

TERMS OF REFERENCE
ANIMAL WELFARE ADVISORY COMMITTEE OF WESTERN AUSTRALIA
September 2021

1. ROLE

1.1 To provide independent and evidence-based advice on animal welfare matters to the Minister responsible for the *Animal Welfare Act 2002* (the Act).

2. FUNCTION

2.1 The Animal Welfare Advisory Committee (AWAC) will advise the Minister, when requested to do so or on its own initiative, in relation to:

- animal welfare policy, legislation or legislative proposals that affect animal welfare;
- animal welfare codes of practice, standards and guidelines, including arrangements for implementation;
- community education and other programs to improve public awareness about animal welfare;
- the development and implementation of standards relevant to training and competency assessment of appointed inspectors under the Act; and
- animal welfare research.

2.2 The AWAC will report to the Minister on any animal welfare related matter in relation to which the Minister seeks advice.

2.3 AWAC has an advisory function only. It does not have a decision-making role in relation to the administration of animal welfare regulation or related programs.

3. MEMBERSHIP

3.1 Structure of AWAC

3.1.1 The Minister will decide on the appointment of members to the AWAC.

3.1.2 The membership of AWAC will comprise:

- the Chair; and
- up to five Members.

3.1.3 A person is not eligible to be a Member if he/she is or becomes employed by the Department of Primary Industries and Regional Development (DPIRD), the Royal Society for the Prevention of Cruelty to Animals WA, the Department of Biodiversity, Conservation and Attractions, or the Western Australian Police Force.

3.1.4 In the event of a vacancy, the Minister may appoint a new Member.

3.1.5 Decisions on membership are at the Minister's discretion.

3.2 Duration of membership

- 3.2.1 Unless otherwise determined by the Minister, the term of appointment of a Member is 24 months.
- 3.2.2 The Minister may extend the appointment of a Member at the end of his/her term.
- 3.2.3 A Member may renominate at the end of his/her appointment.

3.3 Appointment of Members to the AWAC

- 3.3.1 Members are selected and appointed in accordance with the procedures set out in the Premier's Circular 2019/07 and Public Sector Commission guidelines.
- 3.3.2 Members must demonstrate animal welfare – related knowledge and expertise, which should include at least one of the following areas:
 - (a) Animal science, animal welfare science or veterinary medicine
 - (b) Legislation and public policy relevant to animal welfare
 - (c) Bioethics
 - (d) The management of livestock, display or companion animals
 - (e) The management of wild animals, including native species
 - (f) The use of animals for scientific purposes
 - (g) Community education and awareness relevant to animal welfare.
- 3.3.3 The Minister may select Members who have not submitted a formal expression of interest if necessary to ensure a proper balance of knowledge and expertise.

3.4 Termination of the AWAC

- 3.4.1 This non-statutory AWAC will be terminated if and when a statutory AWAC is created.

4. MEETINGS

4.1 Frequency

- 4.1.1 Meetings will normally be held quarterly, in person or by video call.
- 4.1.2 The Minister may request AWAC to provide advice out-of-session or to hold special meetings if a matter is urgent or extraordinary.

4.2 Quorum

- 4.2.1 Meetings will require a quorum of four Members.
- 4.2.2 Business to be considered by the AWAC will normally be determined by consensus.

5. REPORTING

5.1 AWAC will provide an annual report to the Minister by 31 October, which includes:

- an overview by the Chair;
- matters discussed; and
- other information that may be relevant to the Minister's consideration.

6. CONFIDENTIALITY

6.1 All correspondence, deliberations, discussed matters, opinions, decisions, and advice of the Committee are confidential.

7. FEES AND EXPENSES

7.1 Remuneration will be provided in accordance with Public Sector Commission guidelines.

7.2 AWAC Members will be reimbursed for travel expenses incurred when travelling to and from meetings of the Committee, in accordance with the Public Sector Commissioner's Circular 2009/20.