



CapeROC

**Capes Region Organisation
of Councils**

MINUTES

23 March 2021 at 10.10 am

Meeting held in Margaret River

MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING
HELD ON 23 MARCH 2021 AT 10.10 AM AT THE SHIRE OF AUGUSTA MARGARET RIVER

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1. ATTENDANCE AND APOLOGIES**ATTENDANCE**

Chairperson:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
Members:	Cr. Paula Cristoffanini	Councillor, Shire of Augusta Margaret River
	Cr. Grant Henley	Mayor, City of Busselton
	Cr. Kelly Hick	Deputy Mayor, City of Busselton
	Cr. Kate Cox	Councillor, City of Busselton
	Ms. Stephanie Addison-Brown	CEO, Shire of Augusta Margaret River
	Mr. Mike Archer	CEO, City of Busselton
Secretariat	Ms. Clare Tansley	CEO EA, Shire of Augusta Margaret River
Officers:	Ms. Julie Rawlings	Strategic Projects/Grants Officer, City of Busselton
	Mr. David Nicholson	Manager Assets, Shire of Augusta Margaret River
	Mr. James Shepherd	Director Corporate and Community Services, Shire of Augusta Margaret River
	Mr. Nick Logan	Director Sustainable Development and Infrastructure, Shire of Augusta Margaret River

APOLOGIES

Cr. Kylie Kennaugh	Councillor, Shire of Augusta Margaret River
Mr. Tony Brown	Executive Manager Governance & Organisational Services, WALGA

2. CONFIRMATION OF MINUTES**2.1 Minutes of the meeting of CapeROC 18 November 2020**

20201118 CapeROC
Minutes with attach

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CAPEROC DECISION:

Moved Cr. Hick **Seconded** Mayor Henley

That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

3. PRESENTATIONS/GUESTS

Nil

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
Draft Leeuwin Naturaliste Regional Trails Strategy	Mr. David Nicholson, Shire of Augusta Margaret River	Draft strategy closed for comments on 15 February 2021.

- Mr. David Nicholson advised that the Shire of Augusta Margaret River received 31 submissions and 6 letters in response to the draft Leeuwin Naturaliste Regional Trails Strategy. Many comments related to the environment and suggested greater protection of rare flora and environmentally sensitive areas such as Meelup. A number of responses asked for improved maintenance of current trails. The responses were generally against high quality accommodation being provided.
- The Cape to Cape track is in need of investment and has only been upgraded in part. Discussions with the State Government regarding the transfer of management are ongoing.
- Undalup did not provide feedback and some responses also queried the extent of Aboriginal consultation.
- Extensive consultation was completed with the National Trust and DBCA before work began on the Wadandi track in 2012.
- David Nicholson will liaise with his counterpart at the City of Busselton, Brendan McNally and an update to inform the Councils will be prepared.

RECOMMENDATION

That CapeROC notes the progress on the Draft Leeuwin Naturaliste Regional Trails Strategy.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC notes the progress on the Draft Leeuwin Naturaliste Regional Trails Strategy

CARRIED UNANIMOUSLY

5. GENERAL UPDATES**5.1 CapeROC Budget Update**

RESPONSIBLE OFFICER	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Clare Tansley, Executive Assistant (SAMR)
ATTACHMENTS:	Nil.

IN BRIEF

In 2020-21, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 each (\$80,000 in total) towards CapeROC approved regional initiatives. This table itemises budget commitments for 2020-21.

Table 1.

PROPOSED 2020-21 CapeROC Projects	In principle Allocation \$80,000	Expenditure (SAMR) \$40,000	Expenditure (CoB) \$40,000	Comments
My Community Directory	20,406.50	10,203.25	10,203.25	Invoices paid. Final year.
Our Unbeaten Tracks Project	20,000.00	10,000.00	10,000.00	Invoices paid. Progress update to CapeROC on 18/11/2020.
Total Allocated	40,406.50	20,203.25	20,203.25	
Total Unallocated	39,593.50	19,796.75	19,796.75	

RECOMMENDATION

That CapeROC notes budget commitments for 2020-21.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Hick

That CapeROC notes budget commitments for 2020-21.

CARRIED UNANIMOUSLY

6. REPORTS**6.1 Review of CapeROC MOU**

MOU 2021.docx

IN BRIEF

The Shire of Augusta Margaret River and the City of Busselton (the Councils) have agreed to review the structure and frequency of CapeROC meetings. The CapeROC Terms of Reference were last reviewed on 18 August 2017 and the Councils are now of the view that formal quarterly CapeROC meetings are no longer required to progress project outcomes. This report recommends that the Councils sign the revised MOU which commits the Councils to continuing to work together on projects and meet informally with all Councillors twice a year.

