

	Dog Registration Policy	Document Number: A4928836
<p>1.1 Policy Author: Health, Security and Regulatory Services Department</p> <p>1.2 Objectives: This policy aims to develop a system of dog registration that is equitable and easy, encourages registration and promotes responsible animal ownership. (Note: Animal Management permits are covered by a separate policy owing to a differing policy intent)</p>		
<p>1.3 Regulatory Authority: Section 9 of the <i>Local Government Act 2009</i> – Powers of Local Governments Generally Section 28 of the <i>Local Government Act 2009</i> – Power to Make a Local Law Section 97 of the <i>Local Government Act 2009</i> – Cost Recovery Fees Ipswich City Council <i>Local Law 6: Animal Management</i> Ipswich City Council <i>Subordinate Local Law 6.1: Animal Management</i> <i>Animal Management (Cats and Dogs) Act 2008</i> including amendments made to the Act by the <i>Building and Other Legislation Act 2010</i></p> <p>1.4 Scope: The core matters addressed by the policy include registration fee exemptions, discounted registration fees, and refunds.</p> <p>This policy is effective from 1 July 2018.</p> <p>The registration period is for twelve months and commences 1 July each year and expires on 30 June the year following commencement with renewal notices be sent to owners prior to 30 June. Council officers should ensure that notices are received by Ipswich residents a minimum of 21 days prior to the due date. This applies to all registration fees except that of Declared Dangerous and Declared Menacing Dog Registration Fees. Their registration period commences when the declaration has been made by Council and applies for the following twelve months, creating an ‘anniversary date’ registration period with renewal notices forwarded to owners just prior to the expiry of their current registration period.</p> <p>1.5 Policy Statement:</p> <p>a) Dog Registration Fee Calculation Methodology</p> <p>Dog registrations are based on providing a desexing incentive, as required by s52 of the <i>Animal Management (Cats and Dogs) Act 2008</i>. Full cost recovery is not viable as the true cost of registration would be exorbitantly high and would make dog ownership unattainable in the community. Registration fees will be calculated based on benchmarking councils of similar classification and ensuring the fees are an incentive for responsible dog ownership.</p>		

b) Dog Registration Fee Exemption

Fee exemption will be granted in the following circumstances:

- i) Where a **dog** is currently registered with any other Australian Local Government and satisfactory proof of registration is shown, no fee will be charged for the registration of the dog with the Ipswich City Council for the current Ipswich City Council registration period; or
- ii) Registration fee exemptions will apply to those **dogs** classified as exempt in the *Animal Management (Cats and Dogs) Act 2008*. Those dogs are:
 - 1. A Government Entity Dog (i.e Queensland Police Service Dogs, Royal Australian Air Force Dogs, Corrective Services Department Dogs) ; and
 - 2. A Working Dog
 - A working dog, defined by the legislation, means a dog usually kept or proposed to be kept:
 - On rural land; and
 - By an owner who is a primary producer; or a person engaged or employed by a primary producer; and
 - Primarily for the purpose of:
 - Droving, protecting, tending or working stock; or
 - Being trained in droving, protecting, tending or working stock; and
 - 3. Does not include a class of dog prescribed under a regulation (of the Act).
- iii) Ipswich City Council does not require a registration fee for the following **dogs**:
 - Guide Dogs;
 - Disability Assistance Dogs;
 - Greyhounds currently registered with and owned by a Licensee of Racing Queensland (previously known as the Greyhound Racing Control Board of Queensland);
 - Other dogs (as determined by Council resolution) that are shown to provide benefit to the community or special needs group and satisfactory proof is shown.

c) Discounted Dog Registration Fees

Discounted registration fees apply to the following circumstances:

- i) Lower registration fee: **dogs** that are de-sexed, and specified pensioner card holders (entire and de-sexed) may apply for a lower registration fee (as determined in Council's fees and charges) if satisfactory proof is provided;
- ii) Discounted **dog** registration fee: to encourage prompt renewal of registrations, where a dog has been registered in the previous registration period with the Ipswich City Council and is re-registered on or before the date

determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted registration fee to apply, the applicable discounted registration fee (as determined in Council’s fees and charges) will apply. This includes entire dogs, de-sexed dogs, pensioner (entire dogs and de-sexed dogs), declared menacing dogs (entire or desexed) and dangerous dogs;

