



Ararat Rural City

MINUTES

COUNCIL MEETING

Tuesday 31 May 2022

Held in the Council Chambers, Shire Offices
(Livestreamed)

Commenced at 6.01pm

Council:

Cr Jo Armstrong (Mayor)

Cr Gwenda Allgood

Cr Rob Armstrong

Cr Peter Beales

Cr Henry Burridge

Cr Bob Sanders

Cr Bill Waterston



Ararat Rural City

A recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the Council Meeting.

The recording is being streamed live via Facebook, to improve transparency between council and the community and give more people the opportunity to view what decisions are being made. You do not require a Facebook account to watch the live broadcast, simply enter www.facebook.com/aratruralcitycouncil into your address bar.

Recordings of Council Meetings (excluding closed sessions) are made available on Council's website.

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PRESENT:

Cr Jo Armstrong (Mayor), Cr Gwenda Allgood, Cr Peter Beales, Cr Bob Sanders, Cr Bill Waterston, Dr Tim Harrison, Chief Executive Officer, Josie Frawley, Executive Assistant.

SECTION 1 – PROCEDURAL MATTERS

1.1 LIVE STREAMING

Council is keen to engage with members of the community and live streams the formal Council Meetings to make them accessible. The stream is available to view on Council's Facebook page from 6pm and on Council's website following the Council Meeting.

1.2 TRADITIONAL ACKNOWLEDGEMENT/OPENING PRAYER/COUNCILLORS PLEDGE

Traditional acknowledgement- CR R ARMSTRONG

We acknowledge the traditional owners of the land on which we meet today, and pay our respects to their elders, past, present and emerging.

Opening Prayer- CR ALLGOOD

Almighty God, we humbly ask you to help us, as elected Councillors of the Ararat Rural City Council. Guide our deliberations. Prosper what is your will for us, to your honour and glory and for the welfare and benefit of the people whom we serve in the Ararat Rural City.

Councillors Pledge- CR SANDERS

We will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions invested in us under the *Local Government Act 2020* and any other Act to the best of our skill and judgement.

1.3 APOLOGIES

MOVED CR SANDERS
SECONDED CR WATERSTON

That the apology of Cr Burridge be accepted.

CARRIED 4619/22

1.4 CONFIRMATION OF MINUTES

RECCOMENDATION

That the Minutes of the Council Meeting held on 26 April 2022 be confirmed.

MOVED CR ALLGOOD
SECONDED CR SANDERS

That the Minutes of the Council Meeting held on 26 April 2022 be confirmed.

CARRIED 4620/22

1.5 DECLARATION OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which he or she:

- 1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered; or
- 2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
 - (a) advising of the conflict of interest;
 - (b) explaining the nature of the conflict of interest; and
 - (c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
 - name of the other person;
 - nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - nature of that other person's interest in the matter,and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

Cr Allgood advised that she had a conflict of interest to declare in relation to Item 4.1 and 4.2.

SECTION 2 – PUBLIC PARTICIPATION

2.1 PETITIONS AND JOINT LETTERS

- 1 Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next *Council meeting* after that at which it has been presented.
- 2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint himself or herself with the contents of that petition or joint letter, and to ascertain that it does not contain language disrespectful to *Council*.
- 3 Every Councillor presenting a petition or joint letter to *Council* must:
 - write or otherwise record his or her name at the beginning of the petition or joint letter; and
 - confine himself or herself to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request.
- 4 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), typing or printing, contain the request of the petitioners or signatories and be signed by at least 12 people.
- 5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
- 6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 7 Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 8 If a petition, joint letter, memorial or other like application relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.

There were no Petitions or Joint Letters received.

SECTION 3 – REPORTS REQUIRING COUNCIL DECISION

3.1 DRAFT KERBSIDE RESOURCE RECOVERY POLICY

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY AND COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY AND COMPLIANCE
REFERENCE: 5469

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

This report presents a draft policy to guide the implementation of the new kerbside waste collection service.

DISCUSSION

Council adopted its *Waste Management Strategy* in early 2021 to guide the planning, procurement and provision of waste and resource recovery services. This document sought to operationalise the changes required to waste and resource management by the State and Federal Governments following on from worldwide changes in the recycling sector since 2018.

Council is working towards the implementation of additional collections of glass and organic material in mid-2022. As part of these changes the following actions will occur:

- An “all in” residential collection service for rural residents for waste, recyclables and glass (the 3-bin system).
- Residents of the town area and villages will have a 4-bin system with the addition of an organics bin to the 3 bins provided to rural residents.
- New bins will be delivered to all households throughout June and old bins re-processed into new materials.
- Council will crush the glass recovered from the monthly collection and re-use this as glass sand or pass it on for others to re-use, noting there is a growing demand for reprocessed materials in state and federally funded projects.
- Council will have organic matter collected processed into compost.
- Recycling materials will continue to be sorted in the region and processed in established state facilities.
- Waste materials collected will continue to be disposed of locally at Stawell.

It is hoped that with the efforts of residents that the materials recovered and reused will increase from less than 30% of the annual tonnage to more than 70%. The implementation of the new bin system, collection and re-processing arrangements are expected to see the overall waste collected drop from around 3,000 tonnes per year to less than 1,300 tonnes annually with this shift due to:

1. Better sorting and clearer information on what materials go in which bin at the household level; and
2. Collection of separated materials being easier to manage at the community level.

Reduction in the material going to landfill in the red-lid bin will save all ratepayers as landfill attracts both a disposal charge and a state levy that is set to continue to rise.

By processing materials locally and in the region, as well as re-using some of the materials locally, there are a suite of benefits for all including:

- additional employment
- local control and therefore less reliance on the international market
- less truck movements moving materials and less fuel use.

Historically the terms of the collection service have been managed by processes and actions that were not clearly documented and available to people in the community. This also left room for inconsistent decision making. The draft policy seeks to fill these voids and provide an agreed position for service delivery.

Given that the waste and resource management area is the most substantial annual operating cost to Council it is important that such agreement is reached.

We know from the survey of almost 300 residents in 2020 that the kerbside collection service is an important part of what we do and that 6 in 10 people are satisfied with the service. The issues raised for improvement included the provision of a green bin for garden and food waste and greater access to recycling services in villages and rural areas. These improvements are part of the new service proposed.

Figure 7 **How important is the Council wheelie bin collection service to you?**

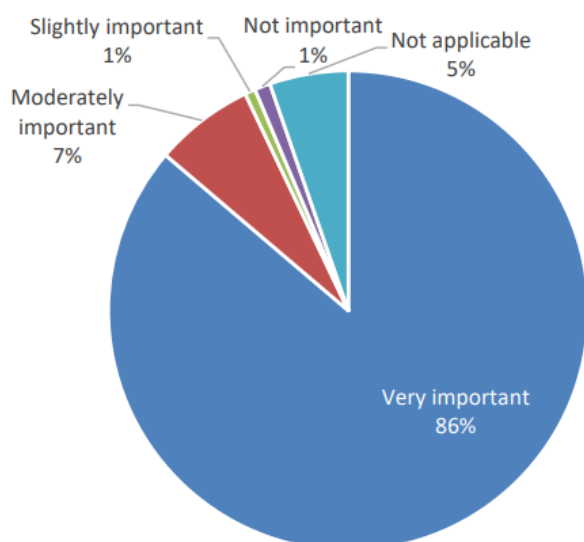
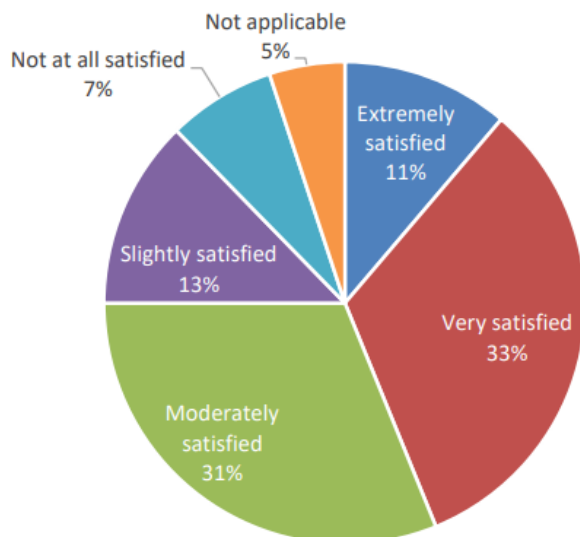


Figure 8 **How would you rate your satisfaction with the service?**



It is also important to recognise that incorrect use of the service costs the whole community additional money as well as reducing the recovery of materials and reducing worker safety as we move to the new system. For this reason, the draft policy proposes a 3-strike policy, where information is provided to help a household do the right thing, together with the penalty of bin removal where compliance is not achieved.

In February 2020 the Victorian Government released *Recycling Victoria: A new economy* (Recycling Victoria), a policy and 10-year action plan to establish a circular economy in the state. A circular economy seeks to gain more productive use from natural resources, minimising the environmental impacts of production and consumption. This sees continual reuse and recycling of materials, reducing the need for the extraction of virgin materials and the amount of waste disposed to landfill.

The Recycling Victoria policy defines four targets to achieve a circular economy:

- divert 80% of waste from landfill by 2030 (with an interim target of 72% by 2025). To achieve this target the state is mandating the implementation of 4 kerbside bins for all households to separate waste, paper/card/metal, organics and glass or the adoption of an alternative separation system in rural areas to increase recovery of these materials.
- cut total waste generation by 15% per capita by 2030.
- halve the volume of organic materials going to landfill between 2020-2030 (with an interim target of 20% reduction by 2025).
- ensure every household has access to food and organic waste recycling or local composting by 2030.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The policy also assists in achieving the Council Plan 2021-2025 objectives to:

3. Preserving our Environment

We will take pragmatic approaches to ensuring that Ararat Rural City Council takes a regional lead in responsible environmental management and engagement with the circular economy.

3.1 *Position Ararat Rural City Council as a prime mover in driving circular economy policy in waste management, including local processing and management of recyclables, and in use of renewable energy for Council purposes.*

Development and implementation of the *Kerbside Resource Recovery Policy* advances the *Waste and Resource Recovery Strategy 2020* objectives and strategies.

Budget Implications

The waste management activity is the most expensive single service annually to Council. Opportunities to reduce the exposure to future service cost changes are critical for responsible governance and financial management.

Costings for service changes need to be considered against the other known or likely cost increases – for example whilst a 4 bin system increases the number of trucks pulling to the kerb of each serviced household per month from 6 to 9, moving materials out of the red lidded waste bin into other bins will save waste disposal costs as the state landfill levy increases and the cost to build new landfill cells continues to rise.

Similarly processing the food and garden waste in a green bin is typically at least 20% cheaper than landfilling it and returns the compost to farms and parkland as a soil conditioner, rather than generating greenhouse gas which in rural landfills is often expensive and difficult to capture and use.

Policy/Relevant Law

The proposed service changes are consistent with the national and state legislative requirements. The form of the state controls and the consequences for non-compliance with either or both is not yet known.

Sustainability Implications

The collection, reprocessing and disposal of waste has economic and environmental impacts as outlined above. At a social level there is an expectation that local government will act in a responsible manner and provide the tools to the households and business to benefit current and future generations.

Assessing the current performance of this service has highlighted the poor performance in this space and the steps that will move the Council to providing effective service delivery in this sector.

Risk Assessment

The policy itself seeks to mitigate the risk of inconsistent application of the service and defines what users can expect in the operations of the Council.

Innovation and Continuous Improvement

In implementing each action and changes to the service, Council is seeking to meet both the community expectation for better service and the state obligation for improved recovery of materials that can be re-used. Achieving the state and national targets for waste diversion will require us all to work together. We have shown as a community in the last 2 years our ability and strength to make changes in times of transition and it is hoped these skills will again be evident as the program rolls out.

Stakeholder Collaboration and Community Engagement

In developing the proposed changes community input has already been undertaken to understand how the state policy direction reflects the needs of residents and business operators through the development and consultation on the *Waste Management Strategy*.

The development of the policy provides another opportunity to test the approach with the community through a community engagement process.

RECOMMENDATION

That Council adopt the Draft Kerbside Resource Recovery Policy for consultation purposes and review the feedback at the July 2022 Council Meeting.

MOVED CR ALLGOOD
SECONDED CR R ARMSTRONG

That Council adopt the *Draft Kerbside Resource Recovery Policy* for consultation purposes and review the feedback at the July 2022 Council Meeting.

CARRIED 4621/22

ATTACHMENTS

1 *Draft Kerbside Resource Recovery Policy*



Kerbside Resource Recovery Policy

DOCUMENT CONTROL

Category Type: Policy
Type: Council

Responsible Officer: Waste Services Coordinator

Last Review Date: N/A
Date Approved: 31 May 2022
Next Review Date: May 2026

Revision No: New

Stakeholder Engagement:
Councillors
Chief Executive Officer
Community

Kerbside Resource Recovery Policy



POLICY OBJECTIVE

This policy details the waste management services provided at the kerbside by Council to residents, businesses and other groups in the community.

INTRODUCTION

Sustainable waste management is a vital part of economic and community development. The Council plays an essential role in assisting the community to minimise waste, increase resource recovery and find alternatives to landfill disposal.

The Council helps residents achieve this by offering a waste management service to all residential properties and an option for commercial and industrial to take up the service provided by Council. With this service, Council will provide waste minimisation education.

The Council establishes this policy in accordance with its powers under the Local Government Act 2020.

URBAN AND RURAL WASTE SERVICE PROVISION

The Council provides a simple residential and rural service to collect waste, recycling, glass and organics. The prices are structured to reflect the service cost to the Council and are to encourage residents to reduce waste to landfill.

The provision of waste and recycling services to properties has changed. All properties located on land less than five hectares have been provided with a mandatory organic collection as part of the residential service.

Within this area, the waste collection service operates thus:

- Red Waste/Refuse bin collected weekly.
- Yellow Recycling and Green Organic bins will be collected on alternate fortnights.
- Purple Glass bin collected monthly

In rural areas, a green organics bin is not automatically assigned as larger lots often can dispose of organic waste in compost heaps or as stock food. An organics service can be provided on an 'opt in' basis.

BUSINESS AND COMMERCIAL PROPERTIES

Persons or corporations operating a business or industry may 'opt in' in writing for the levied waste management collection.

Business and commercial properties may be able to access services to suit them; this may include the provision of multiple collections during the service program, additional services or cancellation of services. These additional services will be charged in accordance with the Council's fees and charges on a full cost recovery basis, where the Council can facilitate the request.

Any business that does not take up a waste management service with the Council is recommended to source a private collection.

WASTE SERVICE

Mobile bins are provided by and remain the property of the Council. Bins must be left at the property they are issued to when a sale or change of tenancy occurs. The Council will replace bins that have been lost or stolen on request, and repairs will be made to damaged bins.

Kerbside Resource Recovery Policy



The Council provides a mandatory waste collection service to all properties with houses located within the municipality. Rural pick-ups may be allocated to a central drop-off point in areas where access and distance travelled are not viable for providing service.

Additional services are available upon request and attract an additional fee depending on the chosen size, frequency, and service. Currently, available waste service choices are:

Residential

| Waste – Weekly (Red) | Recycling – Fortnightly (Yellow) | Organics – Fortnightly (Green) | Glass – Monthly (Purple) |
|-------------------------|-------------------------------------|-----------------------------------|-----------------------------|
| 140 litre | 240 litre | 240 litre | 80 litre |

Rural >5ha

| Waste – Weekly (Red) | Recycling – Fortnightly (Yellow) | Glass – Monthly (Purple) |
|-------------------------|-------------------------------------|-----------------------------|
| 140 litre | 240 litre | 80 litre |

ADDITIONAL BIN SERVICES

To encourage households and businesses to maximise waste diversion from landfills, additional services can be purchased, including:

- Extra Bins – all streams collected with a cost based on the adopted fees and charges
- Additional Collections – all streams where the additional bins will not place an undue load on the collection system.

All charges will be made on a full cost recovery basis.

A restriction shall be placed on the number of weekly collections allowed to avoid strain on the system in terms of OHS and vehicle movements.

ROUTE EXTENSIONS

The Waste Services Coordinator may extend the defined service area after considering viability, access and safety of movement for the waste collection vehicle and other road users. If these criteria are met, an extension to the waste collection route will only be considered where the road is on the Council's Register of Public Roads where a vehicle can safely turn around. Council will not access private roads for the delivery of this service.

Where the owner of a rural property wishes to receive an organics collection service, the property owner can arrange to place their bin at their collection point for the other three service streams.

It may be possible for Council to offer the collection to ratepayers in other adjoining municipalities in proximity to the border with Ararat Rural City. Requests will be investigated on a case by case basis, with the same requirements as a route extension. Service charges will be invoiced as a sundry debtor by Council.

NEW WASTE SERVICES

A new service may be applied for at any time. Application forms are available from the Customer Service Centre or on the Council's webpage. New dwelling applications are required to include a certificate of occupancy.

Once an application has been received, it is recorded and assigned to the Waste Services Coordinator. It will be processed to supply and deliver new bins and then forwarded to the rates team for inclusion in the Council's rates system. New service bins will be delivered to the property within five business days of the receipt of the application.

Kerbside Resource Recovery Policy



CANCELLING SERVICES

Existing property waste services can only be cancelled if the dwelling is uninhabitable. Cancellation will be made on a case by case basis, with relevant evidence provided to the Waste Service Coordinator.

TENANTED PROPERTIES

Only the property owner or agent can change the bin options for the property where there is an additional cost involved.

Tenants who require additional bins must provide written confirmation from the property owner or real estate agents.

VACANT LAND

Waste services are not provided to vacant blocks and do not attract a waste management charge.

MISSED COLLECTION

If the collection service genuinely misses a bin, the bin will be collected that day if the resident informs Council before 2:00 pm. If a resident calls after 2:00 pm, the missed service will be collected on the next collection day.

Bins must be presented kerbside/roadside by 6:00 am on the scheduled collection day. However, bins should be put out for collection the night before to reduce missed collection.

CONTAMINATION

If a bin is found to hold contaminated or inappropriate material, an educative and enforcement process will commence, escalating as follows:

1. First Instance - The bin will be stickered to inform the resident that the incorrect material was placed in the bin.
2. Second Instance – Council will send a letter to the property owner informing them that the bin was again presented for collection with contamination evident.
3. Third Instance – The bin will be removed from the property's next cycle.
4. Fourth/Final Instance – The bin will be removed from the property and not replaced until the resident complies with the requirements to use the bin correctly. Should the bin be removed from the property in this instance, the waste management charges will continue to apply to the property.

