



# MINUTES

## ORDINARY MEETING OF COUNCIL

**Tuesday, 28 November 2017**

Held at the  
Council Conference & Reception Centre  
City Hall, Little Malop Street, Geelong  
commencing at 6.30pm

**COUNCIL:**

Cr B Harwood (*Kardinia Ward*)  
Mayor

Cr S Asher (*Bellarine Ward*)  
Cr J Mason (*Bellarine Ward*)  
Cr T Sullivan (*Bellarine Ward*)

Cr E Kontelj (*Brownbill Ward*)  
Cr S Mansfield (*Brownbill Ward*)  
Cr P Murrhly (*Brownbill Ward*)

Cr R Nelson (*Kardinia Ward*)  
Cr P Murnane (*Kardinia Ward*)

Cr A Aitken (*Windermere Ward*)  
Cr K Grzybek (*Windermere Ward*)

**SECTION A - PROCEDURAL MATTERS**

Acknowledgements ..... 1

Confirmation of Minutes ..... 1

Declarations of Conflicts of Interest ..... 1

Question Time ..... 2-4

Petitions ..... 4

**SECTION B – REPORTS**

1. Financial Management Report – October 2017..... 5-22

2. Development of the Domestic Animal Management Plan 2018-2021..... 23-25

    Notice of Motion – Chief Executive Officer Recruitment..... 26

3. Chief Executive Officer Recruitment ..... 27-28

4. Audit and Risk Committee – Charter Amendment..... 29-31

5. Tender T1770859 – Construction of Highton Enhanced Children’s Centre  
*(Confidential)* ..... 32

6. Tender T1770869 – Armstrong Creek East Integrated Children’s and Community  
Centre (AICCC) *(Confidential)* ..... 33

**SECTION C – ASSEMBLY OF COUNCIL**

**SECTION D – PLANNING DELEGATIONS**

**SECTION E – CONFIDENTIAL**

**MINUTES OF THE ORDINARY MEETING  
OF THE GREATER GEELONG CITY COUNCIL  
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE  
CITY HALL, LITTLE MALOP STREET, GEELONG  
TUESDAY, 28 NOVEMBER 2017  
COMMENCING AT 6.30P.M.**

**PRESENT:** Cr B Harwood (Mayor), Crs A Aitken, S Asher, K Grzybek, , E Kontelj, S Mansfield, J Mason, P Murnane, P Murrhy, R Nelson, T Sullivan

**Also present:** K Spiller (Chief Executive Officer), G Lawler (Acting Director Manager Planning and Development), T Ellis (Acting Director Investment & Attraction), G Wilson-Browne (Director City Services), L Quinn (Director Community Life), P Anderson (Acting Director Finance & Strategy), T McDonald (Acting Executive Manager People and Organisation Development), R Leonard (Executive Manager Legal Services & Governance)

**OPENING:** The Chair declared the meeting open at 6.30pm

**ACKNOWLEDGEMENTS:**

Council acknowledged Wadawurrung Traditional Owners of this land and all Aboriginal and Torres Strait Islander People who are part of the Greater Geelong community today.

**APOLOGIES:** Nil

**CONFIRMATION OF MINUTES:**

**Cr Asher moved, Cr Kontelj seconded -**

**That the Minutes of the Ordinary Meeting held on 10 October 2017 be noted.**

**Carried.**

**Cr Mason moved, Cr Grzybek seconded –**

**That the Minutes of the Special Meeting held on 14 November 2017 be confirmed.**

**Carried.**

**Cr Grzybek moved, Cr Mason seconded –**

**That in relation to the Minutes of 25 July, Andrew Keen (Executive Manager People and Organisation Development), be added as being present.**

**Carried.**

**DECLARATIONS OF CONFLICTS OF INTEREST:** Nil.

## QUESTION TIME:

**Helen Freeman** asked:

- 1) What has been the level of financial support over the past ten years for the maintenance and development of Clifton Springs foreshore?
- 2) When will the City of Greater Geelong provide an annual allocation to Bellarine Bayside to ensure that the foreshore continues to contribute to the leisure and tourism industries on the Bellarine Peninsula?

*Peter Anderson, A/Director Finance and Strategy, took the questions on notice for a written response within 14 days.*

**Janet Danielak** asked questions in relation to Cleanaway Waste Services:

- 1) How many incidents involving Cleanaway Waste Services have been reported over the last five years and how many residents were satisfied with the outcome?
- 2) If the ratepayers pay the City of Greater Geelong rates that includes a levy for waste disposal, why, when a ratepayer reports an incident with a Cleanaway Driver and/or incident involving damage to property. Do the City of Greater Geelong have a law that says the resident must speak to the contractor directly when it is the City of Greater Geelong that has the contract with Cleanaway?
- 3) Cleanaway Waste vehicles have four CCTV cameras. How often do the City of Greater Geelong carry out audits to ensure these cameras are operable, i.e. is there a risk management audit?

