



CapeROC

Capes Region Organisation of Councils

MINUTES

**8 February 2019
10.00 am**

AGENDA OF THE CAPES REGION ORGANISATION OF COUNCILS MEETING
TO BE HELD ON 8 FEBRUARY AT 10:00 AM

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MEETING NOTICE AND AGENDA – 8 FEBRUARY 2019

TO: MEMBERS OF CAPEROC

NOTICE is given that a meeting of the Capes Region Organisation of Councils will be held in Mainbreak Meeting Room at the Shire of Augusta Margaret River Civic Administration Centre, 41 Wallcliffe Road, Margaret River on Friday 8 February, commencing at 10:00am.

Cr Pam Townshend welcomed and introduced all committee members.

1. ATTENDANCE AND APOLOGIES**ATTENDANCE**

Chairperson:	Cr Pam Townshend	Shire President, Shire of Augusta Margaret River
Members:	Cr Naomi Godden Cr Mike Smart Cr Grant Henley Cr John McCallum Cr Kelly Hick	Shire of Augusta Margaret River Shire of Augusta Margaret River Mayor, City of Busselton City of Busselton City of Busselton
Officers:	Mr Dale Putland	Acting Chief Executive Officer, Shire of Augusta Margaret River
	Ms Jennifer May Mr Saul Cresswell Mr Ian McLeod	Manager Commercial Services, City of Busselton Sustainable Economy Officer Coordinator Legal Services
	Ms Eileen de San Miguel	Council Administration Officer, Shire of Augusta Margaret River (Minutes)
	Mr Tony Brown	WALGA

APOLOGIES

Anne Banks-McAllister	WALGA
Ms Jaylene Chambers CEO	Economic Development Coordinator, City of Busselton
Mr Mike Archer	Chief Executive Officer, City of Busselton

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 16 November 2018

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 16 November 2018 be confirmed as a true and correct record.

Minutes accepted Cr John McCallum – seconded Cr Naomi Godden

3. PRESENTATIONS

3.1 WALGA update

Mr Tony Brown introduced key points and update:

- Future of Local Government Forum -230 attendees
 - Local government Act – presented by the Minister
 - Local government Act National
 - Local government Act International
 - Principals Act need to be enforced and not detail, an excellent and informative forum
 - Submissions 22 February 2019 are due and Mr Tony Brown encouraged all officers to lodge
- CEO interviews for Shire of Augusta Margaret River and new CEO will be appointed at a special Council meeting – Dale Putland acting until new CEO is appointed
- Economic Development Progress – Policy Forum held / Economic Development Frameworks to be held proposed in March 2019 / economic development launch in May 2019
- Regional Subsidiaries – lawyers have written new regulations and the Minister supports the current framework.

Shire of Busselton asked does the subsidiaries involve the current councils?

- Mr Tony Brown advised that the councils will be an entity together, the key point of change is the ability to loan money, with an absolute majority and the Minister is required to support, the subsidiary has a charter.
- Provision of Health Services 19 February 2019 Health Awareness and Aboriginal Health being held in connection with St Johns Ambulance.
- Acting CEO Dale Putland advised that 75% of the current health sector in the region is section to Mental Health issues and a significant issue in the region is a large portion of drug use and critical services being reduced.
- Shire of Busselton the issue for Busselton will is we require career augmentation with an aging volunteer officer service and the lack of training,

WALGA announced a new website called 'Your Everyday' website –

- i. The website will give community member an insight into the lives and roles of Mayors, Councillors and Presidents – what encompasses their lives and how they volunteer their time to the community etc. highlighting they are people too. Dale recommended that all officers view the Shire of Albany website for an example of Webinar presentations.
- ii. Tourism facilities in each Local Government Region will be included in a video launch presentation in which up to 80 presentations will be released showcasing the South West.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION ITEMS			
Item	Responsible Officer	Timeframe	Progress
Nil presented by officers			

5. GENERAL UPDATES

5.1 CapeROC Budget

RESPONSIBLE OFFICER	ALL
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. This report provides an update on financial activities for the 2018 – 2019 financial year.

