

Policy Section:	3. Development, Environment & Regulatory Services
Policy Name:	Dog Registrations – Strategic Policy & Notification Procedure
Classification:	Public – Council Policy
Adopted:	13 July 2021
Frequency of Review:	Biennial
Last Review:	July 2021
Next Review Due:	July 2023
Responsible Officer(s):	Team Leader Community Safety
Policy and Code of Practice Manual File Ref:	CC13/241
Council File Reference:	CR21/37942
Legislation Authority:	<i>Dog & Cat Management Act 1995</i> <i>Dog & Cat Management Regulations 2017</i>
Related Policies and Codes:	N/A
Related Procedures:	N/A

1. INTRODUCTION

In accordance with the *Dog and Cat Management Act 1995* (the Act) all dogs that are three months of age or older must be registered annually and within 14 days of taking possession of the dog. The owner of a dog or cat must ensure that the dog or cat is microchipped and desexed in accordance with any requirements set out in the *Dog and Cat Management Regulations 2017*. All cats that are three months of age or older must be micro-chipped and desexed. Registrations expire on 30 June each year, and are due to be re-registered by the 31 August each year.

Dogs and Cats Online (DACO) is South Australia's central database for microchipped and registered dogs and cats, breeder registration and registration payments. Users and owners have 24/7 access to their dog and cat ownership information.

2. COST OF REGISTRATIONS

Each financial year, the proposed dog registration fees and charges are submitted to Council for approval. Every year the Town of Gawler then submits the relevant fee information to the Dog and Cat Management Board for approval. The latest approved fee schedule within the Council's Fees & Charges Register will list the current fees for Dog Registrations.

3. WAIVED REGISTRATION FEES

To ensure data accuracy within the Dogs and Cats Online (DACO) database, Council will waive all dog registration fees during the month of June each year. This will not reduce Council's ability to expiate owners who were required to register a dog before June, but did not do so. Dog registration fees will not be waived in any other circumstances.

4. WAIVING OF EXPIATION FINES

The Manager Development, Environment and Regulatory and the Team Leader Community Safety may waive dog expiations issued by written notice where the following circumstances exist and when a written request is received under the following circumstances:

- 4.1 Where sufficient evidence is provided that the offence occurred due to the effects of a storm (fences blown down, panic induced by lightening or thunder);
- 4.2 Where a dog has been deliberately let loose by another party and a police report is provided to support the submission;
- 4.3 Where dogs have been stolen from premises (with supportive evidence);
- 4.4 Where a veterinary certification is provided of a veterinary condition, preventing a dog from wearing a collar or disc provided that the certificate was dated prior to the date of the offence and does not exceed a period of three months from date of issue;
- 4.5 Where evidence is provided that the offence occurred due to a fire or accident which resulted in severe structural damage to the premises;
- 4.6 Where sufficient evidence is provided that the dog was under the age of three months at the time of the offence;
- 4.7 Where sufficient evidence is provided to demonstrate that a dog has been housed on premises for less than fourteen (14) days;
- 4.8 Where a dog is a guide dog or hearing dog;
- 4.9 Where, after an on-site examination of the property, the explanation given is reasonable, probable, plausible and/or correct;
- 4.10 Where the recipient of the notice provides sufficient evidence that they are not the person responsible for the dog and is able to identify the appropriate responsible person; or
- 4.11 In the opinion of the Officer, there exist other mitigating circumstances.

5. WORKING DOGS

No Dogs are to be registered as working dogs without an Authorised Officer interviewing the owner to clarify, confirm and record the non-standard status of the dog as a working or working livestock dog.

6. PUBLIC ACCESS TO REGISTER

Subject to the *Dog and Cat Management Act (1995)* review of 2017, each council is required to administer and enforce the provisions of this Act relating to dogs and cats within its area and for that purpose must maintain a register of dogs containing the information required by the Board (which may be kept in the form of a computer record) and make the registers kept under the Act available for inspection by members of the public in accordance with any guidelines issued by the Board and, if guidelines issued

by the Board so require, limit inspection of a register, or part of a register, kept under the Act by members of the public.

All requests for access to a council dog or cat register must be made in writing to the Registrar appointed pursuant to section 26(1)(b) of the Act. Other than as set out in the Dog and Cat Management Board Guideline, a council must not disclose personal information in DACO to any third party. A council may apply to the Board for permission to make such a disclosure. The Board will consider any such application and must ensure that its decision is consistent with the SA Government Information Privacy Principles.

7. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

8. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East
SA 5118

Letter: PO Box 130, Gawler SA 5118

9. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre - 43 High Street, Gawler East or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.