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| | <p align="center">Dog Management Policy – Working Group</p> <p align="center">Terms of Reference</p> |
| DOCUMENT CONTROLLER: Manager Development and Regulatory Services | |
| RESPONSIBLE PERSON/S: Working Group Members | |

Objective

The objective of the Working Group is to make comment on and provide feedback regarding the declared dog areas and restrictions within Waratah-Wynyard Council.

- The Working group shall form a decision by consensus about any changes to the declared dog areas and restrictions. The revisions will be used in future community consultation on the Dog Management Policy.
- Whilst the policy will be approved by the Council, the Working Group will be formed so that recommendations can be made from subject matter experts and community representatives.
- The goal is to achieve a set of declared dog areas and restrictions that meet the Policy Statement set by Council (below). Additional objectives may be identified by the Working Group.

Policy Statement:

- The Council understands the importance of dog companionship within Waratah-Wynyard Municipal Area.
- The Council will administer all provisions of the Dog Control Act 2000 within available resource allocation and consistent with its priorities for service provision.
- In administering the provision of the Dog Control Act 2000 the value of education and the delivery of information for dog owners and non-dog owners is the first guiding principal to be adopted by Council staff. Regulatory measures will be used in conjunction with education, based on the nature of the offence and circumstance.
- That Council will work together with the community to reduce the risk from anti-social and straying dogs, and non-compliant ownership, through education, routine patrols, enforcement measures, and the prompt investigation of concerns and complaints of dog-related issues.
- The Council will provide an emergency out-of-hours service to respond to reports of dog attacks and dogs at large that are causing a traffic hazard on a major road and, where a dog at large has been restrained within a property, arrange collection for the next working day when practicable.
- The Council will provide dog exercise areas (as defined in Dog Recreation Areas) that recognise the needs of people and their dogs, taking into account any negative impacts on the environment.
- Consent is required from the relevant land manager when declaring a dog area or restriction, and the declaration is required to comply with all relevant legislation.
- The Council will actively support and promote responsible dog ownership through the development of a code relating to responsible ownership of dogs (as defined in Code of Responsible Dog Ownership).
- It is the responsibility of all dog owners to comply with the Responsible Ownership of Dogs Code.
- The Council will develop and maintain a dog management fee structure (as defined in Dog Management Fee Structure).

Scope and Representation

- This procedure applies to all members and proxies of the Working Group;
- Membership of the Working Group shall only be by the written invitation of Council;

- At least one representative from each organisation shall attend meetings and will be responsible for reporting back to their respective organisation. Additional representatives shall only be invited to the meeting with approval from the Manager Development and Regulatory Services;
- Every effort shall be made to ensure meeting dates and times are appropriate for all parties involved;
- The Manager Development and Regulatory Services shall fulfil the role of Chairperson.

Term of Membership

The Working Group is a short-term group formed to provide expert advice regarding community expectations for the declared dog areas. The involvement of the group is anticipated to be completed before the commencement of community consultation on the Dog Management Policy.

Decisions/Recommendations

Group decisions/recommendations shall be made by consensus. If consensus is not achieved, it will be noted.

Decision Making

It is intended that the Working Group will make recommendations on the declared dog areas and restrictions that will inform the broader community consultation process. The combination of the Working Group efforts and feedback from the community consultation will be provided as recommendations to the Council who shall make the final determination on the declared dog areas and restrictions.

Declaration of Confidential Information

Should a member wish to discuss a matter which is confidential, the item must be declared as such prior to tabling. All Working Group members shall respect the confidentiality request and will not disclose information pertaining to the matter without prior consent from the individual involved.

Role of Working Group Members

It is the role of members to:

- Consult throughout their representing organisation to gain feedback on identified items;
- Represent multiple interests rather than just their own;
- Actively participate in discussions; and
- Deliver consistent messages when discussing the project, with a focus on the outcome rather than the process or detail of deliberation.

Members comment on and participate in reviewing the declared dog areas and restrictions, which includes elements such as:

- Location;
- Level of restriction to be applied;
- Environmental factors;
- Accessibility; and
- Consideration of other legislative requirements.

The Working Group will not comment on issues which relate to altering the policy statement of the Dog Management Policy or the resourcing, funding or level of service provided by Council for animal management.

Code of Conduct

- Arrive & start on time
- Attend meetings
- Be prepared
- Share responsibility for following and enforcing the Terms of Reference
- Listen respectfully and thoughtfully
- No interruptions, side conversations or disruptions

- Active participation. No silent observers
- Use of consensus for decision making
- Accept responsibility and follow-up tasks

Breach of Responsibility

If member contravenes the code of conduct, repeatedly discusses issues that do not relate to the Working group or otherwise contradict the terms of reference, they will be reminded of their role during the meeting and asked to refrain from the behaviour. If the behaviour continues, the member may be asked to leave the meeting.

Working Group Process

- **Location** -The meetings will be held via Teams.
- **Notes of the Meeting** – A general summary of the discussion held at the meetings shall be prepared and distributed to members. The notes are intended to aid representatives only and are not to be distributed broadly to other individuals without the consent of the Working Group.
- **Apologies** – It is expected that apologies be provided for non-attendance prior to the meeting and with as much notice as is practicable.
- **Proxies** – Where a member is unable to attend, a proxy may be nominated if needed. Notification of proxy is to be provided to the Project Manager for authorisation with as much advance notice as is practicable.