



TOWN *of* BASSENDEAN

ECONOMIC DEVELOPMENT ADVISORY 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 Bassendean Economic Development Advisory 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 Bassendean Economic Development Advisory Committee.

3.0 OBJECTIVES

- To facilitate communication between the Town of Bassendean and the Bassendean business community;
- To assist the Town of Bassendean in engaging the local business community on matters of importance to all stakeholders;
- To provide advice to the Town of Bassendean on issues impacting upon the business community and strategies to foster economic development in the Town and Region;
- To work with the Town of Bassendean to provide solutions to issues impacting upon the business community;

- To review and provide input to the Town of Bassendean on matters affecting the business community such as Town Planning and Land Use, Traffic Issues, Compliance, Marketing and Promotion and any other matter under the jurisdiction of the Town of Bassendean;
- To provide advocacy in conjunction with the Town of Bassendean to enable the effective lobbying of both State and Federal Government on matters affecting the Bassendean business community; and
- To assist the Town in providing a forum by which parties of interest may be invited to address the Bassendean Economic Development Advisory Committee and the wider business community from time-to-time.

4.0 MEMBERSHIP

The Mayor of the Bassendean Town Council is entitled to be a member of the Committee if the Mayor indicates a desire to be appointed to the committee at a meeting when Councillors and other members are being appointed to the committee. (See Act Section 5.10)

- Two Councillors of the Town of Bassendean;
- One representative from Hawaiian Investments;
- One representative from Swan Districts Football Club;
- One representative from small business in the Old Perth Road precinct;
- One representative from major commercial landholders in the Town;
- One representative from Engineering & Manufacturing Industry Co-Operative Ltd (EMICoL)
- One representative from Central Eastern Business Association (CEBA)
- Manager of the Small Business Centre East Metro;
- A representative of the Swan Chamber of Commerce;
- A representatives of LatestBuy.com; and
- A representative of a home based business.

The Town of Bassendean will provide technical advice and secretarial and administrative support through the Chief Executive Officer.

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 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 in March, June, September and November.

- 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 vote of the members present are equally divided, the person presiding must cast a second vote.

7.0 QUORUM

The Quorum for a meeting shall be 5 of the number of offices. A decision of the Committee does not have effect unless a simple majority has made it.

8.0 DELEGATED POWERS

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

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 who will consider any recommendations for change by the Committee. Council shall give 14 days notice to the Committee of any adopted changes.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council.