

# OPERATIONS MANUAL 2022



*Version 2 — September 2022*

***Animal Welfare is Animal Care***

# Animal Care Australia Operations Manual

This manual sets out basic information on Animal Care Australia Incorporated. It provides information on association matters, our structure and guidance policies.

It is intended that this practice manual will operate as a living document, which will be improved upon as policy is updated.

We encourage all stakeholders (applicants, associations and members) to feel comfortable in raising issues regarding this Manual, with a view to clarifying policy to improve the administration of the organisation.

Animal Care Australia Incorporated – INC1801209

ABN: 36 438 686 995 Tax File No: 508 268 553 CFN:25599

## Document development:

Version 1 of this manual was approved by the ACA Committee in November 2019

Version 2 of this manual was updated and approved by the ACA Committee 12th September 2022.



*“Animal Care Australia acknowledge the Traditional Custodians of the land on which we reside, and pay our respects to their Elders past and present.”*

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## Our Mission

Animal Care Australia (ACA) is the peak animal welfare body representing the keepers and breeders of animals in Australia as pets and companions.

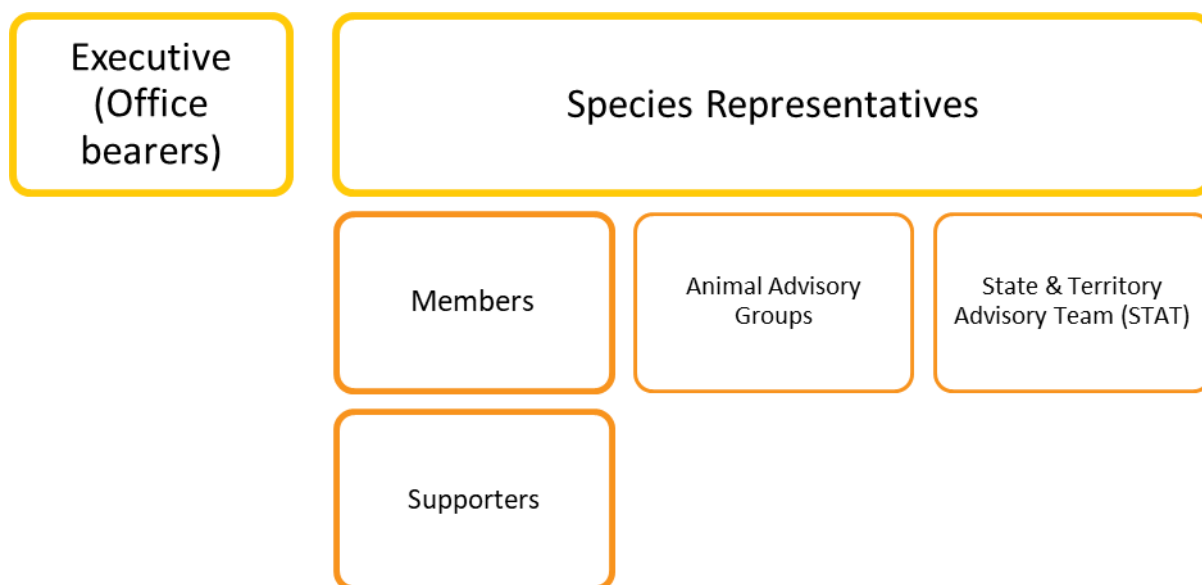
## Our Objectives

- ◇ To represent Animal Care Groups as the peak animal welfare body
- ◇ To engage and advise Government and legislators on welfare issues relating to pets and companion animals.
- ◇ To protect the rights of ethical hobbyists & animal keepers to breed and keep pets and companion animals.
- ◇ To clarify the difference between animal rights and animal welfare
- ◇ To promote higher Animal welfare outcomes



# Structure

Animal Care Australia is governed by a committee comprised of the Executive and Representatives from all pet & companion animal species. Species Representatives are appointed by Member Species Organisations.



## Executive 2022-2023

- **President:** Michael Donnelly -> **Assistant to the President:** Karri Nadazdy
- **Vice President:** Sam Davis
- **Secretary:** Michelle Grayson
- **Treasurer/Public Officer:** Sue Kowalczyk

## Species Representatives 2022-2023

- **Birds:** Sam Davis
- **Cats:** Michelle Grayson
- **Dogs:** Kylie Gilbert
- **Exhibited Animals:** Tracey Dierikx
- **Fish:** vacant position
- **Horses:** Karri Nadazdy
- **Insects:** vacant position
- **Native Mammals:** Michael Donnelly
- **Reptiles:** Joanne Payne
- **Small Mammals:** Rachel Sydenham



Executive (Office bearers) are nominated and voted by the Species Representatives.

