



**LATE ITEMS
HEALTH & COMPLIANCE
COMMITTEE MEETING**

AGENDA

1 DECEMBER 2015

Your attendance is required at a meeting of the Health & Compliance Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 1 December 2015 commencing at 3.00pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the typed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
1 December 2015

Next Meeting Date: 02.02.16

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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8 OFFICERS' REPORTS

8.1 ANIMAL MANAGEMENT - DESEXING VOUCHER POLICY

File No:	2562
Attachments:	1. Draft Animal Management Desexing Voucher Policy 2. Draft Desexing Voucher Procedure
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

The Manager Community Standards and Compliance presents the report on the draft Animal Management – De-sexing Voucher Policy and draft Animal Management - De-sexing Voucher Procedure for adoption.

OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the:

- 1 Draft Animal Management - De-sexing Voucher Policy
- 2 Draft Animal Management - De-sexing Voucher Procedure

COMMENTARY

At the Health and Compliance Committee Meeting on 6 October 2015, The Mayor, Councillor Margaret Strelow raised a number of animal management initiatives which were outlined to the Health and Compliance Committee. One initiative was de-sexing vouchers.

At this meeting Council resolved that Council introduce a scheme whereby eligible pensioners can apply for a \$50 voucher towards the cost of de-sexing animals at a local veterinary service of their choice.

To provide Council, its employees and the public on what is required to ensure activities are undertaken in a consistent and transparent manner, a draft policy and procedure have been developed.

The purpose of the policy is to identify eligible persons and establish guidelines to assess requests for de-sexing vouchers in order to alleviate the impact of de-sexing costs on Rockhampton Regional Council residents who are in receipt of an approved government pension.

The purpose of the procedure is to provide a procedure for the application, assessment, issue and payment of de-sexing vouchers to eligible persons for cats and registered dogs.

Following adoption of the policy and procedure, Council will engage with veterinary services to advise them of and implement the system.

BUDGET IMPLICATIONS

Based on the current number of registered entire dogs that are owned by pensioners, this initiative could cost around \$50,000.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

CONCLUSION

This report presents the draft Animal Management – De-sexing Voucher Policy and draft Animal Management – De-sexing Voucher Procedure for Council’s review and adoption.

ANIMAL MANAGEMENT - DESEXING VOUCHER POLICY

Draft Animal Management Desexing Voucher Policy

Meeting Date: 1 December 2015

Attachment No: 1



ANIMAL MANAGEMENT – DE-SEXING VOUCHER POLICY (COMMUNITY POLICY)

1 Scope:

This policy applies to any eligible person seeking a voucher for de-sexing a cat or dog.

2 Purpose:

To identify eligible persons and establish guidelines to assess requests for de-sexing vouchers in order to alleviate the impact of de-sexing costs on Rockhampton Regional Council residents who are in receipt of an approved government pension.

3 Related Documents:

Primary

Nil

Secondary

Nil

4 Definitions:

Nil

5 Policy Statement:

The scheme aims to assist pensioners in the community to have access to de-sexing services for their dogs and cats to aid in reducing the number of unwanted puppies and kittens within the Rockhampton Region.

5.1 Approved Government Pensioners

De-sexing vouchers are available to approved pensioners, who are in receipt of a pension for entitlements from Centrelink or the Department of Veterans' Affairs or Widow's Allowance. An application for de-sexing voucher must be accompanied by evidence of pensioner status.

5.1.1 Eligibility

Approved Pensioner – A Person who:

5.1.1.1 Is and remains an eligible holder of a Queensland "Pensioner Concession Card" issued by Centrelink or the Department of Veterans' Affairs, or a Queensland "Repatriation Health Card – For All Conditions" issued by the Department of Veterans Affairs; and

5.1.1.2 Is the owner of a non de-sexed cat or dog. If the dog is over 12 weeks of age the dog must be a registered dog.

Approved Widow/er – A Person who:

5.1.1.3 Is and remains in receipt of a Widow's Allowance; and

5.1.1.4 Is the owner of a non de-sexed cat or dog. If the dog is over 12 weeks of age the dog must be a registered dog.

5.2 Value of Voucher

The value of the voucher is \$50.00.

