

## 11.1 Chief Executive Officer

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## **11.1 Chief Executive Officer**

### **11.1.1 CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MINUTES – 15 NOVEMBER 2019**

Attachment 1 – CapeROC Minutes – 15 November 2019



# CapeROC

## Capes Region Organisation of Councils

### MINUTES

**15<sup>th</sup> November, 2019**  
**10.05am**

**MINUTES OF THE CAPES REGION ORGANISATION OF COUNCILS MEETING**  
**HELD ON 15<sup>th</sup> NOVEMBER, 2019 AT 10.05AM AT THE CITY OF BUSSELTON**

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**TO: MEMBERS OF CAPEROC**

A meeting of the Capes Region Organisation of Councils was held in the Council Chambers at the City of Busselton, 2 Southern Drive, Busselton on Friday 15<sup>th</sup> November, 2019 commencing at 10.05am.

Mayor Grant Henley welcomed and introduced all committee members.

**1. ATTENDANCE AND APOLOGIES****ATTENDANCE**

|                                     |                             |   |
|-------------------------------------|-----------------------------|---|
| Chairperson:                        | Cr. Grant Henley            | Mayor, City of Busselton  |
| Members:                            | Cr. Ian Earl                | Shire President, Shire of Augusta Margaret River                              |
|                                     | Cr. Paula Cristoffanini     | Shire of Augusta Margaret River   |
|                                     | Cr. Kelly Hick              | Deputy Mayor, City of Busselton   |
|                                     | Cr. Kate Cox                | City of Busselton   |
|                                     | Ms. Stephanie Addison-Brown | CEO, Shire of Augusta Margaret River  |
|                                     | Mr. Mike Archer             | CEO, City of Busselton  |
| Secretariat                         | Ms. Julie Rawlings          | Strategic Projects/Grants Officer, City of Busselton                          |
| Officers:<br>(attended as required) | Markus Botte                | Director Infrastructure Services, Shire of Augusta Margaret River             |
|                                     | Mr. David Nicholson         | Manager, Asset Services, Shire of Augusta Margaret River                      |
|                                     | Mr. Saul Cresswell          | Sustainable Economy Officer, Shire of Augusta Margaret River                  |
|                                     | Ms. Chris McAtee            | Co-ordinator Environmental Health and Events, Shire of Augusta Margaret River |
|                                     | Mr. Jason Cleary            | Shire of Augusta Margaret River   |
|                                     | Ms. Jennifer May            | Manager Commercial Services, City of Busselton                                |
|                                     | Ms. Naomi Davey             | Community Development Officer, City of Busselton                              |
|                                     | Ms. Tanya Gillett           | Manager, Environmental Services, City of Busselton                            |
|                                     | Mr. Oliver Darby            | Director, Engineering Works and Services, City of Busselton                   |
|                                     | Mr. Stephen Wesley          | Engineering Management Accountant, City of Busselton                          |
|                                     | Ms. Jane Cook               | Environmental Health Co-ordinator, City of Busselton                          |
|                                     | Ms. Peta Tuck               | Events Co-ordinator, City of Busselton  |
|                                     | Ms. Maxine Palmer           | Manager, Community Services, City of Busselton                                |
| Guests:                             | Nil.                        |   |

**APOLOGIES**

|                    |   |
|--------------------|---|
| Cr. Kylie Kennaugh | Shire of Augusta Margaret River         |
| Tony Brown         | WA Local Government Association (WALGA) |

## 2. CONFIRMATION OF MINUTES AND TERMS OF REFERENCE

### 2.1 Minutes of the meeting of CapeROC 9th August, 2019

**RECOMMENDATION:** That the minutes of the meeting of the Capes Region Organisation of Councils held 9<sup>th</sup> August, 2019 be confirmed as a true and correct record.

