

ALL INFORMATION AVAILABLE IN  
VARIOUS FORMATS ON REQUEST  
[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Please note: These minutes  
are yet to be confirmed as a  
true record of proceedings

**CITY OF BUSSELTON**

**MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING HELD ON  
11 MAY 2018**

**TABLE OF CONTENTS**

<b>ITEM NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>ATTENDANCE AND APOLOGIES .....</b>	<b>2</b>
<b>2.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>2</b>
	2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 9 February 2018.....	2
<b>3.</b>	<b>PRESENTATIONS .....</b>	<b>2</b>
<b>4.</b>	<b>BUSINESS ARISING FROM PREVIOUS MEETINGS .....</b>	<b>2</b>
<b>5.</b>	<b>REPORTS .....</b>	<b>3</b>
	5.1 CAPEROC BUDGET UPDATE 2017/18 AND REQUESTS 2018/19 .....	3
	5.2 UPDATE OF CAPES REGION TOURIST DIRECTIONAL SIGNAGE AND ROADSIDE VISITOR INFORMATION .....	7
<b>6.</b>	<b>VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS.....</b>	<b>9</b>
	6.1 MAJOR PROJECT UPDATES .....	9
	6.2 MAJOR POLICY AND STRATEGY UPDATES .....	10
	6.3 GENERAL DISCUSSION ITEM - CANCELLATION OF MARGARET RIVER PRO AND POTENTIAL IMPACT ON OTHER SIGNIFICANT REGIONAL EVENTS .....	11
<b>7.</b>	<b>NEXT MEETING DATE .....</b>	<b>12</b>
<b>8.</b>	<b>CLOSURE .....</b>	<b>12</b>

## MINUTES

**MINUTES OF A MEETING OF THE A MEETING OF THE BUSSELTON CITY CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) HELD IN THE WONNERUP COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 11 MAY 2018 AT 10.10AM.**

### 1. ATTENDANCE AND APOLOGIES

#### **Members:**

Cr Grant Henley, Mayor, Busselton  
Cr Pam Townshend, Shire President, Augusta Margaret River  
Cr John McCallum, Busselton  
Cr Kelly Hick, Busselton  
Cr Naomi Godden, Augusta Margaret River  
Cr Mike Smart, Augusta Margaret River (From 10.13am)  
Mr Mike Archer, Chief Executive Officer, Busselton  
(Until 10.35am, returned at 10.45am/ until 11.20am, returned at 11.23am)  
Mr Gary Evershed, Chief Executive Officer, Augusta Margaret River

#### **Officers:**

Mr Tony Nottle, Director, Finance and Corporate Services, Busselton (Until 11.45am)  
Ms Jennifer May, Manager, Commercial Services, Busselton (Until 10.47am)  
Ms Tracey King, Strategic Projects Officer, Busselton (Until 11.55am)  
Ms Emma Heys, Economic Development Officer, Busselton (Until 10.47am)  
Mrs Katie Banks, Executive Assistant to Council, Busselton

#### **Apologies:**

Tony Brown, Executive Manager Governance & Organisational Services, WALGA  
Anne Banks McAllister, Regional Capacity Building Manager, WALGA

### 2. CONFIRMATION OF MINUTES

- 2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 9 February 2018

#### **CAPEROC DECISION**

**CAP1805/015** Moved Councillor J McCallum, seconded Councillor K Hick

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 9 February 2018 be confirmed as a true and correct record.

**CARRIED 5/0**

### 3. PRESENTATIONS

Nil

### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

10.13am At this time Cr Mike Smart entered the meeting.

## 5. REPORTS

### 5.1 CAPEROC BUDGET UPDATE 2017/18 AND REQUESTS 2018/19

**RESPONSIBLE OFFICER:** Strategic Projects Officer - Tracey King, Busselton

**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 2017/18 financial year.

It also request that CapeROC consider projects to allocate funding out of the 2018/19 Budget.

#### BACKGROUND

Table 1 shows CapeROC approved allocations for the 2017/18 financial year.

