

Dogs Victoria

Field Officer – Record of Audit / Inspection (V1.3)

Dogs Victoria Code of Practice (20.1, 20.8)

COVER SHEET	
DV Reference	FO YYYY / ____
Date of Audit/Inspection	
Field Officer	
Member Name	
Membership Number	
Address	
Municipality	
Breeders Prefix	
Breed/s	
Source Number	If Applicable
Domestic Animal Business Number	If Applicable
Audit Outcome	

Inspection/Audit Outcomes			
Satisfactory	Satisfactory, with Education Provided	Unsatisfactory*	Welfare Concerns*
<p>Score: 76% - 100%</p> <p>Possible contributors:</p> <p>No welfare concerns.</p>	<p>Score: 51% - 75%</p> <p>Possible contributors:</p> <p>No welfare concerns.</p> <p>Education provided, and member accepts the recommendations.</p>	<p>Score: 0% - 50%</p> <p>Possible contributors:</p> <p>Possible welfare concerns.</p> <p>Education provided, but member <u>does not</u> accept recommendations.</p> <p>More than ten fertile female bitches without a permit.</p>	<p>Score: N/A</p> <p>Possible contributors:</p> <p>Welfare concerns.</p> <p>Dogs require veterinary treatment.</p> <p>Failure to provide shelter, food, or water.</p>
<p>* Inspections/audits rated Unsatisfactory or Welfare Concerns may be referred to Dogs Victoria Management staff, the Management Committee, and/or the Breeder Committee.</p>			

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Section 1 – Introduction, Member Background, and Code of Practice Briefing
 Section 2 – Inspection of Premises and Records
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 Section 5 – Audit Purpose

References

- VCA Regulations (see Code of Practice 20.1 and 20.8)
<https://dogsvictoria.org.au/about/constitution-rules-regulations/>
- Dogs Victoria Breeder Resources
<https://dogsvictoria.org.au/breeders/breeder-resources/>

Version Control			
Date	Version	Author	Endorsed by
11/03/2021	1.0	Sean Orr	Breeder Committee
05/05/2021	1.1	Sean Orr	Jason Eggleton
19/09/2022	1.2	Sean Orr	Jason Eggleton
21/09/2023	1.3	Sean Orr	Jason Eggleton

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Section 2 – Introduction and Member Background

- Purpose of Inspection
- Overview of Procedures
- Member Background/Information
 - Ask, Listen, Support
 - Personal Circumstances/Special Considerations
 - Resources: [Beyond Blue Brochure](#), [Lifeline Brochures](#), GP Mental Health Plan, etc.

Comments

Code of Practice Briefing		
VCA Regulations (Paraphrased for Discussion)		
20.1.13	A member shall not breed a bitch causing it to whelp more than twice in eighteen months. No exemptions can be granted by Dogs Victoria.	<input type="checkbox"/>
20.1.14	No bitch may whelp more than five litters in its lifetime.	<input type="checkbox"/>
20.1.14.1	First generation breeding is not permitted. (e.g. father/daughter; brother/sister; mother/son)	<input type="checkbox"/>
20.1.14.2	The progeny of first generation breeding will be placed on the <u>Limited Register Never to be Upgraded</u> . Such breeding will constitute a breach by both the owner of the dam AND sire.	<input type="checkbox"/>
20.1.14.3	All bitches eight years of age and over must have a current veterinary certificate (within three months) <u>before</u> mating, stating the bitch is in good health at the time of breeding.	<input type="checkbox"/>
20.1.15	Breeding purebred dogs to a different breed, crossbred dog, unregistered dog, or dog not on the Main Register is not permitted without prior approval of Dogs Victoria.	<input type="checkbox"/>
20.1.15.1	Members must not breed any unregistered dogs, with the exception of dogs registered with a Registry Body recognised by ANKC (unless an exemption is granted by Dogs Victoria).	<input type="checkbox"/>
20.1.17	Members shall not sell or transfer from their care any puppy under eight [8] weeks of age.	<input type="checkbox"/>
20.1.21	Breeders are expected to maintain reasonable contact with purchasers of dogs and to offer continued advice and reasonable assistance.	<input type="checkbox"/>
20.1.25	Members shall ensure all dogs sold or disposed by them are in the best possible state of health. Any known physical abnormalities should be disclosed to new owners via a breeder health declaration at the time of sale. Such declaration must include details of the abnormality, and how it may affect the future health and welfare of the dog. The health	<input type="checkbox"/>

