



City of Busselton

Geographe Bay



CapeROC Agenda

26 May 2016

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST


CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 26 MAY 2016

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the CapeROC will be held in the Meeting Room 2, Community Resource Centre, 21 Cammilleri Street, Busselton on Thursday, 26 May 2016, commencing at 10.00am.

The attendance of Committee Members is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

23 May 2016

CITY OF BUSSELTON

AGENDA FOR THE CAPEROC MEETING TO BE HELD ON 26 MAY 2016

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1. ATTENDANCE AND APOLOGIES

Chairperson:	Cr Grant Henley	Mayor, Busselton	
Members:	Cr Ian Earl	Shire President, Augusta Margaret River	
	Cr Paul Carter	Busselton (Deputy Member)	
	Cr Felicity Haynes	Augusta-Margaret River	
	Cr Mike Smart	Augusta-Margaret River	
Officers:	Mr Mike Archer	Chief Executive Officer, Busselton	
	Ms Annie Riordan	A/Chief Executive Officer, Augusta Margaret River	
	Mr Oliver Darby	Director, Engineering and Works Services, Busselton	
	Mr Vitor Martins	Manager, Waste and Fleet Services, Busselton	
	Ms Peta Tuck	Events Coordinator, Busselton	
	Mrs Tracey King	Strategic Projects Officer, Busselton	
	Ms Cristina Smith	Marketing and Events Officer, Augusta Margaret River	
	Mr Ross Montgomery	Economic Development Officer, Busselton	
	Apologies:	Cr Terry Best	Busselton
		Cr John McCallum	Busselton
Mrs Naomi Searle		Director, Community and Commercial Services, Busselton	
Mr Jon Berry		Economic and Business Development Coordinator	
Mrs Joanne Burges		WALGA	

2. CONFIRMATION OF MINUTES

2.1 Minutes of the CapeROC meeting held 10 December 2015

RECOMMENDATION

That the minutes of the CapeROC meeting held on 10 December 2015 be confirmed as a true and correct record.

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

CITY OF BUSSELTON

MINUTES FOR THE CAPEROC MEETING HELD ON 10 DECEMBER 2015

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MINUTES

MINUTES OF A MEETING OF CAPEROC HELD IN THE BOARD ROOM, 3 OCEANS WINERY, BUSSELL HIGHWAY, METRICUP ON 10 DECEMBER 2015 AT 10.15AM.

1. ATTENDANCE AND APOLOGIES

Members

Cr Grant Henley, Mayor, Busselton / Presiding Member
Cr John McCallum, Busselton
Cr Terry Best, Busselton
Cr Ian Earl, Shire President, Augusta-Margaret River
Cr Felicity Haynes, Augusta-Margaret River
Cr Mike Smart, Augusta-Margaret River
Mr Mike Archer, Chief Executive Officer, Busselton
Mr Gary Evershed, Chief Executive Officer, Augusta-Margaret River

Officers

Mrs Naomi Searle, Director, Community and Commercial Services, Busselton
Mr Oliver Darby, Director, Engineering and Works Services, Busselton (Until 10.55am)
Mr Jon Berry, Economic & Business Development Coordinator, Busselton
Mr Vitor Martins, Waste Coordinator, Busselton (Until 10.55am)
Mrs Tracey King, Strategic Projects Officer, Busselton
Mrs Katie Banks, Executive Assistant, Busselton

Presenters

Mrs Joanne Burges, Regional Cooperation Manager, WALGA

Apologies

Nil

2. CONFIRMATION OF MINUTES

2.1 MINUTES OF A MEETING OF CAPEROC HELD ON 21 AUGUST 2015

That the Minutes of the CapeROC Meeting held 21 August 2015 be confirmed as a true and correct record.

