OPERATIONAL POLICIES

Lost Animals (Cats & Dogs)

Policy Number:	O15
Relevant Delegation:	5.1.3 Dispose of or Sell Dogs Liable to be Destroyed
	1.1.5 Disposal of Sick or Injured Animals
Adoption Details:	27 August 2026
Last Review Details:	N/A

POLICY OBJECTIVE:

The purpose of this Policy is to provide a uniformed approach for treatment of lost, stray, abandoned, seized or surrendered cats and dogs, hereafter referred to as 'lost animals'.

POLICY SCOPE:

This Policy applies to all Shire Employees and Contractors.

POLICY STATEMENT:

INTRODUCTION

As a function of a Local Government, the Shire can be involved in the handling of lost animals.

This operational policy sets out the Shire's position on how lost animals are treated.

PRINCIPLES

The Shire will:

- Identify if a cat or dog is lost, stray, abandoned, seized or surrendered.
- Make a genuine attempt to contact a known owner.
- Where suitable, liaise with refuge operations providers after impounding periods have been served.

PENALTIES:

Depending on the circumstances, non-compliance with this Policy may constitute a breach of employment or contractual obligations.

Any employee who fails to comply with this Policy may face disciplinary action and, in serious cases, termination of their employment.

KEY TERMS/DEFINITIONS:

Lost Animals refers to cats and dogs that are lost, stray, abandoned, seized or surrendered.

Refuge Operations means operations conducted by a non-profit organisation for the purposes of providing temporary shelter or care to, and finding suitable homes for, stray, abandoned, seized or surrendered cats and dogs.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Executive Manager Infrastructure & Development Services
Relevant Legislation:	*Local Government Act 1995* *Dog Act 1976* *Cat Act 2011*

Review History:

Date Review Adopted:	
Adopted by ELT	27 August 2026