	<p>declaration should be signed in acknowledgement by the recipient.</p> <p>With the exception of matters disclosed in the health declaration, a member shall abide by the following as a minimum practice when selling dogs;</p>	
20.1.25.1	Where a dog is returned within three [3] days of sale for <u>any reason</u> , the member must accept return of the dog and refund 75% of the purchase price.	<input type="checkbox"/>
20.1.25.2	Where a dog is returned within twenty one [21] days of sale for <u>unacceptable health reasons</u> (accompanied by a statement from a veterinary practitioner) the member must accept return of the dog and refund 100% of the purchase price.	<input type="checkbox"/>
20.1.25.3	<p>If a dog is diagnosed with, suffering from, dies of or is euthanised from a physical defect or disease that is <u>directly traceable to the point of sale</u> within three [3] years of sale, the member must refund 100% of the purchase price*.</p> <p>*Subject to a second veterinary opinion where the owner of the animal provides supporting statements from a veterinary practitioner, including test results (if available).</p> <p>** Owners of the dog must make veterinary reports and test results available to the breeder for their own advice (second) opinion and to inform future breeding management.</p>	<input type="checkbox"/>
20.1.26 20.1.26.1-3	<p>A member shall not sell or dispose of a dog to a commercial pet wholesaler or retail pet shop or allow a dog owned by that member to be given as a prize or donation or to be auctioned.</p> <p>A member shall not advertise the sale or disposal of a dog without inclusion of their Dogs Victoria membership number, Source number and each dog's full microchip number (a vet cannot provide an exemption for advertising purposes).</p> <p>It is mandatory that the following wording is included in any advertisements: <i>"Please contact Dogs Victoria on email: office@dogsvictoria.org.au to verify my membership"</i>.</p>	<input type="checkbox"/>
Comments		

Section 2 – Inspection of Premises and Records (18 points)			
VCA Reg.	Inspection Criteria	Rating	Notes/Actions
20.1.5.1	<p>Food/Water (4 points)</p> <p>Dogs fed appropriate diet; weight and coat in good condition appropriate to age and breed standards.</p> <p>Dogs have access to water at all times; bowl is secure/non-tippable.</p> <p>Food and water utensils are cleaned daily.</p> <p>Food is appropriately stored to protect from vermin/spoilage (e.g. sealed containers).</p>	<p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p>	
20.1.5.2	<p>Housing (6 points)</p> <p>Fences/enclosures are suitable to contain dogs.</p> <p>Dogs provided with adequate shelter from adverse weather elements (sun/wind/rain).</p> <p>Dog enclosures have sufficient spaces to comfortably stand/turn/lie.</p> <p>The flooring area of pens is not made of uncovered suspended wire.</p> <p>Each dog older than 16 weeks of age has bed/bedding provided. Either individual beds or large enough that all dogs can sleep comfortably at the same time.</p> <p>Dog enclosures are adequately ventilated.</p> <p>Bitches in season can be separated to prevent unintentional mating.</p>	<p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p>Comment</p>	

