



# Draft Domestic Animal Management Plan 2013-2017

Health & Local Laws  
Manningham City Council

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## ACRONYMS

ABS	Australian Bureau Statistics
AMO	Animal Management Officer
AMSTAFF	American Staffordshire Terrier
ATC	Associated Training Consultants
CFS	Customer Feedback System
DAC	Dog Activity Centre
DAMP	Domestic Animal Management Plan
FOMDAC	Friends of Manningham Dogs & Cats
MAV	Municipal Association Victoria
MCC	Manningham City Council
MOU	Memo of Understanding
MLS	Macquarie Lawyers & Strategists
POCTA	Prevention Of Cruelty To Animals
RBD	Restricted Breed Dog
RSPCA	Royal Society for Protection and Care of Animals
VDDR	Victorian Dangerous Dog Register
VISPAT	Visiting Pets as Therapy

## DOMESTIC ANIMAL MANAGEMENT PLANS

Section 68A of the Domestic Animals Act requires Council to prepare a Domestic Animal Management Plan, as follows:

### **68A Councils to prepare domestic animal management plans**

- (1) Every Council must, in consultation with the Secretary (*of the Department of Primary Industries*), prepare at 4 year intervals a Domestic Animal Management Plan.
- (2) A Domestic Animal Management Plan prepared by a Council must—
  - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
  - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
  - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
    - (i) to promote and encourage the responsible ownership of dogs and cats; and
    - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
    - (iii) to minimise the risk of attacks by dogs on people and animals; and
    - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
    - (v) to encourage the registration and identification of dogs and cats; and
    - (vi) to minimise the potential for dogs and cats to create a nuisance; and
    - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
  - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
  - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
  - (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the Plan.

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- (3) Every Council must—
- (a) review its Domestic Animal Management Plan annually and, if appropriate, amend the Plan; and
  - (b) provide the Secretary with a copy of the Plan and any amendments to the Plan; and
  - (c) publish an evaluation of its implementation of the Plan in its annual report.

### Structure of the Plan

The Plan consists of an introduction and eight themes covering different aspects of animal management. Each theme:

- Identifies relevant sections of the Act
- Provides a summary
- Identifies current data including policies, procedures and activities related to that theme
- Outlines future plans with objectives and action plans with responsible officer, timing and evaluation.

The Plan also contains a section for reviewing and annual reporting.

# INTRODUCTION

Manningham was one of the first Councils to adopt a Domestic Animal Management Plan in 1999. The strategic directions contained in the original Plan were the result of extensive investigations and consultation by a community based steering committee. The inaugural Plan was reviewed in 2004 and Council adopted a revised Plan. In 2008, a further plan was adopted.

This Domestic Animal Management Plan has been prepared in response to the Domestic Animals Act 1994. The Plan will be reviewed annually and implemented over a period of four years. The Plan aligns with Council's objectives to foster a safe place to live for all ages and abilities and supports a socially inclusive and connected community that promotes health and wellbeing through a range of high quality services. The Plan also takes into account Council's Generation 2030 Community Plan to be a well connected, harmonious and safe community and city.

The level of cat and dog ownership in Australia is one of the highest in the world. There is now considerable evidence to show that pets increase people's sense of safety, they promote social interaction and improve an owner's health. Harnessing these benefits of animal ownership and maintaining the ability of the community to continue to responsibly own cats and dogs will be an ongoing role for Council.

The Plan is designed to balance differing community expectations. In developing the Plan, input was sought from the community and identified stakeholders. This will ensure that the actions outlined are representative of our community's expectations.

The purpose of this Plan is to:

- encourage responsible ownership of dogs and cats through educative and enforcement approaches;
- ensure that officers are adequately trained to fulfil Council's functions;
- enhance public safety by reducing the number of dogs not securely confined and the number of dog attacks;
- provide for the welfare of domestic animals;
- protect native flora and fauna from the impact of domestic animals;
- ensure Council provides animal management services in an efficient and effective manner;
- analyse historical complaint data, community and sector feedback and local knowledge to determine what are the major issues relevant to Council;
- decrease the number of impounded animals, thus reducing the numbers of euthanased animals by promoting desexing and microchipping of cats and dogs;
- register and ensure that domestic animal businesses are managed according to the Code of Practice;

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- identify and adequately manage declared animals; and
- register and identify all domestic animals.

Most importantly the goal of this Plan is to achieve a balance between meeting the needs of pet owners and the needs of others in the community.

This Plan was developed by Animal Management Officers (AMO's) of Manningham in consultation with key stakeholders. These AMO's have the responsibility of providing animal control services to the Manningham community.

Each year the Health & Local Laws Unit receives approximately 800 requests for services related to animal control and management issues. The nature (and overall number) of these requests for service were collated to identify which issues were of particular importance to Manningham including community and sector feedback and local knowledge.

The analysis identified a number of issues related to domestic animals and pet ownership specific to Manningham. Based on current data, the most common complaints by type in Manningham are:

- (1) roaming dog/dogs at large
- (2) barking dogs
- (3) dog attacks (including both serious and non serious)
- (4) stray cats
- (5) dog rush

Other complaints that are common in Manningham include dog litter, control of dogs in off lead reserves and animal welfare issues.

Throughout the Plan, promoting the benefits of certain messages is often stated. This will be done by advertising:

- in the local paper;
- in Council newsletters;
- on Council website; and
- in kits for new residents.

Any outstanding items from the previous Plan have been listed in the relevant section and have been included in the future plans section if still considered relevant and necessary.

The key changes to this Plan include the introduction of the following sections:

- training of authorised officers;
- overpopulation and high euthanasia rates of dogs and cats; and
- other matters including emergency management in relation to pets.

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A summary of the key objectives of each section include:

### **Registration and Identification**

- To ensure all dogs and cats are identified and registered using education, compliance and technology.

### **Nuisance complaints**

- Reduce the number of nuisance complaints by using education, compliance and technology.

### **Dog Attacks/Dog Confinement**

- Reduce the incidence of wandering dogs and dog attack in the community through education, compliance and technology.

### **Dangerous, Menacing and Restricted Breed**

- Identify all declared dogs in Manningham using education, compliance and technology.

### **Overpopulation & High Euthanasia**

- Reduce the amount of euthanasia rates at Council Pound through education and compliance.
- Increase percentage of desexed animals on database through education.

### **Domestic Animal Businesses**

- Ensure all animal businesses operating in Manningham are identified, registered and complying with the code of practice using education, compliance and technology.

### **Training**

- To ensure all staff involved in Animal Management have the knowledge and expertise to carry out their duties and functions of Council.
- To successfully induct and performance manage new staff.
- Improve skills, competencies and service delivery.

### **Other matters**

- To have plans and contingencies in place in the event of an emergency.
- Decrease the incidence of cruelty to animals using education, compliance and technology.
- Identifying and harnessing the benefits of pet ownership using education.
- Protection of the natural environment using education and compliance.



## **MANNINGHAM – DEMOGRAPHIC AND CITY PROFILE**

The City of Manningham is located about 12 kilometres east of central Melbourne and covers an area of approximately 114 square kilometres. (see Map 1)

The municipality begins at the junction of the Yarra River and Koonung Creek in the west, which forms a natural boundary to the municipality, with the Yarra River to the north and the Koonung Creek to the south. The municipality is divided by the Mullum Mullum Creek and the Urban Growth Boundary into two distinct topographic areas. Land to the west of the Mullum Mullum Creek is highly urbanised, while land to the east is primarily semi-rural in character with vegetation contained in both public and private land and along riparian corridors. The City of Manningham recognises this diverse mix of environments and is often referred to as the municipality that encapsulates a “balance of city and country”.

Residential development is largely focused in areas west of the Mullum Mullum Creek and includes the suburbs of Bulleen, Templestowe, Doncaster, Doncaster East, Donvale and Lower Templestowe. Residential areas located to the east of the creek are comprised of Warrandyte, Park Orchards and Wonga Park. The majority of the land to the east of Mullum Mullum Creek consists of the ‘Green Wedge’. (see Attachment A)

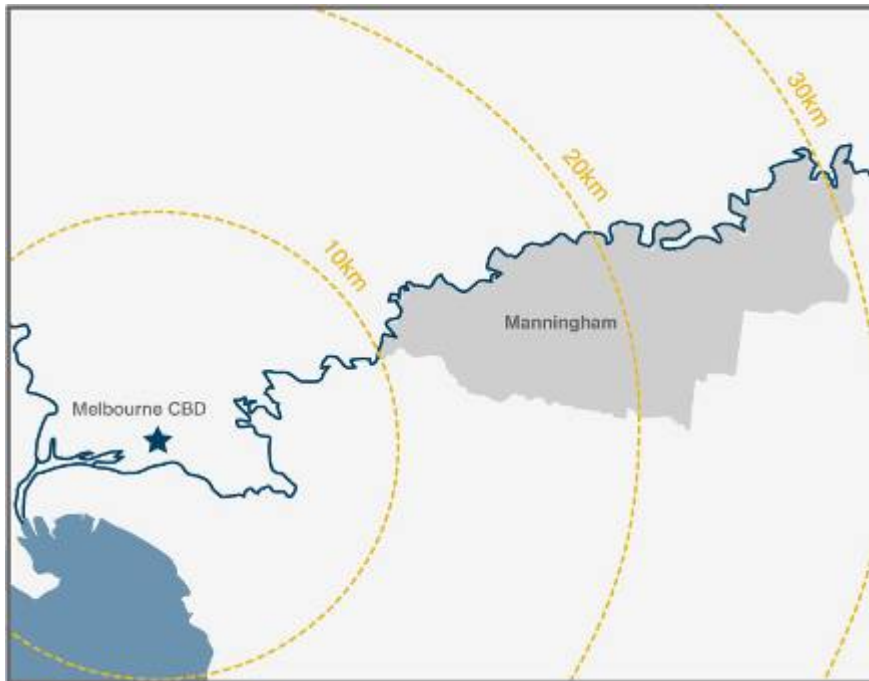
Manningham has one of the largest networks of open space in metropolitan Melbourne covering 17% of the Municipality. There are close to 100 off lead reserves for owners to exercise their dog. (see Attachment B)

The municipality contains significant areas of indigenous vegetation that supports a diverse range of indigenous flora and fauna. The remnant indigenous vegetation has been identified, mapped and classified into a number of Biosites and assigned either National, State or Regional significance.

A significant amount of Manningham’s biodiversity is located in the green wedge area and along the Yarra River corridor. Within the residential areas in the west of the municipality, the original vegetation was largely removed for orchards and agricultural use and is now replaced by a new tree canopy associated with maturing gardens that contributes to the character of these suburbs.

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**Map 1 – Location of the City of Manningham**



There are approximately 43,955 residential properties with a population of around 116,958 people.

### Estimated Resident Population (ERP)

City of Manningham			
Year (ending June 30)	Number	Change in number	Change in percent
2001	113,893		
2002	114,376	+483	+0.42
2003	114,509	+133	+0.12
2004	114,400	-109	-0.10
2005	114,530	+130	+0.11
2006	115,074	+544	+0.48
2007	115,696	+622	+0.54
2008	116,235	+539	+0.47
2009	116,845	+610	+0.52
2010	116,948	+103	+0.09
2011	116,958	+10	+0.01

Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented by [.id](#) the population experts

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Some other key points from the 2011 ABS Census data about population diversity and people in Manningham include:

- The population of Manningham has increased 1.6% since 2006.
- 36.5% of residents were born overseas
- 38.8% of residents spoke a language other than English at home. (up 3.1% from 2006)
- The top 5 languages spoken at home are Cantonese (7.9%), Greek (7.1%), Mandarin (6.2%), Italian (5.1%) and Arabic (1.6%)
- The top 5 countries of birth other than Australia are China (5.9%), Italy (3.2%), United Kingdom (3.1%), Malaysia (2.9%) and Greece (2.8%).
- The larger proportion of residents speaking Cantonese and Mandarin reflects the increasing Chinese population
- The median age of residents is 42 years of age, up from 40 years in 2006.
- 37% of residents are aged 50 or over.
- The number of residents aged 65 or over has increased 2.7% since 2006.
- 80% of properties are owner occupied.
- 16% of properties are rentals in Manningham as opposed to 27% in Greater Melbourne
- 48% of properties in Manningham are fully owned as opposed to 32% in Greater Melbourne

## **CURRENT PROGRAMS AND SERVICES**

Council currently has the following generic animal management programs and services:

- maintenance of an animal register;
- response to customer service complaints relating to dog attacks, barking dogs, wandering dogs, nuisance cats etc;
- emergency response to dog attacks within 30 minutes;
- providing advice and education to residents on animal management issues;
- promoting responsible animal ownership;
- maintenance of an animal refuge facility (Pound) and Cat Boarding facility;
- pick up and trapping of stray and unwanted dogs and cats;
- prosecution of offences under the Domestic Animals Act and other relevant regulations/Local Laws;
- inspection of pet shops, dog trainers, boarding facilities, breeding & rearing establishments and pounds & shelters;
- inspections and declarations of restricted, dangerous and menacing dogs;
- provision of an after hours emergency service;
- patrol of parks and reserves to ensure dogs are under effective control;
- provision of dog litter bins in popular dog parks;
- ensuring Council fulfils its legislative duties and functions;
- training and development of AMO's;
- construction and maintenance of a DAC;
- periodic review of Council Orders made under the Act; and
- supply of desexing and microchipping vouchers to address overpopulation and high euthanasia rates.

## **SECTION 1 – REGISTRATION AND IDENTIFICATION**

Section 68A(2)(c)(v) Outline programs, services and strategies to encourage the registration and identification of dogs and cats.

- also addresses section 68A(2)(a),(c)(i),(c)(ii),(d),(f)



### **Summary**

Identifying and registering domestic animals is seen as the cornerstone of a successful animal management program.

Animal registration fees provide the majority of funding for animal management programs therefore registration is an important function of animal management.

Identification of animals is also critical in investigating complaints.

Currently, Manningham Council has 12,354 registered dogs and 4,923 registered cats. It is anticipated that the estimated population could be as high as 21,500 dogs and 13,500 cats.

Like similar Councils, Manningham has a considerably low cat registration rate. When cat registration was made compulsory in 1996, Council had over 6,000 registered cats however 16

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years later, the figure has dropped by about 1000 despite extensive education and awareness programs during this time. Dog registration on the other hand has increased over the same period.

It is planned to attempt to increase the numbers of registered animals in Manningham using a variety of different available methods and attempt to focus on increasing cat registration numbers. Different methods will be trialled to determine what activity performs best for Manningham.

## CURRENT SITUATION

### Our current data

As of October 23 2012, Manningham has 12,317 registered dogs and 4,912 cats.

Based on figures from the Australian Bureau of Statistics, it is estimated that there are approximately 9,000 unregistered dogs and 8,500 unregistered cats in Manningham.

The table below shows registration and ownership of pets in Manningham as opposed to the expected number of animals based on statistical data for Victoria.

	<b>MANNINGHAM DATA</b>	<b>EXPECTED NUMBER (based on ABS data for Victoria)</b>
Number of Registered Dogs	12,354	20,700
Number of Registered Cats	4,923	13,500
Households with a dog	27.5%	36%
Households with a cat	10.5%	23%
Individuals who own a dog	10%	16%
Individuals who own a cat	4%	11%

Over the past five years, an average of 2715 new animals has been added to the database. That is:

- 1968 dogs or 164 per month
- 747 cats or 63 per month

The most common methods for an owner to register their animal with Council is from:

- owner applying to register using Council's online application;
- council identifying the animal through the microchips database;
- the animal being impounded; and
- council identifying animal from a pet shop/shelter sale.

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Over the past two years the average number of animals registered from the previous methods has been:

- Internet application – 910 animals;
- Microchips database – 821 animals;
- Pound – 124 animals; and
- Petshop/shelter – 80 animals.

Over the past five years, an average of 3031 animals has been deleted from the database due to animals passing away or owners moving address.

From these figures, on average, approximately 300 animals are declining from the database each year.

### **Our current Orders, Local Laws, Council Policies and Procedures**

#### **Orders:**

Section 173 agreements – areas where the keeping of animals is prohibited. (See Attachment C)

#### **Local Laws:**

Limit of 2 dogs and 2 cats permitted per property without additional approval. (See Attachment D)

#### **Council Policies & Procedures:**

Fixed reduced registration fee currently set for the 2012/13 year at \$40 for dogs and \$27 for cats. An animal not fitting into the criteria of a reduced fee is \$120.00. The registration fee for declared dogs is \$160.00.

For new registrations, half yearly fees apply after 10 October during the second half of the registration period. Fees are half of the yearly registration fee: - Dog \$20, Cats \$13.50.

Renewal of registrations that are paid after 10 April are subject to a \$10 administration late fee. (To cover reminder notices/text message reminders additional administration)

Manningham's Compliance and Law Enforcement Policy (see Attachment E)

The objectives of this policy are that compliance and enforcement activities and arrangements:-

- help achieve the objectives of legislation & Council Plan;
- maximise compliance with legislation;
- enhance the Manningham communities capacity to understand and support Council's law enforcement role; and

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- are generally accepted as appropriate by stakeholders and the Manningham community.

Council will register a restricted breed dog after conducting an assessment of each individual animal. (See Attachment G)

### Current Activities<sup>1</sup>

Our current Education, Promotional and Compliance activities including completed actions from our previous Plan include:

- Provide for online registration/renewal.
- Provide for a range of easy registration payment methods – PostBillPay, BPay, Credit card, etc.
- Provide sample registration tags to DPI's Responsible Pet Ownership educators each year to promote the need for animals to be registered – e.g. kids can see the colour of this year's tag and see if it matches the tag on their pet at home.
- Promote the benefits of registration and identification, being able to reunite a lost animal with its owner and other services provided.
- Use Council's website to provide information to residents on registration. Highlight renewal period.
- Run registration competitions with vouchers as prizes to entice owners to register their animals.
- Participation in local community festivals such as Warrandyte and Templestowe.
- In conjunction with local vets provide subsidised desexing and microchipping to encourage appropriate desexing and compulsory microchipping of animals. (To supply owners with desexing and microchipping vouchers.)
- Conduct random door knocking of part of the municipality each year to check for unregistered and unidentified cats and dogs.
- Investigate the feasibility of contracting out the registration doorknock/survey of all properties in the municipality on a tri annual basis.
- Investigate the feasibility of microchipping days.
- Distribute registration and identification brochures, factsheets and other material to pet owners.
- Issue registration renewal notices annually and perform follow up to non-renewals – additional letter, call owner, visit property (targeted door knocking).
- Introduction of text messaging owners who have not renewed their registration.

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<sup>1</sup> These generic activities are ongoing each year and will be part of the plan for the next four years. Some of these actions have not been included in the 'future plans' section as they are considered day to day activities that do not necessarily get reported on. This applies across all 'current activity' sections of this plan.