5.3 Conditions

5.3.1 A maximum of two vouchers (for 2 dogs, 2 cats or 1 dog and 1 cat) will be issued per household.

5.3.2 Vouchers carry an expiry date of 30 days from the date of issue by Council.

5.3.3 Only vouchers issued by Council can be used.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; or

6.2. Other circumstances as determined from time to time by the Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Community Standards and Compliance
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

ANIMAL MANAGEMENT - DESEXING VOUCHER POLICY

Draft Desexing Voucher Procedure

Meeting Date: 1 December 2015

Attachment No: 2



ANIMAL MANAGEMENT – DE-SEXING VOUCHER PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees responsible for processing applications for de-sexing vouchers for cats and dogs.

2 Purpose:

To provide a procedure for the application, assessment, issue and payment of de-sexing vouchers to eligible persons for cats and registered dogs.

3 Related Documents:

Primary

Animal Management – De-Sexing Voucher Policy

4 Definitions:

Nil

5 Procedure:

This procedure sets out the parameters for de-sexing vouchers for cats and dogs.

5.1 Application for De-sexing Voucher

5.1.1 Applications for de-sexing vouchers must be made by the eligible person on the approved form and be accompanied by supporting/mandatory documentation as per the Animal Management – De-sexing Voucher Policy.

5.1.2 Proof of pensioner status may include:

- A copy of a Queensland Pensioner Concession Card issue by Centrelink or the Department of Veterans Affairs; or
- Queensland Repatriation Health Card – For all conditions issued by the Department of Veterans Affairs.

5.2 Processing Application for De-sexing Voucher

Administration Officer to assess application against eligibility criteria and conditions as per parent policy.

5.2.1 Administration Officer to update Council records and issue voucher.

5.2.2 If the application is refused, a letter is to be sent to the applicant within 5 days of the decision being made.

5.3 Owner Presents De-sexing Voucher to Veterinary Practitioner

At the time of admission for de-sexing, the owner presents the voucher to the veterinary practitioner and pays the fee direct to the veterinary practitioner.

5.4 Veterinary Practitioner Invoices Council

The veterinary practitioner takes the voucher, signs it and forwards an invoice to Council for the voucher amount.

5.5 Processing Invoice

Following receipt of the invoice:

5.5.1 Administration Officer check invoice, updates Council records and completes a Payment Exception Authority form with supporting/mandatory documentation and forward to Accounts Payable for payment in accordance with the Payment Exception Authority Procedure.

5.5.2 Accounts Payable to process the Payment Exemption Authority form for the cash donation and forward to the applicant, OR

5.5.3 Follows any other agreed payment process.

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

6.1 The related information is amended or replaced; or

6.2 Other circumstances as determined from time to time by the General Manager.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Procedure Owner	Manager Community Standards and Compliance
Procedure Quality Control	Corporate Improvement and Strategy

**MICHAEL ROWE
GENERAL MANAGER COMMUNITY SERVICES**

8.2 ANIMAL MANAGEMENT - SEIZED CATS AND DOGS REGISTRATION AND MICROCHIPPING POLICY

File No:	2562
Attachments:	1. Draft Animal Management -Seized Cats and Dogs Registration and Microchipping Policy
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

The Manager Community Standards and Compliance presents the report on the draft Animal Management – Seized Cats and Dogs Registration and Microchipping Policy for adoption.

OFFICER'S RECOMMENDATION

THAT Council resolves to:

1. Adopt the Animal Management - Seized Cats and Dogs Registration and Microchipping Policy.
2. Amend the release fee in Council's fees and charges to include the fee for microchipping.

COMMENTARY

To reduce the number of animals impounded in Council's pound, Council attempts to return registered dogs to their owner before the dog is impounded.

