



Animal Advisory Committee

Terms of Reference

Adoption Date:	11 April 2023
Reports to Committee:	Finance, Community & Services Committee
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Next Review Date:	September 2024
Division/Department:	Planning & Place / Regulatory Services
Responsible Officer:	Coordinator Regulatory Services
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1 Who are we

We are the Animal Advisory Committee (the Advisory Committee).

2 Background

The Advisory Committee was established by Council resolution in 1997.

3 What We Do

Our purpose is to serve as an Advisory Committee to Council to assist with the development of policies, programmes, services and plans for companion animals.

The Advisory Committee does not:

- Operate in a regulatory or authoritative capacity.
- Exercise control over Council's budget or expenditure or is able to direct Council staff.
- Make decisions that are binding on Council.

4 Advisory Committee Performance

Every two years, the performance of the Advisory Committee will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Advisory Committee is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Advisory Committee may be required.

5 Membership

The Animal Advisory Committee will consist of:

Council representatives

- Two (2) Councillors appointed by the Mayor, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Advisory Committee.

External representatives

- Two (2) local animal professionals (which may include, but not be limited to a veterinarian, animal behaviourist, member of the NSW Animal Welfare League, member of the Companion Animal Reference Group).

Resident representatives

- Five (5) Woollahra Council residents, one from each Ward within the Municipality.
- The selection of these representatives will be made by the Mayor in consultation with the General Manager and the Councillor members of the Advisory Group.

Meetings of the Advisory Committee may also be attended by representatives of interested groups at the invitation of the Chair when matters of relevance to these groups are under consideration.

Council Support

- Council Staff shall attend Advisory Committee meetings to provide guidance and support and to respond to enquiries and include:

Director, Planning & Place
Manager, Open Space & Trees
Coordinator, Regulatory Services
Team Leaders – Regulatory Services
Rangers – Animal Control
General Manager (optional)

Administrative support will be provided by a Council officer. Staff shall not be members of the Advisory Committee.

6 Quorum

A majority of the current members of the Committee shall constitute a quorum for the meeting, being a minimum of five (5) members of the Advisory Committee shall constitute a quorum for a meeting.

7 Strategic Advice

The Advisory Committee may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement with a suitable business organisation.

8 Term of Advisory Committee Membership

The term of the Advisory Committee membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Advisory Committee is an advisory committee only and has no delegated authority. The activities of the Advisory Committee will be reported to the Finance, Community & Services Committee as required. The Advisory Committee cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

10 Meeting Procedures

1. The frequency of meetings of Advisory Committee will be at the discretion of the Chair in consultation with staff and will meet as required or called by the Chair when Council has a statutory obligation to consult on significant animal management issues, where advice or professional information is needed by Council or where Council identifies there is a need. Meetings will either be held at Woollahra Council Chambers, or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Advisory Committee, not less than seven (7) days prior to the meeting.
3. Members of the Advisory Committee are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Advisory Committee will be permitted at the invitation of the Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.
7. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Advisory Committee members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Advisory Committee.
2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Advisory Committee will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Advisory Committee Members

1. All Advisory Committee members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Advisory Committee are voluntary.

Staff

1. Advisory Committee meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that a minimum of two (2) staff attend meetings, with one to be a senior staff member.
2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Advisory Committee members at the appropriate times.
3. The responsible staff member shall submit all minutes of the Advisory Committee meetings to the Finance, Community & Services Committee for consideration and appropriate action.

Terms of Reference Amendments

Date	Responsible Officer	Description