



# TOURISM & CBD COMMITTEE CHARTER

Adopted: 26 September 2018  
Updated: 6 May 2020

TRIM: 240659.2018-002



## **TOURISM & CBD COMMITTEE CHARTER**

### **1. NAME**

Tourism & CBD Committee

### **2. INTERPRETATION**

For the purpose of this Charter:

- a) Act: *The Local Government Act 1993*
- b) CEO: Chief Executive Officer
- c) CBD: Central Business District
- d) Committee: Tourism & CBD Committee
- e) Council: Liverpool City Council
- f) Member: a member of the Committee
- g) Observer: a person attending the meeting but has no voting rights
- h) LGA: Local Government Area
- i) EOI: Expression of Interest

### **3. STATUS OF TOURISM & CBD COMMITTEE**

Advisory Committee of Council

### **4. PURPOSE**

4.1 The Committee has been established to provide relevant advice and recommendations to Council relating to:

- a) The development of the visitor economy in the Liverpool LGA, including through recreation, tourism, activations and major events;
- b) Council initiatives to enhance tourism, encourage business growth, attract visitors and boost economic development in the Liverpool LGA; and
- c) Council initiatives to drive economic, social and cultural development in the CBD.

### **5. FUNCTIONS**

5.1 The functions of the Committee are to:

- a) Raise local economic, social and cultural development issues, and make recommendations for solutions and actions;
- b) Advise on the development and implementation of the City Activation Strategy;
- c) Advise on the development and implementation of the Destination Management Plan;
- d) Create, seek and lobby for opportunities that can enhance the visitor economy and/or provide an economic benefit to Liverpool; and
- e) Report recommendations to Council for decisions to be made against Council's overall strategic direction.

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### **6. OUTCOMES**

6.1 The Committee will achieve the following outcomes:

- a) Provision of a platform for the improvement of Liverpool's visitor economy by establishing a streamlined, transparent, consistent and effective approach to monitoring and advising on activities to increase visitation, with the desired outcome of increasing activity in this space;
- b) Improvements to the economic, social and cultural profile of Liverpool;
- c) Identify opportunities for community organisations, local businesses and experts, to collaborate towards improving Liverpool's visitor economy;
- d) Achievement of urban, business and community renewal of the Liverpool CBD;
- e) Monitor its progress by reporting on each Committee meeting through Council reporting.

### **7. COMMITTEE DELEGATIONS**

7.1 The Committee is a high level advisory body only to Council and, as such, has no decision-making authority.

7.2 The Committee can make recommendations to Council on all relevant business presented before it. Recommendations of the Committee will generally be presented to Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council. All decisions or recommendations from Council, relevant to the Committee's activities are binding and must be enacted by the Committee accordingly.

7.3 Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant senior officer of Council, and any action or decision not to act will be reported to the Committee.

7.4 The Committee shall not have the power to incur expenditure, however, where Council allocates funding for specific tasks associated with the work of the Committee, the Committee can oversee the implementation of the content of the particular Council decision about such expenditure.

### **8. MEMBERSHIP**

#### **8.1 Councillor representation and attendance on the Committee**

8.1.1 Any Councillor may attend meetings of the Committee in accordance with Clause 263 of the Local Government (General Regulation) 2005. A Councillor who is not a member of the Committee is entitled to attend, and speak at, a meeting of the Committee. However, the Councillor is not entitled to give notice of business for inclusion in the agenda, to move or second a motion at the Committee meeting, or to vote at a meeting.

8.1.2 The Mayor or their delegate will be Chairperson of the Committee.

8.1.3 Five Councillors, as appointed by Council, will sit on the Committee.

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8.1.4 If the Chairperson of the Committee is not able or willing to preside at a meeting of the Committee, the Chairperson will nominate a member of the Committee to be Acting Chairperson for that meeting.

8.1.5 If the Chairperson has not nominated an Acting Chairperson, then the election of an Acting Chairperson must be conducted by an employee of Council.

### **8.2 Community representatives**

8.2.1 The Committee will include up to 10 community representatives who either live, work or own a business in the Liverpool LGA.

8.2.2 The appointment of community representatives is through an EOI process, which will be called for through Council notices in the local media and Council's online platforms.

8.2.3 Confirmation of community representatives will be made by Council resolution.

### **8.3 Support staff**

8.3.1 Administrative support is provided by Council staff for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

8.3.2 Staff required to attend the Committee will participate equally with others in terms of discussion and debate but will not have any voting rights.

## **9. TERM OF OFFICE**

9.1 Councillors appointed to the Committee will continue as members until the next general election of Council.

9.2 Community representatives appointed to the Committee will continue as members for a two-year term. Re-election to the Committee by incumbent members will be subject to the open EOI process.

### **9.3 Non-attendance at meetings**

9.3.1 Ongoing membership of the Committee is subject to regular attendance and reasonable apologies.

9.3.2 A Committee member should notify the Chairperson, or relevant Council staff, of their planned absence from a meeting.