**CAPEROC DECISION:**

**Moved** Cr. Kelly Hick **Seconded** Cr. Ian Earl

**CARRIED UNANIMOUSLY**

### 2.2 Terms of Reference (copy provided with this Agenda)

**RECOMMENDATION:** That the Capes Region Organisation of Councils Terms of Reference be noted.

**CAPEROC DECISION:**

**Moved** Cr. Ian Earl **Seconded** Cr. Kelly Hick

**CARRIED UNANIMOUSLY**

## 3. PRESENTATIONS/GUESTS

### 3.1 WALGA Representative

Incoming email correspondence received from WALGA confirming Tony Brown will represent WALGA at CapeROC meetings. Tony is however unable to attend this meeting. Members noted this information.

## 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

| ACTION ITEMS   |   |                  |   |
|--|---|------------------|---|
| Item   | Responsible Officers                            | Timeframe        | Progress  |
| 4.1 Cape Region Tourist Directional Signage Strategy | Jennifer May,<br>COB<br>David Nicholson<br>SAMR | To be determined | Jennifer May provided members with a brief overview of the outcomes resolved at the last meeting on 9 <sup>th</sup> August, 2019 that included support for the trial to implement the proposed tourism directional signage at the intersection of Bussell Highway and Metricup Road that includes removing existing signage and including layby signage on Metricup Road.<br>Jennifer advised officers are reviewing resourcing to implement this initiative. |
| 4.2 Regional Trails Strategy                         | David Nicholson<br>(SAMR)                       | December 2019    | David Nicholson advised the consultant is currently preparing a draft report, which is now scheduled for completion in December. The intent is to present the report to the first CapeROC meeting in 2020.  |

## 5. GENERAL UPDATES

### 5.1 Joint Public Health Plan Expenditure Update

|                            |  |
|----------------------------|--|
| <b>RESPONSIBLE OFFICER</b> | Tanya Gillett - Manager Environmental Services and Jane Cook – Environmental Health Coordinator, (CoB)<br>Chris McAtee – Coordinator Environmental Health and Events, (SAMR)   |
| <b>ATTACHMENTS:</b>        | <ol style="list-style-type: none"> <li>1. Collation of Data of Health Status and Determinants of the City of Busselton.</li> <li>2. Collation of Data of Health Status and Determinants of the Shire of Augusta Margaret River.</li> </ol> |

#### **IN BRIEF**

In August 2018 CapeROC resolved to allocate an amount of \$18,300 toward contextual planning and the epidemiological data analysis requirements for Local Public Health Plans.

As requested by CapeROC a Terms of Reference (TOR) for co-operation between the Local Governments on how this funding would be allocated was finalised in February 2019. A Request for Quote (RFQ) process was used to secure a suitably qualified consultant and Melissa Stoneham and Associates was appointed to carry out the work in April 2019.

The work was completed in June 2019 and separate reports were provided to AMRSC and COB which identify the priority public health risks to be considered in the Local Public Health Plans.

#### **BACKGROUND**

As a result of the CapeROC funding allocation, Officers collaborated to form a TOR called the Public Health Planning Partnership.

The TOR described how the Cape Roc Funding would be jointly shared and that a suitably qualified consultant would be engaged to assist with ‘Determining health status and health determinants of the Local Government.’ This work is the first step in the public health plan development process with the other steps outlined below -

1. Determining health status and health determinants of the Local Government;
2. Establishing objectives and policy priorities for the plan;
3. Developing an action plan on how the objectives will be met;
4. Identifying key partnerships and how the local government will work with agencies, and stakeholders to achieve the objectives;
5. Identifying a framework to assess the public health risks and determine what will be included in the plan;
6. Identifying how the Local Government will report on the implementation of the plan; and
7. Identifying a process for review and amendment of the plan.

Following acceptance by both local governments of the TOR, the COB in consultation with AMRSC conducted a Request For Quote (RFQ) process to appoint a suitably qualified consultant to carry out the required health

status work. The preferred consultant, Melissa Stoneham and Associates was appointed in April 2019 and the work was completed in June 2019.

