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Please note: These minutes  
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**CITY OF BUSSELTON**

**MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING HELD ON  
23 NOVEMBER 2017**

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## MINUTES

**MINUTES OF A MEETING OF THE A MEETING OF THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 23 NOVEMBER 2017 AT 9.30AM.**

The Presiding Member opened the meeting at 9.35am.

### 1. ATTENDANCE AND APOLOGIES

Presiding Member:

Cr Grant Henley Mayor  
Busselton

Members:

Cr John McCallum, Busselton  
Cr Kelly Hick, Busselton  
Cr Pam Townshend, Shire President, Augusta Margaret River  
Cr Naomi Godden, Augusta Margaret River  
Cr Mike Smart, Augusta Margaret River

Officers:

Mr Cliff Frewing, Director, Finance and Corporate Services, Busselton  
Ms Annie Riordan, Director, Corporate and Community Services, Augusta Margaret River  
Mr David Nicholson, Manager Asset Services, Augusta Margaret River (Until 10.13am)  
Ms Peta Tuck, Events Coordinator, Busselton (Until 10.27am)  
Ms Cristina Smith, Marketing and Events Officer, Augusta Margaret River (Until 10.27am)  
Ms Tracey King, Strategic Projects Officer, Busselton  
Mrs Katie Banks, Executive Assistant to Council, Busselton

Apologies

Mr Mike Archer, Chief Executive Officer, Busselton  
Mr Gary Evershed, Chief Executive Officer, Augusta Margaret River  
Mr Tony Brown, Executive Manager Governance & Organisational Services, WALGA

**2. CONFIRMATION AND RECEIPT OF MINUTES**

2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 18 August 2017

**CAPEROC DECISION**

**CAP1711/007** Moved Councillor McCallum, seconded Councillor Smart

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 18 August 2017 be confirmed as a true and correct record.

**CARRIED 6/0**

**3. PRESENTATIONS**

Anne Banks McAllister, Regional Capacity Building Manager, WALGA gave an update on the Local Government Act review and other WALGA associated matters.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

## 5. REPORTS

### 5.1 Regional Trails Strategy

**RESPONSIBLE OFFICER:** Manager Asset Services – David Nicholson, Augusta Margaret River  
**ATTACHMENTS:** Attachment A CapeROC Minutes 17 February 2017 Item 6.1 Regional Trails Strategy [⇒](#)

#### **IN BRIEF**

At its February 2017 meeting, CapeROC provided in principle support for \$30,000 to be allocated for the 2017/18 budget to employ a suitably qualified consultant to prepare a Capes Regional Trails Strategy. Further direction is now sought on the conduct of the project.

#### **BACKGROUND**

See Attachment – report presented to February 2017 CapeROC meeting.

#### **COMMENT**

In order to progress this project, a steering committee should now be established and address the following issues:

- Lead agency
- Project timeframe
- Steering committee membership – external stakeholders
- What types of trails are to be considered - walk, MTB, dive, snorkel, kayak, bridle, 4WD, trail bike
- Categories of trails - regional, district, local
- Outcomes – trail development plan with costings and priorities
- Other issues to be considered in the strategy – design standards, marketing/promotion, events, management, maintenance, funding, etc
- Stakeholder and community engagement
- Procurement process

#### **RECOMMENDATION**

That CapeROC appoint a steering committee for the Capes Regional Trails Strategy to progress the project.

#### **Note:**

CapeROC felt it was unnecessary to establish a committee to oversee the work of a consultant and agreed that work could commence as both Local Governments had agreed to the budget. An RFQ could be coordinated by the Shire of Augusta Margaret River with support from the City of Busselton.

**CAPEROC DECISION**

**CAP1711/008** Moved Councillor Henley, seconded Councillor McCallum

That CapeROC appoint Augusta Margaret River to proceed with RFQ's to prepare a Capes Regional Trails Strategy and report back to CapeROC with results at the next CapeROC meeting.

**CARRIED 6/0**

10.13am At this time the Manager Asset Services left the meeting and did not return.

## 5.2 Calendar Of Events

**RESPONSIBLE OFFICER:** Events Coordinator - Peta Tuck, Busselton  
**ATTACHMENTS:** Nil

### IN BRIEF

Funding is sought for the continued production of the Margaret River Region Calendar of Events.

