

Domestic Animal Businesses

## Dog Training Establishments

### RECORD OF SELF-ASSESSMENT

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Proprietor: \_\_\_\_\_ Manager: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Registered ABN or ACN: \_\_\_\_\_

Date of self-assessment: \_\_\_\_\_

Person conducting self-assessment: \_\_\_\_\_

Other person/s present at time of self-assessment: \_\_\_\_\_

Does business have a copy of Code of Practice for the Operations of Dog Training Establishments: YES / NO

Date self-assessment report submitted to Council: \_\_\_\_\_

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
<b>GENERAL</b>				
Does the proprietor have a minimum of \$5,000,000 public liability training				
Is there a current contract with a registered veterinarian <ul style="list-style-type: none"> <li>• Is it a written contract Name of Vet/s _____</li> <li>• Does contract include the requirement to be on call for the treatment of animals other than first aid</li> <li>• Was contract sighted</li> </ul>				
Is manager aware of their responsibilities under the code				
Are staff properly trained or experienced Details: _____				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
Are staff provided with <ul style="list-style-type: none"> <li>• Appropriate work clothing</li> <li>• Tetanus vaccination</li> <li>• Adequate handwashing facilities</li> <li>• Toilet facilities</li> <li>• Information on zoonoses available</li> </ul>				
Are appropriate personal hygiene procedures in place to prevent transmission of zoonoses to humans				
Is there a first aid kit on site				
Is a staff member qualified in first aid present during training sessions				
Is there telephone access at training venue for use in emergencies				
Does establishment have an emergency plan				
Does establishment allow for ready access to animals and ready exit for staff and animals from premises in case of emergency				
Does establishment provide: <ul style="list-style-type: none"> <li>• Reception area</li> <li>• Records storage area</li> <li>• Information display for clients</li> </ul>				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
If establishment either boards dogs or carries out protection training is there an external perimeter fence at least 1.8m high surrounding the establishment to prevent the escape of animals				
Is adequate shade available at venue				
Are all dogs entering training establishment identified				
Is dog assessed on arrival by manager				
Are all dogs vaccinated against distemper, hepatitis and parvovirus prior to admission				
Was a current vaccination certificate sighted by staff				
Are animals known or suspected of suffering from an infectious disease refused admission				
Is prompt veterinary treatment provided when necessary				
Are animal attendants reporting sick or injured animals to manager				
Are arrangements in place to notify owners asap when an animal is observed to be ailing or injured				
Is reasonable care taken to ensure the safety and well-being of the client and dog at all times				
Are cleaning utensils provided for the disposal of dog faeces				

<b>CODE REQUIREMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Evidence/Comments/Details</b>
Are cleaning utensils available for use at all times whilst training is being conducted				
Are slip collars (choke chains) not used on puppies under 12 weeks of age				
Is no undue force is used when training any dog				
<b>HOUSING</b>				
Does establishment have an adequate water supply				
Are kennel buildings able to be securely locked				
Does housing provide protection from the weather, vermin and harassment from other animals				
Is a secure closing device fitted to each individual kennel				
Do pens prevent escape of animals				
Are floors of housing areas made of an impervious material				
Floors are not wood, brick, dirt or grass				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
Are internal surfaces of external walls constructed of: <ul style="list-style-type: none"> <li>• Impervious material</li> <li>• Washable</li> <li>• Solid, and</li> <li>• Optimally curved at wall / floor junction</li> </ul>				
Are materials used in construction easy to clean & maintain				
Are pen floors sloped to enable wastes and water to run off				
Is a collection drain provided to take away water after cleaning				
Is facility clean and hygienic				
Is establishment connected to either: <ul style="list-style-type: none"> <li>• Sewer</li> <li>• Septic, or</li> <li>• Other adequate system</li> </ul>				
Are individual pens separated by either solid partitions or galvanised chain wire or weld mesh dividers				
Are pens completely enclosed with either solid or wire roof				
Is at least one third of the pen weatherproof with a raised sleeping area				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
If pens are constructed indoors is ventilation adequate to keep housing areas free of dampness, noxious odours and draughts				
Do indoor pens have an ample supply of fresh air				
Are dogs housed one to a pen				
Are pens for dogs 40-70 cm at shoulder a minimum of <ul style="list-style-type: none"> <li>• 2.4sq.m in area</li> <li>• 90cm wide</li> <li>• 1.8 m high</li> </ul>				
Are pens for dogs greater than 70 cm at shoulder a minimum of <ul style="list-style-type: none"> <li>• 3.5 sq.m in area</li> <li>• 120 cm wide</li> <li>• 1.8 m high</li> </ul>				
Are all pens cleaned daily (or more often if inspection shows it is required)				
Are sleeping areas dry after cleaning				
Are pens disinfected every seventh day or when pen is vacated				
Is a hospital grade disinfectant used Details_____				