Animal Advisory Groups are comprised of the Species Representative, at least one other ACA Committee member, and our members. Upon approval of membership members are invited to participate on an Animal Advisory Group, providing our members with a voice. Members and Supporters can also join our closed Facebook Members & Supporters Discussion Group.

All Animal Species Representatives must sign and agree to the conditions outlined in the ACA **Statement of Responsibility** document – see Appendix 1.

## Contact us

Information relating to Animal Care Australia can be found on our website at:

[animalcareaustralia.org.au](http://animalcareaustralia.org.au)

Postal address: PO Box 314 Macarthur Square Post Office NSW 2570

Contact us via:

Facebook page: <https://www.facebook.com/animalcareaustralia/>

Email at: [aca@animalcareaustralia.org.au](mailto:aca@animalcareaustralia.org.au)

To contact particular representatives please use email addresses as listed:

President	<a href="mailto:president@animalcareaustralia.org.au">president@animalcareaustralia.org.au</a>
Vice President	<a href="mailto:vicepresident@animalcareaustralia.org.au">vicepresident@animalcareaustralia.org.au</a>
Secretary	<a href="mailto:secretary@animalcareaustralia.org.au">secretary@animalcareaustralia.org.au</a>
Treasurer	<a href="mailto:treasurer@animalcareaustralia.org.au">treasurer@animalcareaustralia.org.au</a>
Public Officer	<a href="mailto:publicofficer@animalcareaustralia.org.au">publicofficer@animalcareaustralia.org.au</a>
Bird Representative	<a href="mailto:birds@animalcareaustralia.org.au">birds@animalcareaustralia.org.au</a>
Cat Representative	<a href="mailto:cats@animalcareaustralia.org.au">cats@animalcareaustralia.org.au</a>
Dog Representative	<a href="mailto:dogs@animalcareaustralia.org.au">dogs@animalcareaustralia.org.au</a>
Exhibited Rep.	<a href="mailto:exhibited@animalcareaustralia.org.au">exhibited@animalcareaustralia.org.au</a>
Horse Representative	<a href="mailto:horses@animalcareaustralia.org.au">horses@animalcareaustralia.org.au</a>
Reptile Representative	<a href="mailto:reptiles@animalcareaustralia.org.au">reptiles@animalcareaustralia.org.au</a>
Small Mammal Rep.	<a href="mailto:smmammals@animalcareaustralia.org.au">smmammals@animalcareaustralia.org.au</a>
Native Mammal Rep.	<a href="mailto:nativemammals@animalcareaustralia.org.au">nativemammals@animalcareaustralia.org.au</a>
STAT	<a href="mailto:stat@animalcareaustralia.org.au">stat@animalcareaustralia.org.au</a>
Assistant to President	<a href="mailto:horses@animalcareaustralia.org.au">horses@animalcareaustralia.org.au</a>

## Constitution

The Animal Care Australia Constitution has had the following versions:

First version approved August 2018

Second version updated by AGM – 9<sup>th</sup> September 2019

Third version updated by AGM – 13<sup>th</sup> December 2021

The current version of the Constitution can be found here:

[https://www.animalcareaustralia.org.au/wp-content/uploads/2021/12/ACA\\_Constitution\\_2021.pdf](https://www.animalcareaustralia.org.au/wp-content/uploads/2021/12/ACA_Constitution_2021.pdf)



A close-up photograph of three kittens nestled in a light brown wicker basket. The kitten on the left is a grey tabby with blue eyes, looking directly at the camera. The kitten on the right is a grey and white tabby with blue eyes, also looking at the camera. The kitten at the bottom right is a grey tabby with its eyes closed, resting its head. The basket's woven texture is prominent in the background and foreground.

# Organisational Procedures



## Organisational Procedures

### Policy Revision

ACA Policies are to be reviewed within a period of no greater than five years. Ideally, policies should be reviewed and updated at the earliest sign of political or legislative change to ensure ACA Policies are aligned with current legislation and accepted practice.

Reviews are conducted by the ACA Committee and may, but are not required to be, referred for further 'public' consultation (with members) should the Committee unanimously agree it is a requirement for that particular policy. Consultation must be completed within an agreed timeframe, providing at least 14 days consultation period by the 'public' and/or completed by a Special Resolution at a General Meeting.