MINUTES CONFIRMED

3. PRESENTATIONS

Joanne provided a general update in relation to WALGA activities and advised that:

- The new State Council & Zone elections were held in October; and
- The latest edition of Western Councillor contains an informative article regarding local panels and procurement regulations following the amendment of the *Local Government (Functions and General) Regulations, 1996* to include a new Division 3, which gives a head of power for the sector to establish Panels of pre-qualified suppliers.

4. **BUSINESS ARISING FROM PREVIOUS MEETINGS**

Question taken on notice at 21 August 2015 meeting:

• *Women's Refuge Update*

In light of the Augusta-Margaret River Council recently endorsing their Affordable Housing Strategy, Cr Haynes enquired about the current status of the Busselton Women's Refuge.

***Action** – Naomi Searle will make enquiries and seek to find out whether any progress has occurred with the establishment of a new Women's Refuge in Busselton and will report to CapeROC at the November meeting.*

Response: Director, Community and Commercial Services, Busselton - Naomi Searle:

The Department of Housing has advised that there are no plans to build a purpose built women's refuge in Busselton within the next few years. It is on the future budget for 2017/18, however this is subject to annual budgets and government priorities at the time. The Brown Street site (formally Churchill Park Guesthouse) is earmarked for development of affordable housing, the development committee is currently undertaking a review of the business case.

CapeROC

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10 December 2015

Note: In consideration of the Officers who had travelled to the meeting to present their discussion items only, the Presiding Member brought forward Agenda Item 7 – General Updates.

7. GENERAL UPDATES

7.1 WASTE MANAGEMENT UPDATE: TRANSFER STATION, LAND FILL SITE & REGIONAL WASTE

REPORTING OFFICER: Director, Engineering and Works Services, Busselton - Oliver Darby & Coordinator, Waste Management, Busselton – Vitor Martins

ATTACHMENTS: Nil

The below information was presented to CapeROC:

City of Busselton projects

- Bulk earthworks (COMPLETED) \$ 0.7 M
- Construction of Cell 1 and leachate pond \$1.1 M
- License amendment for Cell 2 currently under way
- Transfer station development \$1.3 M
- Site rehabilitation (Rendezvous Rd) \$1.5 M

CapeROC Projects

- Preliminary viability assessment of prospective sites COMPLETED
- Geotechnical assessment (Ridge Rd) COMPLETED
- Spring flora surveys of George Rd and Ridge Rd COMPLETED
- Spring flora survey of Slee Rd, Lawson Rd and Wilcocks plantation under way
- Geotechnical assessment of Slee Rd and Lawson Rd sites COMPLETED
- Awaiting decision from Shire of Augusta-Margaret River concerning Lawson Rd studies

Next steps:

- Prioritise Slee Road for further consideration
- Complete the Due Diligence Assessment of Slee Road
- Undertake a Topographical Survey of Slee Road;
- Finalise on a Conceptual Design based on the Topographical Survey;
- Complete a Landfill Life Financial Model on the Conceptual Design including:
- Phased planning for the landfill

Southwest Regional Group

- Southwest Regional Group Waste Strategy COMPLETED
- Investigation of Alternative Prospective Sites for the Southwest

Regional Waste Landfill out for quotations

• Next steps:

- Award site investigation
- Further develop preferred site(s)

Mike Archer advised that the City of Bunbury no longer project manage the regional waste site investigations and were focussing on a recycling approach to their waste management. As a result, the City of Busselton has taken over project management of the South West Regional Landfill investigations and the Shire of Augusta-Margaret River confirmed that they would continue to participate in the project.

10.55am At this time Oliver Darby and Vitor Martins left the meeting and did not return.

