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true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE CAPEROC MEETING HELD ON 18 AUGUST 2017

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MINUTES

MINUTES OF A MEETING OF THE CAPEROC HELD IN COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 18 AUGUST 2017 AT 9:00AM.

The Presiding Member opened the meeting at 9.00am

1. ATTENDANCE AND APOLOGIES

Members:	Cr Grant Henley	Mayor, Busselton
	Cr Terry Best	Busselton
	Cr John McCallum	Busselton
	Cr Felicity Haynes	Augusta-Margaret River
	Cr Mike Smart	Augusta-Margaret River
	Mr Mike Archer	Chief Executive Officer, Busselton
	Ms Annie Riordan	A/Chief Executive Officer, Augusta Margaret River
Officers:	Mr Jon Berry	Economic and Business Development Coordinator, Busselton
	Ms Tracey King	Strategic Projects Officer, Busselton
	Mrs Lisa Haste	Executive Assistant to Council, Busselton
Observers:	Tony Brown	Executive Manager Governance & Organisational Services, WALGA
	Anne Banks McAllister	Regional Capacity Building Manager, WALGA
Apologies:	Cr Ian Earl	Shire President, Augusta Margaret River
	Mr Gary Evershed	Chief Executive Officer, Augusta-Margaret River
	Cr Kylie Kennaugh	A/ Shire President, Augusta-Margaret River

2. CONFIRMATION OF MINUTES

2.1 Minutes of the CapeROC meeting held 17 February 2017

That the minutes of the CapeROC meeting held on 17 February 2017 be confirmed as a true and correct record.

**MINUTES CONFIRMED
CARRIED 7/0**

3. PRESENTATIONS

David Eaton, Commissioner of the Small Business Development Commission, gave a presentation to CAPEROC on the Commission and how they assist small businesses. The presentation also covered issues such as dispute resolution, unfair contracts, business loans, payment terms & loans and the “Small Business Friendly” Initiative.

Amanda Whiteland and Cath Oates gave a presentation to CAPEROC on the Margaret River Wine Association. A brief update on the Association in general, such as the new branding logo, the Margaret River Wine Show and the APC Member fees. Amanda also provided an update on the 50th anniversary. MRWA also talked about signage and the Public Art Trail as these were items on the agenda.

Tony Brown, Executive Manager Governance and Organisational Services at WALGA gave a joint presentation with Anne Banks McCallister the Regional Capacity Building Manager at WALGA. Tony gave CAPEROC a presentation on the Local Government Act 1995 Review.

Two Phase approach:

Phase 1 – Modernising Local Government (Regional subsidiaries, reducing red tape)

Phase 2 – Services for the Community (Increasing Participation in Local Government elections, Strengthening public confidence in LG elections, increasing community participation, enabling LG enterprises and improving financial management)

The Minister has formed an Act Review Reference Group with the Department discussion paper being released in November 2017.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

5. REPORTS

5.1 MARGARET RIVER WINE ASSOCIATION (ENTRY STATEMENT / PUBLIC ART TRAIL)/ PROPOSED SIGNAGE AT THE 'GLADSTONES LINE'

REPORTING OFFICER:	Economic and Business Development Coordinator - Jon Berry, Busselton
ATTACHMENTS:	Attachment A Proposed curatorial approach to the Margaret River Wine Region Public Art Trail Attachment B Letter of Support from the South West Development Commission

IN BRIEF

The Margaret River Wine Association (MRWA) has previously been granted \$30,000 by Caperoc to progress a proposed public art trail, with the major element being an entry statement (public art sculpture, landscaping and interpretation) at the visitor information bay on the Bussell Highway bypass on the approach to Vasse in the City of Busselton.

