

REGIONAL ANIMAL HEALTH COMMITTEE CHARTER

1. Introduction

The Animal Health Board Inc (AHB) is the Pest Management Agent for the National Pest Management Strategy for Bovine Tuberculosis.

The Incorporated Society has as its members:

- Federated Farmers of New Zealand: Meat & Fibre Producers New Zealand
- Federated Farmers of New Zealand: Dairy Farmers New Zealand
- Dairy InSight Inc
- Meat and Wool New Zealand
- New Zealand Deer Farmers Association
- Deer Industry New Zealand
- Local Government New Zealand

2. Regional Animal Health Committees Mission Statement

To effectively implement communications to support the implementation of the National Pest Management Strategy.

3. Purpose of Regional Animal Health Committees

The AHB has 14 Regional Animal Health Committees to carry out the following functions:

- To participate in the development of the Local Operational Plan and carry out specific activities to support Local Environment Management under the Local Operational Plan.
- To gain support and acceptance amongst affected communities of interest for the National Pest Management Strategy, the Local Operational Plan, and AHB policy
- To provide feedback on Animal Health Board Policy.
- To monitor the implementation of the Local Operational Plan with an emphasis on identifying opportunities for the RAHC to support implementation of the plan through education or communication

- For Committee members to provide feedback and advice to their respective organisations or constituencies in order to gain support and acceptance for the National Pest Management Strategy, the Local Operational Plan, and AHB policy

Details of the activities undertaken by the Committee to fulfil the above functions will be included in the Local Environment Management section of each Local Operational Plan

3. Membership

The committee shall comprise of two classes of membership:

- i) Core Members, representing the funding stakeholders of the strategy. One member each shall be appointed via a formal letter of appointment from the following organisations to represent that organisation on the RAHC:
 - Federated Farmers of New Zealand: Meat & Fibre Section
 - Federated Farmers of New Zealand: Dairy Farmers of New Zealand
 - New Zealand Deer Farmers Association
 - The Regional Council, or District Council acting as a Unitary Authority.

- ii) Other Members
Core members, through a public nomination process, may appoint additional members to the Committee to provide for additional regional or industry representation where this will enhance the function and performance of the RAHC.

The Committee as a whole shall, at an Annual General Meeting, elect a Chairperson and Deputy Chairperson from within the membership.

4. Advisors

The membership of the committee may appoint advisors at any time.

5. Term of Office

The term of office for members shall be three years, with members being eligible for reappointment.

The committee shall organise its management processes so that no more than one-third of its members end their term of appointment in any one year. The committee may agree to extend the term of office of any member by up to one year to give effect to this.

The Chairperson's and Deputy Chairperson's term of office shall be one year. The retiring Chairperson and Deputy will be eligible for reappointment

6. **Voting**

Core Members and Other Members of the committee shall have the right to vote. Advisors will not have any voting rights.

7. **Meetings**

All meetings of the RAHC shall be governed by the following rules:

- The Standards NZ Model Standing Orders NZS 9202:2001 as adapted by the policies of the Animal Health Board from time to time will apply.
- Three members (excluding advisors) constitute a quorum.
- The Chairperson has the right to grant speaking rights to visitors, and any associated conditions are to be determined by the Chairperson.
- The Chairperson shall preside at every meeting of the RAHC at which he or she is present
- If the Chairperson is not present the RAHC may appoint one of their number to preside for the purpose of that meeting.
- The Chairperson or person presiding at any meeting shall have a deliberative vote and in case of equality of votes, shall have a casting vote also.
- The power to call meetings additional to those scheduled shall rest with the Chairperson.
- The AHB Regional Coordinator is the Animal Health Board's representative and as such he/she is the RAHC advisor on AHB matters and policies.
- These rules can only be altered by a policy decision of the Animal Health Board.

8. **Annual Report**

The Committee shall submit an Annual Report on their activities to the AHB. The Committee's Annual Report shall include a report from the Chairperson on the

Committee's performance against their objectives as set out under the Local Environment Management section of the Local Operational Plan.

9. Remuneration and Expenses

Remuneration of members and reimbursement of expenses will be in accordance with AHB policy.

Advisors may be remunerated if their work has been approved as part of the National or Local Operational Plans provided they are not otherwise remunerated as employees of the Animal Health Board or any of its contractors.

10. Conduct

Members shall abide by the Regional Animal Health Committee Code of Proper practice (attached as Appendix A)

In the event of a breach of Proper Practice, the Regional Animal Health Committee Disciplinary Guidelines may be applied (attached as Appendix B)

24 August 2006

RAHC Charter – Appendix A

Regional Animal Health Committee (RAHC)

Code of Proper Practice

1. Purpose

- 1.1 The purpose of this Code is to provide guidance to RAHC members, in assisting them carry out their duties and responsibilities effectively and in accordance with best professional standards.
- 1.2 The Code is not intended to be an exhaustive statement of member obligations. It should be read in conjunction with New Zealand law, and not contravene any Code of Proper practice incorporated in the Animal Health Board Operating Protocols.
- 1.3 The office of a RAHC member is primarily of a moral nature, rather than legal. However the principles upon which this Code is based include integrity and accountability, thereby being a prerequisite to maintaining confidence and trust.

2. Fundamental obligations of RAHC Members

- 2.1 Members must act honestly and in good faith, and in the best interests of their constituents. They must act in accordance with their RAHC collective responsibilities.
- 2.2 Members must carry out their duties in a lawful manner.
- 2.3 Members should be diligent, and make every endeavor to attend scheduled meetings. They must keep themselves up to date and familiar with the nature of the RAHC business and responsibilities, and the environment in which it operates.
- 2.4 Members must observe the confidentiality of non-public or embargoed information acquired by them as members, and not disclose it to any other person without appropriate authority. An officer of the Animal Health Board or its contactors will mark information deemed confidential or embargoed, as such.

RAHC Charter – Appendix B

Regional Animal Health Committee (RAHC)

Disciplinary Guidelines

Introduction

In undertaking their duties, RAHC members are required to behave in a manner that reflects well upon the office they hold.

On occasions questions may arise as to the appropriateness of certain behavior. These procedures have been adopted to enable any questions regarding behavior to be asked in a manner that is fair, non-threatening, and incorporate the principles of the natural laws of justice.

Procedure

All complaints against a member must be referred to the RAHC Chair in the first instance, or in the case of conflict of interest, the Deputy Chair.

All complaints regarding questionable behavior of Members should be in writing, and signed by the complainant(s). The Member subject to misconduct action will be given a written summary of the complaint.

Two members of RAHC will conduct a meeting with the member concerned to assess the complaint. The member concerned may have a person attend this meeting in support. The meeting will allow the member reasonable opportunity to explain his or her actions.

Once the assessment is complete, the two members will report their recommendation of action to the RAHC Chair or Deputy Chair, who will be responsible for taking the action.

Questions regarding behavior should fall into one of three categories:

1. Genuine error of judgement or mistake
2. Breach of established RAHC Code of Proper Practice.
3. Actions that bring RAHC into disrepute.

Sanctions that may be considered appropriate by the RAHC are:

1. Written explanation and apology
2. Request for resignation
3. Dismissal from the RAHC by majority vote.

In the event of resignation or dismissal of a Core Member, then the organisation responsible for appointing that Member shall be invited to appoint a replacement.

