



Capes Region Organisation of Councils (CapeROC) Agenda

9 February 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 9 FEBRUARY 2018

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Capes Region Organisation of Councils (CapeROC) will be held in the the Council Chambers, Administration Building, Southern Drive, Busselton on Friday, 9 February 2018, commencing at 10.00am.

The attendance of Committee Members is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

2 February 2018

CITY OF BUSSELTON

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

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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 Mike Smart, Augusta Margaret River
Mr Mike Archer, Chief Executive Officer, Busselton
Mr Gary Evershed, Chief Executive Officer, Busselton

Officers:

Mr David Nicholson, Manager Asset Services, Augusta Margaret River
Ms Tracey King, Strategic Projects Officer, Busselton
Mrs Katie Banks, Executive Assistant to Council, Busselton

Observers:

Anne Banks McAllister, Regional Capacity Building Manager, WALGA
Tony Brown, Executive Manager Governance & Organisational Services, WALGA

Apologies:

Cr John McCallum, Busselton

2. CONFIRMATION OF MINUTES

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

RECOMMENDATION

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 23 November 2017 be confirmed as a true and correct record.

3. PRESENTATIONS

WALGA Update – Anne Banks McAllister, Regional Capacity Building Manager, WALGA

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

5. REPORTS

5.1 CAPEROC REGIONAL TRAILS STRATEGY

RESPONSIBLE OFFICER: Manager Asset Services - David Nicholson, Shire of 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 the 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.

LEEWIN NATURALISTE REGIONAL TRAILS STRATEGY

PROJECT DESCRIPTION

Development of a strategy for the consistent and integrated development of a walking, off-road cycling and horse riding trails network in the City of Busselton and Shire of Augusta Margaret River including:

- A review of current trails in the study area;
- Stakeholder consultation and desktop review to determine current and future community need and desire for trails;
- Opportunities for future trail development; and
- Costing and prioritisation of recommended actions.

BACKGROUND

The Leeuwin Naturaliste region boasts a pristine, unique and environmentally significant natural environment that is a drawcard for tourists from all over the world. Tourism activities include walking, off-road cycling and horse riding. INSERT MORE BACKGROUND INFO ON THE REGION

There is no formal trails planning and development strategy in place to facilitate the coordinated development of additional recreational trails. The objective of this project is to prepare a Regional Trails Strategy to identify opportunities for trail development, improvements to existing trails, supporting infrastructure, marketing and promotion, management and maintenance requirements. Recommendations must be based on sound, realistic data and assumptions in relation to the long-term financial viability of building, managing and maintaining trails. The project must also consider the different land managers that would be involved in the planning, construction and management of the trails.

TASKS

- Consultation with key stakeholders to identify strength and weaknesses of the current trail network and the type of trails needed in the region now and in the future;
- Review of the relevant state and local government trails strategies and guidelines including:
 - Western Australian Strategic Trails Blueprint 2017-2021
 - WA Mountain Bike Strategy 2015-2020
 - WA Horse Trails Strategy
 - South West Mountain Bike Masterplan
 - WA Mountain Bike Management Guidelines
 - Busselton Horse Trails Master Plan 2016-2020
 - Shire of Augusta Margaret River Bridle Trails Master Plan
 - Wadandi Track Masterplan
 - Others ???
- Identify walking, off-road cycling and bridle trails areas with particular attention to:
 - Trail need and potential users;
 - Opportunity for multiuser trails;
 - Trail standard and supporting infrastructure;
 - Agencies or organisations responsible trails, their development and management;
- Identify modification or maintenance needs on existing trails;
- Identify links required to connect current and future trails;
- Identify appropriate track styles and methods of construction;
- Identifies services or facilities needed to support trails where necessary;
- List the economic benefits of trails for the region including benefits to existing business as well as the potential in term of employment, business and tourism growth opportunities for use in future grant applications; and

- Identify opportunities to develop trail based tourism and identification of key target markets;
- Links to the WA Strategic Trails Blueprint;
- Identify management actions that will allow land managers to adequately manage the trails network and minimise its impact on the environment;
- Provide a regional trails strategy addressing each of the points outlined above and including an aerial map of all current and future trails;
- Provide a recommended action plan for implementation of the strategy including broad cost estimates;
- Deliver two presentations of findings to stakeholders.

OUTCOMES REQUIRED

The consultant will be required to produce a Regional Trails Strategy report addressing the above tasks. The report will be in a format and style that is suitable for informing the two Councils, key stakeholders and the community. The final report must contain the following information:

- Executive Summary and recommendations
- Study objectives and methodology
- Stakeholder engagement process and outcomes
- Background information
- Trail supply analysis
- Proposed trail projects and indicative costs
- Supporting infrastructure, including signage
- Implementation program
- Trails marketing and promotion
- Trail management and maintenance requirements
- Governance requirements
- Resources and funding opportunities

PROJECT REFERENCE GROUP

A project team consisting of key City and Shire staff will act as the project reference group. This group will meet with the Consultant at the project initiation stage and draft concept stage. Additional City and Shire staff will be involved in the project at various stages to provide information as required

TIMETABLE

The project must be completed no later than six months from the date of appointment.

The quotation is to specify the proposed number, duration and timing of visits to the region. Visits for the following purposes must be budgeted as a minimum, but more than one of these tasks can be undertaken during the same visit, if appropriate:

1. A project initiation meeting with the Working Group (this visit may also include some initial consultation with key stakeholders and Shire staff);
2. Personal consultation with all stakeholders (if not already included within (1));
3. A presentation to the Working Group, to provide a status report at an appropriate stage of the project;
4. A presentation of the final draft report to CapeROC and to key stakeholders (separately).

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	11,650
Trail Development	30,000	15,000	15,000	0
MRBTA Cabin Fever	20,000	10,000	10,000	20,000
Tourism Signage	30,000	15,000	15,000	0
Recoup of Art Trail Funds-MR Wine Industry	-27,000	-13,500	-13,500	-27,000
Total Budgeted for 2016/17 Projects	73,900.00	36,950.00	36,950.00	13,900.00
Total Remaining of Budget	26,100.00	13,050.00	13,050.00	

COMMENT

This report is provided for CapeROC committee information.

RECOMMENDATION

That the CapeROC:

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

6. **VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS**

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

8. **NEXT MEETING DATE**

11 May 2018, City of Busselton

9. **CLOSURE**