

**SEPARATE COVER**

**A113/2013**

**POUND POLICY (EDSSS) (20/7/2/B)**

REPUBLIC OF SOUTH AFRICA

MATJAHBENG LOCAL  
MUNICIPALITY



POUND POLICY

POLICY No. 1/2012

# Policy

Be it enacted by the Council of Matjhabeng Local Municipality, and approval of the Member of the Executive Council for Local Government in terms Section 156 of the Constitution of the Republic of South Africa Act 108 of 1996, read with Section 11 of the Local Government Municipal Systems Act No. 32 of 2000, as follows

## **PREAMBLE**

This pound policy seeks to;-

\_ Facilitate the implementation of a legally accepted process of controlling stray and trespassing livestock within the Central Business District, public roads and private properties within the Matjhabeng Local Municipality jurisdiction.

\_ Ensure that the established pound is in line with the Provincial Act and SPCA Standards and Specifications.

\_ Provide guidelines on Procedures regarding Impounding, Care, Tendering and Disposal of unclaimed livestock.

\_ Ensure adequate management and control of the pound.

\_ Foster amongst our communities a culture of responsibility for their livestock.

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## 1. DEFINITIONS

“**livestock**” means any animal or any donkey, sheep, goat, pig, ;

“**Impounded animal**” means any animal received into a pound as contemplated in section 5;

“**owner**” in relation to any land includes the registered owner, the lessee and any lawful occupier of such land;

“**owner**” in relation to animal includes the agent of the owner or any person having custody of the animal;

“**pound**” means the premises on which a pound has been established by or on behalf of the Council for the impounding of animals ;

“**pound master**” means the person appointed from time to time by the Council and any person appointed to act on his or her stead during his absence from the pound;

“**public place**” means any place to which the public has access including, without limiting any square, park, recreational ground, sports grounds, open space, shopping centre on municipal land, used or vacant municipal land or cemetery;

“**public road**” means a public road as described under Section 1 of the Road Traffic Act 1996(Act No. 93 of 1996)

“**ranger**” means any person appointed by the Council to patrol public places and roads with the intention of impounding stray animals and to maintain the pound

## **2. ESTABLISHMENT AND MAINTENANCE OF POUNDS.**

### **2.1. Guidelines on the Establishment and Maintenance of a Standard Pound**

A pound must be;-

\_ Well fenced, secure with lockable gates, (barbed wire fencing is discouraged as it poses danger to impounded livestock).

\_ Reasonably large to allow for free mingling of animals and adequate grazing. ( Where the latter is limiting/insufficient, alternative provision for feeding must be considered , e.g. supply of feed)

\_ Subdivided into enclosures to accommodate livestock according to their feeding adaptations, behaviour and state of health. E.g. cattle prefer tall grass, horses, sheep and goats –short grass; sick animals isolated from others etc.

\_ Have adequate shelter for the provision of shade and protection against adverse weather conditions.(both for livestock and pound personnel)

\_ Have adequate supply of clean water at all times.( On the average, a horse consumes +- 40 litres of water per day)

\_ Clean and well- maintained. The animal's droppings must be removed from the enclosures as they pollute the area and serve as breeding ground for diseases. Poisonous plant species must also be identified and destroyed.

\_ Constructed off-ramp for off-loading of stock from delivery Vehicles

## **3. ADMINISTRATION AND MANAGEMENT OF POUNDS.**

### **3.1. Records to be maintained**

For the proper management of the pound, the following records must be provided, viz ;-

#### **3.1.1. POUND REGISTER**

The pound register shall have its pages in duplicates and among other items shall have entries on.

- o Entry serial number, date and cause for which all the

livestock received by pound master are impounded

- Number and description of the impounded animals
- Name of the ranger/person impounding the livestock and
- the residence of the owner /supposed owner(when possible)
- The date and particulars of the release or sale of the livestock as the case may be
- Health status, type of injury/sickness ,treatment details and cause of death

**N.B.** Entries on the first 3 bullets shall be made at the time animals are impounded and the last 2 entries shall be made when necessary information becomes available. At all times the Pound Register must be in the custody of the pound master and be made available to relevant Municipal Management when needed.

### 3.1.2. POUND QUOTATION VOUCHERS

The vouchers shall be in duplicates and shall indicate;-

- The number and description of impounded livestock
- The duration of impoundment
- The tariff charged per animal for the specified period
- The name and signature of the pound master issuing the voucher

### 3.1.3. POUND INVOICE BOOK

This shall have its pages in triplicate and shall be completed and issued on tendering of payment for impounded livestock. One copy shall remain in the book, the second shall be a copy for the person claiming the stock and the third shall be for the pound master serving as proof of payment.

The pound invoice book shall be in the custody of Finance Department and as such no payments shall be done through the pound master or any pound personnel.

