



Guidelines for approval as a greyhound re-training program under clause 33B(1)(a) of the Companion Animals Regulation 2008



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1 Definitions

<i>approved greyhound re-training program</i>	means a greyhound re-training program approved by the Chief Executive of the Division of Local Government, under delegated authority from the Director-General of the Department of Premier and Cabinet for the purposes of clause 33B(1)(a) of the Companion Animals Regulation 2008
<i>Australian company</i>	means a company established under the Commonwealth <i>Corporations Law Act 2001</i>
<i>authorised greyhound assessor</i>	means a suitably qualified person authorised by Greyhound Racing NSW to conduct behavioural assessments of greyhounds
<i>CA Act</i>	means the NSW <i>Companion Animals Act 1998</i>
<i>CA Register</i>	means the NSW Companion Animals Register
<i>CA Regulation</i>	means the NSW Companion Animals Regulation 2008
<i>Chief Executive</i>	means the Chief Executive of the Division of Local Government, Department of Premier and Cabinet (New South Wales)
<i>Division</i>	means the Division of Local Government, Department of Premier and Cabinet (New South Wales)
<i>Director-General</i>	means the Director-General of the Department of Premier and Cabinet (New South Wales)
<i>GAPNTT</i>	means the Greyhound Adoption Program National Temperament Test
<i>greyhound sourced from an impounding facility</i>	means a greyhound sourced from a private or council operated impounding facility that has not previously passed through a greyhound adoption program
<i>GRNSW</i>	means Greyhound Racing NSW
<i>incorporated association</i>	means an incorporated association registered in accordance with the NSW <i>Associations Incorporation Act 2009</i>

*existing pet
greyhound*

means a greyhound identified and lifetime registered on the NSW Companion Animals Register:

a. that has never knowingly been registered in accordance with the rules made under the *Greyhound Racing Act 2009*, or

b. that has previously been registered in accordance with the rules made under the *Greyhound Racing Act 2009* **but has also previously passed through a greyhound adoption program**, or

c. that has been rescued from an impounding facility by an animal rescue organisation (other than an approved greyhound re-training program), or

d. that is also registered with Dogs NSW (Royal NSW Canine Council) for the purposes of showing (ie: a show greyhound)

Note: Such a dog is considered to be an existing pet greyhound irrespective of where it was originally sourced from (eg: an impounding facility or a registered greyhound trainer)

*retired racing
greyhound*

means a greyhound that has previously been registered in accordance with the rules made under the *Greyhound Racing Act 2009*, with the exception of such greyhounds that have passed through a greyhound adoption program prior (ie: an existing pet greyhound)

2 Legislative context

Section 15(1) of the CA Act states that a greyhound “must at all times have a muzzle securely fixed on its mouth” except when on the owner’s property or when under effective control during a show or obedience trial or if exempted from this section by the regulations.

In February 2011, the CA Regulation was amended to insert new clause 33B to provide an exemption to the muzzling requirement under section 15 of the CA Act for certain greyhounds. The exemption only applies to greyhounds that have successfully completed a greyhound re-training program, approved by the Chief Executive (under delegation from the Director-General), by order published in the Gazette.

Greyhounds can be categorised into four broad types: racing greyhounds, retired-racing greyhounds, greyhounds kept solely for the purpose of being a pet, and show greyhounds.

Only non-racing greyhounds (ie: retired-racing greyhounds, those kept solely for the purpose being a pet and show greyhounds) are eligible to complete an approved greyhound re-training program and are therefore eligible for an exemption.

The exemption does not apply to a greyhound that is a dangerous dog or a restricted dog.

Any greyhound granted an exemption that is subsequently proven to have attacked is subject to all existing responsibilities and penalties under the CA Act, as is applicable to any other dog that attacks. Where an offence is proven the greyhound owner cannot rely upon the exemption as an absolute defence.

A greyhound granted an exemption from the muzzling requirements is required to wear a distinctive collar, as approved by the Chief Executive, when it is in a public place. Collar specifications are set out in [section 10](#) of this Guideline.

Failure to wear the collar means the owner is guilty of the offence of not having the greyhound muzzled while in public and the exemption no longer applies.

3 Purpose of guidelines

These guidelines have been issued by the Chief Executive, under the delegated authority of the Director-General. The guidelines set out the:

- Criteria and conditions for approval as a greyhound re-training program under clause 33B(1)(a) of the CA Regulation,
- Criteria for authorisation by GRNSW to assess the behaviour of greyhounds enrolled in approved greyhound re-training programs, and
- Collar specifications for greyhounds that have successfully completed an approved greyhound re-training program.

4 Engagement of GRNSW to undertake certain duties

4.1 General duties of GRNSW

The Division has engaged GRNSW to:

- undertake technical assessments of applications for approval as a greyhound re-training program under clause 33B(1)(a) of the CA Regulation, and make recommendations to the Chief Executive on the suitability of applicants;
- manage the authorisation process for greyhound behavioural assessors, including the development of a component of mandatory training for such assessors to be delivered by TAFE NSW;
- report annually to the Division on trends relating to the success or failure of greyhounds passing through approved re-training programs;
- report annually to the Division on trends relating to the activities of authorised greyhound behavioural assessors;
- issue specified collars and relevant muzzling exemption documentation to the owners of greyhounds that successfully complete approved re-training programs; and
- undertake duties as a registration agent of the Chief Executive in accordance with clause 13 of the CA Regulation, for the purposes of processing the permanent identification, change of ownership/details and lifetime registration information of greyhounds undertaking approved re-training programs.

The Division recognises GRNSW as the most appropriate body to undertake these roles. GRNSW is established under the *Greyhound Racing Act 2009*, and one of its key functions, as set out in the organisation's Strategic Plan is to, *“Drive welfare improvement and cultural change to ensure greyhound racing in NSW meets community expectations through:*

- *Improved licensing and regulation of breeders, trainers and rearing establishments*
 - *Improved track preparation*
 - *Race programming that maximises the racing life of greyhounds*
 - *Increased re-homing of greyhounds*
 - *Introduction of race day and club welfare policies*
 - *Improved lifecycle tracking*
 - *Encouraging responsible breeding practices*
 - *Continued promotion of Greyhounds as Pets and the greyhound breed in general.*
- (GRNSW Strategic Plan, “Chasing 2020” p12)

Additionally, GRNSW's Project Welfare is an *“initiative aimed at improving the welfare of greyhounds in NSW across all phases of the lifecycle. Through consultation and education of members, GRNSW will develop the above policies and practices to achieve best practice standards in relation to all aspects of greyhound welfare.”* (GRNSW Strategic Plan, “Chasing 2020” p12)

It is recognised that GRNSW also has the necessary professional expertise and resources available to dedicate to these roles.

Under this arrangement GRNSW is required to:

- recommend all suitable greyhound re-training programs to the Chief Executive for approval,
- ensure that equitable access is provided to training opportunities for all prospective greyhound behavioural assessors,
- authorise all greyhound behavioural assessor applicants who meet the criteria specified in section [8.2](#) of these guidelines,
- annually audit the activities of authorised greyhound behavioural assessors,

- process all relevant permanent identification, change of ownership/details and lifetime registration information on the CA Register for greyhounds participating in approved re-training programs, and
- notify the Division of the greyhounds to which it has granted a muzzling exemption, using the CA Register.

Note: Should GRNSW or a related body apply for approval as a greyhound re-training program, Divisional staff will assess the relevant application and make a recommendation to the Chief Executive.

4.2 Administration of in-home retraining program

Existing pet greyhounds (see [Definitions – section 1](#)) are eligible to undertake an in-home re-training program. The in-home program is administered by GRNSW and meets the content requirements for approved greyhound re-training programs set out in [section 7.3](#).