9.3.3 Any Committee member knowing that they will be absent for three or more consecutive meetings should notify the Committee Chairperson in writing of the planned absence.

9.3.4 In the event of a member being absent for three or more consecutive meetings without an apology and without the approval of the Committee, the Committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

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- 9.3.5 Committee members who cannot attend a meeting may delegate a representative to attend the meeting on their behalf by notifying Council officers prior to the meeting. This representation would then be included in the quorum.

### **9.4 Resignation from the Committee**

Any Committee member wishing to resign from the Committee shall do so in writing to the Committee Chairperson. The position will then be filled as a casual vacancy.

### **9.5 Casual Vacancies**

- 9.5.1 In the event that a vacancy arises during the term of appointment it will be filled by following the standard process for appointments to Council advisory committees.
- 9.5.2 Any proposed community representatives that are not selected onto the Committee will, with their permission, have their EOIs kept on file in the event that a casual vacancy becomes available.

## **10. QUORUM AND RECOMMENDATION MAKING**

- 10.1 The quorum to enable business to be transacted at meetings will be 4 committee members as appointed. Observers or visitors at the meeting do not form part of the quorum.
- 10.2 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Committee meeting with a quorum present.
- 10.3 Wherever possible, recommendations of the Committee will be made on the basis of consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote. Committee recommendations are not binding on Council. To obtain Council endorsement a Committee recommendation must be reported to the Council for their decision.

## **11. GENERAL PUBLIC**

- 11.1 The Committee will be open to members of the general public.
- 11.2 Committee meetings will include a standing agenda item relating to 'Community Feedback', under which the general public may speak on issues relating to the CBD. Issues raised under this item will be actioned by the Community Development and Planning Department.
- 11.3 Representatives of organisations or the general community may be invited to address the Committee on matters on the agenda.

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11.4 Relevant experts, stakeholders and community members may be invited to participate in the Committee from time to time, as determined by the Committee.

### **12. TIMETABLE FOR MEETINGS**

12.1 The Committee will meet bi-monthly and as determined by the Mayor.

12.2 A meeting will be limited to a maximum duration of 120 minutes, unless the Committee resolves to extend the length of the meeting to a particular time or the completion of business.

12.3 Extraordinary meetings may be called by the Chairperson of the Committee.

12.4 The location, date and starting time for meetings will be advised on the agenda.

12.5 Committee meetings can only be held if five working days' notice has been given to all members.

### **13. MEETING PRACTICE AND PROCEDURES**

13.1 Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.

13.2 The Committee must observe the provisions of any other relevant Council policies and procedures.

13.3 Minutes of meetings will be kept in accordance with the procedures set out in Council's Code of Meeting Practice.

13.4 The minutes of each committee meeting will be submitted to the next available meeting of Council.

### **14. INSURANCE COVER**

Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Tourism and CBD Committee.

### **15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES**

15.1 All members of Council committees are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Committee.

15.2 Should a member of the Committee breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.

15.3 A breach of the Code of Conduct may result in the particular Committee member concerned being excluded from membership of the Committee.

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- 15.4 If a Committee member has a pecuniary interest in any matter with which the Committee is concerned, and is present at a meeting of the Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 15.5 A member of the Committee who has a non-pecuniary conflict of interest in any matter with which the Committee is concerned and is present at a meeting of the Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.6 A Committee member will deal with a non-pecuniary conflict of interest in at least one of these ways:
- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists; and/or
  - b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 15.7 Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

## **16. CONFIDENTIALITY AND MANAGING PRIVACY**

- 16.1 Committee Members, through their involvement on the Committee, may come in contact with confidential or personal information retained by Council. Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised.
- 16.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.
- 16.3 Should a committee member become aware of any breach of the security, or misuse of Council's confidential or personal information they should inform the CEO immediately.

## **17. MEDIA PROTOCOL**

- 17.1 The Mayor is the only person permitted to speak to the media on behalf of the Committee.
- 17.2 No other member of the Committee is permitted to speak to the media in their capacity as a Committee member.

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### 18. REVIEW OF THE COMMITTEE AND THIS CHARTER

Council will review the work of the Committee and this charter every two years.

#### **AUTHORISED BY**

Council Resolution

#### **EFFECTIVE FROM**

29 April 2020

#### **DEPARTMENT RESPONSIBLE**

City Economy, City Economy and Growth

#### **REVIEW DATE**

This Charter must be reviewed every two years

#### **VERSIONS**

The current and previous version of the Charter should be set out in the following table.

<b>Version</b>	<b>Amended by</b>	<b>Changes made</b>	<b>Date</b>	<b>TRIM Number</b>
1	N/A	Adopted by Council	26 September 2018	240659.2018
1	Susana Freitas	Adopted by Council	29 April 2020	240659.2018-002