

CITY OF PALMERSTON

**Notice of Palmerston Animal Management Advisory Committee Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Wednesday 27 March 2019 at 5:00pm.**

1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES

- 3.1 Apologies
- 3.2 Leave of Absence
- 3.3 Leave of Absence Request

4 DECLARATION OF INTEREST

- 4.1 Committee Members
- 4.2 Staff

5 CONFIRMATION OF MINUTES

- 5.1 Confirmation of Minutes

RECOMMENDATION

THAT the minutes of the Palmerston Animal Management Advisory Committee Meeting held Wednesday, 27 February 2019, be confirmed.

6 CORRESPONDENCE

7 OFFICER REPORTS

- 7.1 Receive and Note Reports
 - 7.1.1 Subsidy Options for Desexing of Animals PAMAC9/014
- 7.2 Actions Reports
 - 7.2.1 Action Report PAMAC9/013
 - 7.2.2 Review of Palmerston Animal Management Advisory Committee Terms of Reference PAMAC9/015

8 OTHER BUSINESS

9 NEXT MEETING

10 CLOSURE OF MEETING



PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE REPORT

A Place for People

AGENDA ITEM:	7.1.1
REPORT TITLE:	Subsidy Options for De-sexing Animals
REPORT NUMBER:	PAMAC9/014
MEETING DATE:	27 March 2019
Author:	Manager Ranger Services, Jeffrey Borella
Approver:	Director Governance and Regulatory Services, Chris Kelly

PURPOSE

This purpose of this report is to provide a recommended option to the Palmerston Animal Management Advisory Committee to subsidise the de-sexing of animals in the Palmerston Municipality.

Municipal Plan:

4. Governance & Organisation

4.4 Systems

4.4 We are committed to ensuring the systems and processes of Council support the organisation in delivering the best possible services to the community.

KEY ISSUES

- Item PAMRG/0100 requested Council consider options for de-sexing programs.
- De-sexing has been successful in reducing the number of unwanted cats and dogs as well as having other behavioural and health benefits.
- A report has been prepared for PAMAC's consideration that contains two options.
- A grant for a single operator procured through an open market process is being recommended as it will allow Council to more effectively manage the program and include additional services such as microchipping.

RECOMMENDATION

THAT the Palmerston Animal Management Advisory Committee recommend to Council:

1. THAT Report Number PAMAC9/014 entitled Subsidy Options for De-sexing Animals be received and noted.
2. THAT the Palmerston Animal Management Advisory Committee recommend that Council consider the establishment of a grant to an external agency to administer a de-sexing program as part of the development of the 2019/20 Municipal Plan and Budget.

BACKGROUND

Item PAMRG/0100 requested that a report be submitted to the next Palmerston Animal Management Advisory Committee that outlines the options for a de-sexing subsidy provided by Council. This report provides that information for the committee's consideration.

DISCUSSION

Council proactively uses several measures to assist in reducing the population of unwanted cats and dogs. Council applies an incentive-based solution to encourage responsible animal ownership by offering low cost registration for de-sexed dogs as well as rebates on microchipped and obedience trained animals. Council also offers cat trap hire for dealing with nuisance cats on customers property whereby they can hire the trap to capture the cat. There is also a voucher available to offset veterinary costs if it is determined that the nuisance cat is a stray or feral cat.

De-sexing significantly reduces the number of unwanted cats and dogs. De-sexing involves operations performed by veterinaries where male cats and dogs are castrated while female cats and dogs have their ovaries removed. Current market costs are around \$160 for male dogs and \$230 for female dogs, and \$80 for a male cat and \$140 for a female cat. Although the cost of surgery may seem high, it is much more cost effective than trying to raise a litter of puppies or kittens. Many organisations have programs where de-sexing can be accessed at a reduced fee. There are additional benefits to de-sexing including animals are less likely to be aggressive, mark territory, be prone to wandering or to develop certain types of cancers.

In the past, grants have been awarded to organisations such as RSPCA, Ark Animal Hospital, PAWS and Top End Rehoming Group (TERG) by the Federal Government, Northern Territory Government, City of Darwin and City of Palmerston.

