

# Property and Stock Agents Continuing Professional Development 2024-25

## Compulsory Topic Outline

### Topic: Introduction to work health and safety obligations in stock and station agencies

This compulsory topic outline is for approved providers of NSW property industry continuing professional development under the *Property and Stock Agents Act 2002* and Regulations.

This compulsory unit is applicable to: Stock and Station Agents

#### Topic Description

This topic covers work health and safety obligations of stock and station agents in New South Wales and how they are applied in practice.

#### Delivery

This topic must be delivered in:

- a face-to-face interactive training environment with a maximum of 40 attendees, or
- an interactive online webinar with a maximum of 25 attendees.

#### Duration

Providers may deliver this training as a standalone subject or combined with other compulsory units. It is the responsibility of the approved provider to determine the appropriate length of training required to meet the required learning outcomes.

#### Learning Outcomes

Upon successful completion of this compulsory CPD topic, participants will be able to:

Module	Learning Outcome
Module 1: Work Health and Safety for Stock and Station Agents	<ol style="list-style-type: none"><li>1.1 <b>Demonstrate</b> an understanding of the objects of the <i>Work Health and Safety Act 2011</i> (the Act) and <i>Work Health and Safety Regulation 2017</i> as it relates to stock and station agents.</li><li>1.2 <b>Demonstrate</b> an understanding that the Act applies to any place where a business or undertaking is carried out.</li><li>1.3 <b>Identify</b> potential hazards and risks within livestock saleyards and rural properties including both physical and psycho-social hazards encountered during an agent's work.</li><li>1.4 <b>Identify</b> key elements of effective strategies to mitigate risks and create a safe working environment for agents, visitors and contractors, including ensuring tradespeople provide a Safe Work Method Statement and a copy of their insurance prior to work being approved.</li><li>1.5 <b>Define</b> what a "notifiable incident" is and <b>outline</b> the associated reporting process.</li><li>1.6 <b>Explain</b> what a Mandatory Injury Register is and what information is required.</li><li>1.7 <b>Demonstrate</b> an understanding of what is "reasonably practicable" in ensuring health and safety.</li><li>1.8 <b>Identify</b> where more information can be found on work health and safety on rural properties, including: <a href="https://www.safework.nsw.gov.au/your-industry/agriculture,-forestry-and-fishing/farming">https://www.safework.nsw.gov.au/your-industry/agriculture,-forestry-and-fishing/farming</a></li></ol>

Module 2: Duties of Stock and Station Agents	<p>2.1 <b>Identify</b> the duties of a stock and station agent under the Act.</p> <p>2.2 <b>Define</b> PCBU and how it applies to stock and station agents.</p> <p>2.3 <b>Demonstrate</b> an understanding of the WHS obligations of both employers and employees in a stock and station agency.</p> <p>2.4 <b>Identify</b> the different categories of offences and penalties that can apply to a business, an employer and a worker.</p>
Module 3: Scenario or case study — option 1	<p>3.1 <b>Discuss</b> as an in-class exercise either this Module 3 work health and safety scenario or the WHS case study in Module 4:</p> <p><b>SCENARIO</b></p> <p><i>A licensed stock and station agent in Cessnock, NSW has signed an agency agreement for the sale of a 28-hectare combined wine grape vineyard in Belford, Lower Hunter Valley. The agent has booked a 10am inspection of the property with a prospective purchaser, who has said he wants to bring his two young children under the age of 5 with him. The driveway is heavy gravel, there is a cattle grid at the farm gate. There are some cattle and dogs roaming on the property, barbed wire fences and a large dam and a small dam, both unfenced and full of water. At top of the large dam there is an old diesel pump with exposed pipes and fuel tank, and a quad bike parked next to the pump. In addition, it is growing season and multiple times per week a farmhand sprays insecticide, fungicide or herbicide on or under the grape vines.</i></p> <p>3.2 <b>Identify</b> risks and potential hazards that the stock and station agent should consider before and during the inspection.</p> <p>3.3 <b>Identify</b> actions that the stock and station agent should take before and during the inspection to eliminate or mitigate the risks and hazards identified.</p>
Module 4: Scenario or case study — option 2	<p>4.1 <b>Discuss</b> as an in-class exercise either this Module 4 work health and safety case study or the WHS scenario in Module 3:</p> <p><b>CASE STUDY</b></p> <p><i>A 39 year-old livestock agent was loading cattle onto a single deck semi-trailer cattle transporter at the Narrabri saleyards when a bull turned to exit the truck, pinning the agent against the wall of the race. The agent suffered critical life-threatening injuries from the incident.</i></p> <p><i>SafeWork NSW inspectors responded to the incident.</i></p> <p><i>SafeWork NSW commenced an investigation to determine the cause and circumstances of the incident.</i></p> <p>4.2 <b>Identify</b> potential risks in any livestock loading scenario in saleyards for agency staff.</p> <p>4.3 <b>List</b> a series of items which should be contained within a safe livestock handling plan.</p>

