



INQUIRY INTO COMPANION ANIMAL BREEDING PRACTICES IN NSW
LIST OF TABLED SUBMISSIONS AND DOCUMENTS

Submission Number	Author	Date tabled	Document tabled	Part	Page No.
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			<ul style="list-style-type: none">• Photographs of Gwydir Park Animal Refuge	A	7-16
303	PIAA	15 July 2015	<ul style="list-style-type: none">• Submission summary and introduction	A	17-18
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			<ul style="list-style-type: none">• Supplementary Submission:<ul style="list-style-type: none">○ Developing Breeders Licences using the DOGS NSW model	B	73-90

			based on education, Code of Ethics, Health and Welfare		
301	NSW Cat Fanciers Inc.	15 July 2015	<ul style="list-style-type: none"> • Submission summary • Supplementary Submission: <ul style="list-style-type: none"> ○ Membership ○ General operating procedures 	B B B	91-94 95-103 104-105
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NATIONAL CODE OF PRACTICE



Version 2

March 2015

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Disclaimer

The information contained in this publication is a National Code of Practice defined by the Pet Industry Association of Australia (PIAA). Users are reminded that compliance with this Code is a requirement of Membership of the PIAA.

New versions of this Code may be issued from time to time. It is the responsibility of users to ensure the version of the Code on which they rely is current by checking it is the latest version available on the PIAA website.

Compliance

Compliance of the Association's National Code, Standards and Guidelines for Best Practice does not remove the need to abide by the requirements of all local, state and commonwealth legislation and codes of practice including the Prevention of Cruelty to Animals Acts and any other laws such as Local Government Acts and National Parks and Wildlife Acts in all States and Territories.

PREFACE

The Pet Industry Association National Code of Practice, Standards and Guidelines for Best Practice outline the principles that every Association Member must use to protect the welfare of the animals in their care, in the services provided for animals and the products and accessories used or sold. By adhering to this Code, Standards and Guidelines for Best Practice people involved in this industry are demonstrating to the general community their concern for the welfare of the animals in their care.

When humans manipulate or limit an animal's choices in relation to its physical or social environment, the welfare of that animal must be considered. Humans have a duty of care towards these animals and the greater the level of control of an animal or intervention with its environment the greater the responsibilities become.

Animal welfare can be thought of as the way an animal's health, safety and wellbeing are affected by its physical and social environment. Health and behaviour indicators provide information about how an animal is responding to a situation, thus enabling us to make informed decisions relating to the animal's welfare.

INTRODUCTION

The Pet Industry Association of Australia is the peak body representing the pet industry in Australia. This Code outlines the principles that all members of the Association must use. By adhering to this Code, people involved in the industry are demonstrating to the general community their concern for the welfare, care and management of all companion animals.

This Code outlines the Vision, Mission and Object of the Association and incorporates the Member Code of Practice, the Member Code of Ethics and the Guidelines & Best Practice for all sectors of the pet industry. It is a requirement of membership to agree to and comply with the PIAA Code of Practice and Standards & Guidelines for Best Practice.

Standards & Guidelines Best Practice for all sectors of the pet industry include but are not limited to retail, grooming, breeding, boarding and doggy day care, training, pet services and suppliers. Pet services include pet sitting and dog walkers, in home services and grooming includes dog wash services.

It is also a requirement that members who sell dogs and puppies agree to comply with the PIAA Dogs Lifetime Guarantee Policy on Traceability and Re-homing. Membership is conditional on this agreement and failure to do so will result in the cancellation of membership.

Members of the Association must comply with all relevant Federal, State and Territory Legislation and/or Codes of Practice in relation to their business operations. In the absence of Legislation or a Code of Practice in the member's State or Territory, it is a requirement that the member complies with the Association's Code of Practice and Standards and Guidelines for Best Practice.

VISION

“Recognising the value of the Human-Animal Bond”

MISSION

“To lead and promote the Pet Industry and represent Members”

OBJECT OF THE ASSOCIATION

“Through education, promotion of excellence, enterprise and integrity – to advance the Pet Industry in Australia and the welfare of the Pets and their owners”

MEMBER CODE OF ETHICS

In relation to the animals that may be in my care, I will:

- Maintain the highest standards of welfare that I can in accordance with the PIAA Code of Practice, the PIAA Standards and Guidelines for Best Practice and any other state or federal laws, regulations and codes which impact on my business operations
- Take any necessary action to prevent any acts of cruelty or mistreatment to animals under my care and to protect those animals from undue stress or discomfort
- Not offer for sale any animal classified as protected fauna other than those species legally acquired under the relevant State and/or Federal laws and regulations
- Ensure that my staff are responsible for the care and management of all livestock kept
- Ensure that my staff are trained in the care and individual needs of the species in my care

In relation to regulators in the industry, I will:

- Respect and embrace all laws, regulations and Codes of Practice that apply to my business
- Progress toward demonstrations of my professionalism through accreditation where available
- Avoid illicit activities and dealing with those who are not working within the law

In relation to my colleagues, I will:

- Encourage them to act in accordance with this Code of Ethics and take action in the presence of unethical behaviours
- Acknowledge and support the professional strengths, experience and diversity that my colleagues bring to the industry and avoid any action that might denigrate any individual or business in the industry
- Collaborate with my colleagues to generate a culture of professionalism, renewal and continuous improvement in the industry
- Agree to report any member or non-member of the Association for any serious breach of this Code

In relation to my suppliers, customers and employees, I will:

- Deal with individuals with courtesy and respect, providing justice and equity or opportunity
- Seek to resolve issues and complaints using good faith and lack of defensiveness
- Communicate openly, honestly and relevantly
- Develop these attributes in the staff that I employ
- Always act in a manner to achieve the best possible animal welfare outcome

In relation to my business, I will:

- Keep all necessary records to demonstrate my compliance to this Code of Ethics and the Association's Code of Practice
- Seek to develop and maintain the highest professional standards in my business
- Ensure that my staff and suppliers are aware of my adherence to this Code of Ethics and the Association's Code of Practice and seek to develop these same standards in these stakeholders
- Respect the environment in my management of waste and use of resources
- Only use the Pet Industry Association of Australia logo, or reference to the Association in any form (past or present) while I am a financial member of the Association

WHAT DO PET INDUSTRY ASSOCIATION OF AUSTRALIA MEMBERS BELIEVE?

Pet Industry Association members are united by a common set of beliefs. Pet Industry Association members believe that:

1. The welfare of animals in our charge and under our care must be paramount
2. Membership of the Pet Industry Association should be based on professionalism and high standards
3. All Australians who can responsibly own a pet should have the opportunity to do so
4. Pets are essential for a healthy society
5. The Pet Industry Association of Australia should be involved on behalf of the industry on any issue that has the potential to negatively affect pet ownership
6. Members who do not confirm to the Code of Practice and Code of Ethics should have their Association membership revoked
7. The Pet Industry Association of Australia should be inclusive and not exclusive, provided that all members meet the standards of the Code of Practice
8. Pet Industry Association members commit to self-regulation as well as adhering to all state and federal regulatory requirements

MEMBERSHIP

Membership is open to businesses and individuals working in the pet industry and is conditional on compliance with the PIAA National Code of Practice and Standards & Guidelines for Best Practice. Retailers who sell dogs and puppies must also agree to comply with the PIAA Dogs Lifetime Guarantee on Traceability and Re-homing.

POLICIES

The Association prepares industry policies to ensure members achieve best practice, promote responsible pet ownership and maintain the highest level of welfare of animals in their care. Members must comply with Association policies at all times.

The Association has a robust policy development mechanism which includes consultation with members and consultation and contractual arrangements with external industry experts. Policies are regularly reviewed based on changes within the industry or the external environment.

ACCREDITATION

The Pet Industry Association Accreditation Program is an externally audited quality standards program that audits businesses against standards of Business Practice, Health and Safety, and Animal Care and Management.

In addition to membership of the Pet Industry Association of Australia, members may strive to achieve higher professional standards through the Pet Industry Association Accreditation Program.

COMPLAINTS & DISPUTE RESOLUTION

The Association has an elected Committee to receive and adjudicate on complaints received about Member organisations. Complaints must be in writing and forwarded to the Head Office for attention of the Chairperson of the Ethics Committee. Membership of the Association may be in jeopardy in the event of a serious misdemeanour by a member.

PIAA DOGS LIFETIME GUARANTEE POLICY ON TRACEABILITY & RE-HOMING

The Association has developed this policy in response to community concerns about unwanted pets and puppy farms and re-establishes the legitimacy of retail pet stores as a vital link in responsible pet ownership.

The PIAA Dogs Lifetime Guarantee Policy has three components:

1. Pet Industry Association Approved Dog Breeders Scheme

- It is a requirement that the Breeder/Owner complies with all relevant State Legislation and Codes of Practice in their State/Territory for the breeding of dogs. In the absence of legislation or a Code of Practice it is a requirement that the Breeder/Owner complies with the Victorian Code of Practice for Breeding Dogs
- Only breeders whose operations are subject to an annual veterinarian report and comply with the above regulations are eligible to supply PIAA stores. Administered by the Association the annual reports are to be conducted by a registered veterinarian
- Approved breeders will also include members of associations that are recognised by the PIAA as having a code of conduct for ethical operation, as well as independently audited inspection regimes as an annual condition of membership. The Australian Association of Pet Dog Breeders (AAPDB) is a PIAA recognised organisation. Approved breeder associations will publish an independent audit report on their inspection regimes each year for PIAA
- PIAA retail Member can only purchase stock from breeders meeting the above conditions
- A feedback loop will enable breeders to receive information about any health or behavioural problems seen in the dogs. This enables the breeder to remain informed and continually improve their breeding practices
- The scheme provides for a 'Short Term Registration' for one-off litters, allowing an individual to sell the progeny of an accidental mating once in the life of a bitch. This ensure the integrity of the system and of the supply of stock to the Association's retail stores
- Members will be given appropriate signage for their store to identify their participation in the scheme providing high standards of care and prioritising animal health and welfare

2. Pet Industry Association Dog Traceability System – enables 'identity preservation' for a dog from the breeder to the pet store to the owner and ensure if the animal is abandoned or sent to a shelter, pound, veterinary clinic or other rescue group, it can be traced back to the breeder as the original source of the animal

Under the Traceability System PIAA retail stores nationally will:

- Accept only dogs from breeders registered under the PIAA Approved Dog Breeders Scheme
- Accept only dogs where the breeder has supplied the pet store with appropriate paperwork identifying them as the original owner
- Ensure store details are added to the dog's microchip
- Provide consumers with a change of ownership form, transferring ownership from the store to the customer
- Request that the new owners register paperwork when they purchase a dog

3. **Pet Industry Association Re-homing Strategy** – ensures that any dog purchased from an Association retail store that becomes unwanted or abandoned at any age is re-homed.
- No dog will be euthanased unless in the opinion of a veterinarian that the animal suffers from health and/or behavioural problems that cannot be otherwise managed and the veterinarian deems euthanasia necessary and in the best interests of the dog
 - The Association will either house the dog in a care facility or fund its care in an affiliated facility until it is re-homed
 - The PIAA Dog Re-homing Strategy will ensure the continued welfare of all dogs purchased from Association Member retail stores

STANDARDS & GUIDELINES FOR BEST PRACTICE

The Association has produced Standards & Guidelines for Best Practice for each industry sector (Retail, Supplier, Boarding & Doggy Daycare, Grooming, Pet Services, Breeding, Dog Training). They reflect the members' desire to promote the industry in a professional manner reflecting best business practices and ensuring the welfare of all animals in their care is paramount.

The Association regularly reviews its Standards & Guidelines for Best Practice in line with industry codes of practice, legislation and regulations. The process is inclusive and incorporates the knowledge and experience of its membership together with external industry expertise.

Standards

Standards describe specific actions needed to achieve acceptable animal welfare levels and are the minimum standards that must be met by all Association members. Standards are identified in the text by the heading 'Standards' and use the word must.

Individual facilities may exceed these minimum standards and are encouraged to do so, either directly or in accordance with the Association's Accreditation Scheme.

Failure by a member to meet a standard may jeopardise their membership of the Association.

Persons and animal operators who sell animals will be expected to conduct themselves in accordance with these Standards & Guidelines for Best Practice demonstrating their commitment and concern for the welfare of animals in their care.

Under the *Prevention of Cruelty to Animals Act* legislated in most states and territories, the Person in Charge of an Animal or Facility, who may also be the owner, is responsible for meeting the legal obligations regarding an animal's welfare. Where the Person in Charge places an animal in the care of others (e.g. a pet store's manager or a member of staff), those persons also become legally responsible for the care of the animal.

Guidelines for Best Practice (Guidelines)

Best practice describes higher level systems and processes agreed on at a particular time following consideration of scientific information and accumulated experience in standards of animal welfare. They also reflect a considered estimate of what is thought to be society's values and expectations regarding the care of animals. They are identified by the heading 'Guidelines for Best Practice'.

STANDARDS & GUIDELINES FOR BEST PRACTICE

RETAIL

Version 2

March 2015



Pet Industry Association
Pet Care Professionals

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1. Introduction

The PIAA Standards & Guidelines set the standard of care and management of all species kept in retail stores for the purpose of sale. Compliance with the Standards will ensure the care, management and welfare of all species kept is of the highest calibre.

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice must be complied with by Retail Stores in their respective State or Territory.

Species may include but are not limited to:

- Dogs and puppies
- Cats and kittens
- Guinea Pigs
- Rabbits
- Ferrets
- Rats and mice
- Fish and aquatic animals
- Amphibians
- Birds
- Reptiles
- Poultry
- Insects
- Native mammals
- Livestock kept as pets

The sale or keeping of an animal or animals in the following circumstances are governed by Local, State or Commonwealth Legislation and/or Codes of Practice and therefore may be exempt from some requirements of these Standards. Operators of such businesses should make themselves aware of any Legislations or Codes of Practice relevant to the keeping of these animals.

- Where the animal is part of a competitive display of domestic farm animals
- Where the animal is sold or offered for sale in the course of carrying on the business of animal research, or in the course of carrying out animal research, without contravening relevant State or Commonwealth Legislation
- Where the animal is a domestic farm animal intended for commercial use as part of a farming enterprise
- Where the animal is at an agricultural show or show parade such as those conducted by a member of an Agricultural Society
- Where the animal is kept by an agricultural college or school
- Where the animal is a fish that is kept at a fish hatchery, or a fish farm for the purpose of commercial food production, or re-stocking of lakes, dams or waterways
- Where the animal is a lawful captive

2. Definitions

Animal – for the purposes of this Code means any physiological stage of dog, cat, rabbit, guinea pig, ferret, rat, mouse, bird, reptile, amphibian, or other land based vertebrate species

Authorised Euthanasia Technician - person who has acquired competency (through training, qualifications and/or experience and is appropriately approved or licensed in the relevant state or territory) in humanely destroying dogs and cats

Behavioural enrichment - also called **environmental enrichment**, is an animal husbandry principle that seeks to enhance the quality of captive animal care by identifying and providing the environmental stimuli necessary for optimal psychological and physiological well-being. The goal of environmental enrichment is to improve or maintain an animal's physical and psychological health by increasing the range or number of species-specific behaviors, increasing positive utilization of the captive environment, preventing or reducing the frequency of abnormal behaviours and increasing the individual's ability to cope with the challenges of captivity. Environmental enrichment can be beneficial to a wide range of vertebrates and invertebrates such as land mammals, marine mammals, birds, amphibians, reptiles and spiders.

Emergency Management Plan - document that details the response to an actual or imminent event or situation that endangers, or threatens to endanger, the safety or health of persons and animals and that may destroy or damage, or threaten to destroy or damage, property

Fish - water dwelling cold blooded aquatic vertebrates (cartilaginous or bony) of the superclass Pisces, usually having scales and breathing through gills

Manager - person, including an owner, who directly or indirectly controls a retail store (Person in Charge)

Market – place where people meet to sell and buy goods, including animals, and at which animals are kept for short periods. This includes the selling and/or buying of animals at demonstrations, shows and educational events

On-Line Trading – Dogs, puppies, cats & kittens - the practice of advertising of animals for sale on the web

On-Line Trading – Animal Supplies & Accessories – the practice of advertising animal supplies and accessories on the web. This may include food, bedding, enclosures and pet accessories etc.