All costs associated with the removal and reinstatement of the bin after contamination will be forwarded to the property owner.

Council does not wish to take the steps outlined in instances three and four. The contamination of each collection service brings financial penalties to the Council and the broader community. The Council's staff will support households, schools and community groups to change behaviours to use the bins correctly.

Any misuse of any bin may result in the Council utilising the neighbourhood Amenity Local Law 2021 provisions and issuing a fine.

OTHER GROUPS

Higher Density Developments

High-density developments such as nursing homes, retirement villages and multi-unit complexes will be required to 'Opt In' to the waste collection services. Special consideration may be given to a reduced service due to their population density and demonstration of waste generation.

Kerbside Resource Recovery Policy



Schools/Kindergartens/Child Care/Non-Rateable Properties

Schools, kindergartens, child care centres and non-rateable properties will be required to 'Opt In' to the waste collection services, as with commercial and industrial properties.

EDUCATION

Schools, kindergartens and child care centres are encouraged to educate students on appropriate waste behaviours by implementing recycling and organics recycling within the class or care room and demonstrating this philosophy across the premises.

The Council can also assist with providing education material and arranging tours of various facilities to support the educational program, and requests should be directed to the Waste Services Coordinator.

PROPERTIES AND RESERVES MANAGED BY THE COUNCIL

The Council will provide one bin service to each property at no charge.

COUNCIL APPOINTED COMMITTEES OF MANAGEMENT

The Council will provide one bin service to each property at the scheduled charge.

CHARITIES

Charities that maintain charity bins on private property are responsible for any illegal dumping. The Council will not approve public land for the location of charity bins due to criminal dumping issues.

PUBLIC PLACE RECYCLING

The Council encourages residents and visitors to practice their home recycling habits when out in the community. The Council provides street litter bins and progressively installs recycling bins in high traffic areas to support them.

EVENTS

Special Event Bins

Special events bins may be hired from the Council by request as part of the Events Application Form. The hire rate will be set annually as part of the fees and charges. Council staff will work with event organisers around the appropriate number of bins required and the correct placement of bins.

Recycling Trailer

The Council has an events recycling trailer available free of charge to encourage recycling at events. Booking the trailer for events makes up part of the Events Application Form. The applicant is responsible for the security of the trailer. They must take reasonable steps to minimise the likelihood of damage or theft of the trailer and its contents. Waste disposal charges will apply if the bins are contaminated on return.

ASSISTANCE FOR NATURAL DISASTERS

On written direction from the CEO, waste disposal fees may be waived in the event of a natural disaster. Council staff will record the value of the fee waivers associated with the event, and this will be reported to Council and other authorities as required.

Separation of materials will be required to reduce waste to landfills and maximise resource recovery for processing.

3.2 VALUATIONS POLICY – MAJOR ASSET CLASSES

RESPONSIBLE OFFICER: ACCOUNTANT
DEPARTMENT: CEO'S OFFICE
REFERENCE: 5464

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The Valuations Policy – Major Asset Classes has been created to outline the valuation approach taken to value major asset classes including roads, bridges, pathways, buildings, kerb and culverts.

This policy is presented to Council for consideration.

DISCUSSION

Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. This policy outlines the valuation approach taken to value major asset classes including roads, bridges, pathways, buildings, kerb and culverts.

The purpose of the policy is to bring transparency to the methods in which asset valuations are conducted by Ararat Rural City Council. No significant changes to asset valuation methods have been proposed by this policy than those used for 2021/2022 asset valuations.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

- 4 *Developing and Maintaining Key Enabling Infrastructure.*
- 4.1 *Ensure that asset development and renewal during the planning period matches that identified in Council's Asset Plan 2021-2031.*
- 4.2 *Work directly with asset users to manage and develop new and existing assets.*
- 4.3 *Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety, and align with Council's financial sustainability.*
- 6 *Strong and Effective Governance*

Budget Implications

No budget allocation is required for the establishment of the Valuations Policy – Major Asset Classes, as the policy was created in-house.

Policy/Relevant Law

Legislative requirements which Council must comply with include:

- The Local Government Act 1989, Section 131 provides that Council must prepare Financial Statements in accordance with the Act.
- Australian Accounting Standards Board [AASB] 2010, AASB 101 Presentation of financial statements

Sustainability Implications

There are no economic, social or environmental implications in relation to establishing the Valuations Policy – Major Asset Classes.

Risk Assessment

The development of the Valuations Policy – Major Asset Classes will address the audit and public perception risks associated with the lack of perceived transparency in Council’s methods of fairly valuing asset base of major asset classes. This policy brings clarity and surety to consistent process undertaken annually in the asset valuation.

Stakeholder Consultation and Communication

The Chief Executive Officer will ensure that all Councillors and Officers have access to the policy once adopted.

RECOMMENDATION

That Council adopt the Valuations Policy – Major Asset Classes.

**MOVED CR SANDERS
SECONDED CR WATERSTON**

That Council adopt the Valuations Policy – Major Asset Classes.

CARRIED 4622/22

ATTACHMENTS

1 Valuations Policy – Major Asset Classes.



Valuations Policy – Major Asset Classes

DOCUMENT CONTROL

Category Type: Policy
Type: Council
Responsible Officer: Organisational Transformation

Last Review Date: N/A
Date Approved: 31 May 2022
Next Review Date: May 2026

Revision No: New

Stakeholder Engagement:
Councillors
Chief Executive Officer
Organisational Transformation
Coordinator Strategic Asset Management and IT
Financial Services Coordinator

Valuations Policy – Major Asset Classes



POLICY

Ararat Rural City Council has a responsibility to financially represent its network of assets to fair value. This policy outlines the valuation approach taken to value major asset classes including roads, bridges, pathways, buildings, kerb and culverts.

COMMON TERMS

| TERM | DEFINITION |
|--|--|
| <i>Current Replacement Cost</i> | Cost of replacement of an asset at an applied unit rate |
| <i>Unit Rate of Replacement</i> | Applied unit rate used to calculate the current replacement cost of an asset |
| <i>Estimated Asset Useful Life</i> | The estimated total life space of an asset expressed in years. Set at the construction or reconstruction of an asset and stored within council's asset management system. |
| <i>Estimated Remaining Asset Useful Life.</i> | The total estimated remaining life of an asset in years. Calculated by assessing the current condition of the asset along with the current age of the asset in relation to its expected asset useful life. Note* The estimated remaining asset useful life is a calculated field and may increase or decrease under circumstances where an asset is degrading quicker or slower than anticipated based on its most recently assessed condition. |
| <i>Recurrent Assets</i> | Assets which are intended to be renewed at the end of useful life. |
| <i>Non-Recurrent Assets</i> | Assets which are not intended to be renewed at the end of useful life. |
| <i>Asset Condition</i> | The current assessed condition of an asset, the assessed condition is relational to how far the asset is through its useful life. Asset condition is not influenced by standard maintenance items. |
| <i>Written Down Value</i> | The current value of the asset which can also be expressed as current cost of replacement minus the amount the asset has already depreciated. |
| <i>Asset Depreciation</i> | Asset Depreciation is the value in currency of the already consumed portion of the asset. For example, if the asset is expected to last 10 years and it is currently 5 years old then it is determined that 50% of the asset is already depreciated. It is calculated by taking the current unit rate of replacement and multiplying it against the number of units that belongs to the asset and then against the percentage of the asset already consumed. |

Valuations Policy – Major Asset Classes



1 SEALED ROADS

Valuation Overview

Sealed Roads are valued via the road components of Wearing Surface and Pavement.

Pavement refers to the sub structure of the road. It is the element that exists below the visible sealed wearing surface.

Wearing Surface refers to the visible surface of the road and most commonly will be encountered as spray seal. Spray seal is constructed using an aggregate mix of stone combined with a process called emulsion which acts as a bonding agent. In some occurrences such as intersections where traffic provides significant and constant turning forces on the road surface the seal may be an asphalt mix providing greater lateral strength at higher construction cost. Because of the cost differences between asphalt and conventional spray seal a different unit rate is required to correctly apply the valuation dependant on seal type of each asset assessed.

Roads of significantly higher throughput may require deeper pavement or thicker seal in order to ensure maximum lifetime and value. In this regard roads which are designated as link or collector roads may be constructed to a higher engineering specification than property or dwelling access roads. This can impact unit rate of replacement costs of differing roads.

Council estimates that wearing surface on average across the network will have a useful life of 20 years. Council estimates that pavement on sealed roads on average across the network will have a useful life of 80 years.

Valuing Pavement

Current Cost of Reconstruction

Current cost of reconstruction of road pavement will be valued by taking the total area in metres of the road pavement (length x width) and are then multiplied by the current unit cost of pavement replacement per square metre. Asset attributes such as length, width, area, etc will be extracted directly from council's asset management system.

The current unit cost of pavement per square metre will be baselined by council each year. This process is undertaken by averaging the cost of pavement works across multiple capital works projects throughout the most recent financial year. The process enables the accurate estimation of real-world costs based on what the council is currently realising for pavement reconstruction per square metre on a best value proposition.

Depreciation

Pavement depreciation is calculated by assessing how far through the total useful life the pavement asset is and then calculating the value of what has already been consumed. For example, if the road pavement being assessed is 20 years old and condition is where council would expect it to be after 20 years then council can assume that it is 25% through its total life of 80 years. Therefore 25% of the current cost of replacement is the 'realised' depreciated value of the pavement. In instances where the asset is degrading in condition either faster or slower than expected it will have a consequence on estimated remaining useful life and therefore impact the amount the asset depreciated either positively or negatively.

Valuations Policy – Major Asset Classes



Written Down Value

The written down value of the pavement is calculated by taking the current cost of pavement reconstruction and subtracting the amount the pavement asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the asset to last (based on its current condition and expected remaining useful life).

Valuing Wearing Surface

Current Cost of Reconstruction

Current cost of reconstruction of the wearing surface will be valued by taking the total area in metres of the road seal (length x width) and then multiplying by the current unit cost of seal replacement per square metre. Asset attributes such as length, width, area, etc will be extracted directly from council's asset management system.

The current unit cost of seal per square metre will be baselined by council each year. This process is undertaken by averaging the cost of seal works across multiple capital works projects throughout the most recent financial year. The process enables the accurate estimation of real-world costs based on what the council is currently realising for seal reconstruction per square metre on a best value proposition. Different unit rates will be calculated for different types of seal such as asphalt or spray and applied on a like for like asset basis.

Depreciation

Wearing Surface depreciation is calculated by assessing how far through the total useful life the wearing surface asset is and then calculating the value of what has already been consumed. For example, if the road seal being assessed is 10 years old and condition is where council would expect it to be after 10 years then council can assume that the asset is 50% through its total life of 20 years. Therefore 50% of the current cost of replacement is the 'realised' depreciated value of the seal. In instances where the seal is degrading in condition either faster or slower than expected it will have a consequence on estimated remaining useful life and therefore impact the amount the asset depreciated either positively or negatively.

Written Down Value

The written down value of the seal is calculated by taking the current cost of seal reconstruction and subtracting the amount the seal asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the asset to last (based on its current condition and expected remaining useful life).

Roads Valuation

Total Road - Current Cost of Reconstruction

Current cost of pavement reconstruction plus the current cost of wearing surface reconstruction.

Total Road – Depreciation

Pavement depreciation plus wearing surface depreciation.

Total Road - Written Down Value

Pavement written down value plus wearing surface written down value.

Valuations Policy – Major Asset Classes



2 UNSEALED ROADS

Valuation Overview

Unsealed roads are valued as a singular component rather than broken down into sub asset components.

Council estimates that unsealed roads will have a useful life of 60 years on average across the network of council unsealed roads.

Defects requiring operational maintenance ie, rutting or potholing where routine road grading is required do not impact the value or condition of the unsealed road.

Unsealed roads require reconstruction when the base material required for the road reaches end of life or has eroded beyond what can be maintained under standard operational maintenance.

Unsealed Roads Valuation

Current Cost of Reconstruction

Current cost of unsealed road reconstruction is calculated by averaging the cost of unsealed roads capital works during the previous financial year and establishing the cost of construction per kilometre. This cost per kilometre is then applied based on length of road in kilometres. For example, if the length of the unsealed road is 5.6 kilometres then the current cost of reconstruction is the current cost per kilometre of reconstruction based on actual costings multiplied by 5.6.

Depreciation

Unsealed road depreciation is calculated by assessing how far through the total useful life the unsealed road is and then calculating the value of the unsealed road that has already been consumed. For example, if the unsealed road being assessed is 45 years old and is expected to last in total for 60 years then it is 75% through its useful life. Therefore, its depreciation is 75% of the total current cost of reconstruction. Unusual changes to overall unsealed road condition can impact on the estimated remaining useful life of the asset and impact depreciation either negatively or positively depending on if the unsealed road is degrading quicker or slower than expected.

Written Down Value

The written down value of the unsealed road is calculated by taking the current cost of unsealed road reconstruction and subtracting the amount the unsealed road asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the unsealed road asset to last (based on its current condition and expected remaining useful life).

Valuations Policy – Major Asset Classes



3 BRIDGES

Valuation Overview

Bridges are broken down into seven different classes for valuations purposes, each different class having a different unit rate of replacement **Note*** The rates shown in the below table are for example purposes only, they will change year to year based on real world factors impacting the cost of bridge renewal. The class codes and descriptors are relevant to the current network of bridges seen across the Ararat Rural City Council.

| CODE | RATE \$/SQM | DESCRIPTION |
|------|-------------|--------------------------------|
| 1 | 920 | Narrow Low flat slab bridge |
| 2 | 920 | Wide Low flat slab Bridge |
| 3 | 1500 | Narrow Medium height FS Bridge |
| 4 | 1500 | Wide, medium Height FS Bridge |
| 5 | 4000 | Narrow High Bridge |
| 6 | 4000 | Medium High Bridge |
| 7 | 3000 | Muti-span high bridge |

Current Cost of Reconstruction

Current cost of bridge reconstruction is calculated by first identifying an appropriate unit rate to use for each class of bridge, this is calculated by using real world renewal costs. This unit cost is then applied based on the class of bridge and by its area in square metres. For example, if the bridge being assessed is a class 2 bridge, then a unit rate applicable to class 2 bridges is applied to the physical dimensions of the bridge (area) to calculate a realistic cost for reconstruction.

Depreciation

Bridge depreciation is calculated by assessing how far through the total useful life the bridge is and then calculating the value of the bridge that has already been consumed. For example, if the bridge being assessed is 50 years old and is expected to last in total for 100 years then it is 50% through its useful life. Therefore, it's depreciation is 50% of the total current cost of reconstruction. Unusual changes to overall bridge condition can impact on the estimated remaining useful life of the asset and impact depreciation either negatively or positively depending on if the bridge is degrading quicker or slower than expected.

Written Down Value

The written down value of the bridge is calculated by taking the current cost of bridge reconstruction for its applicable class and subtracting the amount the bridge asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the bridge asset to last (based on its current condition and expected remaining useful life).

Valuations Policy – Major Asset Classes



4 CULVERTS

Valuation Overview

Culverts are broken down into seventeen different classes for valuations purposes covering both pipes and traditional culvert designs, each different class having a different unit rate of replacement **Note*** The rates shown in the below table are for example purposes only, they will change year to year based on real world factors impacting the cost of culvert renewal. The class codes and descriptors are relevant to the current network of culverts seen across the Ararat Rural City Council.

| TYPE | CODE | DIA / WIDTH | RATE | LENGTH | RATE / m |
|-----------|------|-------------|-------|--------|----------|
| Pipe 1 | 1 | 450 | 3000 | 9.6 | 363 |
| Pipe 2 | 2 | 600 | 5750 | 9.6 | 695 |
| Pipe 3 | 3 | 750 | 6500 | 9.6 | 785 |
| Pipe 4 | 4 | 900 | 8240 | 9.6 | 996 |
| Pipe 5 | 5 | 1050 | 12500 | 9.6 | 1510 |
| Pipe 6 | 6 | 1200 | 18500 | 12 | 1788 |
| Pipe 7 | 7 | 1350 | 21000 | 12 | 2030 |
| Pipe 8 | 8 | 1500 | 24000 | 12 | 2320 |
| Pipe 9 | 9 | 1650 | 27500 | 12 | 2658 |
| Pipe 10 | 10 | 1800 | 30000 | 12 | 2900 |
| Pipe 11 | 11 | 2100 | 36000 | 12 | 3480 |
| Pipe 12 | 12 | 2700 | 45000 | 12 | 4350 |
| Culvert 1 | 20 | 300 | 10000 | 7 | 1657 |
| Culvert 2 | 21 | 450 | 12000 | 7 | 1989 |
| Culvert 3 | 22 | 600 | 14000 | 7 | 2320 |
| Culvert 4 | 23 | 900 | 17000 | 8 | 2465 |
| Culvert 5 | 24 | 1200 | 20000 | 9 | 2578 |

Current Cost of Reconstruction

Current cost of culvert reconstruction is calculated by first identifying an appropriate unit rate to use for each class of culvert, this is calculated by using real world renewal costs. This unit cost is then applied based on the class of culvert by length. For example, if the culvert being assessed is a Pipe 11, then a unit rate applicable to pipe 11 culverts is applied to the length of the culvert to calculate a realistic cost for renewal.

Depreciation

Culvert depreciation is calculated by assessing how far through the total useful life the culvert is and then calculating the value of the culvert that has already been consumed. For example, if the culvert being assessed is 20 years old and is expected to last in total for 80 years then it is 25% through its useful life. Therefore, it's depreciation is 25% of the total current cost of reconstruction. Unusual changes to overall culvert condition can impact on the estimated remaining useful life of the asset and impact depreciation either negatively or positively depending on if the culvert is degrading quicker or slower than expected.

Valuations Policy – Major Asset Classes



Written Down Value

The written down value of the culvert is calculated by taking the current cost of culvert reconstruction for its applicable class and subtracting the amount the culvert asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the culvert asset to last (based on its current condition and expected remaining useful life).

