



FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI reference: FOI 25-009

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Schedule	Not Applicable
4. Documents	Published
5. Additional information identified	Not applicable
6. Fees	Not applicable
7. Processing time (in working days)	27 days
8. Decision made by Ombudsman	Not applicable
9. Additional information identified by Ombudsman	Not applicable
10. Decision made by ACAT	Not applicable

11. Additional information identified by ACAT	Not applicable
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From: [CMTEDD FOI](#)
To: [CED, FOI](#)
Subject: FW: CMTEDDFOI 2025-249 - Freedom of Information Request under the ACT Freedom of Information Act 2016
Date: Thursday, 10 July 2025 10:35:46 AM

OFFICIAL

Good morning team

Could you please advise if you hold information within scope of the below request and if so do you accept full transfer of this application?

Thanks

Sue

CMTEDD Freedom Of Information Team

Phone: 02 6207 7754 | Email: CMTEDDFOI@act.gov.au

Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 1, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

From: [REDACTED]
Sent: Wednesday, 9 July 2025 8:13 PM
To: CMTEDD FOI <CMTEDDFOI@act.gov.au>
Subject: Freedom of Information Request under the ACT Freedom of Information Act 2016

You don't often get email from [REDACTED] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear FOI Officer,

I am writing to request access to documents under the *Freedom of Information Act 2016* (ACT) regarding the development of the draft Code of Practice for the Welfare of Dogs in the ACT, as referenced in the ABC News article published on July 6, 2025 (<https://www.abc.net.au/news/2025-07-06/animal-code-of-conduct-three-hours-dog-act-welfare-guideline/105499970>). Specifically, I am seeking the following information:

1. The number of councillors (or equivalent officials, such as public servants, advisors, or consultants) who worked on drafting the Code of Practice for the Welfare of Dogs.
2. The annual salaries or remuneration rates (including any additional allowances or

- fees) for each councillor or official involved in drafting this code.
3. The total time (in hours, days, or months) spent by each councillor or official on drafting the Code of Practice for the Welfare of Dogs.
 4. The total cost to taxpayers for the development of the draft Code of Practice for the Welfare of Dogs, including salaries, consultancy fees, and any other associated expenses.
 5. Any documents, reports, or correspondence detailing the budgetary allocation and expenditure for the development of this code.

Details of the Request:

- I request that the documents be provided in electronic format (e.g., PDF) via email, if possible.
- If any documents are exempt or partially exempt, please provide access to the non-exempt portions and include an explanation of any redactions or exemptions applied.
- I understand that fees may apply for processing this request. Please inform me of any estimated charges before proceeding.

Contact Details:

Please send all correspondence related to this request to via return email to me.

If you require clarification or additional details to process this request, please contact me at

[REDACTED]

I look forward to your acknowledgment of this request within 10 working days, as required under the *Freedom of Information Act 2016*.

Thank you for your assistance.

Yours sincerely,

[REDACTED]

Dear [REDACTED]

Freedom of Information Request - Reference 25-009

I refer to your application for access to government information under the *Freedom of Information Act 2016* (FOI). Your application was received by the City and Environment Directorate (CED) on 10 July 2025.

You sought access to the following government information:

"I am writing to request access to documents under the Freedom of Information Act 2016 (ACT) regarding the development of the draft Code of Practice for the Welfare of Dogs in the ACT, as referenced in the ABC News article published on July 6, 2025 (<https://www.abc.net.au/news/2025-07-06/animal-code-of-conduct-three-hours-dog-act-welfare-guideline/105499970>). Specifically, I am seeking the following information:

- 1. The number of councillors (or equivalent officials, such as public servants, advisors, or consultants) who worked on drafting the Code of Practice for the Welfare of Dogs.*
- 2. The annual salaries or remuneration rates (including any additional allowances or fees) for each councillor or official involved in drafting this code.*
- 3. The total time (in hours, days, or months) spent by each councillor or official on drafting the Code of Practice for the Welfare of Dogs.*
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Timeframes

In accordance with section 40 of the FOI Act, CED is required to provide you with a decision by 21 August 2025.

