 **TOWN**  ***of***  **BASSENDEAN**

**ACCESS & INCLUSION COMMITTEE**

**INSTRUMENT OF APPOINTMENT & DELEGATION**

**1. INTRODUCTION**

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean Disability Access& Inclusion Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town’s local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act in accordance with this instrument and the Local Government Act 1995, local laws and the policy of the Town of Bassendean.

**2. NAME**

The name of the Committee shall be the Access& Inclusion Committee.

**3. OBJECTIVES**

The Committee will have the following objectives.

3.1 To consult with the community to identify barriers to access and inclusion existent in the community;

3.2 To work with and support the Town in working towards a genuinely inclusive community for all;

3.3 To prepare for Council a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;

3.4 To monitor the implementation of the Town’s Disability Access and Inclusion Plan (DAIP) and prepare statutory obligation reports to Council and other stakeholders on the progress of the DAIP;

3.5 To review the Disability Access and Inclusion Plan in accordance with legislative obligations and make recommendations to Council to improve and update the plan; and

3.6 To maintain networks with people with disability, their carers and service providers.

**4. MEMBERSHIP**

Membership of the Committee shall consist of 10 members, being:

* One appointed Councillor;
  + Residents and others with disability who express identification with the community in the Town;
  + Carers of residents and others with disability who express identification with the community in the Town,
  + Representatives of organisations who provide services for people with disability; and
  + Individuals who have skills, experience, interest and commitment to contribute to a truly inclusive community for all.

**5. PRESIDING MEMBER**

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the Committee or Council without the prior approval of the Mayor.

**6. MEETINGS**

The Committee shall meet quarterly, or as agreed by the members.

Notice of meetings shall be given to members at least 3 days prior to each meeting.

If any member is absent from 3 consecutive meetings without leave of the Committee, then the member shall immediately forfeit their position on the Committee. The Council shall be informed of the vacancy and will appoint a replacement member for the balance of the term of appointment.

The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.

All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding must cast a second vote.

**7. QUORUM**

Quorum for a meeting shall be four members. A decision of the Committee does not have effect unless it has been made by a simple majority.

**8. DELEGATED POWERS**

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

**9. TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

a) In accordance with the Local Government Act 1995; and

b) At the direction of Council.

**10. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT & DELEGATION**

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days’ notice to the Committee.

**11. COMMITTEE DECISIONS**

Committee decisions shall not be binding on Council if such decisions are in conflict with the powers delegated by the Council to the Committee.

COUNCIL RESOLUTION OCM-12/9/17 DATED 25 September 2017.