

<b>POLICY</b>	<b>ROBY COUNCIL</b>	Responsible Department	Essential Services & Assets
		Original Adoption Date	21.02.2014
		<b>Current Adoption Date</b>	<b>25.01.2023</b>
		Date of Next Review	15.12.2026

DOG AND CAT REGISTRATIONS	
<b>Latest Review Changes</b>	Waived registration fees for June of each year New DACO Database
<b>Previous Council Reviews</b>	21.02.14, 30.11.22

#### **Applicable Legislation**

<p><i>Dog and Cat Management Act 1995</i></p> <p><i>Dog and Cat Management Regulations 2017</i></p>
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#### **Related Policies**

<p>Cats By-Law 2022 – By-law No.3 of 2022</p> <p>Dogs By-Law 2016 – By-law No. 2 of 2016</p> <p>Dog and Cat Management Policy</p>
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#### **Related Procedures**

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#### **Reference Documents**

<p>Guideline for Access to Dogs and Cats Online – Dog and Cat Management Board 5 June 2018</p> <p>Animal Management Plan 2022</p>
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## 1. INTRODUCTION

In accordance with the Dog and Cat Management Act 1995 all dogs that are three months of age or older must be registered annually and within 14 days of taking possession of the dog.

The owner of a dog or cat must ensure that the dog or cat is microchipped and desexed in accordance with any requirements set out in the regulations.

All cats that are three months of age or older must be microchipped, desexed and registered with Council in accordance with Council By-Law No 3.

Registrations expire on 30 June each year and are due to be re-registered by the 31 August each year.

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

## 2. COST OF REGISTRATIONS

Each financial year, the proposed dog and cat registration fees and charges are submitted at a Council Meeting for approval.

Every year Roxby Council completes the Dog Registration Fee Schedule Proforma and sends to the Dog and Cat Management Board for approval. The latest approved fee schedule within the Council's Fees & Charges Register will list the current costs for Dog and Cat Registrations.

Standard cat registration fees are the same as a desexed and microchipped dog.

### **Note re Registrations:**

- The declared owner must be 16 years of age or older to register a dog or cat.
- Only one owner is to be named on the registration.
- Evidence must be provided to receive concession and desexed rates, eg
  - Concession Card - not student cards.
  - Certificate of desexing, microchipping.
- Also, evidence of guide/therapeutic dogs
  - Documentation.
- A permit to house two or more dogs or cats must be obtained prior to registration and is required to apply for approval each registration year.
- A person moving to South Australia from interstate must register their dog on DACO within 14 days. When moving house within South Australia/Roxby Downs the owner must update DACO records as soon as is practicable.
- The Registrar may refuse to register a dog under section 4 of the Dog and Cat Management Act 1995 if satisfied that the dog is (or is to be) kept in a kennel or used for a purpose in connection with a business that should, in the opinion of the Registrar, be registered under section 35.

## 3. ACCURACY OF REGISTRATIONS

The person in whose name a dog is individually registered must inform the Registrar of the area in which the dog is registered as soon as practicable after any of the following occurs:

- (a) the dog is removed from the place recorded in the register as the place at which the dog is usually kept with the intention that it will be usually kept at some other place (whether in the same area, in a different area or outside the State);

- (b) the dog dies;
- (c) the dog has been missing for more than 72 hours;
- (d) the ownership of the dog is transferred to another person.

#### **4. WAIVED REGISTRATION FEES**

As recommended by the Dog and Cat Management Board (27.02.19), and to ensure data accuracies in DACO, Council will waive all dog and cat registration fees in June each year. This will not reduce a council's ability to expiate owners who were required to register a dog before June but did not do so.

#### **5. WORKING DOGS**

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

#### **6. DOG BUSINESS REGISTRATION AND LICENSES AND DOG BREEDERS**

- A dog business involving a kennel at which dogs are bred or trained may register for a Business Licence in the manner and form approved by the Dog and Cat Management Board or the Registrar of the Council.
- Dogs registered under a Business will not receive registration discs.
- The dog owner is required to supply their tag with name and phone number of the owner upon it.
- However, they will be able to change their dogs without notifying Council, providing they do not exceed the maximum number of dogs registered under their business licence.
- A Dog Breeder (not a business) must register as a breeder with the Dog and Cat Management Board, and an annual Dog Breeder registration fee as set by the Dog & Cat Board is payable.
- The Dog and Cat Management Board of South Australia defines a breeder as:

A person who is selling a dog or cat, he or she has bred, regardless of litter being planned or not. A person will be taken to have bred a dog or a cat in any of the following circumstances:

- Provides semen or ova used to breed the dog or cat
- Provides any assistance (however described) in the course of breeding the dog or cat
- Provides facilities used in the course of breeding the dog or cat
- Fails to take reasonable steps to prevent the impregnation of another dog or cat
- Fails to take reasonable steps to prevent the impregnation of their dog or cat

If a 'breeder' intends to sell a dog or a cat, they must register as a breeder with the Dog and Cat Management Board.

Any advertisement placed for the sale of a dog or a cat must include contact details and the breeder registration number.

#### **7. GREYHOUNDS**

- Greyhounds may be registered under a business licence.
- Greyhounds that are kept as pets are registered the same way as other dogs and normal fees apply.

#### **8. TRANSFER OF OWNERSHIP**

- The previous owner must visit the DACO website and transfer the registration to the new owner by providing a name and email address. An email is sent to the new owner, and they must accept the transfer and new ownership to verify. No transfer of ownership fee is required. If transferring ownership

from Roxby Downs to another Council, the new Council may charge a late fee if registration is not current.

- If registration is not current, full fees apply.

## 9. ALTERATIONS TO REGISTRATION RECORDS

- Alterations to records can be done by the owner of the dog or cat via the DACO website.
- If no current desexing or microchip evidence have been updated, photo evidence can be uploaded to the website. An email will be sent to the Council who will then assess and approve or request further evidence.
- Record where the dog was transferred from.
- Do not accept old disc or old disc number as proof.
- A registration record must be changed for:
  - Name change (e.g. married but same owner) or address change (if both, new registration forms are to be completed and record changed)
  - On/off concession
  - Dog desexed or microchipped
  - Change from Standard to non-Standard or Breeder registration status.
- A Person may request that the online register be amended where the information contained on it is otherwise incorrect – they must prove to the satisfaction of the Council Officer attending of the incorrect state of the record. Or the individual may log in to the DACO website themselves. Where it has been demonstrated that such error exists, the record is to be amended appropriately.

## 10. PUBLIC ACCESS TO REGISTER

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

All requests for access to a council dog or cat register must be made in writing, to the Registrar, appointed pursuant to section 26(1)(b) of the Act.

Other than as set out in the Dog and Cat Management Board Guideline, a council must not disclose personal information in DACO to any third party. A council may apply to the Board for permission to make such a disclosure. The Board will consider any such application and must ensure that its decision is consistent with the SA Government Information Privacy Principles.

## 11. REVIEW AND EVALUATION

This Policy will be reviewed and evaluated no less than once every 3 (three) years or when there is a change in legislation.

## 12. AVAILABILITY OF POLICY

This Policy will be available for inspection at the Council office at 6 Richardson Place, Roxby Downs during ordinary business hours and is available to be downloaded, free of charge, from Council's website: [www.roxbydowns.com.au](http://www.roxbydowns.com.au).