*Guy Wilson-Browne, Director City Services, responded the City has a very comprehensive contract with Cleanaway, and does conduct periodic risk audits. He also added a more detailed written response will be forwarded.*

*Cr Nelson asked that the information provided to Ms Danielak also be made available to all Councillors.*

**Judith Brooks** asked questions regarding Ozone Road Stormwater Outfill, Barwon Heads:

Is the project likely to be delayed beyond the December completion commitment and if so why? Can you confirm that the top of the outfill will be below the lowest astronomical tide level? Has there been any design variation which will adversely affect the visual and physical amenity to children and adult beach users?

*The Mayor advised a written response would be forwarded but offered the following comments:*

*December deadline is still viable, but more than likely January. The river bed is now 1.0 metre higher than what it was in 2015 when we did the original survey for the design of the project. We need to raise the invert of the pipe by a minimum of 0.7 metres to accommodate the changed river bed levels which will be above the lowest astronomical tide data. The outfall will still be below most low tides and with more sand now over the beach, the outfall will still be low enough to be submerged for the vast majority of time. Approvals will need to be revisited but we are certain of a short turnaround. The contractors are proceeding with works at the new levels whilst approvals are underway.*

**Sandra Gatehouse** asked the following:

The Barwon Heads Association has formed a parking sub-committee comprising local traders and local residents. We invited CoGG and Barwon Coast to join. Barwon Coast has accepted, but CoGG refused. We were disappointed by this. Parking has become an all year problem in Barwon Heads, and is no longer a summer holidays problem. The impact of the growth zones at Armstrong Creek and Ocean Grove is very apparent to all; as well as the significant development in Barwon Heads. (Despite community requests, Council has specifically excluded Parking and Traffic from the Barwon Heads Structure Plan 2017.) We consider that there are a number of immediate changes that could be implemented with little cost - regular enforcement- review and extension of timed parking - review and updating of out of date and poor signage - installation of more bike racks. More medium term actions include:- Consideration and review of the continual waiver of carparking for new developments - how many have been waived-how many more can the town absorb - what are the long term implications of this current practice - should there be a cost per waiver? Consideration of the safety of Hitchcock Avenue, as more developments are built only access is across very busy footpaths. Development of a plan to identify and monitor carparking needs.

Will council please join the Barwon Heads Association Parking sub-committee?

*The Mayor responded we welcome the Parking Sub-Committee to provide updates on outcomes and concerns for us to consider. Where practical, we are always looking at opportunities to improve traffic operations. We are actively working with Barwon Heads community group on a number of transport and infrastructure related matters. Many coastal areas are subject to increases in summer population and resulting traffic volumes. This is a challenge we are continually working on to ensure safety is paramount during these influxes. As you may be aware, the Barwon Heads Structure Plan was adopted in August 2017. During the development of the plan we received submissions requesting that an additional traffic and parking assessment to be undertaken. This is not supported as considerable resources have been put into implementing improvements for the town and we will continue monitoring these. At this time we do not foresee any major actions relating to parking.*

*Guy Wilson-Browne added he was open to a Council officer attending meetings, from time to time, on the Parking Sub-Committee.*

**Peter Linaker** asked:

- 1) At the Council Meeting of 20 September I asked if the City would support the Temperance Heritage of Ocean Grove to have liquor permits determined by local referenda, under provisions of the Liquor Commission. The 1887 Covenant is now obsolete.  
Is it normal when not given at Council to later respond in a written document, available to Councillors and ratepayers attached to minutes. Question and replies for September were not available at the October meeting?
- 2) Will the Planning Manager explain his response to the question to Council – is it “yes” or “no”.

*The Mayor took the questions on notice for a written response.*

**Ian Kelly** asked the following regarding the Geelong Saleyards:

- 1) Geelong has had a livestock exchange service in the form of saleyards since 1869, in accordance with the Local Government Act functions of a Council to provide and maintain community infrastructure.

This service was provided by Council until recent years and is now no longer available. Geelong region farmer are now significantly disadvantaged without a local livestock exchange.

Will Councillors now reconsider the objectives under the Local Government Act by the development of short term and long term plans for the provision of livestock exchange services?

- 2) Do Councillors realise the volume and value of primary production livestock transactions formally transacted in Geelong which now have to be transacted outside the Geelong region due to the lack of a livestock exchange service in Geelong? Based on Meat and Livestock Australia factsheets the 8717 cattle sold through the Geelong Saleyards in 2015-16 equate to feeding 78,000 people in Geelong with beef for a year yielding a value to producers of 8 to 9 million dollars. On top of this the 45,000 sheep sold equates to another 5 to 6 million dollars adding up to over 13 million dollars, a significant contribution to the Geelong economy deserving a local livestock exchange.