<p>20.1.5.3</p>	<p>Hygiene (3 points) All dog areas (sleeping/housing/exercise) are clean to a good standard of hygiene.</p> <p>Faeces, wasted food, soiled bedding is cleaned daily.</p> <p>Hard surfaces in pens and kennels should be appropriately disinfected weekly or more often if required.</p>	<p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p>	
<p>20.1.5.4</p>	<p>Exercise, Social Contact, and Enrichment (5 points) Dogs' behaviour is normal (not in behavioural distress e.g. stereotypies).</p> <p><u>Discussion:</u> How do you ensure your dogs are provided with adequate daily mental/physical stimulation?</p> <p>Exercise, Social Contact, and Enrichment; Overall Rating</p>	<p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p>Comment</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good / <input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory / <input type="checkbox"/> N/A</p>	
<p>20.1.5.5</p>	<p>Tethering (0 points) Are dogs tethered?</p> <p>The following <u>must not</u> be tethered:</p> <ul style="list-style-type: none"> - pregnant bitches of more than 7 weeks gestation, - whelping bitches - lactating bitches with puppies - puppies under 16 weeks of age 	<p><input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> N/A</p> <p>If tethered; note the circumstances.</p>	

Section 2 – Recordkeeping – Breeders only (30 points)			
VCA Reg.	Inspection Criteria	Rating	Notes/Actions
20.1.20	<p><u>Puppy/dog Placements (0 points)</u> <u>Discussion:</u> How do you ensure that dogs sold/disposed are going to suitable homes/persons? (e.g. questionnaire/interview? Photos of premises?)</p>	Comment	
20.1.23 20.1.23.1-8	<p><u>Puppy/dog Packs (4 points)</u></p> <p>Please demonstrate what you provide in writing to new owners.</p> <p><i>“A member shall provide to all recipients of dogs sold or otherwise disposed of by that member, written details of:</i></p> <ul style="list-style-type: none"> • <i>The breed characteristics;</i> • <i>Vaccination record and / or requirements including the due date of the next vaccination or recommended timing for next titre;</i> • <i>Responsible dog ownership information;</i> • <i>All documentation required by Dogs Victoria;</i> • <i>Records on internal and external parasite control;</i> • <i>Records of microchip number with a signed transfer of owner form;</i> • <i>A desexing certificate (if applicable); and</i> • <i>A written health declaration in accordance with 20.1.25.”</i> 	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A	
20.1.22.1	<p><u>Records</u></p> <p>Please demonstrate one example of a puppy file, one example of a breeding dog file, and example of your breeding records.</p> <p><i>“A breeder shall create a record file for each individual puppy born, and maintain until ownership changes or the animal is deceased. {...} Copies of these records must be retained by the breeder for a minimum of five (5) years from date of last entry.”</i></p>		

<p>20.1.22.1.1</p>	<p><u>Puppy Files (under 12 weeks) (4 points)</u></p> <p><i>“Records to be kept for puppies under 12 weeks of age shall include the following (copies of original documents are acceptable where originals accompany the puppy to its new owner):</i></p> <ul style="list-style-type: none"> • <i>A copy of the litter registration form, or alternatively: name, microchip number (when implanted); sex; breed; date of birth; colour and markings (if applicable); and dam and sire registered names and numbers</i> • <i>Health care history including vaccination records, internal and external parasite control,</i> • <i>Purchase/disposal record including name and address of new owner (where applicable),</i> • <i>Copy of health declaration (20.1.25), and</i> • <i>Record of return (if applicable) with supporting documentation.”</i> <p>Refer to Dogs Victoria Template ‘Model Litter Record Form’: https://dogsvictoria.org.au/breeders/breeder-resources/</p>	<p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p>	
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<p>20.1.22.1.2</p>	<p><u>Breeding Dog Files (over 12 weeks) (4 points)</u></p> <p>“Records to be kept for dogs over the age of 12 weeks acquired or retained by breeders for the purpose of breeding shall include:</p> <ul style="list-style-type: none"> • Either ANKC registration certificate, or alternatively: <ul style="list-style-type: none"> ◦ Registered name and number when registration details become available; microchip number; sex; breed; date of birth; colour and marking (if applicable); and dam and sire registered name and numbers • Council registration certificate; • Health care history including vaccination records or titre tests, internal and external parasite control, • Breeding status and breeding history, • Purchase/disposal records including name and address of new owner (where applicable), and • Record of return (if applicable) with supporting documentation” <p>Refer to Dogs Victoria Template ‘Model Animal Record Form’: https://dogsvictoria.org.au/breeders/breeder-resources/</p>	<p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p>	
<p>20.1.22.2</p>	<p><u>Breeding Records (4 points)</u></p> <p>“Records of breeding history for dams must include dates of mating or artificial insemination, dates of whelping, number of puppies born alive, number of puppies stillborn, record of any whelping complications and resultant treatment, microchip numbers for live pups at 8 weeks, and post-partum veterinary treatment.”</p> <p>Refer to Dogs Victoria Template ‘Model Animal Record Form’ (Pages 6-8): https://dogsvictoria.org.au/breeders/breeder-resources/</p>	<p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p>	

