



# CapeROC

## Capes Region Organisation of Councils

### AGENDA

**20<sup>th</sup> May, 2020  
at 9.30am**

**Meeting will be held via Zoom**

**AGENDA FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING**  
**TO BE HELD ON 20<sup>th</sup> MAY, 2020 AT 9.30AM AT THE CITY OF BUSSELTON**

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**1. ATTENDANCE AND APOLOGIES****ATTENDANCE**

Chairperson:	Cr. Grant Henley	Mayor, City of Busselton
Members:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
	Cr. Kylie Kennaugh	Shire of Augusta Margaret River
	Cr. Paula Cristoffanini	Shire of Augusta Margaret River
	Cr. Kelly Hick	Deputy Mayor, City of Busselton
	Cr. Kate Cox	City of Busselton
	Ms. Stephanie Addison-Brown	CEO, Shire of Augusta Margaret River
	Mr. Mike Archer	CEO, City of Busselton
Secretariat	Ms. Julie Rawlings	Strategic Projects/Grants Officer, City of Busselton
Officers: (as required)	Mr. David Nicholson	Manager, Asset Services, Shire of Augusta Margaret River
	Mr. James Shepherd	Director, Corporate and Community Services
	Ms. Cristina Smith	Marketing and Events Officer, Shire of Augusta Margaret River
	Ms. Peta Tuck	Events Coordinator, City of Busselton
Guests:	Nil.	

**APOLOGIES**

Tony Brown	WA Local Government Association (WALGA)
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## 2. CONFIRMATION OF MINUTES

### 2.1 Minutes of the meeting of CapeROC 19<sup>th</sup> February, 2020

**RECOMMENDATION:** That the minutes of the meeting of the Capes Region Organisation of Councils held 19<sup>th</sup> February, 2020 be confirmed as a true and correct record.

## 3. PRESENTATIONS/GUESTS

Nil.

## 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
Wadandi Track	David Nicholson	Preliminary discussions have taken place between City of Busselton and AMR Shire officers about construction of the trail between Cowaramup and Metricup Road. Given the quantum of annual funding that both local governments allocate to the trail, this will be at least a three year project. The section within CoB is relatively straight forward and construction could possibly commence next financial year. However, the section within AMR Shire requires forward planning during 2020-21 to address environmental issues (clearing permit may be required), design and costing of large culvert crossing (Wilyabrup Brook), road crossings (Miamup Road, Webster Road, Gardiner Road), deviation around railway cutting used as uncontrolled tip site and resolution of encroachments from adjoining private properties.

## 5. GENERAL UPDATES

### 5.1 CapeROC Budget Update

<b>RESPONSIBLE OFFICER</b>	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Megan Smith, Executive Assistant (SAMR)
<b>ATTACHMENTS:</b>	Nil.

### IN BRIEF

In 2019-2020, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 of their respective budgets (up to \$80,000 in total) towards CapeROC approved regional economic development initiatives. This report provides an update on financial activities for the 2019-2020 financial year and notes budget commits for 2020/2021.

Table 1.

PROPOSED 2019/20 CapeROC Projects	In principle Allocation \$80,000	Expenditure (AMR) \$40,000	Expenditure (BSN) \$40,000	Total Expenditure \$ 2019/2020	Comments
CapeROC Calendar of Events 2019/20 – Spring, Summer, Autumn Winter	21,200.00	10,600.00	10,600.00	15,900	<b>Spring 2019</b> \$4,770 paid <b>Summer 2019/20</b> \$4,770 paid <b>Autumn 2020</b> \$4,770 paid <b>Winter 2020</b> \$4,770 (refer Agenda <b>item 6.1)</b> Additional standalone copies (3,000 per edition \$530 + gst) to be split between CoB and SAMR
<b>My Community Directory</b>	<b>20,406.50</b>	<b>10,203.25</b>	<b>10,203.25</b>	<b>20,406.50</b>	Budget 2019/2020 \$20,406.50 Paid.
2018/2019 Expenditure	7,185.00	-	7,185.00	Event Calendars	<i>These figures represent funding approved in 2018/2019 but not quarantined at end of Financial Year resulting in expense in 2019/2020</i>
2018/2019 Commitment	15,000.00	-	15,000.00	Trails Strategy	
<b>Potential / Total Expenditure (excluding gst)</b>	<b>63,791.50</b>	<b>20,803.25</b>	<b>42,988.25</b>		
<b>Total Unallocated</b>	<b>16,208.50</b>	<b>19,196.75</b>	<b>( 2,988.25)</b>		
<b>FUTURE BUDGET COMMITMENTS</b>					
<i>Our Unbeaten Track Project committed at the CapeROC meeting on 19/2/20 for the 2020/2021 budget</i>	20,000.00	10,000.00	10,000.00		
<i>My Community Directory committed at the CapeROC meeting on 15/11/19 for the 2020/2021 budget</i>	20,406.50	10,203.25	10,203.25		<i>Invoice is expected for payment in September 2020.</i>