CapeROC

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10 December 2015

7.2 VERBAL UPDATE - TOURISM DIRECTIONAL SIGNAGE UPDATE

REPORTING OFFICER: Economic and Business Development Coordinator, Busselton-
Jon Berry

ATTACHMENTS: Nil

Jon Berry provided an overview of the decision of the Busselton City Council made on 11 November 2015 which was to:

1. Support the concept of proposed tourist directional signage and roadside visitor information improvements on main roads and intersections with key minor roads, specifically to:
 - a. Tourist Attraction and Services Signage;
 - b. Roadside Visitor Information; and
 - c. Regional Tourism Entry Signage.
2. Subject to a similar endorsement of the proposed improvements by the Shire of Augusta-Margaret River, authorised the CEO to:
 - a. Seek formal endorsement of the draft improvements by Main Roads WA;
 - b. Collaborate with the Shire of Augusta Margaret River to prepare a detailed project definition plan, cost plan and business case to advocate external funding to enable delivery of the proposed improvements; and
 - c. Negotiate a draft Memorandum of Agreement with the Shire of Augusta Margaret River, Main Roads WA and the Margaret River Busselton Tourism Association Inc. to define roles and responsibilities of each organisation with regard to project delivery and whole of life asset management. The Council resolved to which supported the concept of proposed tourist directional signage and roadside visitor information improvements on main roads and intersections with key minor roads.

CapeROC members were also advised the Margaret River Wine Association has commenced planning a new regional entry statement (not signage as such) and is interested in collaborating with local governments and the MRBTA in telling the story of the regional wine industry within information bays and through a symbolic public art project with details yet to be confirmed.

ACTIONS:

1. Shire of Augusta Margaret River to review the Busselton City Council decision of 11 November 2015 and consider a report from Officers in late January 2016.
2. Subject to endorsement of the concept from Shire of Augusta Margaret River, officers from both local governments to collaborate on items 2(a, b and c) including discussions with Margaret River-Busselton Tourism Association and Margaret River Wine Association on a content plan for information bays with both local governments to be responsible for infrastructure and the signage to include their respective logos;
3. Identify out of date signage as part of the project scope; and
4. City of Busselton officers to meet with the Margaret River Wine Association to present the proposed improvements and both local governments to collaborate with the wine association on a proposed wine industry entry statement.

CapeROC

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10 December 2015

7.3 VERBAL UPDATE - REGIONAL CENTRES DEVELOPMENT PROGRAM

REPORTING OFFICER: Economic and Business Development Coordinator - Jon Berry
ATTACHMENTS: Nil

- The City of Busselton has been included in tranche two of a new program which is designed to develop growth plans for regional centres. The Regional Centres Development Plan aims to provide \$16 million over four years to assist nine regional centres strengthen their capability to grow business, investment and jobs. Tranche one of the program includes Broome, Greater Bunbury, Greater Geraldton and Kalgoorlie to be completed by 1 October 2016. A second tranche of \$8.5 million is proposed to include Albany, Busselton, Carnarvon, Kununurra and Mandurah.

7.4 VERBAL UPDATE - CAPES REGION HIGHER EDUCATION STRATEGY

REPORTING OFFICER: Economic and Business Development Coordinator - Jon Berry
ATTACHMENTS: Nil

- The Central Queensland University has expressed interest in developing a strategy for service delivery into the Capes Region as the University is looking at growing its presence in WA. Busselton is being considered as a study hub location, not a full campus with the emphasis being on on-line delivery supported by tutorial sessions and some teaching should there be sufficient student numbers in a particular study discipline.

CapeROC

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10 December 2015

5. **REPORTS**

5.1 **CAPEROC BUDGET 2015/16**

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

PRÉCIS

The following is provided as information of current budget commitments for CapeROC approved allocations, 2015/16.

2015/2016 CapeROC Approved Projects	Approved Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Total Expenditure	Comments
Calendar of Events	17,500	8,750.00	8,750.00	17,500	Final year of a three year contract (2013/14-2015/16) concluded.
Waste Management / Regional Landfill Investigations	30,000	15,000	15,000	30,000	Contract with Talis Consulting (\$48,740) concluded
Tourism Directional Signage and Roadside Visitor Information Bays	20,000	10,000	10,000	0	
Total Budgeted for 2015/16 Projects	67,500	33,750	33,750		
Remaining allocation for 2015/16 Projects	32,500	16,250	16,250		

RECOMMENDATION

That the CapeROC budget is noted.

