



AGENDA APPENDIX
Council Meeting
Wednesday 24 April 2013

AGENDA ITEM FOR SEPARATE DISTRIBUTION TO COUNCILLORS AND EXECUTIVE LEADERSHIP TEAM DUE TO DOCUMENT SIZE.

THE ITEM IS ACCESSIBLE VIA THE COUNCIL WEBSITE OR BY CONTACTING COUNCIL ON 03 5662 9200.

E.6 DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN - 2013-2017

Appendix 1 - Draft Domestic Animal Management Plan 2013-2017

Draft
South Gippsland Shire
Council
Domestic Animal
Management Plan

2013-2017

February 2013

STATUTORY REQUIREMENTS

DOMESTIC ANIMAL MANAGEMENT PLANS

Under Section 68A of the Domestic Animals Act, every Council must 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.
- (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.

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1. INTRODUCTION

The South Gippsland Shire Council is preparing a Domestic Animal Management Plan (DAM Plan) for 2013 – 2017 in relation to the keeping and management of domestic dogs and cats within the municipality.

The DAM Plan will set the strategic direction in terms of animal management within the South Gippsland Shire for the next four years, allowing for an annual review. It will reflect what Council does in relation to animal management and will explore ways to improve our current practices and set future directions and action plans.

Council has a legal obligation under the Domestic Animals Act 1994 (the Act) to produce the DAM Plan. The purpose of the Act is to promote animal welfare, responsible pet ownership and to protect the environment. The DAM Plan aims to increase the profile and importance of domestic animal management functions within Local Government.

This Domestic Animal Management Plan has been prepared by Council in accordance with the requirements and responsibilities under the Act, relevant Codes of Practice, the South Gippsland Shire Council's Local Law No. 1 and other relevant policies.

The primary objective is to provide a Strategic Plan to guide the community towards the goal of responsible pet ownership and to assist Council to achieve a professional, consistent and proactive approach to domestic animal management practices.

The purpose of this Plan is to:

- Encourage responsible pet ownership of dogs and cats through education and enforcement.
- Identify and ensure registration compliance of all domestic animals within the South Gippsland Shire.
- Identify and effectively manage declared restricted breed dogs within South Gippsland.
- Identify and effectively manage dangerous dogs and menacing dogs within South Gippsland.
- Ensure that all Officers receive the appropriate training to carry out their duties effectively and efficiently.
- Improve public safety by encouraging dog owners to securely confine their animals and reduce the number of dog attacks.
- Ensure Council provides animal management services in an efficient and effective manner.
- Register and ensure that domestic animal businesses are managed according to the Act and relevant Codes of Practice.

Each year, Council's Local Laws team receives requests for animal management services. The most common complaints received are:

- Dogs at large
- Barking dogs
- Stray cats
- Dog attacks

Other issues that Officers have reported are:

- An increase in the number of dogs at large and repeat offenders.
- An increase in the number of dog attacks and menacing dogs.
- An increase in number of barking dog complaints causing distress for the complainant(s) and owner(s).
- An increase in the number of nuisance and trespassing cats.
- An increase in the numbers of feral cats being trapped and euthanased.
- Dog owners not picking up their dogs' waste despite installation of doggy-doo bag dispensers throughout the municipality.

Current Domestic Animal Services and Programs

The South Gippsland Shire Council currently provides the following Domestic Animal Management Services and programs to residents:

- Ongoing maintenance of a dog and cat registration database.
- Response to customer complaints relating to animal management issues, such as barking dogs, dog attacks, dogs at large, nuisance cats.
- Provision of an after-hours emergency service.
- Provision of dog litter bins and doggy-doo bag dispensers at 15 locations throughout the Shire.
- Cat trapping program – supply of cat traps for trapping of feral and/or nuisance cats.
- Collection of stray or wandering dogs and cats, including surrendered animals.
- Provision of advice and information to residents relating to animal management issues.
- Promotion of responsible pet ownership for all new animal registrations.
- Regular inspections of Domestic Animal Businesses to ensure compliance with the Act and relevant Codes of Practice.

- Regular inspections of restricted breed, dangerous dog and menacing dog premises to ensure compliance with the Act and relevant Codes of Practice.
- Provision of animal management training opportunities for Local Laws Officers.
- Provision of pound services through a contractual agreement.
- Quick responsiveness to dog attack complaints.
- Prosecution of offences under the Act and other regulations including Council's Local Law No 1.