Owner - person to whom the animal belongs (in the sense of property belonging to a person), or the person by whom the animals is ordinarily kept, or the registered owner of the animal

Person in Charge - person who has overall legal responsibility for the pet shop, market, or other premises where animals or fish are sold and all the animals/fish therein. Note that while ultimate legal responsibility rests and continues to rest with this person, they may delegate activities, processes or supervision in relation to a particular animal or facility

Note that the Licensee, Owner, Manager, or authority holder (depending on the state) will most often be the Person in Charge of the store

Puppy Farm - The RSPCA defines a puppy farm as 'an intensive dog breeding facility that is operated under inadequate conditions that fail to meet the dog's behavioural, social and/or physiological needs'.

Retail Store - shop or any place used for the conduct of a business or other legally recognised entity, in the course of which an animal is kept for the purposes of sale as defined by these Standards & Guidelines for Best Practice. This includes markets, registered breeders and holders of fauna trading licences (or similar)

Socialisation - positive interactions with people of all shapes, sizes, ethnicity, uniform, and physical disabilities and other species will generate foundations for safe and pleasant relationships throughout the animal's lifetime. In particular, puppies and kittens should be exposed to as many different sounds, smells, people, objects and situations as possible in early months of their lives.

Staff - employees and volunteers who work in a pet shop. May include the owner or Person in Charge

Veterinarian – person who is registered under the Veterinary Surgeons Act (or equivalent)

Volunteer – unpaid member of the public who works, supervises or provides information to consumers in a Pet Shop or other facility. May include the owner or Person in Charge and those taking part in work experience

Zoonosis - any disease that is communicable to humans from an animal species

3. Non-Livestock Retail Operations, Agencies and Sub-Contractors

Non-Livestock retail operations are required to comply with all elements of these Standards & Guidelines for Best Practice except those directly related to the sale and management of animals. This includes retail stores who undertake On-Line Trading of pet accessories and supplies via the web.

Staff knowledge of animals is a requirement in non-livestock stores as staff are required to advise customers on situations that could be potentially dangerous for those animals.

Businesses, proprietors and staff acting as agents for the sale or care of animals (i.e. the animal is not owned by the business but the business is responsible for facilitating sale or care) must ensure that all individuals or businesses from which these animals are obtained comply with these Standards & Guidelines for Best Practice as well as compliance to all Local, State and Commonwealth legislation and codes of practice in their state or territory.

Businesses, proprietors and staff of companies that act as offices for sub-contracted animal carers or other subcontractors must ensure that all sub-contractors under their direction comply fully with these Standards & Guidelines for Best Practice.

4. Person In Charge

Standards

Each store must have a Person in Charge for the duration of the opening hours of the store. This may be the owner, manager or appointed Person in Charge

The Person in Charge is responsible for compliance of all relevant local, state/territory and commonwealth legislation regarding retail stores

The Person in Charge must ensure a copy of these Standards & Guidelines are accessible to all staff at all times. All documentation regarding day to day operational procedures, emergency situations and evacuation must be readily available to staff

The Person in Charge must ensure that all staff are trained in Health & Safety and are aware of the public and occupational health risks associated with the care and management of animals and of the appropriate steps that must be taken to reduce or eliminate these risks

Where the Person in Charge is not the same person in charge of the animals there must be a clear understanding by both parties as to who has responsibility for the welfare of the animals at each moment in time. In the event of a dispute, the Person in Charge of the store will be held accountable

The Person in Charge must have sufficient staff available to assist in the care and management of the animals in their care. This may include animals from responsible shelters and rescue organisations

The Person in Charge must ensure each employee is trained in caring for the individual needs of all species in their care. All staff with duties in relation to the care or treatment of animals must be appropriately supervised at all times

The Person in Charge must ensure all staff are trained to give advice to customers about the animals, products and accessories sold by the store

The Person in Charge must ensure all staff are trained in Zoonotic Disease management and control for each of the species kept in the store. This training must include handling, isolation and vet care and medication where necessary. A list of symptoms of common zoonotic diseases and treatments must be displayed in a prominent position for the use of all staff. A protocol must be documented to ensure the correct handling of these animals to prevent the cross-contamination of disease between animal and human. This must include personal protective clothing, handling and veterinary consultation.

The Person in Charge must ensure adequately qualified and experienced staff are available **at all times** to provide appropriate services to the public and the animals in their care. This includes adequate product knowledge to avoid inappropriate sales

Depending on staffing levels, there must be the appropriate number of properly trained staff members to meet particular State and Territory requirements for first aid, fire and emergency situations. Please refer to State and Territory regulatory bodies to determine appropriate levels.

Guidelines

The Person in Charge should ensure all staff undertake additional training to ensure they are up to date with changes to industry trends, scientific information and new product information

The Person in Charge should implement management practices to ensure that, where

appropriate staff, volunteers and people undertaking work experience are trained and experienced in:

- the behaviour and social needs of all animals and fish species kept at the facility
- acquisition and sale of animals and fish; and record keeping
- housing and husbandry of animals and fish kept at the facility
- handling and control of animal and fish species kept at the facility; including movement, transportation and capture
- identifying signs of health and ill health in animals and fish; including symptoms of stress when prompt veterinary care is required; understanding procedures for the care of sick and injured animals; disease, parasite control and prevention
- emergency management procedures including regular and random evacuation practices e.g. fire drills

The Person in Charge of the Facility is encouraged to employ staff who have formal training or qualifications in animal care and management, or who are in the process of completing such training

The Person in Charge of the Facility should ensure the implementation of policies, procedures and staff training that eliminate the sale of animals to inappropriate purchasers

Note For information on nationally recognised animal services qualifications, see: www.ntis.gov.au. For other courses, contact your local TAFE or industry association

5. Staff

Standards

(Includes paid staff, volunteers and persons undertaking work experience)

Members of staff must be aware of their responsibilities as defined within the provisions of these Standards & Guidelines; local, state/territory and commonwealth animal welfare legislation and codes of practice; and any other relevant legislation

Members of staff must comply with the conditions of their employment

Members of staff must undertake training as and when required by the Person in Charge

Guidelines

(Includes paid staff, volunteers and persons undertaking work experience)

Members of staff should be knowledgeable and experienced in the care of all species of animals and fish kept for sale at the store

6. Health and Safety

Standards

The store must undertake all reasonable measures to ensure staff health and safety, and manage all relevant workplace risks, including the risk of contracting zoonotic disease by those in direct contact with animals. Any injured or ill staff members seek appropriate medical attention.

In order to provide a safe and healthy environment, each store must have the following processes and procedures in place to comply with relevant state and territory legislation:

Health and Safety Documentation

- Work / Occupational Health and Safety (WHS) Policy
- WHS Program, outlining implementation of the policy
- Safe Work Method Statements / Job Safety Analysis templates
- Injury and Incident Management and Registers
- Hazardous Substance Management and Registers
- Risk Assessment and Risk Control templates
- Training Registers and Toolbox Talk templates
- Safety Inspection Checklist Template
- Fire Safety, Evacuation and Emergency Procedures
- Other relevant documentation according to your state or territory

Depending on staffing levels, there must be the appropriate number of properly trained staff members to meet particular State and Territory requirements for first aid, fire and emergency situations. Please refer to State and Territory regulatory bodies to determine appropriate levels.

Guidelines

Adequate ongoing training should be provided to ensure optimal animal and staff health and welfare. This includes induction training and ongoing staff and proprietor training.

Adequate systems and processes, written procedures and record keeping should be in place to demonstrate the above without ambiguity.

In order to provide for the health protection of animal handlers in pet stores the following additional safeguards should be included in adherence to HS legislation:

- adequate hand washing facilities available
- staff should be immunised against tetanus
- staff should be aware of the risk of tetanus
- provision of personal protective equipment e.g. disposable gloves

7. Emergencies

Standards

Functioning fire-fighting equipment must be readily available and staff trained and practiced in its use (Note: some fire retardants may be toxic to animals)

Each facility must have a documented procedure for the management or swift removal of all animals from the premises in the case of emergency, where it is safe and reasonable to do so. This document must be kept in a prominent place on the premises. All staff must be able to produce the document and must be familiar with its content. Any methods detailed in the emergency plan must allow for ready access to animals and ready exit for staff and animals from the premises in the event of an emergency

Emergency procedures must include a plan to deal with a situation where staff are not allowed back into the facilities for up to a week (for example in flood or fire), in particular if staff have not been able to ensure exit of all animals at the time of the initial emergency.

Guidelines

Design and construction of enclosures should incorporate features that enable the enclosure to be easily moved outside the store premises in the event of an emergency

8. Security

Standards

Premises and animal enclosures must be secure against ingress of unwanted animals, persons or pests.

The store must be able to be reasonably secured to prevent access to the premises outside trading hours, including outdoor cage and run areas.

Enclosures must be securely fastened outside trading hours to the extent required to avoid escape.

All external openings must prevent escape of animals or easy removal of products or equipment without authorisation.

Adequate security must be in place to ensure the safety of staff, the public and all animals on the premises.

Guidelines

Every effort should be made to recover escaped animals.

Member stores should wherever possible install security systems to ensure the safety of all animals and staff in the store.

9. Sourcing Animals

Standards

The Person in Charge of the store must ensure that all animals purchased for sale in the store are sourced from reliable, responsible breeders/owners.

The Person in Charge must ensure that their animal breeders/suppliers fully comply with relevant state and commonwealth legislation and codes of practice relating to the breeding of animals.

Animals for sale must come from known sources, ideally accredited by the Association. The Association requires members to reject animals from "Puppy farms" or sources that fail to provide appropriate care of breeding animals.

The RSPCA defines a puppy farm as '**an intensive dog breeding facility that is operated under inadequate conditions that fail to meet the dog's behavioural, social and/or physiological needs**'.

Shelter or rescue animals must be acquired from recognised animal shelters (Council Pounds, RSPCA, Animal Welfare League); or from an individual who due to certain circumstances must rehome an animal; and not from hoarders representing themselves as animal shelters. For the avoidance of doubt, members should visit the shelter and assess quality of shelter care and conditions prior to taking animals for sale/rehoming. A health and behavioural assessment must be completed by a qualified person before re-homing any dog/puppy or cat/kitten. Newly introduced animals must not be mixed with existing stock until they are health checked, preferably by a veterinarian and quarantined for an appropriate period.

The name, address and a contact number of the breeder/owner must be recorded in the Member Store records together with details of the animals purchased (date of birth, sex, dam, sire, microchip number if applicable).

Puppies and kittens must not be sold under 8 weeks of age regardless of which State/Territory they will live.

Puppies, dogs, kittens and cats must be microchipped prior to acquisition by the retail store and transferred into the stores name prior to sale

The Person in Charge and/or staff must ensure the microchip details are transferred into the new owner's name.

The Person in Charge and/or staff must ensure the animal is registered in those States/Territories where legislation and/or codes of practice exist.

10. Transportation

10.1 Pre-Sale: Transporting Animals from Breeder/Supplier

Standards

Legislation and codes of practice for the transportation of animals are applicable in some States in Australia and must be complied with when transporting animals.

When transporting animals to and from the store, staff must ensure that the animals are contained safely within appropriate enclosures so as to reduce any injury to the animal.

Different species must be housed separately and out of eyesight of other species.

Animals being transported by road must have sufficient fresh air and not be left unattended in closed/locked vehicles. On longer journeys, animals must be checked and given water or exercise if needed every two hours.

Member stores who are required to transport animals by air must use a recognised pet/animal transport agent complying with IAATA regulations for the transport of animals.

Transportation vehicles and transport enclosures/crates must be washed and sanitised after each use to prevent disease.

Guidelines

Like species (litter mates) may be carried together as long as overcrowding does not occur.

10.2 Post Sale: Transportation of Animals

Transport may cause distress to some animals and should be kept to a minimum.

Standards

All animals and fish sold must be contained, bagged or suitably restrained at the point of sale to ensure their security and protection for the expected period and mode of transport.

The container, bag or animal restraint must protect the animal or fish from injury, other animals, extreme temperatures and excessive stress, using information on the period and mode of transport provided by the buyer.

Appropriate ventilation must be provided in the bag, restraint or container.

For more information about the standards for animal transport refer to the publication titled 'The Care and Management of Animals by Companion Animal Transport Agencies' and similar documents.

Guidelines

Fish should be provided with sufficient air to allow for at least twice the expected duration of transportation.

11. Management of Animals in Store

Standards

Animals must be protected from distress or injury caused by other animals.

In the event that an animal shows aggression to one or more of the other animals in an enclosure, the aggressor must be removed and placed in a separate enclosure so as not to injure any other animals.

Animals must be protected from distress or injury caused by interference by people.

Different animal species (except those fully compatible) must not be housed together.

Adult cats should not be group housed unless known to be siblings or if they are compatible.

Any animal that has become stressed by excessive viewing or handling must be removed from public view/access and monitored and treated as necessary.

Animals known to be or suspected of being sick or injured must be removed from public view/access and located in a quiet enclosure back of house and treated as necessary.

Procedures must be in place to ensure that all animals receive the appropriate level of daily attention/inspection, feed and exercise over non-trading days.

To ensure good psychological health, animals must be provided with behavioural enrichment, recognising the physiological status and special needs of differing ages and species.

Animals that are unable to feed themselves must be kept only where adequate facilities and expertise are available for artificial rearing.

Deceased animals must be removed from display immediately, stored and disposed of in compliance with local government legislation.

Guidelines

All equipment used around animals should be designed and maintained to minimise the risk of illness or injury.

Positive efforts should be made to socialise animals to humans and other animals. Animals that have been well- socialised when young generally make better pets.

12. Enclosures / Housing

Standards

NOTE: For animal enclosure sizes for individual species, please refer to Section 23: Special Requirements for each species in this document.

Enclosures for each species must comply with State codes of practice or in the absence of a State Code the Victorian Code of Practice should be used as a guide for size and number of animals per enclosure.

All solid surfaces of animal enclosures must be impervious or painted, to facilitate cleaning and disinfection.

All enclosures must meet the minimum requirements provided in the Appendix of this document. The minimum requirements set out in the Appendix do not remove the need for animals to have sufficient space to rest, stand, stretch, swim, fly or move freely, as appropriate to the species.

Different animal species must be housed separately with the exception of compatible species.

Adult cats should not be group housed unless compatible.

Animals must be able to withdraw, where appropriate, to a quiet, dark and well ventilated area within their enclosure to allow them to take sleep breaks.

Enclosures must be maintained to minimise the risk of injury to animals and humans.

Enclosures must prevent access to animals by unauthorised people, unless under the direct supervision of a staff member.

Enclosures must be positioned in the store to prevent touching/handling of the animals by customers or children.

Stores must take all reasonable measures to prevent animal theft from enclosures.

Guidelines

Stores should be located away from sources of excessive noise or pollution that could stress or injure animals.

Enclosures should be designed for ease of cleaning, feeding, watering/water testing and the regular inspection of species being kept.

Animal placed on display in shop windows should be monitored and supervised at all times.

Retail stores should design their enclosures to be aesthetically pleasing, maintained in good condition and should reflect the professionalism of the industry.

13. Environment

Standards

State and Commonwealth legislation and codes of practice outlining the environmental needs of different species must be complied with at all times.

Enclosures in which animals are kept must be maintained at temperatures and humidity levels that minimise distress and suit the needs of the species.

Where distress is observed, mitigation measures to ensure a suitable microclimate must be instituted.

Fish enclosures must be maintained so that fish are not showing signs of distress, including gulping or sitting at the water surface with minimal movement, unless this is normal behaviour for the species. Water temperature must be within the normal range for the species kept.

Enclosures must be placed out of strong draughts and have adequate shade and temperature control when exposed to direct sunlight.

The duration and intensity of artificial lighting must be as close as possible to natural conditions and must allow for diurnal light cycles with excess light subdued, particularly at night.

Enclosures constructed of solid material that do not allow natural air movement must be artificially ventilated.

If artificial heating devices are used, they must be thermostatically controlled to provide safe optimum temperatures for that species. Some species such as reptiles, require a thermal gradient with the enclosure be positioned so that parts of the enclosure are not heated, thereby providing a range of temperatures.

Guidelines

It is best practice to promote the enhanced features of an enclosure using signs and verbal communication for customers to elevate any perceived welfare issues e.g. use signs to show that enclosures are air-conditioned/ventilated and contain a thermometer. Signs on tanks containing Siamese Fighting Fish should indicate that these fish prefer small tanks as their natural habitat is a puddle or hoof print in the mud.

Loud or sudden noise which may distress animals, should be avoided.

Animals and fish should be screened from excessive noise and vibration and buffered from the public by barriers or signage, for example: 'Quiet Please', or 'Do not Tap on Glass'.

