

Animal Welfare Advisory Committee

Expression of Interest Information Pack

Enquiries to:

Ronda Bruerton

Manager Municipal Services

Ph: 5128 5676

Email: Ronda.Bruerton@latrobe.vic.gov.au

Introduction

In April 2019, Council adopted to establish the Animal Welfare Advisory Committee to provide advice, information and feedback to Council in relation to the functions of the Animal Management team and pound operations.

About the Positions

Latrobe City Council is seeking expressions of interest from people or group representatives to fill the following positions on the Animal Welfare Advisory Committee:

- Up to four representatives from the community who may be appointed as individuals or as representatives of local community organisations; and
- One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative.

The Advisory Committee will meet four times per year for the term of the committee.

About the Group

The Committee will:

- a) provide advice to Council on domestic animal management matters including ways in which animal welfare can be continuously improved in the Council pound.
- b) assist with the review of Council's Domestic Animal Management Plan and provide advice on the implementation of actions in the Domestic Animal Management Plan;
- c) review progress of the actions in the Domestic Animal Management Plan; and
- d) assist in promoting a positive view on options of responsible pet ownership and investigate, provide advice and recommendations relevant to programs that achieve this.

Group Membership

The Advisory Committee will comprise the following:

- Two Councillors (one of whom will act as Chair)
- up to four representatives from the community who may be appointed as individuals or as representatives of local community organisations;
- One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- Two Latrobe City Council Officers (ex officio).

For more information

Phone Ronda Bruerton Manager Municipal Services
on 5128 5676 or email
Ronda.Bruerton@latrobe.vic.gov.au

Member Role

The role of each Committee member is to:

1. Attend reference group meetings as scheduled;
2. Act as an advocate for, and engage with community members about, local animal management issues;
3. Be committed to the provision of best practice animal management practices; and
4. Conduct themselves according to Latrobe City Council values of Collaboration, Innovation, Accountability and Trustworthiness.

Meetings

Meetings of the Advisory Committee will be held four times a year. Forward meeting dates will be scheduled and confirmed once members are appointed through the Expression of Interest process.

The duration of each meeting will generally not exceed two hours.

Length of Appointment

Members will be appointed to the Advisory Committee for a term of three (3) years. Members may resign at any point by providing written notice to the General Manager City Development.

Remuneration

The representative positions on the Animal Welfare Advisory Committee are voluntary positions; Council does not offer any remuneration for participation.

Voting

There will be no official voting process, but if a formal decision is required to enable an Advisory Committee position to be submitted to Council, all members will have equal voting rights. Majority and minority opinions will be reflected in Advisory Committee minutes.

Key Selection Criteria

Latrobe City is seeking members who are able to demonstrate the following:

1. Experience in engaging/connecting with community
2. An active interest in the welfare of animals
3. A commitment to work collaboratively and cooperatively with others on a Council-based committee
4. Ability to consider and contribute to a wide range of topics related to the management of animal welfare issues

For more information

Phone Ronda Bruerton Manager Municipal Services
on 5128 5676 or email
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Expression of Interest Evaluation

Following the Expression of Interest closing date of Sunday 12 May 2019, submissions will be shortlisted and suitable candidates may be invited for an interview.

Timetable

The following approximate dates are a guide only for the recruitment and appointment process to the Advisory Committee.

Opening date for Expressions of Interest	Monday 15 April 2019
Closing date for Expressions of Interest	Friday 10 May 2019
Review of Expression of Interest submissions	Friday 17 May 2019
Notification of appointment	Tuesday 2 July 2019

Expression of Interest Questions

Any questions regarding the Expression of Interest or other information required should be directed to: Ronda Bruerton, Manager Municipal Services; telephone 5128 5676 or email: ronda.bruerton@latrobe.vic.gov.au

Submission of Expression of Interest

Expressions of Interest submissions should be sent to Ronda Bruerton, Manager Municipal Services via email latrobe@latrobe.vic.gov.au or via post to PO Box 264 Morwell 3840 no later than close of business on **5 PM Friday 10 May 2019**.

Submissions received after this time may not be considered. It is the responsibility of applicants to ensure that submissions are received before the time and date set out above.

All information provided by respondents in the course of, and following, the submission of their expression of interest will be treated as confidential.

For more information

Phone Ronda Bruerton Manager Municipal Services
on 5128 5676 or email
Ronda.Bruerton@latrobe.vic.gov.au

Expression of Interest Form

Nomination of Community Members to the Animal Welfare Advisory Committee

Please register my interest in becoming a member of the Animal Welfare Advisory Committee

Name:

Address:

..... **Postcode:**

Email:

Telephone Contact: Daytime:

After Hours:

Mobile:

Latrobe City is seeking Expressions of Interest from the community, specifically **four (4) community representatives** to sit on the Animal Welfare Advisory Committee. The Animal Welfare Advisory Committee will meet four (4) times a year.

Closing date for Expressions of Interest is Friday 10 May 2019 at 5.00 pm.

I am seeking a role as (tick relevant box):

a community representative

NB: If relevant please seek endorsement from any group you seek to represent. See endorsement section at the end of this form.

For more information

Phone Ronda Bruerton Manager Municipal Services

on 5128 5676 or email

Ronda.Bruerton@latrobe.vic.gov.au

Question 1.

Why would you like to be a member of the Animal Welfare Advisory Committee?

Question 2.

What particular skills do you bring to this Committee?

Question 3.

Do you have past experience in engaging/connecting with the community in relation to the animal welfare issues?

Question 4.

Please provide details of your community involvement or activities.

Question 5.

Do you currently volunteer on any other Council Committee/s?

For more information

Phone Ronda Bruerton Manager Municipal Services
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Statement – Selection Process

As part of the selection process to be part of the Animal Welfare Advisory Committee, I understand that I could be asked to attend an interview.

Signed: _____

Date: _____

Endorsement: If you are seeking to represent a particular group, please complete the section below.

Name: _____

Position: _____

On behalf of (group or association name): _____

Endorse (name): _____

Signed: _____ Date: _____

Please forward completed Expression of Interest form to:

Ronda Bruerton
Manager Municipal Services
Latrobe City
PO Box 264
MORWELL VIC 3840

Email: latrobe@latrobe.vic.gov.au

Telephone: 5128 5676

For more information

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