CapeROC is asked to consider the following funding requirements:

- Approval of \$9250 for the remaining 2 editions of the Margaret River Region Calendar of Events for the 2017/18 Financial Year. This includes the Autumn 2018 and Winter 2018 editions.
- Approval of \$2,400 from the 2017/18 Budget for the production of additional standalone copies of the calendar.

### BACKGROUND

Since December 2016, the Margaret River Region Calendar of Events has been produced by the MRBTA with content supplied by CoB and AMR Shire, and included as a pullout in their Margaret River Magazine. This magazine has a distribution of 28,000 copies (30,000 in Summer), with 75% going to a local regional audience and remaining 25% in Perth.

Funding of this was approved by CapeROC from the 2016/17 budget at the August 2016 meeting, with an allocation of \$18,500 for 4 editions (Summer 2016 – Spring 2017). While the funding for Spring 2017 was included in this allocation, this amount was not carried over in the budget. Joint CEO approval was granted on 20/10/2017 for this carry over, and for production of the Summer 2017 calendar in order to meet production deadlines.

Approval is sought from CapeROC for ongoing funding of the Margaret River Region Calendar of Events from the 2017/18 budget.

It has been identified by CoB and AMR Shire that there is a demand to have additional copies of the calendar as a stand-alone, to be distributed through the City and Shire offices, libraries etc. Therefore there is an option to fund an additional 6000 copies per edition (Summer 2017 – Winter 2018) to be split between CoB and AMR.

### COMMENT

The requested amounts are as follows from the 2017/18 CAPEROC budget:

Edition	Amount Requested (ex GST)
Autumn 2018	\$4,625
Winter 2018	\$4,625
Additional standalone copies. 6000 for each edition to be split between CoB & AMR Shire (applies to Summer 2017, Autumn & Winter 2018 editions @ \$800+GST per edition.	\$2,400
<b>TOTAL REQUESTED</b>	<b>\$11,650</b>

**CAPEROC DECISION AND OFFICER RECOMMENDATION**

**CAP1711/009** Moved Councillor McCallum, seconded Councillor Hick

That CapeROC:

1. Approve funding of the Autumn and Winter 2018 editions at a cost of \$9250 + GST; and
2. Approve \$2,400 + GST for the additional stand-alone copies.

**CARRIED 6/0**

10.27am At this time the Events Coordinator and Marketing and Events Officer left the meeting and did not return.

### 5.3 Terms Of Reference Review

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

**ATTACHMENTS:** Attachment A Terms Of Reference CapeROC⇒

#### **IN BRIEF**

At its meeting 18 August 2017, CapeROC reviewed its Terms of Reference which have subsequently been endorsed by both Councils. The adopted Terms of Reference is attached for CapeROC information.

#### **BACKGROUND**

The Terms of Reference (ToR) for CapeROC last updated 21 October 2013 were reviewed by the CapeROC Committee at its meeting 18 August 2017. The revised ToR were endorsed by CapeROC at this meeting and subsequently adopted by both Councils of the Shire Of Augusta Margaret River and the City of Busselton.

#### **COMMENT**

The endorsed Terms Of Reference are attached as information for CapeROC Committee.

#### **CAPEROC DECISION AND OFFICER RECOMMENDATION**

**CAP1711/010** Moved Councillor Henley, seconded Councillor McCallum  
That CapeROC notes the information provided in this report.

**CARRIED 6/0**

**Note:** The next Terms of Reference review to take place after the next Local Government Elections (October 2019).

5.4 Budget Update

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

**IN BRIEF**

The following information is provided as an update on the current CapeROC budget.

**BACKGROUND**

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.

At its meeting held 18 August 2017, CapeROC resolved to make budget allocations towards the following projects as identified in Table 1:

**Table 1: 2017/18 Budget Allocation**

	2017/18 CapeROC Projects	Approved Allocation \$100,000	AMR Contribution \$50,000	BSN Contribution \$50,000
1.	Joint Trails Strategy	30,000	15,000	15,000
2.	Tourism Directional Signage and Roadside Visitor Information Bays	30,000	15,000	15,000
3.	Margaret River Busselton Tourism Association – 2017 Cabin Fever Event	20,000	10,000	10,000
	<b>Total Approved Allocations</b>	<b>80,000</b>	<b>40,000</b>	<b>40,000</b>
	<b>Total Unallocated</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>

**COMMENT**

The approved budget had a remaining \$20,000 available to allocate to further projects identified and approved by CapeROC.

