

### CITY OF PALMERSTON

Palmerston Animal Management Advisory Committee (PAMAC)

Approved 15 September 2020

#### **1 OBJECTIVES OF THE PALMERSTON ANIMAL MANAGEMENT ADVISORY COMMITTEE**

- 1.1 To facilitate consultation and co-operation between Council and the community towards ensuring that Council meets its Community Plan objective of a safe and family friendly community where everybody belongs.
- 1.2 To create, implement and provide ongoing review of an Animal Management Plan.
- 1.3 To review and make recommendations to Council on the creation of, or amendments to; rules, procedures and policies relating to responsible animal management.
- 1.4 To support Council in the promotion of responsible animal management and ownership
- 1.5 To monitor and assess Council's response to action requests from PAMAC.

#### **2 MEMBERSHIP**

- 2.1 PAMAC membership will comprise of:
  - Chairperson
  - Elected Member of Council endorsed by Council
  - Mayor as an ex-officio member
  - A representative from Territory Housing
  - Animal welfare and veterinary specialists
  - A maximum of 3 Community representatives
- 2.2 Council staff and other invited guests, including representatives from Ranger Services will attend the meeting to provide advice and information to PAMAC members, and provide secretarial support. They will not have any voting rights.
- 2.3 All nominations are for a maximum of two years membership. Members may reapply after this period if they wish.
- 2.4 All nominations for membership require the endorsement of PAMAC and approval by Council.
- 2.5 If either the Chair or the Elected Member wishes to resign from PAMAC, they are to notify Council's Chief Executive Officer in writing. Council will then elect a replacement at the next available Council meeting.
- 2.6 All other resignations are to be advised in writing to the Chairperson of PAMAC.
- 2.7 Any member who fails to attend three (3) consecutive meetings without providing apologies to the Chairperson is considered to have resigned their membership.

## Terms of Reference

- 2.8 No member of PAMAC is to speak on behalf of Council or PAMAC without the express approval of Council's Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the PAMAC.
- 2.9 All members must abide by the Code of Conduct in Schedule 2 of the *Local Government Act*. Any failure to abide by this Code of Conduct will constitute grounds for removal from the PAMAC.

### 3 CHAIRPERSON RESPONSIBILITIES

- 3.1 The Chairperson shall be an Elected Member of Council appointed at a Council meeting for a period of up to one (1) year.
- 3.2 Responsibilities of the Chairperson include:
  - Managing the meeting according to the agenda;
  - Ensuring all discussion items end with a decision, action or appropriate outcome;
  - Use of casting vote if required;
  - Review and approve the draft minutes; and
  - Approve staff and visitors to attend meeting to provide advice, information and presentations.
- 3.3 The Chairperson will have the discretion to determine if any item should be deferred to a future meeting if it is considered that there are insufficient people at the meeting to consider the agenda item.
- 3.4 The Chairperson may call a Special Meeting with at least 3 clear working days notice.
- 3.5 Should the Chairperson be unable to attend a meeting; the Elected Member or Mayor will perform the duties of Chairperson. If the Elected Member or Mayor is also unavailable, then the meeting will be deferred.

### 4 SECRETARIAT RESPONSIBILITIES

- 4.1 Council will provide a staff member to undertake the responsibilities of PAMAC Secretary. These responsibilities are:
  - Preparing and issuing agendas and notices of meeting;
  - Manage correspondence to the committee
  - Invite visitors to attend meeting
  - Recording minutes, including any decisions made by PAMAC.
- 4.2 The Secretary will distribute agenda and meeting papers at least 3 working days prior to the meeting.
- 4.3 Meeting will be held at on a quarterly basis, however the committee may meet more regularly as required.
- 4.4 Agendas and minutes will be made publicly available on Council's website.



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### **5** VOTING

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- 5.1 Decisions will be made by majority vote by show of hands.
- 5.2 PAMAC has no power to make decisions on behalf of Council, however may make recommendations to Council for its consideration.
- 5.3 As this is an advisory committee to Council, and there is no maximum membership, there is no quorum required.

### **6** REVIEW

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- 6.1 These Terms of Reference shall be reviewed annually by the Committee with approval on final Terms of Reference to be granted by Council.