- iii) The **Dog Introductory** discount registration fee will apply:
 - i. When a dog has not been previously registered with Ipswich City Council or another Australian Local Government; and
 - ii. when a dog reaches 12 weeks of age it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council’s fees and charges) apply; or
 - iii. when any dog (12 weeks or older) moves into the Ipswich City Council area or is obtained by a person (purchased, given etc) it must be registered within fourteen (14) days to have the applicable introductory fee (as set in Council’s fees and charges) apply; and
 - iv. This discount is not offered to dogs in any other circumstance except at the discretion of the Chief Operating Officer, Health Security and Regulatory Services.
- iv) **Introductory** discount registration fee for **dogs**: the applicable introductory discount registration fee (as determined in Council’s fees and charges) will apply for the full financial year, that is, no further discount will be applied to this fee (e.g. should a dog be registered post 1 January the full Introductory discount registration fee will apply).
- v) **Introductory** discount registration fee for **dogs (Adoptions - first year introductory registration processed at 6 Hooper Street, West Ipswich and the RSPCA Campus at Wacol)**: the applicable introductory discount registration *fee* will not be applied to those dogs that meet the criteria in 1.5(c)(iil) above to animals that are adopted to owners in Ipswich from the RSPCA Wacol Campus and the 6 Hooper Street, West Ipswich facility. The zero fee will apply for the full financial year of the first year of registration only. Applicable registration fees apply post this.
- vi) Introductory discount registration fee for dogs (Vet Services and Responsible Pet Ownership): the applicable introductory discount registration fee will not be applied to those dogs that meet the criteria in 1.5(c)(iii) above in addition to where the owner provides a certificate from their vet that the animal has been desexed, microchipped or vaccinated within a period of 14 days prior to submitting their registration form to Council.
- vii) **Farm Dog**: dogs that don’t meet the criteria set out for a *working dog* in the *Animal Management (Cats and Dogs) Act 2008* but do meet the following criteria (as satisfactory proof) may be classified as a *farm dog* and receive a discounted registration fee:

- i. Satisfy an authorised officer that the said dog is in fact a farm dog within Ipswich City Council (assessment of skills that the dog does provide assistance on the farm will be required)
- ii. The dog lives on a property in a classified rural zone within Ipswich City Council
- iii. The dog's owner is a primary producer however this may not be the owners principle occupation within Ipswich City Council.

Note: A fee category for an entire farm dog and a desexed farm dog will apply

- viii) Obedience trained discount fee: **dogs** that are obedience trained may qualify to receive a 50% discount (as per Council's fees and charges, excluding dogs registered under the introductory discount registration fee/or regulated dogs; or those dogs that are being assessed to determine if they are declared dangerous or menacing) on the applicable dog registration fee if they satisfy all the following requirements:

- Reach a required standard of obedience as established by the Chief Operating Officer – Health, Security and Regulatory Services; and
- Are assessed on the required standards from either the Animal Welfare League (AWL), the Royal Society for the Prevention of Cruelty to Animals (RSPCA), or an organisation affiliated with the Canine Control Council (Queensland) trading as Dogs Queensland, and a dog obedience training provider recognised as a Registered Training Organisation or another provider as determined by the Chief Operating Officer - Health, Security and Regulatory Services; and
- Provide the Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the above mentioned organisations to certify that they have reached the required standards of obedience; and
- The completed Dog Obedience Testing Criteria form is presented to Council when applying for the discount.

The obedience trained discount fee will be applicable from the date of assessment as listed on the Ipswich City Council Dog Obedience Testing Criteria form for the remainder of the current and/or the consequent two dog registration periods. After the period has elapsed, the dog will require re-assessment and will need to present the appropriate documentation to Council to receive the 50% discount on the applicable dog registration fee. The criteria for assessment will be determined by the Chief Operating Officer – Health, Security and Regulatory Services.

- ix) **Kennel Licence & Dogs Queensland:** Where a person holds an approved and current kennel licence with the Council and they have a dog or dogs that are currently registered with Dogs Queensland (previously called Canine Control Council of Queensland), they may present their certificate or other suitable

documentation to the council to receive a 50% discount on their applicable dog registration fee.

- x) **Dogs Queensland Membership:** Where a person is currently registered with Dogs Queensland (previously called Canine Control Council of Queensland) and does not hold an approved kennel licence, they may present their certificate or other suitable documentation to the council to receive a discounted registration fee.
- xi) **Maximum Discount:** When any multiple discounts or concessions are applied to registration fees (eg. Obedience trained dog), no resulting registration fee shall be lower than the desexed pensioner dog registration fee (pay before date) due to minimum cost recovery.

d) *Full Dog Registration Fees*

Where a registration fee is not paid by the due date the discounted fee will cease to apply and the full registration fee will then become payable.