*The Mayor thanked Mr Kelly for his questions and added the new Council will be continuing discussions and taking further advice on exactly what the position is.*

*Guy Wilson-Browne added Council has adopted a position on the Saleyards and will be continuing to work in accordance with that resolution.*

**PETITIONS:** Nil.

## 1. FINANCIAL MANAGEMENT REPORT – OCTOBER 2017

**Source:** Strategy & Performance – Financial Services  
**A/Director:** Peter Anderson  
**Index Reference:** SUB-16-2053

### **Purpose**

The purpose of this report is to present financial performance information to 31 October 2017.

### **Background**

This is a financial statement for the period July–October 2017, which compares the budget projection with the actual revenue and expense for both the financial year to date and full year.

### **Key Issues**

#### ***Budget 2017-18***

The 2017-18 Draft Budget was adopted by Council on 26 April 2017 with a Recurrent surplus of \$0.9m and opening cash balance (1 July 2017) of \$67.9m.

On 27 June 2017 the Final Budget was adopted with a Recurrent deficit of (\$8.7m) and higher opening cash balance of \$77.9m. This change recognised the early receipt of expected 2017-18 Commonwealth Government Grants Commission funding (50% of allocation).

#### ***2017-18 Projection***

On 5 September 2017 Council approved the carryover of Capital and Non Capital project funding into 2017-18 along with other funding priorities. This change known as 2017-18 Projection was in response to funding allocated in 2016-17 for projects not completed, resulting in higher than expected opening cash balance of \$103m.

The 2017-18 Recurrent Projection of (\$19.8m) includes Recurrent Expenditure for carryover of Non Capital projects funded in 2016-17 (\$9.9m) and additional priority expenditure items (\$1.2m).

The 2017-18 Full Year Projected Net Result is a surplus of \$47.3m.

#### ***October Year to Date results***

- The year to date (YTD) Recurrent surplus of \$8.1m is \$11.3m favourable to projection with income favourable \$4.5m and expenditure \$6.8m favourable.
- YTD Actual spend on capital projects at \$31.3m is \$4.9m lower than the projected expenditure of \$36.2m.
- A review of Capital expenditure plans, indicates that \$29m of approved program expenditure will carryover to 2018-19 (as per Budget).
- The closing loan balance of \$42.7m (which is \$2.8m down for the current financial year) is favourable to the 2017-18 Budget of \$82.0m, with budgeted loans of \$39.3m, yet to be taken out.

***Full Year Forecast 2017-18***

- The full year Operating and Capital forecast is trending favourable. The unfavourable Recurrent forecast of Net (\$0.9m) is offset by gain on Sale of Property \$1.6m and Capital Income \$0.5m. The forecast Capital Expenditure has reduced by \$0.4m.
- At this stage of the year it is expected that the Projected Net result for a surplus of \$47.3m will become a surplus of \$48.6m or \$1.3m favourable.
- An Environmental Upgrade Agreement was entered into with a value of \$0.115m.

**Cr Kontelj moved, Cr Murnane seconded -**

**That Council endorse the Financial Report to 31 October 2017 (Refer Attachments 1 & 2).**

**Carried.**

**Attachment 1**

**Discussion**

The Financial Management report includes analysis of the Recurrent income & expenditure, Non Recurrent income & expenditure and Capital expenditure, for the Year to Date and Full year Forecast position.

Recurrent or operating items includes income & expenditure for 126 services and is the major focus of variance analysis. Non Recurrent items are one off transactions including recognition of gifted assets, Capital income, gain or loss on Sale of Property and other accounting adjustments.

The Income Statement records Recurrent and Non Recurrent income & expenditure with the combined result known as the Underlying or Net Result – Surplus / (Deficit).

The 2017-18 Draft Budget was adopted by Council on 26 April 2017 with a Recurrent surplus of \$0.9m and opening cash balance (1 July 2017) of \$67.9m.

On 27 June 2017 the Final Budget was adopted with a Recurrent deficit of (\$8.7m) and higher opening cash balance of \$77.9m. This change recognised the early receipt of expected 2017-18 Commonwealth Government Grants Commission funding (50% of allocation).

On 5 September 2017 Council approved the carryover of Capital and Non Capital project funding into 2017-18 along with other funding priorities. This change known as 2017-18 Projection was in response to funding allocated in 2016-17 for projects not completed, resulting in higher than expected opening cash balance of \$103m.

The 2017-18 Projection includes Recurrent Expenditure for carryover of Non Capital projects funded in 2016-17 (\$9.9m) and additional priority expenditure items (\$1.2m).

The 2017-18 Full Year projected Net Result is a surplus of \$47.3m. Refer following Table.

