



SHIRE of
CAPEL

Economic Development Advisory Committee

Gordon MacMile
Chief Executive Officer

Minutes

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

MINUTES

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 4:02pm and the following Acknowledgement of Country was read:

'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.'

1.1 ELECTION OF CHAIR

- 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.

Cr Peter McCleery was declared Chair of the Economic Development Advisory Group after nominating and running unopposed.

Cr McCleery assumed the Chair.

1.2 ELECTION OF DEPUTY CHAIR

- (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.

Cr John Fergusson was declared Deputy Chair of the Economic Development Advisory Group after nominating and running unopposed.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present:	Chair, Councillor	P McCleery
	Deputy Chair, Councillor	J Fergusson
	Proxy - Councillor	S Schiano
	Regional Development Australia (SW) Representative	C Jenkinson
	Bunbury Geographe Economic Alliance Representative	B Edwards
	South West Development Commission Representative	P Kirby
	Bunbury Geographe Chamber of Commerce Representative	J Broad
	Boyanup General Store Representative	A McGeoch
	Shire of Capel Chief Executive Officer	G MacMile
	Shire of Capel A/Director Infrastructure & Development	S Price
	Shire of Capel A/Director Community and Corporate	J Meakes
	Strategic Governance and Risk Coordinator	T Shipley
Guest:	Councillor	T Sharp
	Capel Chamber of Commerce Treasurer	S Milne
Apology:	Manager Benigo Bank, Capel	C Armstrong
	Iluka Resources Limited Representative	G Green
Absent :	Councillor	K Noonan
	Capel Chamber of Commerce Representative	G Goldner

3. DISCLOSURES OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Economic Development Advisory Committee Minutes – 27 September 2023

Voting Requirements

Simple majority

Moved J Broad, Seconded B Edwards

EDAC002 - OFFICER'S RECOMMENDATION – 4.1

That the Minutes of the Economic Development Advisory Committee Meeting held on 27 September 2023 be confirmed as a true and correct record.

Carried 8/0

For – Cr McCleery, Cr Fergusson, Cr Schiano, B Edwards, C Jenkinson, P Kirby, J Broad, A McGeoch.

Against – Nil

5. REPORTS

5.1 Terms of Reference Review

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

Proposal

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

Recommendation

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

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

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

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

Voting Requirements

Simple majority

EDAC003 - OFFICER'S RECOMMENDATION – 5.1

Moved J Broad, Seconded B Edwards

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.**

Carried 8/0

For – Cr McCleery, Cr Fergusson, Cr Schiano, B Edwards, C Jenkinson, P Kirby, J Broad, A McGeoch.

Against - Nil

6. GENERAL BUSINESS

Update on Agricultural Business Precinct:

- The Shire is currently working with Hatch, in consultation with the Project Steering Group which includes a variety of agency and industry representatives.
- There are two Phases to the project, Phase 1 (Stage 1) has been completed was for the developing an understanding of the future industry demands and needs.
- Phase 1 (Stage 2) is to narrow down the future demand and functions and to identify preferred sites.
- We are currently up to the site identification and analysis. There have been roughly around 7 to 8 sites identified and we would like to narrow down to 1 or 2.
- Following this, we would then develop high level masterplan, look at planning and environmental considerations, as well as order of magnitude costs.
- Aim is to finish in March 2024.
- Update to Council and the Community is estimated to be around April 2024.

Land, Housing and Accommodation Strategy and Business Case:

- Currenting working with Urbis.
- Looking at future development challenges in Boyanup and Capel
- Finalised the business case.
- Around 3,400 residential lots have been identified for future development.

Economic Development Framework:

Question: The categories doesn't include extractive industry, is there a reason why?

We would look at extractive industries fitting within the existing categories. There will be an action plan developed that sits underneath the strategy that will provide more detail.

Dalyellup Multipurpose and Youth Centre:

There is \$8 million secured through the State Government Recovery Fund, \$1.9 million through LotteryWest, \$500,000 committed from the Shire. We have applied for more funding through the State Government and submitted an application through the Federal Government Growing Regions Program.

7. MEETING CLOSURE

There being no further business the meeting was declared closed at 4.24pm