BACKGROUND

The MRWA has been leading a stakeholder working group made up of wine industry representatives, South West Development Commission, Member for Vasse, Margaret River Busselton Tourism Association and local government staff from the City of Busselton and the Shire of Augusta Margaret River to facilitate the establishment of an inspiring Public Art Entry Statement and regional artwork trail. The Entry Statement was proposed to consist of a large scale public art installation and associated landscaping and interpretation to be located at the approach to the township of Vasse, which is close to the northern entry point to the Gladstones Line, the official boundary of the Margaret River Wine region (technically at Redgum Way in the City of Busselton). Its purpose was to capture the imagination and provide the visitor with a symbolic gateway to the wine region, connecting visitors with relevant geographical information and guiding them along a proposed new captivating public art trail through the region. The project proposed to combine contemporary public art with interpretive signage and digital media.

A concept designed by Artist Greg Banfield of Dunsborough was selected by the stakeholder working group as the winning entry in a design competition. The concept was a 26m high timber and metal structure symbolising a grape vine, along with an oversized seating bench (1.5m high) for visitors to sit and contemplate stories of the history of the wine industry. It also included a 4.4m entry doorway structure welcoming visitors to the wine region, landscaping and boardwalks. It was proposed to be located on Main Roads land within the Busselton Bypass information bay/rest area on the approach to the Bussell Highway turnoff at Vasse.

On 24 November 2016, Caperoc supported a funding contribution of \$30,000 (\$15,000 from each Council) towards design development of the entry statement concept. These funds were to be a contribution towards a potential budget of \$100k. MRWA was granted the CapeROC funds of \$30,000 in January 2017, with \$3,000 expended as prize monies for the winner of the design competition, leaving \$27,000 unexpended.

The total project budget for capital works for both the entry statement and proposed public art trail (not conceptualised at this point) was estimated by MRWA at circa \$1m.

A special meeting of the stakeholder working group was held on 20 February 2017 in response to industry feedback received by the MRWA in relation to the location of the entry statement. The meeting resolved that the proposed location for the entry statement work was no longer considered suitable, due to significant, recent commercial changes to the surrounding Vasse area. The working group resolved that the project required increased stakeholder and community engagement prior to proceeding any further. The working group also resolved that with the exception of the entry statement element at Vasse, community and stakeholder support for the public art trail remained strong.

CURRENT STATUS

The MRWA is seeking to retain the balance of the \$30,000 funds allocated by CapeROC in the 2016/17 budget (\$27,000 remains unspent) to contract 'Maker and Co' to lead development of the proposed public art trail. Maker and Co are a south west based social enterprise, with a major focus on the creative industries and Aboriginal enterprise development. Maker and Co will work with the WA Indigenous Tourism Operators Council (WAITOC) to investigate innovative ways to use art and new technology to tell the Margaret River wine story in high impact ways with the Noongar Six Seasons and the corresponding seasons of the viticultural calendar as the central theme (see Attachment 1).

Specifically, MRWA are requesting the \$27k CapeROC funds are used for the following redefined work scope and deliverables:

- A significant community and industry (wine, tourism, arts, innovation) engagement campaign across the City of Busselton and the Shire of Augusta Margaret River;
- Identification of public art and interpretation concepts and potential project partners;
- Development of a detailed business case to support future funding (e.g Building Better Regions (Federal) and State and Federal arts grants; and,
- Development and submission of funding applications and partnership agreements

The proposed timeline for the project is:

Task	Timing
Reconvene the project working group	August-September 2017
Community and industry engagement, concept development	Oct 2017-Dec 2017
Continued stakeholder and industry liaison and development of business case for art trail funding	Jan 18-Feb 18
Secure partners and submit funding applications	March 18-June 18

Options for CapeROC consideration:

MRWA is seeking to retain \$27,000 granted by CapeROC in the 2016/17 budget as a contribution towards design development of a public art entry statement concept at Vasse and use the funds for a redefined work scope and deliverables outlined above.

CapeROC may elect to either:

1. Request the \$27k funds held by MRWA be returned to each local government (\$13,500 each); or
2. Approve MRWA retaining the \$27k funds and apply them to a revised work scope and deliverables for a Capes region public art trail, including an engagement program, public art and interpretation concepts, business case and funding applications (subject to the CEO's of both local governments approving a detailed scope of works, deliverables and milestones); or,
3. Approve MRWA retaining a reduced amount of the \$27k funds granted

The President of the MRWA (Ms Cath Oates) and Executive Officer (Amanda Whiteland) will present the revised scope of the public art trail as part of their presentation to CapeROC.

