



Terms of Reference

Terms of Reference	
1. Name	Local Laws Advisory Committee
2. Classification	Advisory Committee
3. Background	<p>Prior to 1 July 2021, Council made local laws under Part 5 of the <i>Local Government Act 1989</i>.</p> <p>Commencing 1 July 2021, Council makes local laws under Division 3 of Part 3 of the <i>Local Government Act 2020</i>.</p> <p>Local laws are revoked every ten years following the first date of operation (unless revoked earlier), requiring new local laws to be made periodically.</p> <p>Local laws may also be amended during their period of operation.</p>
4. Function and Role	To provide a forum for Councillor and Council discussion, investigation and recommendations concerning current and potential local laws and associated issues.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	Membership consists of a minimum of three Councillors (preferably one from each ward). Councillor membership is reviewed annually.
7. Chairperson and Term of Chairperson	<p>Chairperson: A Councillor appointed by the Committee annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a member to be the acting Chairperson for that meeting.</p>

8. Voting Rights	Councillors only have voting rights with Chairperson having the casting vote.
9. Quorum	A quorum of the Local Laws Advisory Committee shall consist of two members.
10. Conduct of Members	<p>Meetings of the Committee will be treated as an Advisory Committee.</p> <p>Councillors Code of Conduct applies.</p> <p>The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.</p>
11. Role of Council Staff Attendee(s)	<p>To provide advice and assistance to Councillor members and to investigate and report on matters as requested by the Council/Councillors.</p> <p>The CEO will be invited to attend all meetings in an advisory capacity.</p> <p>The Director Planning, Place and Sustainability and the Corporate Counsel or their delegates, will attend all meetings in an advisory capacity.</p>
12. Meeting Frequency	As and when required.
13. Reporting Requirements	Minutes are taken at each meeting and provided to all Councillors. Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	<p>The Community Local Law 2019 came into operation on 7 November 2019. This local law sunsets (expires) on 7 November 2029.</p> <p>The Council Meeting Procedure Local Law 2019 came into operation on 7 November 2019. This local law has been superseded by the Governance Rules, which came into operation on 11 August 2020. The Governance Rules will take precedence over the existing Council Meeting Procedure 2019 to the extent of any inconsistency, and will govern the conduct of future Council meetings.</p>

	<p>The Classified Tree Local Law came into operation on 3 September 2020. This local law sunsets (expires) on 3 September 2030.</p> <p>There is one local law currently in development in relation to Smoke-Free Areas in Activity Centres.</p>
15. Committee Contact Details	Corporate Counsel
16. Date of Council Approval of Terms of Reference	22 November 2022
17. Date of Next Review of Terms of Reference	November 2023