ENDORSED

CapeROC

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10 December 2015

5.2 CAPEROC ADMINISTRATION AND FINANCIAL REPORTING DUTIES

REPORTING OFFICER: Strategic Projects Officer - Tracey King
ATTACHMENTS: Nil

IN BRIEF

As per the CapeROC *Terms of Reference*, administration and financial reporting duties for CapeROC is conducted by the organisation from which the Presiding Member is appointed. The role of Presiding Member, being the Mayor or President of the organisation, is rotated on an annual basis.

CAPEROC

* *Re-established on 9 October, 2013.*
Terms of Reference

5.0 Presiding Member

The role of Presiding member shall be rotated between the Shire and the City on an annual basis and the administration of the meetings will be conducted by the organisation from which the Presiding Member is appointed.

Historically, changeover has occurred at the end of the calendar year and would be due to be passed over from the City of Busselton to the Shire of Augusta-Margaret River at some time between conclusion of November 2015 and prior to February 2016 meetings.

For ease of financial and administration reporting; in particular reconciliation of the budget for CapeROC funded projects; it is proposed that changeover of the Presiding Member and the associated administrative responsibility occur on an annual financial year rotation.

As CapeROC meetings are generally held in the months of February, May, August and November this would result in the City of Busselton retaining responsibility for the February 2016 and May 2016 meetings, with handover to the Shire of Augusta-Margaret River to occur prior to the August 2016 meeting.

RECOMMENDATION

That:

1. CapeROC endorse that responsibility of Presiding Member and associated administration duties for CapeROC be rotated on an annual financial year basis;
2. The City of Busselton retains current responsibility; with changeover to the Shire of Augusta-Margaret River to occur prior to the August 2016 meeting; and
3. CapeROC endorse the below proposed meeting dates for 2016:

Friday, 5 February 10am Community Resource Centre, Meeting Room 1, 21 Cammilleri Street, Busselton
Friday, 20 May 10am Community Resource Centre, Meeting Room 1, 21 Cammilleri Street, Busselton

Friday, 19 August 10am Shire of Augusta-Margaret River Civic Administration Centre, 41 Wallcliffe Road, Margaret River
Friday, 18 November 10am Shire of Augusta-Margaret River Civic Administration Centre, 41 Wallcliffe Road, Margaret River

ENDORSED

CapeROC

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10 December 2015

6. **MAJOR PROJECT UPDATES**

REPORTING OFFICERS: Chief Executive Officer, Busselton - Mike Archer
Chief Executive Officer, Augusta- Margaret River – Gary Evershed
Director, Community and Commercial Services, Busselton –
Naomi Searle

Updates on the below topics were provided to CapeROC members:

- Busselton Margaret River Regional Airport Update – Naomi Searle
Information only – no action required
- Busselton Foreshore & Civic and Administration Building Updates – Mike Archer
Information only – no action required
- Augusta - Margaret River Projects Update – Gary Evershed
New Primary School, Old Settlement, Augusta Boat Harbour Trail, Perimeter Road, Main Street, Wadandi Track – Extension to Redgate Road, Cultural Centre Refurbishment, Turner Caravan Park, Cowaramup Streetscape Works & Development Activity Report

ACTION – Tracey King to prepare letter of support from the City of Busselton for the Cultural Centre Refurbishment project.

CapeROC

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10 December 2015

7. GENERAL UPDATES

Note: General Updates were presented earlier in the meeting, following Item 4 of the agenda.

CapeROC

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10 December 2015

8. **GENERAL DISCUSSION ITEMS**

8.1 **REVIEW OF CAPEROC TERMS OF REFERENCE**

The review was not undertaken due to time constraints.
However, the Terms of Reference will be updated to reflect the administration change to an annual financial year basis which was endorsed at Item 5.2 of the agenda.

