

# Companion Animals Advisory Committee

## Operational Guidelines and Terms of Reference

Trim 7632-3#5

WOLLONDILLY SHIRE COUNCIL

## Contents

Contents .....	2
Companion Animals Advisory Committee - Terms of Reference .....	3
1. Objective of the Companion Animals Advisory Committee / .....	3
2. Links to Community Strategic Plan 2033 .....	3
3. Key Focus Areas for the Companion Animals Advisory Committee .....	3
Companion Animals Advisory Committee - Operational Guidelines .....	4
1. Meeting Frequency, Times and Venue .....	4
2. Membership.....	4
3. Membership Selection and Tenure .....	4
4. Other Attendees .....	4
5. Chairperson.....	5
6. Responsibilities of Members.....	5
7. Role of the Council Officer.....	6
8. Quorum & Decision Making .....	6
9. Minutes, Agendas & Reporting Requirements .....	6
10. Standing Agenda Items .....	7
11. Financial.....	7

# **COMPANION ANIMALS ADVISORY COMMITTEE - TERMS OF REFERENCE**

---

## **1. OBJECTIVE OF THE COMPANION ANIMALS ADVISORY COMMITTEE**

To bring together interested community members to provide a consultative forum to develop strategic direction and advise and assist in implementation of Companion Animal related services, facilities, education and programs. The group will not operate in a regulatory, operational or authoritative capacity and will not involve itself with individual aspects or issues of specific animal management cases..

## **2. LINKS TO COMMUNITY STRATEGIC PLAN 2033**

The Companion Animals Advisory Committee directly supports Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Companion Animals Advisory Committee will consider issues and pursue actions and strategies which support Wollondilly Community Strategic Plan 2033.

The Companion Animals Advisory Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

## **3. KEY FOCUS AREAS FOR THE COMPANION ANIMALS ADVISORY COMMITTEE**

The Companion Animals Advisory Committee will pursue specific actions and strategies which relate and contribute to the following key focus areas:

- Development of strategic policies, programs, services and plans for effective management of Companion animals.
- Provide strategic input and advice in relation to Council's Companion Animal events and educational programs to help raise awareness about companion animals and relevant legislation.
- To assist Council with the delivery of effective and responsible care and management of companion animals within the Shire.

# **COMPANION ANIMALS ADVISORY COMMITTEE - OPERATIONAL GUIDELINES**

---

## **1. MEETING FREQUENCY, TIMES AND VENUE**

The Companion Animals Advisory Committee is to meet quarterly commencing at 7.00 pm on the 1<sup>st</sup> Tuesday of every 3<sup>rd</sup> month at Council's Administration Building, Picton.

There may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

## **2. MEMBERSHIP**

The Companion Animals Advisory Committee is to have a minimum of 5 community members and a maximum of 10 community members (which will include a representative of the veterinary industry; 2 animal welfare representatives; 1 animal behaviourist and 3 residents of Wollondilly Shire (one of which may be a current volunteer at the Animal Shelter)

## **3. MEMBERSHIP SELECTION AND TENURE**

Community members/industry representatives are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership will be for four (4) years and is to be dissolved/renewed in line with the electoral term of Council. The next dissolution and renewal process would occur after the Council election in 2020.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest.

## **4. OTHER ATTENDEES**

Designated Council officer(s) will attend the Companion Animals Advisory Committee. The role of this officer/s is to coordinate the Companion Animals Advisory Committee and to fulfil secretarial duties (see section 7 below).

Councillor attendance is optional. The Companion Animals Advisory Committee can meet without a Councillor present.

Guest Speakers/Observers may be invited as required and as determined by the Companion Animals Advisory Committee.

## **5. CHAIRPERSON**

A staff member will act as Chairperson and is required for the quorum.

If the regular Chairperson is absent, an alternative staff member will Chair the meeting.

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

Training will be available to Chairpersons as required.

## **6. RESPONSIBILITIES OF MEMBERS**

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Companion Animals Advisory Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Companion Animals Advisory Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Companion Animals Advisory Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Companion Animals Advisory Committee.

## **7. ROLE OF THE COUNCIL OFFICER**

Designated Council Officers are responsible for:

- Chairing the meeting.
- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Companion Animals Advisory Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.
- Acting as spokesperson for the Companion Animals Advisory Committee through the Mayor.

## **8. QUORUM & DECISION MAKING**

Five (5) community members would need to be present to form a quorum. The staff member/Chairperson is required for the Quorum.

Councillor attendance is not a requirement to form a Quorum.

The Companion Animals Advisory Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers and Councillors do not have voting rights but would be able to contribute to consensus decision-making.

At times the Companion Animals Advisory Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

## **9. MINUTES, AGENDAS & REPORTING REQUIREMENTS**

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 10 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to the Companion Animals Advisory Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

An annual report will be provided to Council outlining the activities of the Companion Animals Advisory Committee during the previous year and upcoming 12 month period. This should demonstrate clearly how the work of the Companion Animals Advisory Committee has contributed to the Community Strategic Plan 2033 outcomes. The annual report should also outline proposed priorities for the Companion Animals Advisory Committee in the upcoming 12 months.

## **10. STANDING AGENDA ITEMS**

These Operational Guidelines and Terms of Reference have been developed and tailored to meet the specific needs of the Companion Animals Advisory Committee. The goals and tasks for the remainder of the 4 year term of the committee are outlined in the Terms of Reference on page 3 of this document.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

## **11. FINANCIAL**

The operational costs of convening Companion Animals Advisory Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Companion Animals Advisory Committee.