

# COMPANION ANIMALS MANAGEMENT WORKING GROUP – TERMS OF REFERENCE

<b>QUALITY CONTROL</b>			
<b>TRIM REFERENCES</b>	11/141 – D21/21769		
<b>RESPONSIBLE POSITION</b>	Executive Manager Planning and Community Safety		
<b>SUPPORT POSITION/S</b>	Compliance Officer, Rangers		
<b>APPROVED BY</b>	Council		
<b>REVIEW DATE</b>	May 2024	<b>REVISION NUMBER</b>	1
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>ENDORSED BY</b>	
28 April 2021	Resolution for establishment of Working Group	Minute Number 46501	
17 May 2021	Adopted Terms of Reference	General Manager	
26 May 2021	Endorsed by Council	Minute Number 46533	

## 1. INTRODUCTION

The Working Group will be known as Companion Animal Management Working Group.

## 2. PURPOSE

The Working Group will assist Council's operations by providing a strategic focus on community education and improved community safety associated with the residential keeping of companion animals (dogs and cats) in Broken Hill.

The role of the Working Group will be achieved through:

- Raising the profile of companion animal issues within the Broken Hill Local Government Area.
- Providing a forum where companion animal issues can be raised and discussed.
- Encouraging contact between local interest groups, communities, agencies and organisations.

- Providing recommendations to the General Manager on the implementation of activities to improve community safety associated with the residential keeping of companion animals.

The Working Group will not involve itself with individual aspects of issues of specific animal management cases.

### **3. WORKING GROUP DELEGATION**

The Working Group has no delegated authority. It can only refer or recommend matters to the General Manager for consideration.

The Working Group cannot approve the expenditure of money, employ staff, speak on behalf of Council or make a policy on behalf of Council.

### **4. MEMBERSHIP**

Members will be appointed for period of up to four years.

The Working Group shall consist of a minimum of 12 members with the Councillors appointed by resolution of Council, such members to be nominated as follows:

- Three (3) Councillors
- Minimum of three (3) Community representatives with demonstrated experience in companion animal management, that may include membership of a rescue/re-homing group that has an agreement with Council, membership of a recognised dog or cat club and/or related companion animal planning.
- A representative from each of the following organisations:
  - RSPCA
  - private veterinary practice
  - NSW Police.
- Three (3) Council staff members (Executive Manager Planning and Community Safety; Ranger and Compliance Officer, to provide technical support and advice.

In terms of appointing the community representatives, the Council will call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date.

The General Manager will appoint the community representatives to the Working Group.

Membership may be terminated if a member fails to attend three meetings in a row (except where the member has sent their apologies in advance and these are accepted).

The term of appointment of the Working Group shall coincide with the term of Council, unless the Working Group is dissolved by the General Manager should the objectives of the Working Group be met and the ongoing operation of the Working Group no longer be required.

### **5. CHAIRPERSON**

The Chairperson will be voted for by and from all elected representatives. There should be a Deputy Chairperson to fill the position in the absence of the Chairperson.

### **6. SECRETARIAT SERVICES**

A Council employee of whom is a member of the Working Group will undertake the secretariate role of the Working Group.

## **7. OPERATION OF THE WORKING GROUP**

There should be a maximum of four (4) meetings held each year.

At the beginning of each year, the Working Group will set the times and dates for its meetings.

Each meeting will have an agenda, that is provided to members seven (7) days before the meeting and is to include:

- Welcome to Country
- Declaration of conflict of interest
- Adoption of minutes
- Matters arising from previous minutes
- General Business

A quorum will be reached if 50% of the Working Group members are in attendance.

The Secretary will minute all Working Group meetings. Minutes of the meetings will be sent to all members within 10 business days after the meeting.

The operational costs of convening the Companion Animal Management Working Group meetings will be met by Council's budget. No sitting fee or out of pocket expenses will be paid to members.

Recommendations from the Working Group will be presented by the Executive Manager Planning and Community Safety to the General Manager within 10 business days after the meeting.

## **8. RESPONSIBILITIES OF MEMBERS**

Members of the Working Group are bound by the Broken Hill City Council Code of Conduct. In this regard, each member will be provided with a copy of the document and required to sign an acknowledgement form indicating their acceptance of such, before attending their first meeting.

It is important that the community has confidence that any information gathered by the Working Group is used only for Council purposes.

## **9. RECORDS**

The Working Group is required to keep all proper records. These records are to be saved into Council's Electronic Records Management System.

Minutes of each meeting shall be submitted to the General Manager within 10 business days after the meeting.

## **10. DEFINITIONS**

"Council" shall mean the Broken Hill City Council

"Working Group" shall mean the Companion Animals

## **11. SUPPORT SERVICES**

A suitable meeting place and facilities will be made available for the purposes of holding Working Group meetings. Stationery and other materials will be provided as needed.

## **12. AGENDA**

All agenda items are to be submitted to the Secretary 14 days prior to the meeting. Members submitting items must ensure the content is such to allow all members to understand the matters raised and may require additional supportive information.

The Secretary will distribute the Agenda and Minutes of the last meeting at least seven (7) days prior to the meeting date.

If a member wishes to raise an "urgent" matter that is not on the agenda it is at the Chairperson's discretion to determine an appropriate course of action.

## **13. MINUTES**

Minute of the Working Group meetings will be kept.

The Secretary will record the minutes. Minutes will contain the following information:

- Date time and place of the meeting;
- Present;
- Apologies;
- Confirmation of minutes of previous meeting;
- Matters arising from previous minutes;
- General Business;
- Time meeting closed and date of next meeting.