5 PATHWAYS

Valuation Overview

Pathways are broken down into five different classes for valuations purposes, each different class having a different unit rate of replacement **Note*** The rates shown in the below table are for example purposes only, they will change year to year based on real world factors impacting the cost of pathway renewal. The class codes and descriptors are relevant to the current network of pathway seen across the Ararat Rural City Council.

| UNIT RATE | CODE | RATE /SQM | EST LIFE |
|----------------|------|-----------|----------|
| 1 - Concrete | 1 | 100 | 80 |
| 2 - Asphalt | 2 | 75 | 40 |
| 3 - Spray Seal | 3 | 25 | 20 |
| 4 - Gravel | 4 | 25 | 20 |
| 5 - Paving | 5 | 125 | 80 |

Current Cost of Reconstruction

Current cost of pathway reconstruction is calculated by first identifying an appropriate unit rate to use for each class of pathway, this is calculated by using real world renewal costs. This unit cost is then applied based on the class of pathway by length. For example, if the pathway being assessed is concrete, then a unit rate applicable to concrete pathways is applied to the area of the pathway to calculate a realistic cost for renewal.

Depreciation

Pathway depreciation is calculated by assessing how far through the total useful life the pathway is and then calculating the value of the pathway that has already been consumed. For example, if the pathway being assessed is concrete and 20 years old and is expected to last in total for 80 years then it is 25% through its useful life. Therefore, it's depreciation is 25% of the total current cost of reconstruction. Unusual changes to overall pathway condition can impact on the estimated remaining useful life of the asset and impact depreciation either negatively or positively depending on if the pathway is degrading quicker or slower than expected.

Written Down Value

The written down value of the pathway is calculated by taking the current cost of pathway reconstruction for its applicable class and subtracting the amount the pathway asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the pathway asset to last (based on its current condition and expected remaining useful life).

Valuations Policy – Major Asset Classes



6 KERB AND CHANNEL

Valuation Overview

Kerb and Channel are broken down into three different classes for valuations purposes, each different class having a different unit rate of replacement **Note*** The rates shown in the below table are for example purposes only, they will change year to year based on real world factors impacting the cost of Kerb renewal. The class codes and descriptors are relevant to the current network of Kerb seen across the Ararat Rural City Council.

| UNIT RATE | CODE | RATE | EST LIFE |
|-----------|------|------|----------|
| Concrete | 1 | 119 | 80 |
| Bluestone | 2 | 245 | 120 |
| Brick | 3 | 135 | 100 |

Current Cost of Reconstruction

Current cost of Kerb reconstruction is calculated by first identifying an appropriate unit rate to use for each class of Kerb, this is calculated by using real world renewal costs. This unit cost is then applied based on the class of Kerb by length. For example, if the Kerb being assessed is bluestone, then a unit rate applicable to bluestone Kerb is applied to the area of the Kerb to calculate a realistic cost for renewal.

Depreciation

Kerb depreciation is calculated by assessing how far through the total useful life the Kerb is and then calculating the value of the Kerb that has already been consumed. For example, if the Kerb being assessed is concrete and 20 years old and is expected to last in total for 80 years then it is 25% through its useful life. Therefore, it's depreciation is 25% of the total current cost of reconstruction. Unusual changes to overall Kerb condition can impact on the estimated remaining useful life of the asset and impact depreciation either negatively or positively depending on if the Kerb is degrading quicker or slower than expected.

Written Down Value

The written down value of the Kerb is calculated by taking the current cost of Kerb reconstruction for its applicable class and subtracting the amount the Kerb asset has already depreciated. This gives a fair value of what the asset is worth in current condition based on how long council are anticipating the Kerb asset to last (based on its current condition and expected remaining useful life).

Valuations Policy – Major Asset Classes



7 BUILDINGS

Valuation Overview

Council owned and controlled land and buildings are valued by an independent qualified valuer on a 2-year valuation cycle. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation.

Depreciation

Building depreciation is calculated using the useful life and remaining useful life provided for each building by council's independent qualified valuer. For example, if the building being assessed is 75 years old and is expected to last in total for 150 years then it is 50% through its useful life. Therefore, its depreciation is 50% of the total current cost of building reconstruction. The remaining useful lives of buildings are currently determined on the basis of the current condition of buildings and vary from 20 years to 193 years. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

8 REFERENCES

- Local Government Act 2020
- Australian Accounting Standards Board [AASB] 2010, AASB 101 Presentation of financial statements.

3.3 DOMESTIC ANIMAL MANAGEMENT PLAN 2017-2021 YEAR 4 REVIEW
DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2022-2026

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY & COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY & COMPLIANCE
REFERENCE: 5470

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The purpose of this report is to review the final year's performance of the *Domestic Animal Management Plan* (DAMP) and present a draft new plan for the coming four years.

DISCUSSION

Council is required to undertake an annual review of this document, with the current review overdue from 31 December 2021. Our Council, like many others, have received an extension of time to prepare this review until 31 July 2022.

The review report is provided to Council for its consideration. Key achievements over the last 4 years have been:

Adoption successes which have been enhanced by social media advertising and connection of animals with owners during 2 years of COVID.

- Interactions/communication with the community and empathy over the last 2 years.
- Training for members of the team in the field and improve performance.
- Improved work with internal departments to streamline activities.

These outcomes as well as the metrics of registrations, impounding, declarations and euthanasia are provided in the Year 4 report on the DAMP 2017-2021.

The new Domestic Animal Management Plan for 2022-2026 has now been drafted. The new plan has a simpler format with key performance indicators that tie to existing state reporting and focuses the actions of the team on key elements of the service.

It also defines more clearly the process Council will use in dealing with animals with no discernable owner or pets that have been handed in. It proposes that Council will continue to subsidise the re-homing of lost or unwanted pets where possible, though the rate of subsidy will be reduced to reflect more accurately the cost of preparing an animal for placement (the registration, sterilization and immunisation costs). This will still see the cost of acquiring a pound pet below cost of purchasing a registered breed, reflecting that animals from the pound may be of varying ages and pedigrees. Temperament checking remains a primary consideration prior to the rehoming of any incoming animal.

A review of alternative pet sources found that the fee for dog adoptions was on average more than 4 times the current Council cost of \$100 and similarly cat adoption fees we 2.25 to 4 times the current fee of \$50. It is proposed that there be some further work done on this issue and a report prepared for Council in September 2022. Buying a specific pedigree breed of cat or dog is a significantly different decision, both in terms of cost and availability, with households paying thousands of dollars and waiting up to 18 months for an animal.

In developing the new DAMP it is also proposed that there be a review of the animal registration costs in readiness for the 2023 animal renewal. The current cost does not seem to have been benchmarked or cross-checked to the cost-of-service provision in the last 10 years. The goal will be to make the pound operations cost neutral – with after-hours service, which is a mix of business covered in part by the registration. A report on this work is proposed to go to Council in November 2022 with a decision then made to set and promote the new fee prior to the registration for 2023/2024 being issued (Note: animal registration runs on a specific date range of 10 April to 9 April the following year under legislation).

In the 2022/2023 financial year it is also proposed to review the cost of pound fees for animals retained to ensure that these costs reflect the true service cost.

Within the life of the plan a review of the suitability of the pound and the implementation of arrangements for the retention of animals for more than a short stay specified in the legislation will be developed. This work is not critical at this time, but ensures we continue to plan for providing a quality service to our community and their pets.

Clarity about the value of animal registration is also not provided in the current document. Currently a registered animal is usually returned free of charge. This saves the owner, not only the pound fee and fine for this roaming, but time and household stress out looking for a furry friend. Traditionally this approach is not promoted, under some expectation that it will reduce people's care and attention. However, this is a lost opportunity to tell the good news that animal registration pays a real dividend in the same way people may hold insurance or have a car breakdown policy to avoid the inevitable negative consequences of such events.

On a practical level the document has also been revised to reflect the new *Neighbourhood Amenity Local Law 2022* and provide better clarity about the legal framework of animal legislation and the planning scheme.

Community Engagement Process:

In line with the Act and Council's Community Engagement Policy, Council is required to publish its intention to adopt the new *Domestic Animal Management Plan*.

A community engagement campaign is proposed to be carried out from 3 June 2022 to 4 July 2022. Submissions will be invited via *Engage Ararat*.

The Draft document will also be promoted on social media, on Council's website and in the Council's Rural City Focus page.

Input from agencies such as AgVictoria, RSPCA and our animal rescue partners will also be invited.

Following public exhibition any submissions will be reported back to Council's July 2022 meeting, together with proposed amendments to the document, as needed, allowing for the new document to be lodged with the state government before 31 July 2022 deadline.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

6. *Strong and Effective Governance*

We will work hard to build models of governance that place delivering public value at the centre through effective financial management, well measured risk management and implementation of effective community engagement practices.

Budget Implications

The Animal Management function currently nets Council around \$148,000 per year. However, the current accounting process does not apportion staff costs to this function. Based on workload in this space, with staff expenses the unit functions on a break-even amount. The goal of the proposed changes to fees and charges

is not to significantly change this cost, but to bring better equity into the fees and charges applied and ensure that the service is self-sustaining.

Policy/Relevant Law

Under Clause 68A (3) the Domestic Animals Act 1994 the Council is required to:

- a. *review its domestic animal management plan annually and, if appropriate, amend the plan; and*
- b. *provide the Secretary with a copy of the plan and any amendments to the plan; and*
- c. *publish an evaluation of its implementation of the plan in its annual report.*

This report on the Year 4 of the DAMP 2017-2021 is prepared in response to this requirement.

Under sub-section (1) of the same clause the Council is required to:

prepare a domestic animal management plan on 4 December 2021 and at the end of each period of 4 years after that day.

The Council has an extension to this due date to 31 July 2022 for the preparation of the new DAMP.

Sustainability Implications

Managing domestic pets enhances the quality of life for flora and fauna as well as the health and wellbeing of pet owners.

Risk Assessment

The DAMP seeks to provide a framework for managing legal responsibilities associated with pet ownership and Council's role in this process.

Stakeholder Collaboration and Community Engagement

The new DAMP is proposed to have a public exhibition period from 3 June 2022 to 4 July 2022, with the community and partner agencies being invited to have input.

RECOMMENDATION

That Council:

- 1** *Adopts the Domestic Animal Management Plan 2017-2021 Year 4 Review;*
- 2** *Adopts the draft Domestic Animal Management Plan 2022-2026 for consultation purposes and input be sought from the community between 3 June 2022 to 4 July 2022; and*
- 3** *Present any submissions received and proposed amendments to the document, to the July 2022 Council Meeting.*

MOVED CR R ARMSTRONG SECONDED CR WATERSTON

That Council:

- 1** **Adopts the *Domestic Animal Management Plan 2017-2021 Year 4 Review;***
- 2** **Adopts the draft *Domestic Animal Management Plan 2022-2026* for consultation purposes and input be sought from the community between 3 June 2022 to 4 July 2022; and**
- 3** **Present any submissions received and proposed amendments to the document, to the July 2022 Council Meeting.**

CARRIED 4623/22

ATTACHMENTS

- 1** *Domestic Animal Management Plan 2017-2021 Year 4 Review* is provided as Attachment 3.3.1
- 2** *Draft Domestic Animal Management Plan 2022-2026* is provided as Attachment 3.3.2


ARARAT RURAL CITY COUNCIL

DOMESTIC ANIMAL MANAGEMENT PLAN

(DAMP) 2017-2021
Year 4 Review



Ararat Rural City

| | | | |
|--|--|------------------|----------------|
|  Ararat Rural City | Domestic Animal Management Plan | Document No: | SP 007-2017 |
| | | Review Date: | September 2020 |
| | | Last Reviewed: | August 2019 |
| | | Next Review Due: | September 2021 |
| | | Revision No: | 4 |
| Responsible Officer: | Manager Planning, Community & Compliance | | |
| Approved By: | Adopted Council on XX | | |
| Related Documents: | Domestic Animals Act 1994 | | |

www.ararat.vic.gov.au

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INTRODUCTION

1. PURPOSE OF THIS DOMESTIC ANIMAL MANAGEMENT PLAN

The Ararat Rural City Council has prepared a Domestic Animal Management Plan (DAMP) to guide decision making in relation to the need of domestic pets, and their owners, and addresses the concerns of the public in a fair and even manner.

The aim of this plan is to facilitate the co-existence of pets, pet owners and the general population whilst addressing the welfare and legislative issues relating to animal management in the city boundaries. This plan also aims to promote responsible pet ownership and enhance the experience of animal ownership within the community, by doing so, making the Ararat Rural City Municipality an even better place to live.

While the directive to create a plan is in line with the Domestic Animal Act 1994 (DAA) which requires all Victorian councils to have a four-year plan in place for the management of dogs and cats within their area, the city has used a consultative process to consider options and concerns from all relevant groups and individuals.

It is now well recognised by the community and governments alike that there is more to animal management than merely collecting stray dogs and addressing compliance issues. Local government plays a key role in protecting and promoting responsible animal ownership in the community, essential to maintaining sustainable communities and a healthy environment.

This plan is designed to balance the needs of the community and at the same time manage the requirements of the Act. This is an evolving practice as the community grows and changes and environment concerns play a more important role within our city.

A key aspect of this plan is to manage domestic animal issues in a professional and efficient manner, provide education to the community on the responsibilities of pet ownership, where possible, and at the same time address and minimise the problems generated by irresponsible pet owners.

2. DOMESTIC ANIMAL MANAGEMENT PLAN

Section 68A of the DAA requires a Domestic Animal Management Plan to:

1. Set out a method for evaluating whether the animal control services provided by the Council are adequate and comply with the requirements of the DAA.
2. Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the DAA.
3. Outline programs, services and strategies which the Council intends to pursue to promote and encourage the responsible ownership of dogs and cats
4. Minimise the risk of attacks by dogs on people and animals.
5. Address any over-population and high euthanasia rates for dogs and cats.
6. Encourage the registration and identification for dogs and cats.
7. Minimise the potential for dogs and cats to create a nuisance.
8. Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with the DAA.

Every Council must:

1. Review its domestic animal management plan annually and, if appropriate, amend the plan;
2. Provide the Secretary with a copy of the plan and any amendments to the plan; and
3. Publish an evaluation of its implementation of the plan in its annual report.

ARARAT RURAL CITY COUNCIL

3. DEMOGRAPHIC AND COUNCIL PROFILE

Ararat is a central western municipality located approximately 200 kilometres from the city of Melbourne, Victoria's capital, making it easily accessible by road or rail in about two hours. Ararat Rural City Council (ARCC) comprises 4230 square kilometres covering 16 localities, in whole and has a population of approximately 11,300 with 7,000 people living in the Ararat urban area.

ARCC is predominately a rural area but has substantial residential areas in and around the city of Ararat.

The municipality includes the towns and rural districts of Pomonal, Elmhurst, Mt Cole, Warrak, Buangor, Ararat, Moyston, Maroona, Rossbridge, Tatyoon, Willaura, Mininera, Wickliffe, Westmere, Streatham and Lake Bolac.

Small townships are located at Buangor, Elmhurst, Willaura, Pomonal, Moyston and Lake Bolac. Most city's retail space is in shopping strips in central Ararat.

There is some industrial land use to the south-east and east of the city. Most of the rural area is used for agricultural purposes, including wool and meat production, wine and cropping.

NEW DOG PARK COMPLETE AND UP AND RUNNING.

The new park is located on Alexandra Avenue and is fenced off to give pets the ability to have a run freely.

The park has a large, open free-range space for dogs to play, as well as a skills area for owners to teach their dogs some new tricks.

The State Government has provided Ararat Rural City with \$85,000.00 to provide this new, green open space for the dogs and dog lovers in the community.





4. DOMESTIC ANIMAL STATISTICS AND DATA

Ararat Rural City Council is proud of the low euthanasia rates of impounded dogs. This can be attributed to the proactive approach towards rehoming and adoption. Council has built relationships with rescue organisations via formal Section 84Y agreements in an attempt to continue the low euthanasia rates. Council also offers Ararat based registered Community Foster Care Networks (CFCN) that have entered into a Section 84Y agreement a \$15.00 registration fee for animals removed from the pound. This allows these organisations to be legislatively compliant, whilst recognising the assistance these organisations need to remain viable. Once the animal is rehomed, the registration is transferred to their new owners and normal fees apply at renewal.

These proactive strategies have resulted in Council achieving the performance target of less than 7% of dogs (2.8% for 2020/2021) that enter the pound being euthanised. No dogs were euthanised due to an inability to rehouse them. The dog's euthanised were surrendered by their owners voluntarily following a dog attack, on humans or animals; or veterinary advice indicated, that due to health issues their quality of life was compromised.

The increased number of cats being euthanised is due to the continued removal, over a number of years of feral cats. The only cats that have been euthanised have been feral cats, or cats that were diseased. All domesticated cats are reunited with their owners, rehoused with rescue groups or adopted by the public from the pound.

Council offers subsidised dog and cat adoptions direct from the pound to the public. A member of the public can receive a fully vet worked dog or cat from the pound for \$100 a dog, and \$50 a cat. These heavily subsidised costs show the Council's commitment to animal welfare. This gives the community confidence that their animals will be rehoused if suitable. Rescue organisations are also publicly supporting Council's adoption processes of impounded animals via their Facebook pages.

| Category | Number | Adoption Income | Total vet costs 2020/2021 | Net Cost to Council for subsidised adoptions |
|------------------------------------|--------|-----------------|------------------------------|---|
| Dogs directly adopted from Council | 6 | \$600.00 | \$2,306.90 | \$1,706.90 |
| Cats directly adopted from Council | 18 | \$900.00 | \$5,293.18 | \$4,393.18 |

| | | | | |
|---|--|----------|-----|-------------------|
| | | | | |
| Other adopted from Council | | \$100.00 | N/A | N/A |
| Total cost to Council for subsidy 2020/21 | | | | \$6,100.08 |

2020 - 2021 Council subsidised adoption costs

During this time the Community has faced the impacts of COVID, this has created an interest in adoption. The increase in adoption application have increased during this time. Council have been able to successfully adopt out many of its animals looking for homes.

Adoption is only available when there are the animals looking for new homes. Council is lucky enough to reunite the majority of the animals impounded with their owners. Of the ones that have been surrendered or not collected due to no identification, such as microchip, these have been rehoused in new homes through our adoption program.

Since 2019, there has been over a million additional dogs being brought into Australian households.

Council has been able to utilise the social media platform to either find animal owner or seek interest in adoption of the animals looking for their new homes.

Council has a facebook page, Instagram account and also utilises the local papers for Community information relating to animals.

