



Climate Change, Adaptation and Sustainability Committee

Minutes

Wednesday, 27 November 2024



GORDON MACMILE
CHIEF EXECUTIVE OFFICER



Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values



H **Honesty**
We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



E **Empathy**
We are kind and show understanding of peoples circumstances, perspectives and differences.



A **Accountability**
We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R **Respect**
We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T **Teamwork**
We are cooperative, collaborative and united while working towards common goals of our Shire.



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1. Declaration of Opening/Announcement of Visitors

The Presiding Member opened the meeting at 3.00pm and made the following Acknowledgement of Country and statement:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)

PRESENT:

Councillor - Chair	S Schiano
Councillor	R Mogg
Councillor	P McCleery
Councillor	J Fergusson
Chief Executive Officer	G MacMile
Director Infrastructure and Development	M Young
Director Community and Corporate	S Chamberlain
Manager Projects, Facilities and Assets	S Lombard
Manager Development Services	S Price
Sustainability Officer	G Salter
Governance Support Officer	B Facey
Corporate Administration & EA to Shire President	B Clayton

LEAVE OF ABSENCE: Nil

APOLOGIES:

Councillor T Sharp

3. Declarations of Interest

Nil



4. Confirmation of Minutes

4.1. Climate Change Adaptation and Sustainability Committee - 31 July 2024

Voting Requirements

Simple Majority

CC/2024/6 - Officer's Recommendation/Committee Decision - 4.1

Moved Cr McCleery, Seconded Cr Mogg.

That the Minutes of the Climate Change Adaptation and Sustainability Committee - 31 July 2024 be confirmed as a true and correct record.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil

5. Presentations

Nil



6. Reports

6.1. Sustainability Update - October 2024

Author	Manager Projects, Facilities and Assets, Shawn Lombard
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	N/a
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Note progress of actions detailed in the Shire of Capel Sustainability Framework 2023–2027 (Framework). The Framework defines the Shire’s vision and commitments on sustainability and embeds them in a broader reporting framework.

The Framework is the progressive step in developing a Corporate and Community Climate Change Adaptation Action Plan that will deliver, track and record adaptation and mitigation strategies across the Shire.

Officer’s Recommendation

That Council notes the annual progress report (Quarter 2 – 1 December 2023 to 31 November 2024) of the Shire of Capel Sustainability Framework 2023 – 2027.

Background

Previous Council Decisions

June 2023 – Council endorsed by simple majority the Shire of Capel Sustainability Framework 2023 – 2027, noting that Year 1 Sustainability Actions and Initiatives will be included in the Corporate Business Plan 2023 to 2027.

August 2023 – Council accepted (OC/2023/145) the proposed modifications and endorses the Shire of Capel Corporate Business Plan 2023 to 2027 – Service Area Strategic Initiatives and Core Business Actions.

September 2023 – Council endorsed (OC/2023/161) the incorporation of the Strategic Community Plan 2023 to 2033 and Corporate Business Plan 2023 to 2027 – Strategic Initiatives into a consolidated ‘Plan for the Future’.

Council further noted that the adopted Corporate Business Plan 2023 to 2027 – Core Business Actions will be detailed in Annual Operational Delivery Plans, with significant items included and reported as required, as part of the quarterly reporting.

November 2023 – Council endorsed the Corporate Sustainability Action Plan 2023 –2027.



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 2 - Manage and protect our environment

2.3 A Shire committed to sustainable practices

2.6 Increased opportunities for better waste management and reduction

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.3 Contemporary planning and local development

Direction 5 - Provide and maintain suitable infrastructure and facilities

5.1 Appropriate community facilities, that meet the communities' needs

Direction 6 - Effective communication, engagement and relationship development

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2024-2028

- PFA 6 - PRJ - Sustainability - Project support of deliverables associated to the sustainability portfolio and action plan.
- PFA 24 - FAC - Building Maintenance and Renewal - Increase compliance standards within Shire owned buildings
- PFA 30 - SUS - Sustainability Framework - Implement and review the Shire's Sustainability Framework
- PFA 31 - SUS - Sustainability Action Plan - Develop, implement and review the Shire's Sustainability Action Plan
- PFA 32 - SUS - Climate Change Adaptation & Sustainability Committee - Provide Executive Officer and administration support to CCASC and CCSC

Statutory Framework

State Framework

Local Government Act 1995, Section 5.56

6.56 Planning for the Future

1. A local government is to plan for the future of the district.

2. A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 apply. Specifically:

Division 3 – Planning for the future

19C. Planning for the future: strategic community plans – s. 5.56

19DA. Planning for the future: corporate business plans – s. 5.56

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.



- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to –
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

The Government of Western Australia has committed to a whole-of-government 2030 greenhouse gas emissions reduction target of 80 per cent below 2020 levels, as announced 5 July 2024. This update is in addition to the adoption of the Climate Change Bill 2023 which formalises the State's long-term target of net zero emissions by 2050.

The Shire of Capel is a contributing party as part of the overall government to the Climate Change Declaration, adopted in 2021 which recognizes the impacts of climate change and commits to developing mitigation and adaptation measures to manage impacts.

Federal Framework

Australia is party to the Paris Agreement which came into effect in 2016. This is a global agreement to strengthen the response to threats of climate change.