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- Access microchip databases and cross reference with Council's database to determine unregistered animals then ensure these animals are registered.
- Ensuring that information from Domestic Animal Businesses (pet shops, shelters) of sold/rehoused animals is followed up for registration.
- Patrol public places such as streets, reserves and parks to check cats and dogs are registered and identified.
- Ensure that animal complaints are checked for registration and identification compliance as part of the process of dealing with the complaint. Often people know where the animal they are complaining about resides.
- Ensure all authorised officers have access to microchip scanners.
- Ensure all authorised officers have handheld computer/other device that can provide owner details from Council's database by entering microchip number or tag number.
- Provide waste management with microchip scanners to scan cats and dogs at large, found injured or dead, to report to animal management staff for follow-up.
- Keep records of animals found injured or dead and notify owners of identifiable animals to enable them to seek veterinary treatment for injured animals and help provide 'closure' to owners of animals that have died. Retain dead animals for a period of time to enable owners to collect them if desired.
- Ensure that pet shops, breeders, shelters, vets are provided with information on any registration and identification (e.g. microchipping) responsibilities which exist under the Act.
- Regularly update/audit registration database to ensure information is current (e.g. amend data to reflect notifications of deceased animals, change of address, change of owner) to ensure owners are not distressed or annoyed by receiving unnecessary or incorrect renewal notices or not receiving a renewal notice at all.
- Ensure all seized and impounded animals are identified as required by Council and registered to their owner prior to their release.
- Review the registration fee schedule to fees to determine if there are any changes that can be made to encourage further registrations, offering discounted registrations during promotional periods. (keeping in mind the cost of Council animal management services and the DPI fee)
- Ensure that owners are charged the correct State Government levy on each registration - \$2.00 for each cat registration and \$3.50 for each dog registration, and that these levies are applied after Council has determined its own fees.
- Review enforcement strategy relating to infringements and prosecutions regarding non-compliance with registration and identification requirements.

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The following actions were not completed from the previous Plan and have been added to the Activity section of this Plan:

- To explore the option of changing registration fees to reward owners who have animals desexed, chipped and obedience trained. (Further consideration needs to be given to budgetary requirements and software capabilities before this can be considered. Given that owners can currently register at the reduced fee without being desexed, this is some cause for concern so will be addressed as part of this Plan)
- To identify properties where animal numbers have exceeded property limits. (Although this is not seen as a critical factor in identifying new registrations as we would be using the current data from our database, it is important to ensure that properties with more than the permitted limit take out the necessary permits. This may reduce nuisance complaints in the future.)



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### FUTURE PLANS<sup>2</sup>

**Objective 1: To ensure all dogs and cats are identified and registered using education/promotion**

	Activity	Responsible Officer	When	Evaluation
1.1.1	Participate in local community festivals such as Warrandyte and Templestowe to promote animal registration/identification	AMO's	Yearly	Determine how many new registrations are received at these events
1.1.2	Explore option of incorporating a further sliding scale of registration fees to reward owners who have their pet microchipped, desexed and obedience trained.	Senior Local Laws Officer	Dec 2013	Implement outcome of investigation into differential animal registration fees
1.1.3	Continue to supply desexing vouchers to low income earners and microchipping vouchers to all pet owners	Senior Local Laws Officer	Ongoing	Number of vouchers redeemed
1.1.4	Include registration, identification and renewal information in rates notices, Council newsletters, in Council displays, in Council telephone 'on-hold' message	Senior Local Laws Officer	Ongoing	Provide information where necessary
1.1.5	Include registration forms, registration and identification requirements, brochures and factsheets and list of vets in kits for new residents	Senior Local Laws Officer	Ongoing	Ensure all new resident kits contain this information by regularly making sure those responsible for new resident kits have the relevant information
1.1.6	Display signage in public places to advertise registration renewal date, and door knocks – A-frames, billboards, shopping centre displays, electronic signs on main routes within municipality	AMO's	April 2014	Measure the effectiveness of use

<sup>2</sup> These activities are either new activities or activities that will be reported on over the next four years. This applies across all 'future plan' sections of this plan.

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	(similar to road works flashing signs)			
1.1.7	Investigate the need to provide translated material (oral and/or printed) on registration and identification in culturally and linguistically diverse areas where appropriate	Senior Local Laws Officer	Dec 2013	Assess the demand for this material
1.1.8	Promote registration and identification to new tenants/property owners via real estate agents	Senior Local Laws Officer	Ongoing	Provide information brochures and registration forms to local real estate agents
1.1.9	Provide resources to puppy school/dog obedience trainers to promote registration and identification	Senior Local Laws Officer	Ongoing	Ensure that relevant material is provided and used by trainers
1.1.10	Determine what method works best when trying to locate unregistered animals (what is Council's best value for money in increasing registration numbers – perform different trials to determine what method is most effective)	Senior Local Laws Officer	June 2014	Perform a cost analysis on each method to determine what works best and where money should be directed in future for registration promotions.

### Objective 2: To ensure all dogs and cats are identified and registered using compliance

	Activity	Responsible Officer	When	Evaluation
1.2.1	Assist with renewals of registration for cats & dogs by sending out renewal notices to all owners annually	Senior Local Laws Officer	Yearly	In March each year, all animal owners will have a renewal form mailed to them.
1.2.2	Ensure that all renewal of registrations are followed up each year and that failing to renew infringements are issued where necessary	AMO's	Yearly	By 1 September of each year, all owners have received a renewal, a text message, a final reminder and the property received a targeted



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				doorknock to determine if animal still on property
1.2.3	Ensure all animals that leave the pound are microchipped and registered.	AMO's	Ongoing	Ensure 130 or more animals are registered each year at Pound (5% increase on past two year average of 124)
1.2.4	Ensure that all animals identified from a complaint are registered	AMO's	Ongoing	Increase in animals registered from AMO's attending complaints
1.2.5	Hold numerous spot check registration days in Ruffey Lake Park , the DAC and other popular reserves	AMO's	Ongoing	Determine how many new registrations received per hour of patrols. Increase in registration numbers
1.2.6	Ensure a 5% increase in dogs (1968) and cats (747) are entered on system each year	Senior Local Laws Officer	Yearly	Check database that 2067 dogs and 785 cats new animals are created on system each calendar year. (a 5% increase)
1.2.7	Conduct random door knocking of part of the municipality to identify unregistered animals	AMO's	Yearly	Increase in registered animals
1.2.8	Access microchips database and cross reference with Council's database to determine unregistered animals then ensure these animals are registered	AMO's	Ongoing	Ensure 862 or more animals are added to database from microchips database (5% increase on past two year average of 821 animals)
1.2.9	Ensure that information of sold/rehoused animals from Domestic Animal Businesses is followed up for registration	AMO's	Ongoing	Ensure 84 or more animals are added to database from pet shop/shelter information (5%

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				increase on past two year average of 80)
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### Objective 3: To ensure all dogs and cats are identified and registered using technology

	Activity	Responsible Officer	When	Evaluation
1.3.1	Ensure a 5% increase of animals are registered using the online internet application	AMO's	Ongoing	Ensure a 5% increase in registered animals is achieved
1.3.2	Develop an enhancement to the online registration form that allows the owner to make payment at the time of application	Senior Local Laws Officer	2013	Owners able to apply over internet and make payment at time of application. Determine amount of customers using this service
1.3.3	Set up on the internet a facility for owners to deregister their animals and encourage the use of this facility.	Senior Local Laws Officer	2013	Determine number of people using the new deregister facility
1.3.4	Develop & implement appropriate payment options including Bpay, PostBillPay and other new advances in payment technology.	Senior Local Laws Officer	Ongoing	Compare to other Councils and make sure all payment options are being utilised for all invoice types

## **SECTION 2 – NUISANCE COMPLAINTS**

Section 68A(2)(c)(vi) Outline programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

- also addresses Section 68A(2)(a),(c)(i),(c)(ii),(d),(f)



### **Summary**

The most common nuisance complaints received by Council are barking dogs, dog litter and stray cats. (Please note that dog at large and dog attacks are dealt with under section 4 of this Plan and are not classed as nuisance complaints)

The majority of time spent by AMO's is dealing with customer complaints contained in this section. Therefore it is seen that education and compliance activities combined with future objectives and activities is critical in reducing complaints and issues raised by the community. It is important that an emphasis is placed on reducing barking dog complaints. Barking dogs complaints require far more time for the AMO to resolve the complaint given the need to be able to substantiate a nuisance which can often lead to some frustration to the affected parties.

Officer's local knowledge, sector feedback and interaction with FOMDAC together with an analysis of the CFS database have identified the complaints in the table on the following page as the ones relevant to Manningham.

## CURRENT SITUATION

### Our current data

Between May 2011 and April 2012 the following numbers of complaints were lodged with Council.

Complaint type	Total
Barking dogs	164
Stray Cats (including trapped cats)	62
Dog litter	14
Dogs Not under Control of Owner	8
Animal welfare	7
Other	6
Dogs in Prohibited area	1
	262

Barking dogs are one of the main reasons for complaint from the community with 164 complaints made between April 2011 and May 2012; an average of 14 complaints per month. Analysis of the CFS data does not reveal any particular pattern in when complaints are reported however the months of July, August and September had much higher numbers than average. This could mean that owners were not walking their dogs as often therefore the dog becoming bored and barking as a result.

Officers dealing with nuisance complaints are given regular training in relation to animal behaviour, complaint investigation and resolution, dispute settlement and customer service.

Council has been proactive in attempting to reduce nuisance complaints relating to dogs by construction of the Dog Activity Centre. The DAC provides an environment where dogs can interact with each other and get the necessary stimulation needed. This facility was opened in early 2012. The DAC features agility equipment and a smaller fenced area for dog training. The facility also includes a building where dog owners can meet and is leased by FOMDAC.



### Our current Orders, Local Laws, Council Policies and Procedures

#### Orders:

In line with its statutory powers under section 26 of the Act, any dog present in any public place must be restrained by means of chain, cord or leash except that;

- the presence of any dog or cat listed in schedule 1 is prohibited
- any dog present in any reserve listed in schedule 2 may be unrestrained provided they are under effective control.

(See Attachment F)

Section 173 – animals not permitted on private property in certain specified areas.

(See Attachment C)

#### Local Laws

A person in charge of a dog on a road or public place must:

- carry a suitable device for the collection of any excrement from that dog;
- produce that device on demand and
- collect and dispose of in a proper manner any excrement from that dog so as not to cause a nuisance to any other person

Except with a permit, a person must not keep or allow to be kept more than two dogs over the age of six months or more than two cats over the age of 3 months. Notwithstanding this, a person may keep 1 extra dog where according to Council records, that dog or cat is 10 years old or more.

The occupier of land on which a dog is kept must have adequate measures in place to ensure that a dog can be restrained on the land.

A person must not keep an animal on land in such a manner which –

- causes a nuisance
- is liable to be injurious or prejudicial to health; or
- is offensive to any person.

(See Attachment D for local laws relating to keeping of animals)

#### Council Policies and Procedures

Compliance and Law Enforcement Policy (see Attachment E)

## Draft Domestic Animal Management Plan

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### Current Activities

Our current Education, Promotional and Compliance activities including completed actions from Manningham's previous Plan include:

### All nuisance complaints

- Provide information on Council website, in Council newsletter, in Council phone 'on-hold' message, local paper and radio about types of nuisance, relevant Local Laws and Orders, how to report nuisance and how to record ongoing nuisance (e.g. barking dog diary, cat trespass) to support complaint
- Provide advice, education and assistance one on one with animal owner.
- Distribute relevant brochures, factsheets and other material regarding nuisance issues.
- Provide information to vets, pet shops, breeders, shelters, etc, to display and/or hand out about nuisance issues.
- Record all nuisance complaints on a database to track resolutions, repeat offenders and record complaint as a memo against the animal registration record.
- Investigate nuisance complaints effectively.
- Ensure nuisance investigation timeframes are as short as possible to reduce complainant's frustration.
- Review Orders, Local Laws, Council policies and procedures relating to nuisance. For example the Koonung Creek Linear Park was changed from on off lead reserve to on lead reserve on the commuter section of the trail via Council Order.
- Ensure notices to comply, notices of objection, infringements, and prosecutions are in line with Council policy, procedures and guidelines. (Manningham's Compliance and Law Enforcement Policy)
- Promote select-a-pet information to prospective pet owners so they are best suited to the animal they choose.

## Draft Domestic Animal Management Plan

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### **Dogs in public places and cat trespass complaints (see 'All nuisance' and the following)**

- Encourage desexing of pets to reduce wandering.
- Actively encourage cat owners to confine their cats to the property to enhance animal welfare and reduce the incidence of nuisance.
- Provide cat cages to local residents for trapping cats trespassing on their property in order to reduce the impact of stray/unowned cats and advise residents about requirements in relation to trapping of stray cats.
- The establishment of a suitable area for dog socialisation and associated agility activities. (Aranga Reserve – DAC.)
- Identify clearly those public places that are off-leash areas, areas in which dogs are required to be effectively controlled/on-leash, and areas in which dogs are prohibited at all times/certain times – by signage, Manningham's off lead brochure etc.
- Patrol public places to check for dogs or cats at large or in prohibited public areas.
- Increase patrols during holiday periods and during daylight savings times.
- Enforce Order associated with restraint of dogs in public places.
- Continue to implement the need for excess animal permits to reduce the possibility of nuisance complaints.
- Continue to review designated off-leash dog exercise areas in conjunction with reserve management plan reviews.
- Investigate nuisance cat complaints to mitigate ongoing complaints.

### **Barking dog complaints (see 'All nuisance' and the following)**

- Constantly review current processes regarding neighbourhood complaints about nuisance barking.
- Provide training for relevant officers dependant upon outcome of skills matrix.
- Provide information on the causes of excessive barking, including: separation anxiety, boredom, external stimuli, territorialism, communication with other dogs etc.
- Encourage owners of barking dogs to seek advice from Council/professional dog trainer/animal behaviourist on how to reduce their dog's barking.
- Encourage any complainant to contact owner of a barking dog and advise them of their concerns as first step to resolving issue prior to commencing investigation process.

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### Dog litter complaints (see 'All nuisance' and the following)

- Advise dog owners of the legal requirements relating to cleaning up dog litter, by distributing education material (see 'All nuisance' section for methods), providing owner/person in charge of dog in parks and other public places with information and dog 'pooch pouches' during patrols.
- Provide signage regarding the requirement for owner/person in charge to pick up clean up the dog's litter.
- Continue to enforce Local Law regarding the compulsory collection and disposal of dog litter by owner/person in charge of the dog including the need to carry a suitable device for collection.
- Provide signage in parks/reserves outlining the need to clean up dog litter.
- Maintain the current network of litter to facilitate the removal of dog litter from public places.

The following actions were not completed from the previous Plan and have been added to the Activity section of this Plan:

- Investigate the availability of technology to enhance the resolution of complaints.



## Draft Domestic Animal Management Plan

### FUTURE PLANS

#### Objective 1: Reduce number of nuisance complaints using education

	Activity	Responsible Officer	When	Evaluation
2.1.1	Provide translated material (oral and/or printed) on nuisance issues in culturally and linguistically diverse areas	Senior Local Laws Officer	2013	Assess demand for this type of information
2.1.2	Provide one key message (nuisance issue) with renewal notices each year about either cat/dog confinement, barking dogs, dogs at large, dog litter, dog attacks, selecting appropriate pet etc,	Senior Local Laws Officer	Annually	Information disseminated annually
2.1.3	Educate the community in relation to designated on/off lead reserves and prohibited areas	AMO's	Ongoing	Increase in Compliance/reduction in complaints
2.1.4	Hand out 'Well done and Thank you' cards to those complying with requirements – e.g. walking dog on lead, collecting dog litter, having dog under effective control, registering and microchipping animal, observing dog control signage	AMO's & Communications & Marketing	Dec 2013	Increase in Compliance
2.1.5	Review enforcement policies and procedures	Coordinator Local Laws	July 2014	Review undertaken
2.1.6	Provide information about cat enclosures and/or cat nuisance issues to cat owners in registration information each year	Senior Local Laws Officer	Annually	Information disseminated
2.1.7	Report outcomes of all prosecutions to raise awareness in the community of the benefits of preventing dog and cat nuisance	Co-Coordinator Local Laws	Ongoing	Increase in number of outcomes reported

## Draft Domestic Animal Management Plan

### Objective 2: Reduce the number of nuisance complaints using compliance

	Activity	Responsible Officer	When	Evaluation
2.2.1	Use Bureau of Animal Welfare Maddocks Investigation Manual to assist in investigations of complaints	AMO's	As required	Increase compliance
2.2.2	Report owners who fail to collect their dog litter	AMO's	Ongoing	Increase compliance
2.2.3	Identify properties that exceed the limit of animals allowed and ensure these properties obtain the appropriate permit	Senior Local Laws Officer & AMO's	Ongoing	Increase compliance
2.2.4	Regular patrols of Council reserves including reserves that have high dog numbers and report owners who cannot control their dog in off lead reserves	AMO's	Ongoing	Increase compliance
2.2.5	Implement nuisance abatement activities outlined in the 'Who's for Cats?' program –promote the campaign to ensure that people who are feeding cats but not taking the full ownership responsibility realise that the cat could be a nuisance to the rest of the community – assist semi owners in taking full ownership of cats	AMO's	Ongoing	Increase in animal registration numbers for cats
2.2.6	Attempt to trap feral cats in response to complaints/Implement a cat trapping program (in specific areas where there are identified problem such as wildlife reserves or lane ways)	AMO's	Ongoing	Increase in the number of trapped cats
2.2.7	Review of Council Order relating to control of dogs and cats in public places	Coordinator	Ongoing	Review conducted in conjunction with reserve management plans
2.2.8	Ensure complaints are dealt with effectively, efficiently and satisfactorily	AMO's	Ongoing	Use CFS to track complaints to make sure they are effectively resolved

## Draft Domestic Animal Management Plan

**Objective 3: Reduce number of nuisance complaints using technology** (or use technology to assist in solving complaints)

	Activity	Responsible Officer	When	Evaluation
2.3.1	Establish an off lead etiquette to guide owners regarding effective control standards and make sure this information is available online	Senior Local Laws Officer	2013	Assess the number of customer enquiries
2.3.2	Continue to make poo pouches available to dog owners and investigate other options for litter removal as they become available	AMO's	Ongoing	Increase compliance with Local Law
2.3.3	Develop a page on the internet that explains to residents as to what constitutes a nuisance complaint and allows them to make their complaint online if their situation meets the criteria of the complaint	Senior Local Laws Officer	Dec 2013	Increase compliance –web information available
2.3.4	Investigate advances in technology to assist in reducing barking dog complaints	AMO's	Dec 2014	Identification of any new product to assist in resolving barking dog complaints

## **SECTION 3 – DOG ATTACKS & DOG CONFINEMENT**

Section 68A(2)(c)(iii) Outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals.

- also addresses Section 68A(2)(a),(c)(i),(c)(ii),(d),(f)



### **Summary**

A critical role for Council is to minimise the number of dog attacks in the community due to the potential damage that can occur in the event of an attack.

It is important that Council raise awareness in the community on how to reduce the risk of a dog attack.

The identification of animals including declared dogs is important as well as ensuring dogs are contained to their property at all times given that most dog attacks occur in the direct vicinity of the property or on the premises where the dog resides.



## CURRENT SITUATION

### Our current data

An analysis of the CFS database has shown that over the period April 2011- May 2012 a total of 479 dogs were reported to be not confined to their property.