### Assessment

<b>Overview of Assessment</b>	Completion of this compulsory CPD topic is to be assessed through demonstration of knowledge of requirements that are applicable to the class and type of licence held by the participant. A written assessment must be undertaken to assess the participant's knowledge and provide supporting evidence of competence.
<b>Critical aspects for assessment</b>	A person who demonstrates competency in this unit will have knowledge of:

	<ul style="list-style-type: none"><li>• the legal work health and safety obligations of a stock and station agent</li><li>• how to identify potential hazards and risks in livestock saleyards and rural properties</li><li>• where to find more information about work health and safety for rural property agents</li></ul>
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# Property and Stock Agents Continuing Professional Development 2024-25

## Compulsory Topic Outline

### Topic: New Supervision Guidelines 2024 – Stock and Station Agents

This compulsory topic outline is for approved providers of NSW property industry continuing professional development under the *Property and Stock Agents Act 2002* and Regulations.

This compulsory unit is applicable to: Stock and Station Agents

#### Topic Description

This topic covers the responsibilities and obligations under the new Supervision Guidelines.

#### Delivery

This topic must be delivered in:

- a face-to-face interactive training environment with a maximum of 40 attendees, or
- an interactive online webinar with a maximum of 25 attendees.

#### Duration

Providers may deliver this training as a standalone subject or combined with other compulsory units. It is the responsibility of the approved provider to determine the appropriate length of training required to meet the required learning outcomes.

#### Learning Outcomes

Upon successful completion of this compulsory CPD topic, participants will be able to:

Module	Learning Outcome
Module 1: Goals and purpose of the Supervision Guidelines	1.1 <b>Explain</b> the goals and purpose of the new Supervision Guidelines, as set out in the Strata and Property Services Commissioner's introduction and at other points throughout the document
Module 2: People Leadership	2.1 <b>Demonstrate</b> an understanding of the obligations of Supervision Requirement 1 – People Leadership as they relate to the participant's class of licence, including but not limited to: 2.1.1 the requirement that all parts of the business must be under the supervision of a licensee in charge 2.1.2 the requirement to properly supervise persons engaged in the business 2.2 <b>Identify</b> new guidance and requirements under Supervision Requirement 1 as compared to the previous Supervision Guidelines that were in force from March 2023 to June 2024 2.3 <b>Conduct</b> an initial check of their own agency's compliance with the requirements of Supervision Requirement 1 and identify matters that need immediate attention.
Module 3: Legal Compliance	3.1 <b>Identify</b> obligations of the Supervision Requirement 2 – Legal Compliance as they relate to the participant's class of licence, including: 3.1.1 the requirement to establish procedures designed to ensure that the provisions of this Act and any other laws relevant to the conduct of that business are complied with 3.1.2 the components of the required procedures 3.2 <b>Identify</b> the new guidance and requirements under Supervision Requirement 2 as compared to the previous Supervision Guidelines that were in force from March 2023 to June 2024

