

TERMS OF REFERENCE

ANIMAL WELFARE ADVISORY COMMITTEE OF WESTERN AUSTRALIA

July 2025

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, 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
 - animal welfare research.
- 2.2 The AWAC will provide a 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 they are or become employed by 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.

3.2 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 their term.
- 3.2.3 A Member may renominate at the end of their 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 2023/02 and Public Sector Commission guidelines.
- 3.3.2 Members are appointed on the basis of their skills and expertise.
- 3.3.3 Members to demonstrate animal welfare-related knowledge and expertise, including:
 - (a) Animal science, animal welfare science or veterinary science
 - (b) Legislation or public policy
 - (c) Bioethics
 - (d) The care and management of animals
 - (e) Wildlife management and conservation, including in relation to native species
 - (f) The use of animals for scientific purposes
 - (g) Community education and raising public awareness
- 3.3.4 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.
- 3.3.5 The Minister shall appoint a chair.

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.

5. CONFIDENTIALITY

- 5.1 All correspondence, deliberations, discussed matters, opinions, decisions, and advice of the Committee are confidential.
- 5.2 Members must sign a declaration of interest and confidentiality agreement upon initial appointment.

6. FEES AND EXPENSES

- 6.1 Remuneration will be provided in accordance with Public Sector Commission guidelines.
- 6.2 AWAC Members will be reimbursed for travel expenses incurred when travelling to and from meetings of the Committee, in accordance with the Premier's Circular 2023/02. Any air travel reimbursement is in accordance with the Premier's Circular 2021/02.