### Expenses Reimbursement

ACA will reimburse expenses incurred by its Committee members when attending a conference or function as a representative for the organisation, or in order to complete an official task required by the organisation.

The Expenses Reimbursement Form must be completed and emailed along with appropriate receipts, to either the President or Secretary for approval. The Treasurer will then process the approved Form. Forms can be found by searching 'Reimbursement' in the FILES section of the ACA Facebook Group.

### Submissions Protocol

The diagram on next page outlines the protocol to be followed by the ACA Committee when responding in written submission/correspondence to any Parliamentary Inquiry, government department review or consultation, legislative amendment, or Local Council Animal Management Plan or Local Law revision.

The content provided by Species Reps and verified content by members is to be included in the submission as the intellectual property of ACA, unless quoting from another source.

#### 1. NEW SUBMISSION

- Share with Committee
- Committee to determine author
- When is it due?
- Divide the days until deadline into 4
- Identify the species groups it affects
- Committee members opt out from responding at this point

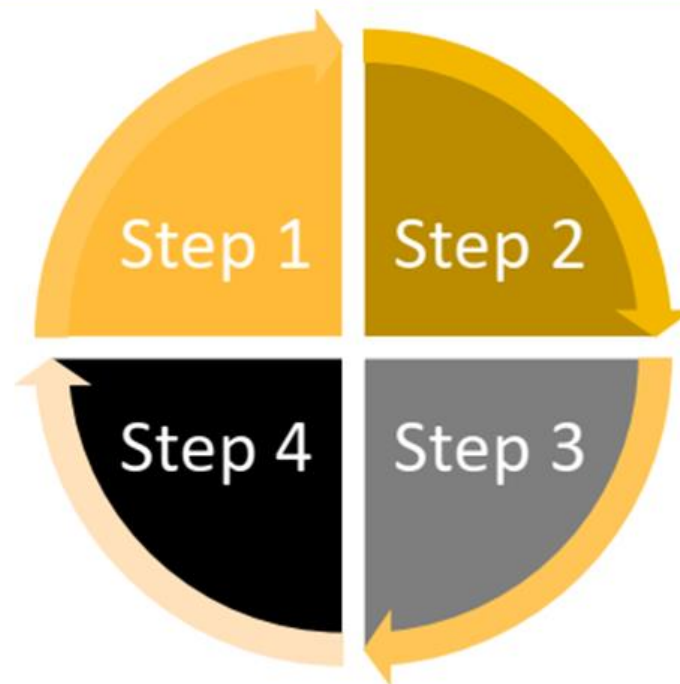
... time is ticking – stick to the deadlines:

- 1) Members Input   2) First Draft Due  
3) Committee Review   4) Final Draft ready 48 hrs prior to official deadline

#### 2. MEMBERS INPUT

- Redraft Terms of reference or the issues into simple survey questions, and include relevant references/ source links
- Share survey in all relevant Species Advisory Groups and Members & Supporters Discussion Group
- Emphasise the 1<sup>st</sup> deadline including email address & name of the ACA author

... don't wait for promised feedback



#### 4. FINAL DRAFT

- To be completed by President or Secretary mindful of 4<sup>th</sup> deadline
- Complete Final draft resolving any potential issues and share with Committee – allowing 48 hours for approval – 4<sup>th</sup> deadline
- Tidy up any final feedback and formatting and submit submission on official deadline
- Create memes and draft newsletter article
- Seek approval of memes

... don't wait to submit beyond official deadline

#### 3. FIRST DRAFT

- Author to create First draft collating all relevant feedback
- Fact check any points or references and any legal points of concern
- Content provided by Species Reps to be included as contribution for that species on behalf of ACA
- Identify conflicts or contradictions of feedback and resolve with necessary parties
- At 2<sup>nd</sup> deadline share completed First draft with ACA Committee advising 3<sup>rd</sup> deadline

... ask for help if behind schedule – don't wait!



ACA Policies



## Policies

In addition to being governed by an approved Department of Fair Trading Constitution, Animal Care Australia has adopted additional policies that all volunteers and members abide by.

The policies listed below are considered to be 'living documents' all growing and adapting to our ever-changing societal environment:

- Code of Ethics – approved and adopted 11th November 2019
- Anti-discrimination & Harassment Policy – approved and adopted 12<sup>th</sup> September 2019
- Communications Policy – approved & adopted 11th November 2019
- Privacy Policy – approved & adopted January 2020
- Responsible Breeders Policy – approved and adopted 11th November 2019
- Conflicts of Interest Policy – approved 8<sup>th</sup> February 2020
- Animal Welfare Policy & Position Statement - approved 10<sup>th</sup> August 2020

## Animal Welfare Policy & Position Statement

Version 1 of this policy was approved: 10<sup>th</sup> August 2020

Version 2 of this policy was approved:

This document sets out the policies and position statements of Animal Care Australia Incorporated.