This work included gathering data from local, state and federal agencies for each local government. The consultant then examined demographics, the incidence of disease and other health indicators and risk factors with consideration given to the social determinants of health.

The data was analysed and values were compared with state and national averages. A report for each community was compiled, summarising the findings of the data and statistics and outlining the potential public health priorities for each local government.

The main public health priorities identified for both the COB and AMRSC included –

- Aging population
- Road safety
- Suicide and mental health
- Physical activity rates
- Environmental health protection
- Smoking
- Vaccination
- Alcohol consumption
- Fruit and vegetable consumption
- Overweight and Obesity
- Injury prevention
- Climate change Mitigation
- Skin Cancer Prevention
- Access to Health Services.

The COB and AMRSC have accepted the content of the reports and have now each commenced the Public Health Plan development process.

## **COMMENT**

The funding allocation was \$18,300 of which \$16,800 was spent and used effectively on a joint basis to complete the initial research and data analysis required as part of the Local Public Health Plan process. This money has now been spent and the acquittal process is completed.

Please note the Shire of Nannup indicated their interest during the planning process and indicated they will be using the same method for the development of their plan. There is an informal agreement between the City/Shires to share the information and the work that has been completed.

## **DISCUSSION**

Jane Cook and Chris McAtee provided a verbal update on the status of the project from each Council.

Cr. Hick asked what groups were represented during the workshop that Chris talked about. Chris advised attendance was diverse and extensive and included a lot of different Public health organisations from the Heart foundation, local GP's to ECU. A lot came from Perth for the day. Chris undertook to share the list of stakeholders. Chris advised that the project was a priority within the Shire's strategic plan.

Jane advised that the City's timeframe is a little longer than the Shire. An internal project team has been working on this for 12 months. The Team is looking at two step engagement process and then a further engagement process at the completion of the draft public health plan. It is anticipated having a draft at the end of next year 2020 and finalised in 2021.



**RECOMMENDATION**

That CapeROC:

1. Acknowledges the expenditure of \$16,800 has been spent and the acquittal process is completed; and
2. Receives the 'Health Status Reports' for both AMRSC and COB as attached.

**CAPEROC DECISION:**

**Moved** Cr. Kelly Hick **Seconded** Cr Ian Earl

**CARRIED UNANIMOUSLY**

**5.2 Rails to Trails – Wadandi Project**

|                            |   |
|----------------------------|---|
| <b>RESPONSIBLE OFFICER</b> | Director Engineering and Works Services – Oliver Darby CoB<br>Engineering Management Account - Stephen Wesley CoB<br>Manager Asset Services - David Nicholson, SAMR |
| <b>ATTACHMENTS:</b>        | Nil.  |
| <b>PRESENTATION:</b>       | A presentation was given via PowerPoint   |

**IN BRIEF**

Each year, the City of Busselton Shire of Augusta-Margaret River allocate \$100,000 and \$50,000 respectively towards the Wadandi Track (Rail Trail) project.

David Nicholson and Stephen Wesley gave a PowerPoint presentation providing an update on the project comprising a brief history, progress to date, planned future works and external funding challenges.

**BACKGROUND**

An overview of the project is provided in the PowerPoint presentation. The Trail Development Plan can be provided to any interested party upon request.

**DISCUSSION**

The popularity of the sport was acknowledged. Funding opportunities were discussed including philanthropy, Federal funding, Lotteries.

**RECOMMENDATION**

That CapeROC notes the information.