	Expenditure \$'000	Income \$'000	Surplus/ (Deficit) \$'000	Opening Cash Balance
<b>Council Draft 2017-18 Budget - Recurrent Surplus/(Deficit)</b>	<b>333,039</b>	<b>333,940</b>	<b>901</b>	<b>\$67.9m</b>
Grants Commission 2017-18 - 50% received in 2016-17		(9,588)	(9,588)	
<b>Council adopted 2017-18 Budget - Recurrent Surplus/(Deficit)</b>	<b>333,039</b>	<b>324,352</b>	<b>(8,687)</b>	<b>\$77.9m</b>
2016-17 Non Capital Carryover Requests	9,998	106	(9,892)	
<i>Other Projection changes</i>				
Library Contribution increase	215	0	(215)	
Osborne House	1,000	0	(1,000)	
<b>2017-18 Recurrent Projection</b>	<b>344,252</b>	<b>324,458</b>	<b>(19,794)</b>	<b>\$103m</b>
<b>Non Recurrent Surplus/(Deficit)</b>	<b>6,190</b>	<b>73,309</b>	<b>67,119</b>	
<b>Net Result Surplus/(Deficit)</b>	<b>350,442</b>	<b>397,767</b>	<b>47,325</b>	

**Full Year Forecast**

After 4 months of operating activity the 2017-18 Full Year Recurrent deficit is forecast to increase by \$(0.9m) with changes as follows:

- Leopold Library Book Collection – transfer from Capital (\$433k).
- Victorian Workcover Authority (VWA) Enforceable Undertaking – unbudgeted cost (\$317k).
- Developer Contribution Plan Review (DCP) – transfer from Capital (\$280k).

- Geelong Saleyards Precinct Plan – funded from reserve (\$160k).
- Corrective action at two long term hoarding properties – unbudgeted (\$150k).
- Merchant Service Bank Fees increase (\$150k).
- Efficiency Dividend (\$354k).
- Supplementary rates issued have provided additional revenue of \$380k.
- Grants Commission increase over projection \$560k.
- The Full Year Recurrent Forecast at (\$0.9m) unfavourable is offset by favourable Non Recurrent \$2.2m, including Capital income \$0.6m and gain on Sale of Property \$1.6m.
- The Full Year Forecast for the underlying surplus is \$48.6m, or an improvement of \$1.3m.

	<b>Annual Projection \$'000</b>	<b>Annual Forecast \$'000</b>	<b>Movement \$'000</b>
Recurrent Income	324,458	325,398	940
Recurrent Expenses	344,252	346,086	(1,834)
Recurrent Surplus/(Deficit)	(19,794)	(20,688)	(894)
Non Recurrent Surplus/(Deficit)	67,119	69,288	2,169
<b>Net Surplus/(Deficit)</b>	<b>47,325</b>	<b>48,600</b>	<b>1,275</b>

### Capital Program

YTD spend on Capital projects as at 31 October is \$31.3m against a YTD projection of \$36.2m, or an underspend of \$4.9m.

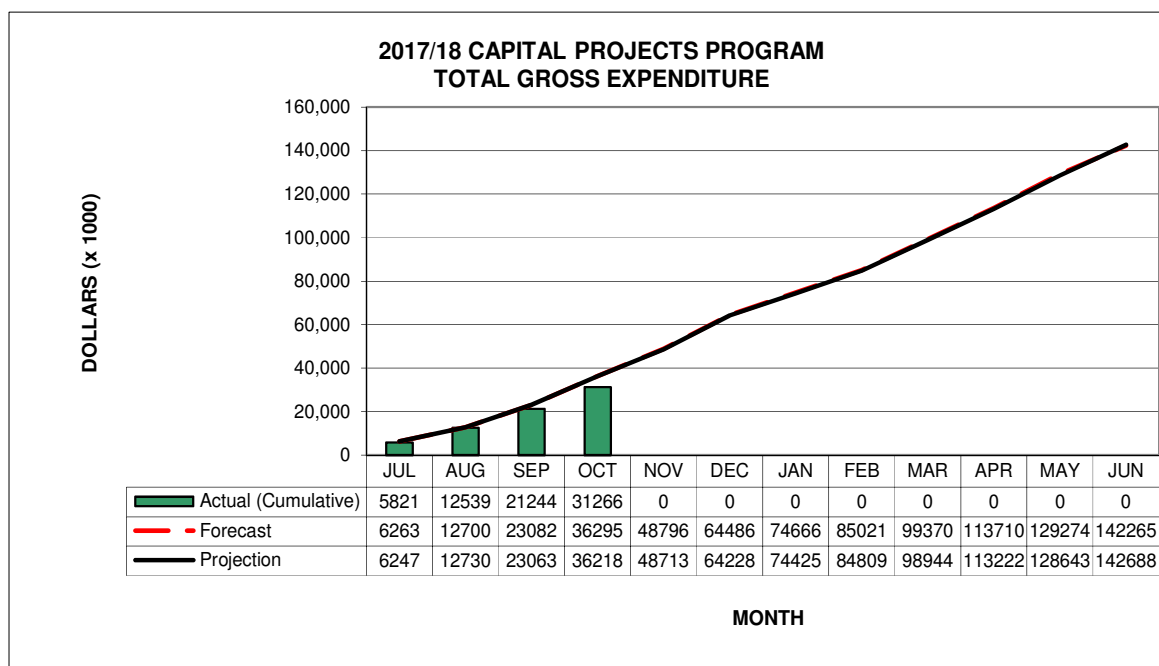
The Full Year Forecast for Capital expenditure is \$142.2m or a reduction of \$0.4m.

