

Capes Region Organisation of Councils (CapeROC) Agenda

11 May 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au


CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 11 MAY 2018

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Capes Region Organisation of Councils (CapeROC) will be held in the the Wonnerup Committee Room, Administration Building, Southern Drive, Busselton on Friday, 11 May 2018, commencing at 10am.

The attendance of Committee Members is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

4 May 2018

CITY OF BUSSELTON

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

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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
Mr Mike Archer, Chief Executive Officer, Busselton
Mr Gary Evershed, Chief Executive Officer, Busselton

Officers:

Ms Tracey King, Strategic Projects Officer, Busselton
Ms Emma Heys, Economic Development Officer, Busselton
Mrs Katie Banks, Executive Assistant to Council, Busselton

Observers:

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

RECOMMENDATION

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

3. PRESENTATIONS

WALGA Update – Anne Banks McAllister, Regional Capacity Building Manager, WALGA

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

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 allocated funding out of the 2018/19 Budget.

BACKGROUND

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

Table 1.

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

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 form 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 2017/18 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		
Potential Total Expenditure:					
Total Unallocated					

Proposed allocations:

1. **CapeROC Calendar of Events** - as per previous arrangement with Margaret River Busselton Tourism Association

Edition	Amount Requested (ex GST)
Spring 2018	\$4,625
Summer 2018/19	\$4,625
Autumn 2019	\$4,625
Winter 2019	\$4,625
Additional standalone copies.6000 for each edition to be split between CoB & AMR Shire @ \$800+GST per edition.	\$3,200
TOTAL REQUESTED	\$21,700

The entire 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 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: Amount;;
 - iii. Project: Amount;;
 - iv. Project: Amount;;

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

RESPONSIBLE OFFICER: Economic Development Officer - Emma Heys, Busselton

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 15th 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 15th 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.

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.

RECOMMENDATION

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 reallocate the allocated budget of \$30,000 into the 2018/2019 financial year for this project.

6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS

6.1 MAJOR PROJECT UPDATES

6.2 MAJOR POLICY AND STRATEGY UPDATES

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

7. NEXT MEETING DATE

10 August 2018, Shire of Augusta Margaret River

8. CLOSURE