Proposed sign at Gladstones Line

In recognition of the 50th anniversary of the regional wine industry and recognising a major entry statement will no longer be pursued, the MRWA is also seeking endorsement for new signage recognising the boundary of the Margaret River Wine region at road entry points crossing Gladstones line. The proposed signs are proposed to include the text:

GLADSTONES LINE

115S 18E

Welcome to the Margaret River Wine Region

The costs of these signs will be the sole responsibility of the MRWA.

RECOMMENDATION

That CapeROC:

1. Considers the options in this report and resolves a preferred alternative;
2. Supports 'in-principle' the concept of roadside signage recognising the Margaret River Wine region boundary (*the 'Gladstones Line'*) and supports each individual local government working with the Margaret River Wine Association to identify specific locations within each municipal area with uniform design and specifications for the signage.

CAPEROC DECISION

CAP1708/001 Moved Mayor G Henley, seconded Councillor J McCallum

That the MRWA returns the \$27,000 (50/50) back to each Local Government and the project is assessed by each local government as a separate item in the future on its merits.

CARRIED 7/0

5.2 MRBTA REQUEST FOR EVENT FUNDING: CABIN FEVER WINTER FESTIVAL PROPOSAL

REPORTING OFFICER: A/Chief Executive Officer – Annie Riordan, Augusta-Margaret River
ATTACHMENTS: Nil

IN BRIEF

The Margaret River Busselton Tourism Association Inc (MRBTA) sought a contribution of \$20k toward a proposed regional food and wine event in the winter months. This proposal was put to the CapeROC meeting of 24 November 2016 and endorsed in principle with the funds to come out of the 2017-2018 CapeROC budget.

BACKGROUND

MRBTA held a new annual event titled 'Cabin Fever' which provided an opportunity for visitors and locals to experience the region in the winter, with a focus on showcasing food, wine and beer produced in the region and musicians and artists from the region.

The event was a major initiative of the Your Margaret River Region Wine and Food Promotional Plan supported by the South West Development Commission (SWDC) and the Margaret River Busselton Tourism Association (MRBTA).

Feedback on the event from the MRBTA was as follows:

- The Inaugural Cabin Fever Event ran over 10 days from July 14 to 24, and involved 50 local businesses working in collaboration for 35 events, held at 30 venues. Of these events, 11 were sold out
- The festival was attended by 5,500 people, with an estimated 51% of attendees being overnight visitors. It is estimated that 43% of those who attended and stayed overnights, stayed for 3 nights.
- The festival was incredibly well received by both those who attended, and the businesses involved. When asked to use a scale of 1 to 10 to indicate how likely they would be attend/being involved in the Festival next year, the weighted average was 8.5 for attendees and 9 for businesses. When asked to use a scale of 1 to 10 to indicate how likely they would be recommend the Festival to a friend, the weighted average was 8.5 for attendees and 8.3 for businesses

Given its success, the MTBTA hope that Cabin Fever 2018 will include more events and attract even more attendees, thereby making a positive impact on not only the Margaret River Region's tourism industry, but the region's economy as a whole.

The Margaret River Busselton Tourism Association Inc (MRBTA) sought a contribution of \$20k toward this wine event which was put to the CapeROC meeting of 24 November 2016 and endorsed in principle with the funds to come out of the 2017-2018 CapeROC budget. This report is required for the authorisation of the payment of those funds.

COMMENT

The event aligns with the economic development strategies of the Shire of Augusta Margaret River and the City of Busselton, which both aim to reduce seasonality of tourism visitation.

A budget of around \$85,000 was sought by MRBTA to meet event management, marketing and operational costs. MRBTA and SWDC both committed to seed-fund the event to the value of \$20,000 each, totalling \$40,000. A further \$45,000 was sought by MRBTA including \$20k from CapeROC.