If the animal is unregistered or the animal cannot be returned to its owner, it will be impounded.

The purpose of the policy is to support the *Animal Management (Cats and Dogs) Act 2008* requirements by ensuring all cats and dogs reclaimed from Council's pound comply with the registration and microchipping requirements.

To provide Council, its employees and the public on what is required to ensure activities are undertaken in a consistent and transparent manner a draft policy has been developed.

Currently impounded unregistered animals are required to be registered before they are released to their owner.

Non-microchipped cats and dogs are currently not required to be microchipped prior to release. It is proposed that all non-microchipped cats and dogs, over the age of 8 weeks, be microchipped as part of the release requirements.

The vet currently microchips animals on a Tuesday and Friday. This has resulted in animals being held for re-homing organisations at the Pound for longer periods so they can be microchipped before release.

It is proposed that selected LLOs undertake training to become authorised implanters so that animals can be implanted on a daily basis if required. This will result in some animals not having to be held as long relieving pressure on the Pound and ensuring that all animals leaving the Pound meet the microchipping requirements.

The cost of the microchip, lodgement of paperwork and vet fee is currently \$30.

BUDGET IMPLICATIONS

The cost of the course is approximately \$550 per person.

LEGISLATIVE CONTEXT

The *Animal Management (Cats and Dogs) Act 2008* (the Act) requires all dogs over 12 weeks of age to be registered. Exemptions apply to some dogs.

The Act also requires all dogs and cats to be implanted with a prescribed permanent identification device (PPID) eg microchip. A PPID cannot be implanted in a cat or dog that is less than 8 weeks old. Exemptions apply to some animals.

CONCLUSION

This report presents the draft Animal Management – Seized Cats and Dogs Registration and Microchipping Policy for review and adoption.

ANIMAL MANAGEMENT - SEIZED CATS AND DOGS REGISTRATION AND MICROCHIPPING POLICY

Draft Animal Management - Seized Cats and Dogs Registration and Microchipping Policy

Meeting Date: 1 December 2015

Attachment No: 1



ANIMAL MANAGEMENT – SEIZED CATS AND DOGS REGISTRATION AND MICROCHIPPING POLICY (MANAGEMENT DIRECTIVE)

1. Scope:

This Policy applies to all impounded cats and dogs reclaimed by their owner/keeper from the pound.

2. Purpose:

To support the *Animal Management (Cats and Dogs) Act 2008* requirements by ensuring all cats and dogs reclaimed from Council's pound comply with the registration and microchipping requirements.

3. Related Documents:

Primary
Nil

Secondary
Animal Management (Cats and Dogs) Act 2008

4. Definitions:

To assist in interpretation, the following definitions apply:

Owner/Keeper	Each of the following is an owner/keeper of a cat or dog <ul style="list-style-type: none"> ▪ The registered owner; ▪ A person who owns the cat or dog in the sense of it being the person's personal property; ▪ A person who usually keeps the cat or dog; ▪ If a person is a minor, a parent or guardian of the minor; and ▪ A person who provides sustenance to the cat or dog on a regular basis.
Prescribed Permanent identification Device (PPID)	Means a microchip or other electronic device capable of being permanently implanted in an animal which is designed to record information in a way that can be electronically retrieved and therefore identify the owner/keeper of the animal

5. Policy Statement:

Whilst any seized unregistered dog or non-identifiable animal will be impounded, to assist in reducing the number of impounded animals Council Local Law Officers will

not take a registered seized dog or identifiable animal, other than a dog, directly to the pound when it can be readily returned to its owner in the field.

If the animal does not have a PPID and is returned in the field, the owner of the animal will be given 14 days to have the animal implanted with a PPID. If the animal is not implanted with a PPID after the 14 days further legislative action will be taken.

5.1 Implantation of a Compulsory Prescribed Permanent Identification Device

All dogs and cats must be microchipped under the *Animal Management (Cats and Dogs) Act 2008*.

