



Terms of Reference

Cat Management Strategy Reference Group

PREAMBLE: The state government has commissioned an independent, unbiased consultant to engage and facilitate the discussions of this reference group. The reference group's input will inform a statewide cat management strategy (the strategy) for South Australia to protect and manage all cats with consideration of the social, environmental and economic impact caused by cats.

The strategy will be a framework for the state-wide management of owned, unowned and feral cats.

Role

The reference group will provide input into the preparation of the framework for the delivery of a strategy drawing on the collective experience, knowledge and/or policy positions of those represented interests that form the group.

The object of the Reference Group is to:

- Provide advice on and represent the interests of the respective organisation
- Provide high level advice on each organisation's role within the strategy and their priorities.
- Provide a platform for information to be tabled efficiently and transparently.

Principles:

The Reference Group will work together to support the development of a strategy by:

- Creating an environment of participation, where honest, open and robust discussions are encouraged.
- Remaining open, acting with integrity and providing frank and fearless advice.
- Being professional on all fronts, including in the respectful recognition of differing views and opinions.
- Recognising that communication, information sharing and consultation are the keys to facilitating effective cooperation and a spirit of trust.
- Using an evidence-based approach to formulate strategies and actions.

Scope/Authority

The reference group is an advisory body only and is established to provide feedback and make recommendations which will inform a strategy. Reference group discussions will be facilitated by an independent unbiased policy strategist who will draft the strategy under the direction of a steering committee. The steering committee role is to oversee delivery of the strategy including the implementation plan and will provide governance to ensure timeframes are met.

**Membership**

Organisation	Name
Department for Environment and Water	Kym Pryde, Director, Planning, Heritage and Dog and Cat Management Ann Gee, Manager, Dog and Cat Management unit TBC, Threatened Species unit
Dog and Cat Management Board – member from the LGA nominated reps	Brenton Thomass, DCM Board Rep/ Port Adelaide Enfield Council
Dog and Cat Management Board – member from the Minister nominated reps	Susan Hazel, DCM Board Rep/Adelaide University
PIRSA	Brad Page, Principal Biosecurity Officer – Pest Animals
Landscape Board	Will Durack, General Manager, Kangaroo Island Landscape Board
Invasive Species Council	Imogen Ebsworth, Advocacy Manager and Strategy Lead
Department of Climate Change, Energy, the Environment and Water	Deferred - (letter received to advise will keep a watching brief only)
Local Government Association of South Australia	Andrew Lamb
Local council – Metropolitan (with a By-law) (Campbelltown City Council)	Nigel Litchfield, Manager Planning Service
Local council – Metropolitan (without a By-law) (City of Onkaparinga)	Ian Hawkins, Manager Community Safety and Property and Phil Jeffery (proxy)
Local council – Regional (Mid Murray Council)	Marc Le Brun, Regulatory Services Coordinator
Local council – Regional township (City of Port Lincoln)	Emma Coates, Community Safety Officer and Tyler Kelsey
Local council – Peri-urban (Mount Barker District Council)	Jamie Tann, Manager Health and Public Safety
Authorised Persons Association	Troy Martin
Australian Institute of Animal Management	Nell Thompson, Secretary
Australia Veterinary Association	Dr David Pritchard and Graham Pratt (proxy)
RSPCA South Australia	Marcus Gehrig, CEO and Andrea Lewis (proxy)
Animal Welfare League	Steven Weinert, CEO
Cat Adoption Foundation	Virginie Ducruc, CAF
Paws and Claws	Wayde Mastyers, Kane Li (proxy) and Mel Haynes (proxy)
South Aussies for Animals	Suzanne Pope, President
Conservation Council of SA	Michael Cornish and Kirsty Bevan (proxy)
Biodiversity Council	James Trezise, Director
Birds SA	David Andrewartha and Ali Ben Kahn (proxy)

Roles & Responsibilities*Chairperson*

The Chair's principal role is to provide leadership to the Reference Group and ensure the effective management of the group's Role. The Director, Planning, Heritage and Dog and Cat Management will chair the meetings.

Executive Officer

The Executive Officer will support the Chair in developing the agenda and the preparation of other documentation required for meetings.

The Executive Officer will ensure agendas, minutes, including a record of agreed actions, and other appropriate documentation for each meeting are recorded, prepared and distributed.



Members

If a Member is not able to attend a scheduled Reference Group meeting Members are to nominate a designated proxy of appropriate level and experience to attend in their place, otherwise an apology is to be tendered. Limited to one representatives from each organisation at any one time.

Guests

Guests may be invited to attend or contribute to scheduled Reference Group meetings for the purpose of providing specialised expertise or guidance on a particular item, with prior approval from the Chair and the project owner, DEW.

Conflict of Interest

Reference Group Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item. The Chairperson will determine whether the Reference Group member should:

- Not take part in any discussion by the Board relating to the matter; and
- Not vote in relation to the matter; and
- Be absent from the meeting room when any such discussion or decision making takes place.

Confidentiality

Reference Group Members must ensure confidential information received in the process of acting as a Reference Group Member remains confidential and is not disclosed improperly to others.

No member authorised to speak publicly (including to media) on behalf of the Reference Group. Reference Group Members must refer all enquiries from all external parties (including media) directly to DEW for action.

Conditions

Reference group members are expected to attend at their own expense, including travel or associated costs. Efforts to include distant-intrastate members will extend to online participation. Regional/distance-intrastate members must have their own access to technology and the organisers will do their best to facilitate this.

Communication with the Minister

The Reference Group is not required to communicate with the Minister however the Minister may wish to attend Reference Group meetings as their discretion.

Discussion proceedings

- Discussions will be facilitated to ensure fair, balanced representation from all members.
- Meetings/workshops be scheduled by the facilitator and the reference group shall meet at least twice.
- If a member can't attend a scheduled meeting, a proxy of appropriate authority and experience may attend, otherwise an apology should be tendered.
- Discussions will be recorded/documented and provided to both reference group and steering committee members.

Review

These Terms of Reference, including membership composition shall be reviewed:

- Every 12 months, or more frequently at the discretion of DEW; and
- The review will include an assessment of the effectiveness of the Reference Group and individual members with particular reference to the group satisfying the Role of the Reference Group.

Hon Susan Close

Minister for Climate Environment and Water

Date: 21/3 /2025

Review date: 2025