	<p>3.2 <b>Summarise</b> what principal licensees and licensees in charge are legally accountable for in a stock and station agency.</p> <p>3.3 <b>Conduct</b> an initial check of their own agency's compliance with the requirements of Supervision Requirement 2 and identify matters that are currently compliant and those that are need immediate attention</p>
Module 4: Monitoring Business Conduct	<p>4.1 <b>Identify</b> obligations of the Supervision Requirement 3 – Monitoring Business Conduct as they relate to both class 1 licensees and other licensees and certificate holders, including but not limited to:</p> <p>4.1.1 The requirement to monitor the conduct of business in a manner that will, as far as practicable, ensure the operational procedures required under Supervision Requirement 2 are complied with</p> <p>4.2 <b>Identify</b> the new guidance and requirements under Supervision Requirement 3 as compared to the previous Supervision Guidelines that were in force from March 2023 to June 2024</p> <p>4.3 <b>Conduct</b> an initial check of their own agency's compliance with the requirements of Supervision Requirement 3 and identify matters that need immediate attention.</p>
Module 5: Scenario	<p>5.1 <b>Discuss</b> as an in-class exercise the scenario related to the proper supervision of a stock and station agency business set out below.</p> <p><b>SCENARIO</b>  <i>Robert Macgregor is managing director and licensee in charge of Plains Pastoral Company Pty Ltd trading as Rob Macgregor Livestock &amp; Property. The business has three registered offices: one each in Moree, Inverell and Glen Innes. Plains Pastoral Company Pty Ltd holds a corporation licence under the Property and Stock Agents Act 2002, while Rob holds a class 1 dual licence – stock and station and real estate and is an accredited auctioneer. The business has 10 staff operating out of the branches, all of whom hold a class 2 licence in stock and station and real estate. Unfortunately, Rob suffers a severe heart attack and efforts to revive him are not successful. His untimely passing leaves the corporation without a licensee in charge.</i></p> <p>5.2 <b>Identify</b> who holds the legal obligation for proper supervision of the business following Rob's death</p> <p>5.3 <b>Identify</b> the compliance steps that must be taken in the days following Rob's death, and when, under the Property and Stock Agents Act and the Supervision Guidelines</p> <p>5.4 <b>Explain</b> what steps Rob Macgregor and Plains Pastoral Company Pty Ltd could have taken prior to Rob's death to ensure risks of a failure of supervision would be minimised in the event of the sudden and unexpected departure of a sole licensee in charge</p>

### Assessment

<b>Overview of Assessment</b>	Completion of this compulsory CPD topic is to be assessed through demonstration of knowledge of requirements that are applicable to the class and type of licence held by the participant. A written assessment must be undertaken to assess the participant's knowledge and provide supporting evidence of competence.
<b>Critical aspects for assessment</b>	A person who demonstrates competency in this unit will have knowledge of:

	<ul style="list-style-type: none"><li>• the goals and purpose of the new Supervision Guidelines 2024 as set out in the Strata and Property Services Commissioner’s introduction and at other points throughout the document</li><li>• the obligations and responsibilities under the new Supervision Guidelines 2024 of persons responsible for proper supervision of the business of a licensee</li><li>• the obligations and responsibilities under the new Supervision Guidelines 2024 of persons engaged in the business of a licensee</li></ul>
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# Property and Stock Agents Continuing Professional Development 2024-25

## Compulsory Topic Outline

### Topic: Mandatory Implementation of eID for Sheep and Farmed Goats NSW

This compulsory topic outline is for approved providers of NSW property industry continuing professional development under the *Property and Stock Agents Act 2002* and Regulations.

This compulsory unit is applicable to: Stock and Station Agents

#### Topic Description

This topic is about the mandatory implementation of electronic identification (eID) of sheep and farmed goats in New South Wales. The key focus is adherence to legislative and regulatory requirements in recording and reporting of stock data to the National Livestock System (NLIS).

#### Delivery

This topic must be delivered in:

- a face-to-face interactive training environment with a maximum of 40 attendees, or
- an interactive online webinar with a maximum of 25 attendees.

#### Duration

Providers may deliver this training as a standalone subject or combined with other compulsory units. It is the responsibility of the approved provider to determine the appropriate length of training required to meet the required learning outcomes.