We encourage all members to suggest edits and additions, with a view to clarifying policy and to improve the administration of the organisation.

This Policy can be found here:

[https://www.animalcareaustralia.org.au/wp-content/uploads/2021/01/ACA-Animal-Welfare-Policy\\_2020.pdf](https://www.animalcareaustralia.org.au/wp-content/uploads/2021/01/ACA-Animal-Welfare-Policy_2020.pdf)



# ACA Organisational Code of Ethics

# Organisational Code of Ethics

This Code of Conduct was developed by the Committee of Animal Care Australia in October 2019 and approved by Committee on the 11<sup>th</sup> November 2019.

The Code applies to all ACA Member Organisations, ACA Supporters (individual members), Honorary Members, Volunteers and Guests (hereafter collectively referred to as ACA's Community).

ACA's Community are expected to comply with the letter, spirit and intent of the ACA Constitution, By Laws, Code of Ethics, Policies and relevant State legislation.

Those who are unsure of their obligations should contact a member of the ACA Committee for clarification.

Breaches of this code may result in disciplinary action, up to and including cancellation of membership.

## Animal Welfare

- Animal welfare must always be paramount
- ACA's Community agree to abide by all relevant Welfare Codes Of Practice and related legislation within their State or Territory
- At all stages, during handling, preparation, training, breeding, competition and demonstration of animals, welfare must take precedence over all other demands
- ACA's Community will treat their animals with respect and dignity at all times, and be positive examples to the animal hobbyist community at large
- Animals must be healthy, fit and emotionally sound to a sufficient standard to participate in the activities expected of them
- Animals should be properly prepared and educated to a sufficient standard, for the specific demands of the activities they are participating in
- Every effort must be made to ensure animals receive proper and humane treatment throughout their lives, beyond the limits of their working life or 'usefulness'
- All animals under care by ACA's Community will enjoy the five freedoms of animal welfare:
  - Freedom from hunger and thirst
  - Freedom from discomfort
  - Freedom from pain, injury and disease
  - Freedom to express normal behaviours
  - Freedom from fear and distress

## Integrity

- Always act with honesty, objectivity, openness and courage of conviction
- Act ethically and avoid actions that bring ACA into disrepute



- Respect the privacy of ACA's Community where it is appropriate to do so
- Do not participate in fraudulent, or corrupt conduct
- Do not engage in slander, bullying, prejudice or harassment in any form, including the use of social media
- Do not make decisions for personal or commercial gain at the expense of ACA or its Community or participate in activities where there is a conflict of interest
- Promote and encourage Animal Care Australia's 'Responsible Breeders Policy' within ACA's Community and the broader community
- Take personal responsibility for your actions and conduct
- Take personal responsibility for the actions and conduct of the animals within your care
- Report any incidents or concerns to any member of the ACA Committee