5.1.1 All impounded animals must be scanned on arrival and rescanned prior to release to determine the presence or otherwise of a PPID

5.1.2 If no device is detected and the animal is reclaimed by its owner/keeper, the animal must be implanted with a PPID prior to release if the animal is over 8 weeks of age.

5.1.3 The PPID will be implanted by a Local Laws Officer qualified to implant microchips or a veterinarian surgeon.

5.1.4 Rockhampton Regional Council will update the microchip registry with the animal's ownership details at the time of implant.

5.1.5 Thereafter the owner/keeper is responsible for keep the required details of the animal/owner up to date on the microchipping register.

5.1.6 The impound release fees will include the cost of microchipping as set by Council's in its Fees and Charges.

5.2 Dog Registration

All dogs over 12 weeks of age must be registered under the *Animal Management (Cats and Dogs) Act 2008*.

5.2.1 If a dog over 12 weeks of age is unregistered and is reclaimed by its owner/keeper, the owner must register the dog prior to release.

5.2.2 The impound release fees will include the cost of registration as set by Council's in its Fees and Charges.

6. Review Timelines:

This policy will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; or

6.2. Other circumstances as determined from time to time by the <Insert CEO/Council>.

7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Community Standards and Compliance
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

8.3 ANIMAL MANAGEMENT - SURRENDERED AND UNCLAIMED ANIMALS - AUCTION, TRANSFER TO RE-HOMING ORGANISATIONS OR OTHER DISPOSAL POLICY AND ANIMAL MANAGEMENT - RE-HOMING INCENTIVE PROCEDURE**File No:** 2562**Attachments:**

1. **Animal Management - Surrendered and Unclaimed Animals - Auction, Transfer to Re-Homing Organisations or Other Disposal Policy**
2. **Animal Management - Re-Homing Incentive Procedure**
3. **Draft Memorandum of Understanding**

Authorising Officer: Michael Rowe - General Manager Community Services**Author:** Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

The Manager Community Standards and Compliance presents the report on the draft Animal Management – Surrendered and Unclaimed Animals – Auction, Transfer to Re-Homing Organisations or Other Disposal Policy and draft Animal Management – Re-Homing Incentive Procedure for adoption.

OFFICER'S RECOMMENDATION

THAT Council resolves to adopt the:

- 1 Draft Animal Management - Surrendered and Unclaimed Animals - Auction, Transfer to Re-Homing Organisations or Other Disposal Policy
- 2 Draft Animal Management - Re-Homing Incentive Procedure

COMMENTARY

At the Health and Compliance Committee Meeting on 6 October 2015, The Mayor, Councillor Margaret Strelow raised a number of animal management initiatives which were outlined to the Health and Compliance Committee. One initiative was the payment of a cash donation for every dog and cat that was taken from Council's pound and re-homed by a charity shelter and rehoming agency.

At this meeting Council resolved that subject to evidence being supplied to Council that the animal was de-sexed and rehomed and not euthanised; a cash donation of \$100 every dog or \$50 every cat that they take; be given to any charity shelter and rehoming agency who do not get other government funding. This became effective immediately.

Council also resolved animals supplied for rehoming be microchipped and have the first year of animal registration free of charge.

To provide Council, its employees and the public on what is required to ensure activities are undertaken in a consistent and transparent manner, a draft policy and procedure have been developed.

In addition the cash donation, the policy clarifies Council's position on the auction, transfer to re-homing organisations or other disposal of surrendered and unclaimed animals and introduces a Memorandum of Understanding with re-homing organisations.

The purpose of the policy is to identify eligible organisations and establish guidelines for the auction, transfer to re-homing organisations, or other disposal of surrendered and unclaimed impounded animals.

The purpose of the procedure is to provide a procedure for the application, assessment and payment of cash donations for de-sexed and rehomed cats and dogs to eligible charity rehoming agencies.