In this same period a total of 24 attacks resulting in serious injury and 39 attacks that were of a non serious nature were also reported.

Complaint type	Total
Rushing dogs <sup>3</sup>	27
Roaming/Containment (including impoundments)	479
Total	506

Complaint type	Total
Dog Attack - Serious injury <sup>4</sup>	24
Dog Attack – Non serious injury <sup>5</sup>	39
Total	63

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<sup>3</sup> Rush in relation to a dog means to approach a person to a distance of less than 3 metres in a menacing manner displaying aggressive tendencies that may include snarling, growling and raised hackles

<sup>4</sup> Serious injury means an injury requiring medical or veterinary attention in the nature of a broken bone or a laceration or a partial loss of sensation or function in a part of the body or an injury requiring cosmetic surgery

<sup>5</sup> Non serious injury is one that does not fit into the category of a serious injury and may include a rush.

### Our current Orders, Local Laws, Council Policies and Procedures

#### Council Orders

n/a

#### Local Laws

A person must not release a dog so as to enable that dog to:

- attack a person or animal; or
- endanger a person or animal

The occupier of land on which a dog is kept must have adequate measures in place to ensure that the dog can be restrained on the land.

(see Attachment D)

#### Council Policies and Procedures

Compliance and Law Enforcement Policy

(see Attachment E)

#### Current Activities

Our current Education, Promotional and Compliance activities including completed actions from Manningham's previous Plan include:

- Raise awareness of risk of dog attacks in the home, in the street and in parks and how to reduce these risks through:
  - distribution of brochures, factsheets and other material regarding dog attacks;
  - information with registration renewals;
  - new resident packs; and
  - pet care/pet expo days/festivals.
- Promote effective confinement and control of dogs.
- Promote desexing of dogs to reduce aggressive tendencies and wandering at large.
- Provide information to assist in selecting an appropriate breed of dog.
- Promote early socialisation of dogs with other animals and humans.
- Promote regular exercise of dogs.
- Promote environmental enrichment for dogs at home.
- Respond to dog attack reports within 30 minutes, as the top priority for AMO's.
- Respond to dog wandering complaints.

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- Provide an after hours number to report dog attacks.
- Impound dogs that are not confined to the premises.
- Conduct regular patrols at locations where there is a high incidence of attacks. Conduct patrols during periods of the day when there is a high incidence of attacks.
- Conduct regular patrols to make sure dogs are confined to their premises.
- Prosecute owners for breaches of the Act.
- Publicise results of some prosecutions in order to increase compliance.
- Ensure any Magistrate's Orders to confine dogs are being adhered to by unannounced inspections.
- Ensure all reported dog attacks are recorded and investigated to meet all points of proof provided in the Act. Seize dogs and prosecute owners in accordance with Council's Compliance & Law Enforcement Policy.
- Enforce on-leash requirements – if not in an off-leash area, dogs must be on leash.
- Ensure unclaimed dogs at the pound are temperament tested to determine whether they are suitable for rehousing.
- Partner with Australia Post, neighbourhood watch, meter readers, and similar parties to identify potential risk situations where dogs may escape confinement and attack, all dog attacks, rushes, wandering animals. Provide a hotline number and standard reporting form for these people to notify Council
- Where necessary, take DNA samples from dogs that have been involved in attacks.



## Draft Domestic Animal Management Plan

### FUTURE PLANS

#### Objective 1: Reduce the incidence of wandering dogs & dog attack in the community through education

	Activity	Responsible Officer	When	Evaluation
3.1.1	Raise awareness of risk of dog attacks in the home, in the street and in parks and how to reduce these risks through actively promoting the Bureau of Animal Welfare Responsible Pet Ownership (RPO) Schools Programs	Maternal & Child Health Coordinator & AMO's	Ongoing	Increase in compliance
3.1.2	Assist in promoting the advantages of these programs via letter from CEO/Mayor to hospitals, principals, liaison with maternal health officer, etc. Provide information on RPO program, visits and website, via Council website and other materials distributed by Council	Senior Local Laws Officer	Ongoing	Evaluate results Provide material on Council website
3.1.3	Provide residents with information on implications for their dog and themselves if the dog attacks a person or animal	Senior Local Laws Officer	Ongoing	Increase in compliance Disseminate information
3.1.4	Implement dog attack prevention campaign (see Bureau of Animal Welfare example)	Coordinator	Ongoing	Campaign implemented in defined areas and evaluated
3.1.5	Provide translated material (oral and/or printed) on minimising the risk of dog attacks in culturally and linguistically diverse areas	Senior Local Laws Officer	July 2013	Assess the demand for this material and provide information
3.1.6	Promote the importance of appropriate breed selection – that the dog fits the family situation (Select-a-pet)	AMO's	Ongoing	Increased compliance
3.1.7	Promote the importance of training, socialising and desexing at an early age	AMO's	Ongoing	Increased compliance

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3.1.8	Provide residents with information on how to report dog attacks – if bitten or witness an attack on a person or animal. Promote and encourage the reporting of dog attacks whether on public or private property	Senior Local Laws Officer	Ongoing	Web information available
3.1.9	Report outcomes of dog attack prosecutions to local media to raise awareness in the community of the need to report dog attacks and Council's action in relation to attacks	Coordinator	Ongoing	Increase in compliance
3.1.10	Promote desexing of dogs to reduce aggressive tendencies and wandering at large.	AMO's	Ongoing	Disseminate information
3.1.11	Promote effective confinement and control of dogs	AMO's	Ongoing	Increase in compliance and reduction in dogs impounded

### Objective 2 – Reduce the incidence of wandering dogs & dog attack in the community through compliance

	Activity	Responsible Officer	When	Evaluation
3.2.1	Patrol and identify properties where containment may be an issue	AMO's	Ongoing	Increased compliance
3.2.2	Develop MOU and policy associated with Victoria Police in relation to Crimes Act in relation to an attack where there are fatal consequences	Coordinator	Dec 2013	Complete MOU
3.3.3	Implement a dog attack prevention strategy – model on Bureau of Animal Welfare Dog Attack Prevention Kit – that is, using the kit to establish factors involved in dog attacks in public places, how to design a campaign to prevent attacks in public places (planning, monitoring, education and enforcement), establishing a database and developing education materials	Coordinator	Dec 2013	Strategy Implemented

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3.3.4	Concentrate patrols on high risk areas	AMO's	Ongoing	Increased compliance
3.3.5	Develop partnerships with Aus Post and Neighbourhood Watch etc to report at large dogs/dog attacks	Coordinator	Dec 2013	Establishment of these partnerships
3.3.6	Identify trends of dog attack. (Include date, time, location, breed of dog, person attacked, animal attacked etc)	AMO's	Quarterly	Quarterly report produced with all dog attack information
3.3.7	Prosecute dog attacks in accordance with compliance and law enforcement policy	AMO's	Ongoing	Successful prosecutions

### Objective 3: Reduce the incidence of wandering dogs & dog attack in the community through technology

	Activity	Responsible Officer	When	Evaluation
3.4.1	Develop a web page that outlines the process and possible outcome of a dog that is involved in an attack	Senior Local Laws Officer	Dec 2013	Web page developed
3.4.2	Investigate relevant products on the market that may assist in reducing dogs wandering and attacking	AMO's	2014	Identification and implementation of relevant products
3.4.3	Promote the 'Dangerous Dogs Hotline' 1300 101 080	Senior Local Laws Officer	Ongoing	Increase in compliance
3.4.4	Use Council's social media to educate the community on the effects of wandering dogs and dog attacks (Facebook, Twitter)	Senior Local Laws Officer	Ongoing	Increase in Compliance

## SECTION 4 – DECLARED DOGS

Section 68A(2)(c)(vii) Outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.

- also addresses Section 68A(2)(a),(c)(i),(c)(ii),(d),(f)



### Summary

In Manningham, there are currently 4 declared dogs - 6 restricted, 2 dangerous and 6 menacing dogs. It is important that these properties are inspected regularly to ensure that requirements of keeping a declared dog are being met. These dogs have potential to cause great harm therefore it is important from a community safety perspective that these animals are kept in accordance with the Act and regulations.

## CURRENT SITUATION

Our current data

- All dogs that have been declared a restricted breed or dangerous dog are inspected on a biannual basis. The inspections are to ensure that the animal is being housed in accordance with the legislative requirements under the Act and regulations.
- All declared dogs are registered on the Victorian Declared Dog Registry.
- As a result of recent amendments to the restricted breed provision of the Act, officers recently conducted an audit of approximately 70 American Staffordshire dogs to ascertain whether or not the dog met the breed standard.
- Approximately 35 owners were able to provide Council with pedigree papers or vet certificates while approximately 35 animals were inspected.
- This exercise identified 3 additional restricted breed dogs. There were no appeals in relation to the officer's decisions.
- Council officers have also begun conducting inspections of registered dogs that may fit the standard of a restricted breed dog that may be registered as a similar breed.

A listing of the declared dogs in Manningham including breed and sex is found below.

Restricted Breed	Dangerous Dog	Menacing Dog
Pitbull Terrier cross (f)	Bull Terrier cross (m)	Boxer (f)
American Pit Bull (m)	American Staffordshire Terrier (f)	Rottweiler (f)
Pitbull Terrier (m)		Kelpie (f)
Pitbull Terrier (f)		Shih Tzu Fox Terrier cross (m)
Pitbull Terrier (f)		Rottweiler (f)
Pitbull Terrier (f)		Rottweiler (m)

### Our current Orders, Local Laws, Council Policies and Procedures

#### Orders & Local Laws

n/a

#### Council Policies and Procedures

Breed standard for identifying a restricted breed dog (see Attachment G)

Compliance and Law Enforcement Policy (see Attachment E)



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### Current Activities

Our current Education, Promotional and Compliance activities including completed actions from Manningham's previous Plan include:

- Provide residents with information on the types of declared dogs and how they are to be identified and kept in compliance with the Act and Regulations, including prescribed collars, signage at premises, housing requirements, muzzling, etc how to report menacing dogs, dog bites.
- Ensure that all owners of declared dogs are aware of their obligations under the Act regarding identification and keeping these dogs by providing them with relevant sections of the Act, brochures and factsheets - develop an information kit.
- Ensure all declared dogs are accurately registered on the Victorian Declared Dog Registry (VDDR) and that details regarding change of owner/change of address/death of dog are updated as soon as possible. Link is [www.ddvic.registry-service.com](http://www.ddvic.registry-service.com)
- Ensure that declared dog registration information on the VDDR and Council's registration database is the same.
- Perform annual inspections of all properties with declared dogs to ensure compliance with the Act and regulations.
- Follow-up any non-compliance issues until owner complies.
- Respond to complaints regarding menacing dogs/dangerous dogs within 30 minutes.
- Review Council policies and procedures for non-compliance – warnings, infringements, notices and prosecutions.
- Examine registrations on Council database to identify and follow-up on suspected (non-declared) restricted breed dogs such as Amstaffs and other Staffordshire Cross breeds.
- Record all information of inspections/letters/photos etc against the dog's registration record on Councils database.
- Ensure problem dogs are declared where necessary to minimise the risk of future occurrences.
- Provide prospective new dog owners with information about selection of suitable breeds of dogs.

The following actions from the previous Plan have not been completed and will be added to the activities of this Plan:

- actively patrol all commercial and industrial areas to identify guard dogs on non-residential properties.

## Draft Domestic Animal Management Plan

### FUTURE PLANS

#### Objective 1: Identify all Declared Dogs in Manningham using education

	Activity	Responsible Officer	When	Evaluation
4.1.1	Ensure that Council has effective declaration policies and procedures to minimise declarations being overturned at VCAT (establish partnerships with other Councils that have success at VCAT for ideas and assistance). Ensure Council has specific declaration procedures for each of type of declaration: -dangerous dogs -menacing dogs -restricted breed dogs	Coordinator	2013	Policy/procedures developed.
4.1.2	Meet with builders and businesses that often 'employ' guard dogs (wreckers, building sites, event planners) to establish a relationship and process for informing Council of their movements	AMO's	Ongoing	Increased compliance
4.1.3	Ensure known problem dogs are declared where necessary to minimise risk	Coordinator	As required	Declaration achieved
4.1.4	Promote the 'Dangerous Dogs Hotline' 1300 101 080	Senior Local Laws Officer	Ongoing	Information available on website
4.1.5	Report outcomes of all prosecutions (and regular updates on number of infringements) regarding non-compliance with declared dog identification and keeping requirements to local media to raise awareness in the community about declared dogs	Co-coordinator	Ongoing	Increase in compliance
4.1.6	Develop education kit for owners of declared dogs	AMO's	July 2013	Education kit developed and provided to owners

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### Objective 2: Identify all Declared Dogs in Manningham using compliance

	Activity	Responsible Officer	When	Evaluation
4.2.1	Be proactive in declaring dogs dangerous, menacing and restricted	AMO's	Ongoing	Dogs declared according to breed specific legislation and deed
4.2.2	Monitor all new registrations for potential restricted breed dogs	Senior Local Laws Officer	Annual	All new registration monitored
4.2.3	Patrol industrial and commercial areas/non-residential premises, building sites after hours to check if any dangerous dogs guarding premises have been declared. Make sure dogs are identified as required (collar of the kind prescribed), and are being kept in compliance with the Act and Regulations	AMO's	Ongoing	Numbers identified
4.2.4	Conduct unannounced inspections of declared dogs quarterly/ monthly/annually to ensure they are identified and being kept in compliance with the Act	AMO's	Ongoing	Increase compliance
4.2.5	Prosecute where necessary any breaches of the Act	Coordinator	Ongoing	Increase in number of successful prosecutions
4.2.6	Council to consider whether it will implement zero tolerance of restricted breed dogs – e.g. refuse to register if there is non compliance	Coordinator	Ongoing	Evaluate on a case by case basis
4.2.7	Ensure that all declared dogs are implanted with a microchip by scanning prior to renewal of registration. Check microchip scans when doing annual/random inspection	AMO's	Annual	All dogs scanned and microchipped
4.2.8	Monitor training in parks to ensure that dogs are not being trained to attack, bite or rush or chase and not doing 'sleeve work'	AMO's	Ongoing	Increased compliance – maintain presence in parks
4.2.9	Ensure all declared dogs are	AMO's	As	All dogs declared by

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	accurately registered on the Victorian Declared Dog Registry (VDDR)		required	Manningham entered on VDDR.
4.2.10	Respond to declared dog complaints within thirty minutes	AMO's	As required	All complaints relating to declared dogs responded to within 30 minutes

### Objective 3: Identify all Declared Dogs in Manningham using technology

	Activity	Responsible Officer	When	Evaluation
4.3.1	Investigate the option of taking DNA samples from all declared dogs for a Council register	Coordinator	2013	Consider recommendations of investigation
4.3.2	Investigate the availability of relevant products on the market which may assist in the keeping of declared dogs such as enclosures, signs etc.	AMO's	2014	Consider available products for purchase by community



## SECTION 5 – OVERPOPULATION AND HIGH EUTHANASIA

Section 68A(2)(c)(iv) Outline programs, services and strategies to address any overpopulation and high euthanasia rates for dogs and cats

- also addresses Section 68A(2)(a),(c)(i),(c)(ii),(d),(f)



### Summary

Although there does not seem to be a significant problem with overpopulation and high euthanasia rates of dogs in Manningham, there is still a need to reduce the number of impounded cats that are euthanased each year. (41%)

The objectives and programs in place will address the overpopulation in cats and look at ways in reducing the unowned cat population by educating owners into taking full ownership of the animal or by trapping and removing non desexed cats so that they cannot further populate.

With the percentage of desexed pets decreasing, there also needs to be plans in place to encourage more desexing of pets.

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Manningham has a very low incidence of euthanasia in dogs with only 2% of dogs impounded euthanased each year. Approximately 88% of dogs that are impounded are returned to the owner while 10% are rehoused.

Council has an agreement with the Blue Cross animal shelter to re home unclaimed animals that are suitable.

## CURRENT SITUATION

### Our current data

The following impound data from Manningham Pound from the period 1/5/2011-30/4/2012 is:

	Dogs	Cats
Impounded	438	82
Released to owner	386 (88%)	13 (16%)
Rehoused	42 (10%)	35 (43%)
Euthanased	10 (2%)	34 (41%)

Current data on the desexing rates of active animals as at 21 May 2012 is:

Cats:  $4066/4333 = 94\%$

Dogs  $8124/10763 = 75\%$

- 2% of dogs impounded by Manningham are euthanased.
- 41% of cats impounded are euthanased.
- Although there is not a significant problem of high euthanasia in Manningham, there is still a need to lower the euthanasia rate of cats. These cats tend to be semi owned strays<sup>6</sup> or feral cats with no microchip details. It is also very likely that these cats are not desexed.
- With registration rates being the same for desexed and non desexed animals due to the compulsory microchipping legislation that was introduced in 2007, the amount of non desexed animals appears to be increasing. This may be due to owners not worrying about getting their animals desexed or could just as likely be that owners are not letting Council be aware of when they get their animals desexed as they no longer get a reduction in their registration rate.

<sup>6</sup> Semi owned stray cats are those which are often fed by numerous households however no individual claims direct ownership of the animal. It is unlikely that these animals are chipped or desexed nor do they ever get vet treatment.

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- Manningham maintains an animal refuge facility along with a cat boarding facility located on the corner of Blackburn and Warrandyte Road, East Doncaster. This provides for a convenient, cost effective service to the community and enhances compliance and animal welfare.

## Our current Orders, Local Laws, Council Policies and Procedures

### Orders

Section 173 agreements (see registration/identification section for further detail)

Dog/Cat prohibited areas (see Attachment C)

### Local Law

n/a

### Council Policies and Procedures

Agreement of rehousing with Blue Cross (See Attachment H1)

### Current Activities

Our current Education, Promotional and Compliance activities including completed actions from Manningham's previous Plan include:

- Promote the benefits of desexing – no surprise litters, fewer unwanted animals in the community, fewer animals euthanased, reduced aggression, reduced wandering.
- Maintenance and running of Council's pound & boarding facility.
- Distribution of desexing, overpopulation and high euthanasia rate brochures, fact sheets and other material as required.
- Continue registration and microchipping programs to ensure pet cats and dogs can be returned to their owners to reduce euthanasia rates.
- Promote appropriate pet selection to avoid animals being surrendered.
- Promote confinement of animal to owner's premises to prevent straying and possible euthanasia, if not registered.
- Enable owners of lost animals to provide details on Council webpage. (i.e. online lost and found register)
- Provide information on locating a lost pet on Council website, and other material distributed by Council such as letter that is sent when owner reports animal lost.
- Investigate reports of animal hoarding.

## Draft Domestic Animal Management Plan

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- Investigate reports of unauthorised 'backyard breeders' to ascertain whether they should be registered as a domestic animal business.
- Provide cat cages to local residents for trapping cats trespassing on their property.
- Purchase additional cat cages as required for trapping.

There was only one action from the previous Plan addressing this topic which was not completed.

- Conduct random sample of 200 desexed animals on Council's database and request owners to prove desexing to determine if the desexed percentage is a true reflection.