2. BACKGROUND & DEMOGRAPHIC PROFILE

The South Gippsland Shire Council developed the Domestic Animal Management Plan 2008 in consultation with community, stakeholders and special interest groups. The plan was adopted by Council in September 2008. The plan was designed to address community expectations in a balanced manner and to reduce the negative impact pets can have on the natural environment and members of the community.

The strategic objectives identified in the 2008 DAM Plan were addressed over the past four years. A range of activities focusing on compliance issues, policy development, education, promotion and marketing were implemented to achieve outcomes for the identified key activities.

South Gippsland Shire is located a pleasant ninety minute drive through coastal flats and rolling hills to the south east of Melbourne. It stretches from Nyora in the west, to Welshpool in the east, and Mirboo North to the north. The southern boundary is formed by the Bass Strait coastline.

As well as the main towns of Leongatha, Korumburra, Mirboo North and Foster, South Gippsland has over 20 smaller communities that are an integral part of the Shire. Its commercial, social, cultural and environmental qualities make it a wonderful environment to live, work and invest. According to the 2011 Australian Census, the Shire has a population of 27,506 and covers 3,300 square kilometres which include some of the nation's most arable farming land.



3. TRAINING OF AUTHORISED OFFICERS

68(A)(2)(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

CONTEXT

Council's objective is to ensure that all Officers involved in animal management have the knowledge and skills necessary to proactively, consistently and professionally carry out their work.

CURRENT AND PLANNED TRAINING, POLICIES:

- Staff Induction Policy
- Anti-Discrimination Bullying Harassment
- Career Development
- Code of Conduct: Staff
- Corporate Dress Uniform Policy
- Telephone Management Policy
- Staff Conflict of Interest Guidelines
- Learning and Development Policy
- Reward and Recognition Policy

Course/Seminar	Notes	Officers	12/13	13/14	14/15	15/16
Dealing with difficult people	Bi-annual	All	X		X	
Customer Service – Conflict management, Telephone speak	Bi-annual	All		X		X
Animal Behaviour/Animal Handling	Bi-annual	All	X	X	X	X
Bureau of Animal Welfare Animal Management Seminars	Annual	LLC AMO	X	X	X	X

Note: LLC = Local Laws Coordinator. AMO = Animal Management Officer

OUR PLANS

Activity 1: Develop and maintain a training register for individual officers.

Activity 2: Ensure officers attend at least one training/networking session each year.

Activity 3: Ensure all Officers have access to the Bureau of Animal Welfare extranet site.

Activity 4: Maximise learning and development opportunities to attract and maintain quality staff and performance.

4. REGISTRATION AND IDENTIFICATION

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

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

CURRENT SITUATION - Our current data

Total Registered Dogs	5019
Total Registered Cats	1198

Our current Orders, Local Laws, Council Policies and Procedures

- Compulsory microchipping of all dogs and cats within South Gippsland Shire.
- Registration fees currently set for the 2013/2014 period are as follows:

Restricted breed/dangerous/menacing dog	\$205		
Microchipped only	\$108	<i>Pension Concession</i>	\$54
Reduced fee	\$36	<i>Pension Concession</i>	\$18

- Pro-rata reduced registration fees apply from 10 October each year – fees are half the cost of the annual registration fee.
- Provision of free transfer of registration to animal owners who relocate to the South Gippsland Shire.
- Registration renewals that are paid after the 10 April each year are now subject to a \$10 late fee to cover the administrative costs of issuing reminder notices and follow up phone calls.
- Letter and registration application forms are sent to all new pet owners identified through Section 13 notifications received from pounds, shelters and pet shops.
- Issue registration renewal notices on an annual basis with follow up reminder notices and final notice phone calls to ensure compliance.
- Issue all Officers with a microchip scanner and ticketing machine containing current registration database information to quickly and easily determine if an animal found wandering/contained is currently registered.

Our current Education/Promotion Activities

Council's current identification and registration activities include:

- Issuing of registration identification tags and registration renewal notices.
- Doorknocking 'hot spot' areas or areas where complaints have been received in relation to registration requirements and compliance.
- Advertising on Council's website, in local newspapers and information boards.
- Encourage desexing of dogs and cats to minimise wandering issues.

