



CUMBERLAND  
CITY COUNCIL

## Terms of Reference

# Companion Animals Advisory Committee

### AUTHORISATION & VERSION CONTROL

<b>Terms of Reference (TOR) No</b>	TOR-005
<b>TOR Owner</b>	Director City Services
<b>Date Adopted</b>	2 March 2022
<b>Version No</b>	1
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## 1. Purpose

The Companion Animals Advisory Committee is an advisory body to Cumberland City Council.

The purpose of the Committee is:

- To raise the profile of companion animal issues within the Cumberland Local Government Area.
- Provide a forum where issues surrounding companion animals can be raised and discussed.
- Encourage contact between local interest groups, communities, agencies and organisations.
- Provide advice to Council on:
  - The operations and achievement of strategic objectives.
  - Actions to maximise microchipping and registration.
- Networking with other Council Advisory Committees to exchange information and ideas.

## 2. Membership

Membership of the Cumberland Companion Animals Advisory Committee will consist of:

- Up to ten (10) community members or representatives from local community. Ideally, the community members will be from across the geographical area of Council.
- Two (2) Councillors.

Councillor appointments are resolved by Council (Ordinary Meeting of Council) at the first or second ordinary Council meeting of each Council term. Membership can be altered at any time by Council resolution.

All community representative nominations for appointment to the Committee are to be formally submitted in writing to Council, through an Expressions of Interest Process (EOI). Nominees must complete an Expression of Interest and formally declare in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal panel of Council staff, with recommendations made to Council via a report.

Committee membership will be formalised by resolution of Council. Community membership of the Committee shall be for the period of the Council term. At the commencement of each Council term, Council will review its Committee structure and subsequently resolve the continuation or discontinuation of any particular committee. Following this, an EOI process for membership will be undertaken.

Council staff will provide administrative support to the Companion Animals Advisory Committee.

## 3. Selection Criteria

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet at least one of the following criteria:

- Be a passionate advocate for responsible pet ownership.
- Be a representative from a relevant industry or service sector.

#### **4. Meeting Attendance**

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend three (3) consecutive meetings without submitting a satisfactory explanation will forfeit their place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another Councillor delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

#### **5. Times and Places for Meetings**

The Committee will meet quarterly at dates and times as determined. An extraordinary meeting may be called where circumstances warrant.

Meetings will normally be held at either the Council Administration Building at 16 Memorial Avenue, Merrylands, or at another accessible venue. The venue of the next quarterly meeting is to be agreed by the Committee during the (prior) meeting.

Subject to the Chairperson's discretion and technical capabilities, meetings may be held via Audio/Visual link.

#### **6. Notification of Vacancies**

The Committee is to notify the Council promptly of any vacancy occurring in its membership that affects the capacity of the Committee to function. The Committee is to submit to Council, within 28 days, the name of a person considered by the Committee to be suitable for appointment. The Council will decide whether to accept that appointment, or to call for public Expressions of Interest.

#### **7. Chairperson**

The Chairperson will be a community representative nominated by the Committee. In his/her absence, the Committee may elect another Chairperson.

#### **8. Quorum**

The quorum for a meeting of the Committee will be one (1) appointed Councillor, or in the absence of an appointed Councillor, one (1) Councillor attending on behalf of an appointed Councillor, and 50% of Council appointed community representatives. If a quorum is not present within fifteen minutes after the appointed started time, the meeting will be adjourned to a time fixed by the Chairperson.

Where there is no quorum, the members present can hold an informal meeting to discuss matters. However, any recommendations made by the Committee are not recognised until a meeting, where a quorum is present, has considered and ratified them.

In the event that three (3) consecutive committee meetings do not proceed due to a lack of quorum, a report will be included in the agenda for the next Ordinary Council meeting seeking Council's determination as to the continuation of the Committee.

#### **9. Conflict of Interest & Pecuniary Interest**

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of

interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

#### **10. Administration of the Committee**

The Committee will be convened by a Council officer from Council's City Services Directorate. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Companion Animals Advisory Committee, as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

#### **11. Meeting Notifications, Agenda and Minutes**

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee's minutes and any other relevant information considered at the prior meeting will be reported every three (3) months to an Ordinary Meeting of Council.

#### **12. Expenses of Committee Members**

Council will not generally authorise payment or provide remuneration to Committee members.

#### **13. Insurance**

Committee members are covered by Council's public liability and professional indemnity insurance.

#### **14. Media Contact**

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Media and Communications Team.

#### **15. Induction**

Advisory Committees operate under Council's corporate governance framework, including the Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### **16. Standard Operating Procedures**

All other procedures are to be in accordance with Council's Manual for Standard Operating Procedures and Code of Meeting Practice.

#### **17. Review of Terms of Reference**

The Terms of Reference for the Committee will be adopted for the duration of the Council term.

Any proposed changes other than those of a minor/administrative nature to the Terms of Reference will be required to be reported to Council and adopted by way of resolution at a Council meeting.