5. ANIMAL MANAGEMENT STAFFING AND OPERATIONAL STRUCTURE

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6. COMPLIANCE DEPARTMENT OVERVIEW

ARCC's Community Safety Team consists of three full time Officers. A 24 hour animal emergency response service is provided with assistance of other Council officers on a roster basis, all of whom are supervised by the Manager Planning, Community & Compliance.

This service has continued at full capacity during the COVID period. Officers have either worked from site or off site from home providing the same Community Service and service standards as normal.

6.1 SERVICES PROVIDED TO THE COMMUNITY RELATING TO ANIMAL MANAGEMENT

The Community Safety team is responsible for the animal management function that Council provides.

Such functions include:

- Impounding of domestic animals and livestock
- Managing of complaints relating to domestic animals and livestock
- Promoting responsible pet ownership in the community
- Investigating dog attacks
- Ensuring compliance with legislation and the various codes of practice relevant to domestic animals and livestock
- Domestic animal registration process
- Investigating animal welfare issues
- Management of domestic animal businesses
- Providing advice to owners and the general community in relation to domestic animals
- Afterhours animal emergency response
- Prosecute breaches of the Domestic Animals Act 1994, Impounding of Livestock Act 1994 and Prevention of Cruelty to Animals Act 1986.

6.2 ARARAT RURAL CITY COUNCIL'S LOCAL LAWS RELATING TO ANIMAL MANAGEMENT

In 2012, Council conducted a full review of the Local Laws. On the 17 April 2012 Council adopted General Local Laws 2012. The Local Laws regulate pet ownership as follows:

General Local Laws 2012 Section 35 – Keeping Animals

This Local Law restricts both the number and type of animals that a resident can keep on a Residential Property or on Rural Land.

General Local Law 2012 section 36 – Animal Housing

An owner or occupier of land must ensure that all animals on that land are housed:

- In a clean, inoffensive and sanitary condition;
- So as not to cause nuisance; and
- In an adequate and appropriate manner for the type of animal being house.

General Local Laws 2012 Section 37 – Fencing of Animal Enclosures

An owner or occupier of land must provide fencing which is adequate to prevent the animals straying from the property.

General Local Laws 2012 Section 38 – Grazing or Wandering Animals

No animals are permitted to graze on any Council Land or land under Council Control without a permit.

No person may knowingly allow any grazing animal under his or her ownership, care or control to wander onto any Council land.

General Local Laws 2012 Section 39 – Unleashed Dogs

A person must not unleash a dog in a built-up area unless in an area designated and signposted for the purpose.

General Local Laws 2012 Section 40 – Dog Excrement

A person in charge of a dog must not allow any part of the animal's excrement to remain on any road, nature strip, reserve or public or Council land in any built-up area.

A person in charge of a dog that litters a public place within a built-up area must immediately collect and dispose of the droppings in such a manner as not to cause a nuisance to any other person.

The Local law was revised in April 2022 and the DAMP 2022-2026 needs to reflect these changes.

7. TRAINING OF AUTHORISED OFFICERS

7.1 CURRENT AND PLANNED TRAINING

A variety of training is offered and provided for all authorised Officers, training options are annually reviewed to ensure relevant and up to date material is provided. The training options include enrolment in a Certificate IV in Government (Statutory Compliances) and Certificate IV in Animal Control, animal handling courses, investigation and statement taking courses, prosecutions courses, information technology courses and industry related seminars, conferences and briefings from the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), Municipal Association of Victoria (MAV), Australian Institute of Animal Management and other relevant associations.

7.2 OUR PLANS

7.2.1 Objective 1:

Develop and maintain a training register for individual officers detailing completed and proposed training to maintain skills and knowledge.

| Activity | When | Evaluation |
|---|------------|--|
| Maintain a database to record each officer's name, completed training, along with proposed additional training opportunities | Ongoing | Annually review, to ensure accuracy and to determine whether proposed training goals have been met for each Officer. |
| Two Community Safety Officers have successfully graduated in Government (Statutory Compliance) and Certificate IV in Animal Control and Regulations. A dangerous dog handling course and Bolt Gun training has also been completed. | 2021/22 | Both permanent Community Safety Officers successfully completed the course. |
| Staff attendance at industry related seminars and training, such as; Breed identification DEDJTR/BAW Seminars Dangerous dog handling Puppy Farm Bill | As offered | Seminars and training completed by Community Safety officer in 2020/21 online. |

7.2.2 Objective 2:

Recruit and train additional authorised officers from within the Council depot, to provide Community Safety with an after-hours animal emergency call out pool. Appoint 5 casual Community Safety Officers for use as needed.

The appointment of two additional on call officers were secured for the 2020/2021 period. One Officer from the depot and one from the Municipal office.

| Activity | When | Evaluation |
|---|---------|--|
| Identify minimum level of experience and develop a training package required to build skill set. | Ongoing | Review and ensure all criteria are met prior to commencement of Officer out in the field. Training evaluations completed. Induction package created to reflect industry standards. |
| Mentoring program be developed to ensure accurate information and training is being provided whilst on the job. | Ongoing | Review feedback from both officers regularly to ensure effective development. Mentoring package created to reflect industry standards. |
| Allocate a variety of tasks for the Officer to have completed during the development period | Ongoing | Review each completion of task to ensure Officer is developing adequate skill sets required. |
| Officers to follow up complaints and provide feedback to improve skills and systems | Ongoing | Review on a regular basis at the Community Safety team meetings. |

8. REGISTRATION AND IDENTIFICATION

All dogs and cats over the age of 3 months must be registered with the Ararat Rural City Council as per Section 10 (1) of the Act; newly registered animals must also be microchipped before registration can be accepted.

New animal registrations for cats and dogs can be made in person at the Ararat Rural City Council Offices, corner of High Street and Vincent Street, Ararat between 8.00am – 5.15pm Monday to Friday. Or by mail with appropriate payment and copies of relevant proof required to: Ararat Rural City Council PO Box 246 Ararat Vic 3377.

Registration forms can be downloaded online from Councils website <http://www.ararat.vic.gov.au> or collected from ARCC Officers.

If an animal has been impounded by ARCC and is not registered with Council, the registration process must be completed at the Council Offices prior to release of the animal.

Animals that have been impounded and are not registered and micro-chipped must be micro-chipped prior to registration and release of the animal, when the appropriate fee has been paid.

Under Section 11 of the Act animal registration periods expire on 10 April each year. Animal renewal notices are sent out every year in late February or early March, allowing pet owners to renew their pet registration online via Bpay, by phone or in person at the Council Offices. Council audits listed owners every year to ensure animal registrations are renewed. Any outstanding registrations that are 12 months overdue are marked – inactive. If an animal listed as inactive is again located, the owner is liable for the offence of unregistered animal, (instead of failing to renew registration) and a new registration entry will be created.

When dogs and cats are outside of the owner's premises, Council identification tags must be worn as outlined in Section 20 of the Act. Animals found unsecured or at large from their property and are identifiable by means of an allocated Ararat Rural City Council identification tag have a higher chance of being reunited with their owners and therefore not impounded.

The registration data provides ARCC with an understanding of the level of pet ownership in the community and in turn this helps Council plan for services, information and programs associated with pets within the community.

Registration fees help fund the services provided by Council in relation to animal management and the DEDJTR (Domestic Animal Units) responsible pet ownership campaigns and programs provided within the Municipality of Ararat.

8.1 OBJECTIVE 1

Investigate the requirement to have new registrations online

| Activity | When | Evaluation |
|---|------|---|
| Investigate the possibility of pet owners being able to register new dogs and cats online | 2022 | Software capabilities and payment options. 2020/21 – Rollout of new software may support this activity. |

8.2 CURRENT EDUCATION ACTIVITIES

Current education/promotion of registration and pet identification activities include:

- Publicising the requirements to register pets over the age of three months in the Ararat Advertiser, Social Media through “Ararat Rural City Council” and on the counter publications at Councils Municipal office.
- Animal registration renewal notices are mailed out in late February or early March each year for currently registered animals. Online payments for registration renewals is now available.
- Council identification tags are obtained by pet owners on payment of the relevant registration fees.
- Information included on Councils website.

8.3 OBJECTIVE 1

To promote education and awareness of pet ownership through social media.

| Activity | When | Evaluation |
|---|---------|--|
| To promote education activities through social media. | Ongoing | Provide the media team with education material on a regular basis to upload to Council’s social media pages. |

8.4 CURRENT COMPLIANCE ACTIVITIES

Council currently undertakes several compliance activities, including:

Annual animal registration renewal program – includes renewal notice, reminder notice and follow up phone calls, Officer inspections, door knocks and infringements.

- Annual audits conducted of declared dogs.
- Leave business cards detailing nature of call and contact name and number.
- Patrol public places to check cats and dogs are registered and identified.
- Animal complaints are checked for registration and identification compliance as part of the process of dealing with the complaint. Often people know where the animal they are complaining about resides.
- All authorised officers have microchip scanners.
- Follow up registration for animals notified as sold by domestic animal businesses (by letter, phone call, visit) if owner fails to register.
- Regularly update/audit registration database to ensure information is current (e.g of owner) to ensure owners are not distressed or annoyed by receiving unnecessary or incorrect renewal notices or not receiving a renewal notice at all.
- Check advertisements of dogs and cats for sale online and in the local paper to ensure they contain the microchip number of the animal being sold.
- Ensure all seized and impounded animals are identified as required by Council and registered to their owner prior to their release.
- Return lost/wandering registered pets to owners free of charge on the first occasion.

Summary

The data suggests that registration is essential to the success of everything that Council wants to achieve, and that education opportunities are more effective if the pet owning community registers their pets. Information can be disseminated, and pet owners are aware of what their rights and responsibilities are.

9. OUR PLANS

9.1 OBJECTIVE 1

To increase annual re-registration compliance

| Activity | When | Evaluation |
|--|----------------------|--|
| Educate residents of the annual re- registration renewal period by means of advertising/media releases, mailing of renewal notices. | March – May Yearly | Review media release types to determine most effective advertising medium. |
| Develop registration data base capacity with mobile phone numbers and email addresses to allow for bulk messaging re registration requirements | Ongoing | Number of database entries upgraded to include mobile numbers and email addresses. |
| Ensure each property is audited and issued infringements where animals found to be unregistered. | July – August Yearly | Number of properties visited and infringements issued. Compare to previous results. |
| Ensure animal registrations have been renewed and infringements paid. Lodge unpaid infringements with Fines Victoria or Magistrates Court. | Sept – Oct Yearly | Number of issued infringements unpaid and animal registrations renewed. Compare to previous results. |
| Seize unregistered animals where matters found proven in Court or infringement paid and still not registered. | Month after date | Number of media releases issued to send the strong message for responsible pet ownership and compliance. |

9.2 OBJECTIVE 2

Increase and maintain dog and cat registrations.

| Activity | When | Evaluation |
|---|------------------------|--|
| Ensure all seized and impounded animals are registered to their owner prior to release. | Prior to every release | Review annual registration numbers. Review number of dogs and cats being seized and impounded who are not registered to their owner. |

| | | |
|--|----------|---|
| Proactive door knocking in areas believed to have high number of unregistered via impoundment statistics. Check for unregistered and un-identified dogs and cats. Effective advertising prior to audit commencing. | Annually | Review annual increase in registration numbers. Review number of dogs and cats being seized and impounded who are not registered to their owner. Records of number of unregistered and identified animals picked up during door knocks. |
| Propose a month long – amnesty where animals can be registered without prosecution. To be conducted prior to proactive door knocking checking on registrations. | Annually | Number of animals that are registered during the amnesty period. |
| Undertake an annual micro chipping day to promote responsible pet ownership and registration. | Annually | Number of animals micro chipped and number of new registrations. |
| Provide photos on Councils webpage and social media page of impounded cats and dogs. | Ongoing | Number of hits on webpage and social media site featuring impounded cats and dogs. |

10. NUISANCE

10.1 CURRENT SITUATION

| Type of Nuisance | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|--|---------|---------|---------|---------|
| No. of barking dog complaints received | 20 | 15 | 26 | 29 |
| No. of cat traps hired | 16 | 17 | 21 | 46 |
| No. of wandering stock calls | 39 | 48 | 40 | 54 |

In order to capture, review and improve the recording of the number of animals wandering; a new record database has now been established to record all wandering animals; this data base also includes wandering livestock.

10.2 LEGISLATION/LOCAL LAW OVERVIEW

The Act regulates the nuisance for both dogs and cats relating to noise, trespassing and wandering animals. In addition to the Act, ARCC adopted its General Local Laws 2012 on 17th April 2012 to help minimise and prevent dog and cat nuisances occurring which are outlined below.

10.3 LOCAL LAWS RELATING TO NUISANCE

General Local Laws 2012 Section 35 – Keeping Animals

Section 35 provides for the keeping of animals in residential area and restricts both the number and type of animals that a resident can keep on a residential property without a permit (see attachment 1).

General Local Laws 2012 Section 36 – Animal Housing

Section 36 relates to the accommodation for animals and an owner or occupier of land must ensure that all animals on that land are housed in a clean, inoffensive and sanitary condition so as not to cause nuisance (see attachment 2).

[General Local Laws 2012 Section 37 – Fencing of Animal Enclosures](#)

Section 37 requires an owner or occupier of any land on which animals are kept must provide fencing which is adequate to prevent the animals straying from the property (see attachment 3).

[General Local Laws 2012 Section 38 – Grazing or Wandering Animals](#)

Section 38 states no animals are permitted to graze on any Council land or land under Council control without a permit. No person may knowingly allow any grazing animal under his or her ownership, care or control to wander onto any Council land (see attachment 4).

[General Local Laws 2012 Section 39 – Unleashed Dogs](#)

Section 39 states a person must not unleash a dog in a built-up area unless a designated and sign posted off leash area (see attachment 5).

[General Local Laws 2012 Section 40 – Dog Excrement](#)

A person in charge of a dog must not allow any part of the animal's excrement to remain on any road, nature strip, reserve or public or Council land in any built-up area. (see attachment 6).

The 2022 – 2026 DAMP will need to reflect the new Neighbourhood Amenity Local Law.

10.4 COUNCIL POLICIES FOR NUISANCE COMPLAINTS

10.4.1 Cats and Dogs at Large

The Community Safety team has developed a Domestic Animal Procedure for dealing with domestic animals found at large (refer to attachment 7)

In circumstances where repeat offenders are allowing their cat or dog to roam at large, Council will withdraw Infringements and pursue the matter in the Magistrates' Court to seek an order from the Court to require the owner to carry out works to ensure the animal is not able to escape from the owner's premises.

10.4.2 Barking Dogs

Council has a standard operating procedure for barking dog complaints. This ensures all complaints received are handled in the same consistent manner by all authorised Officers. The procedure steps out the required processes involved to investigate the complaint, liaise with the dog owner and surrounding neighbours. This procedure was reviewed and now includes educational material for both parties involved.

Where nuisances are found to be proven pursuant to section 32 of the Act, Council can issue notices to the dog owner to abate the nuisance, issue infringements and/or have the matter heard in the Magistrate's Court to seek an order from the Court for the owner to abate the nuisance.

10.5 OBJECTIVE 1

| Activity | When | Evaluation |
|---|---------|--|
| To introduce the hire of anti-barking collars and comfort coats | Ongoing | Number of hire of anti-barking collars and comfort coats as an option to pet owners with barking dog complaints. |

10.6 CURRENT EDUCATION/PROMOTION ACTIVITIES RELATING TO NUISANCE ANIMALS

- Providing barking dog information kits
- Providing information relating to building cat enclosures
- Information provided on Councils website
- Provide information brochures from DEDJTR & RSPCA
- Articles on Councils Website and Facebook page
- Encouraging the de sexing of cats and dogs to reduce wandering and creating a nuisance

- Encouraging dog owners to seek advice from professional dog trainers and trial barking dog citronella collars and comfort coats.

10.7 CURRENT COMPLIANCE ACTIVITIES RELATING TO NUISANCE ANIMALS

- Investigate nuisance complaints in a timely manner to ensure minimal timeframes
- Sending out barking dog formal complaints statements and barking dog log sheets with Statutory Declarations attached.
- Report outcomes of prosecutions, when appropriate, regarding each area of nuisance to local media to raise awareness in the community of the benefits of preventing dog and cat nuisances.
- Issuing notices to comply, notices of objection, infringements where
- necessary and taking the matter to the Magistrates' Court.
- Providing cat traps free of charge to residents.

10.8 SUMMARY

In order to reduce animal nuisance problems in the community, Council will continue promoting and providing education and compliance activities while striving to improve the activities and identify/trial new initiatives.

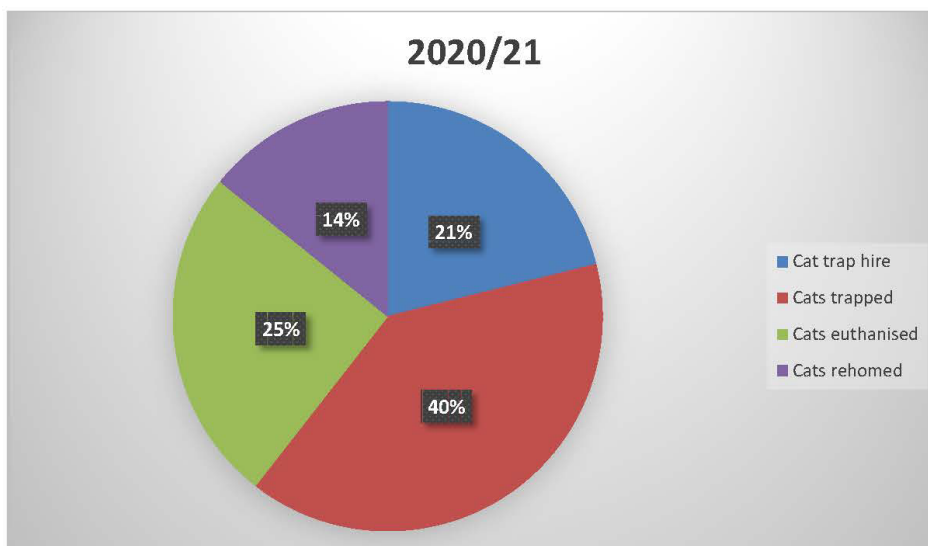
Over the next four years Council will continue to monitor the cat trapping program to ensure the program is promoted efficiently and provides assistance to residents, and continue media releases relating to Council's stance on compliance with nuisance type complaints.