Authority

I am an Information Officer appointed by the Director-General of CED under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Decision on access

In accordance with the FOI Act, a search of CED records has been completed and information has been identified as relevant to your application. The information identified as relevant to your application has been provided as [Appendix 1](#) to this notice of decision.

Upon reviewing the information and applying the public interest test under section 17 of the FOI Act, I have found it to be, on balance, in the public interest to provide you with full access. The reasons for my decision are detailed below in the statement of reasons.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

- the FOI Act;
- the content of the documents that fall within the scope of your request; and
- the *Human Rights Act 2004*.

The FOI Act has a pro disclosure bias, which requires information to be disclosed unless doing so would be contrary to the public interest. As an Information Officer, I must decide where, on balance, public interest lies in the disclosure of government information. Section 17 (1) of the Act sets out the steps for completing the public interest test. As part of this process, I must identify all relevant factors in schedule 1 of the FOI Act. If no factor in schedule 1 is found relevant, I must then consider the factors listed in schedule 2 of the FOI Act and determine, on balance, where the public interest lies.

Schedule 1

- No relevant factors identified.

Public interest test (Schedule 2)

Factors favouring disclosure (Schedule 2.1)

- Schedule 2.1(a)(i) – promote open discussion of public affairs and enhance the government’s accountability;
- Schedule 2.1(a)(iii) - inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community; and

Factors favouring non-disclosure (Schedule 2.2)

- No relevant factors identified.

In reviewing the information within scope of your application, I have identified information that is likely to enhance government accountability and inform the community of the government’s operations. I have not identified information where factors favouring non-disclosure apply. I have found that disclosure is, on balance, in the public interest and provide you with full access to the information at [Appendix 1](#).

Charges

In accordance with *Freedom of Information (Fees) Determination 2018*, a fee of \$0.35 per page of information disclosed, except for the first 50 pages, may be applied to an access application. No fees are applicable to this application as the number of pages being released are within the fee-free threshold.

Online publishing – disclosure log

Under section 28 of the Act, CED maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you will be published within 3 – 10 business days. Your personal information will be deleted from these copies prior to publication.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek an Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day of the decision being published on the CED Disclosure Log or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision, you may write to the Ombudsman at:

ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82 on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
CANBERRA CITY ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any queries concerning the directorate's processing of your request, or would like further information, please contact the CED FOI team on (02) 6207 2987 or email to CEDFOI@act.gov.au.

Yours sincerely



Alison Kemp
Information Officer

19 August 2025

1. The number of councillors (or equivalent officials, such as public servants, advisors, or consultants) who worked on drafting the Code of Practice for the Welfare of Dogs.

The Animal Welfare Advisory Committee (AWAC) is made up of 11 members, with all 11 members providing input into the Code of Practice for the Welfare of Dogs at some stage throughout the drafting period.

AWAC is made up of the following members:

- A. a chair who is not affiliated with an animal welfare or animal user group;
- B. a person who is an authorised officer under the Animal Welfare Act 1992;
- C. a person nominated by the RSPCA ACT;
- D. a person nominated by the Australian Veterinary Association;
- E. a person nominated by the ACT Rural Lessees Association;
- F. a person, with experience in teaching or research in the field of animal sciences, nominated by—
 - i. the Commonwealth Scientific and Industrial Research Organisation (the CSIRO); or
 - ii. an ACT tertiary institution;
- G. a person nominated by a community-based organisation involved in animal welfare, other than the RSPCA ACT;
- H. a person nominated by a community-based organisation involved in native wildlife matters;
- I. a person nominated by an organisation involved in the commercial use of companion animals;
- J. a person nominated by an organisation involved in the recreational or sporting use of animals;
- K. a person nominated by the administrative unit with responsibility for the Nature Conservation Act 2014.