#### Learning Outcomes

Upon successful completion of this compulsory CPD topic, participants will be able to:

Module	Learning Outcome
Module 1: National Livestock Identification System	<p>1.1 <b>Explain</b> what the National Livestock Identification System (NLIS) is and how it works.</p> <p>1.2 <b>Identify</b> the key stages of the NSW Implementation Timeline of eID for Sheep and Farmed Goats.</p> <p>1.3 <b>Explain</b> the purpose of identification codes under the NLIS, including the agent identification code, property identification code, etc.</p>
Module 2: Sheep and Goat Individual Electronic Identification	<p>2.1 <b>Explain</b> the legal requirements of a stock and station agent in relation to the eID of Sheep and Goats under the Biosecurity (National Livestock Identification System) Regulation 2017</p> <p>2.2 <b>Identify</b> the information requirements of a stock and station agent when recording reportable transactions to NLIS administrators including time frames.</p> <p>2.3 <b>Describe</b> the process of reporting information to the NLIS including required information and timeframes.</p>
Module 3: NLIS Sheep and Goat Standards (the Standards)	<p>3.1 <b>Explain</b> the purpose of the Standards, including their role in the National Livestock Traceability Performance Standards.</p> <p>3.2 <b>Identify</b> to whom the Standards apply.</p> <p>3.3 <b>Explain</b> the three critical reasons for the importance of sheep and goat identification and traceability.</p> <p>3.4 <b>Explain</b> the responsibilities of livestock agents to correctly identify sheep and goats, complete a movement document and provide post-sale documentation as described in the Standards.</p>

	<p>3.5 <b>Identify</b> the responsibilities of the livestock agent and buyers of sheep or goats under the Standards relating to NLIS Database Notification.</p> <p>3.6 <b>Explain</b> the NLIS database transfer obligations of the selling agent of sheep and goats sold by public auction at an agricultural show and event within as per the Standards.</p>
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### Assessment

<b>Overview of Assessment</b>	Completion of this compulsory CPD topic is to be assessed through demonstration of knowledge of requirements that are applicable to the class and type of licence held by the participant. A written assessment must be undertaken to assess the participant's knowledge and provide supporting evidence of competence.
<b>Critical aspects for assessment</b>	<p>A person who demonstrates competency in this unit will have knowledge of:</p> <ul style="list-style-type: none"> <li>• the NLIS and its function</li> <li>• requirements of a stock and station agent in relation to the eID of sheep and goats</li> <li>• recording and reporting requirements of a stock and station agent under the Biosecurity (National Livestock Identification System) Regulation 2017</li> <li>• the NLIS Sheep and Goat Standards, including its purpose and obligations of agents within the Standards</li> </ul>

# Property and Stock Agents Continuing Professional Development 2024-25

## Compulsory Topic Outline

### Topic: Animal Welfare Best Practice in Saleyards

This compulsory topic outline is for approved providers of NSW property industry continuing professional development under the *Property and Stock Agents Act 2002* and Regulations.

This compulsory unit is applicable to: Stock and Station Agents

#### Topic Description

This topic provides an overview of the obligations of a Stock and Station Agent in saleyards and supply chain and ensuring animal welfare best practise is being implemented.

#### Delivery

This topic must be delivered in:

- a face-to-face interactive training environment with a maximum of 40 attendees, or
- an interactive online webinar with a maximum of 25 attendees.

#### Duration

Providers may deliver this training as a standalone subject or combined with other compulsory units. It is the responsibility of the approved provider to determine the appropriate length of training required to meet the required learning outcomes.

#### Learning Outcomes

Upon successful completion of this compulsory CPD topic, participants will be able to:

Module	Learning Outcome
Module 1: Responsibilities of agents	<p>1.1 <b>Identify</b> key risks to livestock welfare related to saleyards and supply chains</p> <p>1.2 <b>Define</b> the responsibilities of a stockperson (livestock agent, stockpersons, saleyard personnel)</p> <p>1.3 <b>Define</b> the role and responsibilities of a Saleyard Animal Welfare Officer</p> <p>1.4 <b>Identify</b> the benefits of having an Animal Welfare Issues Register System</p>

#### Assessment

<b>Overview of Assessment</b>	Completion of this compulsory CPD topic is to be assessed through demonstration of knowledge of requirements that are applicable to the class and type of licence held by the participant. A written assessment must be undertaken to assess the participant's knowledge and provide supporting evidence of competence.
<b>Critical aspects for assessment</b>	<p>A person who demonstrates competency in this unit will have knowledge of:</p> <ul style="list-style-type: none"><li>• the risks to animal welfare in saleyards and supply chains</li><li>• the responsibilities of a stockperson and the role and responsibilities of a saleyard animal welfare officer</li><li>• the benefits of having an animal welfare issues register system in place in saleyards and supply chains</li></ul>