10.9 OUR PLANS

10.9.1 Objective 1:

Revise Council's Order relating to the control of dogs and cats in public places.

| Activity | When | Evaluation |
|---|--------------------|---|
| Review cat trapping program at Pomonal (impacting the neighbouring Grampians National Park) | Annually | Number of feral cats taken of Grampians National Park at Pomonal. |
| Promote the free hire of cat traps for residents of the municipality. See graph below. | Annually | Number of cat trap hires annually. |
| Educate dog owners out in public by including off leash areas in media releases, and on website, (see off leash map attachment 9) | Ongoing/ as needed | Number of hits on web age. Number of media releases. |
| Review all dog off leash areas (if suitable) and produce an updated dog off leash map | Annually | Inspect dog off leash areas for suitability. |
| Ensure wide circulation of the Domestic Animals Branch publications such as "Preventing dog attacks" etc | Annually | Mail out publications with pet registration renewals. Distribute publications to Domestic Animal businesses, Veterinary Clinics and other community hubs. |
| Implement and enforce Order by ensuring compliance Officer/s patrol streets and parks. | Ongoing | Number of notices/warnings issued. Decreased number of animal litter and dog off lead complaints received. |



Of the 46 cat traps hired 2020/2021, 86 cats were trapped and 55 where temperament tested and deemed feral and/or diseased, therefor unsuitable for rehousing.

10.9.2 Objective 2

Decrease the timeframe of barking dog investigations from point of lodgement to resolution.

| Activity | When | Evaluation |
|---|---------|--|
| Set key performance indicators for Officers to complete barking dog complaints within a 6 week timeframe. | Ongoing | Review complaints annually to evaluate percentage completed within timeframe. |
| Use barking dog standard operating procedure and revise annually. | Ongoing | Review complaints to ensure standard operating procedure timelines were followed. |
| Assess the benefits of hiring out comfort coats and collars to dog owners where complaints received. | Ongoing | Number of barking dog complaints. Number of comfort coats and collars used to resolve barking dog complaints. |

11. DOG ATTACKS

11.1 Current data

Dog attacks occur throughout the municipality to varying degrees. Council's mix of rural and urban environments dictates that too often; livestock are the victims of attacks. In built up areas, other dogs, cats and small livestock such as chooks and rabbits are often impacted by attacks. Although Council does receive reports of dog attacks on people, often the attack is the result of human intervention with an attack on an animal.

Due to the unforeseen circumstances of COVID 19, dog attacks have risen within the community during restrictions.

Of the 15 reported attacks, 1 dog was euthanised. It had been attacking stock and then turned on the property owner leaving a leg wound. A couple of dogs were injured, causing puncture wounds and lacerations requiring extensive vet work to their torso and neck region and a person needed medical attention due to lacerations to their legs, arms and back while protecting their dog from being attacked. In this last case the dog was declared dangerous after an independent investigation and the matter is yet to go to Court.

Small rural towns also mean the dog owner and animal victim owner know each other. This can result in the parties not wishing to pursue matters formally through the Magistrate Court; as long as satisfactory arrangements between these parties are reached.

Wandering dogs are an issue that Council will be focussing on throughout the period of this Plan. Research shows that undesexed dogs wandering, whether registered or unregistered, is a volatile combination and often results in dog attacks.

Social Media has provided a forum for education to the community. Providing information on consequences and penalties associated with irresponsible pet ownership.

Council strategies for penalties may include:

- Infringements (where non-serious injuries are sustained)
- Menacing/Dangerous dog declaration
- Prosecution in Magistrate's Court
- Seek destruction/compensation order by Magistrates
- Seek mediation between parties
- Obtain a letter of no complaint from the complainant to allow Officers to take no further action where satisfaction resolution between the parties has been reached.

During 2020/21 there were 15 dog attacks reported to Council. Dog breeds involved were:

- Blue Heeler
- Bull Arab
- Cattle Dog
- Pointer Cross
- Staffordshire Terrier
- Wolfhound

There are currently 5 declared menacing dogs on the VDDR for Ararat Rural City Council. During this period, 1 new dog was added to the VDDR register, a Restricted Breed microchipped as a Pitbull, showing the classic signs and features of the breed. One dog previously on the register (German Shepherd) was revoked after professional training and a letter of support from the trainer which satisfied Council of its competence.

Where injuries have occurred to a person or another animal that is of a serious injury (as defined by the Act), Council will strive to have the matter heard in the Magistrate's Court, where enough evidence is sufficient to form a prosecution.

11.2 CURRENT EDUCATION/PROMOTION ACTIVITIES

- Prosecutions and dog attacks will be reported to the local media to raise community awareness of responsible pet ownership.
- Media releases relating to livestock attacks
- Providing new residents with animal registration information
- Promoting the effective confinement and control of dogs
- Promoting puppy socialisation and obedience training
- Mailing out literature titled – "Preventing dog attacks in the community" with annual registration renewals.

11.3 CURRENT COMPLIANCE ACTIVITIES

- Once Officers are notified of dog attack report, they will be dealt with as top priority
- Provide an afterhours response to reported dog attacks
- Ensure all reported dog attacks are recorded and investigated to meet all points of proof provided in the DAA. Seize dogs and prosecute owners in accord with Ararat Rural City Council's enforcement procedure
- Be proactive in declaring dogs dangerous or menacing (using the provisions of sections and 34 and 41A of the DAA correspondingly)
- Ensure unclaimed dogs at the pound are temperament tested to determine whether they are suitable for rehoming.

11.4 OUR PLANS

11.4.1 Objective 1

Provide targeted education and compliance campaigns in area where data reporting shows higher numbers of dog attacks incidents.

| Activity | When | Evaluation |
|--|---------|--|
| Collate and record data for dog attacks reported including, date/time, animal type, dog attacked animal/person, dog unsecured/off lead, dog unregistered, sex, entire/de-sexed. | Ongoing | Evaluate data annually to determine areas required specific education/compliance activities. |
| Report outcomes of all dog attack prosecutions to local media to raise awareness in the community of the need to report dog attacks and Council's action in relation to attacks. | Ongoing | Website, social media and media release strategy. |

11.4.2 Objective 2

To minimise the incidence of dog attacks in the community.

| Activity | When | Evaluation |
|--|---------|--|
| Providing proactive Education/Compliance Activities in the targeted areas of higher dog attack incidents. Educating key dog attack prevention messages (eg confinement of dogs to property, leash laws) through media articles, mail outs, website information. Actively patrol areas for roaming, unsecure and/or unregistered dogs. | Ongoing | Record type and number of education materials distributed. Numbers of proactive patrols conducted. Number of media articles published. |
| Inform the community of outcomes of dog attacks prosecuted in Court. | Ongoing | As occurs. |
| Set key performance indicators for Officers to complete dog attacks investigations within 6 week timeframe. | Ongoing | Review complaints annually to evaluate percentage completed within timeframe. |

12. DANGEROUS, MENACING AND RESTRICTED BREED DOGS

12.1 CURRENT SITUATION

Currently there is one restricted breed dogs registered with Ararat Rural City Council. Compliance Officers have received training in identifying these types of dogs so any information received at Council pertaining to these breeds is followed up.

12.2 DECLARED DOGS CURRENTLY REGISTERED WITH THE MUNICIPALITY.

| TYPE | 2018 | 2019 | 2020 | 2021 |
|------------------------------------|------|------|------|------|
| Registered restricted breed dogs | 0 | 0 | 1 | 1 |
| Registered declared dangerous dogs | 0 | 0 | 0 | 0 |
| Registered declared menacing dogs | 6 | 4 | 4 | 4 |

The Act defines restricted breed dogs as any one of the following:

- Pitbull Terrier
- American Pitbull Terrier
- Fila Brasileiro
- Dogo Argentino
- Japanese Tosa
- Perro de Presa Canario

Owners of restricted breed dogs are required to abide by specific regulations, in particular; secure enclosures, warning signs on premises, having the dog muzzled in public and on a lead at all times, as defined by the Act and the Domestic Animals Regulations 2005 (the Regulations) Section 34A (a) the Act states: A dog is a dangerous dog if –

- a) *the dog is kept as a guard dog for the purposes of guarding non-residential premises; or*
- b) *the dog has been trained to attack or bite any person or anything when attached to or worn by a person.*

Ararat Rural City Council currently has 56 registered dogs attached to the Corrections Victoria, Security and Emergency Services Group. Due to Ararat being the training facility, all dogs are registered with Ararat Rural City Council. As these dogs are used by Government authorities, they are exempt from provisions of the Domestic Animals Act 1994. Owners of declared dangerous dogs must abide by the same regulations as owners of guard dogs other than the perimeter fencing requirements.

Section 41A (1) of the Act states:

- (1) *A Council may declare a dog to be a menacing dog if-*
 - (a) *The dog has rushed at or chased a person; or*
 - (ab) *the dog bites any person or animal causing injury to that person or animal that is not in the nature of a serious injury.*

The Victorian Declared Dog Register (VDDR) is a database that records all declared dogs for all relevant parties to see. Any dangerous or restricted breed dog entered onto the VDDR is declared for the life of the animal and cannot be revoked by Council. Council can review a menacing dog declaration.

12.3 CURRENT EDUCATION/PROMOTION ACTIVITIES

- Media releases, website and social media relating to legislation/changes/updates
- Media releases, website and social media relating to differences between Restricted Breed Dogs and Dangerous Dogs
- Media releases, website and social media with information on how to report menacing dogs

and dog attacks.

12.4 CURRENT COMPLIANCE ACTIVITIES

- Ensure all declared dogs are accurately registered on the Victorian Declared Dog Registry and that details regarding change of owner/change of address/death of dog are updated as soon as possible.
- Follow up non compliance issues until owner complies
- Establish Council policies and procedures for non compliance – infringement, prosecutions
- Patrol industrial and commercial areas/non residential premises after hours to check dangerous dogs guarding premises have been declared, are identified as required (collar of the kind prescribed), and are being kept in compliance with the DAA and Regulations
- Monitor training in parks to ensure that dogs are not being trained to attack, bite, rush or chase are not doing “sleeve work”.

12.5 OUR PLAN

12.5.1 Objective 1

Ensure declared dogs are compliant to relevant legislation and regulations.

| Activity | When | Evaluation |
|--|-----------|--|
| Ensure all owners of declared dogs are aware of their obligations under the DAA regarding identification and keeping these dogs. Doing so by providing them with relevant sections of the DAA, brochures & fact sheets sent out as information kits. | Ongoing | Declared dog kits developed and distributed annually. |
| Patrol industrial sites or building sites that may have guard dogs. | Ongoing | Distribute information kits to any premises identified. |
| Ensure that Council has effective declaration policies and procedures to avoid declarations being over turned at VCAT (establish partnerships with other Councils that have success at VCAT for ideas and assistance). Ensure Council has specific declaration procedures for each type of declaration: Dangerous dogs Menacing dogs Restricted breed dogs | Ongoing | Declaration policies and procedures are developed and implemented. |
| Random property inspections of declared dogs to ensure compliance | Ongoing | Review checklists as occurs |
| Prosecute repeat offenders for serious breaches detected | As occurs | As Occurs |
| Educate the community about what is a declared dog | Ongoing | Number of complaints regarding declared dogs from the community Review accuracy of complaints |

12.5.2 Summary

Over the next four years, Council will work to ensure that all dangerous, menacing and restricted breed dogs are kept in a manner which is compliant with the Code of Practice.

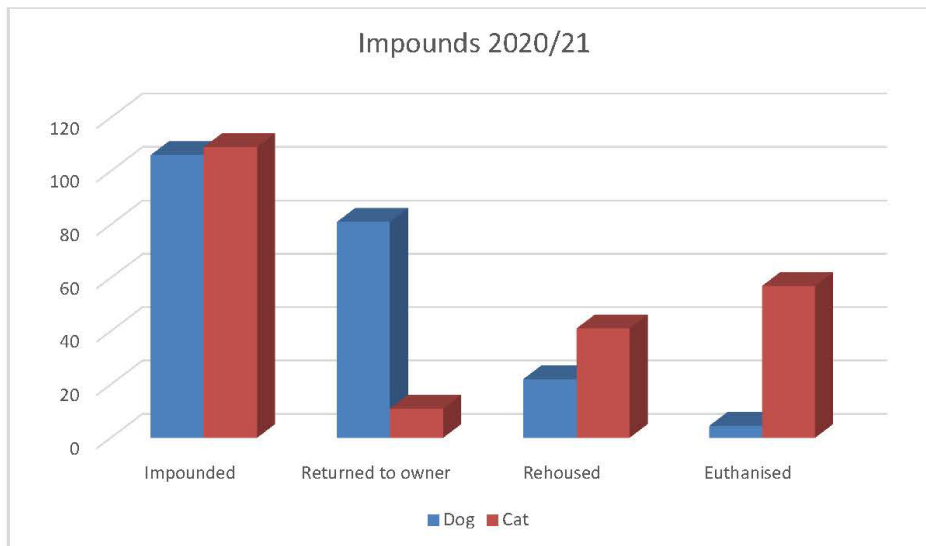
13. OVERPOPULATION AND HIGH EUTHANASIA

13.1 CURRENT SITUATION

| Category | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|---------------------------------------|---------|---------|---------------------|---------|
| DOGS | | | | |
| Number registered | 2279 | 1888 | 1658 | 1600 |
| Impounded by Council | 147 | 108 | 111 | 93 |
| Surrendered by public *(see below) | 19 | 20 | 17 | 13 |
| Adopted | 31 | 9 | 5 | 7 |
| Rescue Organisation | 18 | 35 | 24 | 15 |
| Euthanised | 2 | 4 | 3 + 1 deceased | 3 * |
| Reclaimed | 114 | 80 | 78 | 81 |
| CATS | | | | |
| Number Registered | 674 | 547 | 494 | 462 |
| Impounded by Council | 117 | 172 | 138 | 101 |
| Surrendered by public | 48 | 21 | 12 | 8 |
| Adopted | 43 | 28 | 19 | 19 |
| Rescue Organisation | 42 | 101 | 59 | 22 |
| Euthanised | 77 | 53 | 40 + 10 deceased | 57 |
| Reclaimed | 3 | 11 | 10 | 11 |
| Domestic Animal Business/shelters | 4 | 4 | 5 | 4 |

Council continued to work with rescue organisations over the past year, which has resulted in Council achieving the target of less than 7% of dogs (2.8%) that enter the pound being euthanised. No dogs were euthanised due to an inability to rehouse them.

Dogs euthanised were injured in an accident or old and suffering from respiratory problems and surrendered by their owners due to the inability to care for the animal, one dog was deceased at the owners property who required help with disposal.



All domesticated cats are reunited with their owners, rehoused with rescue groups or adopted by the public from the pound. The 54.3% of cats impounded that were euthanised in 2020/21 were a result of the feral cat trapping program. 45.7% of impounded cats were rehoused either with a rescue organisation or adopted direct from the pound.

13.2 CURRENT EDUCATION/PROMOTION ACTIVITIES

- Promote the benefits of de-sexing – no surprise litters, fewer unwanted animals in the community, fewer animals euthanised, reduced aggression, reduced wandering
- Community displays – brochure stands, social media & media releases promoting and raising awareness about de-sexing overpopulation and high euthanasia rate fact sheets and other material developed by the Bureau of Animal Welfare and/or Ararat Rural City Council.
- Continue registration and microchipping programs to ensure pet cats and dogs can be returned to their owner, to reduce euthanasia rates.
- Promote appropriate pet selection to avoid animals being surrendered.
- Continued Councils dog and cat subsidised adoption program which assists in the reduction of euthanasia rates.
- Advertise found animals on the Ararat Rural City Council website and Ararat Council Facebook page.
- Advertise adoptable animals on Ararat Rural City Council website, Ararat Active Facebook page and the Pet Rescue website.
- Keep lists of people wanting to adopt dogs or cats, keeping them in mind when a suitable animal becomes available.

13.3 CURRENT COMPLIANCE ACTIVITIES

- Implemented a formal program of assessment for euthanasia or suitability for rehoming of dogs.
- Investigate reports of animal hoarding
- Investigate reports of unauthorised “backyard breeders” to ascertain whether they should be registered as a domestic animal business
- Provide cat cages to local residents for trapping cats trespassing on their property
- Enforcing the Local Laws relating to prescribed number of animals on a property
- Microchipping and registration of all impounded animals prior to release to the owner
- Microchipping, immunisation, registration and desexing of all impounded animals prior to being released for adoption.

Summary

There are a lot of opportunities to introduce programs which will positively impact the community, and the dogs and cats within it. Council has had great success in meeting their low euthanasia target of less than 7% (2.8%). Council will continue to work towards successful outcomes for all animals that come through the system.

13.4 OUR PLANS

13.4.1 Objective 1

Continue encouraging de-sexing of animals. The below activities will continue into the 2019/20 pet registration cycle.

| Activity | When | Evaluation |
|---|---------|---|
| Discount registration fees for cats and dogs that are de-sexed to encourage registration of animals over 3 months of age. | Ongoing | Number of new animals registered in category yearly. |
| Continue successful partnerships with animal rescue/shelter organisations to offer subsidised de-sexing of dogs and cats. | Ongoing | Number of owners of animals taking advantage of subsidised de sexing rate. Apply for Government grants where available. |
| Enter into Section 84Y agreements with animal rescue/shelters to ensure released dogs are de-sexed prior to rehousing | Ongoing | Number of Section 84Y agreements |

14. DOMESTIC ANIMAL BUSINESSES

Domestic Animal Act S68A (2)(c)(ii) Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation

- also addresses 68A(2)(a),(c)(i),(d),(f)

Current data

In Victoria, the Domestic Animals Act 1994 defines Domestic Animal Businesses as any of the following:

- A Council pound (operated by the Council or a contractor on behalf of Council)
- A dog and/or cat [breeding business](#) - where there are three or more fertile females and animals are sold (whether a profit is made or not), and the proprietor is not a member of an Applicable Organisation. If the proprietor is a member of an Applicable Organisation, they are exempt from registering as a breeding Domestic Animal
- Business if they have less than 10 fertile female animals AND no more than 2 are not registered with an Applicable Organisation.
- A [dog training establishment](#) (where the business is run for profit)
- A [pet shop](#) (operated in a permanent location that must be open at least 5 days per week)
- An [animal shelter](#) (e.g. welfare organisations such as the RSPCA and The Lost Dogs' Home)
- An [establishment boarding](#) dogs or cats (where the business is run for profit to provide overnight, daycare or homecare boarding)
- An establishment that is [rearing](#) dogs or cats (where the business is run for profit).

