



# **Capes Region Organisation of Councils (CapeROC) Agenda**

***23 November 2017***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 23 NOVEMBER 2017**

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**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 Thursday, 23 November 2017, commencing at 9.30am.



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**OLIVER DARBY**

**A/ CHIEF EXECUTIVE OFFICER**

20 November 2017

**CITY OF BUSSELTON**

**AGENDA FOR THE CAPES REGION ORGANISATION OF COUNCILS (CAPEROC) MEETING TO BE HELD ON 23  
NOVEMBER 2017**

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**1. ATTENDANCE AND APOLOGIES**

**Members:**

Cr Grant Henley, Mayor, Busselton  
Cr Kellie Hick, Busselton  
Cr John McCallum, Busselton  
Cr Pam Townsend, Augusta Margaret River  
Cr Naomi Godden, Augusta Margaret River  
Cr Mike Smart, Augusta Margaret River

**Officers:**

Mr Cliff Frewing, Director Finance and Corporate Services, Busselton  
Ms Annie Riordan, Director Corporate and Community Services, Augusta Margaret River  
Mr David Nicholson, Manager Asset Services, Augusta Margaret River  
Ms Peta Tuck, Events Coordinator, Busselton  
Ms Cristina Smith, Marketing and Events Officer, 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

**Apologies:**

Mr Mike Archer, Chief Executive Officer, Busselton  
Mr Gary Evershed, Chief Executive Officer, Augusta Margaret River  
Tony Brown, Executive Manager Governance & Organisational Services, WALGA

**2. CONFIRMATION OF MINUTES**

**2.1 Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 18 August 2017**

**RECOMMENDATION**

That the Minutes of the Capes Region Organisation of Councils (CapeROC) Meeting held 18 August 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 Regional Trails Strategy**

**RESPONSIBLE OFFICER:** Manager Asset Services – David Nicholson, Busselton

**ATTACHMENTS:** Attachment A CapeROC Minutes 17 February 2017 Item 6.1 Regional Trails Strategy [↓](#)

#### **IN BRIEF**

At its February 2017 meeting, CapeROC provided in principle support for \$30,000 to be allocated for the 2017/18 budget for to employ a suitably qualified consultant to prepare a Capes Regional Trails Strategy. Further direction is now sought on the conduct of the project.

#### **BACKGROUND**

See Attachment – report presented to February 2017 CapeROC meeting.

#### **COMMENT**

In order to progress this project, a steering committee should now be established and address the following issues:

- Lead agency
- Project timeframe
- Steering committee membership – external stakeholders
- What types of trails are to be considered - walk, MTB, dive, snorkel, kayak, bridle, 4WD, trail bike
- Categories of trails - regional, district, local
- Outcomes – trail development plan with costings and priorities
- Other issues to be considered in the strategy – design standards, marketing/promotion, events, management, maintenance, funding, etc
- Stakeholder and community engagement
- Procurement process

#### **RECOMMENDATION**

That CapeROC appoint a steering committee for the Capes Regional Trails Strategy to progress the project.

**6. REPORTS****6.1 Regional Trails Strategy**

|                            |  |
|----------------------------|--|
| <b>RESPONSIBLE OFFICER</b> | Johan Louw, Director Infrastructure Services |
| <b>ATTACHMENTS:</b>        | NA   |

**IN BRIEF**

The Western Australian Government reviewed the *Western Australian Trails Strategy 2009-2015* and it is anticipated that the new *Western Australian Strategic Trails Blueprint 2017-2021* will be released later in 2017. Both AMRS and CoB have several well used trails and trail development strategies. In order to develop a consistent and integrated approach to trail development within the region it is proposed a regional trail strategy be prepared.

**BACKGROUND**

The Department of Sport and Recreation coordinated the development of the *Western Australian Strategic Trails Blueprint 2017-2021* (Blueprint) which is an overarching guide for consistent and coordinated planning, development and management of quality trails and trail experiences across Western Australia. It is anticipated that the Blueprint will be released later this year. The Blueprint supersedes the earlier *Western Australian Trails Strategy 2009-2015*. The Blueprint covers the following trail types: bushwalking/urban walk, mountain bikes, cycle, trail bikes, equestrian, paddle, snorkel, 2Wdrive and 4Wdrive. One of the key strategic directions flowing from the Blueprint is the development of an integrated and consistent approach to trail planning at the state, regional and local levels.