- i) Full dog registration fee: when a registration fee is paid after the date determined by the Chief Operating Officer – Health, Security and Regulatory Services as the cut off date for the discounted dog registration fee to apply, the applicable full registration fee (as determined in Council's fees and charges) will apply.
- ii) The full dog registration fee will apply to entire, de-sexed, pensioner (entire), and pensioner (de-sexed) dogs, declared menacing dogs (entire or desexed) and dangerous dogs.

e) Replacement Dog Registration Tags

When registering their dogs with Ipswich City Council, owners are provided with a registration tag for life of that animal and are not transferrable. Owners, should they lose the registration tag will be provided with a free replacement registration tag.

1.6 Dog Registration Refunds:

The dog must be registered by the Ipswich City Council and the registration fees paid to Ipswich City Council to qualify for a refund. Satisfactory proof is required to support the refund application.

A refund may be applicable in the following circumstances:

- a) A **dog** dies and an application to cancel the registration is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year. Satisfactory proof is required to support an application to cancel a registration; or

- b) A **dog** qualifies for a **lower registration** fee (the dog is de-sexed and/or is entitled to a pensioner concession as per the specified pensioner card holders for entire, de-sexed dogs, farm dogs, menacing (desexed and entire) and dangerous dogs) and an application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period of 1st April to 30th June in the appropriate registration year; and/or
- c) A **dog** qualifies for the **obedience trained** discount fee and provides Council with the completed Ipswich City Council Dog Obedience Testing Criteria form, signed and dated from one of the appropriate organisations to certify that they have reached the required standards of obedience, and the application for a refund is made between 1st July and 31st March of the relevant registration year. No refunds will be applicable for the period 1st April to 30th June in the appropriate registration year; and/or
- d) A **dog** qualifies for the **Kennel Licence and Dogs Queensland** discount and provides Council with a certificate or other suitable documentation, and the application for a refund is made between 1st July and 31st December of the relevant registration year. No refunds will be applicable for the period 1st January to 30th June in the appropriate registration year; and/or

No refunds will be granted for dogs who qualify for the introductory discount registration fee.

Refunds for 1.6 a) will be calculated using the following discounts:

	Type of dog registration
Time frame for when application is made	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed)/Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 31 July	100% of registration fee paid
1 August – 30 September	75% of the registration fee paid
1 October – 31 December	50% of the registration fee paid
1 January – 31 March	25% of the registration fee paid
1 April – 30 June	Nil – no refund applicable

Refunds for 1.6 b) will be calculated using the following discounts:

Type of dog registration		
Time frame for when application is made	Introductory discount registration fee (first year)	Entire/De-sexed/Entire (pensioner)/De-sexed (pensioner)/Menacing Dogs (entire or desexed), Dangerous dogs (de-sexed)/Farm Dog (entire or de-sexed)
1 July – 30 September	No refund	Difference between the registration fee paid and lower registration fee
1 October – 31 December	No refund	50% of the difference between the registration fee paid and lower registration fee
1 January – 31 March	No refund	25% of the difference between the registration fee paid and lower registration fee
1 April – 30 June	No refund	Nil – no refund applicable

Refunds for 1.6 c, d) and e) will be calculated using the table below:

Type of dog registration discount	
Time frame for when application is made	Obedience trained, Kennel Licence & Dogs Queensland, Cattery Licence and Queensland Feline Association Incorporated
1st July – 31 st December	50% of the applicable registration fee
1 st January – 1st March	25% of the applicable registration fee
1 April to 30 th June	Nil – no refund applicable

1.7 Satisfactory Proof:

Sections 46 and 48 of the *Animal Management (Cats and Dogs) Act 2008* states that Council can request other information or documents in order for a dog to be registered. In addition to the *Animal Management (Cats and Dogs) Act 2008*, other information or documents are generally necessary where satisfactory proof is referred to in the policy (signed and dated) unless otherwise determined by an Authorised Officer or Business Support Officer. An Authorised Officer or Business Support Officer reserves the right to charge the full registration fee where insufficient proof is provided. Specifically, in order to determine whether a dog is a farm dog or not, Council require the following criteria to be met:

1. Satisfy an authorised officer that the said dog is in fact a farm dog (assessment of skills that the dog does provide assistance on the farm)
2. The dog lives on a property in a classified rural zone

3. The dog's owner is a primary producer

1.8 Exclusions:

The Chief Operating Officer - Health, Security and Regulatory Services reserves the right to refuse to grant a refund or discount registration fee to ensure the dog registration system remains equitable and promotes responsible animal ownership.

1.9 Extenuating Circumstances

The Chief Operating Officer - Health Security and Regulatory Services Department may choose to waive the applicable regulatory fee (e.g. application and permit renewal fees) where there are extenuating circumstances. Satisfactory proof is required to support the request for waiver. Satisfactory proof includes a statutory declaration or other form of documentary evidence.

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