**CAPEROC DECISION:**

**Moved** Cr. Ian Earl **Seconded** Cr. Paula Cristoffanini

**CARRIED UNANIMOUSLY**

### **5.3 My Community Directory**

|                            |   |
|----------------------------|---|
| <b>RESPONSIBLE OFFICER</b> | Naomi Davey, Community Development Officer, CoB<br>Stacey Hutt, Community & Corporate Planner, SAMR<br>Jason Cleary, SAMR |
| <b>ATTACHMENTS</b>         | Nil   |
| <b>PRESENTATION</b>        | On-Line Viewing of the 'My Community Directory'   |

#### **IN BRIEF**

The 'My Community Directory' is a comprehensive one stop shop for community information that is accessed by the public, community sector, local governments, and other government agencies. It is free to use to access information and free to list any community service or activity that is free, funded, or subsidised. The Directory was shown online to Members.

#### **BACKGROUND**

Funding for the Directory was approved at the 9 August 2019 CapeROC meeting.

#### **COMMENT**

The City of Busselton (City) and Shire of Augusta Margaret River (Shire) have been progressing the implementation of the My Community Directory with the intended launch dates being Wednesday 27 November 2019 at the Shire and Thursday 28 November 2019 at the City. Marketing and promotion of the directory will include:

- Shire to host a Community Leaders Forum Thursday 28 November 2019 to celebrate the launch and discuss future actions;
- A series of A3 poster stands with business cards, to be positioned in community spaces throughout the Shire district. Four weeks advertising scheduled for local newspapers from 29 November. Media release / radio interview 2 Oceans FM on 27 November 2019. City purchasing promotional pens and notebooks with details of website;
- Four community groups have signed on as "Community Champions" for the project to support its promotion in the community; this includes Augusta Community Resource Centre (Augusta Directory), Rotary Margaret River (Rotary Directory), Margaret River Community Centre, and Transition Margaret River;
- City staff working with community organisations, groups and service providers to create an online community directory that can be printed and distributed or access via the app;
- Working with Augusta Directory and Rotary Directory to deliver a data-share for their 2020 directories, and reciprocal advertising to reinforce the partnership;
- Regular liaison with the Augusta Margaret River Community Mental Health and Wellbeing Alliance, Vasse Human Service Alliance and Capes Early Years Network;
- Data compiled of all known community groups and health services is 70% complete and submitted to My Community Directory who are data-checking. Remaining 30% to be completed this week.

#### **RECOMMENDATION**

That CapeROC notes the 'My Community Directory' project update.

#### **CAPEROC DECISION:**

**Moved** Cr. Kelly Hick **Seconded** Cr. Ian Earl

**CARRIED UNANIMOUSLY**

**5.4 CapeROC Budget Update**

|                            |  |
|----------------------------|--|
| <b>RESPONSIBLE OFFICER</b> | Julie Rawlings, Strategic Projects/Grants Officer, CoB<br>Megan Smith, EA to CEO, SAMR |
| <b>ATTACHMENTS:</b>        | Nil.   |

**IN BRIEF**

In 2019-2020, the Shire of Augusta Margaret River and the City of Busselton have allocated up to \$40,000 of their respective budgets (up to \$80,000 in total) towards CapeROC approved regional economic development initiatives. This report provides an update on financial activities for the 2019-2020 financial year.