The Federal Government has detailed a sectorized plan to net zero which will guide our transition to the legislated target of net zero greenhouse gas emissions by 2050.

The sectorized emission reduction plans most relevant to the Shire relate to the built environment, namely commercial and residential buildings and the transport and infrastructure plan.



Policy Framework

The following Shire Policies apply:

- Asset Management
- Legislative Compliance
- Purchasing

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
<p>Risk 1 Environmental</p> <p>Rating: Medium</p>	<p>Possible</p>	<p>Moderate</p>	<ol style="list-style-type: none"> 1. Climate Adaptation Planning <ul style="list-style-type: none"> ○ Integrate climate resilience into infrastructure and urban planning. 2. Sustainable Resource Management <ul style="list-style-type: none"> ○ Promote water-efficient designs and renewable energy adoption. 3. Risk Assessments and Scenario Planning <ul style="list-style-type: none"> ○ Conduct regular environmental risk assessments and future scenario modelling. 4. Community Engagement and Education <ul style="list-style-type: none"> ○ Educate the public on sustainability practices and resilience. 5. Biodiversity Conservation <ul style="list-style-type: none"> ○ Protect, restore local habitats, and green spaces. 6. Monitoring and Reporting <ul style="list-style-type: none"> ○ Establish systems for tracking environmental impact and progress. 7. Collaboration with Stakeholders <ul style="list-style-type: none"> ○ Partner with state agencies and local organizations for shared sustainability goals. <p>These measures collectively strengthen local climate resilience and support sustainable growth.</p>
<p>Risk Description: Climate resilience and environmental sustainability</p> <ul style="list-style-type: none"> - This risk involves the impacts of climate change on local communities, infrastructure, and natural ecosystems, all of which are crucial for sustainable growth. Western Australia's climate is notably variable, with trends showing increased temperatures, declining rainfall in the southwest, and rising sea levels—all of which pose serious sustainability risks to local government planning and operations. 			



Risk	Likelihood	Consequence	Mitigation
<p>Risk 2 Financial</p> <p>Rating: Medium</p>	Possible	Moderate	<ol style="list-style-type: none"> 1. Integrated Financial Planning <ul style="list-style-type: none"> ○ Embed sustainability costs in long-term financial strategies. 2. Diversified Revenue Streams <ul style="list-style-type: none"> ○ Pursue grants, partnerships, and alternate funding sources. 3. Efficient Infrastructure Investment <ul style="list-style-type: none"> ○ Focus on sustainable, durable, low-maintenance infrastructure. 4. Operational Cost Reduction <ul style="list-style-type: none"> ○ Implement energy and water efficiencies to lower expenses. 5. Proactive Asset Management <ul style="list-style-type: none"> ○ Prioritise funding for high-risk assets vulnerable to climate impacts. 6. Stakeholder Collaboration <ul style="list-style-type: none"> ○ Engage communities and private partners for shared funding. 7. Ongoing Financial Monitoring <ul style="list-style-type: none"> ○ Track sustainability-related expenses and adjust budgets accordingly. <p>These strategies help manage financial risks while supporting sustainable initiatives.</p>
<p>Risk Description: Budget Strain from Cost Escalation</p> <ul style="list-style-type: none"> - The primary financial risk for the Sustainability Framework is increased costs due to climate adaptation, infrastructure maintenance, and regulatory compliance. 			



Risk	Likelihood	Consequence	Mitigation
<p>Risk 3 Legislative Compliance</p> <p>Rating: Medium</p>	Possible	Moderate	<ol style="list-style-type: none"> 1. Regular Policy Review <ul style="list-style-type: none"> ○ Monitor updates in legislation to stay current. 2. Staff Training <ul style="list-style-type: none"> ○ Provide ongoing training on compliance requirements. 3. Dedicated Compliance Team <ul style="list-style-type: none"> ○ Assign roles or teams to oversee legislative adherence. 4. Internal Audits <ul style="list-style-type: none"> ○ Conduct regular audits to identify compliance gaps. 5. Stakeholder Communication <ul style="list-style-type: none"> ○ Engage with regulators and industry bodies for guidance. 6. Documented Procedures <ul style="list-style-type: none"> ○ Maintain clear, accessible records of compliance actions. 7. Flexible Planning <ul style="list-style-type: none"> ○ Adapt budgets and operations to accommodate new regulations. <p>These steps support proactive compliance and reduce legal risk.</p>
<p>Risk Description: Non-compliance with evolving environmental and sustainability regulation</p> <ul style="list-style-type: none"> - The primary legislative compliance risk for a West Australian Local Government in the Sustainability Framework is non-compliance with evolving environmental and sustainability regulations, potentially leading to fines and reputational damage. 			
<p>Opportunity:</p> <p>An upside opportunity for a West Australian Local Government under the Sustainability Framework is positioning as a leader in sustainable development, which can attract eco-tourism, green businesses, and investment.</p> <p>Opportunity Considerations</p> <ol style="list-style-type: none"> 1. Economic Growth <ul style="list-style-type: none"> ○ Draw new revenue streams through eco-tourism and green industries. 2. Community Well-being <ul style="list-style-type: none"> ○ Enhance liveability with sustainable infrastructure and green spaces. 3. Funding and Grants <ul style="list-style-type: none"> ○ Access state and federal funding for innovative sustainability projects. 4. Environmental Reputation <ul style="list-style-type: none"> ○ Build a positive reputation, attracting residents and businesses aligned with sustainability goals. <p>These actions can enhance economic resilience and community support for sustainability initiatives.</p>			



Financial Implications

Budget

There are no short-term financial implications relevant to this proposal at this stage of this report.