**COMMENT****Benefits of trails**

- Improve awareness and appreciation of the natural environment and support for its conservation and protection.
- Encourage outdoor physical activity leading to improved physical and mental wellbeing and a reduction in lifestyle diseases and associated medical costs.
- Facilitate protection and appreciation of cultural and historic areas by providing access.
- Increase opportunities for social interaction and development of community identity through participation in trail activities, maintenance and conservation.
- Provide low cost facilities for recreation accessible to many different groups in the community.
- Provide economic benefits for employment in trail development, management, maintenance, and events.
- Facilitate tourism growth to trail destinations.

**What both councils have in place**

- The Busselton to Dunsborough shared path is complete along Geographe Bay. The path continues east of Busselton Jetty to Port Geographe, then on to the footbridge spanning a Port Geographe canal and then on to Wonnerup (with possible extension on to Wonnerup House)
- Margaret River to Gnarabup shared path
- CoB [Bike Plan \(2010\)](#) – NOTE: This plan will be reviewed with the Department of Transport
- ARMS Bikeplan – DoT grant awarded for preparation in 2016/17 & 2017/18
- [South West Mountain Bike Master Plan](#) – Trails identified in the district... ID 21 [Meelup Regional Park Mountain Bike Trail](#) and ID 26 Whicher Range (with Middle Earth being a possibility with further development), Bramley National Park MTB (trails recently completed and planning is underway for additional walk and MTB trails)
- AMRS Bridle Trails Masterplan (2014) – trails in Shire reserves and on DPaW estate
- Busselton Horse Trails Master Plan 2016-2020. The final plan has been prepared but is yet to be endorsed by the Council. The Council supported an application by South West Capes Bridle Trails Association to Lotterywest to fund the master plan document

- [Cape to Cape Track](#)
- [Munda Biddi Trail](#) – Passes from Donnybrook, through Jarrahwod and on to Nannup
- [Augusta to Busselton Heritage Trail](#) – audit recently commissioned by AMRS
- [Wadandi Track](#) – This is a joint project with the Shire of Augusta Margaret River and was initiated by the National Trust WA
- [Rails to Trails](#) – Apart from the Wadandi Track, [Council Policy 011](#) proposes a network of trails over the former WA Government Railway network through the district, including Boyanup to Busselton and Wonnerup to Nannup. NOTE: The [Shire of Capel Trails Master Plan](#) supports the proposal and the link from Jarrahwod to Nannup already forms part of the Munda Biddi Trail
- [Coastal trails in Augusta](#) – Ellis Street Jetty to Augusta Boat Harbour (one missing section), proposed southern extension to Cape Leeuwin, possible northern extension to West Bay
- [Bushland reserves](#) – The CoB manages various bushland/conservation reserves such as Meelup, Ambergate and Carburnup with walk trails. DPaW also manage conservation reserves with trails. Provided these trails are managed well, they might be better promoted
- [Busselton Wetlands Trails Master Plan](#) - Stages have been completed
- [Yallingup Trails](#) – There is a [network of walk trails](#) around the Yallingup townsite with connections to the Cape to Cape Track  
City of Busselton
- [Commonage Precinct PAWs](#) – A network of PAWs links Vasse Yallingup Siding Road with Yallingup
- [Trails in National Parks \(DPaW estate\)](#)
- [Potential for other walk/cycle/drive/dive trails](#) includes historic, heritage, bird watching (bird hides), etc. with some definition and promotion

#### Issues

- Uncoordinated approach to trail planning and development.
- Lack of integration between trails.
- Lack of consideration of all trail types either mode specific or shared.
- Conflict between trail user groups.
- Environmental impacts of trails.
- Lack of funding for implementation of trails.
- Unauthorised uses
- Providing for trail bike riders
- Trail promotion
- Involving community, interest groups and business

#### Funding

Lotterywest manages the Trails Grants Program which provides funding support for community trails planning, construction and promotion projects. Guidance to applicants during the application process is provided by the Department of Sport and Recreation and Lotterywest.

#### **RECOMMENDATION**

That CapeROC gives in principle support for \$30,000 to be allocated from next year's budget to employ a suitably qualified consultant to prepare a Capes Regional Trails Strategy and \$15,000 from each Council's budget.

Moved Cr Grant Henley, seconded Cr Felicity Haynes - carried



## 5.2 Calendar Of Events

**RESPONSIBLE OFFICER:** Events Coordinator - Peta Tuck, Busselton  
**ATTACHMENTS:** Nil

### IN BRIEF

Funding is sought for the continued production of the Margaret River Region Calendar of Events.