<b>CODE REQUIREMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Evidence/Comments/Details</b>
Are manufacturers directions followed when using disinfectant				
Are utensils rinsed after disinfection				
Is all uneaten food removed prior to cleaning				
Is used litter and uneaten food placed in sealed plastic bags for disposal				
Is waste disposal in accordance with requirements of local government authority				
Wastes are not incinerated				
Are feeding and watering containers cleaned daily				
Are pests (incl fleas, ticks, flies, rodents) effectively controlled				
Are chemicals used in accordance with label requirements or as directed by vet				
<b>NUTRITION</b>				
Are all dogs housed at the establishment fed at least once a day				
Does food provided contain acceptable nutritive value and in sufficient quantity for size & condition of the animal				
Do all animals have a permanent supply of fresh clean water				

<b>CODE REQUIREMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Evidence/Comments/Details</b>
Are food & water containers: <ul style="list-style-type: none"> <li>• non-spillable</li> <li>• easily cleaned</li> <li>• don't cause injury to animal</li> </ul>				
<b>PROTECTION TRAINING ESTABLISHMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Evidence/Comments/Details</b>
Does establishment have suitable padded training attire for use in protection training				
Public reserves and schools are not used as venues for protection training				
Is there a 1.8 m high chain mesh fence enclosing the immediate training area ( this fence is in addition to any external security fence)				
Are all dogs undergoing protection training identified by way of a microchip				
Are dogs a minimum of 12 months of age before commencing protection training				
Are all dogs individually assessed to ascertain their suitability for protection training				
Are only dogs with a stable temperament accepted for protection training				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
<p>Are dogs with the following characteristics refused protection training:</p> <ul style="list-style-type: none"> <li>• fear</li> <li>• nervousness</li> <li>• fear aggression/ fear biter</li> <li>• nervous aggression</li> </ul>				
<p>Does establishment ensure that dogs can be reliably controlled off-lead before commencing protection training</p>				
<p>Are only the following recognised guarding breeds or crosses of these breeds allowed to be trained:</p> <ul style="list-style-type: none"> <li>• German Shepherd</li> <li>• Rottweiler</li> <li>• Doberman, or</li> <li>• Other breeds recognised by the Victorian Canine Association as large guarding breeds</li> </ul>				
<p>Are all other breeds, including the fighting breeds, excluded from protection training</p>				
<p>Are only dogs owned by licensed security guards, registered under the Private Agents Act 1966, accepted for protection training</p>				

CODE REQUIREMENT	YES	NO	N/A	Evidence/Comments/Details
<p>Is proof of the dog owners security license required by establishment prior to commencing protection training</p> <p>Details of proof _____</p>				
<p>Are professional security dogs and commercial yard dogs (whose owners are licensed as above) the only dogs accepted into protection training</p>				
<p>Are protection training clients given an information pamphlet on their responsibilities of owning a dog that has undergone protection training</p>				
<p>Is information on owner responsibilities of owning a dog that has undergone protection training clearly displayed at establishment</p>				
<p>Is owner informed of requirement to contact their Local Council on commencement of their dog beginning protection training</p>				
<p>Does the proprietor of the establishment provide details to the relevant Local Council of all protection clients including:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone, and</li> <li>• Security licence number</li> </ul>				