

# Meeting notes and action log



## Companion Animals Working Group

---

**Meeting date:** 22 April 2021

**Meeting location:** Zoom

**Meeting start time:** 2.11pm

**Meeting end time:** 3.27pm

**Chairperson:** Sara Foster – Unit Manager  
Environmental Compliance and Systems

**Coordinator:** Sara Foster – Unit Manager  
Environmental Compliance and Systems

**Present:**

Louise Harding  
Velma Harris  
Marilyn Jurlina  
Te're Melrose  
Kim Pickavance

Sara Foster – Unit Manager Environmental  
Compliance and Systems  
Warren Murphy – Section Manager Contracts  
and Projects  
Kelly Drover – Meeting Support Officer

**Apologies:**

Allan Benson  
Nicole Cooper  
Greg Kelman  
Dee Walton

Scott Cox – Director Environment and Planning

**Absent:**

Terrie Lynn

### 1 Introduction

---

The chairperson welcomed the group and completed an Acknowledgement of Country.

Apologies received and members absent without apology were noted.

The chairperson called for any disclosures of interest. No disclosures were received.

### 2 Previous business

---

The group confirmed the minutes from the previous meeting held 10 March 2021, which were distributed to members on 17 March 2021.

The action log was reviewed.

# Meeting notes and action log

## Companion Animals Working Group



Action Number	Meeting Date	Action	Responsibility	Action Update	Status
28	26/11/2020	Statistics of Charmhaven and Erina Pounds in regard to impounding lost dogs to be a standing agenda item.	Environment and Certification staff / Advisory Group Support Officer		Standing agenda item
32	26/11/2020	Staff to look at benchmarking against other Councils in terms of animals for our region, the area the rangers have to cover and look at what the standard should be and use this information to progress the development of a policy for nuisance and roaming dogs.	Environment and Certification staff	22/4/21- Item still pending	Pending
34	26/11/2020	Discussion to be held at the next meeting on business modelling and suggestions regarding the regional facility.	Environment and Certification staff	22/4/21 – Item put on hold	Pending
36	10/3/2021	Warren Murphy to provide a consistent set of statistics to the Advisory Group. The statistics to be provided to Advisory Group members with the agenda.	Warren Murphy	This relates to discussion around the number of animals received for rehoming, how many animals picked up or surrendered are within our LGA, return to owner rate etc. It was discussed that it would be beneficial for a consistent set of statistics to be provided to the Advisory Group prior to each meeting. The consistent statistics will also enable the group to observe trends in the data to support discussion and decision making.	Standing agenda item

# Meeting notes and action log

## Companion Animals Working Group



Action Number	Meeting Date	Action	Responsibility	Action Update	Status
				22/4/21 - Sara Foster provided statistical information drawn from the companion animals register. Sara to drill down further on the information and report back to the next meeting including location type by victim type and tracking in our own system where dogs involved in attacks have come from.	
37	10/3/2021	Sara Foster to speak with Open Space and Recreation staff to provide suggestions and feedback from the Advisory Group (in relation to the Dogs in Open Spaces Strategy).	Sara Foster	22/4/21 – Sara advised that Warren had met with the Open Space team who have agreed to trial the Tuggerah and Gorokan dog parks with a small dog area and an all dog area. Signs are currently being made up and a communication campaign will go out through social media. This is a trial which will be reviewed in 3 months time and will then be implemented across other dog parks on the Central Coast.	Pending
38	22/4/2021	Staff to liaise with Office of Local Government to obtain the process/criteria for becoming a breed/temperament animal assessor and circulate the information to the working group.	Sara Foster / Warren Murphy / Meeting Support Officer		Pending
39	22/4/2021	A copy of statistics from today's meeting to be distributed to working group members.	Warren Murphy / Meeting Support Officer	Distributed 13 May 2021	Complete

# Meeting notes and action log

## Companion Animals Working Group



Action Number	Meeting Date	Action	Responsibility	Action Update	Status
40	22/4/2021	An Extraordinary meeting to be held May/June to workshop the Responsible Pet Ownership Policy. The first focus will be on the Responsible Dog Ownership Policy and the Cat Ownership Policy will follow. Sara will provide questions for the group to consider one month prior to the meeting.	Sara Foster / Meeting Support Officer	Meeting scheduled for 16 June 2021.	To be addressed at next meeting
41	22/4/2021	In regard to the education flyers that were distributed and Velma's feedback on the Safety around dog's flyer, Velma to provide Sara Foster with resources and examples of useful and effective communications on dog safety.	Velma Harris		Standing agenda item
42	22/4/2021	Council's educators who are responsible for the creation of the dog safety material to be invited to attend a future meeting of the working group.	Sara Foster / Meeting Support Officer		Pending
43	22/4/2021	Dee and Kim attended an education course on dog safety in Logan and will provide details to the Meeting Support Officer to be distributed to working group members.	Dee Walton / Kim Pickavance / Meeting Support Officer		Pending
44	22/4/2021	Dog attack victim Judi Roxburgh to be invited to a future meeting to share her story.	Meeting Support Officer		Pending

# Meeting notes and action log

## Companion Animals Working Group

---



Next meeting:           Extraordinary Meeting  
                                Wednesday 16 June 2021  
                                3pm – 5pm  
                                Microsoft Teams

Meeting closed at 3.27pm