CapeROC is asked to consider the following funding requirements:

- Approval of \$9250 for the remaining 2 editions of the Margaret River Region Calendar of Events for the 2017/18 Financial Year. This includes the Autumn 2018 and Winter 2018 editions.
- Approval of \$2,400 from the 2017/18 Budget for the production of additional standalone copies of the calendar.

### BACKGROUND

Since December 2016, the Margaret River Region Calendar of Events has been produced by the MRBTA with content supplied by CoB and AMR Shire, and included as a pullout in their Margaret River Magazine. This magazine has a distribution of 28,000 copies (30,000 in Summer), with 75% going to a local regional audience and remaining 25% in Perth.

Funding of this was approved by CapeROC from the 2016/17 budget at the August 2016 meeting, with an allocation of \$18,500 for 4 editions (Summer 2016 – Spring 2017). While the funding for Spring 2017 was included in this allocation, this amount was not carried over in the budget. Joint CEO approval was granted on 20/10/2017 for this carry over, and for production of the Summer 2017 calendar in order to meet production deadlines.

Approval is sought from CapeROC for ongoing funding of the Margaret River Region Calendar of Events from the 2017/18 budget.

It has been identified by CoB and AMR Shire that there is a demand to have additional copies of the calendar as a stand-alone, to be distributed through the City and Shire offices, libraries etc. Therefore there is an option to fund an additional 6000 copies per edition (Summer 2017 – Winter 2018) to be split between CoB and AMR.

### COMMENT

The requested amounts are as follows from the 2017/18 CAPEROC budget:

| Edition  | Amount Requested (ex GST) |
|--|---------------------------|
| Autumn 2018  | \$4,625                   |
| Winter 2018  | \$4,625                   |
| Additional standalone copies.<br>6000 for each edition to be split between CoB & AMR Shire (applies to Summer 2017, Autumn & Winter 2018 editions @ \$800+GST per edition. | \$2,400                   |
| <b>TOTAL REQUESTED</b>   | <b>\$11,650</b>           |

**RECOMMENDATION**

That CapeROC:

1. Approve funding of the Autumn and Winter 2018 editions at a cost of \$9250 + GST ; and
2. Approve \$2,400 + GST for the additional stand-alone copies.

### 5.3 Terms Of Reference Review

**RESPONSIBLE OFFICER:** Strategic Projects Officer - Tracey King, Busselton

**ATTACHMENTS:** Attachment A Terms Of Reference CapeROC [↓](#)

#### **IN BRIEF**

At its meeting 18 August 2017, CapeROC reviewed its Terms of Reference which have subsequently been endorsed by both Councils. The adopted Terms of Reference is attached for CapeROC information.

#### **BACKGROUND**

The Terms of Reference (ToR) for CapeROC last updated 21 October 2013 were reviewed by the CapeROC Committee at its meeting 18 August 2017. The revised ToR were endorsed by CapeROC at this meeting and subsequently adopted by both Councils of the Shire Of Augusta Margaret River and the City of Busselton.

#### **COMMENT**

The endorsed Terms Of Reference are attached as information for CapeROC Committee.

#### **RECOMMENDATION**

That CapeROC notes the information provided in this report.

CAPES REGION ORGANISATION OF COUNCILS (CAPEROC)

TERMS OF REFERENCE

1.0 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 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.

5.3                      Attachment A                      Terms Of Reference CapeROC

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.

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.

8.0        Delegated Powers

The CapeROC 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.

#### 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 the Councils.

| <b>History</b>    |                         |
|-------------------|-------------------------|
| 18 August, 2017   | CAP1708/005 Review      |
| 21 October, 2013  | SC1310/186 Membership   |
| 9 October, 2013   | C1310/267 Establishment |
| 12 October, 2011  | C1110/315               |
| 25 November, 2009 | C0911/410               |

5.4 Budget Update

**RESPONSIBLE OFFICER:** Strategic Projects Officer - Tracey King  
**ATTACHMENTS:** Nil

**IN BRIEF**

The following information is provided as an update on the current CapeROC budget.

**BACKGROUND**

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.