Lighting should be sufficient to enable thorough inspection of animals.

Lighting should not generate excessive heat except where it is deliberately used for this purpose e.g. reptiles.

Ventilation should be adequate to avoid dampness and draughts and minimise noxious odours

In enclosed rooms ventilation air changes should allow 6 to 12 air changes per hour, or as many as are required to maintain animal health, may be needed. In some States ventilation is covered in legislation or codes of practice and must be complied with.

Clients should be encouraged to acclimatise the animal or fish to its new environment on arrival, to minimise the risk of bad outcomes when the animal or fish is exposed to local climate and humidity conditions. This is especially important for fish or in very hot, humid or cold climates.

14. Food and Water

Standards

Animals must receive a balanced and complete diet that allows them to maintain good health and growth, recognising the physiological status and special needs of differing ages and species.

Clean, fresh water must be available for all animals at all times at a temperature and quality that meets the animal's physiological needs.

Dogs and puppies that are co-housed must be monitored during feeding to ensure that all animals are eating.

Cats and kittens that are co-housed must be monitored during feeding to ensure that all animals are eating.

Cats, kittens, dogs and puppies must not be fed a purely vegetarian diet.

Cats must not be fed dog food as it lacks nutrients that cats require.

Food and water containers must be cleaned daily, and must be cleaned and disinfected before transfer to another enclosure.

Food and water containers must be readily accessible to animals and positioned to avoid spillage or contamination by spoiled food, urine or faeces.

Contaminated food and water containers must be removed immediately and replacement containers checked at least hourly for further contamination.

Food must be stored in a way that prevents its deterioration or contamination or access to pests.

Food must be of the finest quality and prepared in hygienic conditions.

Fish must be fed at least once per day with food suitable for species.

Fish must not be overfed.

All other animals must be fed with the appropriate food specific to their individual needs.

Guidelines

Puppies from 8 weeks to 6 months of age should be fed a minimum of 2 meals per day.

Kittens from 8 weeks to 6 months of age should be fed a minimum of 2 meals per day.

Cats should not be fed a diet consisting purely of fresh meat (including fish).

All animals (except fish) should be given regular treatment to control parasites as prescribed by a veterinarian.

Healthy immature animals should be fed twice a day or more frequently according to their needs.

Sick animals should be fed in accordance with veterinary advice.

Food and water containers which are not disposable should be stable, non-toxic and easily cleaned/disinfected. Stainless steel and glazed ceramic containers are preferable.

15. Animal Health Care

Standards

The person in charge and all staff must be familiar with the signs of common diseases in the animals being kept. Zoonotic diseases must be treated in accordance with the instructions referred to under Staff Training.

All animals must be inspected at least once daily to monitor their health and well-being. Records must be kept for animals recording eating and drinking habits, defaecation, unusual behaviour and signs of ill health. Any animal suspected of deteriorating health must be reported to the Person in Charge immediately and if necessary removed to a quiet back of house enclosure to be monitored and undergo a veterinary check if necessary.

The person checking the animals must record all adverse observations; except in the case of cryptic (hidden or camouflaged) and nocturnal animals; where an animal is:

- not eating
- not drinking, or drinking excessively
- not urinating (not reptiles or birds)
- not defecating normally
- not behaving normally
- not able to move about freely
- is showing any obvious signs of illness or distress
- is showing any obvious signs of parasitism

Animals in quarantine or isolation, very young, or ill/distressed animals must be inspected more frequently, to ensure the animals are suitably cared for.

Any changes in health status must be promptly reported to the person in charge for appropriate action.

All fish must be inspected prior to the store opening and periodically throughout the day (e.g. every 60 minutes) to monitor their health and wellbeing. The person checking the fish must record all observations where a group of fish is:

- not eating
- not defecating normally
- not behaving normally
- showing any obvious signs of illness, parasitism or distress

Fish in quarantine or ill/distressed fish must be inspected more frequently, to ensure the animals are suitably cared for.

Any changes in health status must be promptly reported to the person in charge for appropriate action.

Isolation – animals suspected of contagious diseases must be isolated in a separate back of house enclosure well away from other species likely to contract the disease.

Removal of deceased animals – In the case of fish, sick and dead fish must be removed from their enclosure as soon as possible.

Sick fish must be isolated in a separate back of house tank and allowed to die naturally before disposal. Dead fish should be disposed of as soon as removed from the tank.

Guidelines

Removal of sick animals – animals suspected of ill health should be removed from their enclosure and isolated in a quiet back of house enclosure.

Where possible, newly acquired animals should not be mixed with existing stock for a minimum of 48 hours or until they have been health checked, ideally by a veterinarian.

16. Hygiene

16.1 Cleaning and Disinfection

Standards

All animal enclosures must be checked and cleaned daily. This may mean more than once per day depending on the species.

Cleaning and disinfection chemicals and materials must be chosen on the basis of their suitability, safety to humans and animals, and effectiveness. They must be used only in accordance with the manufacturers' instructions. Some common disinfectants, particularly those derived from or containing coal or wood tar products (such as pine oil, phenol, cresol and chloroxylenols) are toxic to cats and should not be used.

Enclosures for puppies, dogs, kitten, cats, rabbits, guinea pigs, rats, mice, ferrets and birds must be cleaned daily.

At the completion of cleaning, animal enclosures must not be allowed to remain wet, except where this is normal for the species e.g. frogs.

Food preparation and storage areas must be cleaned daily after feeding. Food spills in the preparation area must be cleaned immediately.

Before new animals are introduced, vacant enclosures must be thoroughly cleaned and disinfected.

The Material Safety Data Sheets (MSDS) for all chemicals held must be available to staff.

Guidelines

All waste products, including faeces, bedding, food wastes and deceased animals, should be disposed of promptly and hygienically, and in accordance with the requirements of the local government authority, relevant government department or other authorities.

Reusable bedding must be washed, disinfected and dried as required.

Staff should be aware of the risks of transfer of infectious diseases and microbial contamination when handling animals or cleaning enclosures, as well as of practices that will reduce these risks.

16.2 Pest Control

Standards

A program to control parasites must be in place.

Pests including fleas, flies, lice, mosquitoes, cockroaches and wild rodents are all a potential health hazard to staff and animals and must be controlled. On request, details of the pest control program must be provided.

Guidelines

Specialist advice should be sought before pest control operations are conducted, in order to protect the health and safety of staff and animals being kept.

Chemicals used for pest control should be registered by the Australian Pesticides and Veterinary Medicines Authority under the *Agricultural and Veterinary Chemicals Code Act 1994 (Commonwealth)* and used only in accordance with the manufacturers' instructions.

16.3 Waste

Standards

All waste products including faeces, litter, uneaten foods, bird seed waste, disposable food containers and bedding, aquarium waste water, uneaten foods, disposable bedding must be disposed of promptly and hygienically in accordance with requirements of local government authorities.

Deceased animals must be disposed of in accordance with local government requirements and regulations.

Guidelines

Animal waste and cleaning waste should not be disposed of in human waste bins or into the sewerage system.

17. Record Keeping

Standards

General for All Groups

- date of cleaning and disinfection for all enclosures
- feeding and watering records
- health observations

Records must be kept for a minimum of 5 years with at least the previous 12 months' records (or for the period of statute of limitations under the Prevention of Cruelty to Animals legislation or other local, state or commonwealth laws) kept on site. The Person in Charge of the facility must be able to produce these records within 24 hours.

Records for Dogs, Cats and Regulated Species

Records for dogs, cats and regulated species must also include the following:

- the acquisition/breeding of these species including the date of birth (only for dogs and cats) or an approximation if possible where this is not known, (or an approximation if possible where this is not known), sex, colour, details of the parents, date of acquisition and the name address and a contact telephone number of the supplier /breeder of the animals
- animal is spay-neutered or entire
- microchip and registration details as per state and commonwealth legislation and codes of practice
- the sale of these animals, including the date of sale, name, address and telephone/email contact details of the new owner, transfer documentation for microchip and registration
- the death or euthanasia of these species at the premises, including the date of death and, where known, the circumstances surrounding the death or euthanasia
- veterinary treatment of these species before (where known) and while on the premises, including routine husbandry procedures such as worming or parasite control

Records for All Other Animals

Records for all other animals must also include the following:

- the numbers of these animals acquired and date of acquisition
- name, address and contact number of the supplier/breeder
- the date of sale and numbers sold
- numbers died or euthanased and (where known) the circumstances surrounding the death or euthanasia
- veterinary treatment before (where known) and while on the premises including routine husbandry

Records for Fish

Records for fish must also include the following:

- date of delivery, supplier, species and numbers as stated on the delivery dockets or as identified on arrival (it is recognised that for some species delivery docket numbers are approximate)
- dates of death and (where known) the circumstances surrounding the death or euthanasia in any instance where more than 10% of fish in any tank die in any 24 hour period
- veterinary treatment of any fish while on the premises including routine treatments

Guidelines

The use of stock books, enclosure labels and daily cleaning/feeding/watering/health observation record sheets is encouraged.

18. Veterinary Care

Standards

The person in charge must establish an agreement with one or more local veterinarians and any other suitably qualified person who is able to attend to sick animals as required and in emergencies, to advise on management and disease prevention measures.

For the benefit of staff, the contact details for the emergency veterinarian or animal expert must be displayed in a prominent position within the shop or facility.

First aid and/or veterinary treatment must be promptly provided for animals and groups of fish that have minor or routine conditions. Where a severe illness occurs, veterinary advice and treatment must be sought as necessary.

Sick or injured animals or fish must be kept isolated and animals kept away from public view and not offered for sale.

Guidelines

The Person in Charge should ensure that at least one staff member is trained in both human and animal first aid.

19. Euthanasia

Standards

Where treatment to restore the health of an animal or group of fish while in the facility is impractical or unsuccessful, and where euthanasia is recommended by a veterinarian or an approved/licensed Inspector (appointed under a Prevention of Cruelty to Animals Act or similar legislation), the animal or fish must be humanely destroyed.

Euthanasia of dogs and cats must be performed only by a veterinary surgeon or a person who is an authorised euthanasia technician.

Euthanasia must be conducted in an area that is separated from animal accommodation at the facility and must not be carried out in view of any other animals, or members of the public or other staff.

20. Sale of Animals

Standards

Dogs and cats must not be sold to people less than 18 years of age unless in the physical presence of their parent or guardian.

Where no other regulatory control exists, other animals must not be sold to people aged 16 or younger unless in the physical presence of their parent or guardian; or the client and the parents/guardians are known to the business.

Dogs, puppies, cats and kittens must have current vaccination certificates and must be microchipped prior to acquisition and sale.

No animal suspected of being sick, injured or diseased may be sold under any circumstances.

All animals sold must be fully weaned and independent at time of sale.

The minimum age of animals that can be displayed, advertised or offered for sale is:

- Dogs 8 weeks
- Cats 8 weeks
- Rabbits 6 weeks
- Guinea pigs 4 weeks
- Mice & Rats 4 weeks
- Ferrets 8 weeks

Birds must be fully weaned and independent at the time of sale.

When purchasing an animal new owners must be given written information on the care and welfare of their new animal. This should include:

- Species specific information
- Registration/microchipping (copies of documentation)
- Vaccinations (copy of vaccination certificate)
- Exercise
- Socialisation
- Feeding
- Grooming
- Ticks and flea prevention
- Ongoing veterinary care
- Going of holidays
- Legal requirements of owning an animal and penalties for non-compliance

Guidelines

Pre-Sale

Many new owners are unaware of the commitment having a pet brings and stores should talk through the commitment with prospective owners prior to them purchasing the animal. Staff may get a better

understanding of the new owner's lifestyle by discussing their family and work commitments, how they intend to contain and house the animal and the time they will have available for exercise and enrichment of the animal.

Point of Sale

The active promotion of desexing for cats and dogs at the point of sale is strongly encouraged. Stores should advise all new owners about the desirability and advantages of desexing their new puppy or kitten as soon as possible after they purchase the animal. If the new owner wishes to breed from the animal, they should be advised that in some States/Territories in Australia it is a requirement to have a licence to breed animals and be registered with the appropriate government department.

New owners should be given information which explains how to identify and appropriately manage common diseases.

Information should be provided to new owners, for how to seek emergency treatment for the animal, and the value of establishing a relationship with a veterinary practitioner and/or animal behaviourist or other experienced persons.

All advertisements for dogs and cats for sale should include the animal's microchip number and registration status; and the vaccination status of the animal, as required under local, state or commonwealth legislation or codes of practice.

Advertising of animals and fish with the intention of putting client's names on a waiting list is permitted.

In States where no microchip and/or registration legislation and regulations exists, the Member store should strongly advise the new owner to have their animal microchipped and recorded on a recognised microchip registry to ensure traceability should the animal become lost, stolen or abandoned.

After Sales Service

New owners should be encouraged to keep in contact with the store to ensure the animal is being cared for correctly or if the new owner has any questions to ask about the animal.

21. Online Trading

Online Trading – Dogs, Puppies, Cats & Kittens

Retail stores who advertise dogs, puppies, cats and kittens online must ensure that the animal is not sold until the prospective new owners visit the store in person to view and socialise with the animal. These animals must not be sold 'sight unseen'.

Online Trading – Animal Supplies & Accessories

Retail stores who advertise animal supplies and accessories online must ensure the products they advertise for sale meet Australian safety regulations for animal products, are safe and do not cause harm to the animal or have an adverse effect on the animal's welfare.

22. Shelter Animals

The person in charge of the store is encouraged to develop relationships with pounds and shelters to broker the sale of these animals through their store. This could be through the provision of noticeboards, posters or interactive displays, or the hosting of events at which shelter animals visit the business.

Some stores do not sell livestock (in particular puppies, dogs, kittens and cats) but allow responsible rescue organisations and shelters to display and promote the sale of their animals through a the store.

A written agreement should be undertaken between the rescue organisation/shelter and the store outlining the arrangement for these animals. This agreement should include the following:

- Transportation of animals to and from the shelter to the store
- Is the animal to be left with the Member Store for the duration of its stay?
- Is the animal to be taken back to the shelter at the end of each day?
- Is the Store owner or person in charge allowed to take the animal to their own home at the end of each day?
- How long the animal should stay in the store if it is not finding a home?
- Rotation of stock of other shelter animals
- Special needs for the animal
 - Feeding requirements
 - Exercise and enrichment
 - Grooming
- Sale of the animal
 - Does the full amount from the sale go to the shelter?
 - Is a percentage given to the store and the balance given back to the Shelter?
- Veterinary treatment - who is responsible for payment of veterinary treatment for a shelter animal if it becomes ill?
- Return of an Animal by the new owner – do they return the animal to the store or the shelter?

The agreement must also include the process for people who wish to return the animal for whatever reason.

Housing of the animal whilst in the store – keeping shelter animals in enclosures, separate from other animals in the store. Signage should be prominently displayed on shelter animal enclosures stating that the animals are shelter animals and naming the shelter/rescue organisation.

NOTE: It is not recommended to have shelter animals in close proximity of store puppies or kittens as this may significantly increase the risk of spread of disease. Consult your veterinarian for specific advice in this regard.

23. Return Policy

Standards

Stores must have a written return policy which sets out the process that applies should a new owner wish to return the animal they recently purchased and include the store's policy with regard to reimbursement of veterinary bills. A copy of the policy should be given to the new owner and explained verbally at point of sale. The policy should include a "Cooling-off Period" and any refunds given. The policy should include the period of time allowed for the return of an animal, the percentage of the refund (if any) and if there can be an exchange or replacement of an animal. Sick animals must be refunded in full. It is also recommended that a 'dispute resolution' clause be included in the policy.

If an animal (except fish) is returned within 3 days of the date of purchase and is not acceptable to the purchaser for any reason, the retail store Person in Charge is required to take the animal back and refund a minimum of 50% of the amount paid at the point of sale for the animal.

If within 7 days of sale an animal (excluding fish) is not acceptable to the purchaser for health reasons, excluding injury; that is traceable to the store or through the store to the source of the animal; and the complaint is supported by a veterinarian; the person in charge of the store and the animal owner should negotiate in good faith to achieve an equitable outcome.

The return policy must be displayed in a prominent position on the wall or counter of the facility.

If an animal dies or is euthanased as a result of a disease that is traceable to the point of sale and is verified by an appropriate authority such as a veterinarian, the person in charge will refund the purchase price or offer a replacement animal with the same guarantee.

Where an animal is returned and there is a reasonable suspicion of animal abuse, the person in charge must immediately report this to the authorities.