There are several businesses in Ararat Rural City Council currently undertaking activities which fall into a category of Domestic Animal Business (DAB). These businesses include pet shops, boarding establishments and breeding establishments. Legislation has changed considerably over the past few years in an effort to regulate breeding establishments, otherwise known as puppy farms.

There are 5 registered domestic animal businesses within Ararat Rural City Council, these include 1 pet shop, 1 boarding establishment, 2 domestic animal breeder and Councils registered pound and shelter.

Registered domestic animal businesses are audited both randomly and on receipt of complaints.

Council actively investigates the presence of animal businesses to ensure compliance with the relevant codes of practice and legislation.

In 2020-2021 Council reviewed multi-animal permit holders to identify those without planning permits or running breeding businesses. A number have now been resolved.

14.1 CURRENT EDUCATION/PROMOTION ACTIVITIES

- Providing information to registered domestic animal businesses.
- Promoting DEDJTR information and codes of practices.
- Advertising new legislation amendments.

14.2 CURRENT COMPLIANCE ACTIVITIES

- Investigate reports
- Monitoring advertising sites
- Renewal/Registration process
- Inspecting suspected unregistered domestic animal businesses
- Liaising with planning department to ensure planning conditions are adhered too.
- RSPCA Inspector support.

14.2.1 Objective 1

Ensure domestic animal businesses are compliant with relevant legislation and codes of practice.

| Activity | When | Evaluation |
|---|---------|---|
| Monitor Councils registration database for owners with more than 3 fertile females. | Ongoing | Compliance with local laws and related legislation |
| Encourage de-sexing of animals by keeping registration fees for de-sexed animals at low rates whilst increasing the full cost of registrations. | Ongoing | Percentage increase of de-sexed animals compared to entire animals. |
| Conduct searches for unregistered domestic animal businesses via internet/media/newspapers. | Ongoing | Number of DAB's identified. |

14.2.2 Objective 2

Identify illegally operated Domestic Animal Breeding Establishments in the municipality and ensure compliance and/or closed down.

| Activity | When | Evaluation |
|---|---------------|--|
| Media campaigns to raise awareness of DAB definition and code of practices that must be adhered to. | As identified | Evaluate number of complaints received and properties identified during inspection or otherwise. |
| Investigate advertisements of pets for sale. | As identified | Mandatory microchipping of animals from breeding establishments. |
| Audit DAB randomly to ensure compliance. | Ongoing | Number of audits compared to number of follow ups required. |

15. ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING

As per 68A(3) of the Act, Council will review its Domestic Animal Management Plan annually to assess whether any amendments are necessary in order to ensure the plan is relevant and can be completed within the required timeframes.

In 2021, Council will undertake a major review and prepare the next domestic animal management plan for the 2021-2024 periods.

15.1 ATTACHMENTS

Attachment 1: General Local Law 2012 Section 35 – Keeping Animals

(1) An owner or occupier of property must not without a permit keep or allow to be kept on any one property at any time any more in number for each kind of animal than as set out in the following table:

| Type of Animal | Maximum number allowed in residential areas. | Maximum number allowed in farming area. |
|----------------------------|--|---|
| Dogs | 2 | 6 |
| Cats | 2 | 4 |
| Roosters | Permit required | Not applicable |
| Poultry | 10 | Not applicable |
| Domestic Mice | 10 | 10 |
| Guinea Pigs | 4 | 10 |
| Domestic Rabbits | 4 | 4 |
| Horses/Donkeys | Permit required | Not applicable |
| Cattle | Permit required | Not applicable |
| Sheep | Four (4) per hectare | Not applicable |
| Goats | Permit required | Not applicable |
| Pigs | NOT PERMITTED | Not applicable |
| Other agricultural animals | Permit required | Not applicable |

- (2) Clause (1) does not apply where a planning permit has been obtained for land used for the purpose of animal boarding, breeding or a domestic animal business.
- (3) Sub-clause (1) does not apply to the temporary grazing of no more than twenty (20) sheep in a township or rural residential zone, for a period not exceeding four (4) weeks.
- (4) For the purpose of calculating the maximum allowable number of animals kept, the progeny of animals lawfully kept will be exempt for a period of four (4) months after the day of birth.
- (5) The keeping of birds or poultry must be in accordance with any applicable State Regulation, licence or code, or the Code of Practice for keeping poultry contained in Schedule 9 of the Guidelines for Local Laws Infringement Notices, Permits and Fees.

Attachment 2: General Local Laws 2012 Section 36 – Animal Housing

- 1) The owner or occupier of any land on which animals are kept must provide housing which is adequate and appropriate in the circumstances, taking into consideration:
 - a) the type of animals to be kept; and

- b) *the height of the shelter; and*
 - c) *the number of animals to kept; and*
 - d) *the capacity to maintain it in a sanitary and inoffensive condition; and*
 - e) *the capacity to protect neighbours from noise from animals on the land; and*
- 2) *All animals housing must be maintained so that:*
- a) *all manure and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or offensive condition; and*
 - b) *all manure and other waste is stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of to the satisfaction of the environmental health officer; and*
 - c) *the ground surrounding the housing is drained to the satisfaction of the environmental health officer; and*
 - d) *the area of land within 3 metres of the area or structure in which the animal is kept must be kept free from dry grass, weeds, refuse, rubbish or other material capable of harbouring vermin; and*
 - e) *all food, grain or chaff is kept in vermin proof receptacles; and*
 - f) *the area where animals are kept must be thoroughly cleaned and maintained at all times in a clean and sanitary manner to the satisfaction of the environmental health officer.*

Attachment 3: General Local Laws 2012 Section 37 – Fencing of Animal Enclosures

- 1) *The owner or occupier of any land on which animals are kept must provide fencing which is adequate to prevent the animals straying from the property.*
- 2) *A person must not without a permit erect an electric fence in a residential area unless the electric fence is at least one (1) metre inside a properly constructed fence which is adequate to contain the type of animal kept.*

Attachment 4: General Local Laws 2012 Section 38 – Grazing Or Wandering Animals

- 1) *No animals are permitted to graze on any Council land or land under Council control without a permit*
- 2) *No person may knowingly allow any grazing animal under his or her ownership, care or control to wander onto any Council land.*

Attachment 5: General Local Laws 2012 Section 39 – Unleashed Dogs

- 1) *A person must not unleash a dog in a built-up area unless it is in an area designated and signposted for the purpose.*
- 2) *The Council may, from time to time, by resolution make an order designating areas in which dogs may be unleashed provided each dog remains under the effective control of its owner or the person for the time being in charge of the dog.*
- 3) *The Council must cause areas designated under the clause to be signposted for the purpose.*
- 4) *The signposting may include the words – Dog of Leash area – unleashing permitted – owner onus applies or words to similar effect.*
- 5) *A person who unleashes a dog must keep the dog under effective control.*
- 6) *The provisions of this clause relating to unleashing do not apply to greyhounds, dangerous dogs, restricted breed dogs or menacing dogs as defined in the Domestic Animals act 1994.*

Attachment 6: General Local Laws 2012 Section 40 – Dog Excrement

- 1) *A person in charge of a dog must not allow any part of the animal's excrement to remain on any road, street, nature strip, reserve or public or Council land in any built-up area.*
- 2) *A person in charge of a dog which litters a public place within a built-up area must immediately collect and dispose of the droppings in such a manner as not to cause a nuisance of any other person.*

Attachment 7: Domestic Animal at Large Procedure

DOMESTIC ANIMAL AT LARGE PROCEDURE

REGISTERED ANIMALS

First Occasion

Return to owner, verbal warning given – 1 per 12 months.

NOT APPLICABLE

If dog has been impounded and registered upon release within the last 12 months, or has been involved in a dog attack – Straight to 3rd offence.

Second Occasion

- Return to owner
- Impoundment fee to be charged.

Third Occasion

- Return to owner
- Impoundment fee to be charged.
- Infringe for being at large.

UNREGISTERED ANIMAL - MICROCHIPPED

Microchipped Animal

- Charge impoundment fee
- Animal to be registered prior to release.
- Infringe for "Dog at large"

UNREGISTERED ANIMAL – NOT MICROCHIPPED

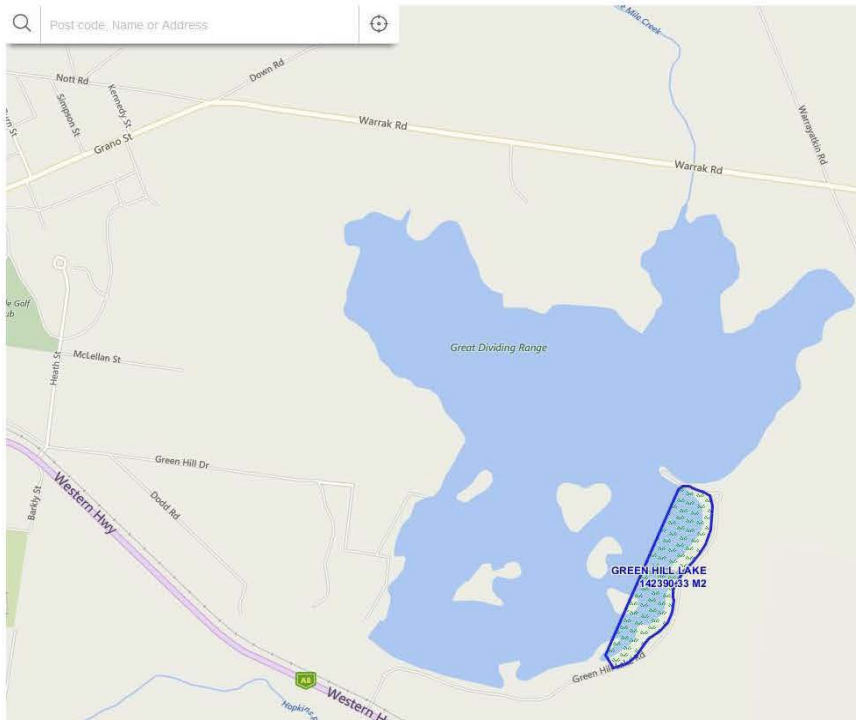
Not Microchipped

- If identified by owner, animal to be microchipped and registered prior to release.
- No owner identified, rehouse with agreed animal rescue organisation.
- Euthanise as last resort if not suitable for adoption or unable to rehouse.

Infringe at large and unregistered if owner identified.

Animals that have been previously impounded and registered upon release to the owner, will be infringed again for at large if the animal is found wandering within 12 months of previous impoundment. (see 3rd occasion reference under Registered Animal Column).

- Warrabee Park - Elizabeth Park - King Street - Centenary Park
- Kokoda Park - Ford Street Park - Elizabeth Street - Gordon St Reserve – Queen St



- Green Hill Lake



ARARAT RURAL CITY COUNCIL

DOMESTIC ANIMAL MANAGEMENT PLAN

2022-2026



| | | |
|--|--|----------------|
| Domestic Animal Management Plan | Review Date: | May 2022 |
| | Last Reviewed: | |
| | Next Review Due: | September 2023 |
| | Revision No: | |
| Responsible Officer: | Manager Planning, Community & Compliance | |
| Approved By: | <i>Adopted by Council on XX</i> | |
| Related Documents: | Domestic Animals Act 1994 | |

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Introduction

Our furry family members, in all their forms, can bring great joy to our household. To the wider community they can, however, be received in less glowing terms if they bark, trespass or leave a mess in their wake.

The *Domestic Animal Management Plan* (DAMP) seeks to outline how the Council's Community Safety team will work with pet owners, residents, and rate payers to maximise the joy these companion animals bring and minimise, or resolve, conflict between parties.

We acknowledge that this is an ongoing process and whilst this document seeks to set the course for our operations for the next 4 years, the annual review process required by the Domestic Animal Act (DAA) will provide an opportunity to refine and improve our operations during this time.

Under Clause 68A (2) of the DAA:

- (2A) *domestic animal management plan prepared by a Council must—*
- a) *set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and*
 - b) *outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and*
 - c) *outline programs, services and strategies which the Council intends to pursue in its municipal district—*
 - i. *responsible ownership of dogs and cats; and*
 - ii. *to ensure that people comply with this Act, the regulations and any related legislation; and*
 - iii. *to minimise the risk of attacks by dogs on people and animals; and*
 - iv. *to address any over-population and high euthanasia rates for dogs and cats; and*
 - v. *to encourage the registration and identification of dogs and cats; and*
 - vi. *to minimise the potential for dogs and cats to create a nuisance; and*
 - vii. *to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and*
 - d) *provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and*
 - e) *provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and*
 - f) *provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.*
- (3) *Every Council must—*
- a) *review its domestic animal management plan annually and, if appropriate, amend the plan; and*
 - b) *provide the Secretary with a copy of the plan and any amendments to the plan; and*
 - c) *publish an evaluation of its implementation of the plan in its annual report.*

This document is the result of our efforts to meet our legal obligations. In line with other changes to the organisation in recent years, this plan seeks to be more succinct, direct and forthright in what, how, when and why we approach this work. We hope that this will make the document clearer and build trust within the community about how we operate.

Keeping an animal or two for companionship is a part of everyday life for many people. Dogs and cats provide a buffer against loneliness, give us a reason to get up in the morning, add activity to our day and will often sympathise with our challenges.

As at 10 April 2022, there were 863 dogs and 233 cats registered by owners in our community. Not surprisingly the majority (70.44%) were living with owners in the Ararat town area where much of the population is based.

We also had 5 domestic animal business registered within the municipality. Domestic animal businesses are those that breed or provide boarding services (kennels & catteries) to the broader community.

Some dogs may be declared as dangerous or menacing. This is based either on their breed (specified in state legislation) or by past behaviour. These animals can be loving family pets, though the name “dangerous” or “menacing” might not suggest that. For declared animals, the legislation seeks to ensure that they are cared for and controlled in a way that minimises the risk to others.

We currently have 1 restricted breed and 4 menacing dogs registered in the municipality and 1 dog declared dangerous.

Within our community there are also people whose past experiences, current physical health or business activities may be impacted by interactions with the pets of others. This document is as much for them, as it is for the pet owners, as both groups have the right to enjoy a life of their choosing, without the risk of fear, harm or loss.

What does Council do to manage animals?

Identification

At the heart of our animal management operations is registration. The State requires all cats and dogs over 3 months old must be registered and microchipped. This process helps identify animals when lost or traded and provides a means of ensuring someone is nominated for the animal's care.

Registration can be seen as an obligation, but it brings with it the benefit of ready connection if a pet strays or becomes lost.

Impounding

If an animal is received by Council and its owner can't be readily found, or if a pet is surrendered, then the Community Safety team will impound the animal.

The pound provides a temporary, safe and secure home while further searching occurs for the existing, or a new owner. Long term strays in the pound aren't ideal and Council works to rehome pets as quickly as possible.

Responsibility

Unfortunately, there are times where a pet may cause damage to other people, pets, stock or property. In these cases, Council staff will investigate the matter and seek to find a mutually agreeable outcome. Where this cannot be achieved there are a range of possible pathways that may be followed depending on the circumstances of the incident. In most cases, both the pet owner and the other person have rights for review, both internally and by others.

Welfare

The welfare of domestic animals, both for owner and animal businesses is part of these individual owners responsibility. Council staff have a role to both investigate concerns relating to animal welfare, as well as work with other agencies on this issue. Council's Community Safety team are all authorised officers under the *Prevention of Cruelty to Animals* (POCTA). In this role staff may advise animal owners on improvements required or what we can legally do.

Education

Council also has an educative role in the care and management of domestic animals. This is delivered in a variety of ways from working with individuals, households, and operators of animal businesses, to media items across multiple formats on pet care and responsibilities.

Guiding Principles for animal management

In the operation of our animal management function, we seek to:

- Provide professional caring service to all people and pets involved
- Make responsible decisions that protect the health and safety of our community
- Partner with other agencies to provide quality services
- Monitor and manage, our performance to ensure we are continuously improving.

Legal responsibilities

We operate the service under a number of a legislative tools including:

- *Domestic Animal Act* (DAA)
- *Prevention of Cruelty to Animals* (POCTA)
- *Planning & Environment Act* and
- *Neighbourhood Amenity Local Law*

In simple terms these tools focus as follows:

| Legislation | Key control areas |
|----------------------------------|--|
| Domestic Animal Act | Animal registration, stray/wandering/abandoned pets, nuisance, dangerous and menacing animals, Domestic Animal Businesses and animal sales, greyhounds. |
| Prevention of Cruelty to Animals | Animal cruelty (across most species not just cats and dogs) and responsibility to animals being harmed. |
| Planning and Environment Act | This act governs the development of the Council Planning scheme which in turn regulates the use of land for animal keeping, breeding and boarding both on a domestic and commercial scale regulates the number of animals that can be kept in various zones without a permit. Legislatively overrides the Neighbourhood Amenity Local Law. Regulates cat and dog breeding and boarding businesses, as well as racing dog businesses. |

| | |
|--------------------------------------|--|
| Neighbourhood Amenity and Local Laws | Regulates the provision of animal accommodation and management of animal waste. Also specifies animal keeping numbers, for any situation not covered by the Planning Scheme. |
|--------------------------------------|--|

The Community Safety team and other Council staff are able to advise people on the requirements of legislation, as part of their role in education and enforcement.