Both the City of Busselton and the Shire of Augusta Margaret River were acknowledged as sponsors of the event.

RECOMMENDATION

That CapeROC:

Contributes \$20k from the 2017/18 budget to the Margaret River Busselton Tourism Association Inc, to support the 2017 Cabin Fever event.

CAPEROC DECISION

CAP1708/002 Moved Mayor G Henley, seconded Councillor M Smart

That CapeROC

1. Seeks a financial report from the Organisers of Cabin Fever to quantify the need for funding;
2. Authorises the CEOs to contribute up to \$20,000 from the 2017/18 budget to the Margaret River Busselton Tourism Association Inc., to support the 2017 Cabin Fever event.

CARRIED 7/0

5.3 TOURISM DIRECTIONAL SIGNAGE AND ROADSIDE VISITOR INFORMATION REVIEW

REPORTING OFFICER:	Economic and Business Development Coordinator - Jon Berry, Busselton
ATTACHMENTS:	Attachment A Upgraded Information Bay Signage Using Unified Branding on Bussell Highway (Entry to Busselton) and Caves Road (near Gracetown turn off)

IN BRIEF

A Request for Quotation seeking professional services to prepare a report on the current condition and potential costs of a recommended improvement program for regional tourism directional signage and roadside visitor information has been issued.

This item recommends CapeROC consider making a budget allocation in 2017/18 following a verbal report on the responses to the RFQ (closing 15 August 2017).

BACKGROUND

Both member Councils of CapeROC have previously resolved to endorse a review of tourism directional signage and roadside visitor information bays with a (generally) unified approach to branding and function.

Stakeholder meetings have been conducted with the City of Busselton, Shire of Augusta Margaret River, Main Roads WA, Margaret River Busselton Tourism Association, South West Development Commission and the Margaret River Wine Industry Association, to confirm 'in-principle' support for upgrading of visitor information bays and specific technical standards for directional signage.

A notional amount of seed funding (\$20,000) has been allocated by CapeROC in previous budgets, with a view to seeking external matching grants to prepare a business case report and recommendations including current condition of signage, potential cost of a recommended improvement program for both directional signage and information bays and concepts for new advance warning signage including an element of unified branding.

Following a previous CapeROC decision supporting Officers to seek grant funding to match the CapeROC allocation of \$20,000, funding applications were prepared to the South West Development Commission Regional Grants Scheme, however were unsuccessful. Consequently the CapeROC funds were not expended.

As an interim measure, two Category 1 information bay signs that were in urgent need of replacement were upgraded using the new unified tourism branding combined with individual local government logos. These were funded by the internal resources of each local government (one at the entry to Busselton and one near the turn-off to Gracetown). These are shown in Attachment 1.

CURRENT STATUS

To better define the cost of preparing an audit and condition report with recommendations, the City of Busselton (on behalf of CapeROC) has issued a Request for Quotation (RFQ32/17) to prepare the report. Specific deliverables include:

- Electronic database of existing asset condition information (with geo-co-ordinates) supplied in MS Excel and Esri ArcGIS compatible digital format, including all photographs in digital format linked to the assets
- Written report including any assumptions, methodology used, asset condition reports (including images of signage and surrounding landscape), and recommendations and indicative replacement/upgrade costs based on the recommendations
- Design drawings (including draft graphic content design) for single prototypes of each of the POTENTIAL NEW OR REPLACEMENT signage concepts as previously endorsed by both local governments and illustrated within the RFQ for:
 - Tourism Region gateway signage
 - Advance directional signs
 - Intersectional directional signage
 - Information Bays Cat 1 and Cat 1A
 - Roadside local information points (Cat 2)
 - Finger board Signs on MRWA roads and major intersecting roads

Indicative cost estimates are being sought for design, manufacture and installation of any new signs recommended and supporting infrastructure so the capital and maintenance costs of a future upgrade program is better defined.