Should Council wish to invest further in the management of unwanted cats and dogs, there are two options that Council can consider.

The first option is that Council create a voucher system for the de-sexing of animals. This would provide a voucher for residents to take to a local vet to de-sex their animal. There would also be criteria to meet from residents to acquire vouchers, such as proof of residency in Palmerston. Vouchers would be applicable to both cats and dogs.

An alternative option is to award a grant to an external service provider to implement an animal de-sexing program directly targeting the Palmerston Municipality. The same conditions for accessing these services would apply such as proof of residency. It is envisaged that the organisation would also have access to vet services as part of their core business, meaning that microchipping could also be included in the program to increase the level of microchipped animals in the municipality. This option would be more cost effective for Council and remove the administrative burden from Council.

The second option is recommended as funding these services through a single supplier will build their capacity and allow Council to more effectively manage the program. Working with a single supplier procured through an open market process also allows Council to include additional services such as the provision of microchipping which would be more difficult with a potentially unlimited number of suppliers in the voucher scheme. An amount of \$10,000 per year over three years is recommended to ensure the program's effectiveness.

Council may also consider that it does enough to address the management of cats and dogs in Palmerston and take no further action in addition to the measures that it already undertakes. This option is not recommended as Council has received feedback from the community and through the Palmerston Animal Management Advisory Committee that unwanted animals, particularly cats are a problem that needs to be addressed by Council and for Council to take no further action it risks reputational damage.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

Should the recommendation be accepted by Council and included in the 2019/20 budget, it is further recommended that an promotional campaign be undertaken to raise awareness of this service.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

It is recommended that Council consider a subsidy of \$10,000 per annum over a three year period as part of the development of the 2019/20 Municipal Plan and Budget. Any advertising costs will be met within Council's normal advertising allocation.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

As outlined in the report above, should Council not take any further action in response to this identified problem, it risks reputational damage.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Reducing the level of unwanted animals in the Palmerston Municipality will benefit the environment as it will reduce the damage caused to the environment by feral animals, particularly cats.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments for this report.

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE REPORT

AGENDA ITEM:	7.2.1
REPORT TITLE:	Action Report
REPORT NUMBER:	PAMAC9/013
MEETING DATE:	27 March 2019
Author:	Director Governance and Regulatory Services, Chris Kelly
Approver:	Director Governance and Regulatory Services, Chris Kelly

PURPOSE

This report seeks to inform the Palmerston Animal Management Advisory Committee on the progress of previous actions.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Following last month's meeting, 2 items have been added and an existing item amended.
- 3 actions are now recommended to be removed from the action list as they have been completed.
- 3 actions are yet to be completed however will be addressed at subsequent meetings.

RECOMMENDATION

1. THAT Report Number PAMAC0/013 entitled Action Report be received and noted.
2. THAT the following items to be removed from the Action Report:
 - PAMRG/0100-Animal Management – Options for Desexing Programs
 - PAMRG/0118-Amendments to Terms of Reference
 - PAMRG/0128-Cat Trap Hire Scheme

BACKGROUND

At the 2nd Ordinary Council Meeting of 19 March 2019 Council made the following decisions:

13.2.8 Palmerston Animal Management Advisory Committee Meeting – 27 February 2019

9/0191

1. THAT Report Number 9/0191 entitled Palmerston Animal Management Advisory Committee Meeting – 27 February 2019 be received and noted.
2. THAT Council receive and note the Palmerston Animal Management Advisory Committee meeting Minutes being **Attachment A** to Report Number 9/0191 entitled Palmerston Animal Management Advisory Committee Meeting – 27 February 2019.
3. THAT Council endorse the recommendations from the Palmerston Animal Management advisory Committee meeting held on 27 February 2019:
 - a. The following items be removed from the Action Report:
 - PAMRG/0117-Animal Management Activities/Initiatives
 - PAMRG/0119-Committee name
 - PAMRG/0126-Uniform Animal Management Laws
 - b. The following items from Other Business:
 - THAT Council considers additional strategies to promote key messages about responsible pet ownership.
 - THAT as part of Council's response to action item PAMRG/0125 Council consider strategies to attract new members to the Palmerston Animal Management Advisory Committee.
 - THAT Council provides additional information on its website about the cat trap hire scheme.