24. Special Requirements

24.1 Dogs and Cats

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to dogs and cats must be complied with by Retail Stores in their respective State or Territory.

Standards

Dogs and cats must not be displayed, offered for sale or sold until they are 8 weeks of age.

Dogs must not be acquired or purchased from an individual or breeder unless microchipped, vaccinated against Distemper, Hepatitis and Parvovirus, (C5) and accompanied by a current vaccination certificate.

Dogs must have the opportunity to exercise for at least 20 minutes daily. This can be provided by allowing them access to an exercise area to run freely, or by walking them on a lead.

Whilst in care, dogs must be walked in secured areas unless:

- they are on a lead at all times, and
- they are under the supervision of a competent person, and
- no more than four compatible, suitably aged dogs are being walked by the one person (or according to local regulations)

Any yard for group exercise must be supervised, and care must be taken to avoid mixing of incompatible dogs, fighting and the transmission of infectious disease.

Cats must not be purchased/acquired from an individual or breeder unless microchipped, vaccinated against Feline Respiratory Disease, Feline Chlamydia and Feline Enteritis (Panleucopaenia), (C3) and accompanied by a current vaccination certificate.

Cats must be provided with litter trays containing a sufficient depth of suitable clean litter material.

Litter must be changed or scooped daily (or more frequently if required) to avoid odour and infection risk, and litter trays washed and disinfected at least once every 3 days.

Except in exercise areas, floors of animal enclosures must be lined with absorbent disposable material that can readily be removed and replaced.

Bedding must be provided. It must be clean and changed frequently or immediately if soiled.

Dogs and cats must be fed a balanced and complete diet that allows them to maintain good health and growth, recognising the physiological status and special needs of differing ages and species.

Protocols for Puppy Handling

- Prior to handling any puppy or dog in the store, the customer must be asked if they have other dogs at home and if so, are their vaccinations currently up to date.

- Prior to handling any puppy or dog in the store, the customer must be asked if they have picked up or handled another dog during the day and if that dog has been in contact with the clothing they are wearing.
- A waterless hand sanitiser must be made readily available (attached to the outside of enclosures) and applied by both prospective owners and staff prior to and after handling each puppy and dog.
- If customers request a 'meet and greet' for any other dog they own to be introduced to the new puppy or dog, they must supply a current vaccination certificate for the dog being introduced prior to introduction the new puppy or dog.
- Contact areas between customers and dogs must be disinfected daily.

Guidelines

One feeding container should be provided for each dog, cat or puppy. Kittens under 12 weeks of age may be fed three to a bowl.

Dogs and cats should be monitored for health in accordance with the Standards and Guidelines for Best Practice. Signs of illness for which attention is required include, but are not limited to, the following:

- runny nose or repeated sneezing
- runny or inflamed eyes
- coughing
- vomiting
- diarrhoea, constipation or visibly straining to defecate
- lameness, inability to stand or walk
- bleeding or swelling of body parts
- inability to urinate, or straining to urinate, or crying while urinating
- loss of appetite
- noticeable weight loss
- apparent pain
- staggering, convulsions or fainting
- patchy hair loss

Canine Cough vaccination should be considered where there is a risk to puppies.

Environmental Enrichment

Research shows that all puppies and kittens require environment enrichment. This is particularly important in the early months of their lives as it encourages them to remain physically and mentally alert. Toys, beds, hides and other enclosure structures should be used to provide the environmental stimuli for the animal whilst it is in the Member store.

Socialisation

By the time a puppy or kitten is 12 weeks old it has already formed emotional responses and it is important that all of these animals commence socialisation as soon as possible.

It is recommended that stores who sell puppies commence socialisation and training in-store whilst these animals are in care.

Puppies and kittens should experience a range of sounds and be exposed to as many smells, people and objects as possible whilst in care.

Puppy Enclosure Size Small to Medium Breeds

Approximate weight range at 8 weeks of age

<1kg	Chihuahua etc.
1-2kg	Maltese x Shih Tzu, Silky, Moodle and similar
2-3kg	Cavoodle, Cocker Spaniel, Cavalier, Begalier, Beagle
3-4kg	
4-6kg	
6-8kg	

	PIAA Puppy Enclosure size Min floor area 10,350 cm ² Sample size 115cm Wide x 90 cm Deep x 80 cm High (min 80 cm deep)			PIAA Puppy Enclosure size Min floor area 13,000 cm ² Sample size 130cm Wide x 100 cm Deep x 100 cm High (min 90 cm deep)		PIAA Puppy Enclosure size Min floor area 18,000 cm ² Sample size 200cm Wide x 90 cm Deep x 100 cm High (min 90 cm deep)	
Weight	<1kg	1-2Kg	2-3Kg	3-4Kg	4-6Kg	6-8kg	8-10kg
No. of puppies	6	5	4	2	1	2	1
Additional puppies in cm ²	1700	2000	2500	6500	13000	9000	18000

1. Weight of the puppies within an enclosure is an average between litter mates. For example, If 3 puppies weigh 950 grams and 1 puppy (from the same litter) weighs 1050 grams the weight is calculated on the average weight of all puppies in the litter.
2. Member stores will be given 18 months to comply with the new enclosure sizes. PIAA members have 3 months to supply a written submission directed to the Retail Working Group with specifics for review. Probation period will commence on 1 April 2015 and expire on 30 June 2015. Members wishing to change enclosure sizes should do so after 30 June 2015 and will have until December 2016 to comply.
3. A variance of 5% will be allowed for existing enclosures for the minimum floor area and/or height. All new enclosures must comply with the 2015 Code of Practice.
4. All enclosures must be locked and designed so as to prevent any access to, or handling of puppies by anyone other than staff members.

24.2 Rabbits, Rats, Mice, Guinea Pigs and Ferrets

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to Rabbits, Rats, Mice, Guinea Pigs & Ferrets must be complied with by Retail Stores in their respective State or Territory.

Rabbits are not allowed to be sold in Queensland.

Ferrets are not allowed to be sold in Queensland.

Standards

The minimum age of animals that can be displayed, advertised or offered for sale is:

- Rabbits 6 weeks
- Guinea Pigs 4 weeks
- Mice and Rats 4 weeks
- Ferrets 8 weeks

Enclosures must be designed to ensure the well-being of the animals, to prevent escape and prevent access by unauthorised persons.

Enclosures must be designed to minimise draughts, disease transmission, and stress and contain an area for the animals to avoid exposure to bright lights.

A secluded, darkened sleeping area must be provided.

Enclosures must enable animals room to move about and rest without disturbance.

Nesting boxes must be provided for breeding females.

Litters under one week of age should be disturbed as little as possible and kept in special maternity enclosures.

Suitable non-toxic bedding must be provided and replaced as frequently as necessary to keep it in a sanitary condition.

Wooden or other suitable gnawing blocks should be provided for rodents.

Animals must be fed a balanced and complete diet that allows them to maintain good health and growth, recognising the physiological status and special needs of differing ages and species. Fresh greens must be supplemented for rodents.

Water must be constantly available and supplied in suitable containers. When using bottles with a nipple drinker the tip must not come into contact with bedding or food.

Animals must be checked at least once daily for any signs of illness or disease and should be wormed before being sold.

Ferrets require adequate handling and socialisation to enable them to develop as a suitable pet.

Ferrets must be vaccinated to the recommended schedule prior to being purchased or acquired from the breeder where possible.

Guidelines

When using bottles with a nipple drinker for drinking water, the tip should not come into contact with bedding or food

Minimum cage sizes

Species	Minimum Floor Area (cm ²)	Minimum Width (cm)	Minimum Height (cm)	Max No. Animals	Increased area for each additional animals (cm ²)
RABBITS					
Young (6-12 weeks)	6000	60	50	6	300
Adults	6000	60	50	2	600
GUINEA PIGS					
Young	2500	50	40	4	600
Adults					
MICE					
Young	600	20	20	10	200
Adults	600	20	20	5	200
RATS					
Young	2000	50	22	12	200
Adults	1500	50	22	5	300
FERRETS					
Age	8-12 weeks		12-15 weeks	15-18 weeks	18 weeks +
No. of Ferrets	5		3	2	1
Additional Ferrets by cm	720		1,200	1,800	3,600

24.3 Fish

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to Fish must be complied with by Retail Stores in their respective State or Territory.

Standards

Ornamental Fish

Retailers must not trade in any fish or plant species listed as noxious or otherwise restricted in their State or Territory.

Retailers must not knowingly sell illegal or illegally imported species.

Member stores must comply with local, state and commonwealth legislation and codes of practice in their state/territory that relate to the operation of aquarium/aquatic outlets.

Fish tanks must be protected from adverse environmental extremes.

Water changes must be adequate to maintain good water quality in relation to population density.

Unless other provisions are made, tank lids or other appropriate devices must be fitted and kept in place to prevent escape of fish.

Water chemistry must be checked regularly and appropriate measures taken to correct any imbalance. Records will be maintained of the water chemistry results.

All electrical equipment such as lights and heaters must be connected to safety switches and regularly checked for correct performance and safety.

Filtration equipment must be adequate for the species and tank/pond population densities, and effective at all times.

Fish must be fed as often as required with appropriate food according to species requirements.

All fish nets must be disinfected after use in each aquarium/tank, or a separate net for each tank must be used.

Fish showing signs of illness must be attended to immediately and where necessary, separated from other fish to prevent the spread of disease or molestation by healthy fish.

The use of medications in the treatment of diseased or injured aquatic animals must be carried out quickly and humanely to provide a cure to the species concerned. Proper prescribed medications for the relevant disease must be used.

Deceased aquatic animals must be disposed of in a manner that does not cause spread of disease or contamination of natural waterways or storm water. These animals must be disposed of in garbage which is used in landfill.

Guidelines

Retailers should suggest their customers advise them of unwanted aquatic animals and aquatic plants with a view to "re-homing" them thus preventing them being dumped into natural waterways. There is no obligation to repurchase, refund or take un-quarantined animals into the shop/aquarium.

Retailers should ensure new owners are given relevant literature and information about the aquatic animals and plants they are purchasing and educate them on responsible aquatic ownership

If manufacturing glass aquaria, separate "Recommendations for Manufacture" MUST be followed. These are to be found on the Association web site.

Stocking Density Guidelines for Fish in Retail Stores

It is impossible to provide a satisfactory stocking density as the critical factor is the water quality. In the past decade, there have been significant advances in the quality of filtration equipment available and the use of sumps. This means that the fish in the display tank may appear to be stocked quite heavily.

Irrespective of the stocking density in a tank, it is considered satisfactory if there is sufficient filtration to maintain the water quality parameters (see below) within the normal levels for the type of fish and water testing records can substantiate this.

Water Quality Criteria		
Cold Water Fish		
Dissolved Oxygen	Min	6mg/litre
*Free ammonia	Max	0.02 mg/litre
Nitrite	Max	0.2 mg/litre
Nitrate	Max	50mg/litre above ambient tap water
Tropical Fish		
Dissolved Oxygen	Min	6mg/litre
*Free ammonia	Max	0.02 mg/litre
Nitrite	Max	0.2 mg/litre
Nitrate	Max	50mg/litre above ambient tap water
Tropical Marine Fish		
Dissolved Oxygen	Min	5.5mg/litre
*Free ammonia	Max	0.01 mg/litre
Nitrite	Max	0.125 mg/litre
Nitrate	Max	40mg/litre
pH	Min	8.1

NOTE: These parameters should be checked first. Only if a problem exists with these tests is it necessary to check nitrite and nitrate levels.

An excellent reference on water quality is available from the Ornamental Aquatic Trade Association (OATA) a UK-based organisation (granted with permission).

Please see:

<http://www.ornamentalfish.org/wp-content/uploads/2012/08/Water-Quality-Criteria.pdf>

24.4 Birds

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to Birds must be complied with by Retail Stores in their respective State or Territory.

The sale of different species of birds varies from State/Territory to State/Territory. Retail Stores must ensure that they comply with all requirements for sale of birds in their State/Territory.

Enclosure sizes in these Standards & Guidelines for Best Practice are for NSW. In the absence of enclosure sizes for birds in the Retail Stores' State or Territory, the NSW sizes must be used as a guide.

Standards

Hand-reared birds must be fully feathered and independent before sale.

Birds must only be handled by trained or experienced staff.

Birds must be caught by the least stressful method and subjected to minimal handling.

Birds showing signs of illness must be attended to immediately and separated from other birds to prevent spread of disease or molestation by other birds.

Sufficient perches, roosting areas and feed/water stations must be provided to meet the needs of all birds in a cage or aviary.

Perches must be of a diameter, construction and material appropriate to the species held, and must be placed to prevent contamination of food and water containers. Perches must also be positioned to ensure that birds' tails are not in contact with the cage substrate, and to provide easy access to food and water.

Except where it is a species requirement, birds must be fed out of suitable containers and not directly off the floor, and not located below perches.

Birds must be fed a balanced and complete diet that allows them to maintain good health and growth, recognising the physiological status and special needs of differing ages and species.

In addition to dry feed, fresh fruit, greens, nectar or seeding grasses must be supplied as appropriate to the species to provide variety and nutrient supplementation.

Environmental enrichment must be provided. This may include the provision of cuttlefish, toys, or other enrichment devices.

Pinioning of wings is unacceptable and is defined in most states and territories as an act of cruelty. The clipping of wing feathers is acceptable when undertaken under the guidance of a veterinarian or an experienced bird-keeper.

Guidelines

Each species should be accommodated according to its needs; this includes the provision of nesting sites and materials appropriate to the species for breeding purposes where intended. For indoor cages, birds should be housed in a bird room that is in a separate part of the shop, with an extraction fan system. This is to remove as much feather dander and dust as possible

from the premises and thus reduce the potential for the zoonotic diseases, including avian chlamydiosis.

Outdoor cages and aviaries should be designed and constructed so as to minimise the threat posed to birds by predators. Many species of birds, animals and reptiles are predators of, or cause distress to, aviary birds by day or by night. These include cats, dogs, foxes, birds of prey including owls, butcherbirds and currawongs, snakes and even children.

Enclosures should provide freedom of movement and capacity for exercise or flight, as appropriate to the species.

Other than in exceptional circumstances, pools and ponds should be avoided in sales cages/aviaries.

To maintain hygiene standards where cages and aviaries have solid floors, the floor should be covered with a suitable non-toxic disposable material.

Grit and other vitamin/mineral supplements should be available to reduce the potential for nutrient deficiencies.

Adequate food suitable for the needs of each particular species of bird should be readily available. Most species of birds should have access to food at all times.

Birds show ill health or stress in a great variety of ways, but careful observation may be needed as sick birds are able to suppress some signs of illness. Signs requiring urgent attention include, but are not limited to, the following:

- changes in appearance of droppings
- changes in food or water consumption
- changes in attitude or behaviour e.g. inability to fly
- changes in appearance or posture, ruffled feathers, tail pumping
- changes in weight
- enlargements or swelling
- regurgitation, injury, sores, bleeding or lameness
- discharge from nostrils, eyes or beak
- excessive loss of feathers
- overgrown beak or nails
- stains or scabs around feet, eyes or nostrils

A heated hospital cage should be provided for the isolation and treatment of sick or injured birds away from view to minimise stress.

Care should be taken with new equipment. New galvanised wire may be toxic, especially for parrots. The risk of 'new wire disease' can be reduced by allowing the wire to be weathered for 4 to 8 weeks or by washing with a mild acidic solution e.g. vinegar and rinsing with water

The Person in Charge of the Facility and/or their staff should be aware of any responsibilities under wildlife licensing systems in relevant states and territories.

The application of rings for identification purposes requires careful selection of the appropriate ring and its application. Some species, especially as adults, should not be ringed because of the risk of self-mutilation. Special care is needed should a ring require removal, for example, to attend to a leg injury.

Overgrown beaks should only be carefully trimmed by experienced staff.

Excessively long nails should be trimmed by experienced staff only without drawing blood.

Bird Enclosures - See Appendix 1

Bird enclosure sizes may vary from State to State and Territory to Territory. Retail stores must firstly comply with all local, state and commonwealth legislation and codes of practice. In the event that no legislation or code of practice is in force, the retail stores must comply with the NSW Bird Enclosure Sizes as shown in Appendix 1 or these Standards & Guidelines for Best Practice.

24.5 Reptiles and Amphibians

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to Reptiles & Amphibians must be complied with by Retail Stores in their respective State or Territory.

Standards

At least one staff member must be knowledgeable and experienced in the care of each species in store at all time.

