	<b>PROCEDURE 563</b>	Version:	1
	<b>Poundkeeper</b>	Date Adopted:	24 November 2021
		Next Review Due:	2024

This procedure relates to the role of a Poundkeeper and the functions that are required to be carried out under the Impounding Act 1920, once any form of livestock comes into the possession of Wattle Range Council. If further clarification needs to be made the Impounding Act 1920 should be used as a reference point.

## 1. DEFINITIONS

**Cattle:** will include stallion, colt, mare, gelding, filly, mule, bull, ox, steer, heifer, cow, calf, foal, deer, ewe, ram, sheep, wether, lamb, goat and pig.

**Council:** Wattle Range Council.

**Pounds:** Portion of allotment 11 in File Plan 216404, Saleyards Road, Millicent; and Allotment 55 in DP 26050, South Terrace Penola.

**Poundkeeper:** A fit and proper person to oversee the pounds that have been established by Wattle Range Council.

## 2. PROCEDURE

### 2.1 Appointment of Poundkeeper

- 2.1.1 The criteria that must be met is being a fit and proper person for the role.
- 2.1.2 There can be more than one Poundkeeper appointed to this position at a time.
- 2.1.3 Employees that are currently Authorised Officers or Authorised Officers under the *Dog and Cat Management Act 1995* should not be appointed to this role.


### 2.2 Recording of Cattle

- 2.2.1 General inspectors performing ranger duties must advise the Poundkeeper of any unclaimed Cattle that have been found on Council land.
- 2.2.2 All Cattle found by a General Inspector must be recorded in a pound book.
- 2.2.3 Recorded information must include the date, time and location of where the Cattle were collected.

### 2.3 Advertising of Cattle

- 2.3.1 **Identifiable Cattle**
- 2.3.2 An advertisement must be generated for a period of 14 days providing notice to the Community of the impounding of Cattle.
- 2.3.3 If the Cattle are identifiable checking the PIC Number on ear tags will provide information on the owner's contact details. If the owner is known contact them directly by letter or via phone. The communication must be recorded in the Poundkeeper book.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF 4.64.1/4 & GF 3.63.1	Internal	Development Services	Director of Development Services	4 yearly
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#### 2.3.4 Non-Identifiable Cattle:

Cattle are placed in the Millicent Saleyards and must be advertised in the local paper and on the internet in the same manner as Identifiable Cattle.

#### 2.3.5 Advertisement Must:

- Include the date the Cattle were impounded;
- Include the number of Cattle impounded;
- Provide a description of the Cattle with relevant branding/ear notching; colour/breed, age and gender;
- Be recorded on Councils website and Facebook page as well as appearing in local newspapers.

### 2.4 Collection of Stock

- 2.4.1** A notice will be advertised through the following: Council's website, Facebook page, Public Pound and will be published in local newspapers located within the Limestone Coast and will be distributed for a period of 14 days.
- 2.4.2** Once the owner is identified, they must sign a Council disclaimer form prior to release of stock.
- 2.4.3** Before the Cattle can be released the Impounding fees must be calculated. The table of fees must be calculated in accordance with Schedule 4.

### 2.5 Sale of Stock


- 2.5.1** A notice will be advertised through the following: Council's website, Facebook page, Public Pound and will be published in the local newspapers located within the Limestone Coast and will be distributed for a period of 14 days.
- 2.5.2** A notice of sale must be advertised prior to selling stock. The sale of Cattle should not commence until 24 days after an advertised notice of sale has first appeared.
- 2.5.3** The sale of Cattle must occur at a Saleyards and be done through a licensed auctioneer.
- 2.5.4** Prior to sale Council must ear tag all Cattle to ensure that they are identifiable.
- 2.5.5** Prior to the sale of Cattle, a Vendor Declaration needs to be completed. Councils PIC number should be filled in.

### 2.6 Poundage Fees and Charges

Any proceeds of sale must be accounted for by the Poundkeeper and must be kept in Trust for a period of no less than 2 years.

## 3. REVIEW

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This Procedure will be reviewed every 4 years.

#### 4. AVAILABILITY

This Procedure is an internal document and may be viewed on Council's website.

#### 5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> <li><i>Impounding Act 1920</i></li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>Millicent Saleyards Policy</li> </ul>

#### 6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the procedure.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	24 November 2021	ELT	New procedure created.	6.5

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