during the budget process. Council will also consider the impact of new GRV valuations, which will take effect from 1 July 2018. In addition, Council will also consider if required, lawfully available mechanisms that smooth the impact of significant spikes in rates payable because of new property valuations.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:**Community:**

There are no adverse community impacts from this proposal. Separately, the City has in place a range of concessions and provisions to assist pensioners and persons experiencing financial hardship. Revenue from rates supports provision of social infrastructure required by the broader community.

Environment:

There are no adverse environmental impacts.

Economy:

There are no adverse economic impacts from this proposal. Councils raise revenue from rates to deliver, maintain and renew as necessary, key economic and social infrastructure and services required to enable the local economy.

Governance:

There are no adverse governance impacts.

RELEVANT PRECEDENTS:

Each year, as noted under Legislative Implications below, Councils are required to give local public notice of intent to impose differential general rates and minimum payments. This is an annual statutory obligation.

COMMUNITY/COUNCILLOR CONSULTATION:

City of Greater Geraldton Councillors have been and will continue to be engaged through a series of Forums, which are being conducted through February to June 2018. These Forums address the Capital Works Program, 2018-19 Budget Operating Revenue & Expenditure and Long Term Financial Plan.

LEGISLATIVE/POLICY IMPLICATIONS:

Statutory requirements for differential general rates and minimum payments are broadly set out in sections 6.31 through 6.36 of the Local Government Act 1995. As well, particular matters associated with those provisions of the Act are prescribed in the Local Government (Financial Management) Regulations.

Section 6.36 of the Local Government Act requires all Council's before imposing any differential general rates or minimum payments to give local public notice of intention to do so, and inviting submissions from electors and ratepayers.

Such notice may be published within a period of two months preceding the commencement of the new financial year (that is during May or June), and must provide at least 21 days for submissions.

The Act requires Councils to consider any submission received, before imposing differential general rates and minimum payments. Councils may adopt the rates and minimum payments as published in local public notices, or may modify and adopt differential rates or minimum payments different from those published – in which event the Council must include the reasons for doing so, as part of its formal annual budget, when adopted.

FINANCIAL AND RESOURCE IMPLICATIONS:

The current estimate for 2018-19 based on LTFP key principle of 3.5% plus growth in aggregate rates revenue, would raise around \$46.85m from differential general rates and minimum payments per the model presented in

this report. This figure incorporates a forecast of rates revenue derived from interim rating during the 2018-19 financial year.

INTEGRATED PLANNING LINKS:

Title: Governance	4.4 Financial Sustainability and Performance
Strategy 4.4.2	Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.

REGIONAL OUTCOMES:

There are no impacts to regional outcomes.

RISK MANAGEMENT:

Associated risk would be a failure to comply with section 6.36 of the Local Government Act in relation to the requirements to give notice on the Council's intention to impose differential general rates and minimum payments for the forthcoming financial year. This report mitigates that risk.

ALTERNATIVE OPTIONS CONSIDERED:

The proposed model of differential general rates and minimum payments gives consideration to both delivering infrastructure and services to the community in a financially sustainable and affordable manner.

Alternative options and/or rate models may be developed and reviewed as part of Council's final budget deliberation process.

CCS325 CENTRALISED CUSTOMER SERVICE PROJECT

AGENDA REFERENCE:	D-18-026217
AUTHOR:	J Graham, Manager Corporate Services
EXECUTIVE:	B Davis, Director Corporate and Commercial Services
DATE OF REPORT:	6 April 2018
FILE REFERENCE:	ER/17/0004
ATTACHMENTS:	No

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval authorising expenditure of \$135,000 in this financial year to complete the Centralised Customer Service Contact Centre Project, which entails redesigning the physical space at the front counter/foyer area of the Civic Centre to make it fit for purpose as a contact centre.

EXECUTIVE RECOMMENDATION:

That Council by Absolute Majority pursuant to Section 6.8(1) of the Local Government Act 1995 RESOLVES to:

1. APPROVE and AUTHORISE expenditure in 2017-18 in the amount of \$135,000 (to be funded from a transfer from Cash Reserves) to complete the Centralised Customer Service Contact Centre Project.

PROPONENT:

The proponent is the City of Greater Geraldton.

BACKGROUND:

Several reviews (2014-16) of the delivery of the City's customer service identified a number of inefficiencies and areas for improvement along with some serious customer privacy, security and employee OSH issues.

The City was using the single switchboard operator model, with calls being transferred directly to other departments. Counter services were limited to minor transactions & cashiering. This process offered below average service with duplication, delays and inefficiencies causing customer frustration and complaint. On average it was taking three to four separate interactions with the City to resolve an issue.

It has been calculated that phone interactions with the City are approximately half the cost of a face to face (front counter) interaction (\$3.75 versus \$1.95).

Extensive community consultation indicated that the public favoured a streamlined customer service process and a greater use of technology (credit card phone & online payments, web-chat etc.) to enable clearer access to City services. There was strong support for a centralised call centre to facilitate single transaction completion of service (first call resolution).

The City's Executive Management team endorsed a centralised customer service model in mid-2016, and in September 2017 a three year Customer Service Plan was approved by the Executive Management team and launched as a public document in October 2017 (Briefing Note to Council 12 October 2017).

Implementation of the above recommendations commenced in 2017 with multiple Customer Service Officers now capable of:

- Taking credit card payments over the phone.
- Registering customer work requests.
- Answering detailed questions/enquiries that previously would have been transferred.