COMMENT

2018-2019 Proposed Allocations

2018-2019 CapeROC Projects	In Principle Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000		Comments
CapeROC Calendar of Events 2018-2019 (Spring, Summer, Autumn and Winter)	\$21,700	\$10,850	\$10,850		Chairperson Townshend requested an update on calendar to be provided
Joint Trail Strategy Development	\$30,000	\$15,000	\$15,000	David Nicholson	Contractor being engaged & construction under way
Tourism Signage Strategy	\$30,000	\$15,000	\$15,000		
Joint Public Health Plan	\$18,300	\$9,150	\$9,150		Under Way – information can be distributed
Potential Total Expenditure:	\$100,000	\$50,000	\$50,000		Cr Grant Henley requested an update on the current budget and

					its expenditure which is required prior to the next meeting, Acting CEO Dale Putland advised he will present at next meeting.
Total Unallocated:	\$0	\$0	\$0		

RECOMMENDATION

1. That CapeROC notes the current status of the CapeROC 2018-2019 budget.
Dr Dale Putland to distribute updated budget information to Councillors prior to next meeting.

CAPEROC DECISION:

Moved - Grant Henley – Seconded - President Pam Townshend

6. REPORTS

6.1 Proposal - OUR TOWN Television Series - Busselton Augusta Margaret River Episode

RESPONSIBLE OFFICER	Dale Putland, acting CEO, Shire of Augusta Margaret River
ATTACHMENTS:	See attached

IN BRIEF

The proposal attachments were not received prior to the meeting and will be recirculated with the minutes of meeting, acting CEO Dale Putland apologised for any inconvenience.

- The Shires and MRBTA have been approached by a filming initiative which proposes a fifteen minute promotional clip which is compiled by a commercial provider, the promotion requires \$15000.00 funding to be sourced. A decision on whether to engage the advertising body and what attractions are to be selected to be filmed within the region will be made at the next CapeROC meeting.
- Cr Grant Henley noted it is of benefit to each Shire and we should contribute individually, this should be a CapeROC issue as we retain the intellectual property for our own commercial use and advertising purposes. Cr Naomi Godden requested that the involvement of the local indigenous community and serious environmental protection issues were to be considered with regards to the filming process.
- More information and environment values are required and are to be circulated by email.

MOVED FOR EMAIL VOTE Cr Pam Townshend SECONDED Cr John McCallum

- Cr Smart queried why is this a Shire engagement and that the proposal is not for tourism, and what are the benefits for the regions? Cr Pam Townshend responded that it's a presentation of the two Capes; but more information is required prior to making a decision, understanding the breakdown of the cost, we need to know the proposed time and budget coming from separate Shires or is this a CapeROC budget item?

- Cr John McCallum and Cr Grant Henley raised that it may be worth investigating if this is best use of \$15k spent on promotional material and/or would it be better to spend more for a higher quality and a wider audience use and the table discussed that the region is being promoted and filmed by organisations other than the Shires and MRBTA, we need to be more proactive as to what is being used for promotional material and tourism identity.

RECOMMENDATION

VOTE / FOR INFORMATION ONLY

6.2 Capes Region Signage Review Report - December 2018

RESPONSIBLE OFFICER	Jaylene Chambers, Economic and Business Development Coordinator
ATTACHMENTS:	Capes Region Signage Review Report – Prepared by GHD December 2018

IN BRIEF

RFQ 32/17 Cape Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report was awarded to GHD Pty Ltd in June 2018. The City of Busselton (CoB) and Shire of Augusta Margaret River (SAMR) formed Principle in Joint, whilst the City undertook the role of Project Lead.

GHD have now completed both components of the project including a full survey and data collection and presented a report with the findings of the overall site survey, highlighting the priority items and guiding principles of tourist and service signage for replacement and future management. A detailed inventory was prepared itemising the location, size, condition rating and sign code of each sign along the survey route. The report provides a description of the sign, an estimated replacement cost and priorities for repair and/or replacement for all signs identified for assessment within the City of Busselton (City) and Shire Augusta Margaret River (SAMR) localities. Cost for signs rated as high priority for replacement are estimated at \$38,500 for the City and \$10,200 for SAMR.