This will be added to current activities of this Plan and will be important if Council decides to implement the sliding scale of registration fees.





## Draft Domestic Animal Management Plan

### FUTURE PLANS

**Objective 1: Reduce the amount of euthanasia rates at Council Pound (feral cats excepted) and increase the percentage of desexed animals on database through education**

	Activity	Responsible Officer	When	Evaluation
5.1.1	Continue with rehousing/adoption program to assist in the reduction of euthanasia rates	AMO's	Ongoing	Reduction in euthanasia rates
5.1.2	Raise awareness about the contribution of the semi-owned cat population by participating in the 'Who's for Cats?' campaign	AMO's	Ongoing	Reduction in number of stray cat complaints and increase in cat registration numbers
5.1.3	Advertise found animals on Council website, bulletin boards, local paper. Advertise adoptable animals on Council's website directing to Blue Cross	AMO's	Ongoing	Number of pets returned to owner or rehoused
5.1.4	Keep a list of people wanting cats and dogs (e.g. elderly looking for a smaller/quieter dog) – might be able to match them with a pound animal and save them travelling to larger centres	AMO's	Ongoing	Reduction in euthanasia rates
5.1.5	Involve breed clubs to assist in the rehousing of breeds of cats and dogs	AMO's	Dec 2013	Establish links with clubs
5.1.6	Link with FOMDAC to help with animals available for adoption at the pound, and liaise with shelters and vets who can assist in finding new owners for these animals	AMO's	Ongoing	Reduction in euthanasia rates
5.1.7	Investigate the feasibility of an incentive package to assist owners who have a stray cat to take full ownership – desex, chip and register	Senior Local Laws officer	Dec 2013	Consider and assess recommendations
5.1.8	Review temperament testing for dogs and cats suitable for rehousing	AMO's	July 2013	Test reviewed and updated

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5.1.9	Ensure database is updated correctly with information of desexing as it becomes available.	AMO's	Ongoing	Percentage increase of desexed animals on database
5.1.10	Provide vouchers for subsidised desexing with registration	AMO's	Ongoing	Percentage increase of desexed animals on database

### Objective 2: Reduce the amount of euthanasia rates at Council Pound (feral cats excepted) through compliance

	Activity	Responsible Officer	When	Evaluation
5.2.1	Ensure all advertisements of dogs and cats for sale (e.g. local paper) contain the microchip number of the animal being sold	AMO's	Ongoing	Increase in registration rates and decrease in prosecutions of this.
5.2.2	Work in conjunction with shelters, Parks Victoria and other relevant entities on cat trapping programs	AMO's	Ongoing	Assess number of animals trapped
5.2.3	Implement/expand Council cat trapping program in identified areas	AMO's	Ongoing	Reduction in stray cat complaints
5.2.4	Provide cat cages to residents for trapping cats that trespass on their property	AMO's	As required	Increase in feral/unowned cats impounded
5.2.5	Investigate offering an incentive for residents who trap a stray cat and handing into Pound	Coordinator	Dec 2013	Consider and assess the recommendations

### Objective 3: Reduce the amount of euthanasia rates at Council Pound (feral cats excepted) through technology

	Activity	Responsible Officer	When	Evaluation
5.3.1	Develop Council's web page to contain animals that are impounded to enhance incidence of reunion and rehousing	Senior Local Laws Officer	July 2013	Web page developed showing current animals in Pound. Reduction of euthanased animals

## **SECTION 6 – DOMESTIC ANIMAL BUSINESSES**

Section 68A(2)(c)(ii) Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation

- also addresses Section 68A(2)(a),(c)(i),(d),(f)



### **Summary**

Manningham has 18 domestic animal business (DAB) registrations. With a focus on puppy farms in the media of late, Council will continue to be vigilant in ensuring that this type of business is closely audited. Currently, Manningham does not have any registered breeders.

There does not seem to be a compliance issue with existing businesses in Manningham. Council will continue to ensure all new businesses are registered and that Council works with proprietors to ensure all standards relating to the Act and code of practice are met.

Manningham Council also runs its own pound and cattery and is also registered as a DAB. The facility provides significant benefits in relation to animal welfare, convenience, costs to the community and compliance in relation to animal ownership

## Draft Domestic Animal Management Plan

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### CURRENT SITUATION

Our current data

17 registered businesses

- 3 pet shops
- 7 boarding establishments
- 2 training establishments
- 0 breeding establishments
- 5 pound/shelters

- Some of these businesses carry out more than one function however are listed for this purpose as their primary function. (e.g. Homestead kennels are also a training establishment)
- Council receives an average of 6 complaints each year relating to issues with DAB's.
- The most common complaint relates to the numbers of puppies being kept in an individual pen.
- Council audits all businesses at least once a year and there have not been any significant issues with compliance.
- The current renewal fee for the 2012/13 year for DAB's is \$200.00

### Our current Orders, Local Laws, Council Policies and Procedures

#### Orders

n/a

#### Local Laws

n/a

#### Council Policies & Procedures

Agreement with North Warrandyte Vet for Council DAB (see Attachment H2)

Compliance and Law Enforcement Policy (see Attachment E)

Audit inspection/checklist for inspections of DAB (see Attachment I)

## Draft Domestic Animal Management Plan

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### Our Current Activities

Our current education, promotional and compliance activities including completed actions from Manningham's previous Plan include:

- Provide relevant mandatory Code of Practice to proprietors/staff of existing and proposed domestic animal businesses.
- Ensure all relevant DAB's are advised and involved in any review of the mandatory Code of Practice for their type of business.
- Register all identified domestic animal businesses within the municipality:
  - Breeding and rearing establishments
  - Pet shops
  - Shelters and Pounds
  - Boarding establishments
  - Dog training establishments
- Annual inspection of DAB's to ensure compliance with the Code.
- Follow-up DAB non-compliance issues with information on required actions and timeframe for resolution, further inspections, and prosecutions where necessary.
- Establish procedures for DAB to notify Council of any animals sold or given away, as required under S13 of the Act
- Establish a consistent DAB registration numbering system for Manningham. These numbers have to be placed in advertisements by DAB's of animals for sale, along with the name of the Council that issued the number.
- Continued training in animal shelter management for cattery and pound staff;
- Creation of a domestic business database so that renewal process is automated and a registry of complaints and inspections is kept electronically

The following actions from the previous DAM Plan have been not been completed

- conduct workshops/training with DAB's to improve compliance

Due to current high compliance levels, this does not appear to be necessary to add to this Plan

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### FUTURE PLANS

#### Objective 1: Ensure all DAB's operating in Manningham are identified, registered and complying with Code of Practice using education

	Activity	Responsible Officer	When	Evaluation
6.1.1	Distribute factsheets regarding recent changes to the definition of domestic animal businesses – i.e. 3 or more fertile female cats, or 3 or more fertile female dogs, Identify any of these breeders operating illegally	AMO's	Annually	Information disseminated where needed
6.1.2	Liaise with other units within Council to provide advice when planning applications for domestic animal businesses are received, to ensure appropriate conditions are placed on construction, operation, etc	Coordinator	As required	Ensure all legislative requirements achieved
6.1.3	Conduct web, 'Yellow Pages', newspaper, Dogzonline.com.au, etc, searches to ascertain whether there are any unregistered domestic animal businesses within the municipality.	AMO's	Ongoing	Quarterly searches conducted
6.1.4	Provide DAB owners with information on updates to Code of Practice and other information where necessary	AMO's	As required	Increase in compliance

#### Objective 2: Ensure all DAB's operating in Manningham are identified, registered and complying with Code of Practice using compliance

	Activity	Responsible Officer	When	Evaluation
6.2.1	Identify and register all DAB's within the municipality	AMO's	Ongoing	Ensure all DAB's are registered and renewed each year
6.2.2	Ensure DAB's are inspected at least once annually	AMO's	Annually	DAB's inspected and audit completed
6.2.3	Ensure audit documents from inspections are kept electronically against the application on Councils	AMO's	Annually	Each inspection can be viewed against application on

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	database			Councils database
6.2.4	Investigate any complaint relating to the operation of a DAB.	AMO's	When required	Complaint attended to and dealt with effectively with compliance achieved
6.2.5	Conduct 'unscheduled' inspections/audits of each domestic animal business premises in relation to conditions of registration to determine compliance with the Act, relevant mandatory Code of Practice, and any terms, conditions, limitations or restrictions on that registration	AMO's	Annually	Increase compliance and decrease in number of complaints
6.2.6	Ensure DAB's are providing information on the sale of animals	Senior Local Laws Officer	Ongoing	Increase in registration numbers
6.2.7	Check local newspapers to ensure domestic animal business registration numbers and name of Council that issued that number are included in cat and dog 'for sale' notices	AMO's	Ongoing	Increase in compliance
6.2.8	Take action against DAB owners where there has been a failure to comply with the code	AMO's	Ongoing	Increase in successful prosecutions
6.2.9	Maintain agreement with Council vet	Coordinator	Ongoing	Legal requirements of DAM plan achieved

### Objective 3: Ensure all DAB's operating in Manningham are identified, registered and complying with Code of practice using technology

	Activity	Responsible Officer	When	Evaluation
6.3.1	Provide a list of all registered and compliant domestic animal businesses on Council's website	Senior Local Laws Officer	June 2013	Ensure all DAB's are listed on Council's website

## **SECTION 7 – TRAINING OF AUTHORISED OFFICERS**

Section 68A(2)(b) Outline programs, services and strategies to encourage the training and retention of authorised officers in the workplace.



### **Summary**

Manningham recognises that people are its greatest assets and that improved performance and customer service will only occur with intensive training and development of staff. Council is committed to providing an ongoing development program so that staff can develop to their full potential.

It is critical that all staff involved in animal management have the knowledge and skills necessary to carry out their work and have the necessary authorisations and delegations.



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### CURRENT SITUATION

The current training programs include:

Certificate IV in Animal Control and Regulation;  
Certificate IV in Animal Welfare;  
Certificate IV in Statutory Compliance;  
Statement & Interview taking;  
Animal Handling Training in both Dogs/Cats and Larger Animals;  
Microchip Implanting Training  
Customer Service Training including Dealing with Difficult People;  
Personal Safety Training - OHS;  
Diploma of Justice;  
Macquarie Lawyer Courses including Statement Taking, Report Writing, Prosecution;  
Associated Training Consultants (ATC) Training;  
Certificate III and Certificate IV in Animal Technology;  
Animal Management Conference; and  
DPI and MAV Training and Information Days;

### Council Policies:

Staff Induction Policy;  
Staff Performance Management & Development Plan;  
Staff Training Policy;  
Staff Reward & Recognition Program;  
Equal Opportunity Policy;  
Occupational Health & Safety Policy; and  
Statement of Authorisation and Delegation

All new staff are inducted with general information about the organisations activities and culture. AMO's are also inducted with specific information relative to their role and participate with their supervisor to identify specific skill training needs in an individual development plan. Performance management and development planning is a continuing process and includes informal discussions through the year between AMO's and management about performance and development within an annual appraisal reviewing performance over the year. This process also includes developing a specific training plan to achieve objectives of the Act. A training matrix showing training and courses completed by current officers can be found in Attachment J.

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### FUTURE PLANS

**Objective 1: To ensure all staff involved in Animal Management have the knowledge and expertise to carry out their duties and functions of Council**

	Activity	Responsible Officer	When	Evaluation
7.1.1	Conduct annual performance reviews	Manager	Annually	Ongoing
7.1.2	Maintain a training register or skills matrix for individual officers identifying proposed and completed training	Manager	Annually	Plan developed
7.1.3	Develop a training and development plan based on the skills matrix	Coordinator	Annually	Maintain training register and maintain skills matrix
7.1.4	Ensure all officers have access to the AMO internet resource site	Senior Local Laws Officer	July 2013	All officers have log in and password access to this site
7.1.5	Maintain staff skills in Animal Management	Coordinator	Ongoing	At least one training program completed per officer per year

**Objective 2: To successfully induct and performance manage new staff**

	Activity	Responsible Officer	When	Evaluation
7.2.1	Establish and communicate performance standards	Manager	Ongoing	Annually
7.2.2	Monitor performance and provide guidance to employee where needed	Coordinator	Ongoing	Annually
7.2.3	Confirmation about completion of probationary period	Manager	Where necessary	Completion of six months employment

**Objective 3: Improve skills, competencies and service delivery.**

	Activity	Responsible Officer	When	Evaluation
7.3.1	Ensure that all staff have equal access to relevant training opportunities	Coordinator	Annually	Service levels achieved

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7.3.2	Work towards establishing and maintaining a flexible work force.	Manager	Ongoing	Service levels achieved
7.3.3	Maximise opportunities to attract and maintain quality staff and performance	Manager	Ongoing	Pay and conditions equal or exceeding industry standards

## **SECTION 8 – OTHER MATTERS**

Section 68A(2)(e) Provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary



### **Summary**

The Council allocates considerable resources in order to create a favourable environment to own dogs and cats. One of the highlights of 2012 was the establishment of the Dog Activity Centre (DAC) in conjunction with the Friends Of Manningham Dogs And Cats (FOMDAC). FOMDAC is a community group that represents the interests of Manningham pet owners and works collaboratively with Council on issues relating to animal management. They were instrumental in the establishment of the DAC. The DAC includes a physical space incorporating a range of activities and events that provide a benefit in relation to pet ownership and socialising for dog owners and members of the public.

This section also looks at the benefits of pet ownership, environmental and animal welfare issues.

## **Draft Domestic Animal Management Plan**

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### **Benefits of Pet Ownership**

There is a wealth of scientific evidence to support the benefits of owning pets and their use in therapy. Evidence of a link between pet ownership and better health has been demonstrated by a range of different studies. Dogs encourage people to enjoy outdoors, they have been shown to stimulate conversations between strangers and also improve a person's sense of security both in the home and in public places. Pets are also wonderful companions and in some cases help combat loneliness and social alienation. Pet ownership also teaches children responsibility, and helps them develop their social and nurturing skills. Companion animals play an irreplaceable part in the enrichment of people's lives and have a positive influence on the social, emotional and physical well being of people.

There is also much evidence to support dogs being used in therapy in hospitals, nursing and care homes or for where people may be disadvantaged through age, illness disability or isolation.

### **Environmental Issues**

Australia's native flora and fauna is recognised worldwide for its uniqueness and value from an ecological, social and economic perspective. The general practice of registration, desexing and containment has done much to limit the impact of dogs on native wildlife however reserves with environmental significance must continue to be protected from roaming dogs and cats.

The impact of cats on native wildlife is well documented with research showing that domestic cats prey on native birds, native mammals, reptiles and amphibians. The domestic cat population in Victoria and New South Wales alone kills almost 60 million native animals a year. Contrary to popular belief, even well cared for, well fed cats will instinctually hunt at all hours of the day and night. Most mammal species will be hunted by cats at night however birds, lizards, snakes, skinks, insects and frogs may be hunted by cats during the day. Significantly, it is important to not only confine cats at night to protect nocturnal wildlife but cats should be confined during the day to protect birds, reptiles and amphibians. Given the environmental significance of native wildlife in the Manningham's Green Wedge it is not appropriate for cats to roam at large in this area. Over half of the wildlife killed by cats each year is actually from owned and semi owned cats, not just feral cats. Continued community education is the key to reducing the impact of dogs and cats on native flora and fauna.

It is also well known that some dogs harass, chase, injure and even kill wildlife when allowed to roam unleashed through areas inhabited by native wildlife. Dogs that are contained within owner's properties and that are leashed when being walked in areas where native wildlife exists pose a far lesser threat.

### **Animal Welfare Issues**

Animal welfare issues including cruelty to animals and the care of pets in emergency situations will also be addressed in this section. AMO's are authorised under the POCTA Act to deal with issues relating to cruelty and Council works closely with the RSPCA in these matters. Council also has a Municipal Emergency Management Plan (MEMP) that deals with emergency situations, a section of this Plan considers the impact of domestic pets in an emergency.

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Roaming cats and dogs can get hit by cars, injured in fights, catch fatal diseases (e.g. feline AIDS) or become lost. Roaming cats and dogs can annoy neighbours too, spraying, fighting, howling and digging in gardens. Importantly, cats and dogs kept on their owner's property tend to live much longer and healthier lives than cats and dogs that are allowed to roam.

### CURRENT SITUATION

Our current data

- During the 2011-2012 financial year, a total of only 2 cruelty complaints were reported to Council
- In early 2012 a trial of animal management during a mock emergency was conducted. This trial was performed to see if Councils emergency plans were suitable if a real emergency was to take place.
- FOMDAC is a community organisation formed in 1999. They aim to provide a community voice and to encourage Council to consider pets and their owners in planning, strategy and expenditure. The vision of FOMDAC is to promote and facilitate responsible ownership and the benefits of animal companionship focusing on the legitimate needs of pets and their owners while respecting the rights of other members of the community and protecting the environment.
- In early 2012 the DAC was opened after many years of planning. The DAC provides an area for general exercise and socialization for dogs and a training area where owners can informally train their dog. Both areas are fully fenced. There is dog agility/play equipment, drinking fountains and dog litter bins.