BUDGET IMPLICATIONS

Based on the rehoming figures for the last 4 months, the annual cost of the cash bonus would be upwards of \$50,000.

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

CONCLUSION

This report presents the draft Animal Management – Surrendered and Unclaimed Animals – Auction, Transfer to Re-Homing Organisations or Other Disposal Policy and draft Animal Management – Re-Homing Incentive Procedure for Council's review and adoption.

**ANIMAL MANAGEMENT -
SURRENDERED AND UNCLAIMED
ANIMALS - AUCTION, TRANSFER TO
RE-HOMING ORGANISATIONS OR
OTHER DISPOSAL POLICY AND
ANIMAL MANAGEMENT - RE-HOMING
INCENTIVE PROCEDURE**

**Animal Management - Surrendered and
Unclaimed Animals - Auction, Transfer
to Re-Homing Organisations or Other
Disposal Policy**

Meeting Date: 1 December 2015

Attachment No: 1



ANIMAL MANAGEMENT – SURRENDERED AND UNCLAIMED ANIMALS – AUCTION, TRANSFER TO RE-HOMING ORGANISATIONS OR OTHER DISPOSAL POLICY (MANAGEMENT DIRECTIVES)

1. Scope:

This Policy applies to surrendered and impounded animals which have not been reclaimed by their owners within the statutory holding periods.

2. Purpose:

To identify eligible organisations and establish guidelines for the auction, transfer to re-homing organisations, or other disposal of surrendered and unclaimed impounded animals.

3. Related Documents:

Primary

Nil

Secondary

Local Law No. 4 (Animal Management) 2002

Animal Management (Cats and Dogs) Act 2008

4. Definitions:

Charity rehoming organisation	An incorporated rehoming organisation that is registered as a charity
Rehoming organisation	An organisation that rehomes animals

5. Policy Statement:

To assist in reducing the number of impounded animals Council Local Law Officers will not take a seized animal directly to the pound when it can be readily returned to its owner in the field.

Council will make every effort to identify the owner of an unidentifiable animal before auctioning, transferring the animal to a re-homing agency or disposal of the animal.

Fit and healthy animals that are suitable for rehoming will be offered to rehoming organisations

Council will enter into a Memorandum of Understanding with re-homing organisations in which Council will release eligible animals from Council's pounds to those organisations providing the organisations vaccinate and desex the animals.

Animals unable to be returned or rehomed under this policy will be subject to euthanasia.

5.1 Cats and Dogs

5.1.1 Surrendered and unclaimed impounded cats and dogs will be checked to determine their suitability for re-homing having regards to:

- Breed,
- Size,
- Age,
- Health observations,
- Behavioural and temperament observations,
- Likelihood of re-homing,
- Likelihood of surviving surgery to desex,
- Any other factors as applicable to a specific animal or breed.

5.1.2 The registrations of surrendered dogs will be transferred to Council after the dog is surrendered, if the dog is not reclaimed by the owner within the 48 hour holding period.

5.1.3 All cats and dogs transferred to a registered charity re-homing organisation will:

5.1.3.1 Be micro-chipped,

5.1.3.2 If the animal is a dog, provided with free registration to the end of the current registration period,

5.1.3.3 Qualify for a cash donation of \$100 per dog and \$50 per cat subject to evidence being supplied to Council that the animal was de-sexed, rehomed and not euthanased. Application for the cash donation must be accompanied by proof of de-sexing and a completed Application to Amend Registered Dog Ownership form. A maximum of one cash donation will be paid per animal.

5.1.4 All cats and dogs transferred to other re-homing organisations will:

5.1.4.1 Be micro-chipped at a cost to the re-homing organisation as set in Councils Fees and Charges, and

5.1.4.2 If the animal is a dog, provided with free registration to the end of the current registration period.

5.1.5 All dogs transferred to the RSPCA will receive free registration to the end of the current registration period.

5.2 Poultry and Small Animals

5.2.1 Surrendered and unclaimed impounded poultry and small animals will be offered to Rockhampton Regional Council's Heritage Village.

