



CapeROC

Capes Region Organisation of Councils

MINUTES

**19 August 2016
10:00 AM**

**MINUTES OF THE CAPES REGION ORGANISATION OF COUNCILS MEETING
HELD ON 19 AUGUST 2016**

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MEETING MINUTES – 19 AUGUST 2016

1. ATTENDANCE AND APOLOGIES

ATTENDANCE

| | | |
|--------------|--------------------|---|
| Chairperson: | Cr Ian Earl | Shire President, Shire of Augusta Margaret River |
| Members: | Cr Felicity Haynes | Shire of Augusta Margaret River |
| | Cr Mike Smart | Shire of Augusta Margaret River |
| | Cr Grant Henley | Mayor, City of Busselton |
| | Cr John McCallum | City of Busselton |
| | Cr Terry Best | City of Busselton |
| | Mr Gary Evershed | Chief Executive Officer, Shire of Augusta Margaret River |
| | Mr Mike Archer | Chief Executive Officer, City of Busselton |
| Officers: | Mr Nick Logan | Acting Director Sustainability, Shire of Augusta Margaret River |
| | Mr Oliver Darby | Director, Engineering and Works Services, City of Busselton |
| | Mr Jon Berry | Economic Development Coordinator, City of Busselton |
| | Ms Cristina Smith | Marketing and Events Officer, Shire of Augusta Margaret River |
| | Ms Tracey King | Strategic Projects Officer, City of Busselton |
| | Mr Vitor Martins | Manager, Waste and Fleet Services, City of Busselton |
| | Mr Ross Montgomery | Economic Development Officer, City of Busselton |
| | Ms Naomi Searle | Director, Community and Commercial Services, City of Busselton |
| | Ms Megan Smith | Executive Assistant Shire of Augusta Margaret River (Minutes) |

APOLOGIES

Mrs Joanne Burges WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 26 May 2016

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 26 May 2016 be confirmed as a true and correct record.

Minutes confirmed

3. PRESENTATIONS

3.1 Joanne Burges – WALGA

- WALGA update – report circulated as an attachment

Update reviewed and received.

3.2 Liz Mencil – Margaret River Wine Association

- Margaret River Wine Industry Entry Statement

Liz Mencil and Collette McEnty from Archipelago Arts presented on the status of the project and the funding proposal. Points to note:

- The Art trail would include historical and geographical information and would not be confined to galleries or venues which are not accessible to the public
- The creative concept has been put together by Greg Banfield, an experienced Dunsborough artist with an engineering and project management background. The meeting discussed the concepts in general, including engineering specifications, design, location, use of wi-fi at the site, lighting etc
- There is confidence that the project as a whole will go ahead – have engaged with SWDC, MRBTA, Country Arts WA, and other groups and have identified several funding opportunities, including DCA, RfR, the Australia Council, Lotterywest and the WET tax rebate pool
- The project will form part of the 50th anniversary of the Margaret River Wine Region celebrations – the next meeting of the steering committee will be dedicated to planning for this event
- The group are requesting funding from CapeROC as follows:
 - \$3,000 for the stage 1 of the project, the creative concept competition prize pool
 - \$27,000 for stage 2 of the project, which covers commissioning the artist, appointment of a project manager, development of the design, and the construction documentation.

Outcome: See item 6.1

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

| ACTION ITEMS | | | |
|--|----------------------------|----------------------------|---|
| Item | Responsible Officer | Timeframe | Progress |
| 1. District tours to be reconsidered for future – perhaps at the end of the year | All | Decision at August meeting | Shire of Augusta Margaret River and the CoB are happy to accommodate toward end of the financial year, to be implemented as an annual event |
| 2. MRBTA to be invited to take over responsibility for the Calendar of events | Cristina Smith | Report to August meeting | See report at item 5.5 |
| 3. CapeROC budget – projects to be identified to be funded from remaining 2016-2017 allocation of \$35,000 | All | Report to August meeting | See item 6.1 |

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|---|--------|--|--|
| 4. Margaret River Wine Industry Entry Statement | MS/All | Interim meeting to be held following next steering committee meeting | |
| 5. MRBTA Winter Festival funding request. | MS/All | Interim meeting to be held | |

5. GENERAL UPDATES

5.1 Tourism Directional Signage

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| RESPONSIBLE OFFICER | Jon Berry (Economic and Business Development Co-ordinator, City of Busselton) |
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Jon Berry gave an overview of the project and advised that the current situation is that MRBTA will be doing the art work on Bussell Highway and at the Gracetown site.

