Attachment

Exercise of Functions Guidelines replaced by new Guidelines for Registration Agents

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