

<b>Title</b>	<b>Register dogs in voluntary and involuntary situations</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended for people who work in the animal control industry.</p> <p>People credited with this unit standard are able to establish dog ownership and complete documentation in an involuntary situation, and complete registration process in voluntary and involuntary situations.</p>
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<b>Classification</b>	Compliance and Law Enforcement > Compliance and Regulatory Control
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to: Human Rights Act 1993, Privacy Act 1993, Health and Safety in Employment Act 1992, Dog Control Act 1996.
- 2 Definitions
 

*Organisational requirements* refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These include the application of legislation.

*Register dogs* refers to both new and renewal registration applications.

*Voluntary situation* refers to the registration situation where a dog owner independently approaches the territorial authority or authorised agent.

*Involuntary situation* refers to the registration situation where an unregistered dog is identified during the daily duties of the animal control officer and the dog owner needs to be made aware of registration requirements and statutory obligations.

*Statutory obligations of dog owners* refers to those obligations contained within sections 52 and 54 of the Dog Control Act 1996.

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### Outcomes and performance criteria

#### Outcome 1

Establish dog ownership and complete documentation in an involuntary situation.

#### Performance criteria

- 1.1 Existence of dog is established in accordance with organisational requirements.

- 1.2 Dog ownership is established in accordance with organisational requirements.
- Range requirements include elements of the law that relate to points to prove legal ownership and include but are not limited to – name, address, and date of birth in accordance with Dog Control Act 1996;  
requirements include dealing with difficult situations;  
difficult situations include but are not limited to – refusal to provide owner’s details, aggressive refusal to acknowledge need to register dog, unwillingness to identify dog owner.
- 1.3 Reasons for registration are explained in accordance with organisational requirements.
- Range reasons include but are not limited to – legal obligation, funding for dog control functions, benefits that dog control function provides to community;  
requirements include section 42 of the Dog Control Act 1996.
- 1.4 Owner’s and dog’s details are recorded accurately in accordance with organisational requirements.
- Range owner’s details include but are not limited to – name, address where dog ordinarily kept, postal address of dog owner, date of birth;  
dog’s details include but are not limited to – breed, sex, name, markings, colour, estimated age.
- 1.5 Non-compliance with the statutory obligations of dog owners is identified, and action is taken in accordance with organisational requirements.
- Range obligations include but are not limited to – providing food, shelter, water, exercise;  
requirements include elements of law that relate to points to prove legal ownership in accordance with Dog Control Act 1996.

## Outcome 2

Complete registration process in voluntary and involuntary situations.

### Performance criteria

- 2.1 Application form is completed in accordance with organisational requirements.
- Range requirements relate particularly to section 36 of the Dog Control Act 1996 and include but are not limited to – completeness, accuracy.

2.2 Fee collection process is completed in accordance with organisational requirements.

Range requirements include but are not limited to – accurate fee calculation, money transactions, receipt processing.

2.3 Licence is issued in accordance with organisational requirements.

Range requirements include but are not limited to – accuracy, timeliness.

2.4 Accurate and clear information relating to aspects of dog ownership is provided in accordance with organisational requirements.

Range aspects of dog ownership include but are not limited to – obligations in sections 52 and 54 of the Dog Control Act 1996, policy and bylaw information, registration information; and may include but are not limited to – dog’s health, welfare, nuisance issues.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	19 August 1998	31 December 2023
Revision	2	17 July 2002	31 December 2023
Revision	3	19 May 2004	31 December 2023
Review	4	25 July 2007	31 December 2023
Review	5	25 March 2021	31 December 2023

<b>Consent and Moderation Requirements (CMR) reference</b>	0046
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.