Retailers and Person in Charge of a store must be fully compliant with the wildlife licensing system operating within their State/Territory legislation and relevant codes of practice.

Reptiles/amphibians are very sensitive to vibration and noise. Display, housing and hospital enclosures must be positioned to minimize vibration and disturbance.

Reptile/amphibian enclosures must be lockable and tamper proof.

All reptiles/amphibians require external sources of heat to maintain body temperature. Temperature requirements vary between species. Reptiles must be kept at a suitable temperature for proper food digestion.

Amphibians require continuous sources of water to maintain hydration, appropriate to the species. Fresh water must be available at all times in suitable containers.

Heat sources must be on a thermostat to regulate cage heat. Thermometers must be placed in the enclosure to monitor thermostat performance and gauge temperature gradient.

All enclosures must have vents to allow air circulation.

UVA and UVB must be provided for those species for which this is essential.

Records must be kept of feeding behaviour and dates of feeding.

Dietary requirements vary with the species. Correct diets must be used.

Overcrowding of juveniles must be avoided.

All facilities must provide an adequate hospital enclosure for sick or injured animals.

A veterinarian or other expert with reptile/amphibian experience must be consulted in the case of illness or injury of housed reptiles.

Stock should only be sourced from suitably qualified or experienced outlets as governed by state and territory laws.

Guidelines

Appropriate care sheets containing specialist information for the species should be provided with each animal sold. These must contain specific information on feeding, heating, lighting, housing requirements. It should suggest appropriate information sources for clients to expand their knowledge.

Glass aquariums lose heat readily. Heating system should be adequate to provide the environmental requirements of each species.

UVA and UVB are essential for some species and will benefit all reptiles. UV lights should be on timers set to daylight hours only. UVA and UVB tubes are not heaters.

Avoid placing enclosures in direct sunlight as sunlight through glass may cause overheating.

Some species require water misting to allow skin absorption of moisture.

Feeding behaviour – feeding in groups may lead to dominant behaviour patterns causing sub-dominants to miss feeds. Be aware of the behaviour patterns of each species housed.

Feeding Time – reptiles are usually shy feeders and may need to be fed outside normal shop opening times unless the animal has a special requirement.

Juveniles require special attention in food selection and provision. Requirements vary greatly between species. Housing and heating requirements also differ from those suitable for adults and individual housing may be necessary.

A quarantine and preventative treatment program should be designed in conjunction with a veterinarian or other expert experienced with reptiles/amphibians.

Retailers should consider a “take back” or “rehoming” facility to minimise the risk of inappropriate outcomes for reptiles and amphibians.

Reptiles Approved for Sale in Retail Stores in Australia

Licensing requirements and lists of species vary widely from State to State and Territory to Territory. The following links give information on licencing and species that State by State.

New South Wales

<http://www.environment.nsw.gov.au/wildlifelicences/ReptilesforLicenceFaunaDealer.htm>

Queensland

http://www.ehp.qld.gov.au/licences-permits/plants-animals/information_sheets.html

South Australia

http://www.environment.sa.gov.au/managing-natural-resources/plants-and-animals/Permits_licences

Victoria

<http://www.depi.vic.gov.au/environment-and-wildlife/wildlife/keeping-and-trading-wildlife/private-wildlife-licences>

Western Australia

<http://www.dpaw.wa.gov.au/plants-and-animals/licences-and-permits/134-fauna-forms?showall=&start=4>

Tasmania

<http://dpiptwe.tas.gov.au/wildlife-management/living-with-wildlife/reptiles-in-captivity/herpetology-in-tasmania>

ACT

http://www.tams.act.gov.au/parks-recreation/plants_and_animals/animal_licensing/do_i_need_a_licence/reptile_policy

Northern Territory

http://www.parksandwildlife.nt.gov.au/permits/wildlife#.VPP_TdH9mcO

24.6 Invertebrates

All State and Territory Local, State and Commonwealth Legislation and Codes of Practice that apply to Invertebrates must be complied with by Retail Stores in their respective State or Territory.

Standards

At least one staff member must be knowledgeable and experienced in the husbandry of each Invertebrate species in store at all times.

Handling must be kept to a minimum.

Handling must only be done by experienced staff with suitable tongs, tweezers or hands with species such as Hermit Crabs and Phasmids.

Invertebrate enclosures must be lockable, tamper proof and must have vents to allow air circulation.

Temperature, Humidity and Lighting must be provided correctly to appropriate species.

Dietary requirements can vary depending on the species. Correct diets must be used.

Water must be provided in the correct method according to the species.

All invertebrates are to be mist sprayed with water daily.

Records must be kept of feeding behaviour and dates of feeding.

Social species must be housed together but overcrowding should be avoided.

Solitary species must not be housed together.

Guidelines

WARNING - Correct techniques must be used by experienced staff when handling Tarantulas, Scorpions and Centipedes as the venom, pinch, sting or bite from one of these can affect each individual differently.

Appropriate care and fact sheets containing relevant information specific to the species should be provided with each invertebrate sold. These must contain detailed information on the husbandry of that Invert including everything from feeding, heating, lighting, cleaning and minimum housing requirements.

Customers must be fully informed of the risks involved when purchasing potentially dangerous species such as Spiders, Scorpions and Centipedes. Fact sheets containing a warning declaration are essential.

All small temporary Invertebrate enclosures housing Tarantulas, Scorpions and Centipedes must be inside a cabinet or larger enclosure that is lockable and only accessible by experienced staff.

No customers are to hold or touch these species.

Avoid placing enclosures in direct sunlight.

Feeding – Feeding of Tarantulas, Scorpions and Centipedes must be done appropriately with a set of tongs or tweezers and by experienced staff only. Handling of these species should be avoided unless completely necessary

Feeding – Feeding of Phasmids and Hermit Crabs must be done when required. Fresh leaves for Phasmids and fresh fruit and veg for Hermit Crabs, roughly, every second to third day.

Customers should be encouraged to keep in contact with the staff after the purchase of the Invertebrate.

Invertebrates: Housing & Care – see Appendix 2

4.7 Native Mammals

Special requirements for Native Mammals are currently under review

24.8 Livestock Kept as Pets

Special requirements for Livestock Kept as Pets are currently under review

Appendix 1

Birds: Complete Trading List NSW and Recommendations for Enclosures

Appendix 2

Invertebrates: Housing & Care

Species	Min Temporary Enclosure Size (Retailers Only)	Recommended Temperature (degrees Celsius)	Humidity	Lighting	Food and Water	Housing Numbers
Children's Stick Insect <i>Tropidoderus childreni</i>	(900 cm ² floor area) – Mesh roof e.g. Size 60cm H x 30cm W x 30cm D	18 – 26	40 – 70%	No specialised lighting required	<ul style="list-style-type: none"> Fresh foliage such Eucalyptus species Mist spray regularly 	Group – Max 30 insects between 2cm – 4cm (retailers enclosure only)*
Goliath Stick Insect <i>Eurycnema goliath</i>	(900 cm ² floor area) – Mesh roof e.g. size 60m H x 30cm W x 30cm D	18 – 26	50 – 60%	No specialised lighting required	<ul style="list-style-type: none"> Fresh foliage such as Eucalyptus species and Acacia species Mist spray regularly 	Group – Max 30 insects between 2cm – 4cm (retailers enclosure only)*
Spiny Leaf Insect <i>Extatosoma tiaratum</i>	(900cm ² floor area) – Mesh roof e.g. size 60cm H x 30cm W x 30cm D	18 – 26	50 – 60%	No specialised lighting required	<ul style="list-style-type: none"> Fresh foliage such as Eucalyptus species and Acacia species Mist spray regularly 	Group – Max 30 insects between 2cm – 4cm (retailers enclosure only)*
Australian Tarantulas <i>Phlogius</i> species	Over 3cm – (250cm ² floor area) – Fully enclosed * e.g. size 15cm H x 13cm W x 20cm D	22 – 28	60 – 80%	None required, dislikes bright light	<ul style="list-style-type: none"> Live insects and dead 'pinkie' mice Sphagnum moss/shallow water dish Mist spray regularly 	Individual
Inland Scorpion <i>Urodacus yaschenkoi</i>	(150cm ² floor area) – Fully enclosed e.g. size 10cm H x 10cm W x 15cm D	18 – 24	40 – 60%	None required, dislikes bright light	<ul style="list-style-type: none"> Live insects Water sponge/sphagnum moss No misting required 	Individual
Rainforest Scorpion <i>Liocheles waigiensis</i>	(150cm ² floor area) – Fully enclosed e.g. size 10cm H x 10cm W x 15cm D	24 – 28	60 – 90%	None required, dislikes bright light	<ul style="list-style-type: none"> Live insects Water sponge/sphagnum moss Mist spray regularly 	Individual
Hermit Crabs <i>Pagurus sinuatus</i>	(900cm ² floor area) – Fully enclosed e.g. size 30cm H x 30cm W x 30cm D	26 - 32	60 – 90%	No specialised lighting required	<ul style="list-style-type: none"> Crab pellets Fresh fruit and veg Fresh water Salt water Mist spray regularly 	Group – Max 10 crabs at 4cm (retailers enclosure only)*
Centipedes Class: <i>Chilopoda</i>	Over 3cm - (260cm ² floor area) – Fully enclosed * e.g. size 15cm H x 13cm W x 20cm D	18 – 24	60 – 70%	None required, dislikes bright light	<ul style="list-style-type: none"> Live insects Water sponge/sphagnum moss Mist spray regularly 	Individual

*Tarantulas less than 1cm can be housed in a small container 10cm H x 3cm W x 3cm D (9cm² floor area) fully enclosed.

* Centipedes less than 1cm can be housed in a small container 5cm H x 15cm W x 7cm D (105cm² floor area) fully enclosed.

*Tarantulas and Centipedes between 1cm to 3cm can be housed in small terrarium 10cm H x 15cm W x 15cm D (225cm² floor area) fully enclosed.

* Stick Insects: Tank size 60cm H x 30cm W x 30cm H (900cm² floor area) = 30 insects at 2cm – 4cm
= 20 insects at 4cm – 6cm
= 10 insects at 6cm – 12cm
= 5 insects at 12cm plus

Note

- All insect enclosures must not exceed 35 Degrees Celsius
- An enclosure that is twice as large as the minimum requirement (e.g.. 1800cm² floor area) can house up to twice the minimum number of animals (e.g.. 60 insects at 2cm – 4cm, 40 insects at 4cm – 6cm, 20 insects at 6cm plus).
- Hermit crabs should be house with similar sized crabs
- Invertebrate enclosure sizes can be increased by same proportion ratio of floor area and quantity, but must maintain height allocated

Containers that can be used by Retailers for temporary housing: Jars, Chinese Containers, Pet Packs, Mesh Enclosures, Glass Terrariums



A Forensic Study of Puppy Breeding in **NSW**



May 2015

What is the Dog Population of New South Wales?

In 2013 a survey by Galaxy Research for the Animal Health Alliance Publication **“Pet Ownership in Australia Summary”** estimated that the dog population of Australia was 4.2 million and in New South Wales it was 1.282 million.

Galaxy reported that due to the robust methodology applied to surveying a statistically significant sample of Australians and the resulting analysis provides accurate estimates of pet numbers .

So for the purpose of this study we will assume that the dog population of New South Wales is 1.282 million

Lets do the Math !

Estimated New South Wales Dog Population 1.282 million

A conservative estimate is that due to mortality 10% of the dog population needs to be replaced annually which indicates a demand for 128,200 puppies per year

In 2014 Dogs NSW Breeders registered 22,450 puppies, so to achieve the estimated number required, approximately 105,750 were bred by unregistered breeders who have no accountability for health or welfare.

Dogs NSW Registered Breeders	22,450 Puppies*
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Unregistered Breeders	105,750 Puppies
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* Source- ANKC Ltd Database

Who is Overbreeding?



105,750 Puppies bred by unregistered breeders who have no accountability for health or welfare.

Some Facts About Dogs NSW Breeders



83% of Dogs NSW Registered Breeders had less than 3 Litters in 2014



ROYAL NSW CANINE COUNCIL LTD

(trading as Dogs NSW)

Submission to

Sydney Public Hearing

Into

Companion Animal Breeding Practices





NSW GOVERNMENT PARLIAMENTARY INQUIRY INTO COMPANION ANIMAL BREEDING PRACTICES

DEVELOPING BREEDERS LICENCES USING THE DOGS NSW MODEL BASED ON EDUCATION, CODE OF ETHICS, HEALTH AND WELFARE

DOGS NSW – licensed breeders (prefix holders) will be exempt as members of an authorised body, as members adhere to a more stringent set of requirements. Dogs NSW has been proactive in regulating our standards to well exceed all mandatory welfare requirements as a minimum standard for our breeders licensing approval.

Requirements to obtain a Dogs NSW breeders licence as follows:

1. Initial application accepted only after 1 year membership.
2. Undertake the Members Education Program over a 6 month period.
3. On completion of this Program, undertake and must pass an examination.
4. All applicants for a new breeders licence are subject to a **kennel inspection**.
5. All litters and all puppies are required to be registered and chipped prior to individual registration papers issued.
6. Dogs NSW has an annual membership and a breeders licence fee.
7. All advertising pertaining to the sale of puppies must have the breeder's registration number attached.

According to ANKC Ltd statistics, the vast majority of our breeders produce less than 3 litters per annum (85% have less than 3 litters a year).

Introduction

Any scheme developed would need to monitor the use or lack of use of breeder licence numbers. There is a need to track numbers used in common – phone, contact details and the relevant breeder licence numbers. There is evidence that many of these numbers used for sales for a variety of breeds have a high degree of connectivity.

There is a need to stop this culture and place emphasis on deterring the smaller back yard breeder from escalating. A concerted effort in the 4-10 litters a year group would be the most effective deterrent by regular inspections, demanding better education better health care and/or health testing of breeding stock, record keeping, etc.

It is suspected that the income from these puppy factories is not declared and as a consequence is not taxed. There is potential for money laundering and other illegal activities. The profits derived further perpetuate the problem.

"The value of pet ownership to the health and stability of the community and its positive social capital should never be underestimated".

APPLYING THE PROPOSED BREEDERS LICENCE PROGRAM TO ALL OTHERS CANINE BREEDERS.

Strategy:-

Using the DOGS NSW model, requirements for the notification of litters born must advise:-

- Date of birth of litter.
- Parents microchip numbers (father where known).
- Number of puppies born, gender and their microchip numbers.

Key Objectives and outcomes:-

- Ability to track and identify the breeders of all puppies born in NSW
- Enforce that ALL persons intending to breed a litter must make application to Dogs NSW for a Breeders Licence appropriate to their activities.
- Enforce minimum and maximum breeding ages.
- Enforce maximum frequency of breeding bitches.
- Enforce all puppies must be vaccinated and microchipped by time of sale (law - Companion Animals Act)
- Enforce all advertising must have breeders licence number attached.
- Promulgate a "Basic Code of Ethics".
- Provide a basic knowledge of animal welfare - food, water, shelter.
- Instil the advantages of desexing.
- Ensure breeders have a basic knowledge of feeding, breeding, weight guides.
- Offer advice and assistance on all aspects of health and welfare of mothers and their litters.
- Increasing licence fee with increasing number of litters.
- Increasing level of competency, education, with annual kennel inspections and record keeping requirements.
- Licence number must accompany every advertisement to be a requirement by legislation, including all internet sites. Each litter/advertisement can be checked if registered.
- Internet ad providers, eg, Gumtree required to accept ads only where licence number is included.
- Penalties to apply for any failure to comply, increasing with each infraction and may apply also to the ad provider.

Breeders Licences – 1-6 TIERS

NOTE: Currently all breeders **MUST** comply with: [Prevention Of Cruelty To Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) NSW Department of Primary Industries.

Scale of requirements:-

1. Basic one off litter licence application:-

Cost:	\$60 for breeders licence \$10 registration fee per puppy with Dogs NSW
Application:	On-line or in person
Licence:	Time limited to within 6 months of issue
Provisions of issue of licence:	Agreement to:- <ol style="list-style-type: none">1. Must agree to abide by Minimum Code of Ethics2. Register all puppies and their microchip numbers with Dogs NSW3. Provide parents microchip number (father where known)4. Microchip and vaccinate all puppies prior to sale.5. Licence number to be displayed in advertising in all Medias6. Ability to track and account for all breeding stock
Benefits:	Electronic registration certificates per puppy issued.