Works and actions will be listed and filtered through Asset Management and Long-Term Financial Plan (LTFP) as the Sustainability Plan matures to this level, for this year the focus is purely on data collection, collation and then transitioning into cost determination and scheduling through the LTFP.

However, the budget implications for the Shire of Capel Sustainability Framework and Action Plan will eventually include considerations for the need for initial investments in climate resilience, sustainable infrastructure, and environmental programs.

There will be ongoing costs related to adapting and maintaining infrastructure to withstand climate impacts, managing natural resources efficiently, and implementing sustainability initiatives across services.

Additionally, budgeting for staff training, compliance with evolving environmental regulations, and community engagement programs will be necessary.

To mitigate these costs, the framework should prioritise cost-effective strategies, explore external funding opportunities, and integrate sustainability into long-term financial planning to ensure alignment with budget constraints and future sustainability goals.

Long Term

The long-term budget implications for the Shire of Capel's Sustainability Framework and Action Plan include the need for significant upfront investment in climate adaptation, infrastructure upgrades, and sustainability initiatives, which may strain existing budgets.

Ongoing costs will arise from maintaining and replacing climate-vulnerable assets, implementing energy and water efficiency measures, and ensuring regulatory compliance.

Additionally, there may be increased expenditure on community resilience programs, environmental conservation, and sustainable urban planning.

To manage these costs, the framework should prioritise cost-effective solutions, seek external funding sources, and incorporate sustainability into long-term financial planning to mitigate future financial burdens and ensure fiscal resilience.

Sustainability Implications

Climate Change and Environmental

The most obvious climate change and environmental implications for the Shire's Sustainability Framework and Action Plan include:

- Increased frequency and severity of extreme weather events (such as droughts, heatwaves, and storms).
- Rising temperatures, water scarcity, declining biodiversity, and coastal erosion.

These impacts affect local infrastructure, natural resources, public health, and the resilience of ecosystems.



In response, the framework must prioritise climate adaptation, water resource management, sustainable land use, habitat conservation, and resilient infrastructure to safeguard environmental and community well-being in a changing climate.

Social

The most obvious social implications for the Shire of Capel's Sustainability Framework and Action Plan include the need to address community health and safety amid climate impacts, equitable access to resources, and social cohesion.

Extreme weather and environmental changes may disproportionately affect vulnerable populations, including the elderly, low-income families, and Indigenous communities.

The framework will focus on the social benefits in creating inclusive, resilient communities by ensuring access to green spaces, promoting energy and water affordability, supporting local job creation in sustainable industries, and enhancing community engagement and education on sustainability.

Economic

The economic implications for the Shire's Sustainability Framework and Action Plan include rising costs of climate adaptation, infrastructure maintenance, and potential impacts on local industries such as agriculture and tourism due to environmental changes.

There are also opportunities for economic growth through green job creation, renewable energy investments, and eco-tourism.

The framework should focus on mitigating financial risks by prioritising resilient infrastructure, seeking diverse funding sources, supporting sustainable local industries, and promoting resource efficiency to reduce operational costs, thereby ensuring long-term economic stability and growth.

Asset

The asset implications for the Shire's Sustainability Framework and Action Plan include the increased risk of damage to infrastructure from climate change impacts, such as flooding, heatwaves, and coastal erosion.

There is a need for asset management practices that prioritise resilience, with a focus on upgrading infrastructure to withstand extreme weather and ensuring long-term sustainability.

The Framework should address the vulnerability of public assets, including roads, buildings, and utilities, by implementing regular risk assessments, incorporating climate adaptation measures, and investing in durable, low-maintenance materials to extend asset lifecycles and reduce future costs.



Consultation/Engagement

External Consultation

The Shire has established several sustainability-related cross-sector relationships and collaborations within the South-west, these being but not limited to:

- Partnerships with other councils in the region through working groups.
- Capel Chamber of Commerce.
- The Bunbury Chamber of Commerce and Industry.
- On a broader scale, the Shire is part of the WA Sustainability and Climate Alliance and is a signatory of the WALGA Climate Change Declaration.
- Additionally, the Shire participates in the Vasse Taskforce, GeoCatch, and the Net Zero group chaired by the Federal Regional Development Authority (SW).

In September, the Shire attended the annual Waste and Resource Recovery Conference, which focused on achieving an 80% reduction in waste by 2030.

Following the Waterwise Forum sponsored by Water Corporation in late October, the Shire of Capel Sustainability team then completed the annual Waterwise Report, which was submitted detailing the Shire's potable and non-potable water consumption and sustainable management actions. This report was completed, seeking Gold status after having completed it as Silver, but then being knocked back by the Department for amendment to seek Gold status based on the content and quality of said reporting.

Internal Consultation

Within the Shire's corporate structure, extensive discussions have taken place around water management in preparation for the annual Waterwise report, involving the Parks, Waste, and Natural Environment teams.

There is some overlap between Sustainability and Waste, as waste management falls under the Parks, Waste, and Natural Environment team, and efficient collection and recycling are crucial for the net zero by 2050 initiative.