The RFQ closes on 15 August 2017 and responses will be communicated at the CapeROC meeting, prior to a potential allocation of funds in the 2017/18 CapeROC budget.

In addition to the above, the City of Busselton has allocated funds in its municipal budget for 2017/18 to upgrade municipal entry signs for the City of Busselton (excluding the large sign approaching Busselton from the North at the Shire of Capel boundary) so they are uniform in appearance and style with the recently upgraded Shire of Augusta Margaret River municipal entry signage.

RECOMMENDATION

That CapeROC notes a Request for Quotation for the provision of professional services to prepare a report on the current condition and potential costs of a recommended improvement program for regional tourism directional signage and roadside visitor information has been issued, with submissions closing on 15 August 2017.

CAPEROC DECISION

CAP1708/003 Moved Mayor G Henley, seconded Councillor J McCallum

1. That CapeROC notes a Request for Quotation for the provision of professional services to prepare a report on the current condition and potential costs of a recommended improvement program for regional tourism directional signage and roadside visitor information;
2. Seek to ascertain if any local providers can undertake the service within the CapeROC budget and delegate authority to the CEO's to approve.

CARRIED 7/0

5.4 CAPEROC BUDGET

REPORTING 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 up to \$50,000 of their respective budgets (up to \$100,000 in total) towards CapeROC approved regional economic development initiatives.

BACKGROUND

Table 1 shows the allocations for 2016-2017

Table 1.

2016-2017 Allocations

2016 CapeROC Projects	Approved Allocation \$100,000	Expenditure (AMR)	Expenditure (BSN)	Total Expenditure	Comments
Margaret River Wine Association – 50 th Anniversary	\$20,000	\$10,000.	\$10,000	\$20,000	Exc GST
Tourism Directional Signage	\$20,000	0	0	0	Unspent- provided as a request for 2017/18 budget.
Margaret River Region Calendar of Events	\$25,000	\$6,937.50	\$6937.50	\$13,875	Capes Calendar Printing Costs
Margaret River Wine Association - Public Art Trail	\$30,000	\$15,000	\$15,000	\$30,000	
Total Approved Allocations	\$95,000				
Total Expenditure		\$31,937.50	\$31,937.50	\$63,875	

CapeROC is asked to identify projects to be funded from the 2017/18 budget allocation of up to \$100,000.

The following projects within Table 2 have been previously identified as supported in principle to be funded from the 2017/18 CapeROC Budget.

Table 2:

2017-18 in Principle Allocations

2017/18 CapeROC Projects	In principal Allocation \$100,000	Expenditure (AMR) \$50,000	Expenditure (BSN) \$50,000	Comments
Margaret River Busselton Tourism Association – 2017 Cabin Fever Event	20,000	10,000	10,000	In principle support given in 24.11.16 meeting, subject to approval at this meeting
Joint Trails Strategy	30,000	15,000	15,000	In principle support given as per meeting 17.2.17
Tourism Directional Signage and Roadside Visitor Information Bays	20,000	10,000	10,000	Unspent from 2016/17 budget
Potential Total Expenditure:	70,000	35,000	35,000	
Total Unallocated	30,000	15,000	15,000	

The entire budget does not need to be allocated at this meeting and may be allocated throughout the financial year as worthy projects arise.

CAPEROC DECISION

CAP1708/004 Moved Councillor J McCallum, seconded Councillor T Best

1. That CapeROC receives the information provided in the 2016/17 budget allocation report.
2. The Shire of Augusta-Margaret River and the City of Busselton each allocate \$50,000 of their individual budgets towards a total CapeROC budget of up to \$100,0000 to progress regional economic development initiatives; and

