



Australian Government

Department of Education, Employment and Workplace Relations

LGAREGS404A Undertake appointed animal control duties and responsibilities

Revision Number: 2

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Modification History

LGAREGS404A Release 2: Layout adjusted.

LGAREGS404A Release 1: Primary release.

Unit Descriptor

This unit covers operating in accordance with by-laws and state legislation and exercising legal powers of appointment. It addresses powers conferred under the dog act.

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 Communicate with animal owners and the public about animal care and control issues	1.1 Enquiries about council policies on animal care and control are answered or referred to relevant personnel or authorities. 1.2 Complaints and notifications from the public are responded to in a timely and appropriate manner. 1.3 Council involvement in community education programs is undertaken efficiently and effectively.
2 Issue warnings and infringements to offending animal owners	2.1 Patrols are effective as a means of capturing offending animals and acting as a deterrent to owners. 2.2 Complaints are attended to, inspections are undertaken and advice is given in accordance with legislation and accepted practices. 2.3 Capture, impounding and release procedures are implemented according to legislation, council procedures and occupational health and safety policies. 2.4 Liaison with owners of animals regarding infringements is timely, empathetic and outlines factual and legal aspects of the offence.
3 Investigate dog attacks on persons and other animals	3.1 Offending dogs are impounded and warnings or infringement notices are directed to dog owners. 3.2 Disposal of dangerous animals as an alternative to capture is undertaken in a legal and humane manner. 3.3 Investigation of dog attacks on persons and other animals is undertaken to support possible court proceedings.
4 Undertake appropriate checks with other council personnel	4.1 Registration checks and issues are undertaken as appropriate. 4.2 Liaison with pound personnel or other council management regarding the release or destruction of impounded dogs or collection of pound or registration fees is in accordance with policy and legislation. 4.3 Accurate records of transactions are maintained.
5 Attend to appropriate court proceedings	5.1 Statements are taken in an appropriate manner to support proceedings. 5.2 Processes are served in accordance with legislation and policy. 5.3 Court attendance and evidence tendering are undertaken where necessary to prosecute offending animal owners. 5.4 Penalty notices are issued in accordance with findings of court or summary powers.

Required Skills and Knowledge

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

Required Skills

- verbal and written communication
- animal and reptile capture and transport
- animal and reptile impoundment and disposal techniques and equipment.

Required Knowledge

- behaviour of animals, including domestic, livestock, feral, wildlife and reptiles
- legislation and policy appropriate to animals or reptiles encountered in local region
- court proceedings, evidence and powers of appointment.

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

Legal expectations are communicated to community and animal owners.
Correct procedures are followed in issuing warnings and infringement notices, collecting evidence of offences and preparing for court proceedings as arbiter or prosecutor.
Impounding of animals is used appropriately with respect to potential legal ramifications.
Available records and databases are used and maintained correctly to preserve integrity of proceedings.
Appropriate support is sought from other council staff, legal staff or advisers.

Context of assessment

On the job or in a simulated work environment. May be supported by written or oral examination.

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

Access to a workplace or simulated case study that encompasses:

- processes
- techniques
- equipment

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.

- Complaints*** may include:
- formal and informal
 - general nuisance or specific occurrence
 - disputes of fact or legal interpretation
 - public and private property issues
 - noise, aggression or danger
- Community education programs*** may include:
- specific to problem or generic
 - community
 - school
 - interest groups
- Legislation*** may include:
- state or local acts
 - by-laws regarding animal or reptile care and control, including powers of appointed officers
- Warnings, infringement notices or disposal of animals*** may include:
- specifications of legislation, policy, legal process serving and acknowledgement of warnings
 - formality of process
 - progressive discipline procedures
 - disposal and euthanasia techniques
- Investigation*** may include:
- at incident site
 - from records and statements
 - witness interviews
 - use of technical support and database information
 - rules of evidence
 - custody of exhibits

Unit Sector(s)

Regulatory Services