Other internal consultation is ongoing with the Governance team regarding sustainable procurement, with proposed changes to the Purchasing policy to be considered during the upcoming policy review.

Other policies may include sustainability measures for consideration as they become due for review in the future.

Additionally, with the construction of the Dalyellup Multi-purpose Community and Youth Centre, grant funding for EV charging infrastructure has been released. The Shire is engaging with various stakeholders to assess the feasibility of incorporating this functionality into the new facility, with the aim of submitting a grant application if viable.



Officer Comment

Following the recent adoption, opportunities have been identified to further implement the Framework and to best position the Shire for current and future initiatives. There are aspects of the Sustainability Action Plan that may need refinement to be in synchronicity with the Strategic Community Plan and the Corporate Business Plan.

Through the Economic Development Framework 2023 to 2027, the Shire aims to identify opportunities and barriers affecting local businesses, commercial enterprises, and the local economy across all activities. This includes clearly defining the Shire's role and determining where collaboration with other organizations is most beneficial.

The Senior Sustainability Officer position, previously held by the Sustainability Manager until March 2024, was filled in July 2024.

Since then, an extensive review of the Sustainability Framework and the Sustainability Action Plan has been conducted, focusing on actions that can provide both short-term and long term benefits to the Shire and community, the following are some key notations from this revision which is still ongoing:

- The Sustainability Action Plan is based on seven pillars: Assets, Sustainability, Energy, Transport, Water, Waste, and Carbon.
- The Senior Sustainability Officer is working to identify opportunities to measure and manage business activities with the goal of economizing resources as we move towards a sustainable future.
- Additionally, the annual Waterwise report was compiled, written, and submitted by the due date of October 31.
- An analysis of electrical energy use patterns has been conducted, this ongoing and hopefully leading to several proposed initiatives aimed at reducing energy consumption during business hours.
- A register of Shire assets connected to mains electricity is being compiled to measure energy consumption and usage patterns.
 - Identified energy inefficiencies will be addressed to reduce consumption and costs.
 - One significant area of energy loss is energy transfer through the windows of the administration building, which increases the air-conditioning load in both summer and winter.
 - These losses can be mitigated through window tint treatments, strategic installation of shade awnings
 - In addition to this replacing fluorescent tubes with LED lighting in internal workspaces is also being investigated for implementation from funds this FY. (see PFA 27).
- Identified improved management measures will greatly increase the efficiency of our renewable energy assets.
 - Specifically, an RFQ has been released for the regular inspection and maintenance of the Shire building solar panel arrays. This will bring more accountability of Shire assets and reduce costs through more efficient renewable power generation.

In collaboration with the Parks, Waste, and Natural Environment teams, the Shire compiled and submitted the annual Waterwise report to Water Corporation by the deadline of October 31, 2024.

- Following a review, Water Corporation extended the opportunity for the Shire to resubmit the report with additional sustainable commitments to achieve gold status instead of the original silver accreditation.



- This will be the first time the Shire has achieved gold status for water use efficiency, a significant recognition of the efforts by both Shire management and the community.
- This award will recognize the Shire's management of water resources and then be communicated to all raise this achievement for their attention of the community to demonstrate the Shires commitment to sustainability in a period where water resources are significantly impacted in a drying climate.
- Additionally, in consultation with the Parks, Waste, and Natural Environment team, we are developing a groundwater management plan over the next few months to improve the use of allocated resources and demonstrate responsible management to stakeholders.

To demonstrate openness and transparency, the creation of a dashboard of sustainability metrics to track progress towards a net zero economy is proposed (Strategic Community Plan Direction 4, 4.1: Effective and compliant governance). This is an ongoing task hoping to implement a stable and simple to use and interpret information sharing platform.

The Shire's policies and procedures are periodically reviewed and updated. During these reviews, sustainability measures will be considered and included in these documents to ensure alignment with best practices and the United Nations Sustainable Development Goals.

- Currently, the Council Purchasing Policy is under review and will be updated in November, with sustainability already having provided input content for consideration and inclusion.
- The draft includes sustainable purchasing preferences and practices in line with WALGA guidelines, this now forming part of the qualitative criteria portion of RFT and RFQ documents.

A grant funding opportunity for EV charging infrastructure has become available just as construction begins on the Dalyellup Community Multi-purpose Youth Centre (DCMYC).

- The facility's design already includes provisions for renewable energy generation and EV charging capabilities.
- The possibility of incorporating charging infrastructure during the construction phase, funded by the grant, is being carefully considered.
- Additionally, the installation of EV charging stations in Capel, Dalyellup, and Boyanup is under consideration, building on previous investigations from 2023.
- Grant funding for charging infrastructure installation is available until June 2025 (CBP action PFA 6.1 and 6.2).

The ongoing work of the CHRMAP (Coastal Hazard Risk Management and Adaptation Plan) team is progressive and long term, the findings of the Plan will be implemented in a timely manner.

Sustainability is working with this team to understand its role and responsibility in this space, this also an ongoing endeavor that will see all works aligned to best practice including consideration for sustainable actions and outcomes.

Summary

Sustainable development has a focus on intergenerational equity and achieving a balance between economic and environmental outcomes.

Sustainable development is considered as '*development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.*' Following the recent adoption, opportunities were identified to further implement the Framework and to best position the Shire with current and future initiatives.