BACKGROUND

In 2009 the Councils began meeting as Capes Region Organisation of Councils (CapeROC) and in 2013 a formal Voluntary Regional Organisation of Councils (VROC) was established. Other than to approve

proposals that are presented to CapeROC, which are consistent with the Objectives of the Committee, CapeROC decisions were not binding on the two Councils and needed to be ratified by the Councils.

Date	Decision
25 November 2009	C0911/410
12 October 2011	C1110/315
9 October 2013	C1310/267 Establishment
21 October 2013	SC1310/186 Membership
18 August 2017	CAP1708/005 Review

REVIEW

The current CapeROC MOU objectives are as follows:

- To explore opportunities to foster Economic Development in the Capes Region;
- To explore avenues to foster tourism in the Capes Region and improve the coordination of major regional events;
- To safeguard, strengthen and grow the Margaret River and Busselton brands;
- To explore opportunities to undertake projects of mutual benefit to the Shire and the City e.g. Rails to Trails network; joint waste management facilities; joint funding of infrastructure requirements;
- To develop opportunities to undertake capacity building activities for Councillors and staff in the Shire and the City;
- To explore opportunities to develop funding submissions on a regional basis;
- To evaluate possible resource sharing arrangements between the Shire and the City;
- To identify skill shortages and to undertake workforce planning on a regional basis;
- To explore opportunities to simplify and standardise policies in the region where appropriate;
- To consider the feasibility of establishing a Capes Regional Council.

CapeROC's main limitation is that the committee has no strategic decision-making ability. Only three Councillors from each Council attend meetings and therefore anything of note is usually presented again at separate Council briefings or meetings at a later date which creates duplication and time delays. The two Councils work continually and closely on many projects and the requirement for a formal quarterly meeting is not beneficial to delivery of project outcomes. The proposed new format will have a lesser requirement on Councillor and Officer time spent on meetings, administration and travel.

It is therefore proposed that the objectives are simplified and amended to -

- Share information that can impact on both communities.
- Maximise grant opportunities that benefit the Capes region.
- Maximise opportunities that are not necessarily finance related that benefit both local communities.
- Provide support in emergency situations at the request of the affected Council.
- Establish project teams when required and nominate offices from each Council to participate.
- Each Council to engage its best endeavours to seek alignment on issues

The membership of the CapeROC is currently:

1. The President of the Shire of Augusta Margaret River;
2. The Mayor of the City of Busselton;
3. Two Councillors appointed by the Shire and two Councillors appointed by the City;
4. The CEO of the Shire and the CEO of the City.

It is proposed that rather than continuing with a formal committee structure, the two Councils seek to meet twice a year to informally discuss matters of mutual interest and present on key matters

affecting each Council. All Councillors will be invited to attend meetings, and Councils will alternate hosting meetings. Officers from each Council will continue to work on initiatives and provide updates to their own Council and/or the informal CapeROC meetings as required.

RECOMMENDATION

That CapeROC members –

1. Agree to discontinue participation in the Voluntary Regional Organisation of Councils and adopt an informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.

Following a discussion the recommendation was amended to –

That CapeROC members recommend to their respective Councils to –

1. Agree to discontinue the current formal meeting structure for CapeROC and adopt and informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.
3. Following formal Council resolutions, write to WALGA advising of the decision.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC members recommend to their respective Councils to –

1. Agree to discontinue the current formal meeting structure for CapeROC and adopt and informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.
3. Following formal Council resolutions, write to WALGA advising of the decision.

CARRIED UNANIMOUSLY

7. GENERAL DISCUSSION ITEMS

7.1 Key Project Update

Officers provided verbal updates in regard to the following initiatives: -

Initiatives for the 2020-21	Lead Officer	
	SAMR	CoB
1. Unbeaten Tracks Project	Nick Logan	Naomi Searle
2. My Community Directory	Jason Cleary	Peta Tuck
3. Tourism Signage	N/A	Jenny May
4. Review of MRBTA funding model	Stephanie Addison-Brown	Naomi Searle
5. Bushfire Risk Management lobbying	Adam Jasper	Tanya Gillett
6. Wadandi Track	David Nicholson	Oliver Darby

1. Unbeaten Tracks Project – A project meeting was held on 4 February 2021 via Teams. The consultant, Tredwell Management, are preparing the draft Master Plan which will include costings for a submission to the State Government.

2. My Community Directory – No new update.
3. Tourism Signage – The City of Busselton is seeking feedback on the trial tourism signage. The project is ongoing.
4. Review of MRBTA funding model – Discussions have been held with MRBTA and the two Councils. City of Busselton have a three-year agreement with MRBTA, and it was agreed by all parties that the Shire of Augusta Margaret River should consider their own separate funding model based on Shire of Augusta Margaret River specific criteria. MRBTA have been referred to the Shire of Augusta Margaret River funding round for 2021-22.
5. Bushfire Risk Management lobbying – Update below.
6. Wadandi Track – Progressing as per Council plans.