**Table 1.**

<b>2017-2018 Allocations</b>				
<b>2017/2018 CapeROC Projects</b>	<b>Approved Allocation \$100,000</b>	<b>Expenditure (AMR) \$50,000</b>	<b>Expenditure (BSN) \$50,000</b>	<b>Total Expenditure \$</b>
<b>Calendar of Events (Spring &amp; Summer 2017)</b>	<b>9,250</b>	<b>4,625.00</b>	<b>4,625.00</b>	<b>9,250</b>
<b>Calendar of Events (Autumn &amp; Winter 2018)</b>	<b>11,650</b>	<b>5,825.00</b>	<b>5,825.00</b>	<b>11,650</b>
<b>Joint Trail Strategy Development</b>	<b>30,000*</b>			<b>0</b>
<b>MRBTA Cabin Fever</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
<b>Tourism Signage Strategy*</b>	<b>30,000*</b>			<b>0</b>
<b>Total Budgeted for 2017/18</b>	<b>73,900.00</b>	<b>36,950</b>	<b>36,950</b>	
Recoup of Art Trail Funds-MR Wine Industry	-27,000	-13,500	-13,500	-27,000
<b>Total Remaining of Budget</b>	<b>53,100</b>	<b>26,550</b>	<b>26,550</b>	
<b>Total Actually Expended</b>	<b>40,900</b>	<b>20,450</b>	<b>20,450</b>	<b>40,900</b>

CapeROC is asked to note the allocations approved expended and remaining unspent.

Subject to outcomes of reports presented at this meeting, there may be a requirement for either a carry over or re allocation in next year's budget for projects uncompleted and funds unspent from this financial year.

#### COMMENT

CapeROC is asked to identify projects to be funded from the 2018/19 budget allocation of up to \$100,000 in total subject to each individual Council allocation in their respective 2018/19 budgets towards CapeROC activities.

The following projects within Table 2. have been put forward for CapeROC consideration to be funded from the 2018/19 CapeROC Budget.

To date, one ongoing project has been submitted for consideration by CapeROC, being the Calendar of Events contained as a pull out in each copy of the four annual editions of the "Your Margaret River Region Magazine" and as standalone copies distributed throughout the Capes Region.

**Table 2:**

#### 2018-19 Proposed Allocations

2018/19 CapeROC Projects	In principal Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000		Comments
CapeROC Calendar of Events 2018/19 – Spring, Summer, Autumn Winter	21,700	10,850	10,850		
<b>Potential Total Expenditure:</b>					
<b>Total Unallocated</b>					



**CAPEROC DECISION****CAP1805/016** Moved Councillor G Henley, seconded Councillor P Townshend

1. That: CapeROC receives the information provided in the 2017/18 budget allocation report.
2. The Shire of Augusta-Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets 2018/19 towards a total CapeROC budget of up to \$100,0000 to progress regional economic development initiatives; and
3. CapeROC identifies the following projects and provisional allocations to be included in the 2018/19 CapeROC budget:
  - i. Project: Calendar of Events Amount; \$21,700;
  - ii. Project: Joint Trail Strategy Development Amount; \$30,000;
  - iii. Project: Tourism Signage Strategy Amount; \$30,000;

and that the remaining balance of \$18,300 be left unallocated for potential future projects.

**CARRIED 6/0**

Reason: CapeROC was supportive of funds being allocated to the two outstanding projects and for the outstanding balance to remain unallocated, allowing for the establishment of potential future projects.

10.35am At this time the Chief Executive Officer, Busselton left the meeting.

## 5.2 UPDATE OF CAPES REGION TOURIST DIRECTIONAL SIGNAGE AND ROADSIDE VISITOR INFORMATION

**RESPONSIBLE OFFICER:** Project Manager - Business Development - Emma Heys  
**ATTACHMENTS:** Nil

### **IN BRIEF**

RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report was issued and closed on 15<sup>th</sup> August 2017. Three submissions were received; GHD Pty Ltd; Core Business Australia; and Coastal Navigation Solutions.

At the 18 August CapeROC meeting, council officers were asked to ascertain if any local providers could undertake the requested services as defined within RFQ 32/17 and within the CapeROC budget.

It is the opinion of City of Busselton and Shire of Augusta Margaret River officers that GHD Pty Ltd remains the preferred proponent to provide the services as defined within RFQ 32/17.

City of Busselton and Shire of Augusta Margaret River will form Principle in Joint, whilst the City of Busselton will take on the role of Project Lead. It is anticipated the Project will commence in mid to late May 2018, once contract and project documentation has been finalised.

This item recommends CapeROC note the preferred proponent status of GHD Pty Ltd for RFQ 32/17 and consider rolling forward the budget allocation of \$30,000 to the 2018/2019 financial year.

### **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) has previously been 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.