While this has met with significant success, the current limited working space in the original Customer Service area is cramped, inadequate and proving inefficient with a number of difficulties being encountered:

- Due to lack of seating space Officers are answering phone calls at the front counter (this has led to customer confusion, frustration and complaint).
- Privacy issues associated with the above (i.e. other customers overhearing commercial/personal sensitive information, personally distressing issues, credit card details or personal contact information etc).
- Remaining staff are split between three separate locations with no visibility of the front counter and vice versa.
- Limited space to take on additional "back office" administration functions.
- Counting of cash at the front counter in front of the public.
- Several employee ergonomic, OSH and security issues are being experienced.
- Hands on "live" experience training (for new employees, casuals and Mullewa Customer Service staff) is proving difficult, particularly on the phones situated at the front counter.
- First call resolution has plateaued at 25% -30% over last 8 months.

A redesign of the existing space would address the above issues as well as allowing the project to reach its full potential and deliver significant savings to the organisation by:

- Reducing the number of counters and allow more transactions to be managed securely over phone and web-chat.
- Providing options for Customer 'self-service'.
- Allowing the Customer Service Team to take on more administrative tasks from other departments (potentially increase from 5% of their time up to 20%).
- Ensuring that the City increases the first call resolution to the future target of 75%.
- Providing semi private partitioned meeting areas, where planning, building or issues requiring a higher than normal degree of privacy can be discussed confidentially and securely.

A redesign of the customer service space was first raised mid-2016 and was put forward to be included in the 2017-18 capital works budget as a medium priority. However as the centre was not fully operational at the time final submissions went before Council, it was deferred.

As per the recent developments and reasons stated above (i.e. capacity, technology, privacy, security, OSH and ergonomic) this has now become a high priority item, needing urgent attention with significant risk exposure to the organisation.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

Increased customer satisfaction leading to less customer complaints against council.

Environment:

There are no adverse environmental impacts.

Economy:

There are no adverse economic impacts.

Governance:

There are no adverse governance impacts.

RELEVANT PRECEDENTS:

Council during the financial year approves and authorises amendments to the adopted budget.

COMMUNITY/COUNCILLOR CONSULTATION:

There has been extensive community consultation in the form of surveys and workshops. Councillors were supplied with the three year Customer Service Plan before it was released to the public and have received two briefing notes updating them on progress. A presentation was made to council on the redesign project at the Concept Forum – 3 April 2018. Preliminary design schematics were included in the Concept Forum presentation. There has been consultation with effected internal stakeholders (Customer Service, Rates, Rangers, Planning & Building teams etc.). Best practice comparisons of several other Local Governments have also been conducted.

LEGISLATIVE/POLICY IMPLICATIONS:

Section 6.8 (1) of the Local Government Act 1995 requires an Absolute Majority to approve expenditure that has not been authorised in the Annual Budget.

FINANCIAL AND RESOURCE IMPLICATIONS:

This project is to be funded from existing monies held in Cash Reserves (Unexpended Capital Reserve) for the purpose of building related capital works and as such will not impact on the City's budgeted bottom line for 2017-18.

INTEGRATED PLANNING LINKS:

Title: Governance	4.1 Community Engagement
Strategy 4.1.3	Providing innovative and accessible customer service and information systems.
Title: Governance	4.4 Financial Sustainability and Performance
Strategy 4.4.3	Delivering and ensuring business systems and services support cost effective Council operations and service delivery.

REGIONAL OUTCOMES:

An efficient fully operational centralised contact centre potentially provides an opportunity in the future for the City to offer customer service as a shared service to smaller regional councils.

This will be the only call / contact centre in Geraldton, demonstrating to the community that the City is innovative in making efficient use of available resources.

RISK MANAGEMENT:

This proposal will address the current risks of:

- Non-compliance with the Privacy Act (1988).
- Balancing and counting cash in public.
- The cash safe being in a semi accessible public location.
- Compliance with Payment Card Industry Data Security Standards 2006.
- Employee security, OSH and ergonomic issues (Workers Compensation issues).

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

To not proceed with the redesign of the customer service and reception space is not recommended as the space is no longer fit for purpose.

CCS326 WARDS AND REPRESENTATION REVIEW

AGENDA REFERENCE:	D-18-020802
AUTHOR:	M Adam, Coordinator Governance
EXECUTIVE:	B Davis, Director Corporate and Commercial Services
DATE OF REPORT:	4 April 2018
FILE REFERENCE:	GO/4/0001
ATTACHMENTS:	Yes (x1) Draft - City of Greater Geraldton Wards and Representation Review Consultation Paper

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval to initiate a review of wards and representation under the provisions of *the Local Government Act 1995*.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Schedule 2.2 of the Local Government Act 1995 RESOLVES to:

1. INITIATE a review of the City of Greater Geraldton's ward system and representation in accordance with clause 6 of Schedule 2.2 of the *Local Government Act 1995*;
2. GIVE local public notice of the intention to carry out a review of wards and representation and invite submissions as required by clause 7(1) of Schedule 2.2; and
3. ENDORSE the Discussion Paper detailed as Attachment CCS326 for the purposes of public consultation.

PROPONENT:

The proponent is the City of Greater Geraldton.

BACKGROUND:

The provisions of Schedule 2.2 cl. 6 of the *Local Government Act 1995* (the Act) require that a local government with a ward system is to carry out a review of ward boundaries and councillor representation so that no more than eight years elapse between successive reviews.

6. ***Local government with wards to review periodically***
 - (1) *A local government the district of which is divided into wards is to carry out reviews of —*
 - (a) *its ward boundaries; and*
 - (b) *the number of offices of councillor for each ward, from time to time so that not more than 8 years elapse between successive reviews.*

The City of Greater Geraldton (the City) was created under Governors orders on 1 July 2011 and designated as a City to be divided into seven wards with two Councillors per ward.