RECOMMENDATION

That CapeROC notes the verbal updates from Officers on key initiatives for 2020-21.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC notes the verbal updates from Officers on key initiatives for 2020-21.

CARRIED UNANIMOUSLY

7.2 DFES Bushfire Risk Mitigation Coordinator Role



Capes Region
Organisation of Councils



BRMP LG Grant
Agreement - AMR



Bushfire Risk
Mitigation Coordinator

Following the letter sent to DFES by the Chair of CapeROC, Cr. Ian Earl, regarding the need for a continuation of a Bushfire Risk Planning Coordinator, a response has now been received (attached) and a meeting was convened with a DFES representative on Tuesday 9 March 2021. DFES has proposed to continue part funding the position at 50% for a period of 12 months with the two Local Governments requested to meet the other 50% between them (i.e. 25% each). This means for 2021-22, each Council will be asked to allocate approximately \$45,000 (cash and/or in kind) to enable continuation of the resource across the Capes Region for the next 12 months.

- Mr. Nick Logan advised that he and Tanya Gillett from the City of Busselton, met to discuss DFES's proposal and broadly agree on terms.
- If endorsed, the City of Busselton will continue to employ the Bushfire Risk Mitigation Coordinator and work hours will be shared evenly between the Councils. The Councils agree to the remuneration set by DFES and the initial contract term of one year.

RECOMMENDATION

That CapeROC endorses the proposal presented by DFES in principle and refers the budget requests to each Council for final endorsement.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Cristoffanini

That CapeROC endorses the proposal presented by DFES in principle and refers the budget requests to each Council for final endorsement.

CARRIED UNANIMOUSLY

8. CEO UPDATES**1. Update from CEO of the City of Busselton**

- The South West Development Corporation (SWDC) CEO, Mellisa Teede has summarised their three-year Strategic Plan. The region's growth is predicted to continue, and the report outlines six key priorities. The report appears to be Bunbury and Collie centric.
- Jetstar will commence interstate flights between Busselton Margaret River Airport and Melbourne on 26 June. Once flights have commenced, the airline will consider other city services. Rio Tinto are now using larger planes to fly up north and the larger aircraft also have the capacity to fly in interstate. International carriers have also expressed interest, however this isn't possible without customs etc. Firefighting aircraft were temporarily relocated to Busselton Margaret River Airport from the Pearce RAAF base while its runway is being upgraded. Three large aircraft supported Wooroloo during January fires and the airport also received fire retardant from over east. The Commissioner presented the airport staff with a certificate in appreciation for their work during the fires. There is now an argument for firefighting aircraft to have a permanent placement in Busselton.
- The Hilton hotel is currently under construction and the Esplanade hotel is also upgrading their accommodation.
- A contractor has been working overnight during the busy summer period to lay block paving through the Busselton CBD. The project has been well received by the community.
- Mitchell Park will have an \$800K upgrade.
- Busselton Central Shopping Centre have received development approval to double in size.
- The new BPAC is currently out to tender, however there is concern around potential cost increases, especially for steel.
- There are nine JDAP size projects and a four-storey development approved along the foreshore between Busselton and Dunsborough.
- Main Roads are aiming to finish Stage 1 of their works between Capel and Busselton by September 2021. Stage 2 is 12 km and estimated to take 12 months, finishing September 2022. Stage 2 works will disrupt traffic while the three bridges are being constructed. Currently works are 3 months behind schedule.
- Four petrol stations are being proposed in the Busselton CBD with one already approved.

2. Update from CEO of the Shire of Augusta Margaret River

- At the recent District Emergency Management Committee (DEMC) meeting, road use in the region is 20% up on average. This is mainly due to population increases; however, the Easter traffic is expected to be double that of last year with a gridlock expected between Mandurah and Cowaramup.

- Scott River Strategy discussions began in 2018 with many interested stakeholders from the Shire of Augusta Margaret River, the Shire of Nannup, Lower South West Growers Group, Southern Dirt, timber industry leaders, the SWDC and others meeting to determine the future needs of the region. A consultant has prepared an ambitious draft strategy which includes road improvements, infrastructure and accommodation on farms. The Shires are currently working together to refine the strategy so that it can be endorsed by Councils.
- The proposed hotel at Gnarabup has completed two rounds of design review and they are expected to lodge their application to the State Government SDAU in April.
- The Shire has received an application for a large winery and cellar door in Wilyabrup.
- Two small format shopping centres have been approved in Cowaramup, however the site on the north end is required to upgrade civil infrastructure at the intersection with Bussell Highway to order to proceed.
- The third cell at the Davis Road landfill site is complete and now being utilised. The Shire is interested in participating in the South West Regional Waste Group to look at future waste management solutions.

9. DATE OF NEXT MEETING

Informal CapeROC meeting to be hosted by the City of Busselton in the new financial year.

10. CLOSURE

The meeting closed at 11.30 am.