	<b>Annual Projection \$'000</b>	<b>Annual Forecast \$'000</b>	<b>Movement \$'000</b>
<b>Expenditure</b>	142,688	142,265	423

### Carryover to 2018-19

During August, expenditure plans for Capital Projects were reviewed by project managers which indicated that the carryover expenditure for 2018-19 would be \$29M, the same as the 2017-18 Adopted Budget. A further review was held on 12 October and although several risks of further carryover were raised the projected carryover would remain at \$29m until the Mid Year Review.

The graph below summarises total capital gross expenditure to date compared to projection and forecast actual.



### Non Capital Expenditure

Non Capital expenditure is the term used to describe that part of the annual budget program that relates to projects that are one off and not meant to impact on the annual service program or capital works. Examples include studies and investigations, activities that are supporting a one off Government program and/or plans such as for site remediation, etc. The total forecast Non Capital project expenditure is \$24.4m with income of \$3.7m. The figure represents approved budget levels, carryover projects from previous years together with additional forecast changes.

	Total Expenditure \$'000	Income \$'000	Net Expenditure \$'000
<b>Non Capital Projects</b>			
Adopted Budget 2017-18	12,073	3,330	8,743
Carryover from 2016-17	9,998	106	9,892
Osborne House Works	1,000	0	1,000
<b>Projection 2017-18</b>	<b>23,071</b>	<b>3,436</b>	<b>19,635</b>
<b>Forecast Changes</b>	<b>1,303</b>	<b>310</b>	<b>1,003</b>
<b>TOTAL FORECAST</b>	<b>24,374</b>	<b>3,746</b>	<b>20,628</b>

A review of Non Capital projects was held on 12 October and although several risks of carryover were raised, any estimate of carryover to 2018-19 would be held over until the Mid Year Review. Executive Management is also examining the list of projects with a view of determining what may no longer be required.

### **Environmental Upgrade Agreements**

An environmental upgrade agreement was entered into for Lot 2 on Plan Subdivision 041455, Volume 08704 Folio 526.

Council only has one environmental upgrade agreement in place.

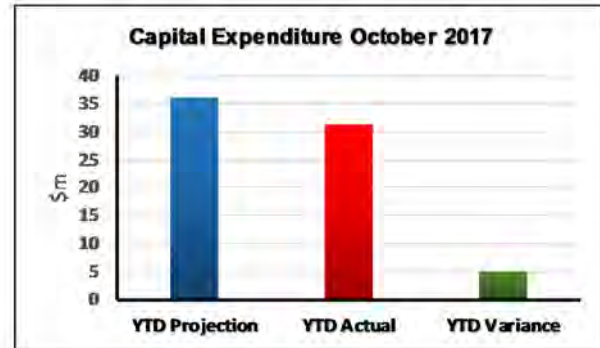
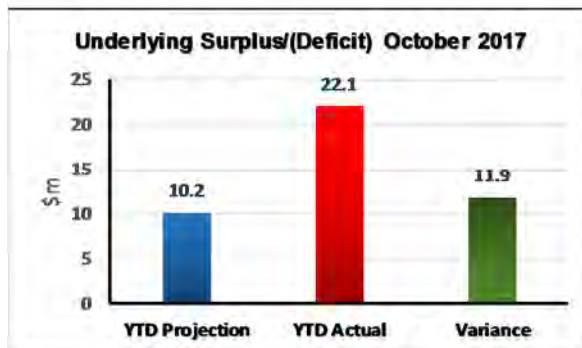
The total charge for this agreement is \$0.115m and all payments that have fallen due have been remitted.

The total value of payments that are yet to fall due is \$0.112m.