The designated ward boundaries and representation were aligned with the commitments of a Memorandum of Understanding (MOU) between the Shire of Mullewa and City of Geraldton-Greenough. The MOU set out a governance arrangement for a period of no less than eight years from the first election of the new entity, with six wards to be retained from the City of Geraldton-Greenough, and one ward created based on the Shire of Mullewa local government area, with two Councillors for each of the seven wards.

Pursuant to Schedule 2.2 clause 6 of the Act the City is required to review the ward boundaries and representation prior to the election in October 2019. The election in 2019 will also coincide with the period of no less than eight years from the signing of the MOU.

Details

The purpose of a review is to evaluate the City's current arrangements, seven wards with fourteen elected members and a mayor elected by the electors, and consider other options to find the system of representation that best reflects the characteristics of the district and its people.

There are five factors in the Act against which the Local Government Advisory Board (LGAB) determines ward boundaries:

1. Community of interest;
2. Physical and topographical features;
3. Demographic trends;
4. Economic factors; and
5. The ratio of Councillors to electors in the various wards.

Of these factors the LGAB considers that the ratio of Councillors to electors is particularly significant and it is expected that each local government will have similar ratios of electors to Councillors across its wards. The LGAB will not support deviations of more than plus or minus 10% of the average ratio of electors to Councillors between wards.

The current ratios for the City are:

October 2017 WA Electoral Commission figures			
Wards	Electors	Ratio of electors per Councillor	% ratio deviation
Champion Bay	3,246	1,623	14.46%
Chapman	4,599	2,300	-21.19%
Hills	5,137	2,569	-35.37%
Mullewa	394	197	89.62%
Port	3,989	1,995	-5.12%
Tarcoola	5,553	2,777	-46.33%
Willcock	3,646	1,823	3.92%

It can be seen from the above table that there is currently an imbalance in ward representation. Mullewa and Champion Bay are over represented, Mullewa in particular, and the Chapman, Hills and Tarcoola wards are significantly under represented.

The Department of Local Government and Communities has also issued guidelines to assist. These guidelines suggest that it is helpful to develop a range of alternatives to the current ward system so that all options can be considered. Whilst the Council may have a preferred option, the public notice must not limit the possible responses and suggestions from the community. The options above can be used 'as is' or refined subject to discussion and feedback, and to this end a draft discussion paper to assist with community consultation is attached.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

The review responds to legislative requirements and ensures that fair and equitable community access to elected members is achieved.

Environment:

There are no adverse environmental impacts.

Economy:

There are no adverse economic impacts.

Governance:

The City is required to comply with the provisions of schedule 2.2 of the *Local Government Act 1995*.

RELEVANT PRECEDENTS:

A ward boundary and representation review was undertaken prior to the creation of the City of Greater Geraldton on 1 July 2011.

COMMUNITY/COUNCILLOR CONSULTATION:

Councillors were consulted at the Concept Forum on 3 April 2018. A further option 6 was added at the suggestion of elected members. Also included is a 'no wards' option.

The Act requires the City to advertise the review and seek submissions from the Community for a minimum of not less than six weeks from the issuing of a public notice of the review.

LEGISLATIVE/POLICY IMPLICATIONS:

Local Government Act 1995 – Schedule 2.2 sets out the requirements for reviews of wards and representation.

FINANCIAL AND RESOURCE IMPLICATIONS:

The costs associated with the review are included in the City's budget. The number of elected members impacts on the City's budget in terms of allowances and associated costs.

INTEGRATED PLANNING LINKS:

Title: Governance	4.5 Good Governance and Leadership
Strategy: 4.5.1	Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role.
Strategy: 4.5.2	Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice.

REGIONAL OUTCOMES:

There are adverse impacts to regional outcomes.

RISK MANAGEMENT:

The City is required by the provisions of the *Local Government Act 1995* to undertake a ward boundary and representation review no more than 8 years from the creation of the City in July 2011. Therefore the City must undertake the review prior to July 2019 or risk a breach of the provisions of the Act.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

Alternative options considered by City Officers are that Council may determine not to undertake a review at this time. However, when considering the commencement date of the review it must be noted that the deadline for submissions to the Local Government Advisory board close in March 2019, prior to the October 2019 election. Given that the review process incorporates a number of prescribed stages and a mandatory public consultation period of 42 days, allowing adequate time to undertake the process is suggested.

CCS327 STATEMENT OF FINANCIAL ACTIVITY TO 31 MARCH 2018

AGENDA REFERENCE: D-18-026508
AUTHOR: T Machukera, Senior Treasury Officer
EXECUTIVE: B Davis, Director Corporate and Commercial Services
DATE OF REPORT: 6 April 2018
FILE REFERENCE: GO/6/0012-05
ATTACHMENTS: Yes (x1)
 Monthly Management Report for period to 31 March 2018

EXECUTIVE SUMMARY:

The attached financial reports provide a comprehensive report on the City's finances to 31 March 2018. The statements in this report include no matters of variance considered to be of concern.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996 RESOLVES to:

1. RECEIVE the monthly financial statements of activity dated 31 March 2018, as attached.

PROPONENT:

The proponent is the City of Greater Geraldton.

