

Code of Practice for the Operation of Breeding and Rearing Businesses (2014)

Being compliant with the Revised Code

A guide for proprietors and operations managers of existing Domestic Animal Businesses

The following document provides you with a checklist of activities to achieve and maintain compliance with the 2014 Code. Please note not all items on the list will be relevant to every business.

Staff

- Ensure all staff have completed DEPI competency training or have equivalent experience and training documented — place a copy of competency/experience documentation in staff records
- Determine whether current staffing rosters meet minimum staffing requirement
- Employ staff to meet staff ratio, where required
- Obtain signed agreement with business veterinarian(s) and place in records

Animal care/breeding

- Ensure vaccinations are up to date and vaccination certificates complete — file in records
 - Ensure all dogs are vaccinated against kennel cough
- Determine whether any breeding animals have reached their maximum litter/age limit and begin retirement planning for those individuals

Records

- Ensure business records to meet minimum requirements in the Revised Code
- Ensure individual animal records to meet minimum requirements in the Revised Code
 - Health records for each animal
 - Animal breeding records
 - Vaccination records
 - First aid or veterinary treatment records including administered medications
- Obtain veterinary health checks and certificates for animals you are planning to breed in the coming registration year
- Prepare all records for easy inspection by local council inspectors
- Review and replace (where required) Material Safety Data Sheets (MSDS) for all chemicals (except common household detergents) used at the business and place in business records. For those chemicals requiring users to wear personal protective equipment, ensure the MSDS sheets are placed prominently in areas where chemicals are used and stored

Note: Records can be completed on paper or electronically. They can be established using simple word processing/ spreadsheet programs, or

more complex programs can be downloaded from the internet.

- Use the record keeping templates available on the DEPI website:
www.depi.vic.gov.au/pets

Health management plan

- Draft/review business health management plan — utilise the Guide to Developing a Health Management Plan to help you (available on the DEPI website:
www.depi.vic.gov.au/pets)
- Make an appointment with business veterinary practitioner to review and approve health management plan
- Ensure plan is signed off by 10 April each year

Facilities

- Establish/update animal identification cards on all pens in the business
- Review bedding/beds/hides/nests, enrichment objects, food receptacles, water bowls, litter trays, cleaning equipment, etc. inventory as per minimum requirements in the Code; and purchase/replace equipment as required
- Review and purchase, where required, personal protective equipment (PPE) for staff
- Ensure business animal transport vehicle meets minimum standards set out in the code; make upgrades where possible

Facility upgrades

- Review facilities upgrades (such as exercise areas) required to meet minimum standards
- Prepare cost estimates for facilities upgrades
- Make an appointment with your local council to discuss facilities upgrades and conditions that may be/are placed on your business until facilities upgrades are completed

Emergency preparation

- Use the Guide to Developing Emergency Plans to review/develop emergency procedures and protocols for your business
- Display reviewed emergency procedures in prominent location
- Ensure business has a five-day supply of food for all animals

Sale documentation and guarantee

- Review the animal sale checklist
- Update/download required information sheets from DEPI website: www.depi.vic.gov.au/pets or obtain from other sources
- Review and update your sale guarantee to reflect the minimum requirements of the 2014 Code
- Prepare signed microchip transfer forms for animals for sale (remember it is recommended that you get new owners to complete the forms before leaving with their new pet/working dog, and you lodge the papers with the appropriate registry on behalf of both parties)
- Ensure you have sufficient sale packs for new owners
- Ensure appropriate sale guarantee is prominently displayed in your sale area

Accessibility

If you would like to receive this publication in an alternative format, please telephone DEPI Customer Service Centre 136186, email customer.service@depi.vic.gov.au, via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available in on the internet at www.depi.vic.gov.au

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.