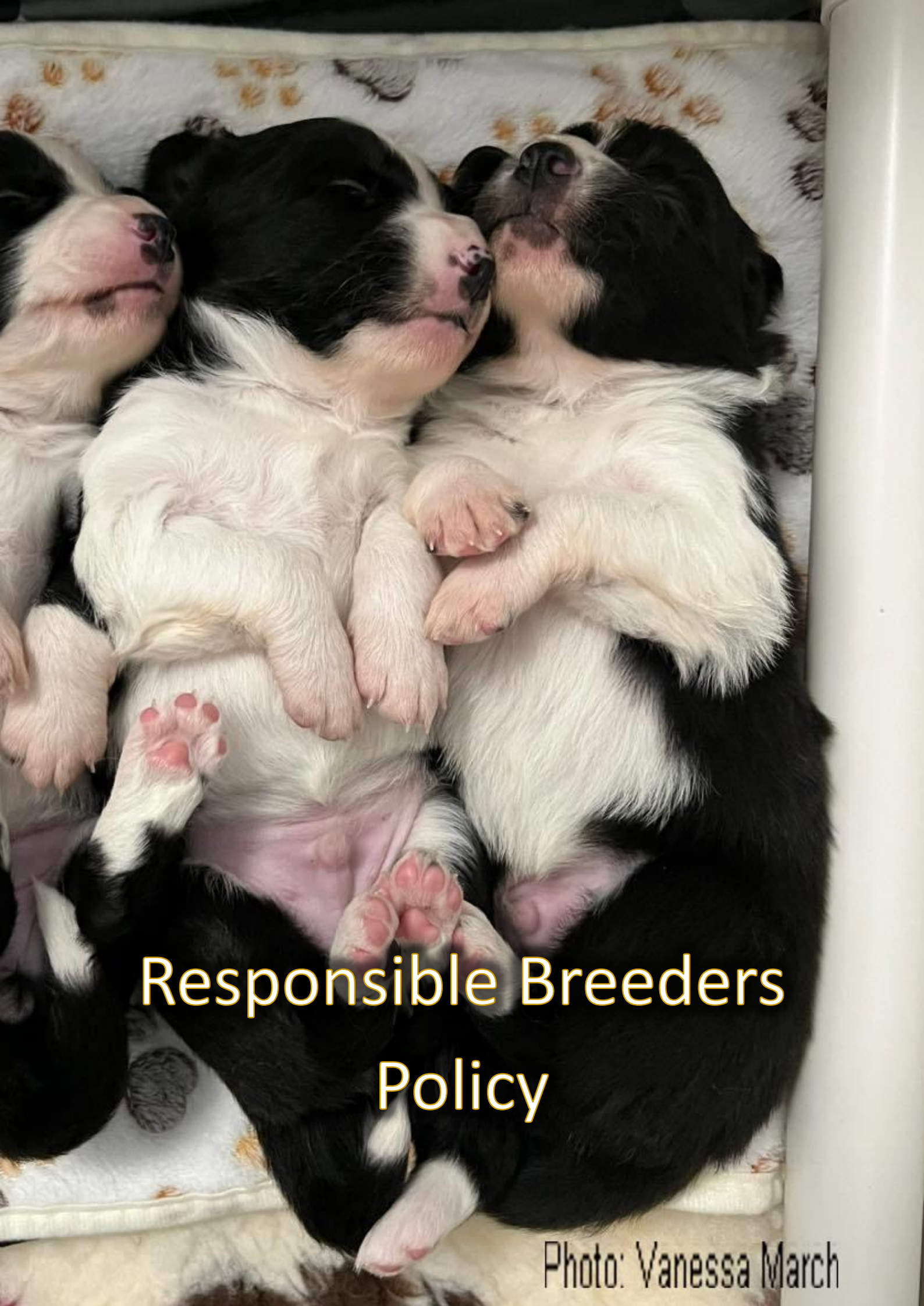
## Respect Diversity

- Help contribute to an association that actively encourages and promotes co-operation, trust and support amongst its Community free from prejudice, victimisation, harassment and bullying
- Respect the rich diversity available within the animal hobbyist community and embrace the differing levels of ideology, focus and approach on offer
- Understand and agree to ACA's Anti-Discrimination Policy by treating ACA's Community equally, fair and courteously, regardless of their Race, Colour, Gender, Religion, Disability, Sexual Orientation, Pregnancy or Age

## Celebrate Success

- Actively work with ACA's Community towards our shared goals and pursuits
- Celebrate the successes and achievements of ACA's Community
- Focus on the recreational enjoyment and fun we all gain from our animals, our chosen sports, hobbies and pursuits

The ACA Committee is dedicated to this Code of Ethics, and undertakes to lead by example.



# Responsible Breeders Policy

Photo: Vanessa March

## Responsible Breeders Policy

*This Policy was approved & adopted on: 11<sup>th</sup> November 2019*

A Responsible Breeder is responsible for the healthy wellbeing & upbringing of their pets by following best practices, animal welfare standards and providing a healthy diet.

Animal Care Australia (ACA) believes that non-pedigree breeders should follow the same level of care and consideration, as those of pedigree breeders. ACA supports a positive approach to all hybrid & genetically diverse and purebred pets.

Dedicated breeders should become relative experts in many areas if they wish to produce sound and healthy pets. These areas include:

- Feeding and nutrition
- Housing and enclosure requirements
- Husbandry and cleanliness
- Breeding requirements of their species
- Basic genetics
- Disease control and understanding of health requirements, including hereditary problems within the breed/species.

Responsible Breeders:

- Generally plan ahead and aim to find good homes for the animals they breed
- Provide a high standard of care and living conditions for all of their animals
- Are genuinely concerned about the welfare of their animals for their entire lives
- Are open to questions and are willing to provide some background or history of the animals, including support and information about the upkeep to potential new owners
- Make sure the buyer will suit the animal and the animal will suit the buyer
- Breed to produce happy and healthy pets
- Meet all necessary legislations and guidelines within their State/Territory.

