

# **ATTACHMENT NO. 1**



TOWN OF  
**BASSENDEAN**  
*Home by the Swan*

## **TOWN ASSETS COMMITTEE**

### **INSTRUMENT OF APPOINTMENT AND DELEGATION**

#### **1.0 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 Town Asset 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 for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

#### **2.0 NAME**

The name of the Committee shall be the Town Assets Committee.

#### **3.0 OBJECTIVES STRATEGIES AND PROJECTS**

In accordance with the 2017-2027 Strategic Community Plan, the Committee will make recommendations to Council on the following objectives and Strategies:

##### **2.3 Ensure the Town's Open Space is attractive and Inviting**

2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.

### **3.2 Enhance connectivity between places and people**

- 3.2.1 Connect the Town through a safe and inviting walking and cycling network.
- 3.2.2 Advocate for improved and innovative transport access and solutions.
- 3.2.3 Enhance the liveability of local neighbourhoods.
- 3.2.4 Enhance road safety through design

### **5.1 Enhance organisational accountability**

- 5.1.5 Ensure optimal management of assets

### **Projects for the Term of the Committee include:**

- Develop walking and cycling network masterplans
- Local Area Traffic Management Plan
- Review Parking Strategy
- Implement Bicycle Boulevards on Whitfield Street
- Advocate for underground power and environmentally sustainable Lighting
- Prepare streetscape policies for the Town
- Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan
- Plan and build Men's Shed facility
- Investigate options and develop business case for potential future redevelopment of civic buildings
- Improve lighting along main pedestrian routes to public transport hubs
- CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots
- Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan
- Sustainable water sensitive urban designs incorporated within drainage networks.
- Formulate Open Space Master Plan
- Walking Cycling master Plans

## **4.0 MEMBERSHIP**

Membership of the Committee shall consist of **three Councillors** from the Town of Bassendean.

*The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless he or she indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member.*

## **5.0 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 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 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.

## **6.0 MEETINGS**

The Committee shall meet at least quarterly.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee'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 Council 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 required to cast a second vote in accordance with 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 Committee does not have effect unless it has been made by a simple majority.

## **8.0 DELEGATED POWERS**

The Committee will be delegated powers under the Local Government Act to spend a budget allocation for community engagement. The exercise of the delegation will be recorded in the Town's Delegation Register every time it is exercised and as per budget allocation.

## **9.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- 9.1 in accordance with the Local Government Act 1995; and
- 9.2 at the direction of Council.

## **10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND 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.

## **11.0 COMMITTEE DECISIONS**

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

COUNCIL RESOLUTION OCM-15/12/17

DATED 19/12/17