Since the budget was approved at the August 2017 meeting, the following has occurred:

- **Recoup of remaining contributions towards funding Public Art Trail - MR Wine Industry Association: \$27,000 recouped**

At its meeting 24 November 2016, CapeROC initially agreed to contribute \$30,000 from the 2016/17 budget towards development of a Public Art Trail as part of the 50<sup>th</sup> Anniversary celebrations. A design completion was held, of which \$3,000 was allocated towards prize money. With a change in scope for the project, CapeROC resolved at its August 2017 meeting to recoup the remaining \$27,000 (\$13,500 each).

- **Calendar of Events-\$9,250 from 2016/17 approved project**

At its meeting dated 19 August 2016 CapeROC resolved to fund four editions of the Calendar of Events lift out in the quarterly Margaret River Region Magazine, being Autumn 2017, Winter 2017, Spring 2017, Summer 2017.

Autumn and Winter editions were produced and invoiced in the 2016/17 financial year, however as there was no carry overs from the 2016/17 CapeROC budget; the Spring and Summer 2017 editions, being \$4,625 each, have been invoiced and paid from the current 2017/18 budget.

A report is before this meeting with a proposal for CapeROC support towards production of the Autumn and Winter 2018 editions.

Therefore, the budget position is currently as below, Table 2:

**Table 2: 2017/18 Current allocations and expenditure**

<b>2017/18 CapeROC Projects</b>	<b>Approved Allocation \$100,000</b>	<b>AMR Contribution \$50,000</b>	<b>BSN Contribution \$50,000</b>
<b>Joint Trails Strategy</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Tourism Directional Signage and Roadside Visitor Information Bays</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Margaret River Busselton Tourism Association – 2017 Cabin Fever Event</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Approved Allocations</b>	<b>80,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Additional Requests / Funds Recouped</b>			
<b>Public Art Trail - recoup</b>	<b>-27,000</b>	<b>-13,500</b>	<b>-13,500</b>
<b>Calendar of Events – Spring and Summer editions</b>	<b>9,250</b>	<b>4,625</b>	<b>4,625</b>
<b>Total Provisional Expenditure</b>	<b>62,250</b>	<b>31,125</b>	<b>31,125</b>
<b>Remaining Allocation</b>	<b>37,750</b>	<b>18,875</b>	<b>18,875</b>

**CAPEROC DECISION AND OFFICER RECOMMENDATION**

**CAP1711/011** Moved Councillor McCallum, seconded Councillor Smart

That CapeROC receives the information provided in the budget update report.

**CARRIED 6/0**

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

### **6.1 CapeROC Future Meeting Dates in 2018**

Meetings of CapeROC are held on a quarterly basis, generally held on a Friday morning in the months of February, May, August and November. Currently, meetings are scheduled to commence at 9.30am with business concluding prior to a member's lunch.

It is proposed that meetings be held on the second Friday of the months of February, May, August and November as below:

9 February 2018 (Busselton)  
11 May 2018 (Busselton)  
10 August 2018 (Margaret River)  
9 November 2018 (Margaret River)

#### **OUTCOME**

The proposed dates were supported and meetings will commence at 10.00am.

#### **MAJOR PROJECT UPDATES**

The Presiding Member updated members on the Busselton Margaret River Airport & Busselton Foreshore project and the Eastern link construction.

Cr Pam Townshend updated members on the main street upgrade and the Skate Park/ Youth Precinct projects and the progress of the construction of the Perimeter Road.

#### **GENERAL DISCUSSION**

CapeROC agreed to participate in a brainstorm session at its next meeting as an opportunity to discuss strategic measures to address issues facing both of our communities.

**7. NEXT MEETING DATE**

9 February 2018, 10.00am, City of Busselton.

**8. CLOSURE**

The meeting closed at 11.30am.

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

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