BACKGROUND:

The financial position at the end of March is detailed in the attached report and summarised as follows, relative to year-to-date budget expectations:

Operating Income	\$ 100,106	0.10% under YTD Budget
Operating Expenditure	\$ 755,791	1.30% under YTD Budget
Net Operating	\$ 655,686	6.70% Positive variance
Capital Expenditure	\$ 491,035	1.20% over YTD Budget
Capital Revenue	\$ 93,393	2.30% under YTD Budget
Cash at Bank – Municipal	\$16,698,378	
Cash at Bank – Reserve	\$22,157,167	
Total Funds Invested	\$38,467,834	
Net Rates Collected	94.28%	
Net Rates Collected in March 2017	95.26%	

The attached report provides explanatory notes for items greater than 10% or \$50,000. This commentary provides Council with an overall understanding of how the finances are progressing in relation to the revised budget.

The financial position represented in the March financials shows a variance of \$655,686 in the net operating result (this takes into account commitments).

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

There are no adverse community impacts.

Environment:

There are no adverse environmental impacts.

Economy:

There are no adverse economic impacts.

Governance:

There are no adverse governance impacts.

RELEVANT PRECEDENTS:

Council is provided with financial reports each month.

COMMUNITY/COUNCILLOR CONSULTATION:

There has been no community/Councillor consultation.

LEGISLATIVE/POLICY IMPLICATIONS:

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 require that as a minimum Council is to receive a Statement of Financial Activity.

FINANCIAL AND RESOURCE IMPLICATIONS:

Any issues in relation to expenditure and revenue allocations or variance trends are identified and addressed each month.

INTEGRATED PLANNING LINKS:

Title: Governance	4.4 Financial Sustainability and Performance
Strategy 4.4.1	Preparing and implementing short to long term financial plans.
Strategy 4.4.3	Delivering and ensuring business systems and services support cost effective Council operations and service delivery.
Title: Governance	4.5 Good Governance and Leadership
Strategy 4.5.2	Ensuring finance and governance policies, procedures and activities align with legislative requirements and best practice.

REGIONAL OUTCOMES:

There are no impacts to regional outcomes.

RISK MANAGEMENT:

There are no risks to be considered.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

There are no alternative options to consider.

CCS328 TRADE MISSION TO SINGAPORE MAY 2018

AGENDA REFERENCE:	D-18-027087
AUTHOR:	B Davis, Director Corporate and Commercial Services
EXECUTIVE:	B Davis, Director Corporate and Commercial Services
DATE OF REPORT:	9 April 2018
FILE REFERENCE:	ER/8/0007
ATTACHMENTS:	No

EXECUTIVE SUMMARY:

This report seeks Council approval for the Mayor to undertake overseas travel, as a delegate to a Trade Mission to Singapore during the period 13-18 May 2018.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Section 5.20 of the Local Government Act 1995 RESOLVES to:

1. APPROVE overseas travel by the Mayor for the purposes of participation in the International Trade Council's Mission to Singapore in May 2018.

PROPONENT:

The proponent is the City of Greater Geraldton.

BACKGROUND:

A Trade Mission to Singapore during the period 13-18 May 2018 has been arranged by the International Trade Council (headquartered in Washington USA), in conjunction with the Singapore Business Federation and associated Chambers of Commerce, and Singapore-based trade mission sponsors. The Mission brochure was previously circulated via briefing note to Councillors. Mission information is available at www.singaporetrademission.org.

For this Trade Mission, the Mayor will not have to pay the delegate registration fee of \$US1125. Should Council approve the Mayor's participation, costs to be met by the City will include airfares and accommodation. Costs have yet to be confirmed but inquiries for travel and accommodation bookings indicate that total costs will be less than \$5000. Costs can be met from within existing 2017-18 Economic Development budget allocations.

Over the past 12-18 months, the Mayor and City Officers have hosted a number of delegation visits by investors guided by Singapore-based investment advisors, providing information and advice to delegates both during and after their visits, and facilitating introductions to businesses, real estate agents and landowners in the City region. Those visits have already resulted in acquisition of a number of properties in the Geraldton urban area by serious investors interested in significant developments in a diverse range of activities, including hotels, tourism ventures, and establishment of an international school. Notably, these investor interests go beyond "small" projects. They are

seeking *substantial* projects and, for example, the acquisitions to date suggest that investors do see tourism and international education as significant growth opportunities in Geraldton.

Participation of the Mayor as a delegation to the Trade Mission will enable the Mayor to meet directly with and make presentations to major investors. These meetings are pre-arranged with investors already known by Trade Mission facilitators and existing investment advisor contacts in Singapore (who have visited Geraldton in the past year) to be seeking opportunities to invest in Geraldton and the Mid West.

In his capacity both as Mayor, and as Chair of *Progress Midwest*, participation will enable the Mayor to present the key thrusts of the *Growing Greater Geraldton Plan*, the associated *Investment Prospectus*, and key elements of our recently developed *Tourism Destination Management Plan*, directly to major financiers and corporate investors. This will occur via both the pre-arranged meetings, and broader networking facilitated by Singapore investment advisors.

Promotion materials for Greater Geraldton and the Mid West will include information about the regional economy and its diversity, and the opportunities for economic development and growth. We have the benefit of recently developed high quality City promotion and investment opportunity materials for use by the Mayor in his presentations, and for brochures and digital take-away material for Investors. As well, by the time of the Mission, we expect to have (from work commissioned for our revitalisation project) 3D fly-through imagery of the CBD to present, able to show the current built environment, highlighting redevelopment and new development opportunities, enhanced with architecture impressions of types of building development on key sites such as Lot 601.

Key opportunities to be highlighted to Investors will include:

- Lot 601 and CBD Revitalisation.
- Tourism accommodation and infrastructure.
- Abrolhos Islands' tourism development.
- Airport Technology Park.
- International Pilot Academy.
- International education.
- Commercial development.

