



**COMPANION ANIMALS ADVISORY COMMITTEE
TERMS OF REFERENCE**

Adopted: 29 July 2020

TRIM: 147662.2020



Companion Animals Advisory Committee Terms of Reference

1. NAME

Companion Animals Advisory Committee Terms of Reference

2. PURPOSE/ OBJECTIVES

The Companion Animals Advisory Committee (Committee) is a Council community advisory committee and reports to Council. Its purpose is to bring together interested community members to:

- provide a consultative forum to raise issues relating to Companion Animals.¹ (as that term is defined in the *Companion Animals Act 1998 (NSW)*; and
- enable Council to engage with its community by listening to and responding to their needs and concerns.

In carrying out its responsibilities, the Committee must at all times recognise that the primary responsibility for management of Companion Animals rests with the Council and the Chief Executive Officer as defined by the *Local Government Act 1993 (NSW)*.

The Committee shall not operate in a regulatory, operational or authoritative capacity and the Committee is excluded from a regulatory role and cannot have involvement with any of the functions under the *Companion Animals Act 1998 (NSW)* or any other Act that Council enforces.

3. 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 Local Government Area.

4. PARTICIPATION

4.1 Community Participation

The Committee is to have five (5) community members (which will include a representative of the veterinary industry, one animal welfare representative, one animal behaviourist and two residents).

¹ A "Companion Animal" means a dog, cat and any other animal that is prescribed by the Companion Animals Regulation 2018 (NSW). NOTE: the fact that an animal is not strictly a "companion" does not prevent it being a Companion Animal for the purposes of the *Companion Animals Act 1998 (NSW)*. All dogs are treated as Companion Animals, even working dogs on rural properties, guard dogs, police dogs and corrective services dogs.

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In addition to the community members, the Committee will also include the Mayor (or their delegate) and one (1) Councillor, with either the Mayor (or their delegate) or Councillor (or their delegate) to attend meetings. For the avoidance of doubt, a delegate is another Councillor.

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 four (4) years and is to be dissolved/renewed in line with the electoral term of Council.

If a Committee member resigns or is terminated, (or the member's position otherwise becomes vacant), the position may be filled through a review of earlier expressions of interest or a call for new expressions of interest.

Each Committee member shall have voting rights.

Membership is voluntary in nature and there is no payment of expenses in relation to attending activities or meetings of the Committee.

The Committee may only be dissolved by Council (at any time). The Committee may also recommend to Council that the Committee be dissolved by majority vote.

4.2 Council staff

Designated Council officer(s) will attend the Committee meetings. The role of the designated Council officer/s is to coordinate the Committee and to fulfil secretarial duties specifically the following:

- coordinating the meeting arrangements including calendar notifications;
- preparing and distributing of agendas, minutes and other reports and communications as required;
- ensuring that Committee meetings and activities of the Committee are conducted in accordance with this Terms of Reference and any associated protocols including Council's Code of Conduct; and
- identifying any decisions which may require further consideration by Council's Executive or elected Council body.

4.3 Councillor participation

The Mayor (or their delegate) or a Councillor (or their delegate) must be present at each Committee meeting. For the avoidance of doubt a quorum is not achieved without a Councillor present.

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4.4 Presenters

Guest speakers may be invited as required and as determined by the Committee. Guest speakers may include relevant Council staff who are there to provide guidance and support and to respond to enquiries.

4.5 Chairperson

The Mayor or their delegate will act as Chairperson and is required for the quorum.

5. TIMETABLE FOR COMMITTEE MEETING

The Committee is to meet quarterly commencing at 7.00 pm on the 1st Tuesday of every 3rd month or more frequently as considered necessary by the Chairperson or the majority of Committee members.

Special meetings may be called by the Chairperson if urgent matters are required to be considered by the Committee.

Meetings will be held at suitable venues or via Audio-Visual link eg. Zoom or MS Teams.

6. RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee 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 Terms of Reference. This includes communication, representing the 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 Committee members.

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

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

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

Committee members will be responsible for their own travel to and from Committee meetings and associated events and activities.

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

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Committee Members will have no power or delegation to make decisions on behalf of Liverpool City Council to allocate funds.

7. QUORUM & DECISION MAKING

At least three (3) community members and one (1) Councillor or the Mayor (or their delegate) would need to be present to form a quorum. The Chairperson is required for the quorum.

A Committee meeting must be adjourned if a quorum is not present within 15 minutes after the time designated for the holding of the meeting or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson.

The 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. In the event of a tied vote, the Chairperson shall have an additional casting vote.

At times the 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 designated Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

8. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Committee meeting date schedules for the coming year are to be placed on Council's corporate calendar and on Council's website.

Advice of upcoming Committee meetings will be distributed to Committee members and Councillors and posted on Council's webpage.

Minutes are to be taken by the designated Council officer and distributed to the Committee members, placed on Council's website within 14 days of the meeting date.

9. CONFIDENTIALITY AND PRIVACY

Committee members, through their involvement in the Committee, may come in contact with confidential or personal information retained by Council. 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.

The *Privacy and Personal Information Protection Act 1998 (NSW)* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

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Should a Committee member become aware of any breach of security or misuse of Council's confidential or personal information, they should inform the CEO immediately.

10. MEDIA PROTOCOL

No Committee member is authorised to speak to the media on behalf of the Committee. Members of Council staff must comply with Council's media procedure.

11. CIRCULATION

A copy of the Terms of Reference will be available on Council's website.

12. BREACH

A breach of these Terms of Reference may constitute a breach of the Code of Conduct and referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

29 July 2020

DIRECTORATE RESPONSIBLE

City Economy and Growth

REVIEW DATE

29 July 2022

VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	29 July 2020	147662.2020

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

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

Liverpool City Council: Privacy Policy

Ethical Governance: Conflict of Interest Policy