5.2 Update on Regional Waste Facility

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| RESPONSIBLE OFFICERS | Nick Logan, Acting Director Sustainable Development, Shire of Augusta Margaret River Mr Vitor Martins, Manager, Waste and Fleet Services, City of Busselton Mr Oliver Darby, Director, Engineering and Works, City of Busselton |
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Vitor Martins and Oliver Darby gave a presentation on the progress of the Regional Waste Facility discussions. This included an update on the transfer station, and potential landfill sites. Points to note:

- Cell 2 will last 4-5 years and it was required whether or not new site is developed
- Transfer station should be operational by September/October
- Site will last 20-25 years depending on Augusta Margaret River participation – will be required if the new regional site doesn't go ahead
- Next meeting of Regional Group is critical – need to start getting commitment and to start work on the governance model
- All five preferred sites are suitable – all have minor constraints which can be overcome
- CapeROC should be flexible with relation to whichever solution is offered
- CoB and Shire would fulfil requirements for joint regional facility for State Government, despite first application being unsuccessful

5.3 Update on Economic Development Strategy – Shire of Augusta Margaret River

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| RESPONSIBLE OFFICER | Gary Evershed, Chief Executive Officer, Shire of Augusta Margaret River |
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Gary Evershed gave an overview of the Shire of Augusta Margaret River's Economic Development strategy. Additionally he noted that there was a great deal of community interest and participation in recent Food and Agriculture events – there were several good outcomes and another event may be held in the future.

5.4 Update on Economic Development Strategy – City of Busselton

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| RESPONSIBLE OFFICER | John Berry, Economic Development Coordinator, City of Busselton |
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Jon Berry gave an overview of the City of Busselton's Economic Development strategy. He noted that it was based on their strategic plan and links to the South West Investment Blueprint, and would be going to Council on Wednesday 24th of August.

5.5 Margaret River Calendar of Events – MRBTA Proposal

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| RESPONSIBLE OFFICER | Cristina Smith, Marketing and Events Officer, Shire of Augusta Margaret River |
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Cristina Smith gave an overview of the status of the invitation to MRBTA to take over the events calendar. The MRBTA have come back with a proposal which includes two options
Invite MRBTA to take over events calendar. Have come back with proposal as follows:

1. Creation of a 6 page supplement (tear-out calendar) to be distributed as part of the quarterly Margaret River Magazine
2. 4 pages of event listings & 2 pages of vouchers or advertising
3. First 2 pages could be devoted either to tear-out vouchers (could be offered to businesses of CAPEROC's choice) or advertising
4. Dimensions: 200d x 148w (slightly smaller than A5)
5. Perforated edge for easy pull-out
6. Positioned towards the front section of the magazine
7. Event listings section is hole-punched for ease of display in the home

Proposal included two costing options

1. \$17,500 + GST for 4x editions, event listings only
2. \$18,500 + GST for 4x editions, CAPEROC to have control of first 2 pages. These could be used for voucher space, advertising space or to dedicate to tourism related information on projects or sponsored events the City of Busselton and/or Shire of Augusta Margaret River would like to promote.

Will still do a web based calendar with a drop down menu and the option to print the calendar if required.

There is \$17k included in current budget for the calendar.