Since the Senior Sustainability Officer position was filled in July 2024, review of the Sustainability Framework and the Sustainability Action Plan and implementation of actions has been the primary focus which will then result in significant energy savings and compliance of the Shire.

The Sustainability Team have as part of this review commenced with data collection and interpretation as the first tranche of work, this then to be used to inform future actions based on raw data which then in turn aids the reporting and measuring of achievement of said action.

Recognition of the efforts the Shire has and will result in State Government awards, reduced costs, greater community benefits and engagement.

Voting Requirements

Simple Majority.

Officer's Recommendation

Moved Cr Mogg, Seconded Cr Fergusson

That Council notes the annual progress report (Quarter 2 – 1 December 2023 to 31 November 2024) of the Shire of Capel Sustainability Framework 2023 – 2027.

CC/2024/7 - Officer's Recommendation/Committee Decision - 6.1

Moved Cr Schiano, Seconded Cr Mogg.

In accordance with Shire of Capel Standing Orders Local Law 15.2 (1) part 10 debate of motions be suspended to allow for presentation.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil

CC/2024/8 - Officer's Recommendation/Committee Decision - 6.1

Moved Cr Schiano, Seconded Cr Fergusson.

That Standing Orders Part 10 Debate of Motions be resumed.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil



CC/2024/9 - Officer's Recommendation/Committee Decision - 6.1

Moved Cr Mogg, Seconded Cr Fergusson.

That Council notes the annual progress report (Quarter 2 – 1 December 2023 to 31 November 2024) of the Shire of Capel Sustainability Framework 2023 – 2027.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil



6.2. Coastal Hazard Risk Management and Adaptation Planning Progress Report

Author	Manager Development Services, Scott Price
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	N/a
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Note the progress made towards the Shire's adopted Coastal Hazard Risk Management and Adaptation Planning (CHRMAP), which identifies vulnerability trigger points and timeframes for short-, medium, and long-term risk management and suggests appropriate adaptation options.

The whole Shire of Capel coastline, including Dalyellup and Peppermint Grove Beach are vulnerable to erosion (a loss of beach sand, dunes, and vegetation). Peppermint Grove Beach and some of the adjacent natural areas and farmland near the Capel River are also vulnerable to inundation (flood from sea water). These coastal changes are now becoming more noticeable and predicted to intensify over time. The Shire has acted to protect our unique natural environment broadly and locally; and doing so in a responsible manner, socially, environmentally, and economically, is important.

For this reason, the Shire has worked with the Peron-Naturaliste Partnership to prepare a Coastal Hazard Management and Adaptation Plan (CHRMAP) to understand the possible and predicted impacts of long-term climate change, to take early steps to reduce impacts and to plan for what to do if those impacts occur. This CHRMAP was adopted at the January 2024 Ordinary Council Meeting (OCM) and provides the CCASC an informed pathway of action.

Officer's Recommendation

That Climate Change Adaptation and Sustainability Committee (CCASC) notes the progress made to date regarding the actions derived from the adopted Capel Coast Hazard Risk Management and Adaptation Planning.

Background

Previous Council Decisions

February 2020 - The Shire's Climate Change Adaptation and Sustainability Committee resolved at the meeting held on 26 February 2020 (CC03/2020) to:

1. Recommend Council to agree to participate in a joint Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) managed by the Peron-Naturaliste Partnership with the City of Bunbury, the Shires of Dardanup and Harvey, Southern Ports Authority and Department of Biodiversity, Conservation and Attractions, to include the entirety of the Capel Coastal Zone; and
 2. Recommend Council to consider budgeting for the joint CHRMAP, an amount of \$35,000 in 2020/21.
-



May 2020 - The Council resolved (OC052/2020) at the Ordinary Council Meeting on 27 May 2020 to:

1. Agree to participate in a joint Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) managed by the Peron-Naturaliste Partnership with the City of Bunbury, the Shires of Dardanup and Harvey, Southern Ports Authority and Department of Biodiversity, Conservation and Attractions, to include the entirety of the Capel Coastal Zone; and
2. Consider budgeting for the joint CHRMAP, an amount of \$35,000 in 2020/21.

Officers have provided updates to the Council and/or the Climate Change and Sustainability Committee on progress on the Capel-Leschenault CHRMAP on the following dates:

- 22 November 2021
- 27 April 2022
- 26 October 2022
- 01 February 2023

The Shire's Climate Change Adaptation and Sustainability Committee resolved (CC002/2023) at the meeting held on 29 March 2023 to note the information provided regarding the upcoming public consultation process for the Coastal Hazard Risk Management and Adaptation Plan.

January 2024 – The draft Capel Coastal CHRMAP was presented to Council at the January 2024 OCM for final adoption. The final version, provided by consultants WaterTech on 15 November 2023, had been subject to several community consultation sessions.

