



CapeROC

Capes Region Organisation of Councils

AGENDA

**8 February 2019
10.00 am**

AGENDA OF THE CAPES REGION ORGANISATION OF COUNCILS MEETING
TO BE HELD ON 8 FEBRUARY AT 10:00 AM

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MEETING NOTICE AND AGENDA – 8 FEBRUARY 2019

TO: MEMBERS OF CAPEROC

NOTICE is given that a meeting of the Capes Region Organisation of Councils will be held in Mainbreak Meeting Room at the Shire of Augusta Margaret River Civic Administration Centre, 41 Wallcliffe Road, Margaret River on Friday 8 February, commencing at 10:00am.

1. ATTENDANCE AND APOLOGIES**ATTENDANCE**

Chairperson:	Cr Pam Townshend	Shire President, Shire of Augusta Margaret River
Members:	Cr Naomi Godden Cr Mike Smart Cr Grant Henley Cr John McCallum Cr Kelly Hick	Shire of Augusta Margaret River Shire of Augusta Margaret River Mayor, City of Busselton City of Busselton City of Busselton
Officers:	Mr Dale Putland Mr Mike Archer Ms Jaylene Chambers Ms Claire Schiller Mr Tony Brown	Acting Chief Executive Officer, Shire of Augusta Margaret River Chief Executive Officer, City of Busselton Economic Development Coordinator, City of Busselton Strategic Projects Officer, City of Busselton Governance/Council Support Officer, Shire of Augusta Margaret River (Minutes) WALGA

APOLOGIES

Anne Banks-McAllister WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 16 November 2018

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 16 November 2018 be confirmed as a true and correct record.

3. PRESENTATIONS

3.1 WALGA update

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION ITEMS			
Item	Responsible Officer	Timeframe	Progress

5. GENERAL UPDATES

5.1 CapeROC Budget

RESPONSIBLE OFFICER	ALL
ATTACHMENTS:	Nil

IN BRIEF

Each year, the Shire of Augusta-Margaret River and the City of Busselton allocate up to \$50,000 of their respective budgets (up to \$100,000 in total) towards CapeROC approved regional economic development initiatives. This report provides an update on financial activities for the 2018 – 2019 financial year.

COMMENT

2018-2019 Proposed Allocations

2018-2019 CapeROC Projects	In Principle Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000		Comments
CapeROC Calendar of Events 2018-2019 (Spring, Summer, Autumn and Winter)	\$21,700	\$10,850	\$10,850		
Joint Trail Strategy Development	\$30,000	\$15,000	\$15,000		
Tourism Signage Strategy	\$30,000	\$15,000	\$15,000		

Joint Public Health Plan	\$18,300	\$9,150	\$9,150		
Potential Total Expenditure:	\$100,000	\$50,000	\$50,000		
Total Unallocated:	\$0	\$0	\$0		

RECOMMENDATION

1. That CapeROC notes the current status of the CapeROC 2018-2019 budget.

CAPEROC DECISION:

5.2

RESPONSIBLE OFFICER	
ATTACHMENTS:	

5.3

RESPONSIBLE OFFICER	
ATTACHMENTS:	

6. REPORTS

6.1 Proposal - OUR TOWN Television Series - Busselton Augusta Margaret River Episode

RESPONSIBLE OFFICER	Dale Putland, acting CEO, Shire of Augusta Margaret River
ATTACHMENTS:	See attached

IN BRIEF

RECOMMENDATION

6.2 Capes Region Signage Review Report - December 2018

RESPONSIBLE OFFICER	Jaylene Chambers, Economic and Business Development Coordinator
ATTACHMENTS:	Capes Region Signage Review Report – Prepared by GHD December 2018

IN BRIEF

RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report was awarded to GHD Pty Ltd in June 2018. The City of Busselton (CoB) and Shire of Augusta Margaret River (SAMR) formed Principle in Joint, whilst the City undertook the role of Project Lead.