2. Intention to breed 2-4 litters per annum:-

Cost:	\$200 for breeders licence annually \$10 registration fee per puppy with Dogs NSW
Application:	On-line or in person
Licence:	Period 12 calendar months
Provisions of issue of licence:	Inspection of premises where animals are kept. Additional Competency tests pertaining to:- Basic animal husbandry Accurate breeding records kept All animals identifiable by microchip at time of inspection Agreement to:- <ol style="list-style-type: none">1. Must agree to abide by Minimum Code of Ethics2. Register all puppies and their microchip numbers with Dogs NSW3. Provide parents microchip number (father where known)4. Microchip and vaccinate all puppies prior to sale5. Licence number must be displayed in advertising in all Medias6. Ability to track and account for all breeding stock
Benefits:	Electronic registration certificates per puppy issued.

3. Intention to breed 5-10 litters per annum:-

Cost:	\$1000 for breeders licence annually \$10 registration fee per puppy with Dogs NSW
Application:	On-line or in person
Licence:	Period 12 calendar months
Provisions of issue of licence:	Initial inspection of premises where animals are kept and agreement to subsequent unannounced inspections.

Additional Competency tests pertaining to:-

- Understanding of “herd management”
- Further education for multiple litters
- Animal health and welfare: vaccinating, worming, shelter, pen sizes appropriate to the breed and litter sizes and age management of older dogs, frequency of breeding, etc
- Keeping of records, avoiding close 1st degree inbreeding
- Accurate breeding records kept
- All animals identifiable by microchip at time of inspection
- Demonstrate they have adequate resources to provide for the welfare of animals in their care

Agreement to:-

1. Must agree to abide by Minimum Code of Ethics
2. Register all puppies and their microchip numbers with Dogs NSW
3. Provide parents microchip number (father where known)
4. Microchip and vaccinate all puppies prior to sale
5. Licence number to be displayed in advertising in all Medias
6. Ability to track and account for all breeding stock

Benefits:	Electronic registration certificates per puppy issued
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4. Intention to breed 10-15 litters per annum:-

Cost:	\$1500 for breeders licence \$10 registration fee per puppy with Dogs NSW
Application:	On-line or in person
Licence:	Period 12 calendar months
Provisions of issue of licence:	Initial inspection of premises where animals are kept and agreement to subsequent unannounced inspections.

Additional Competency tests pertaining to:-

- Understanding of "herd management"
- Further education for multiple litters
- Animal health and welfare: vaccinating, worming, shelter, pen sizes appropriate to the breed and litter sizes and age management of older dogs, frequency of breeding, etc
- Keeping of records, avoiding close 1st degree inbreeding
- Accurate breeding records kept
- All animals identifiable by microchip at time of inspection
- Demonstrate they have adequate resources and staffing to provide for the welfare of animals in their care and comply with [Prevention of Cruelty to Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) NSW Department of Primary Industries.

Agreement to:-

1. Must agree to abide by Minimum Code of Ethics
2. Register all puppies and their microchip numbers with Dogs NSW
3. Provide parents microchip number
4. Microchip and vaccinate all puppies prior to sale
5. Licence number to be displayed in advertising in all Medias
6. Ability to track and account for all breeding stock

Benefits:	Electronic registration certificates per puppy issued
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NOTE: Currently all breeders **MUST** comply with: [Prevention of Cruelty to Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) **NSW** Department of Primary Industries.

5. Intention to breed 15-20 litters per annum:-

Cost:	\$2000 for breeders licence \$10 registration fee per puppy with Dogs NSW
Application:	On-line or in person
Licence:	Period 12 calendar months
Provisions of issue of licence:	Initial inspection of premises where animals are kept and agreement to subsequent unannounced inspections.

Additional Competency tests pertaining to:-

- Understanding of “herd management”
- Further education for multiple litters
- Animal health and welfare: vaccinating, worming, shelter, pen sizes appropriate to the breed and litter sizes and age management of older dogs, frequency of breeding, etc
- Keeping of records, avoiding close 1st degree inbreeding
- Accurate breeding records kept
- All animals identifiable by microchip at time of inspection
- Demonstrate they have adequate resources and staffing to provide for the welfare of animals in their care and comply with [Prevention of Cruelty to Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) NSW Department of Primary Industries
- Approved Development Application for breeding and kennel facilities with Local Government.

Agreement to:-

1. Must agree to abide by Minimum Code of Ethics
2. Register all puppies and their microchip numbers with Dogs NSW
3. Provide parents microchip number
4. Microchip and vaccinate all puppies prior to sale
5. Licence number to be displayed in advertising via all Medias
6. Ability to track and account for all breeding stock

Benefits:	Electronic registration certificates per puppy issued
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6. Intention to breed >20 litters per annum:-

Cost: \$3000 for breeders licence

\$10 registration fee per puppy with Dogs NSW

Application: On-line or in person

Licence: Period 12 calendar months

Provisions of issue of license: **Initial inspection of premises where animals are kept and agreement to subsequent unannounced inspections.**

Additional Competency tests pertaining to:-

- Understanding of "herd management"
- Further education for multiple litters
- Animal health and welfare: vaccinating, worming, shelter, pen sizes appropriate to the breed and litter sizes and age management of older dogs, frequency of breeding, etc
- Keeping of records, avoiding close 1st degree inbreeding
- Accurate breeding records kept
- All animals identifiable by microchip at time of inspection
- Demonstrate they have adequate resources and staffing to provide for the welfare of animals in their care and comply with [Prevention of Cruelty to Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) NSW Department of Primary Industries.
- Approved Development Application for breeding and kennel facilities with Local Government

Agreement to:-

1. Must agree to abide by Minimum Code of Ethics
2. Register all puppies and their microchip numbers with Dogs NSW
3. Provide parents microchip number
4. Microchip and vaccinate all puppies prior to sale
5. Licence number to be displayed in advertising in all Medias
6. Ability to track and account for all breeding stock

Benefits: Electronic registration certificates per puppy issued

Minimal Code of Ethics

1. Minimum/maximum breeding ages for bitches
2. May not breed under 12 months of age
3. May not breed over 8 years of age, must have a letter of health from a veterinarian
4. Frequency of breeding: One litter per year, with a maximum of 2 litters in an 18 months period but MUST have a 12 month break before another litter
5. Maximum of 6 litters in a bitch's reproductive life time
6. Vaccination protocols should follow the recommendations of International Vaccination Committee
7. Not knowingly sell an animal in ill health
8. shall not supply any dog to commercial dog wholesalers or retail pet dealers
9. Prevention of Cruelty to Animals Act 1979 (NSW)
10. Animal Welfare Code of Practice - Breeding dogs and cats NSW Department of Primary Industries

Basic Education

1. Basic Canine Welfare – access to shade, shelter, food, water
2. Special/additional requirements for pregnant bitches and litters. Coat care for coated breeds
3. Code of Ethics – minimum/maximum breeding ages, health of breeding stock
4. Advantages of desexing
5. Basic Nutrition and health – feeding appropriate to age, weight, size, higher during pregnancy and lactation
6. Basic Breeding and Mating – understanding bitch's seasons/cycles, time of mating, length of pregnancy and care during the stages of pregnancy
7. Whelping and raising puppies, feeding, vaccinations, chipping
8. Record Keeping – for litters, health care – vaccinations, etc
9. Requirements for Sale – registration of litter, date of birth, parent and puppy details, breeder registration number in all advertisements in all media.

Further Education for Herd Management/Multiple Litters

1. Kennel management, required pen sizes and kennelling, for breeding bitches and litters
2. Nutrition and health – feeding appropriate to age, weight size and level of activity (higher in heavy work and pregnancy and lactation), vaccination and parasite control
3. Care and feeding of breeding and lactating bitches
4. Care and raising of puppies to point of sale, vaccination and parasite control
5. Record keeping of mating's, parents, litters, vaccinations, chips and any relevant health testing
6. Advertising requirements, litter registration, etc

Current situation

- LGA underresourced
- No legal obligation to inspect
- Depend on complaints before action, reactive not proactive
- No follow up after DA Approved
- Difficulty in locating puppy factories
- Not utilising existing legislation or authority available to them (microchipping, registration)
- Developing unnecessary LEP's instead of applying existing legislation
- Failure to follow up on existing complaints

Recommendations for Inspections

- Dogs NSW to work in conjunction with LGA's and, where needed, recognised welfare organisations under POCTA

Non compliance

Failure to notify, breeding in excess of 1 litter per year/bitch, breaching the code of ethics, breaching [Prevention of Cruelty to Animals Act 1979 \(NSW\)](#) and [Animal Welfare Code of Practice - Breeding dogs and cats](#) NSW Department of Primary Industries – leads to escalating fines, increased frequency of inspections, penalties and possible loss of licence.

Funds from non-compliance inspections and fines derived therein would go directly to either LGA or recognised Animal welfare organisations involved as recognised by POCTA.

A reporting mechanism should exist between Dogs NSW, inspectors, Local Government and animal welfare organisations. Failure to enact upon such information will escalate the issue to higher authorities.

We are unable to estimate the costs of external organisations as we are unfamiliar with cost structures of these organisations.

Dogs NSW Inspection Protocols

Annexure A: Position Description – Dogs NSW Animal Welfare & Community Liaison Officer

Annexure B: Inspection Check List as annexed to original submission

ROYAL NSW CANINE COUNCIL LTD (trading as Dogs NSW)

Position: Dogs NSW – Liaison Officer

Classification: Casual

Reports to: Chief Executive Officer

Overview of Duties

- To assist members in fulfilling their obligations as responsible owners and breeders by:
 - Establishing a sound working knowledge of the following regulatory components:
 - Dogs NSW Regulations with the emphasis on:
 - Part XIII – Code of Ethics
 - Part XIV – Guidelines for the Care and Management of Keeping and Breeding Dogs (*note last update 2006*)
 - Companion Animals Act 1998
 - Animal Welfare Code of Practice – Breeding Dogs & Cats 2009
- Review the above Dogs NSW Regulations and submitting amendments to the Board for consideration
- Establish clear guidelines, which meet Dogs NSW criteria, setting the minimum expected standard for the kennelling/housing of dogs.
- Provide assistance to Dogs NSW Members in relation to matters arising from the above regulatory components
- Provide assistance to members where it is determined by Dogs NSW that there is a need for assistance in animal welfare issues or disputes.
- Research and investigate, as authorised by the Company, any complaints received by Dogs NSW in respect of any of the above regulatory components
- Conduct inspection of premises to ascertain compliance with regulations/legislation as directed by Dogs NSW or the CEO
- Report of individual matters dealt with, in writing, to the CEO
- Liaise between Members and Local Council whenever a conflict arises
- Attend any approved Seminars/Conferences, at the Company's expense, which relates to or would assist the position of Liaison Officer



ROYAL NSW CANINE COUNCIL LTD (trading as Dogs NSW)

- Represent Dogs NSW at Club meetings, when requested, to discuss the Companion Animals Act
- Provide a monthly report to the CEO prior to the closing of the agenda for the Board's monthly meetings
- Review the Disaster Plan, submit any proposed amendments and work closely with the NSW Department of Primary Industries during times of disaster
- Act as directed by the Board and/or the CEO
- Contact is required by phone, mail, in person or via email to be determined on an as required basis
- Review of the duties/retainer to meet demand. The current political climate could pose significant impact on this role in either a positive or negative way.

Interview – Record Keeping Checklist

Member Number(s):

Member Name(s):

Prefix(es):

Documentation				
Checklist Items	Yes	No	Not Required	Comments
Are registration papers held for all dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vaccination certificates or evidence of current vaccination held for all dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all dogs microchipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are breeding records held for all litters bred in the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are records held for all stud services in the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are records of all dogs sold for the past 5 years retained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are puppy packs containing feeding guide, grooming guide, health & maintenance guides available and provided to each puppy/dog purchaser?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interview – Care and Dog Management Checklist

Member Number(s):

Member Name(s):

Prefix(es):

Animal Housing				
Checklist Items	Yes	No	Not Applicable	Comments
Are dogs housed in an external structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dogs housed inside the member's home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does housing provide protection from rain & wind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate shade provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is housing able to be easily cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each dog have adequate room to move?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate sleeping space and bedding for each dog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting, either natural or artificial, available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is ventilation adequate to prevent dampness or noxious odours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the kennel structure secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate secure area for bitches to whelp & raise their litters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate secure area to raise puppies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

"B"

Hygiene				
Checklist Items	Yes	No	Not Applicable	Comments
Is the dog housing area clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the dog housing area been recently disinfected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are exercise areas clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the exercise areas been disinfected recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is bedding clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are housing and exercise areas dry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence of pests? e.g. fleas, ticks, flies, mosquitoes, rodents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a pest control regime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

“B”

Management				
Checklist Items	Yes	No	Not Applicable	Comments
Are the dogs protected from stress or injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Veterinarian details available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dogs well groomed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are full details of dogs held short term for breeding available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there staff to assistant in the management and care of member's dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If there is staff, are they aware of their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

"B"

Health Care				
Checklist Items	Yes	No	Not Applicable	Comments
Are all dogs on the premises vaccinated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worming regime documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dogs on a heartworm prevention program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are dogs on a flea prevention program??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all dogs checked at least once daily to monitor health and comfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all dogs have the opportunity to exercise daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all dogs have human contact daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all dogs appear to be in good health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any resident dogs currently receiving Veterinary attention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a health testing program in place for the reduction of hereditary diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

"B"

Diet				
Checklist Items	Yes	No	Not Applicable	Comments
Do all dogs appear to be in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any pregnant or lactating bitches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate dog food on site to feed for a minimum 5 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the dog food of good quality? i.e. provides complete nutritional value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any puppies??	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all dogs fed to suit their age and condition? i.e. puppies, pregnant & lactating bitches require multiple feeds each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there fresh water available to all dogs at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are food and water vessels clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is food stored hygienically and in a rodent free place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



NSW Cat Fanciers Association Inc.

Summary/Supplementary Submission by NSW Cat Fanciers Association Inc (NSW CFA) in relation to “*Companion Animal Breeding Practices in New South Wales*”

Introduction

NSW CFA Inc is a state registering/regulatory body, the primary purpose of which is to promote and raise the standards of breeding of pedigree cats and to promote responsible pet ownership and ethical breeding practices among our members. This is achieved through self regulation (in conjunction with external regulatory frameworks) and ongoing education of our members and the public.

We are affiliated with the Co-ordinating Cat Council of Australia, a national recommendatory body with affiliates in all states and territories except the Northern Territory and Western Australia.

Our current regulatory framework

a. Internal

- Adherence to our Code of Ethics (which includes compliance with external regulatory frameworks); and
- A Constitution and operating procedures.

b. External

- Local council level – lifetime registration of cats and kittens;
- NSW government level – compliance with NSW legislation including: the Prevention of Cruelty to Animals Act 1979; the Companion Animals Act 1998 and related regulations; the NSW Animal Welfare Code of Practice – Breeding Cats and Dogs

c. Implementation

We have a Management Committee of 12 members who meet once per month (or more frequently if required). This committee deals with all issues relating to our organization and members including: complaints about breeders – from other breeders and members of the public who purchase kittens from our members (***Rules 19 – 25 of the NSW Cat Fanciers Association Inc***); consideration and determination of applications for membership and breeders prefixes (***Part II of the Rules of the NSW Cat Fanciers Association Inc and Section 3 of the General Operating Procedures***, respectively); and, registration of litters (***Section 4 of the General Operating Procedures***).

We also have a number of specific sub committees, to which we have recently added – in response to regulatory changes being made in other states and the Companion Animals Taskforce – a compliance sub committee to assist breeders, particularly new breeders, with issues of compliance and to educate members generally – current initiatives including formalizing processes already operating such as programs for the mentoring of new breeders; preparation of both a generic kitten information and care fact

sheet and a breed specific fact sheet; and establishment of a protocol and a support group to assist with the re homing of cats and kittens – it is noted that some of the breed clubs have re-homing processes in place – eg the Burmese Cat Society of Australia has a “Cats in Distress” section which assists with the re-homing of Burmese cats regardless of whether their owners are members.