9. **NEXT MEETING DATE**

Friday 5 February 2016

10. **CLOSURE**

The meeting closed at 12.40pm.

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

DATE: _____

PRESIDING MEMBER:

3. PRESENTATIONS

Nil

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

- District tours (concept supported at 21 August 2015 meeting)
Planning of the tours to be reconsidered in the future when major projects are closer to completion.

5. GENERAL UPDATES

REPORTING OFFICERS: Events Coordinator, Busselton - Peta Tuck
Economic Development Officer, Busselton – Ross Montgomery

ATTACHMENTS: Attachment A MRWR Entry Statement press Release
Attachment B MRWR Entry Statement - Call for Creative Concepts

- Verbal Update – Gran Fondo World Series Cycling Event
Events coordinator, Peta Tuck
- Verbal Update – Tourism Directional Signage
Ross Montgomery, Economic Development Officer



MARGARET RIVER WINE

PRESS RELEASE

Competition for Large Scale Public Art Installation at Gateway to Margaret River Wine Region

In the lead-up to the Margaret River Wine Region's 50th Anniversary celebrations, key stakeholders have joined forces on an inspiring Entry Statement Project. The Entry Statement will be a large scale public art installation located at the northern entry point to the Margaret River Wine Region. Its purpose is to capture the imagination and provide the visitor with a symbolic gateway to the wine region, connecting them with relevant geographical information and guiding them along a captivating Public Art Trail. This Project will combine contemporary public art with interpretive signage and digital media.

The proposed location for the Entry Statement is at the current Information Bay & Rest Area (Main Roads Reserve) on the Busselton Bypass, just east of the Vasse Roundabout at the Bussell Hwy junction. The associated Public Art Trail will feature at various 'satellite' locations throughout the Margaret River Wine Region.

Naturally the Entry Statement and Public Art Trail will aesthetically have strong links to the subject of the vine and wine, and will reinforce the collective Margaret River Wine 'Story'. Tie-ins will occur with interpretive signage and the use of digital media across the region in conjunction with cornerstone stakeholders such as the Margaret River Busselton Tourism Association.

Projects such as this are complex and take time to bring to fruition (this is still in the early conceptual stage), however organisers are optimistic it will move forward given the level of strong stakeholder support across the region.

The Project's Action Group (Steering Committee) involves representatives from the Margaret River Wine Association, Margaret River Busselton Tourism Association, City of Busselton, Shire of Augusta Margaret River, South West Development Commission, Emergence Creative Festival, Margaret River Region Open Studios, regional industry, Wines of Western Australia and the Liberal Member for Vasse, Libby Mettam.

Stage One of the Project involves a Competition, open to visual artists and designers from various disciplines, to come up with a Creative Concept (illustrative and textual) for the Entry Statement. The Competition will be promoted and facilitated via the Emergence Creative Festival 2016. Interested parties can download a detailed Competition Brief at www.margaretriverwine.info and attend an Information Session on Wednesday 16th March at the Margaret River Education Campus Boardroom, starting 2.00pm. This session, which will be video recorded, will be available for viewing via the same website.

For further details: Contact Liz Mencil (Project Lead) on mrwa@margaretriverwine.info or Mobile: 0422 910 424

- 1 -

CALL FOR CREATIVE CONCEPTS

FOR LARGE SCALE PUBLIC ART INSTALLATION



MARGARET RIVER WINE

Margaret River is a stunning, world-class wine region, capable of producing some of Australia's finest wines. In the lead-up to the region's 50th Anniversary celebrations, key stakeholders have joined forces on an inspiring Entry Statement Project. The Entry Statement will be a large scale public art installation located at the northern entry point to the Margaret River Wine Region. Its purpose is to capture the imagination and provide the visitor with a symbolic gateway to the wine region, connecting them with relevant geographical information and guiding them along a captivating public art trail. This Project will combine contemporary public art with interpretive signage and digital media.