**RECOMMENDATION**

That CapeROC notes the current status of the CapeROC 2019-2020 budget and future budget commitments.

**CAPEROC DECISION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

## 6. REPORTS

### 6.1 Events Calendar

<b>RESPONSIBLE OFFICER</b>	Peta Tuck (CoB), Events Coordinator, COB; Cristina Smith, Marketing & Events Officer, SAMR
<b>ATTACHMENTS:</b>	Nil.

#### **IN BRIEF**

CapeROC has been funding the printed events calendar initiative for a number of years. It has been suggested that the Councils look at the effectiveness of the printed calendar and determine whether it is worth continuing in that format or looking at alternative ways to promote events in the Capes region, either together or individually.

Staff will be in attendance to provide if required an update on the effectiveness of the printed events calendar at the meeting.

#### **BACKGROUND**

Since December 2016, the Margaret River Region Calendar of Events has been produced by MRBTA with content supplied by the City of Busselton and AMR Shire and included as a pullout in their quarterly Margaret River Magazine. The magazine has a distribution of 20,000 copies, with 75% going to a local regional audience and remaining 25% in Perth. There has also been an allocation of extra copies produced each edition as standalone calendars, for distribution by the respective local governments through their administrative buildings and outstations.

Funding for the Calendar of Events has been approved up to and including the winter edition of the current financial year through the CAPEROC budget. However the COVID-19 pandemic has meant that the winter edition of the MRBTA magazine will not be produced. Therefore funding for the winter calendar will not be required. The cost of producing the events calendar in 2019/20 is \$4,770+GST per edition plus an additional \$530+GST per edition for 3,000 standalone copies.

While the printed calendar has been successful, it is felt over time that the relevance and usefulness has declined, as more people are inclined to access event information digitally. There are concerns that there is a high level of wastage, and that information is quite often out of date or changed by the time the calendar is distributed. Due to the COVID-19 pandemic, there is uncertainty as to when events will commence again in the Capes region and there may be limited lead time which will make production of the printed calendar difficult. It is recommended that production of the calendars is discontinued in its current format for the 2020/21 financial year.

As part of the recovery plan for Events post COVID-19, it is recommended that COB and SAMR work with MRBTA to investigate a revised events web or app based calendar format, alternative social media and online advertising and print advertising options. Both Councils can then decide whether to fund collectively, or whether to pursue individual methods.

CapeROC's objective is to seek to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region. This includes exploring opportunities to undertake projects of mutual benefit to the Shire and the City. The intent however is more to provide seed funding than ongoing funding.

**RECOMMENDATION**

That CapeROC supports the discontinuation of the publication of the quarterly printed events calendar.

**CAPEROC DECISION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**7. GENERAL DISCUSSION ITEMS****7.1 Strategic Projects****BACKGROUND**

CapeROC's future strategic focus was discussed at its February meeting. It was agreed that a workshop to discuss project opportunities, perhaps with agreement on 2 or 3, be undertaken at the May meeting.

It was suggested that strategic projects that benefit both communities and enable funding to be secured should have a greater focus for CapeROC. Issues such as homeless, community security eg. cctv, social matters, mental health, alignment of road initiatives, environmental eg. climate change and waste were suggested. Higher level discussion on identified issues is needed, then officers can investigate and bring back a report to CapeROC for further consideration.

**RECOMMENDATION**

That CapeROC:

1. That CapeROC considers 2 or 3 projects of focus for the coming year and allocates a lead officer from each Council to co-ordinate related activities and reporting to CapeROC for each identified project.

Strategic Focus Project 2020/2021	Responsible Officer(s)		Funding Allocation if required
	CoB	SAMR	

**CAPEROC DECISION:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**7.2 Roundtable Discussion**

**8. NEXT MEETING**

Wednesday 19<sup>th</sup> August, 2020 - Shire of Augusta Margaret River

**9. CLOSURE**