Circular Details	20-26 / 30 June 2020/ A637765
Previous Circular	Circular 18-26
Who should read this	General Managers / Rangers / Pounds / Finance
Contact	Program Delivery Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

New guidelines for registration agents

What's new or changing?

- New *Guidelines for Registration Agents* have been issued and partially replace the *Guidelines on the Exercise of Functions under the Companion Animals Act*.
- The Guidelines, issued under clause 13 of the *Companion Animals Regulation 2018,* outline the mandatory roles and responsibilities of registration agents appointed under the *Companion Animals Act 1998.*
- From 1 July 2020 the NSW Government will introduce annual permits for owners of non-desexed cats, restricted dog breeds, and dogs declared to be dangerous.

Key points

- The new Guidelines partially replace the Guidelines on the Exercise of Functions Guidelines in relation to:
  - identification information (Chapter 4)
  - registration information and fees (Chapter 5)
  - changing the Register (part of Chapter 8)
  - greyhounds and dingoes (part of Chapter 14), and
  - paying and reconciling fees (Chapter 15).
- The attached table shows which chapters from the Exercise of Functions Guidelines have been replaced by the new Guidelines.
- The Guidelines reflect the NSW Pet Registry and legislative changes made since 2018.
- In 2018, the *Companion Animals Act 1998* and the *Prevention of Cruelty to Animals Act 1979* were amended by the *Companion Animals and Other Legislation Amendment Act 2018*.
- Circular 18-26 advised councils about amendments that took effect in 2018.
- A new requirement for vets to ear-mark or tattoo desexed female cats and dogs took effect on 1 July 2019.
- The remaining amendments will come into effect from 1 July 2020, including:
  - requiring annual permits for cats that are not de-sexed
  - requiring annual permits for restricted and dangerous dogs.
- Also from 1 July 2020, a one-off $10 reduction in registration fees for cats will be made together with annual adjustments to reflect the Consumer Price Index.
- The Guidelines (at 5.5.28) advise that eligible pensioners that buy a pet from an eligible pound or shelter are entitled to access the cheapest registration fee.
- To the extent that the new Guidelines are inconsistent with the Exercise of Functions Guidelines, registration agents should apply the new Guidelines.

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Strengthening local government

Where to go for further information

- New Guidelines for Registration Agents may be viewed at www.olg.nsw.gov.au/councils/responsible-pet-ownership/nsw-pet-registry/the-cat-and-dog-register/.
- The *Companion Animals and Other Legislation Amendment Act 2018* is at www.legislation.nsw.gov.au/#/view/act/2018/27
- The *Companion Animals Regulation 2018* may be viewed at www.legislation.nsw.gov.au/#/view/regulation/2018/441

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Attachment

Exercise of Functions Guidelines replaced by new Guidelines for Registration Agents

Reference	Title
Chapter 4	**Handling identification information**
4.1	Identification information (in part)
4.4	Inconsistent records (in part)
4.5	Animals with pre-existing microchips (in part)
4.6	Animals with more than one microchip (in part)
4.7	Microchips that cannot be read (in part)
4.8	Incorrect 'duplicate' microchip numbers (in part)
4.9	Removing an incorrect record (in part)
Chapter 5	**Dealing with registrations**
5.1	*Companion Animals Amendment Act 2013* - Registrations
5.2	Council responsibilities
5.3	Registration categories
5.4	De-sexed animals
5.5	De-sexed animals sold by an eligible pound or shelter - 50% discount
5.6	When to flag an animal as eligible for pound/shelter discount registration…
5.7	Pensioner discounts
5.8	Recognised breeders
5.9	Assistance animals
5.10	Working dogs
5.11	Loss of registration exemption
5.12	Processing registration information
5.13	Correcting or removing a registration
5.14	Registration tags
5.16	Request for refunds
Chapter 8	**Changing information on the Register**
8.1	Possible reasons to change information
8.2	Who is responsible for changing information?
8.4	Receiving and processing requests
8.5	Correcting minor errors
8.6	Change of ownership or contact details
8.7	Deleting records
8.8	Missing and found animals
8.9	Notifications of dangerous or menacing dog declaration and death of animal
8.10	The recorded owner has not notified change of contact details
8.11	Change of ownership is not notified and recorded owner does not know new owner…
Chapter 14	**Other dog management issues**
14.1	Greyhound micro-chipping
14.3	Dingoes
Chapter 15	**Paying and reconciling registration fees**
15.1	Overview
15.2	What are councils required to do?
15.3	The reconciliation process
15.4	Reimbursing fees to councils
15.5	Audit process