The in-home program takes the form of a self-guided course for greyhound owners of not less than 6 weeks in duration, which provides information for owners on the following behavioural issues in a written manual:

- (a) Dogs and children
- (b) Obedience training
- (c) Introducing new adult dogs into a home
- (d) Separation stress
- (e) Den training
- (f) Socialisation
- (g) Entertainment
- (h) Exercise
- (i) Introducing your dog to cats
- (j) Feeding
- (k) Health issues
- (l) Bedding and grooming
- (m) Emergencies and vet care
- (n) Other safety issues

Under the in-home program the greyhound's owner is required to complete weekly reports over the course period, in which they assess their greyhound's progress. This must be documented by the owner in the template specified in the in-home program workbook, which must be submitted to GRNSW by the owner at the end of the re-training period.

Note: Existing pet greyhounds must be microchipped, lifetime registered and desexed to be eligible to participate in the in-home re-training program. On completing such a program a greyhound must be assessed by an authorised greyhound behavioural assessor to determine whether it is suitable to be unmuzzled when in a public place. GRNSW will arrange for a copy of all relevant owner reports to be made available to the authorised assessor who assesses the greyhound.

Further information about the greyhound muzzling exemption process for existing pet greyhounds can be found in [section 9.2](#).

4.3 Greenhounds website

GRNSW also operates and maintains the Greenhounds website which provides a centralised source of information about the re-training and adoption of greyhounds. The site includes information for current and prospective "pet" greyhound owners, Approved Programs and authorised greyhound assessors, including:

- An overview of how to obtain a "Greenhound" collar,
- A list of approved programs (and links to relevant sites),
- A list of authorised greyhound assessors,
- Information on how to book a behavioural assessment,
- Information on how to book an in-home re-training program,
- Current "Greenhounds" available for adoption, and
- Support and information for owners of 'pet' greyhounds.

The website can be accessed at www.greenhounds.com.au.

5 Limitations on use of approval

Approval by the Chief Executive of a greyhound re-training program under clause 33B(1)(a) of the CA Regulation does not imply endorsement of the body. The approval may not be used to promote the body or to verify its credentials or those of its members. An approval under clause 33B(1)(a) of the CA Regulation is to be used solely for the purpose for which it has been granted.

6 Possible consequences of non-compliance

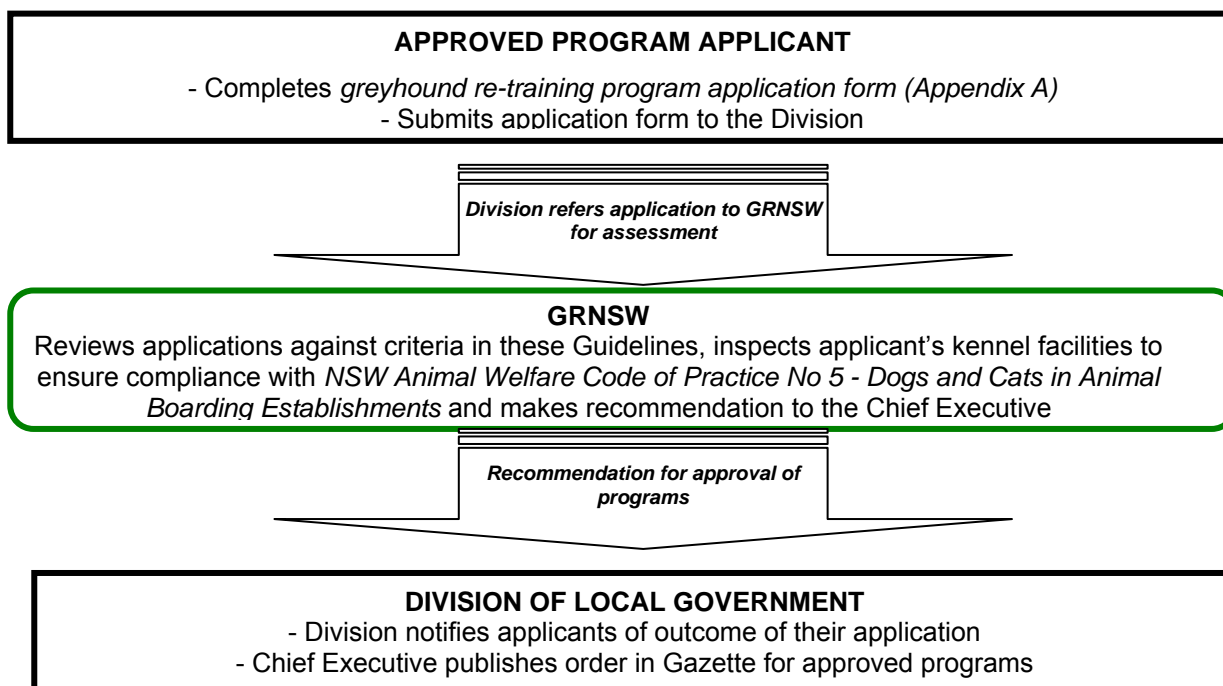
Failure to comply with any of the conditions set out in sections [7.7](#), [7.9](#), [7.10](#), [7.11](#), [7.12](#) and [7.13](#) of this Guideline may result in withdrawal of the approval as a greyhound re-training program by the Chief Executive.

If the Division deems it appropriate to withdraw the approval because of evidence of a breach of one or more of the approval conditions, the Chief Executive will write to the organisation in question asking them to show cause as to why their approval should not be withdrawn.

If it is decided to withdraw the approval, the Chief Executive will notify the organisation in writing, informing it of the reason/s for the decision.

7 Approved greyhound re-training program application process

7.1 Overview of approved Greyhound re-training program application process



An application to become an approved greyhound re-training program must be submitted by a representative of an organisation that meets the program provider requirements set out in section [7.2](#) of these guidelines. However, the Chief Executive's approval (and relevant Gazette order) will relate to the organisation only.

Applicants must complete an *Approval as a Greyhound re-training program under clause 33B(1)(a) of the CA Regulation– Application form (Appendix A)*, attaching evidence of compliance with the criteria outlined in sections [7.2](#) and [7.3](#) of these guidelines. The form must be returned to: Chief Executive, Division of Local Government, Department of Premier and Cabinet, Locked Bag 3015, Nowra NSW 2541 or email: pets@dlg.nsw.gov.au.

The Division's staff will check applications and contact those applicants who are required to supply further information. The Division will then refer all applications to GRNSW to undertake technical reviews of the applications against the Guideline criteria and make recommendations to the Chief Executive for the approval of suitable applicants.

7.2 Program provider requirements

An Approved Program must be delivered by an organisation whose charter sets out that its key functions relate to promoting the welfare of companion animals.

Additionally, the organisation must be either:

- a NSW Government statutory body or statutory authority; or
- registered by the Australian Securities and Investments Commission as an Australian company; or
- registered by NSW Registry of Co-operatives & Associations, NSW Fair Trading, as an incorporated association.

7.3 Program content requirements

Applicants must demonstrate that their program contains ALL of the following elements:

1. Initial assessment of the greyhound to determine its health status and suitability as a pet, including:
 - a. examination of the greyhound by a qualified veterinary practitioner and any appropriate treatment,
 - b. confirmation that the greyhound is desexed¹,
 - c. a comprehensive assessment of the greyhound prior to it being admitted into the re-training program to determine the likelihood of it successfully completing the program, and
 - d. confirmation that the animal is identified on the CA Register.
2. Matching to, and placement of the greyhound in a suitable foster home for a period of not less than 6 weeks to provide for appropriate behavioural adjustment.²
3. Behavioural testing and assessment of the greyhound at the conclusion of the fostering period to determine the greyhound's suitability to be unmuzzled in a public place. The assessment process must:
 - a. utilise the Greyhound Adoption Program National Temperament Test (GAPNTT)³, and
 - b. be undertaken by an authorised greyhound assessor.⁴

¹ Unless the greyhound is registered with Dogs NSW (Royal NSW Canine Council) for the purposes of showing (this must be confirmed by the approved program by sighting relevant documentation)

² Unless:

- a. the greyhound is an "existing pet greyhound" (see definitions in section 1), in which case an in-home retraining program may be used (see section 7.4) or
- b. the greyhound is under 4 months of age or was never trained to race (confirmed by way of statutory declaration signed by the greyhound's previous owner(s)), in which case a minimum 4 week training period is required

³ For further information about GAPNTT visit: www.greenhounds.com.au

⁴ Information about the authorisation of greyhound behavioural assessors is contained in section 8

7.4 Notifying applicants of the outcome of their application

Applicants will be notified by the Division in writing of the outcome of their application. Approvals will be issued as an Order published in the Gazette.