The Council resolved (OC24/2024) at the Ordinary Council Meeting on 31 January 2024 to:

1. Endorses the Final Capel Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) (Attachments 14.5.1 to 14.5.12) as a guide for future planning and coastal management in the Shire.
2. Notes all the comments made by members of the community throughout the process of the production of the Capel CHRMAP as detailed in Attachments 14.5.4, 14.5.11, 14.5.12, 14.5.14 and 14.5.15;
3. Accepts the Recommendations for Management Units MU1-Peppermint Grove Beach, MU2-Capel Coast and MU3-Dalyellup as set out in Section 8.7 of the Final Shire of Capel CHRMAP and summarized in Attachment 14.5.16
4. Does not accept the funding mechanisms detailed in the Benefit Distribution Analysis in Attachments 14.5.8 and 14.5.9 for Management Units 1 and 2 to construct a levee on the Capel River (PR6) and for Management Unit 3 to construct groynes in Dalyellup and resolves to investigate alternative funding mechanisms for the actions identified in the Final Capel CHRMAP.
5. Refers the Final Capel CHRMAP to the Department of Planning, Lands and Heritage and the Western Australian Planning Commission for their consideration and recommends that a two-stage approach to CHRMAP production is considered, in order to allow for better community understanding and engagement.
6. Resolves to set up a Capel Coast Sub-Committee to the Climate Change and Sustainability Committee with responsibility for the assistance in the implementation of the Final Capel CHRMAP and to include elected members, Shire Officers, community representatives and other appropriate organisations agencies.



7. Resolves to continually update the Final Capel CHRMAP as necessary as new data or information becomes available.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 2 - Manage and protect our environment

- 2.1 Improved management of our natural environment assets and attractions
- 2.2 Increased community capacity in supporting positive environmental management
- 2.3 A Shire committed to sustainable practices
- 2.5 Improved connection and access to natural assets of the forest and coastal environment

Direction 4 - Deliver good leadership, governance and decision-making

- 4.2 Informed and transparent decision making
- 4.3 Contemporary planning and local development

Corporate Business Plan 2024-2028

DEVS 5 - CHRMAP - Coastal Hazard Risk Management & Adaptation Plan - Develop project implementation strategy for CHRMAP identifying timeline for further studies and data gathering as required.

Statutory Framework

Local Framework

- Shire of Capel Local Planning Strategy
- Shire of Capel Town Planning Scheme No.8
- Shire of Capel Place Plan 2023-2027

State Framework

- *Land Administration Act 1997*
- *Planning and Development Act 2005*
- Greater Bunbury Region Scheme

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Community Engagement
- Asset Management
- Local Planning Policy 6.7 - Community Engagement



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Low	Unlikely	Minor	Ensuring regular reporting through the Climate Change, Adaptation and Sustainability Committee on the CHRMAP.
Risk Description: Failure to provide confidence to the Committee and community of ongoing action regarding the CHRMAP.			
Opportunity: A transparent reporting protocol for the ongoing management of the Shire's coastal risks.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

The final Capel CHRMAP outlines several potential financial implications associated with recommended mitigation, adaptation, or protection measures. The final long-term financial implications will depend on which measures are implemented and can only be determined through further engagement with the community and the future agreement of the Council.

Sustainability Implications

Very significant environmental, economic, and social sustainability implications due to the potential loss of land and property to the sea.

Environmental

- Loss of landforms;
- Biodiversity;
- Waste disposal and facilities;
- Natural resources; and
- Wetlands and estuarine environments.

Economic

- Business operations;
- Insurance premiums;
- Property development;
- Strategic minerals and basic raw materials;
- Tourism; and
- Commercial fishing.



Social

- Loss of communities and public assets;
- Emergency and crisis management;
- Recreational use of coastal areas; and
- Public health.

Asset

- Implications for a range of Environmental, Economic, Social and Cultural Assets are discussed in detail in the Final Capel CHRMAP.

Consultation/Engagement

External Consultation

Western Australian Local Government Association – CoastWA

The Shire Officers have met on several occasions with the CoastWA team, to discuss the identified actions that were considered priorities within the early infancy of the CHRMAP adoption. There has been discussion regarding the funding opportunities, in which are considered mostly efforts by State Government, in which would be proportionally allocated to various Local Governments for implementation.

Each meeting has seen an agenda set up, with various actions and inputs from the Department of Planning, Lands, and Heritage, Department of Transport, and WALGA. With assistance from these agencies, the Shire has commenced various actions identified in the CHRMAP to initiate.

Peron-Naturaliste Partnership

The Peron Naturaliste Partnership (PNP) and the City of Bunbury and Shires of Capel, Dardanup and Harvey partnered with the Department of Biodiversity, Conservation and Attractions and Southern Ports Authority to develop Coastal Hazard Risk Management and Adaptation Plans (CHRMAP's).

The PNP represents the various local governments involved to advocate for grant funding, assist in the undertaking of coastal monitoring, and provide a unified approach to the adaptation and mitigate of coastal erosion and inundation.

As part of the Shire's involvement in this partnership, Officers have attended Annual General Meetings (AGM), participated in natural disaster risk surveys, been privy to consultant reports outlining short-term action plans, and utilised the shared resource for the purpose of virtual meetings to discuss implementation progress of the CHRMAP with other authorities.

Internal Consultation

As part of undertaking the prescribed actions within the adopted Capel Coastal CHRMAP, Shire Officers have implemented fortnightly meetings between representatives of Development Services, Projects, Facilities and Assets, and Parks, Engineering and Works, and Waste and Natural Environment.

These meetings are to ascertain the progress of specific steps identified for various Departments to progress, whilst ensuring a unified and consistent approach to implementation is upheld.