3. CapeROC identifies the following projects and provisional allocations to be included in the 2017/18 CapeROC budget:

2017/18 CapeROC Projects	In principal Allocation	Expenditure (AMR)	Expenditure (BSN)	Comments	2017/18 CapeROC Projects
	\$100,000	\$50,000	\$50,000	\$100,000	
Margaret River Busselton Tourism Association – 2017 Cabin Fever Event	20,000	10,000	10,000		<i>In principle support given in 24.11.16 meeting, subject to approval at this meeting</i>
Tourism Directional Signage and Roadside Visitor Information Bays	30,000	15,000	15,000	0	<i>Unspent from 2016/17 budget</i>
Joint Trails Strategy	30,000	15,000	15,000		<i>In principle support given as per meeting 17.2.17</i>
Potential Total Expenditure:	80,000	40,000	40,000		
Total Unallocated	20,000	10,000	10,000		

CARRIED 7/0

5.5 TERMS OF REFERENCE REVIEW

REPORTING OFFICER: Strategic Projects Officer - Tracey King, Busselton
ATTACHMENTS: Attachment A CAPEROOC Terms of Reference

IN BRIEF

CapeROC are asked to review the attached Terms of Reference and provide input into any required updates to best reflect the current objectives of the Committee.

BACKGROUND

The current Terms of Reference were last reviewed and updated October 2013. The City of Busselton is currently undertaking a review of all Terms of Reference for committees of Council and requests CapeROC provides input into any required changes to the Terms of Reference for the CapeROC committee.

COMMENT

Comments on suggested updates or points for discussion have been marked up on the attached Terms of Reference.

CAPEROOC RECOMMENDATION TO COUNCIL

CAP1708/005 Moved Councillor F Haynes, seconded Councillor J McCallum

That CapeROC endorse the following changes to the Terms of Reference:

CAPEROC APES REGION ORGANISATION OF COUNCILS (CAPEROC)TERMS OF REFERENCE

~~* Proposed for re-establishment on 14 October, 2015.~~

Terms of Reference1.0 Introduction

The Councils of the Shire of Augusta-Margaret River and the City of Busselton (the Councils) following a resolution of the respective Councils establish a Voluntary Regional Organisation of Councils (VROC) to be known as the *Capes Region Organisation of Councils (CapeROC)*.

The Councils jointly appoint to CapeROC those positions whose names appear in Section 4.0 below. Membership of CapeROC shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the local government elections are held, after which time the Councils may appoint members for a further term.

The CapeROC shall act for and on behalf of the two Councils in accordance with provisions of the *Local Government Act 1995*, local laws and the policies of the respective Councils and this document.

2.0 Name

The name of the Voluntary Regional Organisation of Councils shall be the Capes Region Organisation of Councils (CapeROC).

3.0 Objectives

CapeROC seeks to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region.

The objectives of the CAPEROC are:

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

4.0 Membership

The membership of the CapeROC shall be:

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

Deputy Members may be appointed by each Local Government.

5.0 Presiding Member

The role of Presiding member shall be rotated between the Shire and the City on an annual basis and the administration of the meetings will be conducted by the organisation from which the Presiding Member is appointed. The Deputy Presiding Member shall be appointed by the alternative organisation from the Presiding Member.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in a less formal manner than Council meetings but in accordance with the accepted rules of conduct for the Shire's and City's Council and committee meetings.

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

The *Local Government Act 1995* places responsibility for speaking on behalf of the Councils with the President and Mayor, or the CEOs if the President and Mayor agree. Statements on behalf of the CapeROC shall be by joint communiqué by the President and Mayor.

The members of the CapeROC with the exception of the President and Mayor are to refrain from speaking publicly on behalf of the CapeROC, or to issue any form of written material purporting to speak on behalf of the CapeROC without the prior approval of the President and Mayor.

6.0 Meetings

The CapeROC shall meet on a quarterly basis or as required.

- 6.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the CapeROC, they shall forfeit their position on the CapeROC. The respective Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide both Councils with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is to cast a second vote as is required under the Local Government Act.

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7.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the CapeROC does not have effect unless it has been made by a simple majority.

