



CapeROC

Capes Region Organisation of Councils

AGENDA

**31 August 2018
10:00 AM**

AGENDA OF THE CAPES REGION ORGANISATION OF COUNCILS MEETING
TO BE HELD ON 31 AUGUST 2018 AT 10:00 AM

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MEETING NOTICE AND AGENDA – 31 AUGUST 2018

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 31 August 2018, commencing at 10:00am.

1. ATTENDANCE AND APOLOGIES

ATTENDANCE

Chairperson:	Cr Pam Townshend	Shire President, Shire of Augusta Margaret River
Members:	Cr Naomi Godden	Shire of Augusta Margaret River
	Cr Mike Smart	Shire of Augusta Margaret River
	Cr Grant Henley	Mayor, City of Busselton City of Busselton City of Busselton
	Mr Gary Evershed	Chief Executive Officer, Shire of Augusta Margaret River
	Mr Mike Archer	Chief Executive Officer, City of Busselton
Officers:	Ms Jaylene Chambers	Economic Development Coordinator, City of Busselton
	Ms Emma Heys	Economic Development Officer, City of Busselton
	Ms Tracey King	Strategic Projects Officer, City of Busselton
	Mr Mick O'Regan	Ranger Coordinator, Shire of Augusta Margaret River
	Ms Amanda Russell	Marketing and Events Officer, Shire of Augusta Margaret River
	Ms Megan Smith	Executive Assistant Shire of Augusta Margaret River (Minutes)

APOLOGIES

Cr John McCallum	City of Busselton
Cr Kelly Hick	City of Busselton
Mr Tony Brown	WALGA
Ms Tanya Gillett	Manager, Environmental Services
Anne Banks-McAllister	WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 11 May 2018

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 11 May 2018 be confirmed as a true and correct record.

3. PRESENTATIONS

3.1 NA

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION ITEMS			
Item	Responsible Officer	Timeframe	Progress
NA			

5. GENERAL UPDATES

5.1 Shark Attack Mitigation and Response

RESPONSIBLE OFFICERS	Mr Mick O'Regan, Ranger Coordinator Ms Amanda Russell, Marketing and Events Officer Ms Tanya Gillet, Manager Environmental Services Ms Lisa Clack, DPIRD
ATTACHMENTS:	Shark Response Procedure

5.2 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

CapeROC is asked to identify projects to be funded from the remaining 2018/19 budget allocation of up to \$18,300 in total.

The following projects have been agreed by CapeROC to be funded from the 2018/19 CapeROC Budget.

2018-2019 Proposed Allocations

2018-2019 CapeROC Projects	In Principle Allocation	Expenditure (AMR)	Expenditure (BSN)		Comments
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	\$100,000	\$50,000	\$50,000		
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		
Potential Total Expenditure:	\$81,700	\$40,850	\$40,850		
Total Unallocated:	\$18,300	\$9,150	\$9,150		

The remaining budget does not need to be allocated at this meeting and may be allocated throughout the financial year as worthy projects arise.

RECOMMENDATION

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

5.3 Joint Public Health Plan

RESPONSIBLE OFFICER	Tanya Gillett, Manager, Environmental Services
ATTACHMENTS:	NA

5.4 Caves Road Heritage Listing

RESPONSIBLE OFFICER	Gary Evershed, CEO, Shire of Augusta Margaret River
ATTACHMENTS:	NA

5.5 Noosa Biosphere

RESPONSIBLE OFFICER	Gary Evershed, CEO, Shire of Augusta Margaret River
ATTACHMENTS:	NA

6. REPORTS

6.1 Update of Capes Region Tourist Directional Signage and Roadside Visitor Information (August 2018)

RESPONSIBLE OFFICER	Emma Heys, Economic and Business Development Officer
ATTACHMENTS:	NA

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) have formed Principle in Joint, whilst CoB have taken on the role of Project Lead.

A project kick off meeting between CoB, SAMR and GHD was held in July 2018. The first part of the project, being the Survey and Data collection, commenced in late July 2018 and is expected to be finalised for review by CoB and SAMR by the end of August 2018.

BACKGROUND

City of Busselton and Shire of Augusta Margaret River had previously resolved to endorse a review of tourism directional signage and roadside visitor information bays with a predominately unified approach to branding and function (the 'Project').

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 is to include:

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

At the 11 May 2018 CapeROC meeting, GHD Pty Ltd was endorsed as the preferred proponent for RFQ 32/17 Cape Region Tourist Directional Signage Roadside Visitor Information: Supply of audit, condition and cost report, with the project commencing in June 2018.

CURRENT STATUS

GHD Pty Ltd have commenced with the first part of the Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report project, being the Survey and Data Collection.

It is anticipated the first part of the project will be completed in August 2018 and GHD Pty Ltd will present the date for review by CoB and SAMR by the end of August 2018.

An update of the findings will be provided to the CapeROC committee at the next meeting.

RECOMMENDATION

2. That CapeROC notes the updated status of the Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report project.

7. Major Project Updates

7.1

RESPONSIBLE OFFICER	
ATTACHMENTS:	

7.2

RESPONSIBLE OFFICER	
ATTACHMENTS:	

8. GENERAL DISCUSSION ITEMS

8.1 Changes in recycling costs

See attachment

8.2 Caves Road widening

9. NEXT MEETING

9 November 2018 – Shire of Augusta Margaret River

10. CLOSURE