5.2.2 If not transferred to the Heritage Village, the animal will be offered to approved re-homing organisations.

5.2.3 If not transferred to an approved re-homing organisation, the animal will be offered for sale in a local auction, if appropriate.

5.2.4 If the animal is not sold at a local auction or is not appropriate that the animal go to a local auction, the animal will be euthanased.

5.3 Livestock

- 5.3.1 Surrendered and unclaimed impounded livestock will be offered to Rockhampton Regional Council's Heritage Village.
- 5.3.2 If not transferred to the Heritage Village, the animal will be offered for sale in a local auction.
- 5.3.3 If the animal is not sold at a local auction, the animal will be euthanased.

5.4 Approved Recipients

- 5.4.1 Breed specific organisations who have entered into a formal Memorandum of Understanding with Rockhampton Regional Council,
- 5.4.2 Re-homing organisations who have entered into a formal Memorandum of Understanding with Rockhampton Regional Council,
- 5.4.3 RSPCA Qld,
- 5.4.4 A Government Organisation (eg Corrections Services),
- 5.4.5 Council may enter into agreements with more than one re-homing organisation.

5.5 Approvals

- 5.5.1 Applications in writing will be accepted for Memorandum of Understanding consideration and must include:
 - The name, address and telephone number of the organisation and the primary contact member,
 - A copy of the aim and objectives of the organisation,
 - A copy of the organisations Certificate of Incorporation and registration as a charity,
 - The name and business address of the veterinarian surgeon to provide health care services to animals provided by Council,
 - The name, address and telephone number of approved members approved to sign out animals on behalf of the organisation; and
 - Any other information considered relevant.
- 5.5.2 The General Manager Community Services/Manager Community Standards and Compliance may withdraw the approval of an approved recipient by giving 5 business days notice of the intended withdrawal in writing.

5.6 General conditions

- 5.6.1 The animals must be humanely treated by the recipient organisation.
- 5.6.2 Re-homing organisations must de-sex entire cats or dogs before re-homing the animal unless otherwise approved by Council.
- 5.6.3 Council may limit the approval to specific breeds or species.
- 5.6.4 Council will be the sole arbitrator in all re-homing matters and all decisions made by Council will be final.
- 5.6.5 First contact to Council will be the reasonable grounds as to why one agency claims an animal over another.
- 5.6.6 Council accepts no liability concerning the health or behavioural status of animals transferred to re-homing organisations.
- 5.6.7 Other factors as applicable such as the recipient organisation sharing Council's values and accepting decisions made by Council officers in

the course of their duties without question or interference and having regard to the Local Laws and legislation under which the Pound operates.

5.6.8 Compliance with all relevant legislation including local laws and Planning Schemes.

5.7 Euthanasia

5.7.1 Circumstances where minimal euthanasia may be considered acceptable include, but are not limited to the following:

- Animals that are surrendered for the purposes of euthanasia,
- Where animals are vicious, dangerous, unmanageable, fearful or likely to cause harm due to their behaviour or temperament,
- Where the animal is a restricted breed type dog or has been declared to be a menacing or dangerous dog under the *Animal Management (Cats and Dogs) Act 2008*,
- Where the animal is diseased, an infant or feral as determined by the veterinarian surgeon. Diseased, infant and feral animals seized or surrendered to Council's pound are able to be destroyed prior to the statutory holding period.
- Unclaimed impounded animals unable to be rehomed or not taken by rescue organisations.
- Available space.

5.7.2 Euthanasia is undertaken by an approved veterinarian surgeon in line with the Australian Veterinary Association Code of Professional Conduct. The veterinarian surgeon determines the most appropriate method of euthanasia.

5.7.3 The registrations of euthanised dogs will be cancelled on the day of euthanasia.

6. Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1.** The related information is amended or replaced; or
- 6.2.** Other circumstances as determined from time to time by the <Insert CEO/Council>.

7. Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Community Standards and Compliance
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

**ANIMAL MANAGEMENT -
SURRENDERED AND UNCLAIMED
ANIMALS - AUCTION, TRANSFER TO
RE-HOMING ORGANISATIONS OR
OTHER DISPOSAL POLICY AND
ANIMAL MANAGEMENT - RE-HOMING
INCENTIVE PROCEDURE**

**Animal Management - Re-Homing
Incentive Procedure**

Meeting Date: 1 December 2015

Attachment No: 2



ANIMAL MANAGEMENT – RE-HOMING INCENTIVE PROCEDURE

1 Scope:

This procedure applies to Rockhampton Regional Council employees responsible for processing applications of cash donations for cats and dogs rehomed by an incorporated rehoming organisation that is registered as a charity that do not receive any other government funding.

2 Purpose:

To provide a procedure for the application, assessment and payment of cash donations for de-sexed and rehomed cats and dogs to eligible charity rehoming agencies.

3 Related Documents:

Primary

Animal Management – Surrendered and Unclaimed Animals – Auction, Transfer to Re- Homing Organisations or Other Disposal Policy

4 Definitions:

Nil

5 Procedure:

This procedure sets out the parameters for cash donations for cats and dogs rehomed by charity rehoming organisations.

5.1 Application for Cash Donation

5.1.1 Applications for cash donations must be made by the charity rehoming organisation on the approved form and be accompanied by supporting/mandatory documentation as per the Animal Management – Surrendered and Unclaimed Animals – Auction, Transfer To Rehoming Organisations or Other Disposal Policy.

5.1.2 Proof of de-sexing may include:

- A copy of a de-sexing certificate
- Written notification from a veterinarian surgeon
- Proof of de-sexing held by Rockhampton Regional Council

5.2 Processing of Application for Cash Donation

Following determination of the application the following administration actions are taken:

- Administration Officer to update Impound Register and complete a Payment Exception Authority form with supporting/mandatory documentation and forward to Accounts Payable for payment in accordance with the Payment Exception Authority Procedure.
- Accounts Payable to process the Payment Exemption Authority form for the cash donation and forward to the applicant.

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

- 6.1 The related information is amended or replaced; or
- 6.2 Other circumstances as determined from time to time by the General Manager

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Procedure Owner	Manager Community Standards and Compliance
Procedure Quality Control	Corporate Improvement and Strategy

MICHAEL ROWE
GENERAL MANAGER COMMUNITY SERVICES

**ANIMAL MANAGEMENT -
SURRENDERED AND UNCLAIMED
ANIMALS - AUCTION, TRANSFER TO
RE-HOMING ORGANISATIONS OR
OTHER DISPOSAL POLICY AND
ANIMAL MANAGEMENT - RE-HOMING
INCENTIVE PROCEDURE**

Draft Memorandum of Understanding

Meeting Date: 1 December 2015

Attachment No: 3

MEMORANDUM OF UNDERSTANDING

between

Rockhampton Regional Council

and

**XXXXXXXXXX
(Charitable Re-Homing Organisation)**

logo

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This Memorandum of Understanding (MOU) is made on the DATE.

between

Rockhampton Regional Council

and

XXXXXXXXXX

1 Preamble

Rockhampton Regional Council and XXXXXXXXXXXX will work together in a spirit of cooperation and goodwill for the benefit of the community and for domestic animals in general and working dogs.

Each party is a separate and independent organisation and as such, retains its own identity. Each organisation is responsible for establishing its own policies and financing its own activities.

This Memorandum of Understanding delineates roles and responsibilities of each organisation.

Rockhampton Regional Council's Local Laws unit is responsible for administering animal management local laws and relevant State legislation regarding the keeping and control of domestic animals. The unit actively promotes responsible animal ownership.

Council's Local Laws prescribe minimum standards for the keeping of animals within the region, as well as penalty provisions for non-compliance with these standards.