**Table 1.**

| PROPOSED<br>2019/20 CapeROC<br>Projects                                     | In principle<br>Allocation<br>\$80,000 | Expenditure<br>(AMR)<br>\$40,000 | Expenditure<br>(BSN)<br>\$40,000 | Total<br>Expenditure<br>\$ | Comments   |
|---|--|----------------------------------|----------------------------------|----------------------------|--|
|   |  |                                  |                                  | 2019/2020                  |  |
| CapeROC Calendar of<br>Events 2019/20 –<br>Spring, Summer,<br>Autumn Winter | 21,200.00                              | 10,600.00                        | 10,600.00                        | 5,300.00                   | <b>Spring 2019 \$4,770</b><br>Summer 2019/20 \$4,770<br>Autumn 2020 \$4,770<br>Winter 2020 \$4,770<br>Additional standalone<br>copies (3,000 per edition<br>\$530 + gst) to be split<br>between CoB and SAMR |
| My Community<br>Directory   | 20,406.50                              | 10,203.25                        | 10,203.25                        | 20,406.50                  | Budget 2019/2020<br>\$20,406.50<br>Budget 2020/2021<br>\$20,406.50   |
| 2018/2019<br>Expenditure  | 7,985.00                               | 800.00                           | 7,185.00                         | Event<br>Calendars         | <i>These figures represent<br/>funding approved in<br/>2018/2019 but not<br/>quarantined at end of<br/>Financial Year resulting in<br/>expense in 2019/2020</i>  |
| 2018/2019<br>Commitment   | 15,000.00                              | -                                | 15,000.00                        | Trails<br>Strategy         |  |
| <b>Potential / Total<br/>Expenditure<br/>(excluding gst)</b>                | <b>64,591.50</b>                       | <b>21,603.25</b>                 | <b>42,988.25</b>                 |                            |  |
| <b>Total Unallocated</b>  | <b>15,408.50</b>                       | <b>18,396.75</b>                 | <b>( 2,988.25)</b>               |                            |  |

**RECOMMENDATION**

That CapeROC notes the current status of the CapeROC 2019-2020 budget.

**CAPEROC DECISION:**

**Moved** Cr. Kelly Hick **Seconded** Cr. Ian Earl

**CARRIED UNANIMOUSLY**

## 6.0 REPORTS

### 6.1 Plastic Free Event Guidelines

|                            |  |
|----------------------------|--|
| <b>RESPONSIBLE OFFICER</b> | Peta Tuck, Events Coordinator, CoB<br>Chris McAtee, Co-ordinator Environmental Health and Events, SAMR |
| <b>ATTACHMENTS:</b>        | Nil.   |

#### **IN BRIEF**

It has been identified that there is a growing need for a unified position between both Councils regarding event waste and sustainability. While 'plastic free' is a good start, there are many other areas that contribute to the environmental footprint of an event.

#### **BACKGROUND**

There are more than 250 event applications processed and held in the Capes region each year. Of these, there are several events which cross boundaries between both local government areas, either as a moving event (ie cycle events), or multiple fixed site events (ie Gourmet Escape, Cabin Fever). The growth in the number of events annually combined with a global desire to reduce the environmental footprint of events, has led to a need for a unified approach to event sustainability.

Consultation has taken place between the Shire of Augusta Margaret River and City of Busselton, with an agreement reached that a collaborative approach is important to ensure that a consistent message is put forward.

#### **COMMENT**

To that effect, it is recommended that both the Shire and City undertake the following:

1. Production of a sustainable events guide, to distribute to event organisers. This guide will cover the following areas:
  - i. Pre event planning and communications - including marketing of the event
  - ii. Waste management – including reduction of single use items, implementation of 3 bin system, food providers using compostable packaging, ban of balloons and confetti
  - iii. Water stations – encourage BYO drink bottles
  - iv. Green transport – encourage walk/cycle initiatives, public transport where available, car pooling
  - v. Care of our spaces and places – leave no trace
  - vi. Information on where to source products and infrastructure to assist with waste reduction initiatives, with preference on local suppliers where possible
  
2. Inclusion of environmental conditions in sponsorship funding agreements with key events. Dependant on the level of funding, events will be expected to comply with a minimum number of items from the guide.

Acknowledging that there are sometimes financial or resourcing barriers that inhibit or deter event organisers from seeking green alternatives when planning their event, more generally there is a broad level of community expectation and desire to see waste reduction initiatives implemented where possible. This

has resulted in many events already seeking advice on ways to reduce their environmental footprint. Such measures need to be balanced to ensure they are both practical and financially viable. It is recommended that a staged approach is applied, with a view to full compliance within two years. Investment in infrastructure such as portable bike racks and water refill stations are practical ways to assist events towards event sustainability.