Our current Compliance Activities

- Conduct a registration compliance doorknock campaign covering four specific communities each year.
- Issue infringement notices for non-compliance with legislation.
- Ensure that all information relating to Section 13 notifications from Domestic Animal Businesses is followed up on for registration.
- Implement appropriate payment options for registrations including Bpay, PostBillPay and other payment options.

OUR PLANS

Activity 1: Conduct a feasibility study into the financial viability of appointing consultants to conduct animal registration compliance audits.

Activity 2: Introduce an online animal registration application system for new registrations.

Activity 3: Introduce quarterly animal information articles on Council's website, telephone on-hold messages and in the local newspapers to promote the benefits of registration, microchipping and legislative requirements.

Activity 4: Introduce an annual newsletter to be mailed out to all animal owners to keep pet owners informed of the above animal management issues.

Activity 5: Develop an enforcement policy relating to breaches of the Act.

Activity 6: Investigate the feasibility of conducting a bi-annual pet expo to promote responsible pet ownership within the community.

5. NUISANCE

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

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

CURRENT SITUATION

Our current data – between 1st January 2012 and 1st January 2013

Logged Requests	Number of Requests
Dogs At Large	87
Barking Dogs	63
Cat Trap Requests/Stray Cats/Feral Cats	61
Dog Attacks	18
Other - Dog	186
Other - Cat	28
Total	443

Our current Orders, Local Laws, Council Policies and Procedures

- Council's General Local Law No 1 provisions relating to domestic animals are:
 - Section 69(1) – “An owner or occupier of a property must not, without a permit, keep or allow to be kept any more in number for each kind of animal than as set out in the following table: 2 dogs and/or 2 cats”; and
 - Section 71(1) – “A person in charge of an animal must not allow any part of the animal's excrement to remain on or in a Public Place within a built-up area”; and
 - Section 71(2) – “A person in charge of an animal which litters in a Public Place must immediately collect and dispose of the litter in such a manner so as not to cause a nuisance to any other person”.
- Compulsory microchipping of all dogs and cats within South Gippsland Shire.
- Encourage complainants in the first instance to contact the owners of noisy dogs to advise them of their concerns as this is seen as a neighbourhood issue and the noise may be affecting other neighbours as well.
- Diary kept by complainant for two weeks of all barking caused by dog prior to formal Council response.
- A door knock of nearby neighbours be conducted where the barking is a persistent ongoing problem to determine the extent of the nuisance.

Our current Education/Promotion Activities

- Encourage owners of barking dogs to seek professional assistance to stop their dogs barking and take ownership of the problem.
- Provide Bureau of Animal Welfare responsible pet ownership brochures to owners of newly registered animals, as well as information on body language of dogs and cats and emergency information in an effort to educate owners.

- Provide one-on-one advice and assistance to the animal owner to help resolve the issue.
- Encourage desexing of dogs and cats to minimise wandering issues.
- Provide a cat trapping program to residents for trapping trespassing cats in an effort to reduce the number of feral/stray cats within South Gippsland.
- Provide information and advice about the requirements of trapping cats.
- Provision of dog litter bins and doggy-doo bags in the 15 parks and reserves across the Shire as follows:
 - Baromi Park - Ridgway, Mirboo North
 - Mossvale Park – Berry’s Creek
 - Poowong Recreation Reserve - Drouin Road, Poowong
 - Coleman Park - Queen Street, Korumburra
 - McIndoe Park – cnr Hassett Street and Turner Street, Leongatha
 - Tania Park – Brown Street, Leongatha
 - Horticultural Park – cnr Young Street and Bazley Street, Leongatha
 - Foster Recreation Reserve – Station Road, Foster
 - Pearl Park – Main Street, Foster
 - Sagassar Park – Station Street, Toora
 - Lewis Street, Port Welshpool
 - Gale Street, Waratah Bay
 - Sunnyside Park – Spreight Street, Loch
 - R N Scott Reserve – Wonthaggi Korumburra Road, Kongwak
 - T P Taylor Reserve – Beach Parade, Sandy Point

Our current Compliance Activities

- Ensure nuisance complaints are logged on Council’s Customer Request System and linked to the animal registration record to allow for resolution tracking and repeat offenders.
- Ensure that all Notices to Comply and infringements are issued in line with Council guidelines, the Act and any relevant Codes of Practice.
- Investigate nuisance cat complaints to minimise ongoing complaints.