CARRIED 9/0538 – 19/03/2019

This report provides an update on the items in the Action Report.

DISCUSSION

The table below contains the actions the Palmerston Animal Management Advisory Committee has requested Council staff address or provide further information on.

Action Item No.	Task Date	Decision	Status	Comment
PAMRG/0054	22/11/2018	THAT a report be prepared for February's meeting on cat management.	Not started	THAT a report will be presented once the Draft Community Plan has been adopted which is expected to occur in April 2019.
PAMRG/0100	19/07/2018	Animal Management – Options for Desexing Programs	Item completed. Recommended for removal.	Item is on this meeting's agenda.

PAMRG/0118	28/11/18	Amendments to Palmerston Animal Management Reference Group Terms of Reference	Item completed. Recommended for removal.	Item is on this meeting's agenda.
PAMRG/0125	30/01/19	<p>Membership Drive</p> <p>THAT the Palmerston Animal Management Reference Group are to consider and forward to the Chair by 15 February 2019;</p> <p>a) Who should be on the group?</p> <p>b) How many community members to be on the group?</p> <p>c) Timing of the meeting and frequency?</p> <p>d) What the current group's purpose is?</p> <p>THAT Council consider as part of this item strategies to attract new members.</p>	Underway	The Chair has received feedback from members and this has been provided to the Chief Executive Officer. This will now be considered and a report will be presented to the Advisory Committee in April 2019.
PAMAC/0127	26/02/2019	THAT Council considers additional strategies to promote key messages about responsible pet ownership	Not started	A report will be presented to the committee at the April Meeting.
PAMAC/0128	26/02/2019	THAT Council provides additional information on its website about the cat trap hire scheme	Item completed. Recommended for removal.	An additional page has been added to Council's website.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments for this report.



PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE REPORT

A Place for People

AGENDA ITEM:	7.2.2
REPORT TITLE:	Review of Palmerston Animal Management Advisory Committee Terms of Reference
REPORT NUMBER:	PAMAC9/015
MEETING DATE:	27 March 2019
Author:	Manager Ranger Services, Jeff Borella
Approver:	Director Governance and Regulatory Services, Chris Kelly

PURPOSE

This report seeks to inform the Palmerston Animal Management Advisory Committee on the proposed changes to wording in the Terms of Reference.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Item PAMRG/0118 on the Action Report requested a review of the Terms of Reference to deal with vacancies and non-attendance.
- Council has undertaken a full review of the Terms of Reference.
- Significant changes are recommended including aligning the timing of circulation of agendas to Council meetings, clarification of voting rights and membership, election of a new Chair and dealing with non-attendance.
- Where an elected member vacancy occurs nominations for a new chair will be approved by Council.
- Where members do not attend 3 meetings without an apology, their membership will be considered void.

RECOMMENDATION

THAT the Palmerston Animal Management Advisory Committee recommend to Council:

1. THAT Report Number PAMAC9/015 Review of Palmerston Animal Management Advisory Committee Terms of Reference be received and noted.
2. THAT Council approve the changes to the Palmerston Animal Management Advisory Committee Terms of Reference at **Attachment A** to Report Number PAMAC9/015 entitled Review of Palmerston Animal Management Advisory Committee Terms of Reference.

BACKGROUND

Item PAMRG/0118 on the Action Report recommended to Council for amendments to the Palmerston Animal Management Reference Group Terms of Reference 'where an elected member vacancy occurs Council will call for nominations for a new chair' and that a new clause be added 'in regard to the termination of members due to non-attendance'.

At the 1st Ordinary Council Meeting on 5th February 2019, Council made the following decisions:

13.2.5 *Palmerston Animal Management Reference Group October & November 2018 Minutes*
9/0149

1. *THAT Report Number 9/0149 entitled Palmerston Animal Management Reference Group October & November 2018 Minutes be received and noted.*
2. *THAT Council approve the presentation of a report to the Palmerston Animal Management Reference Group outlining Council's current and planned animal management events and initiatives for the remainder of 2018/2019 to be presented at its February 2019 meeting.*
3. *THAT Council undertake a review of the Palmerston Animal Management Reference Group Terms of Reference and that the review outcomes be presented to the Palmerston Animal Management Reference Group.*
4. *THAT Council approves the name change of the Palmerston Animal Management Reference Group to Palmerston Animal Management Advisory Committee.*

CARRIED 9/0468 - 05/02/2019

Council has undertaken a full review of the Terms of Reference and this report considers the outcome of the review.