In achieving this, appropriate processes and resources need to be in place to support the recommendations being made. While the Shire of Augusta Margaret River has full roll-out of Food Organics, Garden Organics (FOGO) service, Busselton is still in a trial phase with FOGO in one suburb. Once full use of FOGO services is implemented throughout the City of Busselton, it will become much easier to encourage events to implement collection of organic waste.

The Shire of Augusta Margaret River have already produced a *Sustainable Events Information Sheet*, outlining some of the key areas to address when planning an event. Officers of the City of Busselton are currently drafting guidelines. Once completed, these guides will be cross referenced with each other to ensure the message is consistent.

## DISCUSSION

Cr. Hick suggested acknowledging good events/event co-ordinators through a type of accreditation process. Chris advised that the SAMR did have the ability for accreditation. Cr. Cristoffanini suggested that sustainability activities being undertaken by event organisers would become a marketing opportunity for the events. Cr Earl suggested education would be more beneficial than restriction. Cr. Earl also advised that the SAMR has a 61% diversion rate on FOGO with only a 3% contamination rate.

## RECOMMENDATION

That CapeROC notes the report.

|   |                            |
|---|----------------------------|
| <b>CAPEROC DECISION:</b>  |                            |
| <b>Moved</b> Cr. Ian Earl <b>Seconded</b> Cr. Paula Cristoffanini | <b>CARRIED UNANIMOUSLY</b> |

### 6.2 CapeROC Meeting Dates 2020

|                            |  |
|----------------------------|--|
| <b>RESPONSIBLE OFFICER</b> | Julie Rawlings (CoB), Megan Smith (SAMR) |
| <b>ATTACHMENTS:</b>        | Nil.                                     |

## IN BRIEF

Meetings of CapeROC are held on a quarterly basis, generally held on a Friday morning in the months of February, May, August and November. Currently, meetings are scheduled to commence at 10.00am with business concluding prior to a member's lunch.

It is proposed that meetings be held on the first Friday for the months of February, May, August and November as below:

7 February 2020 – Busselton  
1 May 2020 – Busselton  
7 August 2020 – Augusta Margaret River  
6 November 2020 – Augusta Margaret River

**An alternative was considered for the third Wednesday of the following months:**

19 February 2020 – Busselton  
20 May 2020 – Busselton  
19 August 2020 – Augusta Margaret River  
18 November 2020 – Augusta Margaret River

**RECOMMENDATION**

That CapeROC consider the above and adopt meeting dates for 2020.

**CAPEROC DECISION:**

That CapeROC for 2020 will commence at 9.30am with a morning tea and networking opportunity with a 10am start to the meeting, on the following dates:

- 19 February 2020 – Busselton
- 20 May 2020 – Busselton
- 19 August 2020 – Augusta Margaret River
- 18 November 2020 – Augusta Margaret River

**Moved** Cr. Paula Cristoffanini **Seconded** Cr. Kelly Hick

**CARRIED UNANIMOUSLY**

**7. GENERAL DISCUSSION ITEMS**

**7.1 Regional Business/Tourism Attraction – Ms. Addison-Brown and Ms. Maxine Palmer**

With the announcement of regular passenger flights between Busselton and Melbourne, commencing in March 2020 and the potential for an elevated level of interest in the area CapeROC could consider the opportunities this represents including working with the South West Development Commission to attract conferences and other business and/or tourism to the area.

**DISCUSSION**

Cr. Henley advised there is an opportunity to have a joint approach to attraction of conferences etc., but he believed it would be very difficult to implement. Ms Addison Brown suggested looking at existing events and local industries and identify champions to assist with bringing conferences etc., into the area. Cr. Earl asked what support is needed from the SAMR to assist with the Airport. Mr Archer advised that the City will provide a briefing on the Airport to the next CapeROC meeting for discussion.

**8. NEXT MEETING**

Wednesday 19<sup>th</sup> February, 2020 at the City of Busselton

**9. CLOSURE**

The meeting closed at 12.25pm.