Strategies for animal management

This 4 year plan defines key achievements based on both known regular activities and identified opportunities for improvement. This section of Outcomes and Actions is expected to be updated annually throughout the period as actions are completed and new issued identified.

| Outcomes | Actions |
|--|--|
| 1. Facilitate responsible pet ownership | <ul style="list-style-type: none"> a) Keep accurate records of animals in the community through registration b) Annually doorknock an area of the community to confirm accuracy of records c) Inspect premises of all dangerous and menacing dogs annually to ensure compliance with requirements d) Promote measures that prevent wandering and escape in media at six monthly intervals e) Promote the benefit of registration at six monthly intervals f) Annually report on key metrics for animal ownership to Council and State government |
| 2. Facilitate responsible financial and humane measures in service | <ul style="list-style-type: none"> a) Review the procedure for management of animals received to ensure best outcomes for animals, particularly unweaned animals by July 2022 b) Review the animal adoption subsidy against the costs of vetwork, pound and registration costs and report to Council in September 2022 for consideration c) Benchmark registration costs against other Councils and report to Council by November 2022 in readiness for the forthcoming animal registration year d) Review the current pound arrangements to ensure animal care remains at good practice and report to Council by February 2024 e) Support owners to comply with relevant laws and take enforcement action where compliance is not achieved |

| | |
|---|--|
| 3. Maintain strong partnership with agencies involved in animal welfare that share common goals | <ul style="list-style-type: none"> a) Continue to partner with pet shelters and breed specific rehoming groups to provide alternative care arrangements for animals received and unclaimed b) Support work of RSPCA and AgVictoria in investigations into animals issues c) Work with Victoria Police, as needed, on animal crime matters |
| 4. Ensure staff are confident and capable in handling likely situations arising from service | <ul style="list-style-type: none"> a) Monitor training opportunities provided to sector and utilise as needed b) Ensure after hours staff have necessary resources and induction to deliver quality service c) Implement new remote worker safety arrangements by March 2023 |
| 5. Address feral animal problems both at Council sites and on private land | <ul style="list-style-type: none"> a) Maintain an annual feral cat program on Council properties across the municipality b) Provide cat traps for hire to the community and fund the destruction of feral cats captured c) Refer complaints of feral domestic animals on state land to the relevant state land manager |

Monitoring progress

The collection of key information throughout the year is expected to provide an insight into the area of progress, areas needing greater focus and new issues that arise.

Data will be collected monthly by the Community Services Team and reviewed quarterly by the Manager. Where there are any significant issues identified these can be flagged with the CEO and Council, as required, and a response can be implemented to endeavour to address the issue.

Monthly information to be collected is:

1. Animal Management request
2. Animals collected, reclaimed and rehomed
3. Timelines of first response to animal management requests
4. Cat traps hired
5. Dog attacks reported and investigated
6. Barking dog complaints received and actioned
7. Animal wandering complaints and fines

Quarterly information is to be collated on:

8. Dogs and cats registered
9. Proportion of animals desexed
10. Restricted breed dogs registered
11. Declared dangerous dogs registered
12. Menacing dogs registered
13. Domestic animal businesses registered

Data collected will inform the Council reporting through the *Know your Council* website and the annual review of this document

3.4 ARARAT FITNESS CENTRE UPGRADE WORKS

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 5478

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

Works to install improved drainage and ventilation, a new basketball court floor and a new sprung gymnastics floor will be undertaken at the Ararat Fitness Centre during June 2022. These works are critical to ensure ongoing user safety, structural integrity of the Centre building and to replace aged infrastructure.

The key works replace a basketball court floor that was laid in 2019, that has been impacted adversely by poor sub floor drainage and ventilation. The gymnastics floor has been in place for over twenty years and has been impacted by termite attack and moisture.

The drainage and ventilation works are based on a consulting structural engineer's recommendation and will be implemented under engineering supervision by Council's Operations team.

The costings for the work to be undertaken are provided below:

- Basketball Court floor Installation \$123,000
- Gymnastics spring-loaded floor installation \$22,350
- Drainage, ventilation and demolition works will be undertaken by the Council Operations at an estimate of \$38,000

It is proposed that this work be funded from the Building Capital Reserve.

DISCUSSION

There is a need to renew elements of the basketball court and the sprung gymnastics floor at the Ararat Fitness Centre. Unfortunately, the basketball floor has only been in place for three years and has been problematic since it was first installed. The floor is showing "cupping" of timber elements rendering it unsuitable for use. Structural engineering reports identify that the failure of the flooring relates to drainage and ventilation problems at the site.

These drainage and ventilation issues will be remediated through works undertaken by Council's Operations team based on advice from consulting structural engineers. These works are aimed at improving external surface water runoff and moisture control below the floor. This will be achieved through installation of diversion structures such as garden edgings and grated drainage.

In order to improve ventilation mechanical ventilation system will be installed in the front and western side of the centre. These approaches will facilitate removal of excess water, that is currently retained, improving subfloor ventilation and moisture profile underneath the basketball court. These works will be completed from existing maintenance budget sources.

Council has engaged Ace Flooring to undertake works to replace the existing floor. Ace Flooring are very experienced basketball court installers and have a very strong reputation in the industry. Demolition of the existing floor will be undertaken by Council staff. Any salvageable timber from the old floor will be made available to local woodworking groups and Men's Shed for their use.

Works will commence in June 2022 and the basketball courts will not be available during this time for public or competition use. The Ararat Basketball Association have been very accommodating and managed their season around the flooring replacement works.

The existing gymnastics flooring has been in place for in excess of twenty years and is in need of replacement with a new sprung floor, due to termite and water damage over time. A full termite treatment was undertaken in 2021. The replacement of the floor will see this area remain safe for future usage by the Gymnastics Association as well as the group fitness classes. These works will be undertaken in June 2022.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

Enhancing Community Life – We will work with the communities of Ararat Rural City to maintain social cohesion, support community activity and cultural life, and enhance safety

Budget Implications

The costings for the work to be undertaken are provided below:

- Basketball Court floor Installation \$123,000
- Gymnastics spring-loaded floor installation \$22,350
- Drainage, ventilation and demolition works will be undertaken by the Council Operations at an estimate of \$38,000

It is proposed that this work be funded from the Building Capital Reserve, which is held to fund works on the Fitness Centre.

Policy/Relevant Law

Council's Procurement Policy

Sustainability Implications

The report details Council's efforts in salvaging timber for use by local community groups.

Risk Assessment

There is a high risk for the safety of the community if Council do not undertake the proposed works, as identified in the structural engineer's report. All contractors engaged in the works will be required to provide a full risk assessment of the works carried out on site.

Innovation and Continuous Improvement

The Centre upgrade works will see the community benefit from a safer environment to undertake group activities.

Stakeholder Collaboration and Community Engagement

Council staff have engaged with the Ararat Basketball Association and Ararat Gymnastics Association to provide information relating to the works required to take place. Both organisations have been very supportive and flexible to allow the works to be undertaken.

RECOMMENDATION

That

- 1 *Council endorse the works to be undertaken at the Ararat Fitness Centre including:*
 - *Basketball Court floor Installation*
 - *Gymnastics spring-loaded floor installation*
 - *Drainage, ventilation and demolition works; and*
- 2 *The works be funded through the Building Capital Reserve.*

**MOVED CR SANDERS
SECONDED CR ALLGOOD**

That

- 1 **Council endorse the works to be undertaken at the Ararat Fitness Centre including:**
 - **Basketball Court floor Installation**
 - **Gymnastics spring-loaded floor installation**
 - **Drainage, ventilation and demolition works; and**
- 2 **The works be funded through the Building Capital Reserve.**

CARRIED 4624/22

ATTACHMENTS

There are no attachments relating to this item.

3.5 ARARAT RURAL CITY COUNCIL DRAFT BUDGET 2022/2023 – COMMUNITY ENGAGEMENT

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO's OFFICE
REFERENCE: 5479

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

It is recommended that Council endorse a plan for community engagement around the 2022/2023 budget. This will include a number of mechanisms of engagement including:

- use of Engage Ararat
- distribution of plain language budget summaries across the municipality
- face to face "town hall" meetings
- virtual "town hall" meetings
- media posts to encourage community engagement

The process is designed to ensure maximum engagement with key geographic locations and communities of interest across the municipality.

DISCUSSION

Section 94 of the Local Government Act 2020 (LGA 2020) requires that Council prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year. Section 96 requires that Council undertake community engagement around its budget in a form that is consistent with its Community Engagement Policy.

The following provides a description of the community engagement to be undertaken by Council prior to budget adoption.

| Engagement Activity | Timeframe |
|---|---|
| Posting of Council's 2022/2023 Budget on Engage Ararat | By 5:00pm on Thursday 02 June 2022 |
| Development of a one-page summary of key budget deliverables – available at a number of sites across the municipality | Thursday 02 June 2022 |
| "Town Hall" meetings in the following communities: <ul style="list-style-type: none"> • Ararat • Elmhurst • Tatyoon • Lake Bolac • Pomonal • Willaura | Tuesday 14 June – Thursday 16 June 2022 |
| Virtual "Town Hall" meetings via Zoom / Teams | Tuesday 14 June – Thursday 16 June 2022 |

| | |
|---|--|
| Promotion of key budget elements across mainstream and social media – requesting feedback via Engage Ararat, email or conventional submission | Thursday 02 June – Friday 24 June 2022 |
| Meet with the Rural Roads Group to discuss road network development between 2022/2023 and 2026/2027. | Wednesday 08 June 2022 |

The engagement plan aims to ensure multiple channels of feedback on the budget for the community to utilise.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

Council’s Budget is a key strategic document that resources delivery of the Council Plan. In particular the Budget 2022/2023 relates to the following:

- 6. Strong and effective governance
- 6.1 Deliver responsible budget outcomes, linked to strategy, that deliver value, innovation and rating fairness.

Budget Implications

There are no significant direct budget implications in

This year’s budget is framed in delivering a community dividend for organisation efficiencies. It is proposed that there will be a zero percent rate rise in 2022/2023, which delivers a net zero percent rate rise over the past five budgets. This has been achieved without a decline in service delivery.

Policy/Relevant Law

Section 94 of the Local Government Act 2020 (LGA 2020) requires that Council prepare and adopt a budget for each financial year and the subsequent three financial years by 30 June each year. Section 96 requires that Council undertake community engagement around its budget in a form that is consistent with its Community Engagement Policy

Sustainability Implications

N/A

Risk Assessment

There is a need to engage the community in development of the budget and seek their feedback on key elements. The budget needs to align with community expectation, directed through implementation of the Council Plan 2021-2025.

Innovation and Continuous Improvement

Improving methods and approaches to engaging the community need to be a key consideration for Council. Implementation of the virtual “town hall” meetings, although not necessarily novel or exciting does represent another channel for engaging the community in budget consideration.

Stakeholder Collaboration and Community Engagement

This agenda item relates directly to a process of community engagement.

RECOMMENDATION

That Council endorse the community engagement plan for the Draft Budget 2022/2023.

MOVED CR BEALES
SECONDED CR SANDERS

That Council endorse the community engagement plan for the Draft Budget 2022/2023.

CARRIED 4625/22

ATTACHMENTS

There are no attachments relating to this item.

3.6 GORDON STREET RECREATION RESERVE

| | |
|-----------------------------|--------------------------------|
| RESPONSIBLE OFFICER: | CHIEF EXECUTIVE OFFICER |
| DEPARTMENT: | CEO'S OFFICE |
| REFERENCE: | 5486 |

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

Ararat Rural City Council is delivering a major multipurpose redevelopment of the Gordon Street Recreation Reserve. This redevelopment will become one of regional Victoria's premium facilities, enhancing opportunities for underrepresented groups and sporting codes, activating opportunities that have previously not existed.

The project has been made possible due to partnerships with local sporting groups, and both state and federal government.

Council has allocated \$3,100,000 in its 2021/2022 budget. In April 2022 Council awarded the contract for the Gordon Street Recreation Reserve Pavilion development. The adoption of this contract places the project at a \$1,662,485 funding shortfall, however, Council has two alternative options to cover this, through either the extension of the Local Roads and Community Infrastructure fund or through use of financial reserves.

Council will be advocating a shared financial risk model, between State and Federal funders and local governments, in order to ensure that this key redevelopment is delivered without the entirety of the risk falling on one party.

DISCUSSION

Ararat Rural City Council has developed in partnership with local sporting clubs, AFL Victoria and Football Victoria a major multipurpose redevelopment of the Gordon Street Recreation Reserve. The Gordon Street Recreation Reserve Redevelopment is the most significant building project for Ararat Rural City Council in the coming year.

The development of the precinct is expected to stimulate the local economy, respond to local demand for new participation opportunities and improve diversity and inclusion within disadvantaged communities and underrepresented groups identified in Active Victoria.

The project delivers a new shared use pavilion plus new football (Soccer) playing fields, track and field facilities and adjusted boundaries to the existing AFL oval to meet AFL preferred playing field dimensions and elevate the standard of the Cricket playing field dimension to Open Age Premier/Regional competition standard.

In December 2020, Council was invited to apply to the second round of the Victorian Government's Community Sports Infrastructure Stimulus Program based on the scope of its initial application in the earlier

round. Council found efficiencies and improvements to the initial scope including building one full size FIFA soccer pitch instead of two (with the other pitch now an informal junior pitch); and one standalone shared use pavilion instead of two new pavilions.

The fully costed budget for the project was \$3,100,000. This was based on the best available cost estimates at the time, which were quantity surveyed and verified. Council has allocated \$3,100,000 in its 2021/2022 budget through the Gordon Street Recreation Reserve Redevelopment budget which includes funding from:

| | |
|--|--------------------|
| Community Sports Infrastructure Stimulus Fund (Victorian State Government) | \$2,550,000 |
| Local Road and Community Infrastructure Fund (Federal Government) | \$400,000 |
| Council | \$150,000 |
| Total | \$3,100,000 |

Tenders for the construction of the new sports pavilion at the Gordon Street Recreation Reserve were called in October 2021. Tenders were provided by two companies and were all significantly over budget. Alterations were made to the design of the pavilion and select tenders were invited to submit in February 2022. At the April 2022 Council Meeting, Council awarded the contract for the Gordon Street Recreation Reserve Pavilion development.

Adoption of this contract places the project at a \$1,662,485 funding shortfall. It is believed that there is scope to make some savings on the civil works relating to the project, along with savings made on lighting contracts, may decrease the shortfall to in the order of \$1,500,000. Council has the capacity to fund this shortfall through an extension of the Local Roads and Community Infrastructure fund of \$1,441,358 or through use of financial reserves.

The cost fluctuation is a function of general market instability within the construction sector in the post COVID period. The cost of pavilion construction was significantly greater than that projected through original quantity surveying on the project. Council had no capacity to foresee the cost impacts of a volatile construction market when the project was proposed, costed and funding approved.

This cost impact of a volatile market is not unique to Ararat, nor this particular project, it is being experienced by local governments across Victoria in delivery of jointly funded recreation and sporting projects. This represents a pressure point for local governments delivering significant State and Federal funded projects. All financial risk beyond the point of funding is borne by the local government – this particularly impacts small rural councils such as Ararat Rural City with small budgets and very limited capacity to manage financial risk.

Council is fortunate that tranche 3b of the Federal Government's Local Roads and Community Infrastructure Fund was released prior to the Federal election. This \$1,441,358 could of course be utilised around key road infrastructure projects if it wasn't required for the Gordon Street Recreation Research Redevelopment. A model of shared financial risk, between State and Federal funders and local governments around risk that cannot be reasonably foreseen if something worth advocating for. This is particularly important for small rural Councils in the current volatile construction market. Council is fortunate that tranche 3b of the Federal Government's Local Roads and Community Infrastructure Fund was released prior to the Federal election. Council is committed to deliver the Gordon Street redevelopment to the community and key sporting organisations. It is viewed as a key piece of community infrastructure that will enhance sporting outcomes for women and minority sport across the region.

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

4. ***Developing and Maintaining Key Enabling Infrastructure.***
 - 4.1 Ensure Asset development and renewal during the planning period matches that identified in Council's Asset Plan 2021-2031.
 - 4.3 Deliver infrastructure outcomes that support economic growth, promote community wellbeing and safety, and align with Council's financial sustainability.
5. ***Enhancing Community Life***

We will work with the communities of Ararat Rural City to maintain social cohesion, support community activity and cultural life, and enhance safety.

Budget

Funding the additional cost in the project will have a budget impact of around \$1,500,000 which will be funded from tranche 3b of the Local Roads and Community Infrastructure Fund or Council financial reserve.

Implications

Policy/Relevant Law

Nil.

Sustainability Implications

Nil.

Risk Assessment

The key risk to manage is the ongoing financial risk of managing a large infrastructure project in a volatile construction market. Advocacy to develop a risk sharing model with government for this project and those undertaken by other small rural council's is essential moving forward.

Innovation and Continuous Improvement

There are opportunities for innovation as cost effective mechanisms for delivery of the civil works component of this project are explored. There are also opportunities to explore, with government, opportunities to share financial risk around key infrastructure projects.

Stakeholder Collaboration and Community Engagement

- Internal stakeholder collaboration has occurred through the budget process.
- External stakeholder collaboration has occurred through community consultation through the design process.
- Ongoing project governance meetings through the life of the project with external stakeholders and the funding bodies.
- Council works directly with asset users to manage and develop new and existing assets, ensuring works are completed within the asset plan period of 2021-2031.

RECOMMENDATION

That Council:

- 1 Endorse the Gordon Street Recreation Reserve report and approve funding the project deficit through either tranche 3b of the Local Roads and Community Infrastructure Fund and/or Council's financial reserves; and*
- 2 Advocate with the State Government for a financial risk sharing model for this project that will enable the State Government to jointly fund the unforeseen, unplanned and unavoidable cost overrun.*

MOVED CR BEALES

SECONDED CR R ARMSTRONG

That Council:

- 1 Endorse the Gordon Street Recreation Reserve report and approve funding the project deficit through either tranche 3b of the Local Roads and Community Infrastructure Fund and/or Council's financial reserves; and**
- 2 Advocate with the State Government for a financial risk sharing model for this project that will enable the State Government to jointly fund the unforeseen, unplanned and unavoidable cost overrun.**

CARRIED 4626/22

ATTACHMENTS

There are no attachments in relation to this item.

Councillor Allgood declared a Conflict of Interest in Item 4.1 Building Approvals & 4.2 Planning Matters Approved under Delegation due to her being the President of the Ararat Ambulance Auxiliary.

Cr Allgood left the Council Meeting at 6:39pm.

SECTION 4 – INFORMATION REPORTS

4.1 BUILDING APPROVALS

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY & COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY & COMPLIANCE
REFERENCE: 3243

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

DISCUSSION

This report outlines the monthly building permit approvals issued by Ararat Rural City Council and by private building surveyors for building works within Ararat Rural City for April 2022.