Waiting for potential investors to 'discover' Geraldton has proven to be sub-optimal in recent years. We compete with many other cities for investor interest. The slump in the regional economy across WA has bottomed out, and the proverbial 'green shoots' of recovery are emerging. Now is the time for active promotion. The marketing and concierge approach evolving via *Progress Midwest*, and now attracting delegations and independent visits from businesses and investors from China, Singapore, Indonesia, and elsewhere, is gaining momentum.

The recent sale of land to Singapore investors is evidence that the interest is not casual. We have a Growth Plan, an Investment Prospectus and, in particular, we have major investment opportunities – Lot 601, Abrolhos Tourism, new Hotel opportunities for tourism growth, and a Pilot Academy – to actively market, as part of investment attraction action by the City.

The Trade Mission to Singapore, organised by the International Trade Council, provides a rare opportunity for the City to put itself into the international investment domain.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

There are no adverse community impacts.

Environment:

There are no adverse environmental impacts.

Economy:

Participation in trade delegations, whether those organised by the City, or as a participant in missions organised by bodies such as the International Trade Council, cannot guarantee immediate success in attracting new investments into our local economy. However, without active promotion of investment opportunities, the likelihood of new investments will always be low.

The City's very active program in recent years of development of relationships with Chinese Cities, and more broadly in framing and publicising a Growth Plan and an Investment Prospectus, has produced delegation visits to Geraldton from China, but increasingly also from other Countries in South East Asia, from a widening field of interested investors. Singapore-based investment advisors have shown growing interest in Greater Geraldton, with them bringing delegations of prospective investors to Geraldton, delivering actual investments (e.g. recent land acquisitions). This is the first opportunity for the City to shift from a reactive stance to investment inquiries from visiting delegations, to an active stance of promotion to the international investor community, consistent with the *Community Strategic Plan*, and the thrusts of the Growth Plan adopted by Council.

Governance:

The Mayor is the official spokesperson for the City. It is appropriate that in that capacity, and also as the Chair of Progress Midwest, he represents the City for the purposes of promoting Greater Geraldton via this Trade Mission to Singapore.

RELEVANT PRECEDENTS:

The City's international promotion and investment attraction activities to date have centred on sending delegations of elected members and the Mayor and CEO at the City's cost to our Sister City and strategic partner cities. At home, our activities have involved hosting visits by overseas delegations from those cities, but also increasingly from other major cities such as Jakarta, Hong Kong and Singapore. These activities have attracted the attention of a broader field of international investment advisors, and captured the interest of

their investment clients. That has resulted in the Mayor being invited to participate in an International Trade Council trade mission. This Singapore mission is relatively low cost, for the Mayor to attend for the purposes of making presentations to prospective investors, promoting opportunities in Greater Geraldton, and is an extension of Council's economic investment attraction activities.

COMMUNITY/COUNCILLOR CONSULTATION:

There has been no community consultation on this particular proposal. Possibility of participation by the Mayor in this trade missions was raised at the April Concept Forum, and a briefing note with mission details was circulated to elected members.

LEGISLATIVE/POLICY IMPLICATIONS:

Section 2.2 of Council Policy 4.1 *Elected Member Training and Travel* provides as follows:

Travel outside of Western Australia

Elected members may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:

The travel falls within the definitions for conference, professional development or delegation,

An item has been presented to Council specifying:

- the benefit to the City of the attendance at the conference, professional development or delegation;
- whether, if applicable, there is a necessity to send more than one elected member; and
- whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.

Approval has been granted by Council resolution;

There is sufficient budget allocation for the elected members travel.

In this case, this is a trade mission to Singapore organised by the International Trade Council (headquartered in Washington USA) in conjunction with the Singapore Business Federation and associated Chambers of Commerce, and Singapore-based trade mission sponsors. The Mayor has been invited to attend and make presentations to delegates interested in investing in the Mid West of WA, as spokesperson for the City. The benefits of mission participation derive from international exposure and marketing of Greater Geraldton to a highly prospective investor audience, with potential to attract actual investments. There is no necessity for other elected members to attend, as the Mayor has been invited as a presenter. The Mayor is also Chair of Progress Midwest, and in those dual capacities is best positioned to promote the Greater Geraldton Investment Prospectus. These missions are arranged by the International Trade Council to facilitate engagement by local governments and businesses with investor communities that they are unable to directly engage in Western Australia.

FINANCIAL AND RESOURCE IMPLICATIONS:

There are no financial or resource implications. No mission delegate registration fees are required. Costs of airfares and accommodation are likely to be less than \$5,000 and are able to be met from within existing economic development budget allocations.

INTEGRATED PLANNING LINKS:

Title: Economy	3.1 Growth
Strategy 3.1.1	Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development.
Strategy 3.1.4	Supporting and facilitating implementation of the Growing Greater Geraldton plan.
Title: Governance	4.3 Advocacy and Partnerships
Strategy 4.3.2	Partnering with key international communities through Strategic Alliances.

REGIONAL OUTCOMES:

As noted above, participation in trade missions does not guarantee immediate success in attracting new investments to our economy. However, participation in trade missions to promote the region and the City, and to actively promote particular investment opportunities, establishes the City in the prospective investments portfolios of international investment advisors, enables direct engagement with interested investors, and is more likely to attract investments than a passive strategy. Our Community Strategic Plan emphasises promotion as a key strategy. The City Growth Plan provides focus for our promotion activities. New investment will deliver economic development and employment growth.