Objective of the proposals the subject of the current parliamentary enquiry:

Broadly stated, the objective of the current enquiry is the improvement of the welfare of companion animals – including reduction of the rate of abandonment and euthanasia of cats and kittens. We believe that there are several critical errors (and omissions) in the proposals (licensing and limitation on breeder numbers, not pet shop sales) and the data on which the proposals are based, which in turn impact on the efficacy of these proposals to achieve the stated objective:

- a. There is no percentage/number breakdown in the available data to disclose what part of the statistics relate to pedigree cats. We believe it to be small – and this position is supported by anecdotal evidence – for example from commercial organizations such as Petbarn, which have re-homing programs where the cats and kittens are taken from RSPCA shelters. That evidence is that pedigree cats and kittens surrendered for re homing are rare and tend to be “special cases”, such as on the death or placement into care of their owners. The RSPCA figures do not provide such a breakdown yet that organization is presumably in a position to provide that information – information which is critical to the formulation of appropriate strategies to ameliorate the problem;
- b. There is no or little differentiation made between dogs and cats: yet cats have very different breeding patterns and requirements, different care and housing requirements and different socialization requirements;
- c. Different breeds of cats – there are far fewer breeds of cats than dogs (approximately 40 recognized breeds in Australia, a number of which are very old “natural” breeds – such as the Turkish Angora) – have different breeding patterns – which also impacts on the numbers of litters bred from individual cats and the breeders ability to comfortably maintain a greater number of breeding cats;
- d. There is apparently no consideration given to the fate of pedigree breeding cats that have been purchased legitimately by and are currently owned and properly maintained by ethical breeders, if number restrictions are put in place. Based on the Victorian experience, many of the cats that have been selected by breeders for purposes of improving the breed and increasing the gene pool and therefore the health and longevity of the cats, will have to be desexed and rehomed, not as a result of any inadequacy in their condition or level of care, but as the result of the imposition of an arbitrary limitation on numbers. Apart from the decimation of breeding lines and financial loss to these breeders, the mandatory removal of cats – some of them no longer young and who may not, as ex breeding cats, be easy to re-home – from their homes for no good reason is inhumane both from the cats and the owners perspectives; and
- e. Although the long-term objective of the proposals is unclear, it is apparent that the long-term **result will** be the decrease and perhaps even the

elimination of at least some pedigree breeds and a decrease in companion animal ownership. We do not believe that this is a positive or desirable outcome.

Proposal to implement an additional licensing requirement

Registered breeders already pay an annual membership fee and breeders prefix fee to their organizations – those fees are necessary for the organizations to perform their function, part of which is educative. To add an additional layer of licensing fees, including the costs of compliance (particularly if coupled with an **annual** council registration fee) – would simply be an impost on ethical breeders and would likely result in the abandonment of breeding by at least some and potentially many of those breeders.

Proposal to limit numbers of cats kept by breeders

The breeding and sale of cats and kittens rarely results in financial gain to ethical breeders – any sale proceeds are put back into proper care and the purchase of outcross lines to improve the breed and the health and temperament of individual cats and kittens, which is the objective of ethical breeders.

As we are geographically isolated in Australia, the selection of outcross lines not infrequently involves importing cats from overseas – at significant cost to breeders – as alternatives, such as artificial insemination is not an option for cats, unlike dogs.

If blanket number restrictions are introduced, apart from significant financial loss to breeders (by the forced and arbitrary desexing of cats), and, the loss of ethical breeders, the result will include a diminished gene pool, the rise in incidence of genetic defects and health and longevity issues and the over breeding or at least increased breeding of individual cats as larger numbers mean that individuals aren't mated as often – this all without any evidence that the breeders involved are doing other than properly caring for their cats and kittens.

Our Recommendations

The RSPCA statistics show a significant increase in the incidence of reclaiming and live release of cats and kittens (approximately 25 – 30% over the period 2008 – 2014), due primarily we believe to micro-chipping, education and the work of voluntary cat rescue organisations – assisted by a number of our members and affiliated clubs. While we are not suggesting that the current rates are in any way acceptable, we believe that the current methods of self regulation (in the context of the state legislative framework, micro chipping and lifetime registration of cats and kittens) coupled with continued and expanded education initiatives – in which organizations such as NSW CFA Inc continue to play a significant role at no cost to the community, are a far more effective way of addressing the companion animal welfare issue than the imposition of unfair financial burdens on ethical breeders because they are visible (without any evidence that they are the cause of the problem and in fact contrary to available evidence) and the arbitrary and inhumane restrictions on numbers of cats owned by breeders (particularly where cats were acquired by breeders prior to the commencement of any such regulation). What is likely to occur if such proposals are implemented is:

- A reduction in numbers of ethical breeders and with them the loss of a valuable source of knowledge and assistance in the promotion of responsible pet ownership and an increase in the incidence of poorly bred and unhealthy cats and kittens;
- The proliferation of unethical breeders – people want and benefit from ownership of companion animals and if they cannot buy from registered breeders they will buy from other, less reputable sources;
- The devastation of breed lines, the reduction of gene pools with an associated increase in genetic defects and perhaps even the loss of pedigree breeds; and
- A significant negative impact both economically and socially.

In summary we believe that continuing and collaborative education initiatives – involving cat registering organisations such as NSW CFA Inc, the buying public, local councils, government and cat welfare agencies and breeders – and encouraging membership with registering bodies such as NSW CFA Inc, where good breeding practises can be and are monitored and the likelihood of buyers purchasing from unethical breeders is reduced, are the methods most likely to result in the long term improvement in the welfare of companion animals.


Joanne E Greentree

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W: www.nswcfa.asn.au

PART II - MEMBERSHIP

Nomination for Membership

3. Any person, firm or partnership, company, corporation or other legal entity may be admitted to membership of the NSW CFA Inc. by the Management Committee upon application in writing for membership provided that:
 - (a) where the applicant (nominee) is a natural person, such applicant shall be at least 18 years old and resides at an address situated in the State of New South Wales.
 - (b) where the applicant is a firm or partnership, company, corporation or any other legal entity registered at an address situated in the State of New South Wales, such applicant shall by notice in writing to the Secretary nominate a representative who shall be a natural person who would otherwise fulfil requirements for membership of the association and who, to the exclusion of his or her principal, shall be entitled to receive all notices to which his or her principal is entitled and to attend and vote at meetings in the name and on behalf of his or her principal and such representative shall also be entitled to enjoy the membership privileges to which his or her principal would have been entitled were he or she a natural person.
4. A nomination for membership shall be made on such form as the Management Committee may from time to time prescribe, and lodged with the Secretary. An applicant shall furnish such information as may be required from time to time by the committee, and in particular shall furnish such information as is called for in the prescribed form.
5. (a) Dual Membership

A couple shall be entitled to apply in their joint names for dual membership of the NSW CFA Inc. and such membership for all purposes of the rules and by-laws shall confer upon each of such members all of the rights, privileges and obligations provided for by the rules.
- (b) Family Membership

A single parent or married or de facto couple with their natural or adopted children all of whom are domiciled at the same address may apply in their joint names for family membership of the association. Family membership shall confer on each adult and each child 12 years and over all the rights privileges and obligations of membership or junior membership as provided for in these rules. For voting as per rule 74 (a) a family membership shall be entitled to a maximum of 2 votes. Notwithstanding the foregoing, a child under 12 years of age may jointly own and show a cat with the adult members of the family, but may not hold a joint prefix until the child attains the age of 12 years.
6. A nomination for membership may be accepted or refused by the Management Committee and consideration of a nomination may be deferred but only for a period not exceeding three months from the date of receipt of the nomination by the Secretary.
The Secretary must advise the nominee of the acceptance or rejection of the nomination, and if the nominee is accepted enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

Life Membership

7. The Management Committee may by resolution appoint a member to be a life member, and such appointment shall be conferred on the member at the next annual general meeting of members.
A life member shall enjoy all the privileges of membership but shall not be liable to pay any fees as required by rules 14 and 15.

Junior Membership

8. (a) The Management Committee may admit as a junior member a natural person who has attained the age of 12 years and is under the age of 18 years and resides at an address situated in the State of New South Wales.
- (b) A junior member:
 - (i) is not eligible to hold any office under the rules or to submit his or her name as a candidate for appointment as a judge;
 - (ii) is not entitled to vote at any meeting;
 - (iii) is not entitled to hold a prefix, except in dual ownership with a full member;
 - (iv) is not eligible for nomination to, or election as a member of the Management Committee and may not vote in any ballot in any such election.
- (c) Subject to clause (b) a junior member for all purposes of the rules shall be entitled to enjoy all of the rights and privileges of and shall be subject to all of the obligations imposed upon a member by the rules and by-laws.
- (d) A junior member shall pay the amount of the entrance fee and one half of the amount of the annual subscription from time to time payable by a member.
- (e) A junior member who is subsequently accepted as a member shall not be required to pay an additional entrance fee.

Associate Membership

9. (a) The Management Committee may admit as an associate member, a natural person who has attained the age of 18 years and does not reside at an address situated in the State of New South Wales.
- (b) An associate member;
 - (i) is not entitled to vote at any meeting, and
 - (ii) is not eligible for nomination to, or election as a member of the Management Committee and may not vote in any ballot in any such election, and
 - (iii) is not entitled to register with the association any litters born under his/her prefix except where the associate member holds a joint prefix with a full member of the association, and
 - (iv) is not entitled to compete for NSW CFA Members Cat of the Year awards, but is entitled to compete for Associate Members Cat of the Year awards.
- (c) Subject to clause (b), an associate member for all purposes of the rules and by-laws, shall be entitled to enjoy all of the rights and privileges of and shall be subject to all of the obligations imposed upon a member by the rules and by-laws.
- (d) An associate member shall pay the amount of the entrance fee and the amount of the annual associate subscription as determined by the committee from time to time.
- (e) A member transferring to associate membership and vice versa shall not be required to pay the entrance fee.

Cessation of Membership

10. A person shall cease ipso facto to be a member of the NSW CFA Inc.:
 - (a) upon the termination of his or her period of membership (whether by effluxion of time or otherwise) unless he or she shall within the time required by clause (d) renew his or her membership for a further period of twelve months;

- (b) if he or she resigns by notice in writing addressed to the Secretary. But such resignation shall not relieve any member from payment of overdue subscriptions or other monies due by him or her to the NSW CFA Inc. at the time of such resignation;
- (c) if he or she shall die; or being a company, corporation or any other legal entity shall wind up or go into liquidation or have a receiver or receiver and manager appointed; or being a partnership or firm shall dissolve.
- (d) if the annual subscription for the forthcoming financial year payable pursuant to rule 15 has not been paid by 31 August of the financial year of the association, provided at least an account and 1 reminder notice has been served on the member, and subject to clause (g).
- (e) if he or she has been convicted of an offence under the Cruelty to Animals Act or any amendment thereof of the Act, or has been convicted summarily or on indictment for an offence committed at a show or exhibition. The publication in a newspaper or notification to the NSW CFA Inc. from the appropriate authority that such conviction has been recorded shall be sufficient evidence thereof for the purpose of this rule;
- (f) if he or she ceases to reside at an address situated in the State of New South Wales except where he or she is a Life Member.
- (g) By suspension, in the event that there is owing by the member to the NSW CFA Inc. any monies for goods or services provided by the NSW CFA Inc., or otherwise, and such monies have been outstanding for more than sixty days. The suspension of membership shall cease upon payment by or on behalf of the member to the NSW CFA Inc. of the outstanding monies.

Privileges of Membership

11. Subject to the restrictions and limitations prescribed by or pursuant to the rules and by-laws, the privileges of a member shall include the right to:
- (a) attend and vote at the annual general meeting and any special general meeting of the association;
 - (b) access to the NSW CFA Inc.'s library;
 - (c) submit his or her name as a candidate for appointment as a judge;
 - (d) register in the register such cats bred or purchased by him or her as are eligible for such registration;
 - (e) stand for election to the Management Committee; and
 - (f) compete for any prize available for competition by members of the association.

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

Firms, Companies and Corporations

12. (a) Any firm or partnership, company, corporation or any other legal entity admitted to membership of the NSW CFA Inc.:
- (i) shall provide to the Secretary particulars in writing of its constituent membership and of any change that may from time to time occur in such membership;
 - (ii) may at any time by notice in writing revoke the nomination of the representative required by rule 3 (b), and make a fresh nomination.
- (b) The member and its representative shall each be responsible for the acts and omissions of the member and of the representative respectively and the acts and omissions of the representative shall be deemed to be those of the member.

Register of Members

13. A register of members shall be kept by the Secretary and shall contain the name and address and prefix (if any) of each member. The register of members shall be kept at the office of the NSW CFA Inc. and may be made available by the Secretary (if the Management Committee shall so determine but not otherwise) for inspection by such persons and upon such conditions as the committee may from time to time determine.

Fees and Subscriptions

14. A nominee for membership of the association shall, upon nomination for membership, pay a fee as determined by the Management Committee from time to time.
15. A member of the association shall pay an annual subscription of such amount as may be determined by the Management Committee from time to time.
A member who is in receipt of an Australian Government pension (Centrelink, Veterans' Affairs, or the like) may be entitled to a subscription reduction as determined by the committee.

Member's Liability

16. The liability of a member of the NSW CFA Inc. to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership (as required by rule 15), and any unpaid amounts in respect of goods and services provided by the association to the member.

Obligations of Members

17. (a) A member shall observe and act in conformity (and not otherwise) with the rules, by-laws, and procedures of the association made under these rules.

(b) A member shall not conduct himself or herself in such a way as to bring the NSW CFA Inc. into discredit or to bring himself or herself as a member, breeder, or exhibitor into discredit.

Resolution of Internal Disputes

18. (a) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

(b) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

Complaints and Investigations

19. (a) When the Management Committee receives a complaint against a member or becomes aware of circumstances involving misconduct by a member, the committee will advise the member accordingly and request a response from the member within 28 days. The committee will consider the member's response and determine whether further disciplinary action will be taken.

(b) Where a member fails to respond within 28 days (as required by clause (a)) the committee may impose a penalty of suspension of office services, judging licence, steward's accreditation, or similar until such time as the member responds.

Disciplinary Action – Expulsion or Suspension

20. (a) A complaint, or report, may be made to the Management Committee by any person that a member (or affiliate) of the association:

- (i) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (ii) has persistently and willfully acted in a manner prejudicial to the interests of the association.
- (b) On receiving such a complaint, or report, the committee:
- (i) must cause a notice of the complaint, or report, to be served on the member concerned, and
 - (ii) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, or report, and
 - (iii) must take into consideration any submissions made by the member in connection with the complaint or report.
- (c) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submission made in connection with the complaint, it is satisfied that the facts alleged in the complaint, or report, have been proved.
- (d) If the committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action, and of the member's right of appeal under rule 22.
- (e) The expulsion or suspension does not take effect:
- (i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (ii) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 22.

Disciplinary Action – Misconduct

21. (a) A complaint or report may be made to the committee by any person alleging misconduct by a member (or affiliate) of the association.
- (b) On receiving such a complaint, or report, the committee must proceed as per rule 20 (b).
- (c) If after considering the complaint or report and any submission made in connection with the complaint or report, it is satisfied that the facts alleged in the complaint or report have been proved, the committee may;
- (i) suspend the member's right to use of the association's office services, or
 - (ii) suspend the member's judging licence, or
 - (iii) suspend the member's stewards accreditation, or
 - (iv) impose a monetary fine, or
 - (v) impose any such other penalty or restriction that may be appropriate to the circumstances.

Right of Appeal of Disciplined Member

22. (a) A member may appeal to the association in general meeting against a resolution of the committee under rule 20 (expulsion or suspension), within 7 days after the notice of resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (c) On receipt of a notice from a member under clause (a), the Secretary must notify the committee which is to convene a general meeting of the association to be held within 60 days after the date the Secretary received the notice.
- (d) At a general meeting of the association convened under clause (c):

- (i) no business other than the question of the appeal is to be transacted, and
- (ii) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- (iii) the members present are to vote by secret ballot on the question of whether the resolution be confirmed or revoked.

If at a general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

(e) A member penalised under rule 21 (c) shall have no right of appeal except to request the committee to review the severity of the penalty imposed. Such request must be lodged with the Secretary within 7 days after the notice of resolution is served on the member.

23. No member or affiliate shall have any claim against the NSW CFA Inc. or against any member or against any member of a committee or against any employee or agent of the association in respect of any act, matter or thing done in good faith and purporting to be done in accordance with the rules and by-laws during an inquiry, investigation, or disciplinary action conducted pursuant to rules 19, 20, and 21.
24. In the case of a firm or partnership which is a member of the NSW CFA Inc., the acts and omissions of a partner (or representative) shall for the purpose of rules 17 to 21 hereof be deemed to be the acts and omissions of the firm or partnership, and in the case of a company or corporation which is a member of the association, the acts and omissions of an officer, employee or agent thereof shall for the purpose of rules 19, 20, and 21 be deemed to be the acts and omissions of the company or corporation.
25. Any person who is subject to any suspension or disqualification imposed by any other recognised cat controlling body shall not be eligible to participate in any show or exhibition held under the rules, by-laws, or procedures of the association.