Healthy, animals that are sound in temperament and body are the aim of all responsible breeders. The more we know of all the factors affecting our breeding stock before breeding, the better equipped we will be to find solutions to potential problems. Responsible owners and breeder will make honest attempts to decrease the incidence of any problems.

### **What is a sound temperament and body?**

For physical soundness, is the animal able to cope with the demands of ordinary life? Does it have a good temperament or mental soundness? Different temperaments are required for different animals and areas of activity. Some pets are more suited in larger families with children whilst others are more suited to owners living alone. Some animals require a high exercise regime while others are more suited to quieter living.



- Before considering breeding, you should always:
- Assess the strength of the animal, its genetic make-up, etc
- Check your capacity to look-after and house any young until new and suitable homes can be found
- Check if there is actually a need for those animals (a shortage of that species or an over-abundance)
- Ensure the animals involved are of an appropriate age and haven't been over-breeding in the one season  
Females of every species should only produce a certain number of young per season. It is vital that females be allowed to recover and have breaks from pregnancy. Check Codes of Practice or best practice with Societies & Clubs. This will help maintain a healthy animal that will then produce healthy young

### **Brachycephalic breeds in dogs and cats**

With the recent rise in other countries of banning the breeding of certain brachycephalic breeds of dogs and cats, Animal Care Australia strongly encourages all breeders and breeding associations to improve their breeds by utilising up to date advances in technology to health check their breed through regular relevant health testing to improve the welfare, health and well-being of your dogs and cats.

There is scientific and veterinary research supporting the fact SOME brachycephalic breeds do suffer more from unnecessary breathing, brain-related and some spinal (vertebrae) medical conditions. These CAN BE reduced and potentially eradicated through responsible breeding. All breeders are responsible for the health and well-being of their animals – regardless of any standards that may be suggested, or lack of standards.

For the continuation of these breeds in Australia, higher welfare outcomes must always be paramount.





# Anti-discrimination & Harassment Policy



# Anti-discrimination & Harassment Policy

Approved and adopted 12<sup>th</sup> September 2019

Animal Care Australia is committed to ensuring that our environment is free from discrimination and harassment.

Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any member or supporter who breaches this policy under the governance of the ACA Constitution.

Discrimination and harassment occurs when a person is victimised on the basis of, but not limited to, the following criteria: Race, Colour, Gender, Religion, Disability, Sexual Orientation, Pregnancy or Age and shall include exposure to racial or ethnic jokes, offensive profanity, intimidating behaviour and exposure to unwanted sexual flirtations.

Animal Care Australia strives to achieve an environment where all members and visitors are treated with dignity, courtesy and respect.

Complaints may be lodged with any standing Committee member and will be investigated based on the principals of natural justice. All complaints shall be treated in a sensitive, fair, timely and confidential manner and complainants shall be guaranteed protection from any victimisation or reprisals. It is an important fundamental aspect of this policy that the reporting of behaviour in breach of policy is encouraged in order to correct and promote appropriate standards of conduct at all times





# Communications Policy

# Communications Policy

*This Policy was approved and adopted on: 11<sup>th</sup> November 2019 & updated  
21<sup>st</sup> November 2019*

The Animal Care Australia Communications Policy is to be utilised as a guide for volunteers and Committee to effectively communicate with all necessary parties.

## **General Communications:**

Regular communications are to be carried out via the Facebook (FB) Group.

Any long lasting or final outcomes & decisions are to be announced to the Committee via email - for permanent record.

All ACA email correspondence be carried out via the allocated ACA email addresses and not by personal email address (unless specifically requested to do so by the recipient) so as to remove confusion and duplication.

Any and all decisions required are allocated a time frame of 48 hours for non-urgent matters and 24 hours for urgent matters - after which if no objections are received the matter is deemed to be approved and actioned. This policy to be applied to both email & FB communications.

## **Organisation-centric communications:**

Each animal representative may carry out communications on behalf of Animal Care Australia without the need to be ratified by the Secretary – however the Committee should be advised that such a communication is/has occurred.

Communications to outside organisations may be written by the Secretary, Vice-President and President – keeping the Committee informed of the communication

Requests and Invitations to attend a General Meeting or meeting with the Committee as a special Guest/Guest Speaker are to be communicated by the Secretary.