We invite entries from visual artists and designers of various disciplines to present a CREATIVE CONCEPT for the Entry Statement, both illustrative and textual, that can be further developed by an appropriate design/construction agency or collective.

THE BRIEF

Entries are accepted from local, interstate and international artists/designers. The winner shall consult with the chosen design/construction agency.

Entries shall include:

- A completed Application Form.
- An illustration, 3D model or other artistic rendering of the proposed Entry Statement.
- The words "Margaret River Wine" featured on the Entry Statement.
- A description of the Entry Statement, the materials/elements used, construction methods, dimensions, how it sits within its immediate environment and other details relevant to the submission.
- A level of detail commensurate with an initial CREATIVE CONCEPT (versus a finished plan).
- The above may be presented in a hard copy or digital format.

The winning Entry Statement concept will be selected based on its ability to:

- Communicate the essence of Margaret River wine.
- Provide a platform for the regional public art trail.
- Be constructed as a permanent installation.
- Render in a large-scale, highly visible format.
- Create an attractive, contemporary, inspiring public art space and visitor experience.
- Work within its specific location/environment, together with associated interpretive signage.
- Engage the wine industry and community.

The Entry Statement can make use of a variety of materials, visual elements, associated landscaping and digital media to achieve the desired objectives. The only limits are your imagination, an estimated budget of \$100,000 to \$500,000 and the ability to construct the Entry Statement (or reach a significant milestone) by August 2017.

The physical location is at the current Information Bay & Rest Area (Main Roads Reserve) on the Busselton Bypass, just east of the Vasse Roundabout at the Bussell Hwy junction (see map next page). The associated public art trail will feature at various 'satellite' locations throughout the Margaret River Wine Region.

WHAT NEXT

- Attend the Information Session at Emergence Creative Festival 2016 - Wed 16/03/16 at 2.00pm, at the Margaret River Education Campus Boardroom.
- A self-led site visit is advised to gain a full appreciation of the physical environment.
- Download an Application Form with Terms & Conditions at www.margaretriverwine.info.
- Submit your entry by 5.00pm AWST on Friday 17th June, 2016.
- The winning entrant will be contacted by 5.00pm AWST on Friday 15th July, 2016.
- A total prize pool to the value of \$8,000 will be awarded for the selected CREATIVE CONCEPT (comprising \$5,000 cash and \$3,000 worth of Margaret River wines).

ENTRY STATEMENT SITE

The map below shows the proposed Entry Statement site at the northern entry point to the Margaret River Wine Region, located in the south west of Western Australia. To view the site on Google Maps, search for "Information Bay & Rest Area, Busselton Bypass".



CONTACT INFO

Contact mrwa@margaretriverwine.info for more details.



6. REPORTS

6.1 MARGARET RIVER WINE – 50TH ANNIVERSARY BUDGET ALLOCATION REQUEST FOR 2016/17

REPORTING OFFICER: Marketing and Events Officer, Augusta Margaret River – Cristina Smith / Amanda Russell

ATTACHMENTS: Nil

IN BRIEF

- 2017 marks the 50th year of the Margaret River Wine Association
- CAPEROC is required to consider funding an initiative that celebrates the history of the Margaret River Wine appellation and helps to inform and educate the community and our visitors
- The requested contribution is \$20,000 in the 2016/17 budget

BACKGROUND

CAPEROC is requested to provide \$20,000 for the progression of the 50th year of Margaret River Wine celebratory projects to complement the 50th year celebrations by the Margaret River Busselton Tourism Association and the Wine Industry Association.

The funding is to be used to better document the history of the wine region and capture the personal stories of the founding viticulturist and wine producers and their direct descendants before they became lost and forgotten through the passing of the older generations, through the changeover of vineyard and winery ownership/management and through the closure of old and opening of vineyards/wineries.