### Our current Orders, Local Laws, Council Policies and Procedures

#### Orders & Local Laws

n/a

#### Council Policies and Procedures

The MEMP of which the Animal Welfare Plan is a sub plan. The aim of the plan is to provide more effective relief to all animals in the event of an emergency. (See Attachment K for relevant section in MEMP)

Agreement with Vet for the treatment of neglected pets (see Attachment H2)

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### Current Activities

Our current Education, Promotional and Compliance activities including completed actions from Manningham's previous Plan include:

- Promote Council's inclusion of pets and animals from domestic animal businesses in the MEMP.
- Provide advice/brochures/media releases on what to consider for pets in an emergency – include their needs as part of your emergency planning, e.g. food, water, bowls, bedding, cage, medication, registration and microchipping to help reunite pets with their owners after emergencies, external identification – e.g. collar with registration tag.
- Advise residents of fireworks approved in area to reduce animal fear and escape and in some cases not allow fireworks to be discharged.
- Work with FOMDAC and other groups in order to improve animal welfare and benefits regarding animal ownership.
- Provide details of local vets in brochures
- Continue to prosecute residents using illegal style animal traps.
- Continue to prosecute prohibited procedures such as tail docking and debarking
- Continue to facilitate the authorisation of officers under the Prevention of Cruelty to Animals Act 1986 (POCTAA Act)
- Implement and enforce provisions under the POCTAA Act, Regulations and Codes of Practice
- Liaise with relevant agencies such as RSPCA in relation to prevention of cruelty issues and seek assistance from RSPCA and other authorised POCTA Act officers in implementing and enforcing the POCTA Act, Regulations and Codes of Practice

For further information about animals in emergencies and the Victorian Emergency Animal Welfare Plan, see:

[www.dpi.vic.gov.au/animalemergencies](http://www.dpi.vic.gov.au/animalemergencies)

and

[www.dpi.vic.gov.au/agriculture/about-agriculture/animal-health-and-welfare/animal-welfare-in-emergencies/about-victorian-emergency-animal-welfare-plan/victorian-emergency-animal-welfare-plan](http://www.dpi.vic.gov.au/agriculture/about-agriculture/animal-health-and-welfare/animal-welfare-in-emergencies/about-victorian-emergency-animal-welfare-plan/victorian-emergency-animal-welfare-plan)

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### FUTURE PLANS

#### Objective 1: To have plans/contingencies in place in the event of an emergency

	Activity	Responsibility	When	Evaluation
8.1.1	Develop a contact list regarding animal emergency management planning – Council contacts, shelters, animal welfare organisations, DPI.	Coordinator	Dec 2013	List developed
8.1.2	Establish Animal Management Liaison Group with neighbouring Councils for sharing of resources, ideas, policies and procedures, etc	Coordinator	Dec 2013	Liaison Group Established
8.1.3	Participate in a relevant Emergency Management exercise in order to test plan	Coordinator	Annually	Plans tested successfully
8.1.4	Review evacuation plan for our own pound if threatened with an emergency	Coordinator	Annually	Evacuation tested successfully
8.1.5	Investigate using other pound/shelters/kennels/catteries during an emergency event	Coordinator	Dec 2013	Investigation completed
8.1.6	Develop an MOU in relation to roles and responsibilities with other agencies in the event of an emergency	Coordinator	July 2014	MOU developed
8.1.7	Develop a MOU in relation to animal emergency events on M3 Freeway	Coordinator	July 2014	MOU developed

#### Objective 2: Decrease the incidence of Cruelty to Animals using education, compliance and technology

	Activity	Responsibility	When	Evaluation
8.2.1	Provide web links to Prevention of Cruelty to Animals Act 1986 (POCTAA) information, codes (dog and cat private keeping, etc), brochures, etc, via Council's website	Senior Local Laws Officer	July 2013	Web links added to Council website
8.2.2	Investigate complaints of animal cruelty and prosecute where necessary	AMO's	Ongoing	All complaints responded to and successfully prosecuted



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8.2.3	Liaise with relevant agencies such as RSPCA in relation to prevention of cruelty issues	AMO's	When needed	Respond to complaints of cruelty
8.2.4	Educate the community in regards to cruelty issues	AMO's	Ongoing	Cruelty complaints reduced
8.2.5	Prosecute where necessary breaches of the POCTA Act	AMO's	Ongoing	Successful prosecutions achieved
8.2.6	Annual inspection of excess animal permit properties, particularly those with permits for large number of animals	AMO's	Annually	Properties inspected
8.2.7	Encourage cat owners to keep their animals confined during the day and night to reduce risk of injury	AMO's	Ongoing	Reduction in cat complaints and 'owned' cat impounds

### Objective 3: Identifying/Harnessing the benefits of Pet Ownership with education

	Activity	Responsibility	When	Evaluation
8.3.1	Identify and provide appropriate support to pet facilitated programs e.g. Vispat program, Pets for Therapy	Coordinator	Dec 2013	Programs identified
8.3.2	Incorporate pet friendly design measures in planning guidelines in public open space	EEP	Ongoing	Pet friendly designs considered when reviewing reserve management plans
8.3.3	Incorporate the health benefits of owning pets into the Municipal Public Health Plan	Coordinator Health	July 2014	Health benefits added to plan
8.3.4	Develop partnership with FOMDAC for people with disabilities	Coordinator	Dec 2013	Partnerships developed
8.3.5	Investigate options to encourage pet owners to make regular visits to the vet	AMO's	July 2013	Develop an option to encourage pet owners to visit vet (voucher redemption perhaps)

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### Objective 4: Protection of the Natural Environment using education and compliance

	Activity	Responsibility	When	Evaluation
8.4.1	Protect environmental values by implementing recommendations of endorsed management plans in relation to dog and cat controls	EEP	Ongoing	Council orders modified accordingly
8.4.2	Identify properties where Section 173 agreements exist and where Trust for Nature have created a covenant pursuant to section 3a of Victorian Conservation Trust Act 1972	EEP	July 2013	Up to date register of properties identified
8.4.3	Educate the community (particularly targeting green wedge landholders and those adjoining nature reserves) on the impacts of roaming cats and dogs on wildlife during the day and night	HLL & EEP	July 2014	Cats owners provided with education
8.4.4	Investigate the need for a 24 hour cat curfew in the Manningham Green Wedge	HLL & EEP	July 2016	Investigation completed
8.4.5	Encourage landholders in and surrounding the Green Wedge to keep their cats indoors and/or in cat enclosures 24 hours a day	HLL & EEP	July 2014	Education provided

## SECTION 9 - REVIEW OF PLAN AND ANNUAL REPORTING

Section 68A(3) Every Council must—

- (1) review its Domestic Animal Management Plan annually and, if appropriate, amend the plan
- (2) provide the Department of Primary Industries' Secretary with a copy of the Plan and any amendments to the Plan
- (3) publish an evaluation of its implementation of the Plan in its annual report.

### FUTURE PLANS

Objective 1: Comply with Section 68A(3) of the Act

	<b>Activity</b>	<b>When</b>	<b>Evaluation</b>
9.1.1	Provide the Department of Primary Industries' Secretary with a copy of the Plan and any amendments to the Plan	July 2013	Copy and amendments supplied
9.1.2	Publish an evaluation of the implementation of the Plan in Councils annual report.	July 2013	Evaluation published in Council report
9.1.3	Review the Domestic Animal Management Plan annually and, if appropriate, amend the Plan	Annually	Amend Plan where needed

## **SECTION 10 - ATTACHMENTS**

Attachment A	<a href="#"><u>The Green Wedge</u></a>
Attachment B	<a href="#"><u>Manningham's Off Lead Reserves</u></a>
Attachment C	<a href="#"><u>Section 173 Agreements – Restrictions to keeping animals on private property</u></a>
Attachment D	<a href="#"><u>Manningham's Public Health Law – Part 5 – Keeping of Animals</u></a>
Attachment E	<a href="#"><u>Manningham's Compliance &amp; Law Enforcement Policy</u></a>
Attachment F	<a href="#"><u>Council Order (Schedule 1 and 2)</u></a>
Attachment G	<a href="#"><u>Breed Standard for Identifying a Restricted Breed Dog</u></a>
Attachment H1	<a href="#"><u>Agreement with Blue Cross Animal Shelter</u></a>
Attachment H2	<a href="#"><u>Agreement with North Warrandyte Veterinary Clinic</u></a>
Attachment I	<a href="#"><u>Audit inspection/checklist of Domestic Animal Businesses</u></a>
Attachment J	<a href="#"><u>Training Matrix of Authorised Officers</u></a>
Attachment K	<a href="#"><u>Municipal Emergency Management Plan – Animal section</u></a>

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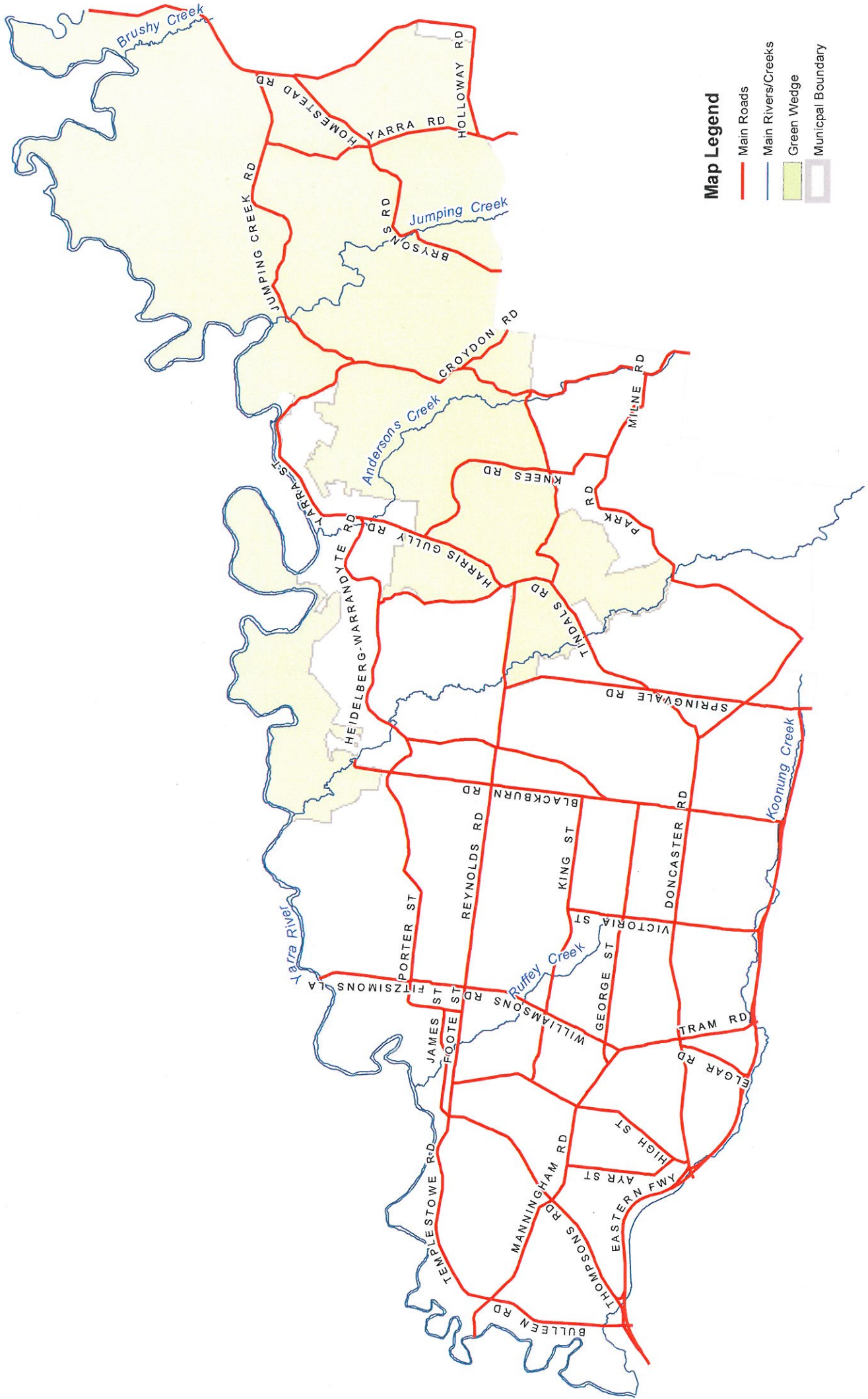
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1994 Domestic Animals Act

1993 Cats and Wildlife – How you can protect both, Land for Wildlife Note 25. Department of Conservation and Natural Resources, Victoria. Platt, S.



# ATTACHMENT A - THE GREEN WEDGE



### ATTACHMENT B - Training Matrix of Authorised Officers – Industry related

Officer	Cert IV in Animal Control	Cert IV in Animal Welfare	Cert IV in Government/ Statutory Compliance	Diploma in Animal Technology	Advanced Diploma in Justice	ATC – Investigation and Case Management	ATC – Municipal Law Enforcement	ATC – Prosecutors or Advanced Prosecutors	ATC- Critical Incident Management
RM				x					
AD	x		x						
CE			x						
TT			x						
MF	x	x	x	x					
TF	x		x						
DV					x	x			
ST					x				
Officer	MLS – Statement and Interview Course	MLS – Report Writing Course	MLS – Industry based- legal processes relating to law enforcement	First Aid Course	Animal Handling Training - Dogs	Animal Handling Training - Cats	Animal Handling Training – Larger Animals	Certificate IV in Companion Animal Services	Other
RM	x		x		x	x	x		4,5,6,7,8,10,11
AD	x	x	x						5,6,10,11
CE	x		x	x					8
TT									
MF				x				x	12
TF	x		x						13,18
DV	x		x						2,3,9,14,15,16
ST				x					

ATC = Associated Training Consultants

MLS= Macquarie Lawyer & Strategists

Other = see next page

## **ATTACHMENT C**

### **Section 173 Agreements – Restrictions of animals on private property**

Domain Estate, Templestowe (no cats allowed)

New subdivision Carel/Nengerman Court, Park Orchards (no cats allowed)

New subdivision Amersham Drive, Warrandyte (no cats allowed)



## **ATTACHMENT D**

### **Local Laws – Keeping of Animals**

#### **Conditions under which Animals may be kept**

5.1 Except with a Permit a person must not keep or cause or permit or suffer to be kept on land or in premises an animal, except in accordance with this Part.

5.2 The following animals are exempt from the operation of this Part if less than the number specified below is kept on the land –

- (a) domestic birds 13;
- (b) rabbits 2;
- (c) mice 8; and
- (d) guinea pigs 8.

#### **Dogs and Cats**

5.3 Except with a Permit, a person must not keep or allow to be kept more than 2 dogs over the age of 3 months or more than 2 cats over the age of 3 months or more than 6 cats under the age of 3 months on land.

5.4 Notwithstanding Clause 5.3, a person may keep 1 extra dog where according to the records kept by Council, that dog is 10 years old or more.

#### **Poultry Cockatoos and Pigeons**

5.5 Except with a permit, a person must not keep or cause or permit to be kept on land- (a) a rooster, (b) a cockatoo, despite sub-clause 5.2. (c) more than 4 poultry, or (d) more than 4 pigeons.

5.6 A person must not keep poultry other than in a poultry house.

5.7 A person must not keep pigeons other than in a pigeon loft.

5.8 Every poultry house or pigeon loft must be constructed in such a way as to be rat proof, have adequate roofing, drainage and a floor paved with impervious material to the satisfaction of an authorised officer.

#### **Poultry Houses, Kennels and Pigeon Lofts**

5.9 A poultry house, kennel or pigeon loft must be constructed –

- (a) with a height not exceeding two metres;
- (b) at least twenty metres from any road to which the land has a frontage;
- (c) at least three metres from any other road;
- (d) at least 1.25 metres from the boundary of any adjoining property; and
- (e) in the case of a poultry house, it is at least ten metres from any dwelling whether on the same or adjoining land.

#### **Large Animals**

5.10 Except with a Permit, an occupier of land must not keep or allow to be kept on that land a large animal unless the land –

- (a) is lawfully used for farming purposes; or
- (b) has an area of not less than 8,000sqm in which case one large animal may be kept for each additional 4,000sqm.

#### **Seizure**

5.11 Any animal other than a dog or cat which is on land that is not securely enclosed or fenced and which is not attended to by a person may be seized and impounded or placed at some neighbouring place of safe custody by an authorised officer.

ATTACHMENT E



***Manningham's Compliance  
and Law Enforcement Policy***

# Contents

1. Introduction
2. Purpose
3. Objectives
4. Manningham and the public
5. What are Compliance and Enforcement?
6. Guiding principles
7. Measures to promote compliance
8. Investigating contraventions
9. Responding to contraventions
10. Criteria for determining appropriate responses
11. Administrative action
12. Criminal action
13. Support of policy
14. Review

## **1. Introduction**

---

As a local government authority, Manningham City Council is responsible for the administration and enforcement of various Acts, Regulations and its Local Laws in order to protect and support the interests of the Manningham community and its visitors.

This document explains to -

- enforcement personnel;
- Council staff;
- Councillors; and
- the public,

the policy framework that Manningham will use when dealing with statutory contraventions occurring within its municipal district.

## **2. Purpose**

---

In recognising that laws are not sufficient in themselves and need to be administered and enforced in a fair, predictable and consistent manner, this policy sets out the factors that will be taken into account in determining appropriate responses to contraventions, including whether legal proceedings will be pursued.

Manningham's approach and procedures for individual cases may vary where there are specific legislative requirements.

### 3. Objectives

---

The objectives of this policy are that compliance and enforcement activities and arrangements -

- help achieve the objectives of legislation and the Council Plan;
- maximize compliance with legislation;
- enhance the Manningham community's capacity to understand and support Council's law enforcement role; and
- are generally accepted as appropriate by stakeholders and the Manningham community.

### 4. Manningham and the public

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In the course of implementing this policy, Manningham will –

- respond in a timely manner to reports of legislative contraventions;
- have qualified and experienced personnel available during normal office hours to assist with enquiries about legislation it administers;
- respond to emergency situations on a 24 hour basis;
- attempt to broker acceptable outcomes between disputing parties;
- respond to requests for technical assistance and advice from applicants seeking approvals and permits;
- provide the most accurate, up to date information available;
- respond in an appropriate manner and time in accordance with Manningham's "Customer Service Undertaking";
- handle all information in compliance with all relevant legislative obligations relating to security, including the –
  - *Information Privacy Act 2000*;
  - *Freedom of Information Act 1982*; and
  - *Whistleblowers' Protection Act 2001*;

- administer and enforce its legislation in a coherent, consistent and objective manner; and
- operate as efficiently, effectively and transparently as possible so as to be accountable to the Manningham community.

Final responsibility for compliance with legislation, including ensuring the accuracy of all relevant information and advice, lies with the individual person or organization.

## **5. What are Compliance and Enforcement?**

---

The terms “compliance” and “enforcement” are used many times throughout this policy. For purposes of clarity, these terms are defined below.

Compliance means the “state of conformity” with the law. Manningham’s enforcement personnel will secure compliance with the legislation it administers through two types of activity: promotion and enforcement.

Measures to promote compliance include –

- communication and publication of information;
- public education;
- consultation with parties affected by the legislation that Manningham administers; and
- technical assistance.

Enforcement is achieved through the exercise or application of powers granted under legislation and is carried out through the following activities –

- inspections to monitor or verify compliance;
- investigations of alleged violations;

- issuance of warnings, directions, authorizations and orders, without resorting to court action; and
- court and Victorian Civil and Administrative Appeals Tribunal actions, such as injunctions, prosecution, court orders upon conviction, and civil suits for recovery of costs.

## **6. Guiding principles**

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The following general principles govern application of the legislative provisions administered and enforced by Manningham –

- compliance with all legislation is mandatory;
- compliance will be encouraged through communication with parties affected by the legislation administered by Manningham;
- enforcement personnel will administer the legislation in a manner that is fair, predictable and consistent, relying on rules, sanctions and processes securely founded in law and supported by Council management;
- enforcement personnel will administer the legislation with an emphasis on preventing harm to the Manningham community, giving priority for action to deal with contraventions guided by –
  - the degree of harm to the Manningham community; and/or
  - whether or not the alleged offence is a blatant or repeat occurrence;
- enforcement personnel will take action consistent with this policy; and
- the public will be encouraged to report suspected violations of the legislation administered by Manningham.

## **7. Measures to promote compliance**

---

Manningham believes that promotion of compliance through information, education and other means is an effective tool in securing conformity with the law. Many contraventions can be avoided by foresight and good planning. It is the responsibility of the individual to obtain information regarding any proposed activity which if undertaken may contravene the law.

Accordingly, Manningham will undertake public education and communication measures. Consultation will take place with other local governments, Federal and State departments and agencies, stakeholders and other interested parties so that information and concerns can be exchanged to maximise compliance promotion.

Manningham will promote public awareness of this information using a combination of communication techniques, through activities such as –

- interacting formally and informally with stakeholders and the Manningham community generally;
- making presentations to various community groups and schools;
- preparing and distributing specific prevention guidelines and codes of practice and policies;
- preparing and presenting educational and training materials, including audio visual materials and films;
- encouraging community projects aimed at statutory compliance; and
- providing internet and website information.