At its meeting held 18 August 2017, CapeROC resolved to make budget allocations towards the following projects as identified in Table 1:

**Table 1: 2017/18 Budget Allocation**

|    | 2017/18 CapeROC Projects  | Approved Allocation<br>\$100,000 | AMR Contribution<br>\$50,000 | BSN Contribution<br>\$50,000 |
|----|---|----------------------------------|------------------------------|------------------------------|
| 1. | Joint Trails Strategy   | 30,000                           | 15,000                       | 15,000                       |
| 2. | Tourism Directional Signage and Roadside Visitor Information Bays     | 30,000                           | 15,000                       | 15,000                       |
| 3. | Margaret River Busselton Tourism Association – 2017 Cabin Fever Event | 20,000                           | 10,000                       | 10,000                       |
|    | <b>Total Approved Allocations</b>                                     | <b>80,000</b>                    | <b>40,000</b>                | <b>40,000</b>                |
|    | <b>Total Unallocated</b>  | <b>20,000</b>                    | <b>10,000</b>                | <b>10,000</b>                |

**COMMENT**

The approved budget had a remaining \$20,000 available to allocate to further projects identified and approved by CapeROC.

Since the budget was approved at the August 2017 meeting, the following has occurred:

- **Recoup of remaining contributions towards funding Public Art Trail - MR Wine Industry Association: \$27,000 recouped**

At its meeting 24 November 2016, CapeROC initially agreed to contribute \$30,000 from the 2016/17 budget towards development of a Public Art Trail as part of the 50<sup>th</sup> Anniversary celebrations. A design completion was held, of which \$3,000 was allocated towards prize money. With a change in scope for the project, CapeROC resolved at its August 2017 meeting to recoup the remaining \$27,000 (\$13,500 each).

- **Calendar of Events-\$9,250 from 2016/17 approved project**

At its meeting dated 19 August 2016 CapeROC resolved to fund four editions of the Calendar of Events lift out in the quarterly Margaret River Region Magazine, being Autumn 2017, Winter 2017, Spring 2017, Summer 2017.

Autumn and Winter editions were produced and invoiced in the 2016/17 financial year, however as there was no carry over from the 2016/17 CapeROC budget; the Spring and Summer 2017 editions, being \$4,625 each, have been invoiced and paid from the current 2017/18 budget.

A report is before this meeting with a proposal for CapeROC support towards production of the Autumn and Winter 2018 editions.

Therefore, the budget position is currently as below, Table 2:

**Table 2: 2017/18 Current allocations and expenditure**

| <b>2017/18 CapeROC Projects</b>  | <b>Approved Allocation<br/>\$100,000</b> | <b>AMR Contribution<br/>\$50,000</b> | <b>BSN Contribution<br/>\$50,000</b> |
|--|--|--------------------------------------|--------------------------------------|
| <b>Joint Trails Strategy</b>   | <b>30,000</b>                            | <b>15,000</b>                        | <b>15,000</b>                        |
| <b>Tourism Directional Signage and Roadside Visitor Information Bays</b>     | <b>30,000</b>                            | <b>15,000</b>                        | <b>15,000</b>                        |
| <b>Margaret River Busselton Tourism Association – 2017 Cabin Fever Event</b> | <b>20,000</b>                            | <b>10,000</b>                        | <b>10,000</b>                        |
| <b>Total Approved Allocations</b>  | <b>80,000</b>                            | <b>40,000</b>                        | <b>40,000</b>                        |
| <b>Additional Requests / Funds Recouped</b>                                  |  |                                      |                                      |
| <b>Public Art Trail - recoup</b>   | <b>-27,000</b>                           | <b>-13,500</b>                       | <b>-13,500</b>                       |
| <b>Calendar of Events – Spring and Summer editions</b>                       | <b>9,250</b>                             | <b>4,625</b>                         | <b>4,625</b>                         |
| <b>Total Provisional Expenditure</b>   | <b>62,250</b>                            | <b>31,125</b>                        | <b>31,125</b>                        |
| <b>Remaining Allocation</b>  | <b>37,750</b>                            | <b>18,875</b>                        | <b>18,875</b>                        |

## **RECOMMENDATION**

That CapeROC receives the information provided in the budget update report.



**6. VERBAL UPDATES OF MAJOR PROJECTS AND GENERAL DISCUSSION ITEMS****6.1 CapeROC Future Meeting Dates in 2018**

Meetings of CapeROC are held on a quarterly basis, generally held on a Friday morning in the months of February, May, August and November. Currently, meetings are scheduled to commence at 9.30am with business concluding prior to a member's lunch.

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

9 February 2018 (Busselton)

11 May 2018 (Busselton)

10 August 2018 (Margaret River)

9 November 2018 (Margaret River)

**7. NEXT MEETING DATE**

To be determined at Item 6 of this agenda

**8. CLOSURE**