7.5 Handling of information provided in the application

Information provided in an organisation's application will be handled in accordance with the *Privacy and Personal Information Protection Act 1998*.

It will not be disclosed to third parties, except as required for the processing of the application, that is, the publication of an Order in the Gazette or in accordance with the *Government Information (Public Access) Act 2009*.

7.6 Duration of approval

The approval is valid for five years from date of publication in the Gazette. If the approved re-training program does not re-apply within the prescribed timeframe, the approval will automatically lapse.

As noted in [section 6](#), failure to comply with any of the conditions set out in sections [7.7](#), [7.9](#), [7.10](#), [7.11](#), [7.12](#) and [7.13](#) of this Guideline may result in withdrawal of the approval as a greyhound re-training program by the Chief Executive.

7.7 Requirement to notify the Division of any change to information provided

Those that have applied for, or been granted approval as an approved greyhound retraining program, are required to notify the Division of any change/s to information provided in the original application within 14 days. Failure to notify the Division of any change/s within the prescribed timeframe may invalidate the application or approval or result in the withdrawal of approval.

7.8 Program costs

Program costs are to be determined by the approved program provider. Costs should be reasonable and be clearly itemised for animal owners, including the cost of undertaking the behavioural assessment of the greyhound by an authorised greyhound assessor. Where a non-program assessor is used for this purpose, the cost of the service must be determined between the approved program and the authorised greyhound assessor.

GRNSW will charge an additional small administrative fee for issuing the specified collar and relevant muzzling exemption information to the owners of greyhounds that have successfully completed an approved program. Approved greyhound re-training programs should ensure that all prospective participants are made aware of this fee.

Note: A schedule of fees for each Approved Program will also be made available on www.greenhounds.com.au

7.9 Requirement for kennels to comply with *NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments*.

Approved Programs must ensure that their nominated boarding kennels comply with the requirements of [*NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments*](#).

Note: Representatives of GRNSW will conduct an inspection of the premises of Approved Program applicants to ensure that this requirement is met. GRNSW will make a report on such inspections available to the Chief Executive for consideration as part of the application process.

7.10 Requirement to notify GRNSW of success or failure of greyhound

Approved greyhound re-training programs must notify GRNSW of the outcome of each greyhound's participation in the program (ie: success or failure). This must be done in writing within 48 hours of the approved re-training program receiving notification from an authorised assessor of the outcome of the greyhound's GAPNTT assessment.

Notification to GRNSW must specify:

- the greyhound's details (name, microchip number, sex, colour and other identifying marks);
- the owner's details (name, address and other relevant contact details);
- the outcome (ie: success or failure); and
- the reasons why the greyhound passed or failed the program.

Approved programs must also forward copies of the greyhound's certificate of desexing, completed GAPNTT form, and the signed statement from the authorised assessor (see [section 8.8](#)) within 7 days of receiving notification from an approved assessor.

7.11 Requirement to lifetime register greyhounds in approved programs

Under the CA Act, it is the responsibility of all companion animal owners to ensure that their cat or dog is lifetime registered by the time it reaches 6 months of age. Therefore, on accepting ownership of a greyhound, an approved program must ensure that it lifetime registers the greyhound, if it is over 6 months of age and is not already registered. Under section 9 of the CA Act, failure to do so can incur a maximum penalty of \$880.

See [section 9.4](#) of this Guideline for further information about identification, change of ownership/details and lifetime registration notification requirements for Approved Programs.

7.11.1 Approved programs *MUST* lifetime register all greyhounds in their program

Approved Programs must complete the [R2 – Lifetime registration form](#) and send this to GRNSW for processing, along with the registration fee.

A discounted desexed animal lifetime registration fee of \$40 is available to all greyhounds entering approved programs, as they are required to be desexed on entering the program.

GRNSW will process the registration (in its capacity as a registration agent for the purposes of the CA Act) and provide the Approved Program with a copy of the greyhound's Certificate of Registration.

The Approved Program must provide the Certificate of Registration to the new adopted owner of the greyhound on transfer of ownership.

Note: This requirement streamlines the “Greenhound” collar issuing process by removing the need for an adopted owner to register their greyhound with their local council before notifying GRNSW of the dog's registered status. The cost of lifetime registration may be passed on to the new owner by the Approved Program as part of the adoption fee. This is considered reasonable as the new owner would otherwise be required to pay the fee prior to the muzzling exemption being granted by GRNSW.

7.11.2 *Clause 16(d) applications from Approved Programs are encouraged*

Approved programs are strongly encouraged to apply for an exemption under clause 16(d) of the CA Regulation. The intent of this clause is to provide financial relief to animal rescue organisations by exempting them from the requirement to register animals which are in their temporary care for the purposes of re-housing.

A copy of the clause 16(d) guidelines and application form are available for download at: <http://www.dlg.nsw.gov.au/dlg/dlghome/documents/Forms/08-73Clause16dGuidelines.pdf>

Note: The clause 16(d) exemption guidelines specify that an animal is required to be lifetime registered immediately following its release from an organisation holding a clause 16(d) exemption. However, as GRNSW cannot issue a “Greenhound” collar (and associated muzzling exemption documentation) to a greyhound over 6 months of age unless it is lifetime registered, a clause 16(d) exemption therefore only applies to an approved program for the period in which the greyhound is undertaking re-training.

It is therefore incumbent on approved programs (including those with a clause 16(d) exemption) to ensure that a greyhound is lifetime registered prior to it being adopted to a new owner.

7.12 Record keeping requirements

Approved greyhound re-training programs must, in accordance with *NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments*, ensure that relevant information is kept for all greyhounds entering into their programs. At a minimum, this comprises:

- The greyhound’s details (name, microchip number, sex, colour and other identifying marks);
- Date the greyhound entered and exited the program;
- The owner’s details (including the previous and new owner if the greyhound is adopted at the end of the re-training process);
- Relevant veterinary assessment records, including any treatment given during participation in the program;
- Whether the greyhound passed or failed the program, and any relevant supporting information including a copy of the authorised greyhound assessor’s statement; and
- Any relevant correspondence between the program and the greyhound owner.

These records may be requested by the Division from time to time.

Approved programs must also ensure that they comply with the permanent identification, change of ownership/details and lifetime registration requirements of the CA Act with regard to each greyhound that enters the program in accordance with *NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments*. Further details are provided in [section 9.4](#) of this guideline.

7.13 Compliance with other relevant regulatory requirements

Approved greyhound re-training programs must observe all relevant regulatory requirements, including (but not limited to):

- The CA Act and CA Regulation, and
- *Prevention of Cruelty to Animals Act 1979* and Prevention of Cruelty to Animals (General) Regulation 2006.

8 Authorisation of greyhound behavioural assessors

8.1 Overview of authorised greyhound behavioural assessor application process

The Division has engaged GRNSW to manage the greyhound behavioural assessor application process, including the authorisation of suitably qualified applicants.

Prospective greyhound behavioural assessor applicants must contact GRNSW to register their interest, prior to completing this application form by:

Phone: (02) 8767 0519 or

Email: admin@greenhounds.com.au

Applicants must then complete the *Authorisation as a greyhound behavioural assessor* application form ([Appendix B](#)), attaching evidence of compliance with the criteria outlined in section [8.2](#) of these guidelines.

The application form must be sent directly to GRNSW as per the instructions on the application form.

8.2 Authorised greyhound assessor criteria

Authorisation by GRNSW as a greyhound assessor is a two step process, requiring suitably qualified applicants to undertake a mandatory additional short course.