<p>20.8.1-3</p>	<p><u>Veterinary Health Checks (12 points)</u></p> <p>Demonstrate evidence of an annual general health check by veterinary practitioner for all breeding dogs.</p> <p><i>Refer to Dogs Victoria Template 'Annual Health Check Certificate'.</i></p> <hr/> <p>Demonstrate a copy of veterinary practitioner's certificate conducted prior to breeding dogs first mating.</p> <p><i>Refer to Dogs Victoria Template 'Clearance to Commence Breeding Certificate'.</i></p> <hr/> <p>Demonstrate evidence of post-partum health check by a veterinary practitioner.</p> <p><i>Refer to Dogs Victoria Template 'Post Whelping Veterinary Certificate'.</i></p>	<p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p> <hr/> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p> <hr/> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Fair</p> <p><input type="checkbox"/> Unsatisfactory</p> <p><input type="checkbox"/> N/A</p>	
<p><i>Note: Use of health certificates recommended for all veterinary health checks, however in some cases evidence may be accepted including notations in dog files, tax invoices, copies of veterinary notes, etc.</i></p> <p>All Dogs Victoria templates are available on our Breeder Resources webpage: https://dogsvictoria.org.au/breeders/breeder-resources/</p>			

20.8.4	<p><u>Veterinary Service Agreement (1 point)</u></p> <p>Demonstrate a copy of your written agreement with one or more veterinary practitioners for provision of services.</p> <p><i>Refer to Dogs Victoria Template 'Agreement to Provide Veterinary Services'.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20.8.5 20.8.5.1-2	<p><u>Health Management Plan (1 point)</u></p> <p>Demonstrate a copy of your written Health Management Plan.</p> <p><i>Refer to Dogs Victoria Template 'Health Management Plan'.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20.8	<p><u>DV Position on Vaccinations, Titre Testing, Parasite and Pest Control</u></p> <p><u>Core Vaccines (Australian Veterinary Association)</u> Three core vaccines are mandatory:</p> <ul style="list-style-type: none"> • Canine distemper virus (CDV); • Canine adenovirus (CAV) also known as Infectious Canine Hepatitis; and • Canine parvovirus (CPV-2). <p>DV HMP recommends 3 yearly for adult dogs. Puppies to be vaccinated from 6 weeks age, not more often than every 2 weeks from 6-16 weeks age. Min. 2 or more doses. Variations to be approved by veterinary practitioner and documented.</p> <p><u>Non-Core Vaccines</u> Only required for dogs at high risk based on location/lifestyle arrangements.</p> <p><u>Intestinal worms and heartworm</u> Preventative treatment recommended, but not before 14 days of age.</p>		

Section 3 – Observation Checklist

The Observation Checklist includes VCA Regulations from 20.1 (Code of Practice) that are not otherwise included in the Section 3 'Inspection Criteria'; however, may be general observations worth noting. Generally these Regulations speak to the way you conduct yourself a Dogs Victoria member and how that may be perceived and influence the reputation of Dogs Victoria and other registered breeders.

