

INCIDENT REPORTING PROCEDURE

Incidents will normally fall into one of the following categories:

1. To be dealt with by clubs / societies on the day of the incident:
 - a. Reports of aggressive dogs at shows or training;
 - b. Protests received at a show; or
 - c. Breach of Club Constitution.
2. To be referred to Dogs Queensland:
 - a. Injuries / damage to persons or property;
 - b. Ground safety which may have future repercussions;
 - c. Incidents involving another club or organisation; or
 - d. Appeals against club decisions.

In all cases, the Show Manager must assume responsibility when an incident is reported by taking the following actions:

1. Identify who / what is involved (list dogs by name, registration and catalogue number);
2. Identify all witnesses (including names, addresses and membership number);
3. Obtain signed statements from all parties involved, together with witnesses (must be Statutory Declarations);
4. Identify members of the Committee who will deal with the matter on the day. Although there is no specific number necessary, the Committee should have at least three (3) people present.
 - a. The Committee at an affiliated Club Show can comprise the Club President, Secretary, Treasurer, Club Committee Members or Dogs Queensland financial member, not related to, or connected with, either party involved; or
 - b. The Committee at an Agricultural Show can comprise the Chief Steward and / or Committee members, any Dogs Queensland financial member, not related to, or connected with, either party involved;
5. Arrange a meeting with the Committee and advise all parties of the time and location and that their attendance is compulsory;
6. Show Manager must be present throughout the entire hearing as an observer to ensure that the Dogs Queensland Rules are being followed and that both parties are given a fair and just hearing.

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7. On completion of the hearing, both parties should be asked to leave the meeting to allow the Committee time to consider the evidence (the Show Manager must not have any input into the final decision);
8. Both parties will then be asked to return to the meeting, where the Chairperson on the Committee will announce the findings of the Committee;
9. In the case of a complaint relating to an act of unprovoked aggression in terms of Dogs Queensland Rule 249, the Chairperson is to:
 - a. Notify the owner of the exhibit that the exhibit is disqualified from exhibition for a period of six (6) months from that day; and
 - b. Notify the owner of the exhibit that they have fourteen (14) days in which to appeal, presenting further or new evidence in writing to the Dogs Queensland against the disqualification. The owner is also to be notified that the exhibit will remain disqualified during the appeal process;
10. The Show Manager is to forward the Show Manager's Report, all statements together with a report of the proceedings of the meeting of the Show Committee / Sub-Committee to Dogs Queensland within five (5) working days of the hearing.

INCIDENTS WHERE THERE IS INJURY OR DAMAGE TO PROPERTY

1. Compile an incident report on the Dogs Queensland Incident Report form providing as much information of the incident as possible.
2. Obtain signed witness statements in the form of statutory declarations from any witnesses to the incident. This is particularly important in the case of personal injuries.
3. Ensure that names and addresses of witnesses are also provided with their statements in case they need to be followed up afterwards.
4. It is important that as much information as possible is gathered at the time of the incident while everyone's recollection is fresh.
5. Under no circumstances should any person in an official capacity offer any comment on fault in cases involving injury or damage nor should they make any comment about any insurance arrangements.
6. Notify Dogs Queensland of the incident and forward details within two working days.
7. Ensure that the Show Manager's Report also carries a reference to any such incident.
8. Dogs Queensland will then forward all details to their Insurers who will then deal directly with the injured party. The injured party needs to liaise directly with Dogs Queensland's Insurers.

SHOW MANAGER'S CHECKLIST
INCIDENTS INVOLVING AGGRESSIVE DOGS

This list details ALL of the steps that you MUST follow. It is suggested that to assist you in the process and ensure you have not missed anything, check each step as you proceed:

- Obtain details of dog or dogs involved (name, registration, catalogue number);
- Identify witnesses (name, address, membership number);
- Obtain signed statements from all parties, including witnesses, in the form of Statutory Declarations;
- Identify the members of the Committee to handle the inquiry;
- Arrange a meeting and notify all parties they are to attend;
- Show Manager must attend the hearing in the capacity of an observer;
- Ensure that the Chairperson of the special Committee verbally notifies the person or persons involved of its decision on the day at the conclusion of its deliberations;
- If the complaint is found proven, inform the exhibitor that the dog is suspended for six (6) months effective from that date;
- Notify the owner of their right of appeal and that the dog remains suspended during the appeal process; and
- Forward to the Secretary of Dogs Queensland, within five (5) working days, the Show Manager's Report, all statements and report of proceedings of the meeting.