RISK MANAGEMENT:

With costs of this proposal expected to be less than \$5000, there is minimal fiscal risk to the City, outweighed by the potential benefits of participation. Risks associated with international travel can be managed to a limited extent via insurance covers available as part of travel costs.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

The option of the City *not* participating in the ICT Mission to Singapore was considered. On balance, having regard to relatively low cost of participation, and the potential benefits from direct promotion of economic investment opportunities, the option of participation was favoured to deliver better outcomes for the City.

CCS329 ECO-TOURISM INCUBATOR CONTRIBUTION

AGENDA REFERENCE:	D-18-027539
AUTHOR:	T Palmonari, Manager Economic Development
EXECUTIVE:	B Davis, Director Corporate and Commercial Services
DATE OF REPORT:	10 April 2018
FILE REFERENCE:	ED/5/0014
ATTACHMENTS:	Yes (x1) Confidential Attachment – Draft Concept Paper

EXECUTIVE SUMMARY:

This report seeks Council support in principle for a submission to Federal and State Governments, arising from collaboration between the City, Mid West Development Commission, Progress Midwest and Pollinators, seeking grant funding support for establishment of an Eco-Tourism Incubator in Geraldton, with the City as a co-funding contributor.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Section 5.20 of the Local Government Act 1995 RESOLVES to:

1. SUPPORT IN PRINCIPLE the establishment of an Eco-Tourism Incubator in Geraldton, supported by Federal and State grant funds; and
2. CONSIDER allocation of \$50,000 as a contribution towards establishment of the proposed Eco-Tourism Incubator, during Council deliberations for the City Budget for 2018-19, for the purposes of leveraged funding in support of applications for Federal and State Government grants.

PROPONENT:

The proponent is Pollinators, in collaboration with Progress Midwest; the Mid West Development Commission; and the City of Greater Geraldton.

BACKGROUND:

Tourism development was identified in the *Growing Greater Geraldton Plan* as a high priority. Establishment of the Tourism Cluster has been undertaken via Progress Midwest, and is managed by the City's Manager Economic Development who also acts as the General Manager of Progress Midwest.

Via the Progress Midwest Management Committee, chaired by the Mayor, Pollinators has proposed the establishment of an Eco-Tourism Incubator in Geraldton. The proposal is dependent upon gaining grant funding support for the proposed Incubator from the Federal Government, currently available on a 2:1 matched funding basis, with maximum available grant of \$500,000.

Details of the Incubator concept are provided in the confidential attachment to this report.

Details of the State and Federal Governments programs with focus on building conditions for innovation, job creation and investment in regional Western Australia may be accessed as follows:

- Regional New Industries Fund (RNIF)
(<http://www.newindustries.wa.gov.au/>)
- Entrepreneur's Programme - Incubator Support
(<https://www.business.gov.au/Assistance/Entrepreneurs-Programme/Incubator-Support-New-and-Existing-Incubators#key-documents>)

Regional New Industries Fund

- The Regional New Industries Fund (RNIF) was launched by the Western Australian State Government in early 2018. Fund characteristics include:
 - \$4.5 million across the nine regions of Western Australia to support venture creation, accelerate small-medium enterprise growth and seed innovation initiatives;
 - Two streams - Regional Stream and a State Network Stream;
 - Regional Stream will seed local initiatives that build a communities innovation pipeline and to drive long term impact. Up to \$300,000 is available to each region; and
 - State Network Stream will fund projects that increase connectivity and build capability across regions, the state and to international markets. In particular, the stream priorities initiatives that enable technology development, service innovation and market access. Regions will work together to develop initiatives.

Entrepreneurs Program – Incubator Support

- The Federal Government's Incubator Support Programme was re-released in December 2017 with a renewed focus on Regional Australia. Program characteristics include:
 - \$23 million in funding through to 2019-20;
 - 2:1 matched funding grants for regional incubators to a maximum contribution of \$500K;
 - Two year funding for New and Existing Business Incubator initiatives;
 - Fostering innovative start-ups (must be new enterprises) that are focused on international trade;
 - Provides services such as seed funding, colocation, mentoring, professional services and access to networks; and
 - Rolling funding – applications can be submitted at any time.

An application for the Federal grant is dependent upon successfully gaining a State Government grant, from the Regional New Industries Fund (RNIF), and a City funding contribution of \$50,000 plus in-kind support, to be offered as leveraged funding to support the Federal grant application.

In-kind support from the City will be provided by our existing people resources for economic development, within the limits of City support for Progress Midwest and the existing Tourism Cluster, and will not involve incremental funding demands on the City.

Support in principle by Council will assist the proponents, working in conjunction with Mid West Development Commission Officers and City Officers, to frame submissions to the State Government seeking the required RNIF grant. The combination of a State RNIF grant and the proposed City contribution (subject to appropriation in Council's 2018-19 Budget) will subsequently enable submissions seeking the maximum Federal grant of \$500,000.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

There are no adverse community impacts.

Environment:

There are no adverse environmental impacts.

Economy:

Eco-Tourism has been identified as having significant growth potential in Greater Geraldton and the Mid West Region. Support for this proposal by Council has potential to generate significant Federal and State funding contributions to enable pursuit of that economic activity and employment growth potential.

Supporting this initiative is consistent with the *Growing Greater Geraldton Plan* adopted by Council.

Governance:

There are no adverse governance impacts.

RELEVANT PRECEDENTS:

Council resolves on a regular basis to allocate funds via its budget process as City contributions towards capital projects or other initiatives that are proposed to be co-funded by grants from Federal and/or State Government. In the event of failure to receive dependent government grant funding, the projects/initiatives do not proceed.

COMMUNITY/COUNCILLOR CONSULTATION:

There has been no wider community or Councillor consultation on this proposal.