## **8. Investigating contraventions**

---

Manningham will investigate all reported or detected contraventions of legislation it administers. This will be undertaken by a preliminary investigation and analysis of likely impacts in order to decide on the likelihood that a contravention has occurred or is about to occur, its seriousness and its likely consequences. Based on the outcomes of this initial investigation and the relevant provisions of legislation, Manningham will determine the appropriate level, if any, of further investigation and response.

Manningham's investigations will aim to –

- determine whether or not there has been a contravention of law;
- gather evidence which would be admissible in criminal prosecutions, or administrative or civil proceedings;
- satisfactorily prove or disprove allegations or achieve acceptable conclusions;
- deal appropriately with offenders;
- improve controls for prevention of contraventions;
- deter offenders or others from further or similar action;
- improve public confidence in Manningham's integrity; and
- be completed within a reasonable time and at reasonable cost, according to legislative requirements and the nature of the investigation.

Manningham will investigate serious contraventions to the point where enough information is available to determine whether a criminal prosecution should be pursued.

## **9. Responding to contraventions**

---

Manningham will employ a range of responses that escalate according to the severity of the contravention or if non-compliant activities continue, including suspension or cancellation of permits, injunctions, pecuniary penalties (infringements) and criminal prosecution. Generally, warnings will not be issued for offences where on the spot penalty notices provisions and advice exists, and that the recipient of such administrative action may lodge a submission to Council for consideration.

## **10. Criteria for determining appropriate responses**

---

In determining appropriate responses to suspected contraventions of legislation administered by Manningham, the following factors will be considered –

- objectives of the relevant legislation and the specific penalty provision;
- seriousness of the alleged contravention;
- the level of malice or culpability of the offender (was the contravention intentional, reckless, negligent or a mistake?);
- whether the offender has a history of prior contraventions;
- whether the offender has co-operated when the contravention was detected;
- the cost to Manningham or the general community of the contravention;
- the commercial value of the contravention to the offender;
- the time elapsed since the contravention;
- the standard of evidence that has been collected;
- the likelihood of the contravention continuing or being repeated;
- the prevalence of the type of contravention;

- the likely public perception of the breach and the manner with which it would be reasonably expected to be dealt;
- the most appropriate response to ensure an effective deterrent against continuing contravention or contravention by others;
- the costs of the proposed response option compared to the benefits of that option;
- whether the proposed response option could be counter-productive in terms of maximising compliance with legislation; and
- whether the use of the response option in a specific case would create a desirable precedent.

## **11. Administrative action**

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In response to relatively minor contraventions of legislation, or where the offender has been particularly co-operative, it may be appropriate to pursue administrative rather than legal remedies. Administrative measures do not involve court action and include –

- verbal cautions and educational messages;
- requiring a person to leave an area, such as a reserve;
- formal advisory or warning letters seeking future compliance;
- infringement notices issued in accordance with individual Service Unit guidelines;
- varying, revoking or imposing further conditions on permits, licences or approvals;
- suspending or cancelling permits, licences or approvals;
- retaining bonds lodged as a condition of permits to remediate any damage caused by a contravention; and
- agreements to compensate for the contravention or to prevent future contraventions.

The recipient of any administrative action may lodge a submission for consideration prior to any subsequent action. In consideration of the submission, the relevant Manager must take into account the nature of the alleged contravention and whether the reason for the contravention was beyond the control of the offender. Discretion may also be exercised on compassionate grounds.

## **12. Criminal action**

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Where Manningham's investigations have produced sufficient evidence to prove a serious offence beyond reasonable doubt, criminal prosecution may be sought, and prosecution of an offence should be conducted expeditiously and according to Service Unit KPI's. A serious offence is one for which –

- there is a significant degree of criminality on the part of the offender;
- previous administrative or civil responses to contraventions by the offender have not resulted in compliance;
- where the Manningham community would expect that a crime will be dealt with by prosecution and conducted in public before a court;
- the crime produced significant real or potential harm to Manningham or to the community; or
- the crime is of such a nature or magnitude that it is important to deter potential offenders and prosecution will act as an effective deterrent.

The final decision on whether or not a prosecution is to be instituted or continued, rests with Manningham's Chief Executive who is required to make a decision in accordance with this policy.

### **13. Support of policy**

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In recognising the importance of maintaining and promoting Manningham's integrity in upholding a fair, predictable and consistent approach to law enforcement, Council staff and Councillors will actively support and promote this policy in a manner that does not undermine its objectives or create a conflict situation in dealing with a contravention of any legislation administered by Manningham.

### **14. Review**

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Within three years of implementing this policy, Manningham will review the manner in which the policy has been applied by enforcement personnel to determine whether administration and enforcement activities have been consistent with the policy and whether changes in these activities, or in the policy, are required.

## ATTACHMENT F

### MANNINGHAM CITY COUNCIL

#### Dog and Cat Control

The **Domestic Animals Act 1994** allows Council by resolution to make an Order that prohibits or imposes conditions as to the means of restraint of dogs and cats, in any public areas of Manningham.

If you would like further information regarding this Order, please contact Council on 9840 9333.

The order No. 3 is described below and is effective from .....

Manningham City Council  
ORDER NO: 3

In reliance of its statutory power under section 26 of the **Domestic Animals Act 1994**, Manningham City Council orders that any dog present in any public place of the municipal district must be restrained by means of a chain, cord or leash except that –

1. the presence of any dog or cat in any of the public places being Council reserves listed in Schedule 1 is prohibited at all times;
2. any dog present in any of the public places being Council reserves listed in Schedule 2 may be unrestrained provided that the dog is under effective control and not within 15 metres of –
  - (a) children's play equipment;
  - (b) a permanent barbeque facility; or
  - (c) a sporting event, function or public meeting; and
3. apart from the prohibited public places listed in Schedule 1, this Order does not apply to –
  - (a) a fox hound, beagle or greyhound engaged in a public coursing match or in a hunt organised by a hunt club registered with the Hunts Club Association of Victoria Incorporated or any successor in law of that association; or
  - (b) a dog engaged in working livestock; or
  - (c) a dog going to a place for the purpose of working livestock or returning from a place where it has been working livestock if it is under the effective control of some person; or
  - (d) a dog or cat while it is being exhibited for show purposes at a fixture conducted under the rules and regulations of an applicable organisation; or
  - (da) a dog while it is being exhibited for show purposes at a fixture conducted by a recognised organisation; or
  - (e) a dog while it is being trained for or is participating in obedience trials or classes, retrieving game, hunting or some other customary sporting activity and is under the effective control of a responsible person; or

- (f) a dog that is in an area designated in an order under section 26(2) as an area where dogs are not required to be on leads, if—
- (i) the owner of the dog is a member of an applicable organisation and has in the last 12 months exhibited the dog for show purposes at a fixture conducted by an applicable organisation; and
  - (ii) the person in apparent control of the dog has with him or her the identification required by section 19.

## **SCHEDULE 1 – DESIGNATED DOG AND CAT PROHIBITED AREAS**

### **Doncaster East**

George Street Athletics Track

### **Donvale**

Currawong Bush Park

Bucks Reserve

- Dogs prohibited except for area known in Schedule 2 as Bucks Flats; and
- Dogs prohibited from all other areas except for the main walking trail.

Mullum Mullum Stage 3 Whitefriars Stretch

- Dogs prohibited all areas except for main walking trail.

### **Lower Templestowe**

Finns Reserve

- Dogs prohibited from the fenced playground area known as Wombat Bend.

### **Park Orchards**

100 Acres Reserve

- Dogs prohibited from the identified area of environmental significance. (located north west corner of reserve)

### **South Warrandyte**

Yangaii Barring Linear Park

- Cats prohibited all areas; and
- Dogs prohibited from all areas except the main walking trail.

### **Templestowe/Doncaster**

Ruffey Lake Park

- Dogs prohibited from the soft fall areas of the playgrounds situated at the Boulevard and Victoria Street and all fenced vegetation areas.

Mullum Mullum Stage 5 Tikalara Section

- Cats prohibited all areas; and
- Dogs prohibited from all areas except for the main walking trail.

### **Warrandyte**

Tindals Wildflower Reserve

Warrandyte River Walk

- Dogs prohibited from the fenced playground area know as Federation Playspace.

## **SCHEDULE 2 - DESIGNATED DOG OFF LEASH AREAS**

### **Bulleen**

Koonung Creek Linear Park  
Bulleen Park  
Koonung Park  
Harold Street Reserve  
Pleasant Road Reserve  
Sheahans Road Reserve  
Yarraleen/Morris Williams Reserve.  
Morang Reserve

### **Lower Templestowe**

Bimbadeen Park  
Finns Reserve (Dogs prohibited from Wombat Bend Playspace)  
Lynwood Parade Reserve  
Montpellier Reserve  
Swanston Street Reserve  
Ted Ajani Reserve  
Dellfield Drive Reserve

### **Doncaster**

Koonung Creek Linear Park (except for the commuter section of the trail or within 5 metres of the trail – between Church Road and Springvale Road)

Ruffey Lake Park, except for Schedule 1 and:

- The BBQ and playground area of the park surrounded by Victoria Street to the east, Ruffey Creek to the south, Cricklewood Drive to the north and Church Road to the west.
- The BBQ and playground area of the park surrounded by The Boulevard to the west, George Street to the south, an extension of the Botanic Drive property line to the east up to the junction of the pathway south of the fenced wetland area, including all walkways associated with those areas.

Anthony Avenue Reserve  
Burgundy Drive Reserve  
Katrina Street Reserve  
Lawford Street Reserve  
Marshall Avenue Reserve  
Park Avenue Reserve  
Saxon Street Reserve  
Schramms Reserve  
Sharon Street Reserve  
Timber Ridge Reserve  
Tram Road Reserve  
Wilson's Road Reserve  
Stanton Street Reserve

### **Templestowe**

Aloha Gardens Reserve  
Atkinson Reserve  
Browning Drive Reserve



Fielding Way Reserve  
Green Gully Linear Park (including Glendarragh, Clontarf & Hollywood Reserves)  
Green Gully Reserve  
Hermann Court Reserve  
Jenkins Park  
Kiwaniis Reserve  
Mandella Street Reserve  
Matisse Drive Reserve  
Mossdale Court Reserve  
Pettys Reserve  
Ruffey Creek Linear Park (including Kersey Place, Glen Court & Saville Court Reserves)  
Ruffey Lake Park (refer to Doncaster)  
Sarah Crescent Reserve  
Serpells Community Reserve  
Spring Valley Drive Reserve  
Templestowe Reserve  
The Grange Reserve  
Larnaca Court Reserve

#### **Doncaster East**

Koonung Creek Linear Park (except for the commuter section of the trail or within 5 metres of the trail – between Church Road and Springvale Road)  
Andersons Park  
Boronia Grove Reserve  
Bullen Street Reserve  
Doncaster Reserve  
St Clems Reserve  
Cat Jump Park  
Deep Creek Reserve  
Hertford Rd Reserve  
Landscape Drive Reserve  
Larnoo Drive Reserve (west of dam)  
Lyndal Close/Deep Creek Drive Reserve  
Pine Hills Reserve  
Rieschiecks Reserve  
Schafter Drive Reserve  
The Pines Reserve  
Baratta/Thea Reserve  
Woodlea Street Reserve  
Zerbes Reserve

#### **Donvale**

Koonung Creek Linear Park (except for the commuter section of the trail or within 5 metres of the trail – between Church Road and Springvale Road)  
Aranga Reserve (Dog Activity Centre)  
Bucks Reserve (area known as Bucks Flats only and not on days of organised horse riding events)  
Donvale Reserve  
Fahey Park (Daniel Street Reserve)  
Illawong Drive Reserve  
Lookover Road Reserve  
Mullum Mullum Reserve  
Murndal Drive Reserve  
One Tree Hill Reserve (Berrima Reserve)

Springwood Close Reserve (Dellview Court Reserve)  
Valepark Drive Reserve  
Woolerton Court Reserve  
Hillcrest Reserve

**Park Orchards**

Alder Court Reserve  
Dirlton Reserve  
Domeney Reserve  
Iona Grove Reserve  
Stintons Reserve  
Wilkinson Way Reserve

**Warrandyte**

Harris Gully Reserve  
Husseys Lane Reserve  
Lynette Avenue Reserve  
Oakland Drive Reserve  
Stiggants Reserve  
Warrandyte River Walk (dogs prohibited in Federation Playground)  
Warrandyte Reserve  
Coleman Park Oval

**Nunawading**

Oxford St Reserve

**Wonga Park**

Arthur John Upton Reserve  
Blackwood Drive Reserve  
Dudley Rd Reserve  
Penderel Court Reserve (including Bessa Court Reserve)  
Wittons Reserve  
Wonga Park Reserve

**ATTACHMENT G – STANDARD FOR RESTRICTED BREED DOGS IN  
VICTORIA**



# Victoria Government Gazette

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No. S 283 Thursday 1 September 2011  
By Authority of Victorian Government Printer

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## Domestic Animals Act 1994

### STANDARD FOR RESTRICTED BREED DOGS IN VICTORIA

I, Peter Walsh MLA, Minister for Agriculture and Food Security, under sections 3(3) and 3(4) of the **Domestic Animals Act 1994** approve the 'Standard for Restricted Breed Dogs in Victoria'.

Dated 31 August 2011

PETER WALSH MLA  
Minister for Agriculture and Food Security

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**SPECIAL**

**STANDARD FOR  
RESTRICTED BREED DOGS IN VICTORIA**

This is an approved standard for the purposes of section 3(3) of the **Domestic Animals Act 1994**.

Pursuant to section 3(1) of the **Domestic Animals Act 1994** a restricted breed dog (RBD) is a dog that is any one of the following breeds – American Pit Bull Terrier (or Pit Bull Terrier), Dogo Argentino, Fila Brasileiro, Japanese Tosa, Perro de Presa Canario (or Presa Canario).

Under section 3(3) of the **Domestic Animals Act 1994** a dog that falls within this approved standard for a breed of dog specified above is to be taken to be a dog of that breed.

Note: Whilst this standard is based on a fully mature animal it would be expected that an individual puppy would reach the prescribed height and overall balance desired by the age of approximately 9 months. However body maturity and strength would not be achieved until much later – maybe two to three years plus. If possible the bitch and sire should be evaluated when considering the possibility of a puppy meeting this standard.

### PART 1 AMERICAN PIT BULL TERRIER (APBT, Pit Bull Terrier)

1. A dog that meets the description of a dog in this Part is an American Pit Bull Terrier; except a dog in respect of which the owner has one of the following certificates stating that the dog is an American Staffordshire Terrier –
  - a. a pedigree certificate from the Australian National Kennel Council;
  - b. a pedigree certificate from a member body of the Australian National Kennel Council;
  - c. a pedigree certificate from a national breed council registered with the Australian National Kennel Council;
  - d. a certificate signed by a veterinary practitioner stating, or to the effect, that the dog is of a particular breed.

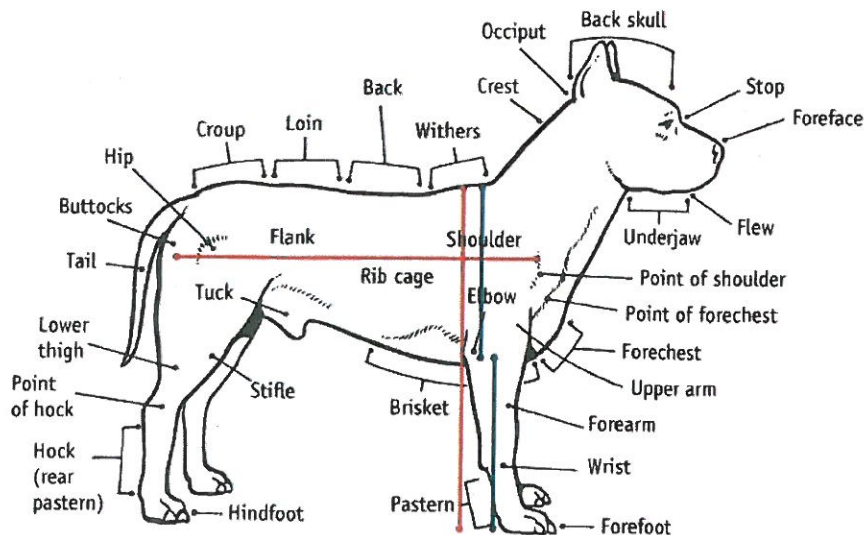
#### GENERAL APPEARANCE AND CHARACTERISTICS

The American Pit Bull Terrier is a medium sized dog and is strongly built with well defined muscles. The breed is noted for its climbing ability and subsequent strength in its hindquarters.

The overall outline of the breed indicates it to be slightly longer in length (point of shoulder to buttocks) than height (withers to ground). Bitches may be slightly longer than males.

A distance from withers to the elbow and the elbow to the ground is generally equal.

Figure 1



**HEAD**

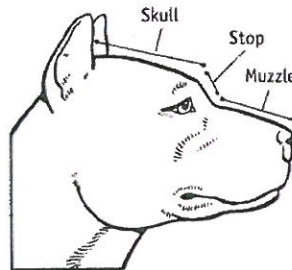
The head is proportionate to the dog. Viewed from above, the general shape of the head is that of a blunt wedge, large and broad.

**Figure 2**



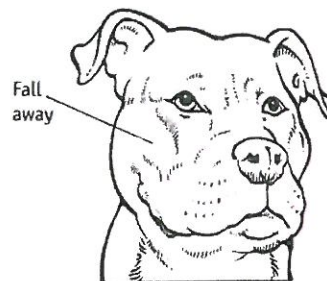
Viewed from the side, the skull and muzzle are on parallel planes separated by a moderately deep stop. Arches over the eyes are well defined but not pronounced (refer figure 3).

**Figure 3**



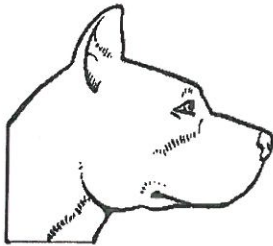
**Muzzle:** Slightly shorter in length to the skull (i.e. 2:3 ratio for muzzle:skull). It is broad, deep and powerful with a slight taper to the nose and falls away slightly under the eyes (refer figure 4).

**Figure 4**

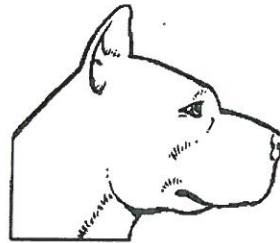


**Head profiles:**

**Figure 5 Female head**



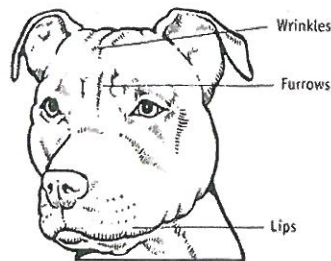
**Figure 6 Male head**



**Skull:** Large, fairly flat, broad and deep, slightly tapering towards the stop. There is a deep median furrow reducing in depth from stop to occiput. Cheek muscles are prominent but free of wrinkles. When the dog is alerted wrinkles will form on the forehead.

