



# LIVERPOOL ACCESS COMMITTEE CHARTER

Adopted: 28 March 2018

TRIM: 339382.2017



## **LIVERPOOL ACCESS COMMITTEE CHARTER**

### **1. NAME**

Liverpool Access Committee

### **2. INTERPRETATION**

For the purpose of these charter guidelines:

“Council” means the Liverpool City Council

“Member” means a member of the Liverpool Access Committee

“CEO” means the Chief Executive Officer

“AC” means the Access Committee

### **3. STATUS OF ACCESS COMMITTEE**

Advisory Committee of Council

### **4. PURPOSE**

The Access Committee has been established primarily to provide advice to Council which will effectively improve and alleviate access difficulties experienced by people with disability in Liverpool.

### **5. FUNCTION**

The Access Committee will undertake the following actions:

- a) Raise issues associated with access and recommend actions and solutions;
- b) Actively participate in the implementation of Council’s Disability Inclusion Action Plan;
- c) Provide advice on access issues, as required; and
- d) Liaise with Council in relation to access issues.

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### 6. OUTCOMES

The Access Committee aims to achieve the following:

- a) Increase access and inclusion for people with disability, including people with mobility issues and vision impairment, and their carers ;
- b) Provide input into Development Applications;
- c) Provide advice to Council on matters relating to accessibility; and
- d) Lobby and advocate on access and inclusion issues.

### 7. COMMITTEE DELEGATIONS

- 7.1 The Access Committee does not have the power to incur expenditure.
- 7.2 The Access Committee does not have the power to bind Council, unless granted a specific delegated authority from Council.
- 7.3 The Access Committee can make recommendations to Council or another committee of Council. Recommendations of the Access Committee will generally be presented to Council in writing, accompanied by a report from relevant Council officers. Recommendations made by the Council Committee may or may not be adopted by Council.
- 7.4 Recommendations made by the Access Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the Director, City Community and Culture and any action or decision not to act are to be reported to the Committee on a regular basis.

### 8. MEMBERSHIP

#### 8.1 Councillor representation

- 8.1.1 The Mayor (or their delegate) and a Councillor nominated by Council will be members of the Access Committee. (This can be the same Councillor.)
- 8.1.2 Councillor representatives are encouraged to attend meetings of the Access Committee and to contribute to discussions.

#### 8.2 Council staff representation

- 8.2.1 The following staff are assigned to the Access Committee:
  - Chief Executive Officer
  - Director City Community and Culture

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- Manager Community Development and Planning (or delegate)
- Community Development Worker (Aged and Disability)
- Representatives across Council where required

8.2.2 Staff required to attend the Access Committee will participate equally with other members in terms of discussion and debate but will not have any voting rights.

### 8.3 Community representation

8.3.1 Membership of the Access Committee is via an application process at the beginning of each term, and members are selected on the following criteria:

- a) Ordinary membership is made up of 12 members, 4 from each of the 3 categories as follows:
  - Category 1 – People with disability living, working or studying in the Liverpool LGA;
  - Category 2 – Family members and/or carers of people with disability; and
  - Category 3 – Agencies providing services to people with disability or people living in the area who have a specific area of interest or skill that could contribute to the work of the Access Committee.
- b) Community representatives are required to attend meetings (usually held in the afternoon), actively participate and commit to the full term of the Access Committee, being two years.
- c) Community representatives are appointed in an individual capacity, based on skills and experience and not as a representative of a particular group.
- d) Each community representative to complete the Liverpool Access Committee Registration Form as part of the recruitment process.
- e) Informal interviews / meetings will be conducted with all nominees by the, Manager Community Development and Planning (or delegate) and the Community Development Worker (Aged & Disability). The interviews will cover the registration forms, and provide an opportunity to get to know the community representative. Following the assessment, nominees will be appointed against selection/eligibility criteria and recommendations for appointments will be submitted to Council for endorsement.

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### 8.4 Support staff

- 8.4.1 The Community Development Worker (Aged and Disability) will attend the Access Committee meetings to provide administrative and other support. Administrative support is provided for preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

### 8.5 Chairperson

- 8.5.1 The Mayor (or their delegate) will be the Chairperson of the Access Committee.
- 8.5.2 The Access Committee may elect the position of Deputy Chairperson.
- 8.5.3 The election of the Deputy Chairperson is to be held at the first meeting of the new Access Committee.
- 8.5.4 The role of the Chairperson is to preside over Access Committee meetings. The Chairperson requires the skills to be able to facilitate the effective functioning of the Access Committee. In the absence of the Chairperson, the Deputy Chairperson will preside over the meeting.
- 8.5.5 If the Chairperson (or the Deputy Chairperson) is not available to preside at a meeting, the Access Committee will elect a member of the Access Committee to be the Acting Chairperson for that meeting.
- 8.5.6 If the Chairperson (or the Deputy Chairperson) of the Access Committee is not present at the commencement time of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
- 8.5.7 The election of the Deputy Chairperson or Acting Chairperson must be conducted:
- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
  - b) If neither of them are present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

### 8.6 Other Office Bearers

- 8.6.1 There are no other office bearers on the Access Committee.