The matter has been discussed and supported by the Progress Midwest Management Committee, membership of which includes representatives of the Mid West Chamber of Commerce and Industry, RDA Mid West & Gascoyne, Mid West Development Commission, the Horticulture Cluster, the Tourism Cluster, and Pollinators. That Management Committee is chaired by the Mayor.

LEGISLATIVE/POLICY IMPLICATIONS:

There are no legislative or policy implications.

FINANCIAL AND RESOURCE IMPLICATIONS:

Prior to the 2018-19 Budget deliberation process, Council cannot commit future year funds. Hence this report asks Council to resolve to *consider* allocation of \$50,000 as a City contribution in 2018-19, as part of the forthcoming Budget deliberation process.

The Federal Incubator program limits funding support to two years. If successful in gaining the Federal grant, that would enable Incubator operation at the proposed initial level through the 2018-19 and 2019-20 financial years.

This report only seeks Council consideration of a single City allocation of \$50,000 in 2018-19. In-kind support would be provided through the 2018-19 and 2019-20 period.

Any future cash funding support from the City would be considered during review of the City's Long Term Financial Plan for the purposes of 2020-21 budget deliberations.

INTEGRATED PLANNING LINKS:

Title: Economy	3.1 Growth
Strategy 3.1.1	Promoting Greater Geraldton and its potential business opportunities to facilitate targeted economic development.
Strategy 3.1.2	Fostering a community where local business is supported.
Strategy 3.1.4	Supporting and facilitating implementation of the Growing Greater Geraldton plan.
Title: Economy	3.2 Lifestyle and Vibrancy
Strategy 3.2.2	Promoting events and unique tourism experiences that aid in attracting visitors and investment.

REGIONAL OUTCOMES:

The establishment of an Eco-Tourism Incubator in Geraldton has potential to contribute to increased economic activity and employment growth within the City district, but also beyond, in the Mid West, Gascoyne and Murchison regions, with Geraldton as the primary tourism hub.

RISK MANAGEMENT:

Risk exposures for the City are confined to the proposed \$50,000 cash allocation, which will only be provided in the event of successful receipt by the proponent of the Federal and State grants.

For the purposes of seeking those Federal and State grants, the proponents are required to prepare a full business case for the proposed Incubator, with defined and measurable deliverables. The proponent Pollinators has in place a strong governance structure and processes, to monitor their accountability obligations under the Federal and State grants. The City via Progress

Midwest, with the proponent represented on the Progress Midwest Management Committee, is well placed as a contributing stakeholder, to monitor progress of this initiative.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

City Officers considered the option of *not* supporting this proposal, but concluded that support should be recommended to Council, having regard to its clear alignment with strategies in the Community Strategic Plan, and its consistency with initiatives in the Growing Greater Geraldton Plan.

13 REPORTS OF INFRASTRUCTURE SERVICES

IS172	RFT 02 1718 INSTALLATION, REMOVAL AND REPLACEMENT OF STORMWATER DRAINAGE
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AGENDA REFERENCE:	D-18-026832
AUTHOR:	K Smith, Manager Maintenance Operations
EXECUTIVE:	C Lee, Director Infrastructure Services
DATE OF REPORT:	24 April 2018
FILE REFERENCE:	GO/6/0012-05
ATTACHMENTS:	Yes (x2 Confidential)
	A. Confidential Attachment - Tender Evaluation Report RFT 02 1718
	B. Confidential Attachment - Tender Evaluation Worksheet RFT 02 1718

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval to award RFT 02 1718 – Installation, Removal and Replacement of Stormwater Drainage to the preferred tenderer.

EXECUTIVE RECOMMENDATION:

That Council by Simple Majority pursuant to Section 5.20 of the Local Government Act 1995 RESOLVES to:

1. AWARD the contract RFT 02 1718 Installation, Removal and Replacement of Stormwater Drainage to the preferred tenderer; and
2. RECORD the estimated annual contract value in the minutes.

PROPONENT:

The proponent is The City of Greater Geraldton.

BACKGROUND:

RFT 02 17-18 sought prices for the installation, removal and replacement of stormwater drainage infrastructure throughout the City including:

- pipe laying;
- pit repair and replacement;
- repair and replacement of drainage grates; and
- minor vegetation removal and stormwater sump repairs.

Previously stormwater infrastructure, supply, installation and replacement was included with RFT 44 12/13 which also included fencing to drainage sumps as a separable portion. Fencing to drainage sumps has now been included with a stand-alone tender for fencing, supply, installation and maintenance.

Awarding this tender will allow the City to engage a contractor to supply and install, repair or maintain stormwater drainage infrastructure in accordance with legislative procurement requirements of the Local Government Act.

The successful Contractor will be required to install, remove and replace drainage infrastructure within the boundaries of the City of Greater Geraldton including Mullewa. This will involve installation of gully grates, pit lids, stormwater pit and pipes, sump and verge clearing, minor tree pruning, pit cleaning and brick laying/concrete formwork for in situ works.

The City will be supervising the works directly during the term of the contract. Lump sum pricing will be sought for measurable portions of works. Traffic management will be provided by the contractor for the majority of works however the City will provide Traffic Management for complex locations.

The Contractor is required to have all plant and equipment required to fulfil the scope of works including; lifting precast concrete products into position, finishing, levelling, compaction, water storage, mixing cement and compaction. The Contractor will provide all materials including concrete mortar, gravel, road base and consumables to complete required work. The City will be delivering all precast drainage products to site to maximise efficiencies of current supply contracts.