8.2.1 Suitably qualified applicants

A suitably qualified applicant is a person who holds:

- a. a Certificate IV in Companion Animal Services, or
- b. a degree in veterinary science and current registration under the *Veterinary Practice Act 2003*.

The Certificate IV in Companion Animal Services is widely recognised as the minimum standard qualification for persons operating within a companion animal organisation, particularly in an animal behaviour related area. The core competencies of the course are managing compliance in the companion animal industry, maintaining and monitoring animal health and wellbeing, and maintaining occupational health and safety processes.

¹. A greyhound owner may be an approved program

A list of Registered Training Organisations (RTOs) that currently offer the Certificate IV in Companion Animal Services for NSW residents is available on the Greenhounds website: www.greenhounds.com.au.

Recognised prior learning for Certificate IV in Companion Animal Services

It is acknowledged that some applicants who do not hold a Certificate IV in Companion Animal Services may have otherwise obtained an appropriate level of skill, knowledge and experience through related work or study.

Such applicants may apply to one of the abovementioned RTOs for the Certificate IV in Companion Animal Services qualification through the organisation's recognised prior learning (RPL) process, if they operate one. The RTO will be able to provide further information on specific requirements and costs associated with applying for RPL. However, documentary evidence of relevant experience is generally required to support such an application.

8.2.2 Suitably qualified applicants must also complete a greyhound behavioural assessment training short course

ACMACR403A - Identify and respond to animal behaviour – Greyhound is a one day course developed by GRNSW to ensure that authorised greyhound behavioural assessors have the necessary knowledge to undertake such assessments. The course is delivered through TAFE NSW by qualified GRNSW staff who meet TAFE NSW's course presenter requirements.

The course covers the GAPNTT assessment, including the completion of relevant documentation. As the course is mandatory, RPL does not apply.

A copy of the course outline is contained at [Appendix C](#).

For further information about the course (including cost, availability and enrolment) contact GRNSW on phone (02) 8767 0519 or email: admin@greenhounds.com.au.

8.3 Notifying applicants of the progress and outcome of their application

GRNSW will contact suitably qualified applicants to arrange for them to enrol in the *ACMACR403A* course. GRNSW will also advise unsuccessful applicants in writing of the reason for their application being declined.

When a suitably qualified applicant has successfully completed the *ACMACR403A* course, GRNSW will notify them of their authorisation as a greyhound behavioural assessor. GRNSW will maintain a database of authorised assessors, which will be made publicly available at www.greenhounds.com.au.

8.4 Handling of information provided in the application

Information provided in an application will be handled by GRNSW in accordance with the *Privacy and Personal Information Protection Act 1998*.

Information will not be disclosed to third parties, except as required for the processing of applications or in accordance with the *Government Information (Public Access) Act 2009*.

8.5 Duration of authorisation

Authorisation is valid for five years from date of notification by GRNSW. If the authorised greyhound behavioural assessor does not re-apply within the prescribed timeframe, the authorisation will automatically lapse.

Failure to comply with any of the conditions set out in sections [8.6](#), [8.7](#), [8.8](#), [8.9](#) and [8.10](#) of this Guideline may result in withdrawal of the authorisation by the GRNSW.

If GRNSW deems it appropriate to withdraw authorisation because of evidence of a breach of one or more of the conditions, it will write to the assessor in question asking them to show cause as to why their authorisation should not be withdrawn.

If GRNSW decides to withdraw the authorisation, it will notify the assessor in writing, informing them of the reason/s for the decision.

8.6 Requirement to notify GRNSW of any change to information provided

Those that have applied for, or been granted authorisation as a greyhound behavioural assessor, are required to notify GRNSW of any change/s to information provided in the original application within 14 days. Failure to notify GRNSW of any change/s within the prescribed timeframe may invalidate the application or authorisation or result in the withdrawal of authorisation.

8.7 Conflicts of interest

Authorised greyhound assessors must sign an agreement indicating that they will adhere to ethical practice standards to ensure that no conflicts of interest arise in the undertaking of their duties. A conflict of interest exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out a public duty.

In light of this, and in the interest of independence and accountability, it is strongly recommended that authorised assessors not accept an assessment booking where a conflict of interest may exist. However, it is recognised that a conflict of interest may be unavoidable in some situations (eg: where no other authorised assessors are available due to geographical isolation).

All authorised assessors must therefore declare any conflict of interest, perceived or otherwise, on the GAPNTT form.

8.8 Requirement to notify greyhound owner of outcome of assessment

Authorised greyhound assessors must notify greyhound owners¹ of the outcome of an assessment **immediately following completion of an assessment**. Notification is:

1. the prescribed form provided by GRNSW as part of the assessor's authorisation package, which includes a **signed** statement to the following effect:

The greyhound (insert relevant identification details including name, microchip number, sex, colour and any other identifying marks) passed/failed the behavioural assessment undertaken by me on (insert date) at (insert location).

In my opinion, this greyhound is suitable/unsuitable to be unmuzzled in a public place, AND

2. a copy of the assessment documentation (eg: GAPNTT form).

In the case of a greyhound that fails an assessment, the authorised greyhound assessor should also provide the approved re-training program with an opinion on the greyhound's prospects for future re-training in order to pass the GAPNTT.

Note: An authorised greyhound assessor may also give verbal notification of the outcome of an assessment to the greyhound owner. However, this must be accompanied by written notification.

¹ A greyhound owner may be an approved program

8.9 Requirement to notify GRNSW of outcome of assessment

Where an assessment is being undertaken on a greyhound participating in the GRNSW in-home program, the authorised greyhound assessor must also notify GRNSW of the outcome of the assessment by email or using GRNSW's online notification system within 48 hours of the assessment being conducted.

However, a hard copy of the signed statement referred to in [section 8.8](#) must also be provided to GRNSW within 7 days of the assessment being conducted.

Note: The requirements under [section 8.8](#) regarding the notification of the greyhound owner of the outcome of the assessment also apply.

8.10 Record keeping requirements

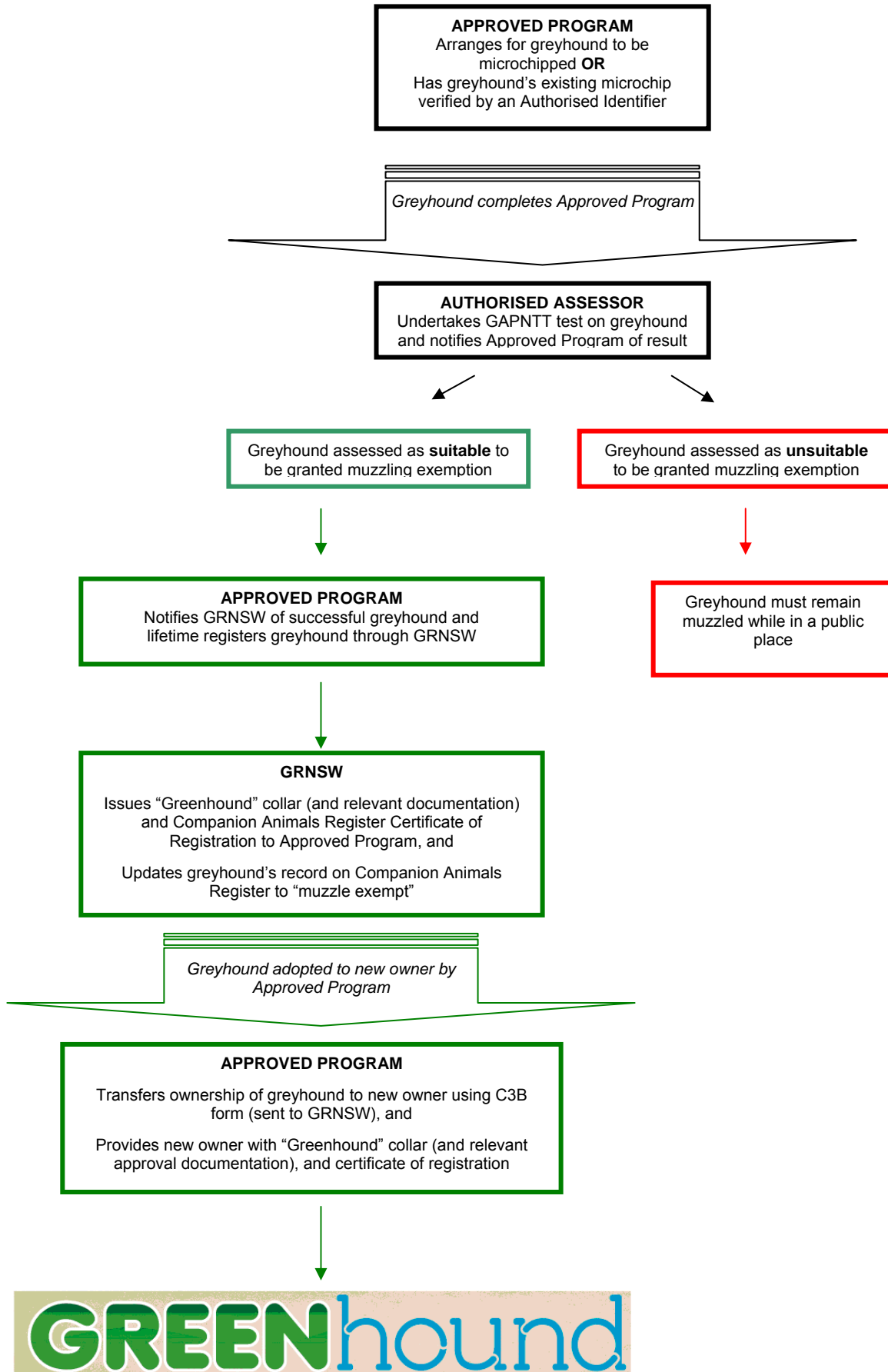
Authorised greyhound assessors must ensure that they retain information for all greyhounds they assess. At a minimum, this must comprise:

- The greyhound's details (name, microchip number, sex, colour, and any other identifying marks);
- The owner's details (including previous and new owner if the greyhound is adopted at the end of the re-training process);
- A copy of the notification provided to the approved greyhound re-training program outlining whether the greyhound passed or failed the GAPNTT; and
- A signed copy of the completed assessment statement.

These records may be requested by GRNSW or the Division from time to time.

9 Overview of greyhound muzzling exemption processes and notification requirements

9.1 Retired racing greyhounds to be transferred to a new owner



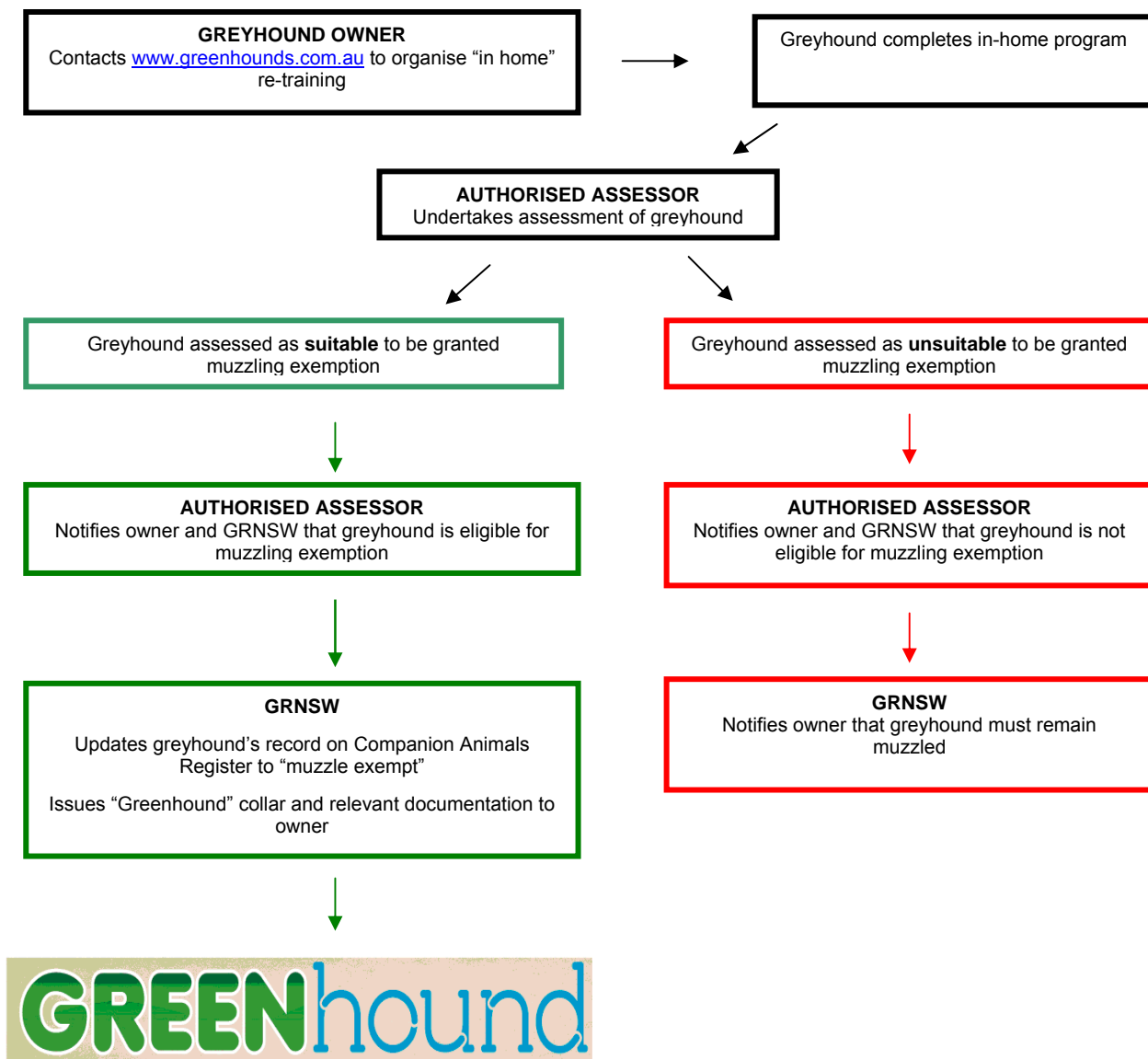
Overview of muzzling exemption process for retired racing greyhounds to be transferred to a new owner (continued)

In order to be eligible for the muzzling exemption, a retired racing greyhound must:

1. Enter and successfully complete an approved greyhound re-training program, and
2. Pass a GAPNTT undertaken by an authorised greyhound assessor to determine whether it is suitable to be unmuzzled while in a public place.
 - i. If the dog is found to be suitable, the dog is granted an exemption from muzzling while in a public place.
 - ii. If the dog is NOT found to be suitable, the dog is NOT eligible for the muzzling exemption. If appropriate, an owner may choose to re-enrol their dog in an approved greyhound re-training program.

Note: On entering an approved greyhound re-training program, a retired racing greyhound must be microchipped and desexed (unless the greyhound is registered with Dogs NSW (Royal NSW Canine Council) for the purposes of showing). At the completion of such a program, the greyhound must be lifetime registered with a NSW council if the greyhound is over the age of 6 months.

9.2 Existing pet greyhounds



It is recognised that many greyhounds have been kept as pets prior to the commencement of the greyhound muzzling exemption in the CA Regulation. In order to be eligible for the muzzling exemption, the following process must be followed by the owners of these existing pet greyhounds:

1. Owner contacts GRNSW to enrol their greyhound in an in-home re-training program;
2. Owner is given a workbook containing a program of socialisation and behavioural exercises which must be completed within a specified time period;
3. At the end of the specified time period, an assessment of the greyhound is undertaken by an authorised greyhound assessor to determine whether it is suitable to be unmuzzled while in a public place:

- i. If the dog is found to be suitable, the dog is eligible for an exemption from muzzling while in a public place.
- ii. If the dog is NOT found to be suitable, the dog is NOT eligible for the muzzling exemption. The animal's owner may choose to enrol the dog in an approved greyhound re-training program.

