



GLEN EIRA
CITY COUNCIL

Terms of Reference

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| 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 | <p>Membership consists of a minimum of (3) three Councillor. Councillor membership is reviewed annually.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p> |

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| <p>7. Chairperson and Term of Chairperson</p> | <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 Councillor member to be the acting Chairperson for that meeting.</p> |
| <p>8. Voting Rights</p> | <p>Councillors only have voting rights with Chairperson having the casting vote.</p> |
| <p>9. Quorum</p> | <p>A quorum of the Local Laws Advisory Committee shall consist of two members.</p> |
| <p>10. Conduct of Members</p> | <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> |
| <p>11. Role of Council Staff Attendee(s)</p> | <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 and Place and Corporate Counsel or their delegates, will attend all meetings in an advisory capacity.</p> |
| <p>12. Meeting Frequency</p> | <p>As and when required.</p> <p>All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</p> |

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| 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 | 5 September 2023 |
| 17. Date of Next Review of Terms of Reference | November 2024 |