**Attachment 2**

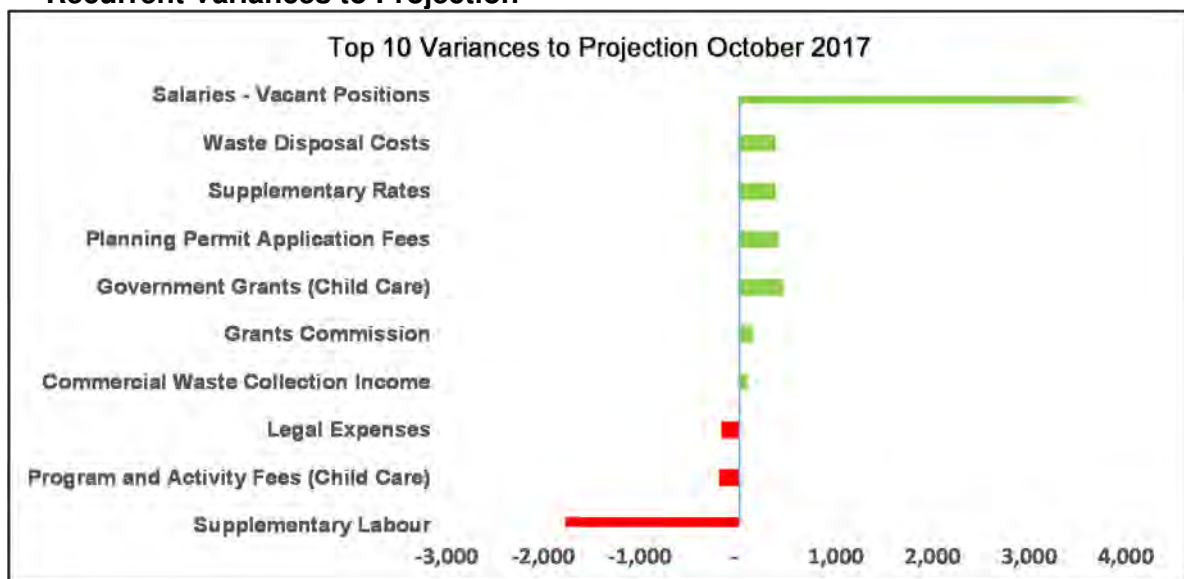
**EXECUTIVE OVERVIEW**

Report as at 31 October 2017



The YTD underlying surplus of \$22.1m is \$10.2m favourable to the projection mainly due to Recurrent surplus of \$11.3m.

**Recurrent Variances to Projection**



**Favourable Recurrent Variances**

- Salaries – YTD \$3.46m favourable with vacant positions and continuing EA negotiations, partially offset by unfavourable Supplementary Labour spend of (\$1.80m).
- Waste Disposal Costs – YTD \$380k favourable mainly due to lower than budgeted tonnages.
- Planning Permit Application Fees – YTD \$412k favourable due to both volume and statutory fee increases.
- Grants Commission – YTD \$140k favourable – full year variance will be \$560k.
- Supplementary Rates – favourable rates growth (full year estimate \$380k).
- Commercial Waste Collection Income – YTD \$86k favourable driven by increased usage.
- Government Grants – Children’s Services – YTD \$461k favourable.

### **Unfavourable Recurrent Variances**

- Program and Activity Fees - YTD \$172k unfavourable with lower than budgeted fees received for Family Services (Centre Based Long Day Care) \$208k.
- Legal Expenses – YTD \$185k unfavourable.