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8.0 No Delegated Powers

The CapeROC ~~has no delegated powers and~~ is a facilitation, advocacy and advisory body established to assist both Councils to achieve greater effectiveness and efficiency. CapeROC is funded by the Councils to conduct activities consistent with the Objectives of the Committee shown at Section 3.0 of this Terms of Reference. Other than to consider proposals that are presented to CapeROC which must be consistent with the Objectives of the Committee, the Committee has no delegated powers.

CapeROC may approve proposals referred to above provided that the cost of all proposals is within the funding limit allocated by the Councils.

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9.0 Termination of Committee

Termination of the CapeROC shall be by decision of either Council or jointly to discontinue participation in the Voluntary Regional Organisation of Councils.

10.0 Amendment to the Terms of Reference

This document may be altered at any time by the two Councils jointly passing a motion of their respective Councils on the recommendation of the CapeROC, or independently by joint decision of the two Councils.

11.0 Committee Decisions

Other than to approve proposals that are presented to CapeROC which are consistent with the Objectives of the Committee shown at Section 3.0 of this Terms of Reference, CapeROC decisions shall not be binding on the two Councils and need to be ratified by either the Councils.

<u>History</u>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315
25 November, 2009	C0911/410

CARRIED 7/0

5.6 CHANGE OF MEETING DATE: 24 NOVEMBER 2017

REPORTING OFFICER: Strategic Projects Officer - Tracey King, Busselton
ATTACHMENTS: Nil

IN BRIEF

CapeROC are asked to consider moving the date of the November 2017 meeting as the current date of 24 November 2017 clashes with the South West Zone of WALGA meeting.

As Friday the 17th November is the commencement of Gourmet Escape, CapeROC may wish to consider a suitable alternate date sometime in December, however will also need to keep in mind any end of year activities that could impact on either organisation.

BACKGROUND

Meetings of CapeROC are held on a quarterly basis, generally held in the months of February, May, August and November, with dates to be decided by the group according to other commitments.

Administration for the group alternates between the Shire of Augusta-Margaret River and the City of Busselton on an annual basis. Change over occurs at the August meeting to allow for ease of transition after the end of the financial year.

At its meeting held 24 November 2016, CapeROC endorsed the following meeting dates:

- Shire of Augusta Margaret River – Friday, 24 February 2017 (including district inspection)
- Shire of Augusta Margaret River – Friday, 12 May 2017
- City of Busselton – Friday 18 August 2017
- City of Busselton – Friday 24 November 2017 (including Busselton district inspection)

COMMENT

The November meeting was also to include a Busselton district inspection. If the Committee still wishes for a district tour to be included as part of the next meeting, CapeROC is asked to confirm a preferred change of date so planning activities can occur to arrange this in a timely fashion.

Current events scheduled on or around November / December 2017 that may impact on CapeROC members include:

- Friday 17th November – Sunday 19th November 2017 – Margaret River Gourmet Escape
- Monday 20th November – Thursday 23rd November 2017 – Leavers Week
- Saturday 2nd December – Sunday 3rd December 2017 – Sunsmart Ironman WA and Ironman 70.3 WA

Friday 10 November 2017 may be an option to consider as a suitable date for the next meeting of CapeROC.

CAPEROC DECISION

CAP1708/006 Moved Mayor G Henley, seconded Councillor M Smart

That CapeROC endorse a change of date for the November 2017 meeting to instead be held on Thursday 23 November 2017 at 9.30am.

CARRIED 7/0

6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS

Chief Executive Officer from the City of Busselton, Mike Archer updated CapeROC members on the Regional Tip Site and the Busselton – Margaret River Airport funding determination.

A/Chief Executive Officer from the Shire of Augusta-Margaret River, Annie Riordan updated CapeROC members on the Perimeter Road funding and the Margaret River Cultural Centre project.

7. NEXT MEETING DATE

Thursday, 23 November 2017 at 9.30am.

8. CLOSURE

The meeting closed at 12.30pm

THESE MINUTES CONSISTING OF PAGES 1 TO 19 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON THURSDAY , 23 NOVEMBER 2017.

DATE:_____ PRESIDING MEMBER:_____