Affiliated Bodies

26. (a) The Management Committee may admit as an affiliate or associate affiliate of the association a cat club, cat society, or other body established for the purposes of conducting exhibitions of cats, or for the purpose of promoting interest in a particular breed of cat, provided that the committee is satisfied that such affiliation is warranted having regard to:
 - (i) the human and pedigreed cat population within the area to be serviced by the applicant body;
 - (ii) the existence of any affiliate established within such area which might better serve the interests of the members of the applicant body; and
 - (iii) the present or future viability of any affiliate, if the application for affiliation is granted.
- (b) The Management Committee may admit as an associate affiliate an Agricultural Society or other like body which has constituted a cat section show committee for the purpose of conducting a cat show at its annual show.

Such applicant shall satisfy the committee that:

- (i) its cat section Secretary is experienced in the organisation and running of a show;
- (ii) its organisation or cat section committee has members thereof who are experienced in the conduct of cat shows;
- (iii) it will provide suitable facilities for the conduct of its cat show which will meet the standards required by the Management Committee.

27. The Management Committee may charge such entrance fee and such annual subscription for affiliation as the committee may from time to time determine, and an affiliate or associate affiliate shall pay such annual subscription in advance in respect each financial year. The annual subscription shall be payable on the first day of July in each year. If an affiliate or associate affiliate shall fail to pay such subscription by the 31 August of that year, it shall not be entitled to any privileges which an affiliate or associate affiliate is entitled to under the rules, by-laws, and procedures, until such time as the annual subscription has been paid.
28. An applicant for affiliation shall be admitted as an affiliate or associate affiliate if:
- (a) being an Agricultural Society or other like body or organisation, it complies with the provisions of rule 26 (b);
 - (b) being a cat club it has at least twenty financial members resident within the area which the club is intended to serve;
 - (c) its application is in writing signed by its secretary, and addressed to and lodged with the Secretary of the NSWCFA Inc. and is accompanied by the entrance fee and annual subscription (as determined by the Management Committee from time to time).

And in the case of a cat club, cat society, or cat association the application shall include;

- (i) a copy of the constitution of the club, society, or association and all rules, and by-laws in force; and
 - (ii) a statement signed by its President and Secretary that it has at least twenty financial members (or such other number as may be determined from time to time by the Management Committee) who are entitled to vote at a general meeting of such club, and listing the names and addresses of such members; and
 - (iii) a statement signed by its President and Secretary that it has at least \$400.00 in funds (or such other amount as may be determined from time to time by the Management Committee) deposited in a recognised financial institution account; and
 - (iv) a written undertaking, signed by its President and Secretary, that upon its admission as an affiliate it will annually thereafter furnish to the Secretary the information required by rule 27.
29. An affiliate shall within two months of its annual general meeting in each year forward to the Secretary:
- a) a copy signed by its President, Secretary, and Treasurer of its Balance Sheet and Financial Statement duly audited by a qualified accountant, or a declaration signed by its President, Secretary and Treasurer giving details of its financial position on the prescribed Financial Declaration Form as determined from time to time by the Management Committee.
 - (b) a copy signed by its President and Secretary of any other reports submitted to its members at its annual general meeting;
 - (c) A list signed by its President or Secretary showing the names and addresses of all Office Bearers and committee members.
 - (d) any other information or documents which the Management Committee may request the affiliate to provide.
30. (a) The Office Bearers of an affiliate must be financial members of the NSW Cat Fanciers' Association Inc and such office bearers shall include the President, Vice President, Secretary, Treasurer, Show Secretary, and Show Manager.

- (b) An affiliate's annual general meeting, at which its members elect their executive officer bearers, must be held in a public place and not at a member's home or place of business.
31. All affiliates must include in their constitutions the following rules:
- (a) The objects of the club are:
 - (i) to affiliate with the NSW CFA Inc.;
 - (ii) to promote and encourage the breeding of pure bred cats;
 - (iii) to promote and raise the standards of breeding and exhibition of pure bred cats;
 - (iv) to promote the holding of exhibitions and to conduct exhibitions of cats.
 - (b) Each member of an affiliate, whether a member of the NSW CFA Inc. or not, shall be deemed to have agreed to and be bound by the rules and by-laws of the NSW CFA Inc.
32. The Management Committee may
- (a) require, the attendance before the committee of, or a written statement from, any office bearer of an affiliate or associate affiliate to give such information and/or explanation pertaining to the person's conduct in relation to or concerning the affairs and/or management of an affiliate or associate affiliate;
 - (b) require an affiliate or associate affiliate to do or not to do such act, matter or thing in relation to its affairs and/or management as the Management Committee may determine;
 - (c) conduct investigations of the affairs and/or management of an affiliate or associate affiliate as the committee may from time to time determine;
 - (d) give such directions to and make such determinations in relation to an affiliate or associate affiliate on any matter arising out of an investigation under clause (c), or from any report or complaint made to the committee pursuant to the rules;
 - (e) in accordance with rule 21, impose such penalty on an affiliate or associate affiliate as a result of any such investigation or report or complaint, or for failing to carry out a requirement or direction of the committee in clause (d), whether by way of fine, suspension of authority to conduct a show, or otherwise as the Management Committee may determine;
 - (f) in relation to any dispute within the membership of an affiliate or associate affiliate, and the affiliate is unable to resolve the dispute internally (or as per rule 18), take reasonable legal advice on ways and means of having such a dispute settled, and the cost of that legal advice shall be borne by the affiliate or associate affiliate involved.

Termination of Affiliation

- 33. (a) An affiliate or associate affiliate which fails to observe or perform its obligations or undertakings as required by the rules or by-laws, or show procedures, or fails to notify the Management Committee that it has complied with a direction of or has given effect to a determination of the committee within the time required by the committee, may be subject to disciplinary action as per rule 20 (Expulsion or Suspension).
- (b) The Management may in accordance with clause (a) terminate the affiliation of an affiliate or associate affiliate without any obligation to refund any part of the affiliation fee.

Winding-up of Affiliates

34. An affiliate or associate affiliate on deciding to wind up its affairs shall cause to be convened a special general meeting of its members. Notice shall be given on the notice convening the meeting stating that the affiliate proposes to wind up its affairs and cease functioning as an affiliate. Surplus funds shall not be disbursed unless an undertaking is given by the affiliate to the Management Committee that all of its known debts have been paid in full.

NSW CAT FANCIERS' ASSOCIATION INC.

GENERAL OPERATING PROCEDURES

SECTION 3 – PREFIXES

- 3.1 The Secretary shall keep and maintain a register of prefixes.
- 3.2 Only full members of the association may apply to register a prefix on the prescribed form accompanied by the prescribed fee.
- 3.3 A breeder must hold an approved prefix to be eligible to register progeny from a registered dam and registered sire.
- 3.4 A prefix shall not be registered or used in connection with a cat bred in Australia other than the prefix of the breeder of that cat.
- 3.5 A cat bred in Australia shall be registered with the registered prefix of its breeder and with no other prefix.
- 3.6 A breeder shall not use the prefix registered in the name of another breeder either as a prefix or in the common name of a cat.
- 3.7 A prefix shall not exceed twelve letters and must be all one word without hyphens, dashes or apostrophes.
- 3.8 The Management Committee, at its sole discretion, may decline to accept a prefix for registration and without limiting the generality of the foregoing, a prefix shall not be accepted for registration if it shall so resemble any other prefix as, in the opinion of the committee, will tend to be misleading, or if for any reason it shall be considered by the committee to be unsuitable or objectionable, or if such prefix is inactive but has not been removed from the register of prefixes.
- 3.9 A registered prefix may only be transferred with the consent of the Management Committee and of the breeder in whose name the prefix is registered, and may only be transferred to the spouse or child or personal representative of the breeder.
- 3.10 The period of registration of a prefix shall be the financial year of the association, and the breeder may make application for the renewal of the registration thereof at the time of applying for renewal of membership of the association and upon payment of the prescribed prefix renewal fee.
- 3.11 If a member allows a prefix registration to lapse for a period not exceeding seven years that member may apply to the Management Committee for renewal of the prefix registration.
- 3.12 The registration of a prefix shall not be deemed to give the registered holder thereof any greater rights as against any other person claiming the same at law or in equity than the registered holder has without such registration. The Management Committee or any officer of the association by accepting a prefix for registration shall not be deemed to have represented that any other person has no claim thereto, or right to use the same, except in relation to the breeding of pedigreed cats.

NSW CAT FANCIERS' ASSOCIATION INC.

GENERAL OPERATING PROCEDURES

SECTION 4 – BREEDING RECORDS, LITTER AND PROGENY REGISTRATION

4.1 Breeding records

- a) A breeder member shall keep proper records of his/her breeding activities. As a minimum these records shall include the date of birth of a litter, its sire and dam, the number of progeny and their breeds, sex and colours as far as it is known.
- b) All such records shall be open to inspection by any person authorised by the Management Committee to inspect the same and that authorised person shall be at liberty to take extracts from those records.

4.2 Litter and Progeny Registration

- a) A breeder shall Litter Register every litter by making application on the prescribed Litter Registration Form together with payment of the prescribed fee within four months of the date of birth of the litter, or, within twelve months of the date of birth of the litter by making application on the prescribed form together with payment of the prescribed (late) fee. The current prescribed litter registration fees (including the late fee) are;
Up to 4 months - \$10; 4 to 6 months - \$35; 6 to 12 months - \$50.
- b) No litter may be litter registered later than twelve months from its date of birth, unless the late registration has been submitted to and approved by the Management Committee.
- c) A breeder may make application to register further progeny from a litter registered litter within twelve (12) months of the date of birth of the litter by making application on the prescribed Kitten Registration Form together with payment of the prescribed fee, or within a further period of twelve (12) months (ie after 12 months and within 24 months) upon by making application on the prescribed form together with payment of the prescribed (late) fee.
- d) No progeny from a litter registered litter may be registered later than twenty four (24) months from the date of birth of that litter.

4.3 Litter Registration Restriction

- a) It is recommended that a queen has no more than 3 litters in any 24 month period. More than 3 litters in a 24 month period from the same queen will only be accepted for registration when the fourth mating has the written approval of a qualified veterinary practitioner.



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6.16 Companion animals in pet shops

Policy

Pet shops must be regulated by legislation and codes of practice to ensure maintenance of high standards in every aspect of the operation.

Background

Pet shops play an important role in the Australian community as a source of companion animals, of companion animal care products and of advice.

The responsibilities associated with selling animals, products and providing advice about their care requires an ethical approach, a knowledge of and concern for the welfare of animals, and an appreciation for the role of companion animals in the community.

Guidelines

Legislation and codes of practice should mandate minimum standards of:

- housing including space, exercise, provision of food and water
- husbandry and veterinary care including health examinations, vaccinations parasite control, desexing and identification (microchipping)
- attention to behavioural needs and training including socialisation
- conditions on the sale of animals including checking for new owner competence, cooling off periods and the provision of health care advice
- staffing levels and security.
- Pet shops should be regularly inspected by accredited compliance authorities, and minimum standards should be enforced.
- Owners and managers of pet shops should be members of the Pet Industry Association of Australia (PIAA). The Australian Veterinary Association (AVA) supports the March 2012 initiative of the Pet Industry Association of Australia (PIAA) and their PIAA Dogs Lifetime Guarantee Policy on Traceability and Re-Homing.

Owners and managers must, and all staff should, be trained or be undertaking training using the relevant Australian Training Package. Currently, this is ACM10: Animal Care and Management. Owners and managers should be trained to ACM40310: Certificate IV in Companion Animal Services. Staff should be trained or training to ACM10110: Certificate I in Animal Studies, ACM20110 Certificate II in Animal Studies, or ACM30410: Certificate III in Companion Animal Services.

As required by legislation in several states and territories, all pet shops should have a relationship with a registered veterinarian with knowledge and skills relevant to the species and services provided by the pet shop.

Animals should only be sourced from breeders known to the pet shop proprietors and who maintain high standards in relation to the welfare, health and genetics of their breeding stock and offspring. All breeders should be registered with government (where required) and with relevant industry groups such as the Australian National Kennel Council or Cat Fancy.

The sale of animals is a privilege with a high level of responsibility. Animals should only be sold to people of appropriate age (as mandated in legislation, or at least 18 years of age), competence and attitude to care for the pet for its lifetime.

A “cooling off” period should be established, either requiring the person to pay a deposit for the animal, receive relevant and required information and advice, and then return to collect the pet after three (3) days, or where a “no questions asked” return with full refund is allowed for up to seven (7) days after purchase. All animals should be accompanied by health and behavioural guarantees including return with guarantee of suitable veterinary treatment and re-homing if at all possible.

All animals sold must be accompanied by pet care advice either approved by PIAA or supplied by a registered veterinarian. Dogs and cats should be identified by microchip before sale, with the purchase price including lifetime registration on a national database (approved by Domestic Animal Registries or the AVA).

Animals to be sold should only be those that have been appropriately managed for zoonotic disease, are well socialised with people, and do not display inappropriate fear or aggression, including barking, toward people or other animals. The risks of zoonotic disease should be managed by appropriate parasite control and veterinary health checks.

New and potential owners must be advised of their responsibilities including the identification, registration, reproductive control (desexing) and the limitation of movement (fence and leash laws) according to relevant legislation.

Other relevant policies and position statements

- 6.10 Puppy socialisation

References

ACM10 - Animal Care and Management. <http://training.gov.au/Training/Details/ACM10>

ACT Animal Welfare (Animals in Pet Shops) Code of Practice Approval, 1993. <http://www.legislation.act.gov.au/di/1993-139/default.asp>

New South Wales Companion Animals Act 1998. http://www.austlii.edu.au/au/legis/nsw/consol_act/caa1998174/

South Australia Dog and Cat Management Act 1995.
<http://www.legislation.sa.gov.au/LZ/C/A/Dog%20and%20Cat%20Management%20Act%201995.aspx>

Pet Industry Association of Australia: <http://piaa.net.au/news/piaa-pet-stores-stamp-out-puppy-farms-and-guarante/> (Accessed July 2012).

Queensland Animal Care and Protection Act 2001. www.legislation.qld.gov.au/LEGISLTN/.../A/AnimalCaPrA01.pdf

Victorian Domestic Animal Act 1994 (amended January 2010). www.buloke.vic.gov.au/buloke/.../DomesticAnimalAct1994.pdf

Date of ratification by AVA Board: 15 February 2013

Date of ratification by the AVA Board:
15 February 2013

OVERVIEW

COMPANION ANIMALS BREEDING STANDARDS

ANIMAL WELFARE STANDARDS		TRACING, IDENTIFICATION STANDARDS
<p><i>Prevention of Cruelty to Animals Act 1979 (POCTA) Breeding Code</i> covers various issues, including: breeding and rearing, animal housing, food and water, cleaning, animal health, veterinary care.</p> <p>It requires that breeding females have no more than two litters in any two year period, unless with written approval of a veterinary practitioner.</p> <p>The Breeding Code requires that pups not be separated from their litter or lactating mother until they are seven weeks old, and that they not be re-homed before they are eight weeks.</p>	<p>REGISTERED BREEDING FEMALE DOG</p> <p>↓</p>	<p>Adult dog (with limited exceptions) registered with Office of Local Government.</p>
	<p>LITTER OF PUPS</p> <p>↓</p>	<p>Pups must be microchipped by 12 weeks of age or when sold or given away, whichever happens first. Maximum penalty of \$880 for non-compliance.</p> <p>A range of information is collected including owner information and location of animal.</p>
<p>POCTA Pet Shop Code applies to pups sold through pet stores and sets out other requirements, including transport, animal housing, hygiene and animal health.</p>	<p>PUPS SOLD OR KEPT BY OWNER</p> <p>↓</p>	<p>Pups need to be registered before they are six months of age. Further information is collected, including whether the animal is desexed, new owner details (if changed) and contact details – maximum penalty \$5500 for non-compliance.</p>
<p>POCTA sets out strict animal welfare standards for all animals, including cruelty, failure to feed and shelter requirements.</p> <p>Fines of up to \$110,000 or two years imprisonment apply for the mistreatment of animals.</p>	<p>ADULT DOG</p> <p>↓</p>	<p>It is the ongoing responsibility of the current owners to maintain details on the registry, including whether the animal has died, been sold or transferred to a new owner.</p>



REGISTERED BREEDING FEMALE DOG