## Financial Statements

### Detailed Operating Statement Report as at 31 October 2017

Item	YTD	YTD	YTD	Full Year Projection \$000s	Full Year Variance \$000s	Forecast Actual \$000s
	Actual \$000s	Projection \$000s	Variance \$000s			
Rates and Charges	72,506	71,409	1,097	212,101	380	212,481
Government Grants	14,999	12,828	2,171	37,044	560	37,604
User Charges	19,283	18,664	619	54,341	-	54,341
Other Fees and Charges	4,674	4,179	495	12,282	-	12,282
Sundry Income	2,922	2,893	29	6,789	-	6,789
Interest Investments	685	650	35	1,901	-	1,901
<b>TOTAL RECURRENT INCOME</b>	<b>115,069</b>	<b>110,623</b>	<b>4,447</b>	<b>324,458</b>	<b>940</b>	<b>325,398</b>
<b>RECURRENT EXPENDITURE</b>						
Employee Related	44,433	47,894	3,460	143,375	(247)	143,622
Salaries	702	828	126	2,479	0	2,479
Workcover						
Goods and Services						
General Works - Materials	2,458	2,797	339	8,840	0	8,840
General Works - Plan/Equipment/Vehicle Costs	2,414	2,725	312	7,749	0	7,749
General Works - External Services	29,136	30,361	1,226	93,866	(708)	94,574
Administration	4,530	4,647	117	12,527	(145)	12,672
Professional Services	1,934	2,277	343	7,985	(380)	8,365
Utilities	2,306	3,273	967	10,598	0	10,598
Efficiency Dividend	0	(708)	(708)	(2,125)	(354)	(1,771)
Depreciation	19,217	19,726	510	59,179	0	59,179
Gain/(Loss) on Sale of Plant & Equipment	145	21	125	219	0	219
<b>TOTAL RECURRENT EXPENDITURE</b>	<b>106,984</b>	<b>113,797</b>	<b>6,818</b>	<b>344,252</b>	<b>(1,834)</b>	<b>346,086</b>
<b>RECURRENT SURPLUS/(DEFICIT)</b>	<b>8,086</b>	<b>(3,177)</b>	<b>11,263</b>	<b>(19,794)</b>	<b>(894)</b>	<b>(20,688)</b>
<b>NON-RECURRENT INCOME</b>						
Subdivision Gifted Assets	9,162	11,167	(2,005)	39,500	0	39,500
Capital Grants and Income	2,402	2,215	186	26,926	537	27,463
Developer contributions	1,694	1,575	119	4,725	0	4,725
Insurance Recovery	0	0	0	0	0	0
Gain/(Loss) on Sale of Property	953	517	436	2,158	1,632	3,790
<b>TOTAL NON-RECURRENT INCOME</b>	<b>14,210</b>	<b>15,474</b>	<b>(1,263)</b>	<b>73,309</b>	<b>2,169</b>	<b>75,478</b>
<b>NON-RECURRENT EXPENDITURE</b>						
Loss on Disposal of Infrastructure	74	2,063	1,989	6,190	0	6,190
Disbursements	0	0	0	0	0	0
Prior Year Adjustments	74	0	(74)	0	0	0
Non council Assets	1	0	(1)	0	0	0
Asset Demolition	0	0	0	0	0	0
<b>TOTAL NON-RECURRENT EXPENDITURE</b>	<b>149</b>	<b>2,063</b>	<b>1,914</b>	<b>6,190</b>	<b>0</b>	<b>6,190</b>
<b>NON-RECURRENT SURPLUS/(DEFICIT)</b>	<b>14,061</b>	<b>13,411</b>	<b>651</b>	<b>67,119</b>	<b>2,169</b>	<b>69,288</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>22,147</b>	<b>10,233</b>	<b>11,914</b>	<b>47,325</b>	<b>1,275</b>	<b>48,600</b>

**STATEMENT OF FINANCIAL POSITION**  
**Report as at 31 October 2017**

Item	YTD Actual October 2017 \$000s	YTD Actual Prior Year \$000s	YTD Actual Movement \$000s
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	69,414	71,549	(2,135)
Trade and Other Receivables	199,684	191,193	8,491
Prepayments	1,073	1,124	(51)
Inventories	1,085	1,087	(2)
<b>TOTAL CURRENT ASSETS</b>	<b>271,256</b>	<b>264,953</b>	<b>6,303</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	36,066	31,832	(4,234)
Unearned Income	143,010	136,784	(6,226)
Loans	10,109	10,268	159
Refundable Deposits	3,335	2,230	(1,105)
Employee Benefits	32,275	29,978	(2,297)
Landfill Provision	8,933	14,935	6,002
<b>TOTAL CURRENT LIABILITIES</b>	<b>233,728</b>	<b>226,027</b>	<b>(7,701)</b>
<b>NET CURRENT ASSETS</b>	<b>37,528</b>	<b>38,926</b>	<b>(1,398)</b>
<b>NON-CURRENT ASSETS</b>			
Land and Buildings	876,624	866,443	10,181
Plant and Equipment	27,064	25,168	1,896
Infrastructure	1,140,725	1,088,823	51,902
Work In Progress	81,140	60,484	20,656
Investments	10,665	11,640	(975)
Receivables	1,866	1,547	319
<b>TOTAL NON-CURRENT ASSETS</b>	<b>2,138,084</b>	<b>2,054,105</b>	<b>83,979</b>
<b>NON-CURRENT LIABILITIES</b>			
Developer Contributions Liability	37	0	(37)
Loans	32,560	41,639	9,079
Employee Benefits	1,452	1,696	244
Landfill Provision	0	0	0
Carbon Tax Future Liability	1,135	1,306	171
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>35,184</b>	<b>44,640</b>	<b>9,456</b>
<b>NET ASSETS</b>	<b>2,140,428</b>	<b>2,048,391</b>	<b>92,037</b>
<b>Represented by:</b>			
<b>RATEPAYER EQUITY</b>			
Surplus Year to Date	22,147	(3,927)	26,074
Accumulated Surplus	1,176,287	1,154,233	22,054
Asset Revaluation Reserve	849,039	829,243	19,796
Reserves	92,955	68,842	24,113
<b>TOTAL RATEPAYER EQUITY</b>	<b>2,140,428</b>	<b>2,048,391</b>	<b>92,037</b>

The YTD reporting of net assets shows a favourable position of \$92m from FY17 to FY18 due to growth in non-current assets.