DISCUSSION

The Terms of Reference have been reviewed and the following amendments have been made:

- "Functions" has been updated to "Objectives" and the content revised to recognise the strategic advice the committee provides to Council, rather than its operational functions and to recognise the Community Plan;
- "Role of Reference Group Members" has been deleted as it did not accurately reflect the role of members. It has been replaced a section titled "Membership" which outlines membership of the committee, vacancy and resignation and expectations of committee members.
- The "Membership" section has also had several clauses added to reflect the process for electing a new Chairperson, termination of members for non-attendance and dealing with media;
- The Chairperson and Secretary responsibilities have been updated;
- The notification requirements for meetings have been aligned with the required period for notification of Council meetings, namely 3 clear business days;
- Voting and decision powers have been updated to accurately reflect the Committee's role as an advisory committee; and

- The extract from the *Local Government Act* of the Code of Conduct has been removed as restating legislative requirements is not necessary, however the amended Terms of Reference bind all members to the Code of Conduct.

CONSULTATION PROCESS

In preparing this report, feedback was sought from existing members of the committee and it has been incorporated where appropriate.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Proposed Animal Management Advisory Committee Terms of Reference.

Attachment B: Current Palmerston Animal Management Advisory Committee Terms of Reference.

CITY OF PALMERSTON

Palmerston Animal Management Advisory Committee (PAMAC)

Terms of Reference approved 27 March 2019

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.
- 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.
- 2.4 All other resignations are to be advised in writing to the Chairperson of PAMAC.
- 2.5 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

- 2.6 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 PAMAC.
- 2.7 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;
 - Review and approve the draft minutes;
 - 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 future 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.
- 3.4 Should the Chairperson be unable to attend a meeting, the Elected Member will perform the duties of Chairperson. If that Elected Member 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
 - Record 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 least bi-monthly, however the committee may meet more regularly as required.
- 4.4 Agendas and minutes will be made publicly available on Council's website.



Terms of Reference

5 VOTING

- 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

- 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.

DRAFT



CITY OF PALMERSTON

Palmerston Animal Management Reference Group
Terms of Reference and Membership

1 FUNCTIONS OF THE PALMERSTON ANIMAL MANAGEMENT REFERENCE GROUP

- 1.1 To facilitate consultation and co-operation between the City of Palmerston and its stakeholders towards creating a Companion Animal Management Plan. The Companion Animal Management Plan should be a living document.
- 1.2 To review and make recommendations to the City of Palmerston on rules, procedures and policies relating to responsible animal management which would also include any changes or intended changes.
- 1.3 To develop an action sheet, detailing all items of concern that are generated by the reference group which may require further discussion or action.
- 1.4 To generate minutes and agendas of all meetings and then distribute copies of the minutes/agendas to all members of the reference group including Council Staff.

2 ROLE OF A REFERENCE GROUP MEMBER

- 2.1 Ensure regular meetings are conducted.
- 2.2 Report status of decisions and/or recommendations to Council.
- 2.3 Follow up to ensure that issues raised at meetings receive necessary consideration.
- 2.4 Listen to any concerns raised by stakeholders in a compassionate, caring and accepting manner, whilst ensuring to take notes or ask appropriate questions.

3 REPORTING

- 3.1 The Palmerston Animal Management Reference Group will ensure that minutes of all meetings will be kept and made available to all stakeholders and Council management. Reports may be made available to City of Palmerston where necessary.