Note: Existing pet greyhounds must be microchipped, lifetime registered and desexed (unless the greyhound is registered with Dogs NSW (Royal NSW Canine Council) for the purposes of showing) in order to be eligible to participate in the in-home re-training program. A discounted lifetime registration fee applies for desexed animals.

Further information about the GRNSW in-home greyhound retraining program can be found at www.greenhounds.com.au.

9.3 Existing pet greyhounds that have passed a GAPNTT in another State

It is acknowledged that certain existing pet greyhounds may have passed a GAPNTT in another Australian State. Such dogs are not required to complete an additional re-training program or GAPNTT assessment, and are eligible for the muzzling exemption if the following can be provided to GRNSW:

- a. Certificate of Registration under the CA Act for the greyhound,
- b. Proof of desexing of the greyhound (unless the greyhound is registered with Dogs NSW (Royal NSW Canine Council) for the purposes of showing), and
- c. Documentary evidence that the greyhound has passed a GAPNTT.

Such owners should contact GRNSW for further information at: www.greenhounds.com.au

9.4 Overview of identification, change of ownership/details and lifetime registration notification requirements for greyhounds entering approved re-training programs

The following section provides an overview of the identification, change of ownership/details and lifetime registration notification requirements (including relevant Companion Animals Register forms which approved programs must ensure they complete) for each greyhound commencing an Approved Program. The responsibilities of other relevant people are also highlighted, where appropriate.

Note: Prior to transferring ownership of a greyhound to an Approved Program, a registered greyhound trainer must ensure that they comply with the cancellation of greyhound registration requirements of the Rules of Greyhound Racing, including notifying GRNSW by completing the GAR106 form.

In the case of a greyhound sourced from an impounding facility, the facility operator must comply with the change of ownership notification requirements of the CA Act. This includes completing the [C3B Change of Ownership](#) (processed by animal welfare organisation or council pound) form and submitting this to a local council within 7 days of transferring ownership.

9.4.1 On commencing an approved re-training program

a. Non-microchipped greyhound

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Approved Program	Ensure that the greyhound is permanently identified with a microchip implanted by an Authorised Identifier	N/A	N/A	Within 7 days of accepting ownership
Authorised Identifier	Permanently identify greyhound with a microchip and notify Companion Animals Register	P1A - Permanent Identification form	<ol style="list-style-type: none"> Local Council or GRNSW Copy to Approved Program 	Within 3 days of identifying greyhound

OR

b. Greyhound with existing microchip

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Approved Program	Arrange for Authorised Identifier to verify greyhound's microchip number	P1A - Permanent Identification form (fill in animal owner sections only)	Authorised Identifier	Within 7 days of accepting ownership
Authorised Identifier	Verify existing microchip	M1 – Verification of Existing Microchip form	Approved Program	Immediately
Approved Program	Ensure ownership of greyhound is recorded on Companion Animals Register	1. M1 – Verification of Existing Microchip form and 2. P1A - Permanent Identification form	GRNSW	Within 3 days of verification by Authorised Identifier

9.4.2 Change of details during an approved re-training program

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Approved Program	Update owner/details of greyhound	C3A – Change of Owner/Details form	GRNSW	Within 14 of change of details, unless the greyhound: <ul style="list-style-type: none"> - is declared dangerous (within 7 days) - dies (within 28 days) - is missing for more than 72 hours (within 96 hours)

9.4.3 On completion of re-training program

a) Greyhound completing an Approved Program

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Authorised assessor	Notify owner (ie: Approved Program) of outcome of GAPNTT	<ol style="list-style-type: none"> 1. Prescribed form (as per section 8.8 of the Guidelines) 2. GAPNTT form 	Owner (ie: Approved Program)	Immediately following completing GAPNTT
Approved Program	Notify GRNSW of outcome of GAPNTT	<ol style="list-style-type: none"> 1. Notification of Greyhound's details (as per section 7.9 of the Guidelines) 2. Copies of the greyhound's certificate of desexing, completed GAPNTT form, and the signed statement from authorised greyhound assessor 	GRNSW	Written notification within 48 hours Hard copies to be provided within 7 days of receiving notification from assessor
Approved Program	Lifetime register greyhound	R2 – Lifetime registration form	GRNSW	ASAP
GRNSW	Issue approved collar (and associated documentation)	Approved collar (and associated documentation) Lifetime registration certificate	Approved Program	Within 7 days of receiving confirmation of registration

OR

b) Greyhound completing GRNSW in-home re-training program

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Authorised assessor	Notify GRNSW of outcome of GAPNTT for greyhound	1. Prescribed form (as per section 8.8 of the Guidelines) 2. GAPNTT form	GRNSW	By email (or using GRNSW notification system) within 48 hours of completing GAPNTT Hard copies to be provided within 7 days of completing GAPNTT
GRNSW	Issue approved collar (and associated documentation)	Approved collar (and documentation)	Greyhound owner	Within 7 days of receiving confirmation that the greyhound has passed the GAPNTT

9.4.4 On adopting a greyhound to a new owner

Responsibility	Action	Documentation to complete	Provide documentation to	Timeframe
Approved Program	Transfer ownership to new owner	C3B Change of Ownership (processed by animal welfare organisation or council pound) form	GRNSW	Within 7 days of transferring ownership
		Approved collar (and associated documentation) Lifetime registration certificate Copy of C3B form	New owner	Within 7 days of processing transfer of ownership

9.4.5 Companion Animals Register forms

Supplies of all forms are available from the Government's printing contractor Salmat. To obtain a copy of the relevant Salmat order form phone (02) 9311 9899. Forms can also be downloaded electronically from the Division's website at www.dlg.nsw.gov.au.

10 Collar specifications

For the purposes of clause 33B (1)(b) of the CA Regulation, an approved collar means a collar which:

- (a) is green in colour;
- (b) contains the “Greenhound” logo printed on green material, which is affixed to the collar surface by green stitching;
- (c) has affixed to it an official “Greenhound” tag which contains:
 - i. the official “Greenhounds” logo on the front side, and
 - ii. the greyhound’s microchip number engraved on the back side¹; and
- (d) is issued by GRNSW to the owner of a greyhound that has successfully completed an approved greyhound re-training program. Collars issued by other providers are not approved for the purpose of the CA Regulation.

Note: GRNSW will charge the owners of such greyhounds for the cost of the collar prior to issuing along with a small administrative fee for the relevant muzzling exemption documentation.

A “Greenhound” collar is not transferable to another greyhound.

11 Evaluation of arrangements outlined in this Guideline

The Division will undertake an evaluation of the effectiveness of the arrangements outlined in this Guideline after 18 months of operation (taking into consideration a 6 month start up period and further 12 months of operation). If any changes to the arrangements specified in this Guideline arise from the evaluation process, this Guideline will be reissued and all interested parties informed as necessary.

¹ It is the greyhound owner’s obligation to ensure that their dog otherwise complies with the requirements of section 12(1)(a) of the *Companion Animals Act 1998* (ie: when a dog is not on the property of which its owner is the occupier, it must wear a collar around its neck to which there must be attached a name tag showing the name of the dog and the address or telephone number of the owner of the dog).

12 Further information

12.1 Information regarding approval as a greyhound re-training program

Any questions relating to conditions for approval as an approved greyhound re-training program under clause 33B(1)(a) of the CA Regulation should be addressed to the Companion Animals Team, Division of Local Government:

Email: pets@dlg.nsw.gov.au

Ph: (02) 4428 4100

For further information on companion animals, visit the Division's website at: www.dlg.nsw.gov.au.