It is noted that responsibility for drafting the code sits with AWAC, with minimal ACTPS staff involvement. The ASO6 Secretariat role, which sits within the CED Boards and Committees team, spent approximately 1-2 hours coordinating the finalisation of the document and progressing it to the Minister's Office. There are no costings available to account for these hours. The annual salaries of Administrative Officers in the ACTPS can be found in the [Administrative and Related Classifications Enterprise Agreement 2023-2026](#).

2. The annual salaries or remuneration rates (including any additional allowances or fees) for each councillor or official involved in drafting this code.

Committee members are paid in accordance with the Remuneration Tribunal's Part-time Public Office Holders Determination, with members being remunerated through a per diem rate. Committee members are paid a per diem rate for each meeting attended. For additional work undertaken outside of a formal meeting, members are entitled to claim a per diem fee for every 5 hours worked.

While members are entitled to be remunerated for their work undertaken on AWAC, some members choose to not claim for this work.

As per the Remuneration Tribunal's *Determination 15 of 2024 Part-time Public Office Holders*, the Chair receives a per diem rate of \$635 and members receive a per diem rate of \$545.

Note: Response to question 1 in relation to ACTPS officers.

3. The total time (in hours, days, or months) spent by each councillor or official on drafting the Code of Practice for the Welfare of Dogs.

Meetings

The Code of Practice for the Welfare of Dogs has been in development and thereby has been a discussion item in AWAC meetings since 2021. These whole of Committee discussions would have only taken a small amount of the per diem sitting fees and the exact cost is unable to be calculated.

Additional work

Date of claim	Member	Hours claimed	Additional info
2/3/2023	John Starr	5 hours	<ul style="list-style-type: none"> This was for work on the working dogs code of practice
23/3/2023	John Starr	5 hours	<ul style="list-style-type: none"> This was for work on the working dogs code of practice
12/4/2024	Genevieve Butler	10 hours	<ul style="list-style-type: none"> Finalisation of the AWAC position statement regarding the Review of the Eastern Grey Kangaroo: Controlled Native Species Management Plan. Work on the Codes of Practice for the welfare of small mammals Work on the Code of Practice for the welfare of dogs Work regarding the stakeholder consultation of the Code of Practice for the welfare of sheep and CoP for the welfare of cattle
16/4/2024	Genevieve Butler	5 hours	<ul style="list-style-type: none"> Work on the stakeholder consultation process for sheep and cattle codes Liaison with AWAC members on this issue Work on AWAC stakeholder consultation procedures Drafting talking points for an additional meeting following CVO email to the Secretariat Work re: the incorporation of the debarking policy and working farm dogs in the Code of Practice for the Welfare of Dogs.
2/5/2024	Genevieve Butler	5 hours	<ul style="list-style-type: none"> ACT State of the Environment Report regarding kangaroos Update on the Review of the ACT Kangaroo Management Plan

			<ul style="list-style-type: none"> • drafting the kangaroo paper for the April AWAC meeting • Consultation regarding the CoPs for the welfare of sheep and for the welfare of cattle • Code of Practice for the Welfare for dogs, including working farm dogs
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Note: Category C, Category D and Category I members who were involved in the process of drafting the code did not claim additional hours payments for the work. The Category C member does not accept any payment for their work on AWAC.

Note: see response to question 1 in relation to ACTPS officers.

4. The total cost to taxpayers for the development of the draft Code of Practice for the Welfare of Dogs, including salaries, consultancy fees, and any other associated expenses.

Person	Date	Hours claimed	Cost
Genevieve Butler	12/4/24	10*	\$1,230
Genevieve Butler	16/4/24	5*	\$615
Genevieve Butler	2/5/24	5*	\$615
John Starr	1/3/23	5	\$505
John Starr	10/3/23	5	\$505
TOTAL			\$3,470

* Note: Only a portion of this claim is related to the Code of Practice for the Welfare of Dogs, therefore does not equate to the full amount listed.

Note: See response to question 1 in relation to ACTPS officers.

5. Any documents, reports, or correspondence detailing the budgetary allocation and expenditure for the development of this code.

No reports of correspondence detailing budgetary allocation and/or expenditure have been identified. Expenditure in relation to staffing is outlined above at points 3 and 4.