4 MEETINGS

- 4.1 The Palmerston Animal Management Reference Group will meet as often as deemed appropriate by the reference group from time to time. City of Palmerston will allow members of the Palmerston Animal Management Reference Group adequate time to perform the functions of the reference group. In performing its functions the PAMRG will receive and consider reports from City of Palmerston
- 4.2 Duration of each meeting will be approximately 1 hour in duration but may be longer depending on the agenda items.
- 4.3 Secretariat support:
A secretary for the committee will be appointed by City of Palmerston.



ATTACHMENT B

PALMERSTON ANIMAL MANAGEMENT REFERENCE GROUP

Terms of Reference

- 4.4 A meeting agenda and papers will be circulated to Palmerston Animal Management Reference Group members at least one week prior to the next meeting.
- 4.5 Recommendations will be made by consensus, voting, or show of hands.

5 MEMEBERSHIP

- 5.1 Membership will comprise of:
 - 5.1.1 Chair (elected member)
 - 5.1.2 Mayor is Ex-Officio
 - 5.1.3 Representatives from City Growth and Operations
 - 5.1.4 Community stakeholders representatives
 - 5.1.5 Representatives from Ranger Services
- 5.2 The Chairperson shall be appointed by City of Palmerston
Chairperson responsibilities include:
 - 5.2.1 Scheduling meetings and notifying reference group members.
 - 5.2.2 Guiding the meeting according to the agenda and time available.
 - 5.2.3 Ensuring all discussion items end with a decision, action or definite outcome.
 - 5.2.4 Review and approve the draft minutes before distribution.
 - 5.2.5 Request internal or external persons to attend meetings to provide advice and assistance where necessary. The invited attendees will have no voting rights and may be requested to leave the meeting at any time by the Chairperson.
- 5.3 The Secretariat support will be responsible for:
 - 5.3.1 Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
 - 5.3.2 Distributing the Agenda one week prior to the meeting.
 - 5.3.3 Taking notes of proceedings and preparing minutes of meetings.
 - 5.3.4 Distributing the minutes to all members one week after the meeting and be made available to all staff.
 - 5.3.5 The minutes shall be checked by the chairperson and accepted by members as a true and accurate record at the commencement of the next meeting.
- 5.4 Vacancies
 - 5.4.1 Where an elected member vacancy occurs on the Palmerston Animal Management Animal Reference Group the Chair will call for nominations from the same area as the vacancy.
 - 5.4.2 If there is more than one nomination a selection process approved by the chair will be conducted.
- 5.5 Reference Group members will cease to be a member of the group if:
 - 5.5.1 The person ceases to be a member of the relevant work group.
 - 5.5.2 The person resigns by notice given to the Chairperson.
 - 5.5.3 The members of a relevant work group agree to terminate the person's membership.

6 REFERENCES AND RELATED LEGISLATION

6.1 Code of Conduct

'Code of conduct, as per Local Government Act Section 77 (2) The code of conduct must govern the conduct of members of the council, members of local authorities, members of local boards, and members of council committees.'

6.1.1 Palmerston Animal Reference Group has chosen to adopt the provisions of schedule 2 of the Act as the Code of Conduct for elected members of this group.

- ***Honesty and Integrity*** – a member must act honestly and with integrity in performing official functions.
- ***Care and Diligence*** – a member must act with reasonable care and diligence in performing official functions.
- ***Courtesy*** – a member must act with courtesy towards other members, council staff, electors and members of the public.
- ***Conduct towards Council Staff*** – a member must not direct, reprimand, or interfere in the management of, council staff.
- ***Respect of cultural diversity*** – a member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
- ***Conflict of interest*** – a member must, if possible, avoid conflict of interest between the member's private interests and official functions and responsibilities. Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure.
- ***Respect for confidences*** – a member must respect the confidentiality of information obtained in confidence in the member's official capacity. A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to others.
- ***Gifts*** – a member must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the group.
- ***Accountability*** – a member must be prepared at all times to account for the member's performance as a member and the members use of council resources.
- ***Interests of municipality to be paramount*** - A member must act in what the member genuinely believes to be the best interests of the municipality. In particular, a member must seek to ensure that the members decisions and actions are based on an honest, reasonable, and properly informed judgement about what will best advance the best interests of the municipality.

7 REVIEW

7.1 Annual Review

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all group members, by agreement from the Chairperson and the majority.