OUR PLANS

Activity 1: Introduce quarterly animal information articles on Council’s website, telephone on-hold messages and in the local newspapers to promote issues relating to nuisance dogs and cats.

Activity 2: Introduce an annual newsletter to be mailed out to all animal owners to keep pet owners informed of the above animal management issues.

Activity 3: Develop an enforcement policy relating to nuisance dogs and cats.

6. DOG ATTACKS

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

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

CURRENT SITUATION

Our current data – 2011/12 financial year

Reported incidents	On a person	On an animal
24	12	12

Our current Orders, Local Laws, Council Policies and Procedures

- Compulsory microchipping of all dogs and cats within South Gippsland Shire.
- Respond to any complaint of dog attack as an urgent call out for Animal Management Officers.
- Ensure any complaint of dog attack or dog rushing is recorded in Council's Customer Request System and investigated fully to meet all criteria as outlined in the Act.
- Ensure Section 29 forms have been completed and establish 'reasonable belief' as detailed in the Department of Primary Industries - Maddocks Investigations Manual.
- Respond to complaints of dogs wandering by patrolling the reported location.
- Provision of an After Hours Emergency service to report any complaints of dog attacks.

Our current Education/Promotion Activities

- Promote responsible pet ownership through use of local media and the Council website.
- Provide educational material to owners of newly registered dogs.
- Provide information and advice to owners of an attacking dog on the implications which can arise from a dog attack on a person or animal.

Our current Compliance Activities

- Issue infringement notices for non-compliance with legislation.
- Prosecute offenders for non-compliance with legislation.
- Investigate complaints ensuring Section 29 forms have been completed and establish 'reasonable belief' as detailed in the Department of Primary Industries - Maddocks Investigations Manual.
- Conduct regular patrols throughout the Municipality.

OUR PLANS

Council endeavours to minimise the risk of dog attacks on people and animals through a program of education and enforcement initiatives.

Activity 1: Review Council's Dog Attack Investigation Guidelines and develop a policy to address dog attacks.

Activity 2: Create a specific webpage on Council's website detailing the process for reporting dog attacks and the possible implications that could occur for all parties following a dog attack.

Activity 3: Introduce quarterly animal information articles on Council's website, telephone on-hold messages and in the local newspapers to promote issues relating to dog attacks.

Activity 4: Provide residents with information on how to report dog attacks and promote and encourage the reporting of any dog attack.

Activity 5: Report outcomes of dog attack prosecutions in the local media to raise awareness within the community.

Activity 6: Promote the Department of Primary Industries' "Dangerous Dogs Hotline" on 1300 101 080 between 8am and 6pm for suspected restricted breed dogs.

7. DANGEROUS, MENACING AND RESTRICTED BREED DOGS

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 68A(2)(a),(c)(i),(c)(ii),(d),(f)

CURRENT SITUATION

Our current data

Declared Menacing Dogs	Declared Dangerous Dogs	Declared Restricted Breed
1	1	4

Our current Orders, Local Laws, Council Policies and Procedures

- Ensure that all declared dogs are listed on the Victorian Declared Dog Registry.
- Use of Breed standard for identifying a restricted breed dog.
- Victorian Breed Assistance Resource Kit (Vic BARK) Smart Device Application.

Our current Education/Promotion Activities

- Provide a range of educational brochures for the community.
- Ensure that owners of declared dogs are aware of their obligations under the Act.

Our current Compliance Activities

- Animal registration renewal notices are issued annually.
- Annual compliance inspections and spot-check inspections are conducted at all premises where declared dogs are kept to ensure compliance with requirements of the Act.
- Monitor non-residential areas for use of guard dogs.
- Ensure that all declared dogs are listed on the Victorian Declared Dog Registry and details are updated as soon as possible.
- Review all new dog registrations for potential restricted breed dogs.

OUR PLANS

Our aim is to minimise the risks of dog attack to the community and animals from menacing, dangerous and restricted breed dogs.

Activity 1: Proactively enforce menacing, dangerous and restricted breed dog legislation.

Activity 2: Ensure that the standards to identify restricted breed dogs are applied.