Officer Comment

Actions

Asset Management Database

Over the last six months, the Shire's Projects, Facilities and Assets Department have collated data on Shire-owned assets and are currently seeking external assistance with valuing and spatially mapping identified infrastructure.

The extensive assessment of current Shire assets is critical in informing the steps that the CHRMAP ultimately recommends be undertaken, by valuing the costs of associated infrastructure, and spatially recognising proximity to not only the coastline, but the various future coastal inundation and erosion lines.

By identifying all Shire assets and asset classes that are located within these vulnerable areas, the Shire can then set out to estimate the financial implications of such events and determine whether to manage the retreat of the infrastructure, forfeit the infrastructure, or protect the infrastructure.

Once vulnerable infrastructure is identified (i.e. Surf lifesaving facilities, ablution blocks, playgrounds etc), the Shire will then undertake a risk-based approach to prioritise critical coastal protection.

Work is expected to conclude on the Shire's Asset Management Database in the later stages of 2024.

CoastSnap Infrastructure Installation

The Shire was a site identified through a study conducted by the University of New South Wales (UNSW) for the monitoring of coastlines. The study enables coastal users to scan a QR code on a pylon sign and upload photos to an online database, called CoastSnap.

CoastSnap relies on repeat photos at the same location to track how the coast is changing over time due to processes such as storms, rising sea levels, human activities, and other factors. Using a specialised technique known as photogrammetry, CoastSnap turns photos into valuable coastal data that is used by coastal scientists to understand and forecast how coastlines might change in the coming decades. Photogrammetry enables the position of the coastline to be pinpointed from photos captured on a phone to an accuracy like that of professional coastal survey teams.

The site identified within the Shire was the stairwell to Peppermint Grove Beach. This sign was installed with the assistance of the Shire's Natural Resource Management Officer in July 2024 and is currently in effect.

Drone Training

The Peron-Naturaliste Partnership is working with Department of Transport and Winjan Aboriginal Corporation to undertake monitoring of vulnerable coastal areas using drones. This project aims to generate high-resolution imagery and digital elevation data of seasonal changes in the Cape Peron to Cape Naturaliste region.

The opportunity for drone training was provided to coastal Local Governments and would provide internalised skillsets for each local government to conduct their own coastal investigations, using the drones to capture the aerial imagery.



Coastal monitoring practices rely heavily upon the ability to capture photographic evidence of changes to the formation of the coastline. In particular, the data will provide valuable information for coastal decision-makers to identify sediment volume change and shoreline response to sea level change. Furthermore, this enables the Shire to utilise aerial imagery to understand the implications of storm surges and other significant weather events, and to allow for us to plan for future action.

This training is partly funded by the Department of Transport and the Winjan Aboriginal Corporation. It is anticipated that four staff will attend the training at Shire Offices in December 2024.

Foreshore Management Planning

The Shire seeks to implement a strategic approach to the environmental management of its foreshores that will inform its resources, programs, and activities. The purpose of a management plan is to identify management recommendations to maintain and improve the key qualities of the foreshores, namely:

- cultural values;
- conservation values;
- recreational and amenity values; and
- social values.

Several strategic foreshore management plans (FMP) are soon to be started, aiming to provide a consolidated environmental management strategy that shapes the Shire's management practices and actions for the natural environment.

The CHRMAP identifies that coastal erosion presents as the key risk to the existing foreshore reserves and key built assets within the reserves area over the next 50 years. The data captured as part of the adopted CHRMAP will inform the Shire's FMP's.

Work has commenced on a project scope in which will be made available for quotations towards the end of 2024 and will be delivered in part with the Shire's Parks, Waste and Natural Environment Department.

Internal Steering Group

Given the broad strategic nature of the CHRMAP, the Shire Officers have recognised the need for regular Steering Group meetings to inform decision making across multiple Departments, namely Development Service, Projects, Facilities and Assets, Engineering and Works, and Parks, Waste and Natural Environment.

The meetings have occurred on a fortnightly basis, with a rolling agenda and a set list of actions that arise from each meeting. Some of the actions that have come from the Steering Group meetings thus far include the following:

- Creation of a CHRMAP implementation spreadsheet and allocation of responsibilities for key actions to individual/respective Officers;
- Initiate contact with the City of Albany to ascertain certain actions and information resulting from the adoption and implementation of their CHRMAP;
- Initiate contact with the City of Bunbury to ascertain whether the Shire can be involved in the joint funding of a Coastal Engineer;
- Organise for the attendance of Shire Officers to the WaterTech Managed Retreat Case Study presentation;



- Provide updates from the PNP regarding the success and status of grant funding applications.

Summary

To date, the Shire has made progress on the actions needing to be implemented as part of the CHRMAP. The intention of the CCAS was to provide formal direction for staff to continue executing the prioritised actions of the CHRMAP that are identified by the committee. As such, Shire Officers have conducted appropriate initial steps without the formal direction that a CCASC meeting would provide.

Moving forward, it is expected that actionable items will arise from CCASC committee meetings to inform appropriate resource allocation and work towards CHRMAP progress.

Voting Requirements

Simple Majority

CC/2024/10 - Officer's Recommendation/Committee Decision - 6.2

Moved Cr Fergusson, Seconded Cr Mogg.