RFQ 32/17 Cape Region Tourist Directional Signage Roadside Visitor Information: Supply of audit, condition and cost report was issued and closed on 15<sup>th</sup> August 2017. Three submissions were received; GHD Pty Ltd; Core Business Australia; and Coastal Navigation Solutions.

At the 18 August CapeROC meeting, council officers were asked to ascertain if any local providers could undertake the requested services as defined within RFQ32/17 and within the CapeROC budget.

10:45 am At this time the Chief Executive Officer, Busselton returned to the meeting.

**CURRENT STATUS**

Due to a change in personnel, it is unclear as to whether additional quotations were directly sought from local providers, or if any local providers were identified as capable of delivering the services.

In April 2018 City of Busselton officers re-evaluated the original submissions received from RFQ 32/17, including a submission from Core Business Australia, a locally owned and operated business.

It is the opinion of officers that GHD Pty Ltd, whose office in Bunbury has been tasked with delivering the project, are the most qualified and capable proponent to deliver the services and this item recommends that City of Busselton and Shire of Augusta Margaret River award the resulting contract from RFQ 32/17 to GHD Pty Ltd. It is proposed that City of Busselton and Shire of Augusta Margaret River will act as Principle in Joint, with City of Busselton taking the role of Project Lead. It is anticipated that the Project will commence in mid to late May 2018, once contract and project documentation is complete.

CapeROC budget allocations will be required to be rolled over into the 2018/2019 financial year to align with the proposed payment schedule.

**CAPEROC DECISION AND OFFICER RECOMMENDATION**

**CAP1805/017** Moved Councillor Townshend, seconded Councillor J McCallum

That CapeROC:

1. Notes the preferred proponent status of GHD Pty Ltd to undertake the scope of works outlined within RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report;
2. Notes the City of Busselton and Shire of Augusta Margaret River to act as Principal in Joint and the City of Busselton to act as Project Lead for the Project; and
3. That CapeROC roll the allocated budget of \$30,000 into the 2018/2019 financial year.

**CARRIED 6/0**

10.47am At this time the Manager, Commercial Services and Economic Development Officer left the meeting.

**6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS****6.1 MAJOR PROJECT UPDATES**

Mike Archer, Chief Executive Officer, Busselton updated members on the progress of the Busselton Margaret River Airport project, advising that the airside works are now complete and that the Busselton Foreshore redevelopment is nearing completion.

Gary Evershed, Chief Executive Officer, Augusta Margaret River updated members on the progress of the Hub of Entertainment Arts and Regional Tourism (HEART) project, Main Street project and the Youth Precinct project, advising that the official opening will be held on 3 June 2018.

- 11.05 am At this time Councillor N Godden left the meeting.
- 11.20am At this time the Chief Executive Officer - Busselton left the meeting
- 11.23am At this time the Chief Executive Officer - Busselton returned to the meeting.
- 11.26am At this time Councillor N Godden returned to the meeting.

## 6.2 MAJOR POLICY AND STRATEGY UPDATES

The Mayor, City of Busselton advised that the Leeuwin-Naturaliste Sub-Regional Planning Strategy hearings are scheduled to be held on 16 and 17 May 2018.

The Director, Finance and Corporate Services, Busselton presented information in relation to the Regional Price Preference Policy and whether a reciprocal arrangement would be advantageous for the CapeROC region. A draft copy of the proposed policy that the City of Busselton were considering was tabled. The Director, Finance and Corporate Services will follow up on this matter with officers from Augusta Margaret River. The notion was generally accepted.

11.45am At this time the Director, Finance and Corporate Services, Busselton left the meeting.

11.50am At this time Councillor K Hick left the meeting.

11.52am At this time Councillor K Hick returned to the meeting.

6.3 GENERAL DISCUSSION ITEM - CANCELLATION OF MARGARET RIVER PRO AND POTENTIAL IMPACT ON OTHER SIGNIFICANT REGIONAL EVENTS

Discussion was held in relation to this matter with members agreeing that engagement with shark behaviour experts and / or relevant technology experts would be beneficial if such an opportunity arises in the future.

11.55am At this time the Strategic Projects Officer left the meeting.

**7. NEXT MEETING DATE**

10 August 2018, Shire of Augusta Margaret River

**8. CLOSURE**

The meeting closed at 12.05pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 12 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON .

DATE: \_\_\_\_\_

PRESIDING MEMBER: \_\_\_\_\_