VCA Regulations		N/A	If Applicable, Comment;
20.1.1	A member shall not knowingly or recklessly misrepresent the ANKC or Dogs Victoria.	<input type="checkbox"/>	
20.1.2	A member shall not engage in any behaviour that is contrary to the standards accepted by the community.	<input type="checkbox"/>	
20.1.4	Members shall constantly strive to improve their knowledge of their chosen breed or breeds, and their knowledge of the requirements for the care, welfare and betterment of dogs.	<input type="checkbox"/>	
20.1.5.8	Veterinary care is provided as required in accordance with the Code of Practice for the Private Keeping of Dogs. Additional veterinary requirements for breeding dogs is described in Section 20.8 Code of Practice for Breeding Animal Health Management.	<input type="checkbox"/>	
20.1.6	A member who leaves a dog owned by them in the care of another person shall remain responsible for that dog.	<input type="checkbox"/>	
20.1.7	A member shall take all appropriate lawful measures to assist a dog in distress.	<input type="checkbox"/>	
20.1.8	A member shall positively enhance the reputation of dog breeders and owners by ensuring that dogs owned by the member are not a danger or nuisance to the community.	<input type="checkbox"/>	

20.1.9	A member shall not participate in nor support any activity in that involves cruelty or damage to animals, excluding legal hunting activities.	<input type="checkbox"/>	
20.1.9.1	Dogs shall not be trained or worked beyond their willingness and capabilities. All training methods used shall be humane and not cause undue fear, distress or pain.	<input type="checkbox"/>	
20.1.9.2	Dog Collars The use of dog collars incorporating protrusions designed to puncture or bruise the dog's skin, or electronic collars designed to deliver an electric shock to the dog is prohibited at any VCA sanctioned event, training activities, or any activity which may reasonably be seen to be in connection with the VCA. (15/09/19)	<input type="checkbox"/>	
20.1.12	A member shall not breed with a bitch unless they have reached adequate maturity for that breed as determined by Dogs Victoria, without the prior approval of Dogs Victoria. Where the Rules, Regulations and Codes of Practice are otherwise silent, the minimum age for breeding a bitch shall be 12 months [see attached Minimum Breeding Age for Bitches]. (15/11/18)	<input type="checkbox"/>	

Section 4 – Dog Examination**VCA Regulation**

3.7.7	Examine ALL dogs present at the premises during the inspection.
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Dog 1

Pet Name	
Microchip Number	
DOB	
Dogs Australia Register	<i>Main Register / Limited Register / Associate Register / Sporting Register / Unregistered</i>
Dogs Australia Registered Name/Number	<i>If Applicable</i>
Breed	
Gender	<i>Bitch / Dog</i>
Breeding Status	<i>Entire / Desexed</i>
Pregnant / Rearing Litter	<i>Entire bitches only</i>

Notes / Observations

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Dog 2

Pet Name	
Microchip Number	
DOB	
Dogs Australia Register	<i>Main Register / Limited Register / Associate Register / Sporting Register / Unregistered</i>
Dogs Australia Registered Name/Number	<i>If Applicable</i>
Breed	
Gender	<i>Bitch / Dog</i>
Breeding Status	<i>Entire / Desexed</i>
Pregnant / Rearing Litter	<i>Entire bitches only</i>

Notes / Observations

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Dog 3 (...) etc. – <Repeat section for each dogs on premise>

Section 4 – Dog Tally		
VCA Regulation		Rating
20.1.11.1	<p>If breeding animals are determined to be no longer suitable for breeding, or are retired and are to be rehomed, they must be prevented from further breeding by transfer to limited register, neutering, contraception, contract of agreement or other means.</p> <p><i>Note: Documented evidence is required otherwise bitches will be considered as 'Entire'.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Dog Tally		
How many fertile females bitches?		
How many other bitches/dogs?		
Total Number		
Council Permits		
Excess Animal Permit Number		<i>If Applicable</i>
Planning Permit Number		<i>If Applicable</i>