BACKGROUND

The City and SAMR had previously agreed to a review of tourism directional signage and roadside visitor information bays with a predominately unified approach to branding and function.

A notional amount of funding (\$30,000) was allocated by CapeROC with a view to procuring an audit and condition report, inclusive of recommendations. Specifically, the report was to include:

1. Preparation of an electronic database of existing asset condition information
2. Written report including any assumptions, methodology used and asset condition reports
3. Design drawings for single prototypes of each of the potential new or replacement signage concepts; and (Not Completed / Presented)
4. Indicative cost estimates for design manufacture and installation of new signs. (Not Completed / Presented)

GHD finalised the survey and data collection in September 2018 and presented a full report including route inspection summary, indicative replacement costs and recommendations in December 2018. The report includes a series of appendices outlining graphic examples of the different types of signs,

a full condition and safety assessment and outlines a criteria for rating and assessing signage condition.

The report and survey information has been reviewed by both City of Busselton and SAMR Officers with feedback provided back to GHD and the final report received in late December 2019. Items 3 and 4 above have not been completed as part of this report, due to a misunderstanding by the contractor of the scope bought about by a change in overall intent of the project.

The City, following approval from SAMR has authorised the following payments;

- Item 1 - \$12 890 for the Survey of works and processing of data
- Item 2 - \$12 000 for the preparation of the final report.

The total amount of \$24,890 has now been paid to GHD, as per the agreement where the City and SAMR agreed to share the costs 50%. Currently there is \$5110 remaining in the CapeROC budget for this project.

COMMENT

In January 2019 City Officers and SAMR Officers met to discuss the findings and recommendations in the report. The City is planning to schedule the repair and replacement of key identified signs, to the estimated value of \$38,500 into the 2019/20 maintenance budget and SAMR Officers undertook to consider a similar maintenance program for the respective SAMR identified signs. A number of identified signs for repair and maintenance have been identified as Main Road WA signage and Officers from the City and SAMR will liaise with Main Roads (Bunbury Office) on how these signs can be repaired or replaced in a timely manner.

City and SAMR Officers also discussed the previous work relating to the Joint Tourism Directional Signage carried out from 2013 to 2015, which looked at developing a joint strategy on tourism directional signage throughout the City and SAMR areas. The previous work involved reviewing the existing tourism directional signage across both council areas and developing a strategy that would ensure consistent, accurate tourism signage as visitors and tourist travel throughout the two municipalities. The review and preparation of a draft strategy was well progressed however due to resource constraints this work was not completed. City of Busselton and SAMR Officers are recommending that the previous work be jointly reviewed and actions determined to complete the joint tourism directional signage strategy that can then be presented to CapeROC for consideration and implementation.

RECOMMENDATION

That CapeROC:

1. Notes the Capes Region Directional Signage December 2018 report prepared by GHD.
 2. Notes the payment of \$24 890 towards the project leaving \$5110 remaining in the CapeROC budget.
 3. Support for the City of Busselton and SAMR to prioritise the repair and replacement of signage identified in the report through respective operational budgets.
 4. Support the City of Busselton and SAMR to review previous work to develop an overall Joint Tourism Directional Signage Strategy for the region.
- GHD have requested a review of the previous report, all agreed that this has been an ongoing project that will be redundant if the project continues to stall. A library of existing signs have been created by both Shires.

- The Shire of AMR advised the condition report has not been completed and some of the signs are of substandard level and unsuitable for use. The Busselton and Margaret River Shires need to note and assess the report and work together for the Officers recommendation and acknowledge payment.
- David Nicholson advised that the standardising of signage throughout the region is important as all operators and tourism outlets want signage, we need to determine if this is directional sign and how much signage do we need with the current phone technology and mapping systems. The project has been proposed for 8 years and will be redundant if we do not action soon.
- Operators still want signage even though we are developing into a technological era.
- Shire of Busselton reiterated that they were disappointed points 3 and 4 are not completed, and is GHD assuming that Shires are going to capture these works in their works programs. It was agreed that as the concepts have been developed however, and GHD have not completed stage 3 and 4 our officers can complete these and GHD do not need to be engaged further.
- Jaylene Chambers recommended that elements of the previous report and strategy are redundant and need to be reviewed by the next CapeROC meeting – 10 May 2019 where a report and timeline can be presented.