Activity 3: Conduct annual inspections of premises where declared restricted breed dogs are housed.

Activity 4: Conduct annual inspections of premises where declared dangerous and menacing dogs are housed.

Activity 5: Promote the Department of Primary Industries' "Dangerous Dogs Hotline" on 1300 101 080 between 8am and 6pm for suspected restricted breed dogs.

Activity 6: Develop an education kit for owners of declared dogs outlining their obligations and requirements under the Act.

8. OVERPOPULATION AND HIGH EUTHANASIA

68A(2)(c)(iv) - Outline programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats
- also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

CURRENT SITUATION

Our current data 2011/12 financial year

Dogs	Total	South Gippsland	State Average
Impounded	120	11.6 per 1000 households	8.5 per 1000 households
Returned to Owner	59	49.2% of impoundments	55.7% of impoundments
Euthanased	31	25.8% of impoundments	31.1% of impoundments
Rehoused	30	25% of impoundments	13.2% of impoundments
Cats	Total		
Impounded	78	5.6 per 1000 households	5.7 per 1000 households
Returned to owner	15	19.2% of impoundments	8.7% of impoundments
Euthanased	27	34.6% of impoundments	74.1% of impoundments
Rehoused	36	46.2% of impoundments	17.2% of impoundments

Our current Orders, Local Laws, Council Policies and Procedures

- Compulsory microchipping of all dogs and cats within South Gippsland Shire.

Our current Education/Promotion Activities

- Promotion of the Statewide initiative “Who’s for cats” program on Council’s website and in local newspapers to raise awareness within the Community.
- Conduct cat specific education programs through the local media, promoting identification, registration and desexing.
- Conduct annual ‘cat audits’ within the community to ascertain the level of ‘owned’ cats.

Our current Compliance Activities

- Promotion of the “Who’s for cats” program.
- Provision of cat traps to assist in the trapping of trespassing and problem cats.
- Implementation of targeted cat trapping programs.
- Implement requirements for registration of cats.
- Conduct annual ‘cat audits’ within the community to ascertain the level of ‘owned’ cats.

OUR PLANS

Activity 1: Through Council’s Pound Service, advertise lost and/or found dogs and cats on Council’s website and in local papers.

Activity 2: Ensure that notices advertising animals for sale within South Gippsland contain the microchip number for each animal being sold.

Activity 3: Expand Council's cat trapping program.

Activity 4: Investigate the use of social media to facilitate the return of lost or impounded animals to their owners.

9. DOMESTIC ANIMAL BUSINESSES

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 68A(2)(a),(c)(i),(d),(f)

CURRENT SITUATION

Our current data - 2012 Registration Year

Business Type	Number registered
Breeding	1
Boarding	5
Pet Shop	0
Training Establishment	0
Pounds & Shelters	1

Our current Orders, Local Laws, Council Policies and Procedures

- Send out annual Domestic Animal Business registration renewal notices.
- Inspect all Domestic Animal Businesses annually and as required throughout the year.
- Use of Bureau of Animal Welfare Audit inspection checklists when inspecting Domestic Animal Businesses.

Our current Education/Promotion Activities

- Supply and distribution of information regarding Domestic Animal Businesses and relevant Codes of Practice.

Our current Compliance Activities

- Inspect all Domestic Animal Businesses annually and as required throughout the year.
- Investigate all complaints relating to a Domestic Animal Businesses.
- Follow up on any non-compliance issues or breaches of the Code of Practice or Act.
- Take any enforcement action necessary.
- Ensure that Domestic Animal Businesses forward Section 13 documents to relevant Councils following the sale of an animal.
- Ensure that notices advertising animals for sale within South Gippsland contain the Domestic Animal Business' Council registration number and comply with relevant Codes of Practice and the Act.
- Liaise with other teams within Council to provide advice when an application for a Domestic Animal Business is received to ensure compliance with regulations and requirements under the Act and relevant Codes of Practice.

OUR PLANS

Activity 1: Undertake assessment of Council's registration database to proactively identify unregistered Domestic Animal Businesses.

Activity 2: Provide Domestic Animal Businesses with educative material to ensure they are kept informed of all new developments and changes to legislation that may affect the operation of their business.