### 3.1.4. REPORTS

These shall dwell on the activities undertaken in the pound. (For further information refer to the duties of the pound master)

## 3.2. Pound Personnel and their duties

### 3.2.1. POUND MASTER

The pound master is responsible for the overall administration and management of the pound. The pound master shall;-

- Keep and manage the pound register.
- Ensure that all impounded animals are branded for easy identification. (Where no branding is evident, precautionary measures to ensure safe temporary marking of the animals must be considered.)
- Liaise with the Veterinary officer regarding injured, sick or dead animals.
- Display and maintain within the pound a board upon which tariff charges are listed and dates for sale of unclaimed stock are advertised
- Ensure the proper maintenance of the pound( through the supervision of the pound assistants)
- Compile weekly reports on pound activities for submission to the relevant municipal department (This includes copies of the pound register, quotation vouchers and invoices )
- Cleaning and maintenance of the pound.
- Provision of water and feed (the latter only when necessary.)
- Removal of animals from the pound after payment of charged tariffs is done
- Tendering of animals in preparation for sale.
- Maintenance of enclosures and grazing land
- Feeding of impounded animals
- Destruction and disposal of sick and injured animals as approved by the veterinary officer.
- Ensure that impounded animals do not escape or get missing from the pound
- Inspect and repair fencing around the pound

### 3.2.2. RANGERS (Law Enforcement Officers)

Rangers shall be responsible for;-

- Patrolling the CBD and public roads within a prescribed radius.
- Delivery of stray and trespassing animals to the pound.
- Marking animals on delivery to the pound.
- Removal of dead and injured animals (the latter in consultation with the veterinary officer) from roads, CBD area and pound.
- Burying of dead animals according to pound by-law specifications



## **4. PROCEDURES ON IMPOUNDING, TENDERING AND DISPOSAL OF LIVESTOCK**

### 4.1. Impounding

4.1.1 On delivery of animals to the pound the pound master shall;-

- Enter the details of the impounded livestock into the pound register
- Facilitate temporary branding of livestock, the marker of which must not harm the animal
- Ensure different markers are used when delivering animals into the pound
- Refer injured and sick animals to the veterinary officer
- Ensure that animals are kept in their respective enclosures
- Ensure that animals with contagious disease are placed under quarantine care

4.1.2. On claiming of impounded animals by owner the pound master shall;-

- Issue a quotation of tariffs ( feed, veterinary costs, accommodation) charged for the period of impounding
- Receive and file invoice of payment
- Facilitate the removal of claimed livestock from the pound

4.1.3. In the absence of the pound master;-

(i) Weekend/ overnight arrangement

The security guard on duty shall take over the responsibilities of the pound master as far as receiving of impounded animals. Quotations for payment shall be solely the responsibility of the pound master.

### 4.2. Care and Tendering of animals

#### 4.2.1. Feeding

When there is no adequate grazing within the pound, the animals must be provided with a feed. When there is adequate grazing the animals must be allowed to graze for at least 2 hours per day after which they must be returned to their enclosures. Provision for water must be made in the grazing areas.

#### 4.2.2. Maintenance of enclosures and grazing area

- The pound master must ensure that the enclosures are kept clean, free of hazardous objects and animal droppings.
- Dispose of the pound waste in an environmentally friendly manner
- Remove alien and poisonous plant species from the grazing area
- Practise grazing rotation thus avoiding overgrazing of a particular area

#### 4.2.3. Tendering of animals

This shall be done in preparation for sale of unclaimed livestock. This involves the trimming of mane, hooves etc and shall be the responsibility of the pound master.

#### 4.3. Disposal of unclaimed, injured or sick animals.

##### 4.3.1. Sale of unclaimed livestock

a. When impounded animals remain unclaimed from the pound, the pound master must

- do all possible means to find and inform the owner of impounded animals
- advertise a notice in news papers, through community leaders etc, containing

i. The date of impounding

ii. The description of stock

iii. Locality from where impounding occurred

b. When impounded animals remain unclaimed from the pound for THIRTY DAYS in succession, they shall be considered for sale.

c. An advert on the intention of the Local Municipality council to sell by auction unclaimed stock shall be made public after the expiry of THIRTY days from the date of impounding.

d. Notice of such a sale must be displayed on the pound's notice board

- specifying the intended date and time of sale
- description of stock to be auctioned
- date of impounding

e. Sale by auction shall take place at the pound site after the expiry of 10 days from the date of publication of the advert.

e. Whenever a sale of impounded animals is to take place, the pound master or any person authorised to conduct the sale shall make available the pound register to prospective buyers.

#### 4.3.2. Destruction and burial of injured and sick animals

a. When a stray or impounded animal is severely injured and to the veterinary officer's best opinion the animal cannot survive and after steps have been taken to locate the owner, the animal must be destroyed and disposed of (buried or burnt) in a manner as prescribed by the pound by-law and any relevant animal health and environmental legislation

b. A burial pit must be provided within the outer perimeters of the pound.

### **5. CONTROL MEASURES**

#### 5.1. Safety and care of impounded animals.

5.1.1. The pound master shall take proper care of any animals impounded, and shall be responsible for any injury sustained by reason of neglect or default on the part of himself or person authorised by him to act on his behalf.

5.1.2.. The pound master may destroy, in accordance with the Pound by-law, any impounded animal suffering from a contagious disease likely to prove dangerous to human life or lives of other animals in the pound, provided that the veterinary officer approves of such an act.

#### 5.2. Use and ill-treatment of impounded animals.

5.2.1. No animal shall be ill-treated or used for any purpose whilst impounded .The pound master shall ensure that any person (including himself) contravening this shall be guilty of an offence and be liable for disciplinary action.

#### 5.3. Offences and false entries by pound master.

Any pound master who himself

- (i) knowingly makes false entries to the pound register or releases impounded animals without payment
- (ii) fraudulently destroys or erases any entry already made;
- (iii) wilfully delivers to the relevant municipal official a false copy of the pound register, or
- (iv) through some other person causes or permits anything mentioned in (i), (ii) or (iii) to be made or done shall be guilty of an offence and be liable for disciplinary action and/or fine or even the cancellation of the contract.