



# Economic Development Advisory Committee

## NOTICE OF MEETING

A meeting of the Capel Economic Development Advisory Committee will be held in the Council Chambers, Forrest Road, Capel on Wednesday, 13 December 2023, commencing at 3.00pm.



**Gordon MacMile**  
Chief Executive Officer

# Agenda

Wednesday, 13 December 2023

## Committee Members:

Cr Peter McCleery  
Cr Keiran Noonan  
Cr John Fergusson  
Cr Sebastian Schiano (Proxy)

Capel Chamber of Commerce Representative  
Regional Development Australia Representative  
Bunbury Geographe Economic Alliance Representative  
Bunbury Geographe Chamber of Commerce Representative  
South West Development Commission Representative  
Iluka Resources Limited Representative  
Boyanup General Store Representative  
Bendigo Bank

G Goldner  
C Jenkinson  
B Edwards  
J Broad  
P Kirby  
G Green  
A McGeoch  
C Armstrong

## 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 truthful, trustworthy and genuine in all that we say and do.



# 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.

SHIRE OF CAPEL

Economic Development Advisory Committee

**AGENDA**

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## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

### 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.'

## ELECTION OF CHAIR

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- 5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –
- (a) to "office" were references to "office of presiding member"; and
  - (b) to "council" were references to "committee"; and
  - (c) to "councillors" were references to "committee members".

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

- 1. The Council is to elect a Councillor to fill the office of President.
- 2. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
- 3. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.
- 4. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

Elected Committee Member to assume role of the Chair.

## ELECTION OF DEPUTY CHAIR

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- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –
- (a) to "office" were references to "office of deputy presiding member"; and
  - (b) to "council" were references to "committee"; and
  - (c) to "councillors" were references to "committee members"; and
  - (d) to "mayor or president" were references to "presiding member".

The *Local Government Act 1995* Schedule 2.3, Division 2, Section 8 indicates in part that:

- The Council is to elect a Councillor (other than the Mayor or President) to fill the office of Deputy President
- The election is to be conducted in accordance with the procedures prescribed by the Mayor or President, or if he or she is not present, by the Chief Executive Officer.
- Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.

- If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination, unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

Elected Committee Member to assume role of the Deputy Chair.

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF PREVIOUS MINUTES**

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**4.1 Economic Development Advisory Committee Minutes – 27 September 2023**

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**Voting Requirements**

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Simple majority

<b>Officer’s Recommendation – 4.1</b>
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**That the Minutes of the Economic Development Advisory Committee Meeting held on 27 September 2023 be confirmed as a true and correct record.**

## 5. REPORTS

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### 5.1 Terms of Reference Review

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<b>Author</b>	Strategic Governance & Risk Coordinator, T Shipley
<b>Authorising Officer</b>	Chief Executive Officer, Gordon MacMile
<b>Nature of the Decision</b>	Executive/Strategic
<b>Attachments</b>	1. Draft Terms of Reference – Tracked Changes 2. Draft Terms of Reference - Clean
<b>Confidential Status</b>	<i>This item is not a confidential matter.</i>

#### Proposal

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The Economic Development Advisory Committee is requested to endorse and recommend adopting the updated Terms of Reference.

#### Recommendation

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That the Economic Development Advisory Committee:

1. Supports the updated Economic Development Advisory Committee Terms of Reference as attached; and
2. Recommend that the Council adopt the Economic Development Advisory Committee Terms of Reference.

#### Background

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The Ordinary Meeting of Council on 29 September 2021 resolved (OC185/2021) that an Economic Development Committee was to be established.

The Economic Development Advisory Committee (EDAC) was established at the Ordinary Meeting of Council on 24 November 2021, in accordance with s5.8 of the *Local Government Act*.

The Terms of Reference (OC244/2021) were also endorsed. There has been no review of the Terms of Reference since.

#### Officer Comment

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The amendments to the Terms of Reference are to reflect amendments to membership, as well as the newly legislated changes to the appointment of the Chair and Deputy Chair.

There have also been amendments made for clarity and conciseness.

Following the recommendation for endorsement of the revised Terms of Reference, a report will be required to go the January 2024 Ordinary Meeting of Council for final approval.

**Summary**

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The amendments to the Terms of Reference provide more clarity of the Committee and the roles and responsibilities of the members.

**Voting Requirements**

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Simple majority

<b>Officer’s Recommendation – 5.1</b>
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**That the Economic Development Advisory Committee:**

- 1. Supports the updated Economic Development Advisory Committee Terms of Reference as attached; and**
- 2. Recommend that the Council adopt the Economic Development Advisory Committee Terms of Reference.**

**6. GENERAL BUSINESS**

**7. MEETING CLOSURE**