

## LOGAN CITY COUNCIL

### *TERMS OF REFERENCE ANIMALS & CITY STANDARDS COMMITTEE*

#### **PURPOSE**

The Animals & City Standards Committee provides direction and leadership on the functional responsibilities listed below.

#### **SCOPE AND LIMITATIONS**

This Committee would handle the array of local law enforcement issues as well as animal and pest services. The Animals & City Standards Committee makes recommendations to the Ordinary Council meeting. The Animals & City Standards Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.

#### **RESPONSIBILITIES**

The following is a list of functions assigned to the Animals & City Standards Committee:

- Administration of the following Local Laws and Subordinate Local Laws:
  - Local Law No. 4 (Animal Management) 2002 and respective Subordinate Local Law/s;
  - Local Law No. 7 (Parking) 2003 and respective Subordinate Local Law/s;
  - Local Law No. 9 (Licensing) 1999 and respective Subordinate Local Law/s;
  - Local Law No. 10 (Public Health) 1999 and respective Subordinate Local Law/s;
  - Subordinate Local Law No. 12.1 (Business on Public Places other than Council Facilities and Community Facilities) 2003; and

- Subordinate Local Law 12.7 (Queens Road Depot) 2003
- Animal management
- Building Compliance in terms of:
  - Building Act 1975 and respective Regulation/s; and
  - Integrated Planning Act 1997 and respective Regulation/s
- Development Compliance in terms of:
  - Logan Planning Scheme 2006; Beaudesert Shire Planning Scheme 2007 and Gold Coast Planning Scheme 2003 Version 1.1; and
  - Integrated Planning Act 1997 and respective Regulation/s
- Environmental Health Compliance
- Graffiti Management
- Hazardous waste
- Legislation Review & Policy Development
- Pest Management in terms of The Land Protection (Pest & Stock Route Management) Act 2002
- Vector control

#### **MEMBERSHIP**

Council at its Special meeting held on 18 May 2009 (Minute No. 160/2009), resolved that the membership of the Animals & City Standards Committee be appointed as follows:-

Chairperson: Cr G J Able  
Members: Cr L C Bradley  
Cr R B Lutton  
Cr J B Grant  
Cr S D Black  
Cr T L Smith  
Cr L J Clarke  
Cr C M Dalley  
Cr P W Pidgeon  
Cr D R Power  
Cr H D Ban  
Cr R W Hackwood

#### **DELEGATE MEMBER**

Council at its Special meeting held on 18 May 2009 (Minute No. 160/2009), resolved that in accordance with Section 454 of the *Local Government Act 1993*, Her Worship the Mayor, Councillor P L Parker be appointed as a delegate member to the Animals & City Standards Committee.

## **QUORUM**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved that in accordance with Section 455 of the *Local Government Act 1993* the quorum for Council's Standing Committees be fixed as follows:

- (a) The quorum of a Standing Committee is a majority of its Councillors;
- (b) However, if the number of Councillors is an even number, one-half of the number is the quorum.

## **FREQUENCY**

Section 1(3) of Council's Policy entitled 'Days and Times for Local Government Committee Meetings' states as follows:

### **"Animals & City Standards Committee**

Meets on the Tuesday in the week preceding the Council's Ordinary meeting, commencing at 9.00am or 10 minutes after the conclusion of the Planning & Development Committee but not before 9.00am."

A 'Calendar of Meetings' is forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

The Animals & City Standards Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

NOTE: Please refer to Section 12 (Time of meetings) of Local Law No 1 (Meetings) 1997, and s457 (Committee meetings) of the *Local Government Act 1993*.

## **AGENDA DISTRIBUTION TIME**

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

## **CONDUCT OF MEETINGS**

The Animals & City Standards Committee operates in accordance with s457 (Committee meetings) and Part 3 of Local Law No. 1 (Meetings) 1997.

## **RECORDING OF MINUTES**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved as follows:

1. That in accordance with section 459(3) of the *Local Government Act 1993*, Council resolves to exempt its standing and advisory committees from keeping minutes of its proceedings.
2. That in accordance with section 459(4) of the *Local Government Act 1993*, the Logan City Council resolves to continue with the current practice of providing a written report of the committee recommendations to the Ordinary Meeting for Council's consideration.

### **CONFLICT OF INTEREST**

In accordance with s229(3)(Councillor's role), s244 (Exclusion from meeting of councillor with material personal interest) and 246A (Recording a conflict of interest) of the *Local Government Act 1993*, committee members must declare their interest, whether Material or Personal.

### **SUPPORTING LEGISLATION**

This document should be read in conjunction with the following:

- Local Government Act 1993; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

**Adopted by Council on 2 June 2009**

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