

## **APPENDIX 6**

### **INCIDENT REPORTING PROCEDURE**

1. Incidents will normally fall into one (1) of the following categories:
  - 1.1 To be dealt with by Clubs/Societies on the day of the incident:
    - (1) Reports of aggressive dogs at Exhibitions or training (refer to rules 71.1 and 71.2)
    - (2) Protests received at an Exhibition (refer to rule 80); or
    - (3) Breach of Club Constitution/Rules of Association.
  - 1.2 To be referred to the CCCQ Ltd:
    - (1) Injuries/damage to persons or property;
    - (2) Ground safety which may have future repercussions;
    - (3) Incidents involving another Club or organisation; or
2. In all cases, the Event Manager (as defined) must assume responsibility when an incident is reported by taking the following actions:
  - 2.1 Identify who/what is involved (list dogs by name, registration and Catalogue number);
  - 2.2 Identify all parties and witnesses (including names, contact details, and membership number);
  - 2.3 In relation to Clauses 1.1 (1) and (3), obtain signed statements (in form of a Statutory Declaration) from all parties involved, together with witnesses;
  - 2.4 Identify members of the Committee who can deal with the matter.

Ideally the matter should be managed on the on the day however if this is not possible in extenuating circumstances, the meeting must be held within 14 days of the incident.

Although there is no specific number necessary, the Committee should have at least three (3) people present, one of whom must act as Chairperson of the committee.

    - (1) The Committee may comprise the Club President, Secretary, Treasurer, Club Committee members or any CCCQ Ltd financial member. Committee members must be independent to the incident, including not related to, or connected with, either party involved, or have proprietary interest in the dog, made a written statement regarding the incident;
    - (2) The Committee at an Agricultural Show may comprise the Chief Steward and / or Committee members, or any CCCQ Ltd financial member. Committee members must be independent to the incident, including not related to, or connected with, either party involved, have proprietary interest in the dog, made a written statement regarding the incident;
  - 2.5 Arrange a meeting with the Committee to conduct the hearing and advise all parties of the time and location. All parties are encouraged to participate in the meeting however, failure to attend does not invalidate the Committee's decision.
  - 2.6 The Event Manager must be present throughout the entire hearing as an observer to ensure that the CCCQ Ltd Rules are being followed and that both parties are given a fair and just hearing.
  - 2.7 On completion of the hearing, both parties should be asked to leave the meeting to allow the Committee time to consider the evidence (the Event Manager must not have any input into the final decision);
  - 2.8 Both parties will then be asked to return to the meeting, where the Chairperson on the Committee will announce the findings of the Committee;

2.9 In the case of a complaint relating to an act of unprovoked aggression in terms of CCCQ Ltd Rule 71.1, the Chairperson is to:

- (1) Notify the owner and/or handler of the exhibit that the exhibit is disqualified from Exhibition for a period of six (6) months from that day; and
- (2) Notify the owner and/or handler of the exhibit that they have fourteen (14) days in which to appeal, presenting further or new evidence in writing to the CCCQ Ltd against the disqualification. The owner is also to be notified that the exhibit will remain disqualified during the appeal process;
- (3) Have the owner and/or handler sign a Declaration of Proceedings form.

2.10 The Event Manager is to forward the Event Manager's Report, all statements, the signed Declaration of Proceedings form, and a detailed report of the proceedings of the meeting of the Committee to the CCCQ Ltd within five (5) working days of the hearing.

3. Incidents where there is injury or damage to property:

- 3.1 Compile an incident report on the CCCQ Ltd Incident Report Form providing as much information of the incident as possible.
- 3.2 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.
- 3.3 Ensure that names and addresses of witnesses are also provided with their statements in case they need to be followed up afterwards.
- 3.4 It is important that as much information as possible is gathered at the time of the incident while everyone's recollection is fresh.
- 3.5 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.
- 3.6 Notify the CCCQ Ltd of the incident and forward details within five (5) working days.
- 3.7 Ensure that the Event Manager's Report also carries a reference to any such incident.
- 3.8 The CCCQ Ltd will then forward all details to the CCCQ Ltd Insurers who will then deal directly with the injured party. The injured party needs to liaise directly with the CCCQ Ltd Insurers.

## **APPENDIX 7**

### **EVENT MANAGER'S CHECKLIST: INCIDENTS INVOLVING AGGRESSIVE DOGS**

*This list details ALL of the steps that the Event Manager (as defined) 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 the dog/s involved (name, registration, Catalogue number)
- Identify all parties and witnesses (name, contact details, membership number)
- Obtain written statements (in the form of Statutory Declarations), from all parties involved, including witnesses
- Identify the members of the Committee to conduct the hearing;
- Brief all parties, including the Committee, of the procedure and requirements of the rules.
- Arrange a meeting and notify all parties they are encouraged to attend. The meeting time should allow enough time for all parties, including the Committee, to prepare. Select an appropriate location for the meeting that is discrete and affords privacy.
- Advise the owner and/or handler that the dog is suspended from Exhibition and all activities covered by the Rules until such meeting takes place.
- Ensure all parties to the incident have an opportunity to review all statements prior to attending the meeting.
- Advise the owner and/or handler may be accompanied by a support person to provide moral support at the meeting however, the support person cannot participate in the meeting.
- The Event Manager must be present throughout the entire hearing as an observer to ensure the CCCQ Ltd Rules are being followed and that all parties are given a fair and just hearing;
- Ensure that the Chairperson of the special Committee verbally notifies the person/s 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;
- Ensure the Incident Report is completed in full and signed by all committee members.
- Notify the owner and/or handler of their right of appeal and that the dog remains suspended during the appeal process.
- Have the owner and/or handler sign a Declaration of Proceedings form.
- Forward the Event Manager's Report, all statements signed Declaration of Proceedings form, and a detailed report of proceedings of the meeting to the Secretary of the CCCQ Ltd within five (5) working days.