

Charter – Universal Access and Inclusion Community Reference Group

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Universal Access and Inclusion Community Reference Group, established by Council.

1. Name

The name of this Group is 'Town of Cottesloe Universal Access and Inclusion Community Reference Group'. All references to 'Group' in this charter mean 'Town of Cottesloe Universal Access and Inclusion Community Reference Group'.

2. Establishment

This Group is NOT a committee formed under the provisions of the Local Government Act 1995.

3. Purpose

The purpose of this Committee is to improve universal access across the Town, by working with Council and the Town's Administration to provide ideas and feedback on infrastructure and programs provided within the Town of Cottesloe.

4. Terms of Reference

- a. To put forward ideas and raise issues with a view to improving universal access across the Town.
- b. Make recommendations to Council on matters relevant to the Group.

5. Membership

Membership of this Committee will generally comprise of:

- One Town of Cottesloe Elected Member
- One Disability Services Commission representative
- One SHINE Community Services representative
- One Lady Lawley Cottage representative
- Up to four Community representatives

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

6. Meetings

6.1 Annual General Meeting

Nil

6.2 Committee Meetings

Meetings shall be held not more frequently than every two months, unless a special meeting of the Group is called for a specified purpose.

6.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent of members as endorsed by Council at the time of the meeting.

6.4 Voting

Any vote required will be undertaken by a simple show of hands.

6.5 Minutes

The Town's Administration will provide a record of each meeting to the next ordinary meeting of the Group. These records may be used by Council when considering recommendations forwarded to Council for consideration.

6.6 Who acts if the presiding member is unavailable

In the event the presiding member of the Group is unable to attend a meeting, a ballot shall be called by the most senior staff member present for a chair for that meeting.

6.7 Meetings

Meetings shall be generally open to the public.

6.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

6.9 Members' Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

6.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record a record of each meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

6.11 Presiding Member

The Presiding Member shall be appointed by Council.

6.12 Meeting attendance fees

Nil

7. Delegated Authority

This committee has no delegated authority.

8. Endorsement

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 29 October 2019.