Communications received via the general ACA email address and/or Facebook messaging are to be responded to by the Social Media Coordinator in the first instance, and forwarded to the appropriate animal representative, the Committee or the Secretary as necessary.

## **Social Media Communications:**

Any posts, articles, media releases, or other announcements to be shared on behalf of ACA via the ACA Facebook Public Page are to be shared via the Social Media Coordinator.

If bullying or offensive comments are posted by respondents please TAG the Social Media Coordinator or other Admins as a reply to the bullying comment and then private message the person you tagged to let them know. Delegates wanting to have Facebook posts shared must first share that post in the Facebook Committee Group accompanied by the statement “Public Page?” If no objections are received after 24 hours the post will be share on the ACA Facebook Public Page.

### **Community Issues:**

All community-based issues in the first instance should be managed by the necessary animal representative.

If not directly associated to an animal species then refer directly to the Secretary for further action.

### **Emergency Issues:**

Utilise the established Messenger Emergency Issue Group chat and commence processing the issue.

The Secretary or President will advise of the recommended further actions to be taken.



# Privacy Policy



## Privacy Policy 2020

Animal Care Australia takes the privacy of its members and supporters extremely seriously. Use of this website implies consent of the terms and conditions outlined in this privacy policy.

What personal data we collect and why we collect it

### **Cookies**

If you have an account and you log into this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two day. If you select “Remember Me”, your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

### **Personally identifiable information**

We only collect personally identifiable information for the purposes of fulfilling an order you have placed with us. This information includes your full name, phone number, email address, mailing address, and payment information.

### **Embedded content from other websites**

Pages on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

### **Consent**

When you provide us with personal information to complete a transaction, verify your credit card, place an order, arrange for a delivery, or return a purchase, you implicitly consent to our collection of your data and its use for the purpose of processing your order.

You may opt out of any data collection or data re-purposing for marketing-related activities.

### **Who we share your data with**

Your data may be shared with third-party companies to the extent necessary to allow them to perform the services they provide to us. We use CloudFlare to monitor website performance, SparkPost to deliver email, and Stripe to process transactions. We will not share your data with third-party organisations except those which are materially necessary to the operation of [www.animalcareaustralia.org.au](http://www.animalcareaustralia.org.au).

All of the third-party organisations mentioned have their own privacy policies in respect to the information provided to them. We recommend that you read their privacy policies so you can understand the manner in which your personal information will be handled by these providers.

### **How long we retain your data**

Information you provide to Animal Care Australia during typical usage of this website shall be stored indefinitely.

### **What rights you have over your data**

If you have an account on this site, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **Data Security**

### **How we protect your data**

Personal data shall be subject to additional safeguards to ensure this data is processed securely. For example, we work hard to ensure data is encrypted when in transit and storage, and access to this data is strictly restricted to those who must access it to undertake the tasks defined in Animal Australia's mission statement..

We do not store credit card information on [www.animalcareaustralia.org.au](http://www.animalcareaustralia.org.au). If you choose to save your payment details to simplify future transactions, this information will be stored by our credit card processor (Stripe) and not by us.

### **What data breach procedures we have in place**

You will be notified of any data breaches. Furthermore, any unauthorised access or transmission of personally identifiable information will be reported to the Office of the Australian Information Commissioner in accordance with the prevailing mandatory data breach notification legislation.





# Conflict of Interests Policy

# Conflict of Interests Policy

## 1. Purpose

The purpose of this policy is to help board members of Animal Care Australia to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Animal Care Australia and manage risk.

## 2. Objective

The Animal Care Australia Committee (called the 'board' in this policy) aims to ensure that board members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Animal Care Australia.

## 3. Scope

This policy applies to the board (committee) members of Animal Care Australia

## 4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between a board member's duty to Animal Care Australia and another duty that the board member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the charity.

Therefore these situations must be managed accordingly.

## 5. Policy

This policy has been developed to address conflicts of interest affecting Animal Care Australia.

Conflicts of interest are common, and they do not need to present a problem to the charity as long as they are openly and effectively managed.

It is the policy of Animal Care Australia as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to Animal Care Australia.

Animal Care Australia will manage conflicts of interest by requiring board members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest

- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

### **5.1. Responsibility of the board**

The board is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the charity
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The charity must ensure that its board members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard.

### **5.2. Identification and disclosure of conflicts of interest**

Once an actual, potential or perceived conflict of interest is identified, it must be entered into Animal Care Australia's Register of Interests, as well as being raised with the board.

