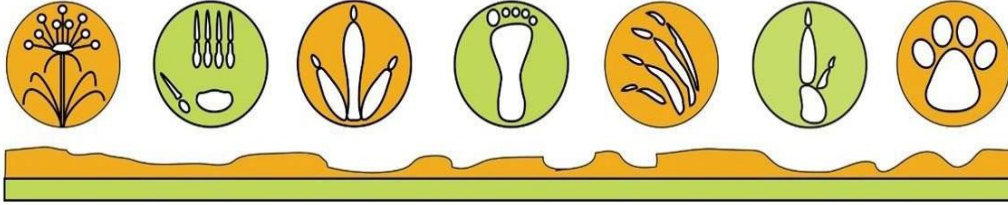


BARKLY REGIONAL COUNCIL



STANDING COMMITTEE TERMS OF REFERENCE

ANIMAL ADVISORY COMMITTEE

Version No. 2

1. PURPOSE

Barkly Regional Council (“BRC, Council”) acknowledges the significant impact of animal management issues across the region and the need to monitor animal health and populations. Council is committed to establishing a structured mechanism that incorporates stakeholder perspectives in the planning, implementation, and oversight of its animal management efforts.

The above objectives will be guided by the following regulatory framework.

- NT Animal Protection Act 2018
- NT Animal Protection Regulations 2022
- NT Tennant Creek (Control of Dogs) By-Laws 1992

2. SCOPE

The Committee is an *Advisory Committee* which acts independently of the Council, but in accordance with the Act, these Terms of Reference and applicable Council Policies. Council may, by resolution, abolish this Committee.

Animal Advisory Committee Meetings are open to the public.

It is a requirement that the **Council Committee Terms of Reference Policy** be read in conjunction with these terms of reference.

3. TERMS OF MEMBERSHIP AND VACANCIES

The appointment to this Committee will be for a term of two (2) years.

It is a general expectation that Committee members will seek to hold membership of the Committee for the term of the Committee.

A vacancy arises if a member:

- resigns in writing
- ceases to reside in the Barkly Regional Council local government area
- is absent from two consecutive meetings without leave being granted by the Chairperson
- fails to abide by the requirements of the Committee, including, but not limited to, Council’s Code of Conduct, these Terms of Reference and associated Council policies and procedures.

4. AUTHORITY

The Animal Management Committee has no delegated authority to make decisions on behalf of Council. The Committee’s role is to provide advice to assist Council in its decision-making processes.

5. FUNCTIONS

The objectives of the Committee include:

- Devise a comprehensive strategy for animal management across the region, with a focus on the delivery of veterinary services along with the provision of community information and education programs
- Initiate community consultation for feedback on the development or changes to animal management strategies or programs
- Development and oversight of an Animal Management Plan specifically tailored for Tennant Creek and the surrounding town camps (urban community living areas)

The Committee undertakes the following functions:

- 1) Promote the responsible care and ownership of animals, around issues such as:
 - the potential for nuisance behaviours
 - dog registration and cat approvals
 - over-population and abandonment
 - dog attacks on people and animals
 - microchipping
 - desexing
 - euthanasia
- 2) Identify and secure the involvement of external stakeholders in collaborating with Council to implement agreed activities established via Council's Animal Management Plan
- 3) Share contemporary information from professional members/bodies and from community members' experiences to inform and guide domestic animal initiatives in the community
- 4) Provide a conduit between community and council on animal management issues by facilitating community consultation, ensuring stakeholder voices are heard and considered
- 5) Provide advice on mechanisms to enable council to effectively engage with the community on animal management issues.
- 6) Propose ideas on how Council might enhance resource availability for its animal management activities
- 7) Contribute information and advice to Council's review of progress and performance against the Animal Management Plan

6. CALENDAR OF MEETINGS

The aim will be to hold at least two meetings annually. The CEO will liaise with the members to find a suitable schedule for all members and then post the meeting times on the website.

In addition to the mandatory schedule of meetings, the Committee may hold an **additional Meeting** to deal with a particular item of business whenever circumstances require. An additional Meeting is established, organised and run in the same manner as the usual scheduled meetings of the Committee.

7. COMMITTEE MEMBERSHIP

The Committee consists of people appointed, by resolution of Council, to be members of the Committee. The members of this Committee may include people who are elected members, Council staff and external community representatives.

The Committee is formed of ten (10) persons, and the membership is established as follows:

- Chief Executive Officer
- Chief Operations Officer
- Barkly Veterinary Practice representative
- Mayor
- Four Elected Members
- AMRICC CEO or Proxy
- Regulatory Manager from another Council

8. RESPONSIBILITIES OF COMMITTEE MEMBERS

- Contribute to the development of Council's animal management plan, policies and procedures
- Responsible for reviewing and approving the Animal Management Plan
- Ensure recommendations, in relation to significant animal risk areas are followed up and implemented appropriately
- Verify minutes of meetings as an accurate record of Committee meetings
- Refrain from making any public comment or issuing any information in any form, concerning matters of the Committee or matters of interest to the Committee, unless agreed by Council
- Take actions under the Whistleblower Policy if necessary

In addition to the duties and responsibilities as a Committee member, the Chairperson shall:

- Provide leadership and direction to the Animal Management Committee including providing meeting structure, professionalism and efficiency
- Ensure effective communication between the Committee, management and the community

9. SECRETARIAT

The CEO is responsible for providing secretariat support to the Committee. Responsibilities of the Secretariat as the authorised delegate of the CEO include:

- Preparing and publishing a notice convening each meeting of the Committee provided to each Committee member at least 3 business days before the date appointed for the meeting (S97)
- Preparing and publishing a notice convening each meeting of the Committee at least 3 business days before the date appointed for the meeting (S97)
- Preparing and posting a notice convening each meeting of the Committee on a notice board at the Council's public office at least 3 business days before the date appointed for the meeting (S97)
- Distributing business papers to all Committee members at least 3 business days prior
- Preparation of agendas in consultation with the Chairperson
- Ensure meeting minutes are ratified as a correct record at the next Committee meeting
- Ensure that until the minutes are confirmed by the Committee as a correct record of the meeting, that published minutes are marked as not having been confirmed as a correct record of the meeting, and no certified copy of, or extract from the minutes is to be issued by Council
- Ensure that any minutes which have suppressed confidential information contain a statement of that fact and the provision of the Act under which the information is confidential
- Coordinating room bookings, catering requirements, audio-visual equipment etc.

10. MEETING ATTENDEES

At the discretion of the Committee and/or as required for discussion around particular issues, the Committee may invite internal or external people to attend a meeting/s as a Guest of the Committee. The above attendees do not have voting rights at the Committee (unless they are a meeting member as resolved by the Council).

11. MEETING PROCEDURES

11.1 Procedures

Please refer to the **Council Committee Terms of Reference Policy** for all procedures required to be established and maintained by the Committee.

Meetings for this Committee are convened by the CEO in accordance with the requirements of the Act as outlined in the above Policy, including relevant requirements for the preparation and publication of minutes and handling of confidential business.

11.2 Voting

Each member present has, and must exercise, one vote on a matter arising for decision. The Chairperson must exercise, in the event of an equal number of votes, a second (or casting) vote.

For voting purposes, the Chairperson will accept motions moved and seconded by members of the Committee by a show of hands (or as otherwise agreed for remote attendees and in accordance with the Remote Attendance by Members at Meeting Policy).

A Committee decision is made by majority vote of voting members present at the meeting. A majority vote is 50% of the voting member votes plus one vote.

11.3 Quorum

As the Committee is advisory to Council, a meeting may proceed without a majority of members being present. Where attendance is below a majority of appointed members, the number of members present must be recorded in the meeting minutes and any recommendations submitted to Council.

The CEO may determine whether a meeting should proceed without a majority of appointed members, having regard to the matters listed on the agenda, the urgency of the business, and the relevant expertise available at the meeting.

11.4 Conflict of Interest

It is the responsibility of every Committee member and meeting guest to declare any real or perceived conflicts of interest when joining the Committee and/or throughout their tenure on the Committee.

Conflicts of interest must also be identified at the start of each meeting, and as a matter arises in which a member has a conflict of interest on a matter.

The person with the conflict of interest will be excused from Committee discussions and deliberations on the issue where the conflict of interest exists and must leave the room for the duration of the discussion and vote.

11.5 Deputy/Acting Chairperson

In the absence of the Chairperson or appointment of a Deputy Chairperson, the Committee members present will select one Committee member present to chair the meeting.

11.6 Remuneration

Eligible Committee members may receive attendance of meeting allowance as determined by Council resolution following the NT Government Statutory bodies classified remuneration structure.

12. SELF DEVELOPMENT OF THE COMMITTEE

The Council acknowledges the importance of fostering the self-development of Committee members to enhance skills and maintain their competence. Consequently, the Council commits to granting internal committee members reasonable access to technical and professional development opportunities, enabling them to stay abreast of legislative changes, animal management standards and other pertinent matters, and in accordance with any established professional development policies or allowances provided.

External members are expected to independently uphold their own professional self-development prerequisites.

13. COMMITTEE PERFORMANCE ASSESSMENT

Each calendar year the Committee shall undergo a self-assessment process to ensure all the functions and business of the Committee are being dealt with in an efficient and effective manner, and in accordance with established requirements.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings, location of meetings, content of meetings, results of recommendations on matters discussed, achievements and satisfaction rating of members. The review should also evaluate these Terms of Reference.

The assessment may also seek input from relevant internal or external stakeholders or professional bodies.

The Chairperson is responsible for coordinating and documenting this process.

14. RELEVANT POLICIES

It is the responsibility of the CEO to ensure that the Committee is provided with, and signs for, copies of the following documents:

- Standing Committee Terms of Reference – Animal Advisory Committee (this document)
- Council Committee Terms of Reference Policy
- Code of Conduct (Members & Local Authority)
- Conflict of Interest Policy
- Confidential & Business Information Policy
- EEO: Anti-Discrimination, Anti-Harassment & Anti-Bullying Policy
- Whistleblower Policy

15. DOCUMENT REVIEW

These Terms of Reference will be reviewed by the Committee at the end of each calendar year or when related legislation is amended or due to other circumstances as determined by Council. Recommended changes are made to the Council for adoption.