An idea for the project is that these stories can then be reproduced online or in book formats for the consumption of the general public, or celebrated and communicated through a public event, program or initiative that is identified by officers.

Co-sponsorship of the published works will be sought by other stakeholders, wineries and industry to assist with the execution of the initiative.

OFFICER DISCUSSION

It is proposed that following CAPEROC's allocation of the funds that Shire of Augusta Margaret River and City of Busselton officers work to identify project scope and costing for final determination by CAPEROC. The project should include:

- A focus a the historical aspect of the wine region
- Opportunity to document important the wine history of the region
- Opportunity for community involvement and education
- Promotion of Margaret River Wine brand to external audience
- Promotion of Margaret River for destination awareness
- Brand awareness of the Margaret River brand for the purposes of investment and trade

The initiative must be delivered in 2017, in consultation with the MRWIA and MRBTA and other key stakeholders.

OFFICER RECOMMENDATION

That CAPEROC allocate \$20,000 from the 2016/17 budget for a historical initiative celebrating the 50th anniversary of the Margaret River Wine Association.

6.2 MARGARET RIVER REGION CALENDAR OF EVENTS - BUDGET UPDATE AND FUNDING REQUEST

REPORTING OFFICER: Marketing and Events Officer, Augusta Margaret River – Cristina Smith / Amanda Russell

ATTACHMENTS: Nil

IN BRIEF

- CAPEROC is required to note the Calendar of Events budget for the 2015/16 financial year
- CAPEROC is required to consider the ongoing funding the Margaret River Region calendar of events
- CAPEROC has the option of funding the calendar \$25,000 for a one-year term or \$67,500 over three years (\$22,500 per financial year for 2016/17, 2017/18 and 2018/19) pending the adopting of the each local government's budget for the respective year.

2015/16 SUMMARY

The calendar remains a popular initiative and is well received by locals and visitors alike with very few calendars available by April each year. This a suitable date to have all hardcopy calendars disseminated due to new events being continually added to the online edition and details of other events changing.

The online events calendar is in the top five of most frequently visited sections of the margaretriver.com website.

The 2015/16 Calendar was delivered to budget as per below.

2015/2016 Calendar	Total Expenditure \$
Inserts	981.82
Inserts	272.73
Printing (noting overpayment in 2014/15)	9,483.00
Web developer	140
Design	1,798.75
Web developer	280
Design	1,797.85
Maintenance - photography, hosting, data entry	2,745.85
TOTAL	17,500

**City of Busselton has invoice AMR Shire 50% of invoices received to date.*

HISTORY

In 2010/11, 2011/12 and 2012/13, CAPEROC allocated \$20,000 per annum for the design, print and production of the CAPEROC Calendar of Events.

In April 2013, CAPEROC approved an allocation of \$60,000 over three years (\$25,000 in 2013/14, \$17,500 in 2014/15, \$17,500 in 2015/16) for the production of the CAPEROC Calendar of Events.

The cost savings achieved by awarding the design and print contracts over a three year period provided for savings on the production of the hard copy calendar and allowed for the establishment of a CAPEROC Calendar of Events (since renamed the Margaret River Regional Calendar of Events) website.

In January 2016, the Shire of Augusta Margaret River and the City of Busselton signed a MOU with Margaret River Busselton Tourism Association (expiring 2020) to allow MRBTA to house web content

within the margaretriver.com website, while permitting the local governments to take feeds of the information to their respective websites.

This arrangement has resulted in a high effective consolidation of resources and a reduction in local government officer time in producing the calendar at no additional cost.

NEW FUNDING REQUEST

Due to the popularity of the calendar costings for its continuance in both print and online format have been sought for CAPEROC's consideration.

Costings for print and design services have had minimal increases since the awarding of the three year contract in 2013/14. The cost of newspaper inserts, web maintenance and images has also marginally increased over the last 12 months.

In addition, the growth of events in the both of the Local Government Areas, and the increase of listings as a result of the online listings system requires an increased of the size of the calendar to meeting readability standards to 210cm x 210cm (previously produced as A5).