RECOMMENDATION MRBRA TO BE CONSULTED

Moved Cr Grant Henley - Seconded Cr Kelly Hick

7. MAJOR PROJECT UPDATES

7.1 Smart Drumline Update – Shire of Augusta Margaret River

7.2 Spectre Trial Update – Shire of Augusta Margaret River

- Dale a task force been formed by the Minister in conjunction with the Conservation Council and Sea Shepherd at a cost of \$6000 per day. All tagged sharks to alert spectre system and Shire Rangers to be notified to activate system, however a recent alert had a 51minute delay for notification delay. The reaction of surfers to the spectre system was orderly and immediate however they did not react or adhere to the signs erected on the beach by Rangers.
- Concerns regarding spectre is that surfers will not hear the alarm if the surf is large, however there is a flashing light.
- There is great concern regarding death to non threatening species
- Contracted Abalone fisherman has been engaged with Fisheries Officers on board to advise / Sea Shepard boat to escort – this is to closely monitor and observe the treatment of the sharks, we will gather a lot of information of shark behaviour
- No tagging and no towing to take place.
- DPAW are looking at installing the system at there site breaks
- The Shire will keep going with it – it is a trial – one concern is that the tags are not permanent and will only last 6/12 months.
- Types of bait are being investigated.
- Acting CEO Dale Putland explained the current cost is at a premium as it's a short term contract, if successful and a permanent arrangement made it will come down in cost significantly. Boats and staff are being relocated from Esperance and the newspapers have highlighted the negative aspects of all facets of the project.
- Cr Pam Townshend highlighted it is important for waterman to notify authorities of sightings and when reported the Spectre System engaged.
- Cr Naomi Godden asked if any local operator tendered, Acting CEO Dale Putland advised that he was not aware of any local tenderer.

8. GENERAL DISCUSSION ITEMS

8.1 National Heritage Listing of Caves Road – Shire of Augusta Margaret River

For discussion – caves road heritage listed and nationally heritage listed made by other entities with significant tourism route and flora and fauna.

- Cr Naomi Godden noted the roads original construction was possibly originally a walking track for the Wadandi
- Shire of Busselton asked how does it impact the region if it is granted and why are the community posing to seek this? Acting CEO Dale Putland responded that it would raise the status as a tourism and marketing perspective which could be of benefit to the region. The shoulders would be widened, rumble strips and concerns which have led to this being made would have to be met by Main Roads WA.

8.2 Climate Change Summit – Shire of Augusta Margaret River

The climate action plan is a community plan Acting CEO Dale Putland and Cr Naomi Gooden are committee members and the event is an international summit and the first of its kind. The event is to be held the day before the WSL Margaret River Pro commences and we are currently researching who is approachable and relevant to present to the passionate surfing community and building on our existing action plans.

- Budget 35000k – the intention is to notify the community prior to the event
- Cr Mike Smart queried if we would be losing a large quantity of advertising holding the summit the day before and how can you guarantee that quantity of people the day before the event? Acting CEO Dale Putland responded that we feel the viewers are passionate about the environment and leverage off this event; and cement the summit here. As the event is already set up everything is already supplied and in place - we are just making good use of what's already provided.

8.3 Undalup Association MoU

Tony Brown / Chanya King

Cr Pam Townshend discussed the MOU with Undalup and setting up communication channels with the local indigenous community, cultural issues and sites that we aware of without the issues raised being elevated immediately.

