Committee for Animal Welfare in Emergencies

Terms of Reference

**1 June 2023**

**Purpose**

In support of the State Support Plan for Animal Welfare in Emergencies (SSP-AWiE), the Committee for Animal Welfare in Emergencies (CAWE) will assist the Department of Primary Industries and Regional Development (DPIRD) to build and maintain the State’s capacity to respond to animal welfare incidents during disasters or animal health events. This Terms of Reference will provide the oversight for the function of the CAWE, and the responsibilities of its membership and its operational processes.

**Governance**

In accordance with the State Emergency Management (EM) Policy statement 5.9.7, DPIRD has the role and responsibility for coordinating animal welfare services in emergencies as outlined in the SSP-AWiE approved by the State Emergency Management Committee (SEMC), 22 November 2019. The CAWE is established under the arrangements of the SSP-AWiE. Section 2.1.5 requires that the CAWE is established by DPIRD to provide a forum to address the maintenance of this Plan and the underlying arrangements, and to assist in maintaining capacity at a State level.

The CAWE is Chaired by DPIRD. The CAWE should aim to reach decisions through consensus and be consistent with the Committee’s defined purpose. Issues requiring in-depth discussion should be delegated to a sub-working group and assigned adequate time and resources. Outcomes and advice from working groups should be presented to the CAWE for final decision. Where consensus is not achieved by a majority of the attending Committee members, DPIRD will have the final decision in line with its role under State EM Policy statement 5.9.7. Unresolved matters of conflict or disagreement with decisions of the CAWE should be presented in writing to the Chair of the CAWE. The Chair will undertake to achieve a resolution directly with the organisation(s) involved.

Any Committee meeting items requiring a census vote, the Committee requires a quorum of over half the registered core members for this to be carried.

**Functions**

The CAWE will advise and assist DPIRD in coordinating the:

• Development, implementation, exercising, and reviewing of the SSP-AWiE and supporting plans.

• Formulation and implementation of agreed prevention, preparation, response, and recovery arrangements for animals in emergencies and integration into general emergency management practices.

• Implementation of recommendations from reviews and reports and research as deemed appropriate.

• Assessment of the effectiveness of animal welfare in emergencies arrangements and the integration into existing emergency management arrangements in WA and facilitate improvements.

The CAWE has no formal role during an incident/emergency response. Members of the CAWE may be requested by DPIRD to join the Animal Welfare Emergency Group (AWEG) to facilitate coordinated support for animal welfare during an emergency.

**Operations**

Specified Positions:

Chair – The Chair will be provided by DPIRD. Unless otherwise delegated the Chair will be the Director of Incident and Emergency Management.

Executive Officer – The Executive Officer will be provided by DPIRD. Unless otherwise delegated the Executive Officer will be the State Animal Welfare in Emergencies Coordinator, Incident and Emergency Management.

Meetings:

The CAWE will meet quarterly.

Agenda and pre-meeting material will be distributed one week before meetings by the Executive Officer. Minutes will be compiled and circulated by the Executive Officer within four weeks of the meeting. A CAWE Communiqué will be published on the DPIRD webpage.

Meeting dates for the ensuing year will be set annually at the November meeting of the previous year.

Reports:

Quarterly verbal or written reports are to be prepared and presented by core members on activities relating to animal welfare in emergencies within their organisation/sector at each meeting.

Records:

All records generated by the CAWE will be maintained by DPIRD in line with departmental record-keeping procedures.

**Confidentiality**

Discussions, decisions, and outcomes of the CAWE are the property of DPIRD and may only be released or distributed with the written permission of DPIRD.

**Membership**

All membership to the CAWE must be approved by the Chair. New requests for membership to the Committee should be made in writing attention to the State Animal Welfare Emergency Coordinator, as a nomination by a current core member. Membership of the CAWE will consist of Core and Associate members. A membership register is to be maintained by the State Animal Welfare in Emergencies Coordinator for all of the core Committee’s referrals if required.

**Core members**

Core members will include representatives of organisations with responsibilities for standing ready to serve in the AWEG if requested. These core Committee members are committed to supporting DPIRD functional activities during the activation of the SSP-AWiE and exercising these functional activities at other arranged times. The core members will provide the Committee with an update during the arranged Committee meetings on all relevant animal welfare developments in their field of expertise that may relate to the emergency response planning and implementation.

Core members must maintain a strong community network within their sector and relay these community insights to the Committee during the quarterly meetings.

Responsibilities of the Core members include:

• Attend quarterly CAWE meetings.

• Prepare quarterly verbal or written reports on activities relating to animal welfare in emergencies within their organisation/sector.

• Provide a suitable representative of their organisation to form the AWEG at the request of DPIRD.

• Participate in AWEG response exercises as requested by DPIRD.

• Actively engage and support the functions of the CAWE.

• Participate in established working groups or subcommittees if called upon by the Chair.

**Associate members**

Associate members may include representatives from organisations responsible for animals, providing animal welfare support services, or agencies with responsibilities for emergency management that do not directly relate to animal welfare but may need to be consulted as part of the integration of animal welfare considerations in emergency management arrangements.

Associate members will be:

• Invited to attend relevant quarterly CAWE meetings

• Asked to update the CAWE on activities relating to animal welfare in emergencies within their organisation/sector

• Requested to participate in relevant working groups or subcommittees

• Requested to provide a suitable contact or representative of their organisation to the AWEG when relevant.

**Membership review**

Members are required to continue to engage with the Committee. The Chair reserves the right to review the classification of membership of any member, in conjunction with the SSP-AWiE requirements. If the Chair considers a core member has not been able to maintain consistent engagement with the Committee and its functions, the Chair may nominate this membership to be amended to associate membership. Any member can nominate their membership to be concluded providing this is in writing to the Chair, which will be tabled in the next Committee meeting.

Important disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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**Appendix 1**

*Committee for Animal Welfare in Emergencies as of 1st June 2023*

Core Members

• Department of Primary Industries and Regional Development - (DPIRD) Committee Chair

• Department of Primary Industries and Regional Development - Committee Executive Officer

• Department of Primary Industries and Regional Development - Animal Welfare Regulations Director

• Australian Veterinary Association (AVA)

• Department of Biodiversity, Conservation and Attractions (DBCA)

• Department of Communities (Communities)

• Department of Fire and Emergency Services (DFES)

• State Emergency Management Committee (SEMC) Business Unit

• Kimberley Pilbara Cattlemen's Association (KPCA)

• Pastoralists and Graziers Association of WA (PGA)

• Racing and Wagering WA (RWWA)

• Red Cross

• Royal Society for the Prevention of Cruelty to Animals WA (RSPCA)

• WA Farmers Federation (WA Farmers)

• WA Horse Council (WAHC)

• Western Australian Local Government Association (WALGA)

• WA Wildlife

• Perth Zoo

• International Fund for Animal Welfare

• Animal Management in Rural and Remote Indigenous Communities

**Associate members**

• Dog's Refuge Home

• Department of Health

• Department of Transport (DoT)

• DFES - Director Community Preparedness

• DFES - Manager Recovery Emergency Management

• Equestrian WA (EWA)

• WA Police Force (WAPOL)