Cost projects for one year is projected as follows:

CAPEROC Calendar budget - 1 year contract	
Service	Proposed spend per edition
	2017
Stock images	600
Photography	800
Data entry contractor	1500
Design	6000
Printing	12500
Delivery	1800
Website maintenance	1800
	25000

The cost projection over three years based on multi-year print and design contracts is as follows:

CAPEROC Calendar budget - 3 year contract				
Service	Proposed spend per edition			
	2017	2018	2019	
Stock images	600	600	600	
Photography	800	800	800	
Data entry contractor	1500	1500	1500	
Design	6000	2250	2250	
Printing	12500	12500	12500	
Delivery	1800	1800	1800	
Website maintenance	1800	1800	1800	
	25000	21250	21250	67500

Due to the nature of the project the spends for the project are balanced over the calendar years as opposed to the financial years. For CAPEROC budgeting purposes, in the event of a three-year

contract it would be most suitable to provide equal contributions of \$22,500 per financial year for each 2016/17, 2017/18 and 2018/19 (total of \$67,500).

OFFICER RECOMMENDATION

It is recommended CAPEROC approve \$22,500 per annum for 2016/17, 2017/18 and 2018/19 for the continuance of the Margaret River Region Calendar of Events.

6.3 CAPEROC BUDGET

REPORTING OFFICER: Strategic Projects Officer, Busselton - Tracey King
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.

Table 1. is provided as an overview of the 2015/16 CapeROC budget allocations.

Table 1: 2015/16 Budget Allocation and Expenditure

2015 CapeROC Projects	Approved Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Total Expenditure to date \$	Comments
Calendar of Events 2015/16	17,500	8,750	8,750	17,500	
Waste Management / Regional Landfill 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		

Notes relating to 2015/16 allocations and expenditure:

- It is anticipated that by close of the financial year, total expenditure will be \$47,500 (\$23,750 each).
- The amount of \$32,500 (\$16,250 each) remains unallocated.
- No funds have been expended on the Tourism Directional Signage Project.

CapeROC is asked to identify projects to be funded from the 2016/17 budget allocation of up to \$100,000.

The entire budget does not need to be allocated at this meeting and may be allocated throughout the financial year as worthy projects arise.

OFFICER RECOMMENDATION

1. That: CapeROC receives the information provided in the 2015/16 budget report.
2. The Shire of Augusta Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets 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 2016/17 CapeROC budget:

Project: Amount;; Project: Amount;

Project: Amount;; Project: Amount;

Project: Amount;; Project: Amount;

7. MAJOR PROJECT UPDATES

REPORTING OFFICERS: Chief Executive Officer, Busselton - Mike Archer
A/Chief Executive Officer, Augusta Margaret River – Annie Riordan
Director, Engineering and Works Services, Busselton - Oliver Darby
Manager Waste and Fleet Services, Busselton - Vitor Martins

ATTACHMENTS: Nil

7.1 BUSSELTON MARGARET RIVER REGIONAL AIRPORT UPDATE

Mike Archer (For Naomi Searle)

7.2 BUSSELTON FORESHORE & CIVIC AND ADMINISTRATION BUILDING UPDATES

Mike Archer

7.3 WASTE MANAGEMENT UPDATE: TRANSFER STATION, LAND FILL SITE & REGIONAL WASTE

Oliver Darby & Vitor Martins

7.4 STATE BUDGET ANNOUNCEMENTS

Annie Riordan

Specific South-West projects funded in the 2016-17 State Budget through Royalties for Regions and forward estimates released include:

- \$58.26 million for the Margaret River Perimeter Road
- \$5.49 million to redevelop the main street in Margaret River

8. GENERAL DISCUSSION ITEMS

9. NEXT MEETING DATE

19 August 2016 - Augusta Margaret River Civic Administration Centre

10. CLOSURE