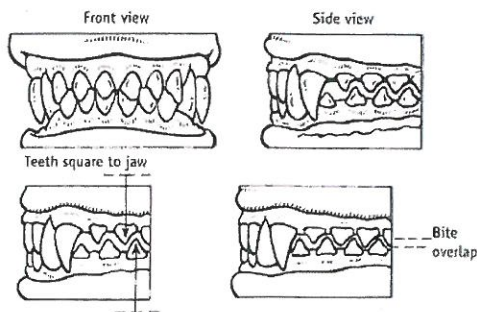
**Lips:** Clean and tight.

**Figure 7**



**Teeth:** Large and a complete scissor bite i.e. upper teeth closely overlapping the lower teeth and set square to the jaws.

**Figure 8**





**Nose:** Large with wide open nostrils and may be of any colour.

**Eyes:** Medium in size, round in shape and set low in the head – not prominent. Eyes can be all colours except blue. The eye rims are the same colour as the skin colour.

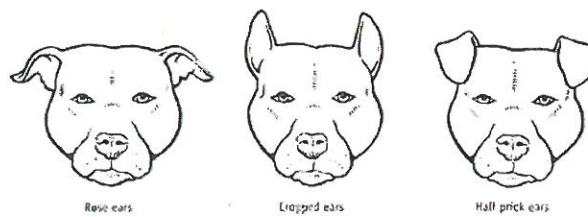
**Ears:** The shape and carriage of the ears will vary from dog to dog. Generally they are set fairly high on the skull, not large and may be half pricked or rose shaped (i.e. folding backwards and exposing the inner burr of the ear).

Whilst ear cropping in Victoria is a prohibited procedure, a dog should not be ruled out of being an APBT if its ears are cropped as internationally it is common in this breed.

**Figure 9**



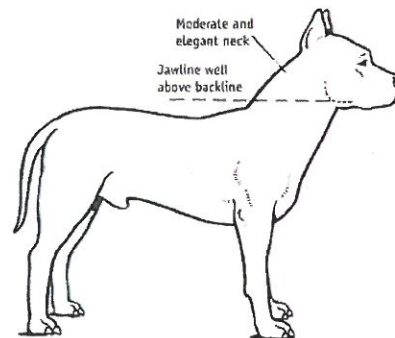
**Figure 10**



### NECK

Moderate length and with great strength, tapering from the head into the shoulders. A slight arch over the crest. The neck must be free from loose skin or dewlap (loose, pendulous skin under the throat).

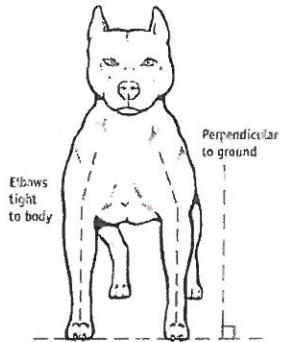
**Figure 11**



### FOREQUARTERS

Strong forelegs, well boned and muscular with elbows fitting close to the body. Viewed from the front the forelegs are set moderately well apart and in a straight line to the ground.

Figure 12



The pasterns are short and fairly straight but with flexibility. Viewed from the side, the legs are straight with some flexibility in the pasterns.

Figure 13



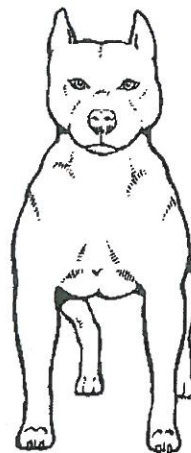
Figure 14



**BODY**

Powerfully built with a deep chest of moderate width.

Figure 15

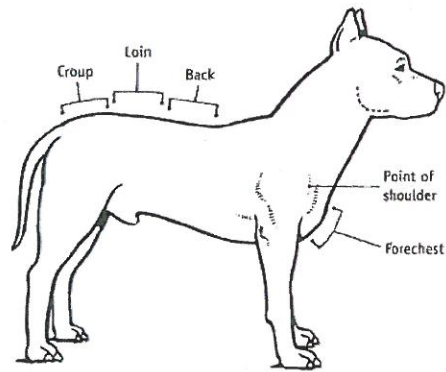


**Forechest:** Should not extend far beyond the point of shoulder or below the elbow. Well ribbed back with moderate tuck up (concave underline of the body curving upwards from end of the ribs to waist).

**Back:** Broad, strong, firm and level and with a slight incline at the withers.

**Loin:** Short and deep with a slight slope to the croup.

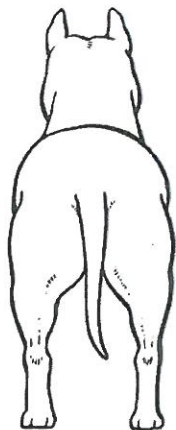
Figure 16



### HINDQUARTERS

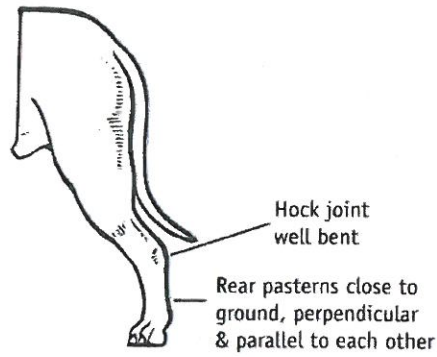
Strong and muscular hindquarters that are in balance with the forequarters. Thighs are well developed and muscular.

Figure 17a



The hock joint should be well bent and the rear pasterns close to the ground, perpendicular and parallel to each other.

**Figure 17b**



**FEET**

The feet are round and in balance with the size of the dog, well arched and tight. The pads are hard and well cushioned. Nails are strong. Dewclaws may be removed.

**Figure 18**

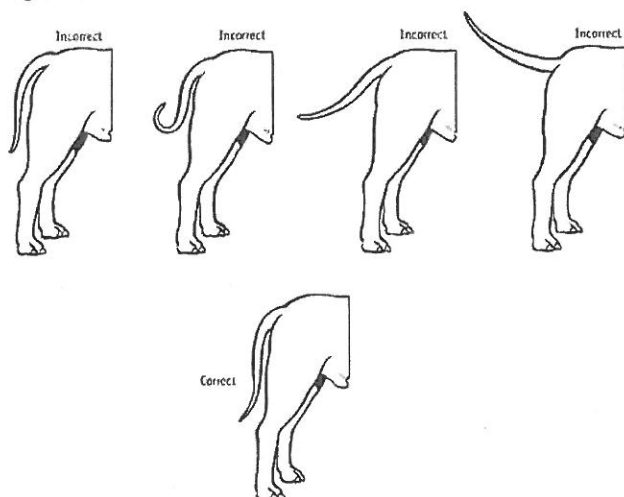


**Figure 19**



**TAIL**

The tail is set in line with the back and tapers to a point. At rest the tail is carried low and when excited may be carried raised but never curled over the back. The length of the tail should reach approximately to the hock joint.

**Figure 20****COAT**

The coat is short, smooth, glossy and of a harsh texture, free of undercoat.

**COLOURS**

All colours and combination of colours are acceptable, with the exception of blue merle and pure white. White feet and a splash of white on the chest are not uncommon on solid coloured dogs.

**HEIGHT AND WEIGHT**

Height at withers:	Bitches and Dogs	43 cm – 53 cm
Weight:	Bitches and Dogs	14 kgs – 36 kgs

The disparity between height and weight is considerable and importance should be placed on the overall consideration of the assessment of the dog rather than adhering absolutely to the guidelines on height.

**PART 2 DOGO ARGENTINO (Argentinean Mastiff)**

2. A dog that meets the description of a dog in this Part is a Dogo Argentino.

**GENERAL APPEARANCE AND CHARACTERISTICS**

The Dogo Argentino is a large athletic dog that has powerful muscles which stand out under the consistent and elastic skin.

The height at the withers is equal to the height at the croup.

The depth of the thorax is half of the measurement of the height at the withers.

The length of the body is slightly longer than the height at the withers.

**HEAD**

The head looks strong and powerful, without abrupt angles or distinct chiselling. Its profile shows an upper line which is: convex at the skull (because of the prominence of its masticatory muscles) and nape; and slightly concave at the foreface.

The head joins the neck forming a strong muscular arch.

**Skull:** Compact, convex in the front to back and transverse direction. The occipital bone is not very prominent. The median furrow of the skull is slightly noticeable and the stop is slightly defined.

**Muzzle:** As long as the skull. The upper line is slightly concave.

**Jaws/Teeth:** Strong jaws with big teeth firmly implanted with a pincer bite, or scissor bite possible.

**Nose:** Large nostrils slightly elevated forwards, black pigmentation.

**Lips:** Moderately thick, short and tight with free edges.

**Cheeks:** Large and relatively flat.

**Eyes:** Dark or hazel coloured, almond-shaped.

**Ears:** Set high, broad, thick, flat and rounded at the tip and covered with smooth hair. Whilst ear cropping in Victoria is a prohibited procedure, a dog should not be ruled out of being an RBD if its ears are cropped as internationally it is common in this breed.

**NECK**

Medium length, strong and erect, well muscled, with a slightly convex upper line. It joins the head in a muscular arch.

**FOREQUARTERS**

As a whole, they form a sturdy and solid structure of bones and muscles. They are straight and vertical when seen from the front or in profile.

The pasterns are broad and in line with the forearm, the feet rounded; with short, sturdy, very tight toes.

**BODY**

The length of the body (from the point of the shoulder to the point of the buttock) exceeds the height at the withers.

**Chest:** Broad and deep. Tip of the breastbone level with the tip of the shoulder joint and the sternal line of the thorax is level with the elbow line.

**Upper line:** The withers and the pin bones of the croup are at the same height.

**Back:** Large and strong, with fully developed muscles forming a slight slope towards the loins.

**Loins:** Strong and hidden by the developed lumbar muscles which form a median furrow along the spine.

**HINDQUARTERS**

Strong, sturdy and parallel. The lower thigh is generally slightly shorter than the upper thigh.

**TAIL**

Set medium high, sabre- shaped, thick and long and reaching to the hocks.

**COAT**

Uniform, short, plain and smooth to the touch, with an average length of 1.5 to 2 cm. Variable density and thickness according to different climates and it may present an undercoat.

**COLOUR**

Completely white although there may be a black or dark coloured patch around the eye.

**SIZE**

Height at the withers: 60 – 68 cm

**PART 3 FILA BRASILEIRO (Brazilian Mastiff, Brazilian Guard Dog, Cao de Fila)**

3. A dog that meets the description of a dog in this Part is a Fila Brasileiro.

**GENERAL APPEARANCE AND CHARACTERISTICS**

A large dog that is rectangular and compact in structure.

**HEAD**

The head is big and heavy but proportionate to the whole body. From a top view it resembles a trapezoid figure into which a pear shape is inserted.

**Skull:** A smooth curve from the stop to the occiput, which is well defined and especially protuberant in puppies.

**Stop:** From a front view it is practically non-existent. The median groove is slight. Seen from the side, the stop is only slightly pronounced.

**Muzzle:** The muzzle is slightly shorter than the skull.

**Lips:** The upper lip is thick and pendulous and overlaps the lower lip in a curve; the lower lip is tight and firm to the teeth and from there on it is loose.

**Teeth:** The teeth are wider than long, most likely a scissor bite but a level bite is possible.

**Nose:** Broad nostrils, black.

**Eyes:** Almond shaped, medium to deep set, generally dark brown to yellow, always in accordance to the colour of the coat. Individuals may present with drooping lower eyelids.

**Ears:** Pendant, large, thick, V-shaped. Broad at the base and tapering to the ends with rounded tips.

**NECK**

Strong and muscled giving the impression of a short neck. Slightly curved at the upper side and well detached from the skull. Dewlaps at the throat.

**FOREQUARTERS**

The length of the leg, from the ground to the elbow, is much shorter than from the ground to the withers.

**Forearm:** Limbs parallel with straight bones and slightly sloping pasterns.

**BODY**

Strong, broad and deep, and covered by thick loose skin. The thorax is longer than the abdomen.

**Chest:** Deep and broad chest reaching to the level of the elbows.

**Back:** Withers are set lower than the croup. After the withers, the upper line changes direction, ascending smoothly to the croup.

**TAIL**

Very wide at the root, medium set, tapering rapidly to reach the hocks.

**LIMBS**

**Hindquarters:** Less heavily boned than forelegs.

**SKIN**

Thick, loose skin over the whole body, chiefly at the neck forming pronounced dewlaps that can extend to the brisket and abdomen. Some individuals present a fold at the sides of the head, also at the withers running down to the shoulders.



**FEET**

Well arched toes not too close together. Back feet may be a little more oval than the forefeet.

**COAT**

Short, smooth, dense and close to the body.

**COLOUR**

Solid colours or brindles with a solid coat and dark stripes. A black mask may or may not be present, and there may be white marks on the feet, chest and tip of the tail.

**SIZE AND WEIGHT**

Height at withers: 60 – 75 cm

Weight: Males: minimum 50 kgs Bitches: minimum 40 kgs

**Part 4 JAPANESE TOSA (Tosa Inu, Tosa Ken, Tosa Fighting Dog,  
Japanese Fighting Dog, Japanese Mastiff)**

4. A dog that meets the description of a dog in this Part is a Japanese Tosa.

**GENERAL APPEARANCE AND CHARACTERISTICS**

Large-sized dog with hanging ears, short hair, a square muzzle and hanging tail thick at the root.

**HEAD**

**Skull:** Broad with an abrupt stop and long muzzle.

**Teeth:** Scissor bite.

**Nose:** Large and black.

**Eyes:** Small, generally dark brown in colour.

**Ears:** Small, rather thin, set high on the side of the skull and, hanging close to the cheeks.

**NECK**

Muscular, with a dewlap.

**FOREQUARTERS**

**Forearm:** Straight, moderately long and strong.

**Pastern:** Slightly inclining and robust.

**BODY**

**Back:** Level and straight with a slightly arched croup.

**FEET**

Tightly closed.

**TAIL**

Thick at the root, tapering towards the tip, reaching the hocks when let down.

**COAT**

Short, hard and dense.

**COLOURS**

Generally red, fawn, apricot, black, brindle. May have white markings on chest and feet.

**HEIGHT**

Height at withers varies females minimum height is 55 cm and males 60 cm.

**PART 5 PERRO DE PRESA CANARIO (Presa Canario)**

5. A dog that meets the description of a dog in this Part is a Perro De Presa Canario.

**GENERAL APPEARANCE AND CHARACTERISTICS**

The Perro de Presa Canario is a large dog with a black mask. The body is longer than the height at the withers, with this characteristic being more noticeable in the female.

**HEAD**

Large and covered with supple, loose skin. The shape tends towards a slightly elongated cube.

**Skull:** Skull-foreface proportion is 60-40%. The width of the skull is 3/5 of the total length of the head. The skull is slightly convex and the frontal bone tends to be flat. The width is almost identical to the length. There is a pronounced zygomatic arch.

**Stop:** The stop is pronounced and the furrow between the frontal lobes is well defined and is about two thirds the size of the skull.

**Muzzle:** Shorter than the skull, normally about 40% of the total length of the head. The width is 2/3 of that of the skull.

**Lips:** The upper lip is pendulous, seen from the front, the upper and lower lips come together to form an inverted V. The inside of the lips are generally a dark colour.

**Teeth:** Scissor or pincer-bite and may be slightly undershot.

**Nose:** Wide, black pigmentation.

**Eyes:** Slightly oval in shape, from medium to large in size. Set well apart, but neither sunken nor protruding. Eyelids are black and tight-fitting, never sagging. The colour varies from dark to medium brown, depending on the colour of the coat.

**Ears:** Medium sized, set well apart, with short and fine hair. They fall naturally on each side of the head. If folded, they do so in the shape of a rose. They are set on slightly above eye level. Whilst ear cropping in Victoria is a prohibited procedure, a dog should not be ruled out of being an RBD if its ears are cropped, as internationally it is common in this breed.

**NECK**

Shorter than the length of the head. Skin on the underside is loose, forming a slight dewlap. Solid and straight, it tends to be cylindrical and muscular.

**FOREQUARTERS**

**Elbows:** The distance from elbow to ground about half of the height at the withers for males and a little less for females.

**Pasterns:** Very solid and slightly sloping.

**BODY**

Longer than the height at the withers, with a straight topline rising slightly from the withers to the croup.

**HINDQUARTERS**

Strong and parallel, without deviation.

**FEET**

Cat feet with rounded toes, not too close together.

**TAIL**

Thick base, tapering to the tip, down to the hock.

**SKIN**

Thick and elastic. Loose on and around the neck. When alert, the skin on the head forms symmetrical wrinkles which fan out from the furrow between the front lobes.

**COAT**

Short, coarse, flat with no undercoat (may have undercoat around neck and behind the thighs). Rather coarse to the touch.

**COLOURS**

All shades of brindle, or fawn to sandy. May have white marks on the chest, neck or throat, forefeet and toes of hind feet, and a black mask.

**HEIGHT AND WEIGHT**

Height at the withers: 56 to 65 cm.

Weight: Varies. Generally not less than 50 kg for males and 40 kg for females.

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**ATTACHMENT H1 – AGREEMENT WITH BLUE CROSS ANIMAL  
SHELTER**





## ***Agreement with Blue Cross Animal Society of Victoria Inc.***

---

*Under section 81 of the Domestic (Feral  
and Nuisance) Animals Act 1994*



124 Exhibition Street  
Melbourne Victoria 3000  
Telephone +613 9650 6700 Facsimile +613 9650 6355  
E-mail [solutions@macquarielawyers.com.au](mailto:solutions@macquarielawyers.com.au)

**AGREEMENT DATED**

**March 2004**

**PARTIES:** **MANNINGHAM CITY COUNCIL** of City Offices, 699 Doncaster Road, Doncaster VIC 3108 (**the Council**)

**AND**

**BLUE CROSS ANIMAL SOCIETY OF VICTORIA**  
**INCORPORATED** of 26 Homestead Road, Wonga Park VIC  
3115 (**Blue Cross**)

#### **INTRODUCTION**

- A. The Council operates a registration and identification scheme under the *Domestic (Feral and Nuisance) Animals Act 1984 (the Act)* which recognises and promotes responsible dog and cat ownership throughout its municipality.
- B. The Council maintains a pound under the Act for the purpose of impounding seized dogs and cats found wandering at large in its municipal district.
- C. The Blue Cross operates an animal shelter in the Council's municipality for the purpose of providing shelter to, or finding new homes for, stray, abandoned or unwanted dogs and cats.
- D. This Agreement is made under section 81 of the Act to allow Blue Cross to retain, sell or destroy certain dogs and cats seized by the Council and not recovered by their owners.

## **IT IS AGREED –**

### **1. Sale of dogs and cats**

- 1.1 Prior to a sale of any dog or cat received from the Council, Blue Cross must ensure that the animal is desexed, wormed and vaccinated.
- 1.2 Blue Cross must provide new owners with a vaccination certificate and literature about feeding, housing and responsible pet ownership.
- 1.3 If Blue Cross sells an unregistered dog or cat, it must notify the Council where the animal will live.

### **2. Destruction of dogs and cats**

If it is necessary to destroy any dog or cat received from the Council, Blue Cross must destroy the animal as quickly as possible and without causing any unnecessary suffering.