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### **9. TERM OF OFFICE**

- 9.1 Access Committee members serve a two year term. At the commencement of a new term, previous members may reapply.
- 9.2 A community representative appointed to the Access Committee will continue as a member until the Access Committee review at the end of the two year term, or following Council elections, whichever is sooner.

### **9.3 Casual Vacancy**

- 9.3.1 Following the confirmation of each new Access Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

### **9.4 Non-Attendance at Meetings**

- 9.4.1 Reasonable apologies. The Access Committee member should notify the Chairperson of their planned absence from a meeting.
- 9.4.2 Any Access Committee member knowing that they will be absent for three or more consecutive meetings should notify the Access Committee Chairperson in writing of the planned absence.
- 9.4.3 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Access Committee, the Access 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.

### **9.5 Resignation from the Committee**

- 9.5.1 Any Access Committee member wishing to resign from the Committee shall do so in writing to the Chairperson.

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### 10. QUORUM AND DECISION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is half plus one, and must include a delegated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, Access Committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Access Committee meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the Access 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.
- 10.5 Committee recommendations are not binding on Council. To obtain Council endorsement an Access Committee recommendation must be reported to the Council for a decision.

### 11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The Access Committee will usually not be open to members of the general public. However, the Access Committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the CEO (or delegate).
- 11.2 Representatives of organisations or the general community may be invited to address the Access Committee on matters on the agenda.

### 12. TIMETABLE FOR MEETINGS

- 12.1 The Access Committee will meet quarterly on the second Thursday of the month, from 1:00pm – 3:00pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the Access Committee resolves to extend the length of the meeting to a particular time or the completion of business.

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- 12.3 Extraordinary meetings may be called by the Chairperson in consultation with the CEO (or their delegate).
- 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 Unless otherwise specified in this Charter, Access Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Access Committee must observe the provisions of any relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in the Council's Code of Meeting Practice.
- 13.4 The minutes of each Access Committee meeting will be submitted to the next available meeting of Council.

### **14. INSURANCE COVER**

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

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

- 15.1 All members of Access Committee are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Access Committee.
- 15.2 Should a member of the Access 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.



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- 15.3 A breach of the Code of Conduct may result in the particular Access Committee member concerned being excluded from membership of the Access Committee.
- 15.4 If an Access Committee member has a pecuniary interest in any matter with which the Access Committee is concerned, and is present at a meeting of the Access 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 vote against the motion.
- 15.5 A member of the Access Committee who has a non-pecuniary conflict of interest in any matter with the which the Access Committee is concerned and is present at a meeting of the Access Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Access 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 An Access Committee member will deal with a non-pecuniary conflict of interest in a least one of these ways:
- 15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Access Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
  - 15.6.2 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 part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 15.7 Access 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 Access Committee members through their involvement on the Access Committee may come in contact with confidential or personal information retained by Council. Access Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.

**17. MEDIA PROTOCOL**

- 17.1 The Access Committee Chairperson is the only person permitted to speak to the media on behalf of the Access Committee, subject to obtaining the appropriate approval in accordance with Council's Media and Representation Policy.
- 17.2 No other member of the Access Committee is permitted to speak to the media in his or her capacity as a Committee member.

**18. REVIEW OF THIS COMMITTEE AND THIS CHARTER**

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

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### **AUTHORISED BY**

Council Resolution

### **EFFECTIVE FROM**

28 March 2018

### **DEPARTMENT RESPONSIBLE**

City Community and Culture (Community Development and Planning)

### **REVIEW DATE**

28 March 2020

### **VERSION**

<b>Version</b>	<b>Amended by</b>	<b>Date</b>	<b>TRIM Number</b>
1	Council Resolution	November 2012	234799.2012
2	Council Resolution	24 September 2014	295658.2014
3	Council Resolution	17 June 2015	091653.2015
4	Council Resolution	27 April 2016	113073.2016
5	Council Resolution	28 March 2018	339382.2017

