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

CITY OF BUSSELTON

**MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING HELD ON
9 FEBRUARY 2018**

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MINUTES

MINUTES OF A MEETING OF THE A MEETING OF THE BUSSELTON CITY CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 9 FEBRUARY 2018 AT 10.05AM.

1. ATTENDANCE AND APOLOGIES

Members:

Cr Grant Henley, Mayor, Busselton
Cr Pam Townshend, Shire President, Augusta Margaret River
Cr Kelly Hick, Busselton
Cr Ross Paine, Busselton
Cr Naomi Godden, Augusta Margaret River
Cr Julia Meldrum, Augusta Margaret River (From 10.20am)
Mr Mike Archer, Chief Executive Officer, Busselton
Mr Gary Evershed, Chief Executive Officer, Busselton (Until 12.35pm)

Officers:

Ms Annie Riordan, Director, Corporate and Community Services, Augusta Margaret River (Until 12.35pm)
Mr David Nicholson, Manager Asset Services, Augusta Margaret River (Until 10.45am)
Mr Daniell Abrahamse, Manager, Engineering and Facilities Services, Busselton (From 10.15am Until 10.45am)
Ms Tracey King, Strategic Projects Officer, Busselton
Mrs Katie Banks, Executive Assistant to Council, Busselton

Observers:

Anne Banks McAllister, Regional Capacity Building Manager, WALGA (Until 12.40pm)

Apologies:

Cr John McCallum, Busselton
Cr Mike Smart, Augusta Margaret River
Tony Brown, Executive Manager Governance & Organisational Services, WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017

CAPEROC DECISION

CAP1802/012 Moved Councillor Townshend, seconded Councillor Henley

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017 be confirmed as a true and correct record, subject to the removal of the redundant word 'for' from the second line within the In Brief section of Item 5.1.

CARRIED 6/0

3. PRESENTATIONS

Anne Banks McAllister, Regional Capacity Building Manager, WALGA gave an update on WALGA associated matters.

10.15am At this time the Manager, Engineering and Facilities Services entered the meeting.

10.20am At this time Councillor Julia Meldrum entered the meeting.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

5. REPORTS

5.1 CAPEROC REGIONAL TRAILS STRATEGY

RESPONSIBLE OFFICER: Manager Asset Services – David Nicholson, Augusta Margaret River
ATTACHMENTS: Attachment A Leeuwin Naturaliste Regional Trails Strategy [⇒](#)

IN BRIEF

At its November 2017 meeting, CapeROC resolved: *That CapeROC appoint Augusta Margaret Shire to proceed with RFQ's to prepare a Capes Regional Trails Strategy and report back to CapeROC with results at the next CapeROC meeting.*

BACKGROUND

The need for the strategy was discussed at the February 2017 CapeROC meeting.

COMMENT

Following the November 2017 meeting, officers from the two local governments met to discuss the scope of the project. Officers agreed that for the available budget of \$30,000, the project should be restricted to land-based non-motorised trails - walk, cycle and equestrian. If required, a second and later phase of the project could consider the other types of trails - drive (2WD and 4WD), trail bike, paddle and dive/snorkel.

It was agreed that the project should focus on the following:

- Documenting and mapping of all existing land-based trails
- Identifying the need and justification for additional trails, identified through consultation with stakeholder and user groups
- Identifying the need for and possible location of trail towns, trail centres , trail networks and supporting infrastructure
- Maintenance and governance requirements

A draft consultant's brief was subsequent prepared – refer to attachment.

In order to comply with the AMR Shire's procurement policy, three quotations are required. Officers identified three consultants that have suitable experience and some local knowledge.

RECOMMENDATION

That CapeROC:

1. Endorse the consultant's brief.
2. Authorise the Shire of Augusta Margaret River to prepare a Request for Quotation document and invite quotations from three suitably qualified and experienced consultants.

Note: Members were supportive of the appointment of one Councillor from each Local Government to the project reference group .

CAPEROC DECISION

CAP1802/013 Moved Councillor Paine, seconded Councillor Hick

That CapeROC:

1. Endorse the consultant's brief;
2. Authorise the Shire of Augusta Margaret River to prepare a Request for Quotation document and invite quotations from three suitably qualified and experienced consultants; and
3. Authorise each Local Government invite one Councillor to be a representative of the project reference group.

CARRIED 6/0

10.45am At this time the Manager, Engineering and Facilities Services, Busselton and the Manager, Asset Services, Augusta Margaret River left the meeting and did not return.