Where every other board member shares a conflict, the board should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by the Secretary. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

### **5.3 Confidentiality of disclosures**

The protection of confidentiality and disclosure will be maintained by the Executive (Office-bearers) of the board of Animal Care Australia.

## **6. Action required to manage conflicts of interest**

### **6.1. Conflicts of interest of board members**

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member who has made the disclosure, as well as any other conflicted board member) must decide whether or not those conflicted board members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering if it is appropriate for the person conflicted to resign from the board.



## 6.2. What should be considered when deciding what action to take

In deciding what approach to take, the board will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the charity's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the charity.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

## 7. Compliance with this policy

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with the charity.

If a person suspects that a board member has failed to disclose a conflict of interest, they must report their suspicions along with any supporting evidence to the Secretary of Animal Care Australia immediately. Where this is not possible due to potential involvement of conflict by the Secretary then the matter must be reported to the President of Animal Care Australia.

Reports must be made in writing accompanied by the supporting evidence.

### Contacts

For questions about this policy, contact the board or the Secretary of Animal Care Australia – [secretary@animalcareaustralia.org.au](mailto:secretary@animalcareaustralia.org.au)

# Other Organisational documents



## Other Organisational Documents:

From time to time ACA has developed additional documents in order to set an official position or response to an issue that has national implications.

These documents are drafted and approved as necessary by the Committee:

### **Ban Puppy Factories - Not Puppy Breeding!**

Approved and distributed in October 2021 - this is a living document and has chapters/sections updated as necessary.

This document can be found here:

[https://www.animalcareaustralia.org.au/wp-content/uploads/2022/09/ACA\\_PuppyFarming.pdf](https://www.animalcareaustralia.org.au/wp-content/uploads/2022/09/ACA_PuppyFarming.pdf)

### **Pets in Strata**

Approved and distributed in July 2022 - this is a living document and has chapters/sections updated as necessary.

This document can be found here:

[https://www.animalcareaustralia.org.au/wp-content/uploads/2022/09/ACA\\_PetsInStrata.pdf](https://www.animalcareaustralia.org.au/wp-content/uploads/2022/09/ACA_PetsInStrata.pdf)

## **ACA Annual Reports**

The first Annual Report for Animal Care Australia was implemented by ACA President Michael Donnelly in 2021. This Annual Report covered a two year period due to no Annual General Meeting in 2020.

The 2020 AGM was held over due to the Covid-19 pandemic.

The **Annual Report 2019-2021** can be found here:

[https://www.animalcareaustralia.org.au/wp-content/uploads/2021/12/ACA\\_Annual-Report\\_19-21-3.pdf](https://www.animalcareaustralia.org.au/wp-content/uploads/2021/12/ACA_Annual-Report_19-21-3.pdf)



## STATEMENT OF RESPONSIBILITY

Position Details	
Title	Animal Species Representative
Division/Branch/Section	Committee
Appointment Period	Probationary term: 6 months. Full term: 3 years from last Annual General Meeting
Paid/Volunteer	Volunteer

### The Job

Animal Care Australia is a national incorporated association representing the interests of all animal hobbyists. The association has a strong committee composed of Representatives for each major animal group – dogs, cats, birds, fish, horses, reptiles, farm animals, small mammals, native mammals and mobile educators.

You have the opportunity to genuinely make a difference in animal welfare outcomes and in nationally significant areas of policy review and implementation.

### Specific Tasks

- Represent all species specific member organisations to communicate current animal-related community and welfare issues.
- Undertake work including drafting of policy advice, project work of a specialist nature, research and analyse current legislation and policies and prepare associated reports for consideration by the Animal Care Australia Committee.
- Work with government, non-government & community stakeholders to ensure policy issues are coordinated and effectively communicated as per community and government expectations.
- Provide support to the Animal Care Australia Executive and ensure effective coordination of the business of the association.
- Provide up to date reports for Animal Care Australia's social communications – social media, website and newsletter.
- Abide by and support Animal Care Australia's Code of Ethics, Mission Statement, Objects, Constitution, Communication Policy and Anti-discrimination & Harassment Policy.
- Other duties as necessary.

### Confidentiality

As a member of the ACA Committee I understand that all ACA Committee matters discussed, submission material, promotional material or other information deemed as ACA intellectual property is to be kept confidential and may not be publicly or privately discussed outside of an official capacity.

I, \_\_\_\_\_ hereby agree to carry out my role as an Animal Species Representative in accordance with this Statement of Responsibility and to uphold the integrity of Animal Care Australia Inc.

Signed: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.



# Animal Care Australia 2022