- MRBTA have a separate MOU to Shire of Augusta Margaret River and Shire of Busselton.
- Flexibility needs to be written in to the MOU which is non exclusive for the broader community. An MOU can be a grant or a fee for services, if there are multiple MOU's then we need to formulate how we divide them up.
- Shire of Busselton advised a lot has been learned in the formation of the process
 - i. MOU – sustainability about cultural knowledge, Webb family Undalup have been formative in assisting with the process;
 - ii. It is non exclusive service that investigates what are the objectives;
 - iii. Caves sites;
 - iv. Lighthouse sites;
 - v. Tourism visitors – we do not provide tourists with the stories and information about our indigenous ancestors, all entities support the Webb family knowledge of the region.
 - vi. To the elders is this appropriate to tell the stores / if so please assist to support these stories for tourism and public use

- vii. When there is a major project / the info would be put together and the families consulted for confirmation / and if there feedback was negative and/or create major splits then the project would be pulled.
 - viii. In the past the stories have not been told and the number of people with cultural knowledge is getting fewer, this may not work but we need to try and make this happen despite of the risks and dangers.
 - ix. The Shire of Busselton has not signed their MOU as yet as there is information to be clarified, the principle is all on board.
- Cr Naomi Gooden supported and encourage consultation of all parties with whom the MOU with, and ensuring that we engage with all people.
 - City of Busselton urged caution with the Local Governments rushing into the process as there are current difficulties within different family groups where information has been difficult to attain.
 - Cr Naomi Godden stated that this is also what we have dealt with WRAP development process and this needs to be presented at the next meeting (requested confirmation from Cr Pam Townshend). Cr Pam Townshend replied that one way of engaging and discussing with one section of the community / but we need to engage with communication with other parts of the community and the process – a living document.
 - Acting CEO Dale Putland noted the Shire of Augusta Margaret River are going ahead with the MOU even though this presents obstacles, however doing nothing is also getting us into trouble.
 - City of Busselton requested the Shires work together with the objectives and inviting for elders to assist with the process, and asking ‘do you agree/disagree with the process’ which they want to have there story written, this might not work and might not happen, this is not exclusive. The objective is what we are trying to achieve with a focused outcome.
 - Cr Naomi Godden advised we can’t do anything until we have the WRAP.
 - Acting CEO Dale Putland we need them to help us with the WRAP with the staff with the training to do it – the objective is cultural knowledge.
 - Cr Pam Townshend stated they have done a lot of work and very gratifying

8.4 Drone use

- Acting CEO Dale Putland outlined that there is concern of use over public areas after complaints of privacy and safety issues from the public.
- Ian McLeod presented the Augusta Margaret River Shires position of emerging issues – any craft of the ground is covered by CASA and can’t fly over emergency zone, populated area or airport. Only one Government body – City Of Stirling has a policy on the use of drone without a permit. WALGA has recommended that Local Gov take a neutral position with regards to drone use, as The City Of Stirling have received a lot of negative press and it has been hard to enforce and regulate. Mr Ian McLeod asked committee members for their input:
 - Acting CEO Dale Putland asked do we as CAapeROC lobby State Gov for the means to regulate drone use over our reserves, we don’t want to ban the use of drones.
 - City of Busselton stated there is legislation that drones have to be 100ft above wildlife and public areas, and the potential for drone use in emergency situations such as fire, unmanned military vehicles, shark spotting etc. is a very useful tool.
 - Cr Pam Townshend asked CapeROC committee - do we want to lobby the State Government? a vote is required for motion.

Moved Mr Tony Brown – Seconded Cr Grant Henley -all officers in favour for recreation drone use only.

9. AUSTRALIAN HOTELS ASSOCIATION ADVERTISING

Cr Grant Henley presented to the table a promotional magazine by AHWA and Driving WA Tourism Mag in which Busselton is not mentioned at all in this document, and a complaint has been lodge with Tourism WA regarding these documents.

- Cr Grant Henley advised new tourism material in a two year action plan will be produced and we need to ensure that the Shires and MRBTA are involved with all aspects to ensure that this does not happen again and material is accurate - Tourism Council WA

10. CONTAMINATION AT BUSSETLON TIP

Busselton Shire has been very transparent with regards to the possible legal action from a group of affected residents and possible contamination. In conjunction with WALGA the Shire of Busselton will be consulting the regulations as the nature of the allegation is a very serious issue.

11. NEXT MEETING

10 May 2019 – Shire of Augusta Margaret River

12. CLOSURE

12.36pm