

## **Memorandum of Understanding Between Dog Rescue Dunedin and Dunedin City Council**

### **Introduction**

This Memorandum of Understanding (MoU) between the Dog Rescue Dunedin (DRD) and the Dunedin City Council (DCC) defines the responsibilities to be mutually met by DCC and the DRD in the area of providing appropriate in-home foster care, training, supervision and permanent homes for unclaimed pound dogs.

### **Responsibilities:**

#### **The DCC under this MoU will be responsible for:**

1. Contacting DRD within five working days (following impoundment) to see if they have a foster home available.
2. Informing the DRD, if no foster home is available, of the time limit before a dog would have to be destroyed.
3. Informing DRD if the dog is microchipped and if it needs de-sexing.
4. Arranging a suitable time for DRD to collect a dog/s from the pound.
5. Facilitating the transfer of the legal ownership of the dog to DRD.
6. Providing any veterinary care for any injury or sick dog or puppy while the dog is impounded.
7. Providing a discounted microchipping service to DRD prior to the re-homing of dogs.

#### **The DRD under this MoU will be responsible for:**

1. Ensuring all foster homes have a suitably fenced and gated property, appropriate housing for the dog and, if required, a DCC kennel license for housing two or more dogs.
2. Ensuring all fosterers' own dogs are registered prior to allowing them to foster a pound dog.
3. Evaluating the dog's temperament and suitability for re-homing. If DRD decide the dog is not suitable to be re-homed the dog can be returned to the DCC to be euthanased.
4. Signing the DCC disclaimer statement absolving the DCC from any responsibility of the dog once it has been taken from the pound.
5. Ensuring the foster home providers are aware that they have full responsibility for the dog's care and that it is kept under control at all times
6. Upon collection of the dog paying the DCC associated fees. The total adoption fee will cover the dog's pro-rata registration and the remaining cost will depend on if the dog is microchipped – refer to Adoption Fee Schedule.
7. Getting the dog checked by a veterinarian, vaccinated and de-sexed.
8. Carrying out an interview process with people wishing to adopt the dog to ensure they are suitable.

9. Conducting a property visit of the prospective new home to ensure the fencing and gates are adequate to contain a dog.
10. Ensuring the dog is neutered or that a vet appointment has been made prior to going to the new owner.
11. Ensuring the new dog owner, if required, has a DCC kennel license for housing two or more dogs.
12. Ensuring that the new dog owner/s are aware that during the trial period and thereafter they have full responsibility for the dog's care and that it is kept under control at all times.
13. Informing the DCC of the new owner and dog details following final adoption of the dog. Details must include the owner's full name, address, DOB and telephone number and the dog's name, breed, sex and colour.
14. DRD and DCC will consult each other prior to making public statements to any other party.
15. If DRD or the Council is made aware of a dog, fostered or on trial by DRD, committing a serious offence as outlined under section 57 of the Dog Control Act 1996, DRD must immediately surrender that dog back to the DCC or arrange for it to be euthanased. Failure to do this would result in the immediate termination of this agreement.

**Review of this MoU**

This MoU will be reviewed every 12 months. The purpose of the review is to ensure the agreement is meeting the needs of both parties involved.

The Animal Control Team Leader will be responsible for ensuring that review meetings are held if necessary, and that agreed changes are reflected in this document.

All signatories to this document will be responsible for ensuring that agreed changes are implemented.

Either party may terminate this MoU by giving the other party notice in writing of at least one month. Notice is to be delivered to the principal business address of the other party, being either DCC or the DRD.

Dated this 29<sup>th</sup> day of April 2016

**For:  
Dog Rescue Dunedin**

**Dunedin City Council**

K O'Neill

[Signature]

Signature

Signature

Karen O'Neill

Peter Hartley

Name

Name

Chairperson

Senior Animal Control Officer

Position

Position

## **Adoption Fee Schedule**

One of the following two fee options will apply:

- 1) Flat fee of \$10 for microchipping plus pro-rata registration fee (maximum of \$100). Neutering of the dog will be organised by DRD.
- 2) If the dog is neutered and microchipped then the fee payable is the pro-rata registration fee only.