



ANIMAL REGISTRATION ADMINISTRATION POLICY

Effective Date	17 August 2016 - Ordinary Meeting of Council
Policy Type	Council Policy
Policy Owner	Planning and Environment Manager
Link to Corporate Plan	Strategic Theme 7 - Healthy Natural Environment
Review Date	July 2020
Related Legislation	<ul style="list-style-type: none"> • <i>Animal Management (Cats and Dogs) Act 2008</i> • <i>Local Law No. 2 (Animal Management) 2011</i>
Related Documents	<ul style="list-style-type: none"> • <i>Western Downs Regional Council Corporate Plan 2013-2017</i>

Policy Version	Approval Date	Adopted/Approved
1	17/08/2016	Ordinary Meeting of Council

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***



1. PURPOSE

Provisions of the *Animal Management (Cats and Dogs) Act 2008* (AMCDA) require all dogs (except bona fide working dogs) to be registered. Legislative requirements further require that registrations be incentivised for dog owners to have their animals de-sexed. Dogs are required to be registered by 12 weeks of age, though industry best practice suggests that dogs should not be de-sexed until they are 6 months of age. This policy has been developed to allow residents the opportunity to receive the de-sexing incentive if their animal is de-sexed throughout the year.

The objectives of this policy are to:

- Meet Council's requirements under the *Animal Management (Cats and Dogs) Act 2008* to provide de-sexing incentives to cat and dog owners.
- Provide guidance as to the incentives that are available, and how they are to be applied to applications.
- Provide residents with the opportunity to receive the de-sexing incentive if they get their pet de-sexed after the registration period closes.
- Provide residents with an affordable dog registration option for puppies less than 6 months of age, and that have not been de-sexed due to their age.

2. SCOPE

Council intends to deliver a high standard of animal management for the community, and this policy applies the registration of all dogs which is not only a legislative requirement, but is an integral part of improving our compliance levels in animal management.

3. POLICY

This policy is a statement of Western Downs Regional Council's commitment towards improving animal management compliance levels, in relation to dog registrations. The realisation of this Policy will be achieved through the effective management of dog registrations.

The following guiding principles will be observed to achieve the policy objectives:

- a. Registration of dogs will occur annually or for a three year period in accordance with the *Animal Management (Cats and Dogs) Act 2008* and will apply to all dogs, with the exception of bona-fide working dogs, as defined in the AMCDA. This is to:
 - i) recover costs associated with the animal control program;
 - ii) to improve the identification of companion animals;
 - iii) Facilitating enforcement of dog control to improve public safety, and
 - iv) to minimise dog nuisance behaviours.
- b. Under AMCDA, the animal must be registered to an owner, who is a person more than 18 years old, the dog must be actually kept by that person at the owner's property.
- c. Dog registration is not transferrable to another dog with the exception in instances where a dog is registered under the three (3) year dog registration provisions and the dog dies within this period, then the balance of registration at the time of registration can be transferred to the new dog.
- d. A pro-rata adjustment is applied to all animals that are registered with Western Downs Regional Council for the first time. Animals that had previously been registered with Western Downs Regional Council but had not been renewed until after the commencement of the pro-rata period are not eligible for the application of a pro-rata rate. The full registration rate is to be paid in that circumstance.
- e. The AMCDA requires the implanting of a microchip for dogs and cats (with some exceptions). Microchip details must be provided with an application for dog registration.
- f. Registration and micro-chip details must be used to attempt to contact animal owners of the animal when impounded.



- g. Registered dogs will be provided with an identification tag, which is to be attached to the animals collar.
- h. Application for amendments of a record will only be made for changes to addresses, contact details or owner.
- i. The registration of an animal is transferrable to another owner, or is able to be transferred to another property within the Western Downs region provided that the animal is able, without a permit, to be registered at that property, or by that owner. In the event that a permit is required, the registration may only be transferred following the obtaining of a permit.
- j. Where an error or omission is made on the application for registration, or where a permit is required to keep a dog (e.g. restricted breed or additional dog/s), the registration is void even if registration has been paid.
- k. Refunds on animal registrations do not apply.
- l. Registration renewals will be sent by the Council by no later than 1 July annually.
- m. In the event that the dispatch of renewals is delayed, the Council will continue the existing animal registration until such time that the next renewal notices are dispatched, at which stage the continued registration will expire. An adjustment is able to be applied where a registered dog is declared a dangerous, menacing, or restricted dog, to take into account any registration fees already paid for the registration of that dog during the registration period. Any dog declared dangerous, menacing or restricted is required to be registered, with the applicable fees, at the respective classification within 14 days of the declaration taking affect.
- n. In the instance of declared dangerous dogs which have been in compliance with all requirements of the declaration notice for a period of two (2) years, the owner may make application for a reduction in their fees payable to a ' Two year compliant dangerous dog'. This application must be made on the approved form and approved prior to the reduced rate being applied.