Activity 3: Develop a procedure that will allow for all audit inspection documentation to be stored electronically against the license.

10. OTHER MATTERS

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

POUND PROVISION AND MANAGEMENT

The South Gippsland Shire dog and cat pound services are provided and managed under a contractual agreement with the Korumburra Veterinary Clinic.

This service has been provided by the Korumburra Veterinary Clinic since 1996 and more recently under a contract with Council since 2007. The contract has recently been renewed, following a competitive process, for a 5 year period until 30 June 2018. This process has highlighted the need for Council to determine the long term strategy for dog and cat pound services. The provision of these services is a specialist type industry that has limited competition and therefore, Council, either as a separate entity or in partnership with other Local Government authorities, need to consider the cost and service implications of providing an “in-house” dog and cat pound service.

OUR PLANS

Activity 1: Council makes contact with Baw Baw Shire, Cardinia Shire, Latrobe City, Wellington Shire, and Bass Coast Shire to discuss potential solutions or opportunities to create a regional approach to domestic animal pound provision and management.

Activity 2: Prepare a briefing paper which outlines the findings of the discussions with other Councils prior to July 2014.

Activity 3: Prepare a report which recommends a long term strategic action plan for domestic animal pound provision and management prior to the commencement of the 2015/2016 budget process.

11. ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING

68A(3) - Every Council must—

- (a) *review its domestic animal management plan annually and, if appropriate, amend the plan*
- (b) *provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan*
- (c) *publish an evaluation of its implementation of the plan in its annual report.*

OUR PLANS

Activity 1: Provide the Department of Primary Industries Secretary with a copy of the Domestic Animal Management Plan and any amendments to the Plan.

Activity 2: Publish an evaluation of the implementation of the Domestic Animal Management Plan in Council's Annual Report.

Activity 3: Review the Domestic Animal Management Plan annually and if appropriate, make any amendments to the Plan.

APPENDIX – 4 YEAR ACTION PLAN

Activity	Who	When
Training of Authorised Officers		
1. Develop and maintain a training register for individual officers.	Local Laws Coordinator (LLC)	Annually
2. Ensure officers attend at least one training/networking session each year.	LLC	As per training register
3. Ensure all Officers have access to the Bureau of Animal Welfare extranet site.	Local Laws Admin Officer (LLAO)	July 2013
4. Maximise learning and development opportunities to attract and maintain quality staff and performance.	LLC	As per training opportunities
Registration and Identification		
1. Conduct a feasibility study into the financial viability of appointing consultants to conduct animal registration compliance audits.	LLC	Council Report July 2014
2. Introduce an online animal registration application system for new registrations.	LLAO	July 2016
3. Introduce quarterly animal information articles on Council's website, telephone on-hold messages and in the local newspapers to promote the benefits of registration, microchipping and legislative requirements.	LLAO/Communications Officer (CO)	July 2015
4. Introduce an annual newsletter to be mailed out to all animal owners to keep pet owners informed of the above animal management issues.	LLAO/CO	New initiative 2015/2016 budget process
5. Develop an enforcement policy relating to breaches of the Act.	LLC	August 2014
6. Investigate the feasibility of conducting a bi-annual pet expo to promote responsible pet ownership within the community.	LLC	New initiative 2015/2016 budget process
Nuisance		
1. Introduce quarterly animal information articles on Council's website, telephone on-hold messages and in the local newspapers to promote issues relating to nuisance dogs and cats.	LLAO/CO	July 2015