GHD have now completed both components of the project including a full survey and data collection and presented a report with the findings of the overall site survey, highlighting the priority items and guiding principles of tourist and service signage for replacement and future management. A detailed inventory was prepared itemising the location, size, condition rating and sign code of each sign along the survey route. The report provides a description of the sign, an estimated replacement cost and priorities for repair and/or replacement for all signs identified for assessment within the City of Busselton (City) and Shire Augusta Margaret River (SAMR) localities. Cost for signs rated as high priority for replacement are estimated at \$38,500 for the City and \$10,200 for SAMR.

BACKGROUND

The City and SAMR had previously agreed to a review of tourism directional signage and roadside visitor information bays with a predominately unified approach to branding and function.

A notional amount of funding (\$30,000) was allocated by CapeROC with a view to procuring an audit and condition report, inclusive of recommendations. Specifically, the report was to include:

1. Preparation of an electronic database of existing asset condition information
2. Written report including any assumptions, methodology used and asset condition reports
3. Design drawings for single prototypes of each of the potential new or replacement signage concepts; and
4. Indicative cost estimates for design manufacture and installation of new signs.

GHD finalised the survey and data collection in September 2018 and presented a full report including route inspection summary, indicative replacement costs and recommendations in December 2018. The report includes a series of appendices outlining graphic examples of the different types of signs, a full condition and safety assessment and outlines a criteria for rating and assessing signage condition.

The report and survey information has been reviewed by both City of Busselton and SAMR Officers with feedback provided back to GHD and the final report received in late December 2019. Items 3 and 4 above have not been completed as part of this report, due to a misunderstanding by the contractor of the scope bought about by a change in overall intent of the project.

The City, following approval from SAMR has authorised the following payments;

- Item 1 - \$12 890 for the Survey of works and processing of data
- Item 2 - \$12 000 for the preparation of the final report.

The total amount of \$24,890 has now been paid to GHD, as per the agreement where the City and SAMR agreed to share the costs 50%. Currently there is \$5110 remaining in the CapeROC budget for this project.

COMMENT

In January 2019 City Officers and SAMR Officers met to discuss the findings and recommendations in the report. The City is planning to schedule the repair and replacement of key identified signs, to the estimated value of \$38,500 into the 2019/20 maintenance budget and SAMR Officers undertook to consider a similar maintenance program for the respective SAMR identified signs. A number of identified signs for repair and maintenance have been identified as Main Road WA signage and Officers from the City and SAMR will liaise with Main Roads (Bunbury Office) on how these signs can be repaired or replaced in a timely manner.

City and SAMR Officers also discussed the previous work relating to the Joint Tourism Directional Signage carried out from 2013 to 2015, which looked at developing a joint strategy on tourism directional signage throughout the City and SAMR areas. The previous work involved reviewing the existing tourism directional signage across both council areas and developing a strategy that would

ensure consistent, accurate tourism signage as visitors and tourist travel throughout the two municipalities. The review and preparation of a draft strategy was well progressed however due to resource constraints this work was not completed. City of Busselton and SAMR Officers are recommending that the previous work be jointly reviewed and actions determined to complete the joint tourism directional signage strategy that can then be presented to CapeROC for consideration and implementation.

RECOMMENDATION

That CapeROC:

1. Notes the Capes Region Directional Signage December 2018 report prepared by GHD.
2. Notes the payment of \$24 890 towards the project leaving \$5110 remaining in the CapeROC budget.
3. Support for the City of Busselton and SAMR to prioritise the repair and replacement of signage identified in the report through respective operational budgets.
4. Support the City of Busselton and SAMR to review previous work to develop an overall Joint Tourism Directional Signage Strategy for the region.

7. MAJOR PROJECT UPDATES

7.1 Smart Drumline Update – Shire of Augusta Margaret River

7.2 Spectre Trial Update – Shire of Augusta Margaret River

8. GENERAL DISCUSSION ITEMS

8.1 National Heritage Listing of Caves Road – Shire of Augusta Margaret River

8.2 Climate Change Summit – Shire of Augusta Margaret River

8.3 Undalup Association MoU

9. NEXT MEETING

10 May 2019 – Shire of Augusta Margaret River

10. CLOSURE