Approvals by Ararat Rural City Municipal Building Surveyor April 2022

| Permit No. | Application Date | Approval Date | Building Address | Description of Building Works or Use of Building | | |
|------------|------------------|---------------|------------------|--|--|--|
| Nil | | | | | | |

TOTAL VALUE \$ Nil

Approvals by private surveyors – April 2022

| Permit No. | Date Approved | Notification Received by Council | Building Address | Description of Building Works or Use of Building | Surveyor |
|---------------|---------------|----------------------------------|---------------------------------------|--|--|
| 2866895459292 | 05/04/2022 | 05/04/2022 | 42 Jengarla Court, Ararat | Construction of spa barrier and deck | PROVIC Building Approvals |
| 2149018349866 | 07/04/2022 | 30/11/2021 | 86 High Street, Ararat | Proposed storage shed | VIC Central Building Approvals |
| 7073299235468 | 08/04/2022 | 08/04/2022 | 280 Mount Challicum Road, Ballyrogan | Construction of a farm shed | Southern Building Approval |
| 1642049061096 | 08/04/2022 | 28/03/2022 | 63 Elizabeth Street, Ararat | Water damage rectification works to existing dwelling | Damien Wadsworth and Assoc. |
| 6444860885258 | 11/04/2022 | 01/02/2022 | 2994 Moyston-Dunkeld Road Willaura | Yard Cover | Coast to Country Building Approvals |
| 9458571439095 | 14/04/2022 | 21/02/2022 | 114 Queen Street Ararat | Shed | Coast to Country Building Approvals |
| 7454215220932 | 14/04/2022 | 21/03/2022 | 3 Fishers Creek Close Ararat Vic 3377 | Shed/Garage | Coast to Country Building Approvals |
| 7966568149272 | 19/04/2022 | 18/04/2022 | 33 Bellinghams Hill Road, Ararat | Propose swimming pool safety barrier | VIC Central Building Approvals |
| 9476645675676 | 19/04/2022 | 18/04/2022 | 17 Port Fairy Road Ararat | To allow the temporary use as an Ambulance Branch to the existing dwelling | ASPER Pty Ltd |
| 32377913621/0 | 19/04/2022 | 21/01/2022 | 25 Buangor Road Buangor | Dwelling & Attached Garage | Coast to Country Building Approvals |
| 1954499676056 | 20/04/2022 | 20/04/2022 | 23 Laidlaw Street Ararat | Restump of an existing dwelling | Permit Point Building Consultants Pty Ltd |
| 4349794056838 | 21/04/2022 | 18/04/2022 | 1349 Ararat-Halls Gap Road Moyston | Shade Sail Structures X2 | Southern Building Approval |
| 7222405730304 | 21/04/2022 | 11/02/2022 | 80 Campbell Street Ararat | Construction of 3 dwellings and garages | PLP Building Surveyors and Consultants Pty Ltd |

| Permit No. | Date Approved | Notification Received by Council | Building Address | Description of Building Works or Use of Building | Surveyor |
|---------------|---------------|----------------------------------|--------------------------------------|--|--|
| 8987484942573 | 21/04/2022 | 11/02/2022 | 9 Churchill Avenue Ararat | New Construction of Three Dwellings and Garages | PLP Building Surveyors and Consultants Pty Ltd |
| 9771752548728 | 21/04/2022 | 11/02/2022 | 17 Montgomery Street Ararat | Construction of 2 dwellings | PLP Building Surveyors and Consultants Pty Ltd |
| 4645756428837 | 26/04/2022 | 18/03/2022 | 5395 Mortlake-Ararat Road Lake Bolac | Construction of machinery shed | Coast to Country Building Approvals |
| 5667835572665 | 27/04/2022 | 02/05/2022 | CA12 Warrayatkin Road Ararat | Farm machinery / storage shed | Coast to Country Building Approvals |

TOTAL VALUE \$3,520,462

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

- 2 **Building Robust Local Economies -**
We will develop strong relationships to build and strengthen a diverse local economy, focused on creating jobs and wealth through adding value to existing strengths in agriculture, manufacturing, tourism and hospitality.

RECOMMENDATION

That the Building Approvals Report be received.

MOVED CR SANDERS
SECONDED CR BEALES

That the Building Approvals Report be received.

CARRIED 4627/22

ATTACHMENTS

There are no attachments relating to this item.

4.2 PLANNING MATTERS APPROVED UNDER DELEGATION PLANNING PERMITS AND CERTIFICATION OF SUBDIVISION PLANS

RESPONSIBLE OFFICER: MANAGER PLANNING, COMMUNITY & COMPLIANCE
DEPARTMENT: PLANNING, COMMUNITY & COMPLIANCE
REFERENCE: 3243

OFFICER DIRECT OR INDIRECT CONFLICT OF INTEREST:

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

DISCUSSION

Planning permits, certification of subdivision plans and Statement of Compliances are approved under delegated authority by relevant Council officers each month, where possible. This report outlines the various approvals for Council's information.

Planning permit approvals under delegated authority – April 2022

| Application No. | Date Lodged | Date of Delegated Approval / Refusal | Applicant | Location | Proposed Use of Development |
|-----------------|-------------|--------------------------------------|---|-------------------------------|--|
| VS2022031 | 21/03/2022 | 06/04/2022 | North West Planning for Molloy | 87 Chalambar Road, Ararat | Buildings and works for carport/ pergola within 100m of waterway |
| VS2022032 | 28/03/2022 | 12/04/2022 | Graeme McKay for Burrigge | Queen Street South, Ararat | Earthworks |
| 2839/1 | 16/03/2022 | 11/04/2022 | Milenko Architect Pty Ltd | 184 Tunnel Road, Pomonal | Secondary Consent and Extension of Time Issued for Planning Permit Issued |
| PA3087 | 14/01/2022 | 21/04/2022 | Neale and Lee Gordon | Granite Sandpit Road, Buangor | Use and development of a dwelling and new shed |
| PA3091 | 15/12/2021 | 26/04/2022 | Sudhanshu Goel, e2e Growth Consultants Pty Ltd | 41 Queen Street, Ararat | Use and Development of 7 units, 7 Lot Subdivision and Waiver of 8 Car Spaces |
| PA3101 | 14/01/2022 | 07/04/2022 | Ararat Survey Pty Ltd for e2eGrowth Consultants | 6-8 Dawson Street, Ararat | Notice of Decision to Grant a Permit issued for 4 Lot Subdivision |
| PA3103 | 21/01/2022 | 27/04/2022 | TGM Group Pty Ltd - Ballarat | Pomonal Road, Pomonal | 3 lot subdivision and new access ways on Transport Zone 2 |

| Application No. | Date Lodged | Date of Delegated Approval / Refusal | Applicant | Location | Proposed Use of Development |
|-----------------|-------------|--------------------------------------|--|---|--|
| PA3108 | 07/02/2022 | 07/04/2022 | Michael Stapleton, Alindare Pty Ltd | Corner Nott Road and Kennedy Street, Ararat | Use and development for Worker Accommodation - up to 30 people |
| PA3110 | 20/02/2022 | 26/04/2022 | Sudhanshu Goel, e2e Growth Consultants Pty Ltd | 27 Blake Street, Ararat | Use and Development of a Second Dwelling, Subdivision into 2 Lots and 1.8m front fence facing Fay Street |
| PA3111 | 08/03/2022 | 06/04/2022 | Ambulance Victoria | 17 Port Fairy Road, Ararat | Use as Temporary ambulance branch for a period of up to 12 months during the re-development of Ararat Ambulance Branch |
| PA3113 | 10/03/2020 | 11/04/2022 | Modular Spaces | 5 Queen Street South, Ararat | Subdivide into 3 lots and use and development of 3 dwellings each on lots less than 300sqm |
| PA3116 | 17/03/2022 | 20/04/2022 | Inception Planning for Child & Family Services | 4 Banfield Street, Ararat | Additions and alterations to an office, display of signage and dispensation of car parking |
| PA3118 | 24/03/2022 | 05/05/2022 | Angela Plazzer for Ferguson Perry | 3 Ash Grove, Ararat | 2 lot subdivision |
| PA3121 | 30/03/2022 | 11/04/2022 | Tony Dawson for Aussie Lifestyles P/L | 40 Moore Street, Ararat | Business Identification Signage on the front and rear of building and pylon sign (0.72sqm) |
| VS2022033 | 03/05/2022 | 06/05/2022 | VODA Building Services | 79 High Street, Ararat | Building and works to façade, signage replacement and new pylon sign |

| VCAT | | | | |
|-----------------|-------------------|-------------------------|-----------------------------------|--------------------|
| Application No. | Applicant | Location | Proposed Use or Development | Status |
| 3048 | A Lacey for Peatt | Government Road, Warrak | Use and development of a dwelling | Hearing 30/08/2022 |

Certification of subdivision plans under delegated authority – April 2022

| Application No. | Date Lodged | Date of Decision | Applicant | Location | Procedure |
|-----------------|-------------|------------------|----------------------------------|---|--|
| PA3062 | 23/09/2021 | 21/04/2022 | Steele Surveying Pty Ltd | Pietsch Road Pomonal Vic 3377 | Certification issued in relation to PS846425X, Version 2 |
| PA3020 | 04/06/2021 | 21/04/2022 | Ferguson Perry Surveying Pty Ltd | 751 Sugarloaf Road, Rhymney Vic 3377 | Certification and Statement of Compliance issued in relation to PS905870Y, Version 6 |
| PA3107 | 14/02/2022 | 27/04/2022 | Leanne Stewart | 653 Back Bushy Creek Road Narrapumelap South Victoria 3293 | Certification issued in relation to PS905756W, Version 1 |

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

2 **Building Robust Local Economies -**

We will develop strong relationships to build and strengthen a diverse local economy, focused on creating jobs and wealth through adding value to existing strengths in agriculture, manufacturing, tourism and hospitality.

RECOMMENDATION

That the report on Planning Matters Approved under Delegation – Planning Permits and Certification of Subdivision Plans and Statement of Compliances be received.

**MOVED CR BEALES
SECONDED CR SANDERS**

That the report on Planning Matters Approved under Delegation – Planning Permits and Certification of Subdivision Plans and Statement of Compliances be received.

CARRIED 4628/22

ATTACHMENTS

There are no attachments relating to this item.

Cr Allgood returned to the Council Meeting at 6:41pm.

SECTION 5 – INFORMAL MEETINGS

5.1 INFORMAL MEETINGS

AUTHOR'S TITLE: CHIEF EXECUTIVE OFFICER
DEPARTMENT: CEO'S OFFICE
REFERENCE: 13039074

OFFICER'S DECLARATION OF INTEREST

Officers providing advice to Council must disclose any conflict of interest.

No person involved in the preparation of this report has a conflict of interest requiring disclosure.

EXECUTIVE SUMMARY

The Governance Rules state that if there is a meeting of Councillors that:

- 1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- 2 is attended by at least one member of Council staff; and
- 3 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting, the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:
 - a) tabled at the next convenient *Council meeting*; and
 - b) recorded in the minutes of that *Council meeting*.

DISCUSSION

As a requirement of the Governance Rules, a summary of matters discussed at the Council Briefings held since the last Council Meeting are presented to Council and will be recorded in the minutes.

| INFORMAL MEETINGS |
|--------------------------------------|
| Council Briefing held on 03 May 2022 |
| Council Briefing held on 17 May 2022 |
| Council Briefing held on 24 May 2022 |

Issues discussed at the briefing:

- Council Briefing May 2022
- Leisure Centre Feasibility Study
- Gordon St Open Council Report
- Basket Court- replacement and drainage
- Revised Road Management Plan/ Asset Plan
- Ironbark Lane
- Capital Works budget 2022/2023
- RRCP project success
- RCTP funding
- Federal Election commitment- Mt William Rd
- Waste budget
- Depot budget
- Operations budget
- Budget adoption and community consultation
- Planning matters
- 2022 valuations and rating impacts

- Managing project selection and delivery in 2022/2023
- PA3133 Ararat-Halls Gap Road, Cathcart
- PA3130 Elysium Festival
- DAMP review and new document

KEY CONSIDERATIONS

Alignment to Council Plan Strategic Objectives

The report supports the strategic objective of the Council Plan 2021-2025:

- 6.3** Continuously improve Council's community engagement process and practices in line with deliberative engagement practices, while acknowledging the need for a range of different techniques to ensure effective engagement.

Financial

There are no financial impacts for the receiving of Informal Meetings of Councillors.

Policy/Relevant Law

Reporting of Informal Meetings is in line with the requirements of the Governance Rules.

Risk Assessment

Following the requirements of the Governance Rules will ensure that Council meets its legislative requirements.

Stakeholder Collaboration and Community Engagement

A summary of matters discussed at the Council Briefings are presented for community information.

RECOMMENDATION

That the Informal Meetings of Councillors Report be received.

MOVED CR BEALES

SECONDED CR WATERSTON

That the Informal Meetings of Councillors Report be received.

CARRIED 4629/22

ATTACHMENTS

The Summary of Council Briefings are provided as Attachment 5.1.

Councillor Briefing

Date: Tuesday 03 May 2022
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Gwenda Allgood
Cr Peter Beales
Cr Henry Burridge
Cr Bob Sanders
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Apologies:

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

| Absence from Room | | | |
|-------------------|------------|-------------------|-------------------|
| Item No. | Councillor | Before Discussion | During Discussion |
| | | Yes / No | Yes / No |

Matters Considered:

| | |
|---|--|
| 1 | Mayor's roundup |
| 2 | Council Briefings May 2022 |
| 3 | Leisure Centre Feasibility Study |
| 4 | Gordon St Open Council Report |
| 5 | Basketball court replacement and drainage |
| 6 | Revised Road Management Plan / Asset Plan |
| 7 | Ironbark Lane – road sealing and drainage |
| 8 | Capital works budget 2022/2023 – risk management / program alignment |

Briefing Closed: PM

Dr Tim Harrison

Councillor Briefing

Date: Tuesday 17 May 2022
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Gwenda Allgood
Cr Peter Beales
Cr Henry Burridge
Cr Bob Sanders
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Apologies:

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

| Absence from Room | | | |
|-------------------|------------|-------------------|-------------------|
| Item No. | Councillor | Before Discussion | During Discussion |
| | | Yes / No | Yes / No |

Matters Considered:

| | |
|---|---|
| 1 | Mayor's roundup |
| 2 | RRCP Project success |
| 3 | RCTP funding |
| 4 | Federal election commitment – Mt William Rd |
| 5 | Waste budget |
| 6 | Depot budget |
| 7 | Operations Budget |
| 8 | Budget adoption and community consultation |

Briefing Closed: PM

Dr Tim Harrison

Councillor Briefing

Date: Tuesday 24 May 2022
Commencement: 5.00 pm
Location: Council Chamber, Shire Offices

Present

Councillors: Cr Jo Armstrong
Cr Rob Armstrong
Cr Gwenda Allgood
Cr Peter Beales
Cr Henry Burridge
Cr Bob Sanders
Cr Bill Waterston

Officers: CEO, Dr Tim Harrison

Apologies:

Disclosure of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed
(*Local Government Act 2020 - Section 131 and Chapter 5, Section 6 of the Governance Rules*).

| Absence from Room | | | |
|-------------------|------------|-------------------|-------------------|
| Item No. | Councillor | Before Discussion | During Discussion |
| | | Yes / No | Yes / No |

Matters Considered:

| | |
|---|--|
| 1 | Mayor's roundup |
| 2 | Planning matters |
| 3 | 2022 Valuations and rating impacts |
| 4 | Capital works program 2022/2023 |
| 5 | Waste budget |
| 6 | Depot budget |
| 7 | Operations Budget |
| 8 | Managing project selection and delivery in 2022/2023 |

Briefing Closed: PM

Dr Tim Harrison

SECTION 6 – NOTICES OF MOTION

A notice of motion must be in writing signed by a Councillor and be lodged with or sent to the *Chief Executive Officer* no later than 12.00pm (noon) and at least six (6) days prior to the Council Meeting to allow sufficient time for the *Chief Executive Officer* to include the *notice of motion* in agenda papers for a *Council meeting*.

There were no Notices of Motion received.

SECTION 7– URGENT BUSINESS

Items cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

- 1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
- 2 cannot safely or conveniently be deferred until the next *Council meeting*.

There were no Urgent Business items received.

SECTION 8 – CLOSE SESSION (CONFIDENTIAL)

In accordance with section 66(2)(a), 3(1) *Confidential Information* (a) of the Local Government Act 2020, the following agenda items are listed for consideration in the confidential section:

- Item 8.1- Insurance broking and risk management services tender
- Item 8.2- Waiver of Rates and Interest

6:43PM CLOSURE OF COUNCIL MEETING TO THE PUBLIC

The Open Council Meeting will now be closed, but members of the public are welcome to rejoin the Council Meeting following the recommencement of the meeting.

RECOMMENDATION

That the meeting be closed to members of the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential reports.

**MOVED CR BEALES
SECONDED CR SANDERS**

That the meeting be closed to members of the public pursuant to section 66(2)(a) of the Local Government Act 2020 to consider confidential reports.

CARRIED 4630/22

7:03PM OPEN COUNCIL MEETING RECOMMENCEMENT

RECOMMENDATION

That the Open Council Meeting recommence.

**MOVED CR R ARMSTRONG
SECONDED CR SANDERS**

That the Open Council Meeting recommence.

CARRIED 4633/22

Gallery invited to return to Council Chamber.

LIFTING OF CONFIDENTIALITY OF CLOSED SESSION RESOLUTIONS

RECOMMENDATION

That the Confidentiality:

- *Of the report in relation to 8.1 not be lifted on adoption of the motion;*
- *Of the decision in relation to 8.1 be lifted on adoption of the motion; and*
- *Of the report and decision in relation to 8.2 not be lifted on adoption of the motion.*

MOVED CR SANDERS
SECONDED CR WATERSTON

That the Confidentiality:

- Of the report in relation to 8.1 not be lifted on adoption of the motion;
- Of the decision in relation to 8.1 be lifted on adoption of the motion; and
- Of the report and decision in relation to 8.2 not be lifted on adoption of the motion.

CARRIED 4634/22

8.1 INSURANCE BROKING AND RISK MANAGEMENT SERVICES TENDER

MOVED CR SANDERS
SECONDED CR R ARMSTRONG

That:

- 1 Council award the tender for Insurance Broking and Risk Management Services Contract for 2022/2023 to Jardine Lloyd Thompson (JLT) for 1 year, with an option of 2 further years:
- 2 The confidentiality of the report not be lifted; and
- 3 The confidentiality of the decision be lifted.

CARRIED 4631/22

Meeting closed at 7:06pm

I HEREBY CERTIFY THAT PAGES 4683 TO 4770 INCLUDING PAGES 352 TO 410 OF THE CLOSED SESSION ARE CONFIRMED AND ARE A TRUE AND CORRECT RECORD.

MAYOR – CR JO ARMSTRONG