

# Minutes

Companion Animals Advisory Committee  
Meeting  
Camden Council  
Administration Centre  
70 Central Avenue, Oran Park

12 July 2022



**MEETING COMMENCED**

11:35am.

**PRESENT**

Councillor Symkowiak (Chair), Councillor Campbell, Ms Colleen Ritchard, Dr Steven Ferguson, Dr Simone Maher, Dr Derek Keeper, Ms Joanne Lawrence, Ms Kerrie Elias, Ms Sharon Richards, Ms Kate Kabrovski, Ms Cherie Davis.

**ALSO IN ATTENDANCE**

Manager Environment and Regulatory Services (Sam Gill), Manager Legal and Governance (Charles Weber), Companion Animals Ranger (Emily Robinson), Ranger – General Duties (Ashley Boot).

**ACKNOWLEDGEMENT OF COUNTRY**

Clr Symkowiak read the Acknowledgement of Country.

**APOLOGIES AND LEAVES OF ABSENCES**

Nil.

**DECLARATIONS OF INTEREST**

There were no declarations of interest noted.

**BUSINESS ARISING**

Members introduced themselves to the Companion Animals Committee.

**REPORTS****1. TERMS OF REFERENCE**

Steven Ferguson noted yellow highlighted areas, sections 2.2 and 2.3 where the objectives have been left out. Sam Gill advised that this information was not included as the objectives had not yet been finalised at the time the agenda was issued.

Recommendation: Moved Steven Ferguson, Seconded Kerrie Elias that:

1. The Terms of Reference be updated to include objectives.
2. An updated Terms of Reference to be finalised and circulated to committee members.

THE RECOMMENDATION was **CARRIED**.

**Action Items:**

1. Sam Gill to circulate the updated Terms of Reference to Committee Members once finalised.

## 2. FORWARD MEETING PLAN

Recommendation: Moved Steven Ferguson, Seconded Kate Kabrovski that:

THE RECOMMENDATION was **CARRIED**.

1. The Companion Animals Advisory Committee endorses the draft forward meeting plan for the 2022/23 financial year.
2. Meetings to be held on the second Tuesday every three months. Meetings will be hybrid with the option to attend in person or online. The meeting time will remain at 11:30.

### **Action Items:**

1. Sam Gill to circulate meeting planner.

## 3. ADVISORY COMMITTEE MEMBERS

Recommendation: Moved Joanne Lawrence, Second Steven Ferguson that:

1. Committee members discuss their expectations for the Companion Animal Advisory Committee.

THE RECOMMENDATION was **CARRIED**.

Clr Symkowiak noted the new look of the Companion Animals Advisory Committee (CAAC) Business Paper. Sam Gill sought input from Committee Members regarding the structure of committee meetings and the focus and expectations of committee meetings moving forward.

Steven Ferguson noted that meetings do not need to be formal/rigid and recommended an open floor discussion style meeting. Agenda and discussion items to be circulated prior to meetings so that information can be prepared by members prior to meetings.

## 4. CAMDEN ANIMAL SHELTER UPDATE

Sam Gill presented the report and provided an updated on Council's WestInvest grant application. Clr Symkowiak raised the question as to how much funding the Camden Animal Shelter (The CAS) will receive from WestInvest. Sam Gill advised that the request is for \$10m and the application is currently being drafted by Council Officers.

Clr Symkowiak requested that the project remain as a high priority. Sam Gill advised that the project is a priority and that the 'preferred option' should be ready to be signed off by early next year.

Recommendation: Moved Joanne Lawrence, Seconded Cherie Davis that:

1. The information in this report is noted.

THE RECOMMENDATION was **CARRIED**.

**Action Items:**

1. Sam Gill to provide an update to the Committee once the WestInvest grants have been allocated.

**5. CAT MANAGEMENT PLAN**

Sam Gill presented the report and provided an update on the benchmarking, observations and surveys that have been completed as well as an update on the consultations with the RSPCA and the plan moving forward.

Sam Gill noted an error in the *Cat Management Plan* report relating to the Notice of Motion and advised that the date should state 13 July 2021 not 13 July 2013.

A discussion was had around the ongoing care and management of un-desexed community cats and Council's desexing program. Sam Gill and Emily Robinson noted that internal operational discussions have been held regarding the desexing and microchipping processes and ways to promote both programs.

Recommendation: Moved Steven Ferguson, Seconded Sharon Richards that:

1. The information in this report is noted.

THE RECOMMENDATION was **CARRIED**.

**Action Items:**

1. Emily Robinson to provide committee members her contact details so they can contact her with any enquiries relating to desexing vouchers.
2. Council Officers to ensure that information relating to the cat desexing program be placed on the website.
3. Council Officers to investigate further ways to promote vouchers to the Camden community

**6. OPERATIONAL UPDATE**

Sam Gill presented the report.

Recommendation: Moved Joanne Lawrence, Seconded Kerri Elias that:

- i. The information from the report is noted.

THE RECOMMENDATION was **CARRIED**.

## 7. AGENDA ITEMS SUBMITTED BY SHARON RICHARDS

Sam Gill provided updates on items submitted for inclusion in the meeting agenda.

Recommendation: Moved Sharon Richards, Seconded Joanne Lawrence that:

1. The information in this report is noted and any information requested be provided on the meeting date.

THE RECOMMENDATION was **CARRIED**.

### **Action Items:**

1. Sam Gill to circulate Companion Animal Program update to the Committee (due to time constraints this information was not provided at the Committee Meeting)

## 8. ITEMS TO BE RAISED IN GENERAL BUSINESS

### **Camden's Women's Shelter**

Sam Gill advised the Committee that the Camden's Women's Shelter have approached Council to discuss temporary accommodation for companion animals involved in domestic violence situations. Sam Gill proposed to invite a representative from Camden's Women's Shelter to speak to the Committee at a future meeting.

### **Promotional Items for Companion Animals Program**

Emily Robinson provided an update to the Committee regarding the new Companion Animal promotional products.

Recommendation: Moved Cherie Davis Seconded Joanne Lawrence that:

1. The item be discussed in General Business.

THE RECOMMENDATION was **CARRIED**.

### **Action Items:**

1. Sam Gill to invite a representative from Camden's Women's Shelter to speak at a future Committee meeting.

**MEETING CLOSED AT 1:09pm.**