CapeROC voted unanimously to support the second option

6. REPORTS

6.1 CapeROC Budget:

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| RESPONSIBLE OFFICER | Nick Logan, Acting Director Sustainable Development, Shire of Augusta Margaret River |
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IN BRIEF

Each year, the Shire of Augusta Margaret River and the City of Busselton allocate up to \$50,000 from each of their budgets toward CapeROC approved economic development initiatives.

Table 1. is an overview of the 2015-2016 CapeROC budget allocations

Table 1.

2015-2016 Allocations

| 2015 CapeROC Projects | Approved Allocation \$100,000 | Expenditure (AMR) | Expenditure (BSN) | Total Expenditure | Comments |
|---|-------------------------------|-------------------|-------------------|-------------------|----------|
| Calendar of Events | 17,500 | 8,750 | 8,750 | 17,500 | |
| Waste Management/Regional Land Fill Investigations | 30,000 | 15,000 | 15,000 | 30,000 | |
| Tourism Directional Signage and Roadside Visitor Information Bays | 20,000 | 0 | 0 | 0 | |
| Total Expenditure to Date | 47,500 | 23,750 | 23,750 | 47,500 | |
| Total Approved Allocations | 67,500 | 33,750 | 33,750 | | |
| Total Unallocated | 32,500 | 16,250 | 16,250 | | |

Table 2 shows the current allocations for 2016-2017

Table 2.

2016-2017 Allocations

| 2016 CapeROC Projects | Approved Allocation \$100,000 | Expenditure (AMR) | Expenditure (BSN) | Total Expenditure | Comments |
|--|-------------------------------|-------------------|-------------------|-------------------|----------|
| Margaret River Wine – 50 th Anniversary | \$20,000 | 0 | 0 | 0 | |
| Tourism Directional Signage | \$20,000 | 0 | 0 | 0 | |
| Margaret River Region Calendar of Events | \$25,000 | 0 | 0 | 0 | |
| Total Approved Allocations | \$65,000 | 0 | 0 | 0 | |
| Total Unallocated | \$35,000 | 0 | 0 | 0 | |

Margaret River Wine Industry entry statement project have requested two amounts

- \$3,000 for the stage 1 of the project, the creative concept competition prize pool
- \$27,000 for stage 2 of the project, which covers commissioning the artist, appointment of a project manager, development of the design, and the construction documentation.

CapeROC voted unanimously to provide the amount of \$3,000 for stage 1.

CapeROC considered that they required more information before being able to make a determination on the \$27,000 for stage 2. This might be available after the next meeting of the Steering Group. An interim meeting of CapeROC will be set to consider this item, as well as the MRBTA Winter Festival funding request.

7. Major Project Updates

7.1 Busselton Margaret River Regional Airport

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| RESPONSIBLE OFFICER | Naomi Searle, Director, Community and Commercial Services, City of Busselton |
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Naomi Searle gave up update on the progress of the Busselton Margaret River Airport project.

Points to note:

- Land acquisition almost complete
- Environment approvals submitted
- RFT's for airside and landside infrastructure issued
- Working with Western Power and Busselton Water on provision of utilities
- Engagement and communication processes commenced

7.2 Busselton Foreshore and Civic and Administration Building

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| RESPONSIBLE OFFICER | Mr Mike Archer, Chief Executive Officer, City of Busselton |
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Mike Archer gave an update on the foreshore and Civic and Administration building. He noted that the building was progressing well.

7.3 Waste Management: Transfer Station, Landfill Site and Regional Waste

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| RESPONSIBLE OFFICER | Mr Vitor Martins, Manager, Waste and Fleet Services, City of Busselton Mr Oliver Darby, Director, Engineering and Works, City of Busselton |
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See item 5.2

8. GENERAL DISCUSSION ITEMS

8.1 MRBTA Winter Event Proposal – Music, Food and Wine

See item 6.1

9. NEXT MEETING

18 November 2016 – Mainbreak Meeting Room, Shire of Augusta Margaret River Civic and Administration Centre

10. CLOSURE

Cr Ian Earl closed the meeting at 12.25