<p>2. Introduce an annual newsletter to be mailed out to all animal owners to keep pet owners informed of the above animal management issues.</p> <p>3. Develop an enforcement policy relating to nuisance dogs and cats.</p>	<p>LLAO/CO</p> <p>LLC</p>	<p>New initiative 2015/2016 budget process</p> <p>August 2014</p>
<p>Dog Attacks</p> <p>1. Review Council's Dog Attack Investigation Guidelines and develop a policy to address dog attacks.</p> <p>2. Create a specific webpage on Council's website detailing the process for reporting dog attacks and the possible implications that could occur for all parties following a dog attack.</p> <p>3. Introduce quarterly animal information articles on Council's website, telephone on-hold messages and in the local newspapers to promote issues relating to dog attacks.</p> <p>4. Provide residents with information on how to report dog attacks and promote and encourage the reporting of any dog attack.</p> <p>5. Report outcomes of dog attack prosecutions in the local media to raise awareness within the community.</p> <p>6. Promote the Department of Primary Industries' "Dangerous Dogs Hotline" on 1300 101 080 between 8am and 6pm for suspected restricted breed dogs.</p>	<p>LLC/LLAO/Animal Management Officer (AMO)</p> <p>LLAO</p> <p>LLAO/CO</p> <p>LLAO/CO</p> <p>CO</p> <p>LLAO/CO</p>	<p>April 2014</p> <p>July 2015</p> <p>July 2015</p> <p>July 2015</p> <p>When required</p> <p>July 2013</p>
<p>Dangerous, Menacing and Restricted Breed Dogs</p> <p>1. Proactively enforce menacing, dangerous and restricted breed dog legislation.</p> <p>2. Ensure that the standards to identify restricted breed dogs are applied.</p> <p>3. Conduct annual inspections of premises where declared restricted breed dogs are housed.</p> <p>4. Conduct annual inspections of premises where declared dangerous and menacing dogs are housed.</p>	<p>LLC/Local Laws Officers/AMO</p> <p>LLC/Local Laws Officers/AMO</p> <p>LLO</p> <p>LLO</p>	<p>When required</p> <p>When required</p> <p>April annually</p> <p>April annually</p>

<p>5. Promote the Department of Primary Industries' "Dangerous Dogs Hotline" on 1300 101 080 between 8am and 6pm for suspected restricted breed dogs.</p>	LLAO	July 2013
<p>6. Develop an education kit for owners of declared dogs outlining their obligations and requirements under the Act.</p>	LLAO/LLO/AMO	July 2016
<p>Overpopulation and High Euthanasia</p> <p>1. Through Council's Pound Service, advertise lost and/or found dogs and cats on Council's website and in local papers.</p> <p>2. Ensure that notices advertising animals for sale within South Gippsland contain the microchip number for each animal being sold.</p> <p>3. Expand Council's cat trapping program.</p> <p>4. Investigate the use of social media to facilitate the return of lost or impounded animals to their owners.</p>	<p>Pound Service Provider</p> <p>LLAO/AMO</p> <p>AMO/LLO</p> <p>LLAO/LLC</p>	<p>July 2013</p> <p>July 2013</p> <p>July 2013</p> <p>July 2016</p>
<p>Domestic Animal Businesses</p> <p>1. Undertake assessment of Council's registration database to proactively identify unregistered Domestic Animal Businesses.</p> <p>2. Provide Domestic Animal Businesses with educative material to ensure they are kept informed of all new developments and changes to legislation that may affect the operation of their business.</p> <p>3. Develop a procedure that will allow for all audit inspection documentation to be stored electronically against the license.</p>	<p>LLAO/LLO/AMO</p> <p>LLO</p> <p>LLAO/LLO</p>	<p>July 2014 on-going</p> <p>April annually or as required</p> <p>April 2014</p>

<p>Other Matters</p> <ol style="list-style-type: none"> 1. Council Officers make contact with Baw Baw Shire, Latrobe City, Wellington Shire, and Bass Coast Shire to discuss potential solutions or opportunities to create a regional approach to domestic animal pound provision and management. 2. Council Officers prepare a briefing paper which outlines the finding of the discussions with other Councils prior to July 2014. 3. Council Officers prepare a report which recommends a long term strategic action plan for domestic animal pound provision and management prior to the commencement of the 2015/2016 budget process. 	<p>Regulatory Services Manager (RSM)/LLC</p> <p>RSM/LLC</p> <p>RSM/LLC</p>	<p>Feb 2014</p> <p>June 2014</p> <p>December 2014</p>
<p>Annual Review of Plan and Annual Reporting</p> <ol style="list-style-type: none"> 1. Provide the Department of Primary Industries Secretary with a copy of the Domestic Animal Management Plan and any amendments to the Plan. 2. Publish an evaluation of the implementation of the Domestic Animal Management Plan in Council's Annual Report. 3. Review the Domestic Animal Management Plan annually and if appropriate, make any amendments to the Plan. 	<p>LLC</p> <p>RSM/CO</p> <p>LLC/LLO/AMO</p>	<p>July 2013</p> <p>Annually</p> <p>Annually</p>