12.2 Information regarding authorisation as a greyhound behavioural assessor

Any questions relating to authorisation as a greyhound behavioural assessor should be addressed to GRNSW at:

Email: admin@greenhounds.com.au

Phone: (02) 8767 0519

Or visit: www.greenhounds.com.au

Appendix A - Approval as a greyhound re-training program under clause 33B(1)(a) of the Companion Animals Regulation 2008 Application Form

Applicant instructions for completing form:

Please tick box to indicate insertion or attachment of required information

The form may be submitted in the following ways:

- **By post to:**
Chief Executive
Division of Local Government, Department of Premier and Cabinet
Locked Bag 3015
NOWRA NSW 2541
- **By email to:**
pets@dlg.nsw.gov.au (marked to the attention of the Chief Executive)
- **By fax on:**
(02) 4428 4199 (marked to the attention of the Chief Executive)

Applicant information

	<i>Applicant use</i>	<i>Office use</i>
1. Name of organization seeking approval (as it will appear in the NSW Government Gazette if the application is successful)	<input type="checkbox"/>	<input type="checkbox"/>
2. Australian Company Number or Incorporated Association Number (attach proof of registration with Australian Securities and Investments Commission or NSW Registry of Co-operatives & Associations) or details of relevant legislation under which a Statutory Authority/Body is established		
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contact person		
	<input type="checkbox"/>	<input type="checkbox"/>
4. Position in organisation		
	<input type="checkbox"/>	<input type="checkbox"/>
5. Telephone number (Business hours)		
	<input type="checkbox"/>	<input type="checkbox"/>

6. Email address	<i>Applicant use</i>	<i>Office use</i>
	<input type="checkbox"/>	<input type="checkbox"/>
7. Street address and Postal address (if different)		
	<input type="checkbox"/>	<input type="checkbox"/>

Proposed program content

8. Outline of the content of the greyhound re-training program.	<i>Applicant use</i>	<i>Office use</i>
<p>1. <i>Initial assessment of the greyhound to determine its health status and suitability as a pet, including:</i></p> <ul style="list-style-type: none"> <i>a. examination of the greyhound by a qualified veterinary practitioner and any appropriate treatment,</i> <i>b. confirmation that the greyhound is desexed,</i> <i>c. initial assessment of the greyhound to determine the likelihood of it successfully completing the re-training program, and</i> <i>d. confirmation that the animal is identified on the Companion Animals Register.</i> <p>2. <i>Matching to, and placement of the greyhound in a suitable foster home for a period of <u>not less than 6 weeks</u> to provide for appropriate behavioural adjustment.</i></p> <p>3. <i>Behavioural testing and assessment of the greyhound at the conclusion of the fostering period to determine the greyhound's suitability to be unmuzzled in a public place. The assessment process must:</i></p> <ul style="list-style-type: none"> <i>a. Utilise the Greyhound Adoption Program National Temperament Test (GAPNTT), and</i> <i>b. be undertaken by an authorised greyhound assessor.</i> 		
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting information to be provided

9. Copy of Organisational Charter confirming that the organisation's key functions include promoting animal welfare	<i>Applicant use</i>	<i>Office use</i>
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
10. Other organisations with which your organisation is affiliated. Please list (if any)		
	<input type="checkbox"/>	<input type="checkbox"/>
11. Has your organisation or any of its directors, officers or staff ever been convicted of an offence under any of the following Acts or their equivalent in other jurisdictions? Please cross out YES or NO as appropriate		
<p><i>Animal Research Act 1985 (NSW)</i></p> <p><i>Companion Animals Act 1998 (NSW)</i></p> <p><i>Exhibited Animals Protection Act 1986 (NSW)</i></p> <p><i>National Parks and Wildlife Act 1974 (NSW)</i></p> <p><i>Non-Indigenous Animals Act 1987 (NSW)</i></p> <p><i>Prevention of Cruelty to Animals Act 1979 (NSW)</i></p> <p><i>Any equivalent Commonwealth, State or Territory or other country's legislation</i></p> <p><i>An offence committed in New South Wales for which the penalty is imprisonment for two or more years or any equivalent offence committed outside New South Wales</i></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>	
If you answered YES to any of the above, please provide full details, including the nature of the offence, the penalty imposed and the date of the conviction		
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

This declaration must be signed by the organisation's authorised representative after reading and ensuring compliance with all conditions for approval set out in the Guidelines for Approval as a Greyhound Retraining Program under clause 33B(1)(a) of the Companion Animals Regulation 2008. The signed and dated declaration must be returned with the completed application form and attachments.

Declaration	
I have read and understood the conditions for approval as a greyhound re-training program under clause 33B(1)(a) of the Companion Animals Regulation 2008 set out in the <i>Guidelines for Approval as a Greyhound re-training program under clause 33B(1) of the Companion Animals Regulation 2008</i>	
I agree that our organisation will comply with the conditions for approval set out in the clause 33B(1)(a) Approval Guidelines. I understand that failure to comply with any of the approval conditions may result in the approval being revoked.	
I confirm that the information provided on and in attachments to this form are accurate. I undertake to advise the Division of Local Government of any change to the information provided in the application within 14 days of the change, both during the application process and the approval period.	
Full name:	
Signed:	Date:

The information provided on and in attachments to the application form will be held by the Division of Local Government. It will be used to assess the suitability of your organisation as a greyhound re-training program under clause 33B(1)(a) of the Companion Animals Regulation 2008. You have the right to request in writing access to information held about your organisation and, where appropriate, the correction of any details.

Appendix B - Authorisation as a Greyhound Behavioural Assessor Application Form

Note: Prospective Greyhound Behavioural Assessor Applicants MUST contact GRNSW to register their interest (by phone (02) 8767 0519 or at the email address below), prior to completing this application form.

Applicant instructions for completing form:

Please tick box to indicate insertion or attachment of required information

The form may be submitted in the following ways:

- **By post to:**
Greyhound Racing NSW
PO Box 170
CONCORD WEST NSW 2138
- **By email to:**
admin@greenhounds.com.au
- **By fax on:**
02 9764 6244

1. Name of person seeking approval	<i>Applicant use</i>	<i>Office use</i>
	<input type="checkbox"/>	<input type="checkbox"/>
2. Name of organisation (if appropriate)		
	<input type="checkbox"/>	<input type="checkbox"/>
3. Telephone number (Business hours)		
	<input type="checkbox"/>	<input type="checkbox"/>
4. Email address		
	<input type="checkbox"/>	<input type="checkbox"/>
5. Street address and Postal address (if different)		
	<input type="checkbox"/>	<input type="checkbox"/>

Supporting information to be provided

6. Evidence that you hold a Certificate IV in Companion Animal Services or degree in veterinary science	<i>Applicant use</i>	<i>Office use</i>
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Completion of the TAFE NSW/GRNSW greyhound behavioural assessment training short course		
<i>GRNSW to complete</i>	N/A	<input type="checkbox"/>
8. Have you ever been convicted of an offence under any of the following Acts or their equivalent in other jurisdictions? Please cross out YES or NO as appropriate		
<i>Animal Research Act 1985 (NSW)</i> <i>Companion Animals Act 1998 (NSW)</i> <i>Exhibited Animals Protection Act 1986 (NSW)</i> <i>National Parks and Wildlife Act 1974 (NSW)</i> <i>Non-Indigenous Animals Act 1987 (NSW)</i> <i>Prevention of Cruelty to Animals Act 1979 (NSW)</i> <i>Any equivalent Commonwealth, State or Territory or other country's legislation</i> <i>An offence committed in New South Wales for which the penalty is imprisonment for two or more years or any equivalent offence committed outside New South Wales</i>	YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO	
If you answered YES to any of the above, please provide full details, including the nature of the offence, the penalty imposed and the date of the conviction		
<i>Attach</i>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

This declaration must be signed by the individual applicant after reading and ensuring compliance with all conditions for approval set out in the Guidelines for Approval as a Greyhound Retraining Program under clause 33B(1)(a) of the Companion Animals Regulation 2008. The signed and dated declaration must be returned with the completed application form and attachments.