That Climate Change Adaptation and Sustainability Committee (CCASC) notes the progress made to date regarding the actions derived from the adopted Capel Coast Hazard Risk Management and Adaptation Planning.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil



6.3. Implementation of Capel Coastal Sub Committee

Author	Manager Development Services, Scott Price
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	N/a
Attachments	1. Capel Coast Sub Committee To R [6.3.1 - 5 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Endorse the implementation of the Capel Coastal Sub Committee (CCSC), to report, advocate, consider and make recommendations on action and options for the sustainable management of the Shire of Capel's coastlines.

Reports and recommendations of each CCSC meeting will be presented to the Climate Change, Adaptation and Sustainability Committee (CCASC). Any item that requires action from the Shire in a financial, planning or infrastructure will require approval through the Council. Preparation of CCSC agendas, reports and minutes will be facilitated via administrative support from the Shire of Capel.

The purpose of this report is to outline the preferred format in which the CCSC will operate, including meeting dates, member responsibilities, and other aspects of the adopted Terms of Reference (ToR).

Officer's Recommendation

That the Climate Change, Adaption and Sustainability Committee support the proposed meeting date schedule and note the intention of the first quarter meeting.

Background

Previous Council Decisions

January 2024 - At the 31 January 2024 Ordinary Meeting of Council, a resolution was made for a Capel Coast Sub-Committee to the Climate Change and Sustainability Committee with responsibility for the assistance in the implementation of the Final Capel CHRMAP and to include elected members, Shire Officers, community representatives and other appropriate organisations / agencies.

March 2024 – At the 27 March 2024 Ordinary Meeting of Council, Council endorsed the following:

'That Council adopt the draft Capel Coast Sub Committee Terms of Reference as per Attachment 13.2.1, and support the Climate Change, Adaptation and Sustainability Committee to oversee the actions, activities and recommendations made by the Sub Committee.'



August 2024 – At the 28 August 2024 Ordinary Meeting of Council, a report was put to Council supporting the Climate Change, Adaptation and Sustainability Committee’s decision to appoint three Community Representatives as part of the Capel Coastal Sub Committee.

The Sub Committee was identified to support the governance and consideration of initiatives in relation to coastal matters. Council recognises that the implementation of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) along with the ongoing management of the Capel Coast with the community, requires a long-term commitment that is consistent and sustainable.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community

1.1 A more engaged community

1.2 A capable community that drives community activation and participation

Direction 2 - Manage and protect our environment

2.1 Improved management of our natural environment assets and attractions

2.3 A Shire committed to sustainable practices

2.7 Urban planning that supports sustainable development

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

4.3 Contemporary planning and local development

Corporate Business Plan 2024-2028

DEVS 5 - CHRMAP - Coastal Hazard Risk Management & Adaptation Plan - Develop project implementation strategy for CHRMAP identifying timeline for further studies and data gathering as required.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Service Delivery Rating: Low	Rare	Minor	Advocation to the Climate Change, Adaptation and Sustainability Committee on the importance of the Capel Coast.
Risk Description: Failure to investigate and have informative discussions on issues and future impacts of coastal inundation and erosion.			
Opportunity: Strong engagement and consultation on the Capel Coastal issues.			

Financial Implications

Budget

There are no financial implications relevant to this proposal, given this report is for procedural matters that relate to an informing body.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal, given this report is for procedural matters that relate to an informing body.

Sustainability Implications

Climate Change and Environmental

The Capel Coast Sub Committee will consider ongoing implications from a social, environmental, asset and economic perspective. These implications will be considered at the time of the reports relevant to the committee.

Consultation/Engagement

Internal Consultation

Consultation between the Development Services Team, Projects, Facilities and Assets Team and Governance Team has been undertaken.

External Consultation

Consultation has occurred between the community representatives and agencies representatives. Consultation will continue to the lead up to the initial meeting.



Officer Comment

Proposed 2025 Meeting Dates

- 22 January 2025
- 16 April 2025
- 16 July 2025
- 15 October 2025

These dates may be subject to change depending on availability, Climate Change, Adaption and Sustainability requirements or Sub-Committee requirements.

The initial meeting in January 2025 is intended to ensure members understand their roles and responsibilities, as well as ensuring an understanding of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP).

The Shire will provide a presentation on the CHRMAP and discuss the supporting documentation that will influence decision making of the Sub-Committee, such as the Sustainability Framework, Community Engagement Strategy, Local Planning Strategy.

The following meetings will then be focused on regular reporting, development of plans and advocacy.

Engagement Strategy

The community representatives have been engaged; however the Shire will continue to liaise to confirm details. Industry representatives are still being confirmed so consistent contacts can be appointed.

Future engagement with community regarding the challenges, initiatives and actions will be identified through the Capel Coastal Sub-Committee, with support from the Shires Community Engagement Framework.

Summary

Regular reporting from the Sub-Committee will be presented to the Climate Change, Adaptation and Sustainability Committee. The proposed meetings dates of the sub-committee will provide fluent opportunity to report effectively.



Voting Requirements

Simple Majority

CC/2024/11 - Officer's Recommendation/Committee Decision - 6.3

Moved Cr Fergusson, Seconded Cr Mogg.

That the Climate Change, Adaption and Sustainability Committee support the proposed meeting date schedule and note the intention of the first quarter meeting.

Carried 4 / 0

For - Cr Fergusson, Cr McCleery, Cr Mogg and Cr Schiano

Against - Nil



7. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 3:37 pm.