RFT02 1718 was advertised in the West Australian on 11 November 2017 and the Geraldton Guardian on 10 November 2017. The RFT was also advertised on the City's TenderLink e-tendering portal. 26 suppliers registered to receive copies of the tender; five (5) submissions were received.

All submissions were deemed compliant against the City's compliance criteria. All submissions were then assessed against the following qualitative criteria:

- (a) Tenderer's Experience in industry and in the local area (15%).
- (b) Key Resources – Staff and Facilities (15%).
- (c) Proposed Methodology (5%).
- (d) Local Economic Benefit (10%).
- (e) Price (55%).

RFT 02 1718 is offered as a two (2) year period contract with a one (1) year extension at the absolute discretion of the City.

COMMUNITY, ENVIRONMENT, ECONOMY AND GOVERNANCE ISSUES:

Community:

There is extensive community benefit in the awarding of this contract through increased responsiveness to safety and risk issues arising from damaged or malfunctioning stormwater infrastructure. Further benefit is achieved through provision of proactive stormwater assessment and replacement programmes on a best value for money basis.

Environment:

Improved environmental outcomes will be achieved across the stormwater network through effective infrastructure that transfers stormwater from collection points to appropriate locations achieving aquifer recharge and reduction of mosquito breeding in accordance with Water Sensitive Urban Design (WSUD).

Economy:

Local economy will benefit from approximately \$480,000 per annum, excluding GST being spent on the supply of the goods and services required within the tender.

Governance:

There are no governance impacts.

RELEVANT PRECEDENTS:

Previously stormwater infrastructure, supply, installation and replacement was included with RFT 44 1213 which included three (3) separable portions including fencing to drainage sumps. Fencing to drainage sumps has now been included with a stand-alone tender for fencing supply installation and maintenance. The other two (2) separable portions from RFT 44 1213 have been combined to a single scope of work within the updated tender RFT 02 17-18.

COMMUNITY/COUNCILLOR CONSULTATION:

Community and Councillor consultation will occur as part of individual projects as required.

LEGISLATIVE/POLICY IMPLICATIONS:

The Local Government Act and City's Procurement policy were observed when preparing and recommending the award of this tender. Safe work methods and environmental management in line with legislative requirements will be implemented during delivery of the contract.

FINANCIAL AND RESOURCE IMPLICATIONS:

Historically the expenditure on this scope of work has been approximately \$480,000 per annum, excluding GST.

INTEGRATED PLANNING LINKS:

Title: Environment	2.3 Built Environment
Strategy 2.3.3	Providing a fit for purpose, safe and efficient infrastructure network.

REGIONAL OUTCOMES:

There are no regional outcomes.

RISK MANAGEMENT:

Installation and maintenance of stormwater drainage infrastructure protects properties from flooding events within design constraints.

ALTERNATIVE OPTIONS CONSIDERED BY CITY OFFICERS:

Procurement of stormwater Installation, Removal and Replacement through alternate methods would be less efficient and likely to increase costs for the same level of service. Therefore a period contract is considered the appropriate option.

14 REPORTS OF OFFICE OF THE CEO
Nil.

15 REPORTS TO BE RECEIVED**APRIL - REPORTS TO BE RECEIVED**

AGENDA REFERENCE:	D-18-026859
AUTHOR:	R McKim, Chief Executive Officer
EXECUTIVE:	R McKim, Chief Executive Officer
DATE OF REPORT:	9 April 2018
FILE REFERENCE:	GO/6/0012-05
ATTACHMENTS:	Yes x2 (x1 Confidential)
	A. Delegated Determinations and Subdivision Applications for Planning Approval
	B. Confidential Report – List of Accounts Paid Under Delegation March 2018

EXECUTIVE SUMMARY:

To receive the Reports of the City of Greater Geraldton.

EXECUTIVE RECOMMENDATION:**PART A**

That Council by Simple Majority pursuant to Section 5.22 of the Local Government Act 1995 RESOLVES to

1. RECEIVE the following appended reports:
 - a. Reports – Development & Community Services:
 - i. DCSDD133 – Report – Delegated Determinations and Subdivision Applications; and

PART B

That Council by Simple Majority, pursuant to Sections 5.13 and 34 of the Local Government (Financial Management) Regulations 1996 RESOLVES to:

1. RECEIVE the following appended reports:
 - a. Reports – Corporate and Commercial Services:
 - i. CCS330 - Confidential Report – List of Accounts Paid Under Delegation March 2018

PROponent:

The proponent is the City of Greater Geraldton

BACKGROUND:

Information and items for noting or receiving (i.e. periodic reports, minutes of other meetings) are to be included in an appendix attached to the Council agenda.

Any reports received under this Agenda are considered received only. Any recommendations or proposals contained within the “Reports (including Minutes) to be Received” are not approved or endorsed by Council in any way. Any outcomes or recommendations requiring Council approval must be

presented separately to Council as a Report for consideration at an Ordinary Meeting of Council.

COMMUNITY/COUNCILLOR CONSULTATION:

Not applicable.

LEGISLATIVE/POLICY IMPLICATIONS:

Not applicable.

16 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18 URGENT BUSINESS APPROVED BY PRESIDING MEMBER OR BY DECISION OF THE MEETING

19 CONFIDENTIAL MATTERS

Pursuant to Section 5.2 (i) of the Meeting Procedures Local Law February 2011, please note this part of the meeting will be closed to the public, if applicable, where confidential discussion is required.

Livestreaming will be turned off.

20 CLOSURE

APPENDIX 1 – ATTACHMENTS AND REPORTS TO BE RECEIVED

Attachments and Reports to be Received are available on the City of Greater Geraldton website at: <http://www.cgg.wa.gov.au/your-council/meetings>