Declaration	
I have read and understood the conditions for authorisation as a greyhound assessor set out in the <i>Guidelines for Approval as a Greyhound re-training program under clause 33B(1)(a) of the Companion Animals Regulation 2008</i>	
I have read and understood the information (including relevant forms and policies) provided to me by Greyhound Racing NSW as part of this application process.	
I agree that I will comply with the conditions for authorisation set out in the Guidelines. I understand that failure to comply with any of these conditions may result in the authorisation being revoked.	
I confirm that the information provided on and in attachments to this form is accurate. I undertake to advise Greyhound Racing NSW of any change to the information provided in the application within 14 days of the change, both during the application process and the approval period.	
Full name:	
Signed:	Date:

The information provided on and in attachments to the application form will be held by Greyhound Racing NSW. It will be used to assess your suitability as a greyhound assessor. You have the right to request in writing access to information held about you and, where appropriate, the correction of any details.

APPENDIX C - TAFE NSW/GRNSW greyhound assessor course outline

ACMACR403A	Identify and respond to animal behaviour - Greyhound
Unit descriptor	<p>This unit of competency covers the process of identifying animals and interpreting their body language and behaviour in the context of an animal control and regulation environment during day-to-day activities.</p> <p><i>Specifically this unit has been customised to provide the competencies for a person to be approved as an assessor in relation to the assessment of a greyhound for muzzle exemption.</i></p>
Employability skills	This unit contains employability skills.
Prerequisite units	<i>Certificate IV Companion Animals Services or equivalent</i>
Co-requisite units	
Application of the unit	<p>This unit is applicable to those working in the animal control and regulation sectors – specifically assessing greyhound muzzle exemptions, where it is necessary to identify and respond appropriately to animal behaviour. It requires an appreciation of the owner–animal–environment triangle of effect that influences behavioural expressions. Working within animal control and regulation also requires knowledge of relevant legislation and organisational policies and procedures.</p> <p>In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.</p>
Competency field	
Unit sector	Animal control and regulation

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>
1. Recognise and identify animal	<ol style="list-style-type: none"> 1.1. Animal is identified by breed, type and group, according to identifiable characteristics. 1.2. Information and equipment for use in identification activity are determined and located. 1.3. Animal is recognised by common name. 1.4. Brief description, including unique features of the animal is documented. 1.5. Assistance from supervisors and/or peers is sought when necessary. 1.6. Organisational policies and procedures and legislative requirements are followed.

ELEMENT	PERFORMANCE CRITERIA
2. Identify animal behaviour	2.1. Animal and its body language are observed and interpreted. 2.2. Temperament, traits, health and wellbeing of animal are identified and documented. 2.3. Physical and social environment of animal are assessed. 2.4. Behaviour of animal is determined. 2.5. Assistance sought from regulatory authority when necessary. 2.6. Organisational policies and procedures and legislative requirements are followed.
3. Assess and respond to animal behaviour	3.1. Risks or hazards to the public, self, bystanders and the target animal are assessed. 3.2. Muzzle Exemption for greyhound in accordance with GAPNTT – pass or fail 3.3. Constructive solutions to animal behaviour are offered to owner when appropriate. 3.4. Referral to specialists is offered to owner when appropriate. 3.5. Statutory response to animal behaviour is actioned when appropriate. 3.6. Assistance from supervisors and/or peers is sought when necessary. 3.7. Organisational policies and procedures and legislative requirements are followed.

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Document information about the animal, its behaviour, environment and the action taken. and read and interpret relevant legislation
- employ safe, humane and environmentally responsible organisational systems and procedures when working with and handling animals
- maintain the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- recognise and identify a range of animal species and breeds
- respond to animal behaviours and traits
- use identification equipment
- literacy skills to read and follow organisational policies and procedures, including occupational health and safety (OHS), infection control and waste management; follow sequenced written instructions; record accurately and legibly information collected; and select and apply procedures to a range of defined tasks
- oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and consulting with or seeking advice from supervisor
- numeracy skills to estimate, calculate and record routine workplace measures
- interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities
- problem-solving skills to use available resources and prioritise daily tasks.

Required knowledge

- animal behaviour and temperament
- animal species, breeds and groups
- antisocial behaviour
- *specific greyhound prey drive issues*
- evolution of animals and animal behaviour
- awareness of greyhound racing rearing and training practices
- organisational policies and procedures
- owner-animal relationship
- possible statutory responses under relevant legislation
- principles of animal health
- principles of animal welfare and ethics
- recognition of animal stress and comfort
- recognition of environment, including where an animal lives, how it is managed by its owner and impacts on animal behaviour
- relevant legislation and codes of practice relating to OHS and animal control and regulation requirements
- restricted animals and restricted breeds
- top (most common) twenty breeds of dogs, top three breeds of cats and at least one species from each of livestock, wildlife and/or native animals and declared pest animals.

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Identifiable characteristics may include:

- age, sex and size
- coat or skin colours and texture
- eye colour
- markings, patterns and permanent scars
- toe nail colour
- microchip, ear tags, tattoos and markings and leg bands.

Information and equipment may include:

- information:
 - enclosure
 - *GAPNTT format*
 - photographs
 - *course notes and case studies*
- equipment:
 - catching paraphernalia (collars and leads)
 - *muzzles*
 - cameras
 - protective gloves and clothing
 - video recorders
 - microchip detectors, devices and scanners.

Common names requires:

- names sufficient to convey meaning
- in Indigenous communities, language names can be used in lieu of common names.

RANGE STATEMENT	
Animal <i>behaviour</i> may consider:	<ul style="list-style-type: none"> • normal versus abnormal behaviour • aggressive versus benign behaviour • confident versus timid or fearful behaviour.
Risks or hazards when working with animals may include:	<ul style="list-style-type: none"> • animal bites, envenomation, kicks, scratches and crush injuries • biological hazardous waste • inhalation of aerosol particles • intraocular contamination • manual handling, including carrying, lifting and shifting • moving parts of machinery or equipment • release of infective agents (animal and human) • slippery or uneven work surfaces • zoonoses.
Risks or hazards to be assessed include:	<ul style="list-style-type: none"> • assessment of breed/type potential to cause harm or difficulty • circumstances prevailing • degree of animal restraint and confinement • level of own experience, confidence and capability • level of owner/handler cooperation, competence and control • obvious signs of the animal's abnormal health and condition.
Constructive solutions may include:	<ul style="list-style-type: none"> • looking at the owner–animal–environment triangle of effect in the expression of problem animal behaviour and offering remedial advice • considering different methods of handling and dealing with animals displaying specific behavioural traits (e.g. nervous or timid) • endeavouring to remedy the causes as well as the problem animal behaviour.
Referral to specialists may include:	<ul style="list-style-type: none"> • veterinarian, or specialist animal behaviourist.
Statutory response may include:	<ul style="list-style-type: none"> • detail procedural requirements and explain timelines for outcomes • issue caution or infringement notice • recommend action plan • seize animal.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can:

- identify animals by breed, type and group
- recognise animals by common name
- interpret animal body language
- determine behaviour and temperament of animals
- assess specific types of animal behaviour in accordance with the GAPNTT assessment and respond accordingly
- refer unusual or dangerous behaviour to specialists or action a statutory response
- access and use management systems to keep and maintain accurate records, including notification of results of testing to GRNSW

The skills and knowledge required to assess and impound animals must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.

Context of and specific resources for assessment

Assessment of this unit is to be practical in nature and will be most appropriately assessed in an animal control and regulation workplace or in a situation that reproduces normal work conditions.

There must be access to the appropriate equipment and/or resources to enable one to demonstrate competence. Assessment must include identifying top (most common) twenty breeds of dogs, top three breeds of cats and at least one species from each of livestock, wildlife and/or native animals and declared pest animals.

Method of assessment

To ensure consistency in one's performance, competency should be demonstrated, to industry defined standards, on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and over a number of assessment activities.

The assessment strategy must include practical skills assessment. Suggested strategies for this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and first-hand testimonial evidence of candidate's application of practical tasks
- simulation exercises that reproduce normal work

EVIDENCE GUIDE	
	<p>conditions</p> <ul style="list-style-type: none"> • case study analysis • third-party evidence • workplace documentation • portfolio. <p>This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.</p>
Guidance information for assessment	<p>Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).</p>