5.2 CAPEROC BUDGET UPDATE

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 \$50,000 of their respective budgets (\$100,000 in total) towards CapeROC approved regional economic development initiatives. Table1. is provided an overview of the 2017/18 CapeROC budget allocations and expenditure to date:

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	9,250
Trail Development	30,000	15,000	15,000	
MRBTA Cabin Fever	20,000	10,000	10,000	20,000
Tourism Signage	30,000	15,000	15,000	
Recoup of Art Trail Funds - MR Wine Industry	-27,000	-13,500	-13,500	-27,000
Total Budgeted	73,900.00	50,450.00	50,450.00	40,900
Total Remaining	26,100.00	49,550.00	49,550.00	70,750.00

COMMENT

This report is provided for CapeROC committee information.

CAPEROC DECISION AND OFFICER RECOMMENDATION

CAP1802/014 Moved Councillor Hick, seconded Councillor Meldrum

That CapeROC:

Receives the information provided in the 2017/18 budget update report.

CARRIED 6/0

6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS

6.1 MAJOR PROJECT UPDATES

Mike Archer, Chief Executive Officer, Busselton updated members on the progress of the Busselton Margaret River Airport project and the Presiding member provided an update on the Busselton Foreshore project.

Gary Evershed, Chief Executive Officer, Augusta Margaret River updated members on the main street upgrade Youth Precinct projects and the progress of the construction of the Perimeter Road.

Note: Major Policy and Strategy Updates to be provided when necessary as part of the Major Project Updates at future meetings.

7. BRAINSTORMING SESSION - SETTING A STRATEGIC AGENDA FOR FUTURE CAPEROC INITIATIVES

List of Initiatives submitted prior to the meeting:

1. *Waste strategies*
2. *Renewable energy opportunities*
3. *Bushfire mitigation and cross boundary services*
4. *Airport opportunity capitalisation*
5. *Seasonal worker challenges*
6. *Climate change adaptation across all four quadrants of sustainability- economic, environmental, social and cultural*
7. *Coordinated mapping of fire risk areas*
8. *Advocate for greater authority for local councils*
9. *Conservation of native forests*
10. *Environmental restorative works we could undertake together e.g. arum lily control*
11. *Takeaway coffee cup reduction through Responsible Cafes program*
12. *Advocate to the WA Govt for development of more public housing in AMR and Bsn (both communities are drastically under-resourced)*
13. *Advocate to WA Govt for more funding for mental health services*
14. *Extend the train line from Bunbury to Bsn and MR/potentially also Augusta*
15. *Joint research study into the limits of growth - identifying the most sustainable population and tourism numbers for the Cape to Cape region; analysing the environmental, social, cultural and economic impacts of the projected population figures and predicted tourism numbers as outlined in the LNRSRPS; and strategies for how these impacts can be mitigated.*
16. *Capel to Busselton - dual carriage of Hwy*
17. *Holiday homes treatment/approach ?alignment*
18. *Professional Development collaboration - elected members and staff*
19. *Ideas to promote the Airport as domestic flights will be possible in Oct/Nov*
20. *Is our region RV/Caravan friendly - enough overnight stop points etc.*
21. *Provision of coastal amenities , i.e. boat ramps across Capes Region*
22. *Town Planning schemes alignment*
23. *Marketing of airport and tourism generally*
24. *Wadandi Track (Rails to Trails project)*
25. *Signage (Tourism)*
26. *In the future Performing Arts visitations (when we have a theatre)*
27. *Co Sharing of professional staff*
28. *Development of a health plan co jointly with shared resourcing*

12.35pm At this time the Chief Executive Officer, Augusta Margaret River and Director, Corporate and Community Services Augusta Margaret River left the meeting and did not return.

12.40pm At this time the Regional Capacity Building Manager, WALGA left the meeting and did not return.

DISCUSSION OUTCOME

The Committee discussed a range of issues and initiatives as per the above list and reached a general consensus that the three significant areas of commonality between both Local Governments were:

1. Waste management
2. Water consumption / future proofing water reserves
3. Bushfire mitigation / risk management

Members agreed that any other matters can be raised at WALGA South West Zone meetings or by individual Local Governments via the presentation of a report for CapeROC consideration.

8. NEXT MEETING DATE

11 May 2018, City of Busselton Administration

9. CLOSURE

The meeting closed at 12.37pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 9 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON .

DATE: _____

PRESIDING MEMBER: _____