XXXXXXXXXX finds homes for those animals offered to them by Rockhampton Regional Council.

2 Definitions

Rockhampton Regional Council means the Council of the Region of Rockhampton

Memorandum of Understanding means a statement specifying agreement relative to responsibilities and authorities on matters of common interest.

XXXXXXXXXX means the XXXXXXXXXXXX Incorporated.

3 Authority

The terms and procedures used in this Memorandum of Understanding are consistent with:

- *Animal Care and Protection Act 2001;*
- *Animal Management (Cats and Dogs) Act 2008;*
- *Local Government Act 1993;*
- *Local Government Act 2009;*
- *Rockhampton Regional Council Local Laws No. 4 (Animal Management) 2002;* and

4 Scope

Rockhampton Regional Council will offer animals to XXXXXXXXXXXX for re-homing on an ad hoc basis.

- a) Rockhampton Regional Council will provide dog registration free of charge for those animals transferred to the re-homing organisation to the end of the current registration period.

5 XXXXXXXXXXXX

- a) XXXXXXXXXXXX will desex entire cats and dogs before re-homing the animal unless otherwise approved by Council.
- b) XXXXXXXXXXXX and its members will humanely treat all animals received.
- c) XXXXXXXXXXXX will accept all decisions made by Council officers in the course of their duties without question or interference.
- d) XXXXXXXXXXXX will share and support Council's values and will not make public and/or social media comments regarding any Rockhampton Regional Council Animal Management Program, policies or procedures without the written consent of the General Manager Community Services or Manager Community Services and Compliance.
- e) XXXXXXXXXXXX will comply with all relevant acts and legislation regarding the welfare, storage and management of animals received from Rockhampton Regional Council

6 Rockhampton Regional Council

- a) Rockhampton Regional Council will reserve the right to refuse the transfer and allocation of any animals to XXXXXXXXXXXX Incorporated.
- b) Where the animal is an unregistered dog, Rockhampton Regional Council will provide free dog registration to the end of the current registration period.
- c) Rockhampton Regional Council will microchip each cat and dog that does not have a PPID before transferring to the re-homing organisation.
- d) Council will be the sole arbitrator in all rehoming matters and all decisions made by Council will be final.
- e) Rockhampton Regional Council reserves the right to not re-home any animal.

7 Procedures

- a) The transfer of suitable animals from Rockhampton Regional Council to XXXXXXXXXXXX will occur on an 'as needs' basis.
- b) Rockhampton Regional Council will notify XXXXXXXXXXXX of available animals via email.
- c) The animals offered to XXXXXXXXXXXX will be selected at the discretion of the Supervisor Local Laws or their nominated officer. In the interest of a transparent arrangement animals will be selected based on the following criteria:
 - The animal is outside the minimum prescribed holding period.
 - An identified dog has no previous history of aggressive behaviours, or has not been implicated in any dog attacks.
 - The animal is of reasonable health and temperament and can be easily handled by Council officers.
 - Other factors as applicable.
 - The animal has been approved for allocation to XXXXXXXXXXXX by the Supervisor Local Laws or their nominated officer.
- d) Rockhampton Regional Council will microchip the animal, if necessary, and if the animal is a dog, provide free registration for the current registration period.

12 Signatories

IN WITNESS WHEREOF the parties have executed this Memorandum of Understanding as of the dates indicated below-

SIGNED:.....

SIGNED:.....

<<NAME>>
Manager Community Services
and Compliance OR GM

NAME:.....
XXXXXXXXXX

Date: / /2015

Date: / /2015

SIGNED:.....
Witness

SIGNED:.....
Witness

NAME:

NAME:

Schedule - Contact list

Rockhampton Regional Council:

Community Standards and Compliance Manager:	<<NAME>>	07 00000000
Supervisor Local Laws:	<<NAME>>	07 00000000
<<POSITION>>	<<NAME>>	07 00000000

Rescue Group:

Name	Title	Phone Number
Name	Title	Phone Number