



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRR304B Operate council pound facilities

Release 2

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Modification History

LGAEHRR304B Release 2: Layout adjusted.

LGAEHRR304B Release 1: Primary release.

Unit Descriptor

This unit covers the general operation and maintenance of pound facilities.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of councils, as the third tier of government, in managing the application of a broad range of by-laws and regulations must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Ensure the security of pound premises	1.1 Animal enclosures are <i>secured</i> according to council regulations and animal care legislation. 1.2 Access to pound premises is restricted to authorised personnel.
2. Provide impounded animals with adequate care and attention	2.1 Food and water supplies are adequate and suit requirements of animal species. 2.2 Condition of impounded animals is assessed regularly and appropriate medicinal treatment or supplements are provided. 2.3 Specialist veterinary attention is sought where warranted by the apparent condition of the animal.
3. Maintain operational registers and records	3.1 <i>Registers and records</i> are stored, updated and transferred in accordance with council and individual register requirements. 3.2 Registration fees are collected in accordance with council requirements and procedures.
4. Undertake minor design of animal housing	4.1 Animal housing is designed in accordance with council planning policies and procedures.
5. Maintain pound structures, grounds and associated facilities	5.1 <i>Minor repairs</i> are carried out in an effective and timely manner on sheds and fences. 5.2 Grounds are maintained according to council requirements. 5.3 Pound is cleaned and waste is disposed of in accordance with occupational health and safety (OHS) and council requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- minor maintenance of fences and sheds, in line with OHS and animal care standards
- record keeping

Required Knowledge

- council structure and services
- irrigation
- watering
- drainage
- animal behaviour and handling techniques
- equipment
- food handling
- cleansing of holding areas
- yard operation
- veterinary and medicinal support

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated

Critical aspects of evidence to be considered

Animals are secured to prevent escape, in line with OHS and animal care legislation.
Care provided to animals is appropriate to council regulations and animal care legislation.
Registers and records are accurate and comprehensive, promoting identification of animals and assisting reporting.
Housing design and maintenance are adequate for animal care needs and volume.
Waste disposal is in accordance with OHS and council requirements.

Context of assessment

On the job or in a simulated work environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence will need to be gathered over time across a range of variables.

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

- Security*** may include:
- fences and gates of perimeter and pens
 - locks and catches
 - on-site presence of staff
 - provision of support to remote staff
- Registers and records*** may include:
- daily bills and receipts
 - care and attention
 - brands
 - advertising for unclaimed animals
 - monthly reports
 - procedure sheets
 - applications for registration
- Minor repairs*** may include:
- woodwork
 - metalwork
 - painting
 - fencing
 - roof repairs
 - drainage
 - signage

Unit Sector(s)

Regulatory Services