### **3. Re-housing of dogs and cats**

Blue Cross may give any dog or cat received from the Council to any person or body that is willing to accept it and which has been previously approved by the Council in accordance with a Code of Practice made under section 26(2)(h)(ii) of the *Prevention of Cruelty to Animals Act 1986*.

### **4. Compliance with Code of Practice**

Blue Cross must comply with any Code of Practice for the management of dogs and cats in shelters and pounds developed by the Bureau of Animal Welfare.

**5. Termination**

Either party may terminate this agreement on providing one month's written notice.

**EXECUTED AS AN AGREEMENT**

**SIGNED on behalf of MANNINGHAM)**  
**CITY COUNCIL** by its Manager )  
Health and Local Laws, Errol Wilkins )  
in the presence of - )

*[Handwritten signature]*

.....  
Witness

*[Handwritten signature]*  
.....  
Errol Wilkins

The **COMMON SEAL** of **BLUE** )  
**CROSS ANIMAL SOCIETY Inc.** was )  
affixed in the presence of - )

*[Handwritten signature]*

.....  
*Barrie H. MacRae*



President

Secretary

**ATTACHMENT H2 – AGREEMENT WITH NORTH WARRANDYTE  
VETERINARY CLINIC**



# ***Agreement for Provision of Veterinary Services***

---

*Under the Code of Practice for the  
Management of Dogs and Cats in  
Pounds*

**AGREEMENT DATED**

**1<sup>st</sup> June 2004**

**PARTIES:** **MANNINGHAM CITY COUNCIL** of City Offices, 699 Doncaster Road, Doncaster VIC 3108 (**the Council**)

**AND**

**THE VETERINARY SURGERY PTY LTD** of 1/266 Yarra Street, North Warrandyte (**the Clinic**)

## **INTRODUCTION**

- A. The Council maintains a pound under the *Domestic (Feral and Nuisance) Animals Act 1984* (**the Act**) for the purpose of impounding dogs, cats and other animals seized within its municipal district.
- B. The Clinic provides veterinary services by qualified veterinarians to the Council.
- C. This Agreement is made under the requirements of the Code of Practice for the Management of Dogs and Cats in Pounds.

## **IT IS AGREED –**

### **1. Treatment of animals**

The Clinic will have a veterinarian permanently on call to attend the Council's pound or elsewhere as directed by the Council for necessary treatment, including euthanasia, of any animal seized by the Council.

## **2. Infectious diseases vaccination program**

The Clinic is responsible for deciding on a vaccination program for Council's pound in the event of an outbreak of the following diseases –

- (a) canine distemper;
- (b) infectious canine hepatitis;
- (c) canine parvovirus;
- (d) infectious feline enteritis;
- (e) calicivirus; and
- (f) herpes virus.

## **3. Isolation of diseased animals**

The Clinic must ensure that any animal with an infectious disease discovered at the Council's pound is held in an isolation pen at the Clinic's premises and provided with appropriate veterinary supervision.

## **4. Payment**

The Council must pay the reasonable service fees and other expenses incurred by the Clinic under this Agreement.

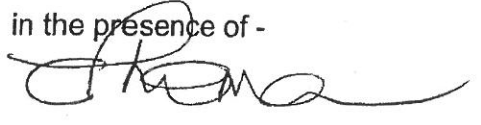
## **5. Termination**

Either party may terminate this agreement on providing one month's written notice.

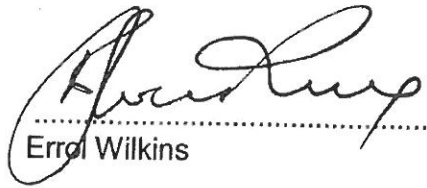


**EXECUTED AS AN AGREEMENT**

**SIGNED** on behalf of **MANNINGHAM**)  
**CITY COUNCIL** by its Manager )  
Health and Local Laws, Errol Wilkins )  
in the presence of - )



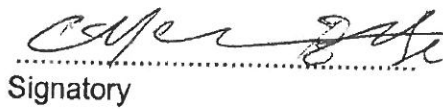
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Witness

  
.....  
Errol Wilkins

**SIGNED** on behalf of the **THE** )  
**VETERINARY SURGERY PTY LTD** )  
in the presence of - )



.....  
Witness

  
.....  
Signatory

**ATTACHMENT I – AUDIT/CHECKLIST –DOMESTIC ANIMAL BUSINESS  
(petshop example)**

**DOMESTIC (FERAL AND NUISANCE) ANIMALS ACT 1994**  
Domestic Animal Businesses

**PET SHOPS**

**RECORD OF AUDIT / INSPECTION**

Business Name: \_\_\_\_\_  
Petshop Address: \_\_\_\_\_  
Proprietor: \_\_\_\_\_ Manager: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_ Registered Business No./ACN: \_\_\_\_\_  
Business Registered as Domestic Animal Business YES / NO      Registration certificate visible  
Date of Inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Date of last Inspection: \_\_\_\_\_  
Full Audit       Scheduled Inspection       Unscheduled Inspection   
Officer/s Inspecting: \_\_\_\_\_  
Person/s present at time of Inspection: \_\_\_\_\_

Does business have a copy of Code of Practice for the Operations of Petshops: YES/NO

GENERAL				
Is the Guarantee defined in Part 2.4 of the Code of Practice prominently displayed on wall				
<ul style="list-style-type: none"> <li>• Is there a current contract with a registered veterinarian               <ul style="list-style-type: none"> <li>• Is it a written contract</li> <li>• Name of Vet/s _____</li> <li>• Does contract include the requirement to be on call for humane euthanasia where an overdose of barbiturate is used and for the treatment of animals other than first aid</li> <li>• Was contract sighted</li> </ul> </li> </ul>				
Are staff properly trained or experienced				
Details: _____				
Are staff provided with <ul style="list-style-type: none"> <li>• Appropriate work clothing</li> <li>• Tetanus vaccination</li> <li>• Adequate handwashing facilities available</li> <li>• Information on zoonoses including risk of toxoplasmosis for women and risk of psittacosis</li> </ul>				

CODE REQUIREMENT	YES	NO	Evidence/Comments/Details
Are appropriate personal hygiene procedures in place to prevent transmission of zoonoses to humans			
Is appropriate fire extinguishers or other fire protection provided in all housing facilities			
<b>FEEDING/WATER</b>			
Is there fresh cool water available to animals at all times			
Are all adult animals (except reptiles) fed at least once per day			
Are pups/kittens less than four months fed a minimum of three (3) times daily			
Are pups/kittens between four and six months fed a minimum of two (2) times daily			
Does food provided contain acceptable nutritive value in sufficient quantity to meet daily requirements for the condition and size of animal			
Are feed storage facilities vermin proof			
Is sufficient feed for 5 days peak requirements available			
Are food and water containers stable			
Are food and water containers either disposable or able to be readily cleaned and disinfected			
<b>DISINFECTION &amp; HYGIENE</b>			
Is petshop clean & hygienic			

DD-300 (REV. 07-10) VA Evidence/Comments/Details	
Are cages & pens holding animals cleaned daily	
Are cat litter trays cleaned daily	
Are pens & cages disinfected every five (5) days or when occupants are changed	
Is a hospital grade disinfectant used	
Name: _____	
Are all surfaces and utensils thoroughly rinsed after disinfection to avoid poisoning	
Phenol must not be used, is this requirement met	
Are facilities provided for vermin proof storage and sanitary disposal of animals wastes, cadavers, food scraps and refuse	
Is there a regular pick up of waste at least once a week	
<b>INSPECTION</b>	
Is every animal inspected daily	
Are animals general appearance and behaviour noted	
Is any animal that appears sick or injured or is behaving oddly reported to manager	
<b>QUARANTINE</b>	
Are sick or injured animals isolated in an area away from public contact and other animals until recovered	

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
Are animals suspected of having an infectious disease placed in quarantine or euthanased	/			
<b>HOUSING</b>				
Are cages constructed of impervious, washable materials to facilitate cleaning and disinfection				
Can pens be secured to prevent accidental escape of animals				
Are pens/cages completely enclosed with either a solid or wire roof				
Are walls of pens/cages high enough to prevent excessive handling by customers and escape of animals				
Are different species housed separately at all times except for <ul style="list-style-type: none"> <li>• compatible species of birds and</li> <li>• rabbits and guinea pigs, provided that the cage size for total number of occupants conforms to minimum requirements for rabbits</li> </ul>	/			
Are pups/kittens from different sources housed separately (where possible)	/			
Where different species are housed in adjoining cages does a solid opaque partition separate the cages	/			
Is clean soft bedding provided for dogs, cats, rabbits, guinea pigs and mice				
Is this bedding discarded daily				

Code	YES	NO	NA	Evidence/Comments/Details
Do all animals have a secluded darkened sleeping area (Animals in view of public must be removed from pens in shop windows at night or alternatively the pens must be covered with opaque screens to exclude light and vision of public)				
Are animals cages placed out of draughts				
Is adequate shade provided to animals cages in direct sunlight, especially through glass windows				
Is ventilation adequate to keep premises free of dampness and obnoxious odours				
Artificial light does not generate heat				
Are reptile cages lockable and tamper proof				
Are reptiles screened from excessive noise and vibration and buffered from the public by barriers or signage				
Is temperature range for reptiles between 20-33°C at all times				
Are heating devices for reptile cages positioned so that parts of the enclosure are not heated, thereby providing a range of temperatures				
Are light bulbs used for heating reptile cages coloured either red or blue so as animal has a dark period during the day				
Are reptile cages totally enclosed except for one viewing panel				
Is cage furniture provided for reptiles that allows total or partial concealment of reptile				
Do snakes and frogs have a shallow pool of water				



CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
Are separate bird rooms provided (where possible)				
Is an extraction fan system provided where birds are housed to remove feather, dander and dust (thus reducing fomites responsible for carrying Psittacosis)				
Cages for rabbits, guinea pigs and mice are not totally open-sided and have a darkened private area				
Do tortoises have:				
• a pool of water deep enough for animal to completely submerge				
• a totally dry haul out area large enough for entire animal to be out of water				
• a haul out area with a shallow gradient that allows easy access and will not abrade bellies of tortoises				
Do cage and pen sizes for animals meet the recommendations (see appendix 1)				
<b>SALE</b>				
Are all dogs sold vaccinated for: <ul style="list-style-type: none"> <li>• Canine distemper</li> <li>• Infectious canine hepatitis</li> <li>• Canine parvovirus</li> </ul>				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
Are all cats sold vaccinated for: <ul style="list-style-type: none"> <li>• Infectious feline enteritis</li> <li>• Feline Respiratory disease</li> </ul>				
Are all dogs & cats vaccinated at least fourteen days before sale				
Have dogs and cats been treated for internal worms				
Are all animals offered for sale weaned and fully self sufficient				
Are no animals suspected of being sick, injured or diseased sold				
Are all animals free of external parasites				
Are no reptiles with active lesions sold				

CODE NUMBER DATE YES NO N/A Evidence/Comments/Details

<p>Do all animals meet the minimum age for sale</p> <ul style="list-style-type: none"> <li>• Dogs and cats at least 8 weeks of age</li> <li>• Rabbits at least 5 weeks of age</li> <li>• Guinea Pigs at least 4 weeks of age</li> <li>• Mice at least 3 weeks of age</li> <li>• Juvenile birds fully feathered (moult permitting) and self sufficient</li> </ul>				
<p>Are there any unweaned animals on premises</p>				
<p>Are new owners supplied with vaccination certificate</p>				
<p>Are new owners supplied with certification that the animal has no apparent life threatening defects</p>				
<p>Are new owners given appropriate literature as required in code (on feeding, health, desexing, housing, petcare, responsible pet ownership, where to seek advice and current registration requirements)</p>				

CODE REQUIREMENT	YES/NO	NA	Evidence/Comments/Details
Has literature been prepared in consultation with relevant professions			
Are purchasers made aware of procedures for emergency treatment during the guarantee period			
Is information prepared by a specialist herpetologist and relating to specific reptile being sold given to purchaser at time of sale			
Does Petshop provide guarantee specified in 2.4 of the code of practice			

APPENDIX ONE

RECOMMENDED CAGE AND PEN SIZES

SPECIES	MIN FLOOR AREA SQ.CM	ACTUAL FLOOR AREA SQ.CM	MIN WIDTH CM	ACTUAL WIDTH CM	MIN HEIGHT CM	ACTUAL HEIGHT CM	MAX NO. OF ANIMALS	ACTUAL NO. OF ANIMALS	INCREASED FLOOR AREA FOR EACH ADDITIONAL ANIMAL SQ.CM	ACTUAL INCREASE IN FLOOR AREA PER ADDITIONAL ANIMAL SQ.CM
DOGS Puppies (8-16 weeks) Less than 3 kg Over 3 kg	6,000		60		50		4		1,500	
	6,000		60		50		2		3,000	
	15,000		90		180		1		-	
Adults less than 40 cm in height										
Adults 40-70 cm in height	24,000		90		180		1		-	
Adults over 70 cm in height	35,000		90		180		1		-	
CATS Kittens (8-12 Weeks) Adults	6,000		60		50		3		1,500	
	6,000		60		50		1		-	
RABBITS Young(5-12 weeks) Adult	6,000		60		50		6		300	
	6,000		60		50		2		600	
GUINEA PIGS	2,500		50		40		4		600	

SPECIES	MIN FLOOR AREA SQ.CM	ACTUAL FLOOR AREA SQ. CM	MIN WIDTH CM	ACTUAL WIDTH CM	MIN HEIGHT CM	ACTUAL HEIGHT CM	MAX NO. OF ANIMALS	ACTUAL NO. OF ANIMALS	INCREASED FLOOR AREA FOR EACH ADDITIONAL ANIMAL SQ.CM	ACTUAL INCREASE IN FLOOR AREA PER ADDITIONAL ANIMAL SQ.CM
MICE	600		20		20		2		300	
SNAKES -										
Up to 100 cm	2000		45		35		2			
100 cm to 250 cm	4500		50		50		2		1000	
250 cm to 400 cm	6000		50		50		2		-	
Over 400 cm	10000		90		75		1		-	

**ATTACHMENT J – MUNICIPAL EMERGENCY MANAGEMENT PLAN –  
ANIMAL SECTION**

## **PART 11 - CARE AND TRANSPORT OF ANIMALS LIVESTOCK AND WILDLIFE SUB PLAN**

### **1. Introduction**

This plan is designed to function independently or in conjunction with other Control and Support Agencies in the event of an emergency when it becomes evident that assistance is required with the care and transport of animals and livestock, either directly at the request of affected owners and residents, or at an Emergency Relief/Evacuation Centre, or other nominated location.

### **2. Aim**

To assist with the care and transportation of animals, livestock and wildlife in the event of an emergency within the municipality.

### **3. General**

While most residents are generally aware of the importance of preparing their homes and property in the event of an emergency, the safety of animals, pets and livestock can be overlooked.

Owners and residents must accept responsible for the care and safety of their animals, pets and livestock and should include them in their family's survival plan.

Survival will involve either transporting pets and animals etc. if the family plan is to leave early while it is safe to do so, or protecting them on the property if the plan is to stay at home in the event of an emergency. A brochure has been prepared by the Municipal Emergency Management Planning Committee titled "Emergencies and Your Pet" which provides some useful planning preparation and advice for owners and residents in this regard. A copy of the brochure is attached to the plan as "Annex H".

### **4. Control**

This plan may be activated by the Municipal Emergency Response Co ordinator, Municipal Emergency Resource Officer, or nominated officer, after consultation with the appropriate Control Agency, where control may be exercised on a person to person basis or through the nominated Municipal Emergency Co-ordination Centre (see Part 7 of the overall plan).



## 5. State Plan

A state animal welfare plan exists for the care and welfare of animals affected by emergencies this plan should be read in conjunction with the local arrangements. The plan is contained at Annex "O".

## 6. Support

The following Support Agencies would provide assistance with the care and transport of animals, livestock and wildlife in the event of an emergency.

- |                                |  |
|--------------------------------|--|
| - VICSES                       | - Assistance as required by Police.  |
| - Council                      | - Provision of Resources as requested by Police. Resources include; vehicles and a number of large and small animal containers, horse float and trailer.   |
| - RSPCA                        | - Advice and assistance in the care and transport of animals and livestock. Resources include; 2 ambulances, horse float, caravan, 2 boats, animal shelters for up to 500.   |
| - Cat Protection Society       | - Advice and assistance in the care and transport of cats. Resources include; a number of small cages.   |
| - Sustainability & Environment | - Advice and assistance in the care of livestock and cattle. Resources include; a number of horse floats and trailers.   |
| - Parks Victoria               | - Advice and assistance in the care of animals and wildlife within the Warrandyte State Park. Resources include; trailer covered cage and a number of large and small animal containers.   |
| - Wildlife Care Network        | - Advice and assistance in the care and transport of wildlife (Non Park pick up). Resources include; a number of small mobile units and animal containers.   |
| - Help For Wildlife            | - Advice and assistance in the care and transport of livestock. (Non Park pick up). Resources include; a mobile veterinary unit and smaller mobile units and animal containers, tents, boat and wildlife shelters for up to 200. |

## 7. Procedure

In the event of an evacuation, the following action will be undertaken at the nominated Emergency Relief/Evacuation Centre for small animals, dogs, cats, etc., to be co-ordinated by the Manager Health & Local Laws with assistance by VICSES:

- a. assessment to be undertaken of the problems being caused by animals and pets.
- b. as required, assistance be sought from agencies listed under 'Animals' in Part 2 of this plan.
- c. where animals are to be boarded by an agency, the owner is to complete and sign the admittance form.
- d. animals and pets are to be assigned a number with the animal or cage being tagged, as required. Wildlife must be tagged with location and pick up information.
- e. Owner to be issued with a card upon which will be inscribed the animals assigned number and destination.
- f. Council approved vehicles are to be made available, depending on availability, for the transportation of animals and pets to the Boarding Kennel or Municipal Pound with assistance from the above Support Agencies, as required.

In the event that local agencies are unable to assist, agencies in other municipal areas can be contacted.

Animals and pets will be held for 48 hours only free of charge. Owners will be required to make their own arrangements following that period. Any animals and pets not claimed within seven days may become the property of the Manningham Council and disposed of unless special arrangements are made between Council and the owner.

In the case of injured animals and pets the following local Animal Emergency Veterinary Clinics/Centres may also be contacted. Contact details are shown in Part 2 of this plan under 'Animals'.

Requests from residents and owners in relation to injured animals, livestock and wildlife will be co-ordinated either through the designated MECC, or on a one on one basis depending on the nature of the emergency and number of requests, utilising the above Support Agencies. (In most cases assistance can only be given once the threat of the emergency has passed). In a prolonged emergency a designated location may be chosen where injured animals and wildlife can be brought for assistance.

## **8. Community Information**

Information regarding the emergency will normally be disseminated to residents by predetermined lines of communication i.e. radio (Plenty Valley FM, 31NR FM, 693 3AW or 774 ABC).

## **9. Emergency Workers - Catering**

Provision of food and drink to all emergency workers will be co-ordinated through the Recovery Plan, in accordance with Part 16 of the overall plan.