### **REFERENCES**

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan

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### Appendix A – Council’s responsibilities to Access Committee

#### 1. RELATIONSHIP WITH LIVERPOOL CITY COUNCIL

The relationship of the Access Committee to Liverpool City Council includes:

- a) The Access Committee considers and makes recommendations on issues relevant to people in the Local Government Area to Liverpool City Council through advice on policy, Development Applications submissions, Social Impact Assessments and other initiatives;
- b) Recommendations of the Access Committee will be considered in Council’s deliberations on any issues;
- c) Council’s Community Development and Planning team will support and resource the Access Committee through:
  - i) Administrative support (including: assistance with minutes, photocopying, access to phones, Internet, budget and Council reporting) to Access Committee representatives to enable them to meet their accountability requirements;
  - ii) Training to Access Committee representatives to enable them to sufficiently perform their duties;
  - iii) Additional support for disadvantaged members or members with disability to support them in meeting their commitments as requested;
  - iv) Reimbursement of costs related to Access Committee business - Council acknowledges the need for members of the Access Committee to be adequately reimbursed for any costs they incur when performing their duties. Any reimbursements will be with the prior approval of Council’s Community Development Worker (Aged & Disability) and upon production of a receipt;
  - v) Assistance with phone expenditure - all phone calls must be detailed on the phone expenditure form and submitted to the Community Development Worker (Aged & Disability) each quarter. All local calls will be reimbursed at 25 cents per call. Any mobile calls (to or from a mobile) will be reimbursed at the total value, only if a copy of the bill is attached to the expenditure sheet;
  - vi) Remaining with Access Committee members who are under the age of 18 years until they have been picked up - Council Staff will wait with Access Committee members after meetings and events until all members have been picked up from the meeting or event venue. Note it is mandatory that

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- a parent/guardian or other responsible adult picks up an Access Committee member;
- vii) Providing assistance in emergency circumstances. In the instance of the Access Committee member being under the age of 18 years, and if there is any issue that may arise relating to transport, Council Staff will contact the member's parent/guardian for permission to arrange for the member to be transported home by Taxi with costs to be met by the member or their parent/guardian;
- d) Travel - Access Committee Members are responsible for their own travel to and from Access Committee meetings and events. Any Access Committee member under the age of 18 years wishing to be transported by another Access Committee member will need to provide written or verbal permission from their parent/guardian allowing them to do so.

## 2. RESPONSIBILITIES OF ACCESS COMMITTEE MEMBERS

The Access Committee members have the following responsibilities:

- a) Actively seek views and opinions of people and relevant issues to be brought to the attention of the Access Committee;
- b) Contribute items of interest to the meeting agendas, by contacting the Chairperson prior to meetings;
- c) Actively participate in discussion and decisions at meetings;
- d) Actively participate in various working parties and events involving the Access Committee;
- e) Represent the views and act in the interest of all residents across the Liverpool Local Government Area;
- f) Communicate issues regarding the Access Committee, including being absent at meetings, to the Community Development Worker (Aged & Disability);
- g) Agree to act within the guidelines of the Access Committee as outlined in this Charter at all times. This is to be confirmed by signing an agreement following a briefing session on the Charter and Code of Conduct training;
- h) Follow Liverpool City Council regarding the use of the Internet (website and Facebook page), e-mail, representing the Access Committee at forums / conferences and speaking to the media.

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- i) Access Committee members are not permitted to make public statements relating to or on behalf of the Access Committee, unless prior authorisation is **granted within communications** procedures;
- j) Any correspondence regarding Access Committee must be printed on Council's official letterhead and approved by the Community Development Worker (Aged & Disability); and
- k) All members of the Access Committee are to abide by the Council's Code of Conduct.

### 3. RESPONSIBILITIES OF COUNCIL TO ACCESS COMMITTEE

Council's Community Development Worker (Aged & Disability) responsibilities include:

- a) Support and resource the Access Committee to achieve its aims;
- b) Mentor, liaise with and support the Access Committee and its members;
- c)** Write Council reports and represent Access Committee recommendations at Council and Agenda review **meetings**;
- d) Ensure members are aware of Liverpool City Council's processes and protocols;
- e) Conduct an evaluation of the Access Committee functions at the completion of each two year;
- f) Conduct a mid-term evaluation of the Access Committee outcomes in reference to the Access Committee Charter and any items adopted by the Access Committee for the term;
- g) Manage the Access Committee's budget and be responsible for issues relating to finances of the Access Committee; and
- h) Maintain accurate records according to Liverpool City Council practices.

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