**STATEMENT OF CASH FLOWS**  
**Report as at 31 October 2017**

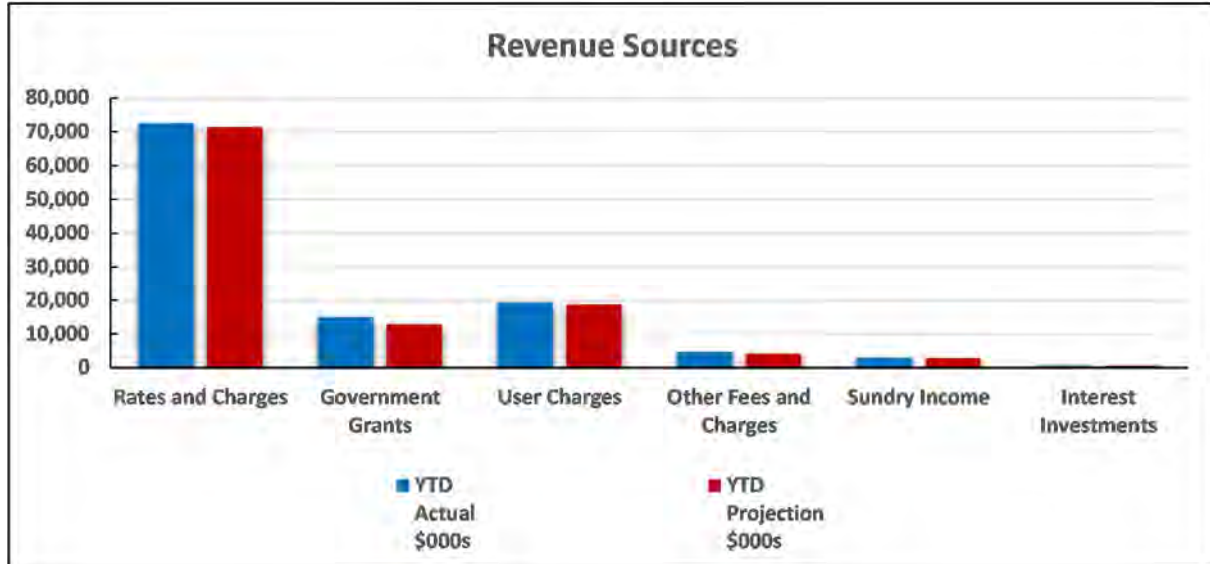
Item	October YTD Actual \$000s	October YTD Budget \$000s
<b>Cash Flows from Operating Activities</b>		
<i>Payments</i>		
Employee Costs	(45,911)	(47,327)
General Works / Utilities / Disbursements	(48,898)	(47,461)
Administration / Professional Services	(6,482)	(6,152)
Interest Expense	(561)	(561)
	<b>(101,852)</b>	<b>(101,501)</b>
<i>Receipts</i>		
General Rates	46,341	48,329
Fire Services Levy	1,013	0
Fees and Charges	26,848	25,500
Investment Income	685	720
GST Recoveries on Operating Transactions	6,051	4,370
Government Grants	15,033	13,529
	<b>95,971</b>	<b>92,448</b>
<b>Net Cash Inflow/(Outflow) from Operating Activities before Capital Income</b>	<b>(5,881)</b>	<b>(9,053)</b>
<b>Cash Flows from Investing Activities</b>		
Payments for Land & Buildings, Plant & Equipment and Infrastructure Assets	(31,266)	(36,218)
Payments for Investment in Associates	0	0
Capital Income	2,402	4,584
Proceeds from Sale of Land & Buildings	1,911	830
Proceeds from Sale of Plant & Equipment	338	701
Developer Cash Contribution	1,731	1,525
<b>Net Cash Outflow from Investing Activities</b>	<b>(24,884)</b>	<b>(28,578)</b>
<b>Cash Flows from Financing Activities</b>		
Repayment of Borrowings	(2,840)	(2,840)
Proceeds from New Loans	0	39,312
<b>Net Cash Outflow from Financial Activities</b>	<b>(2,840)</b>	<b>36,472</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(33,605)</b>	<b>(1,159)</b>
Cash at the Beginning of the Financial Year	103,019	103,019
<b>Cash at the End of Current Period</b>	<b>69,414</b>	<b>101,860</b>
Loans	42,669	81,981
<b>Closing Net Debt</b>	<b>26,745</b>	<b>19,879</b>

The net cash position of \$69.4m is (\$32.4m) unfavourable to budget with deferring of budgeted loans of \$39.3m for 3 months, partly offset by favourable operating surplus.



## Operating Results Analysis

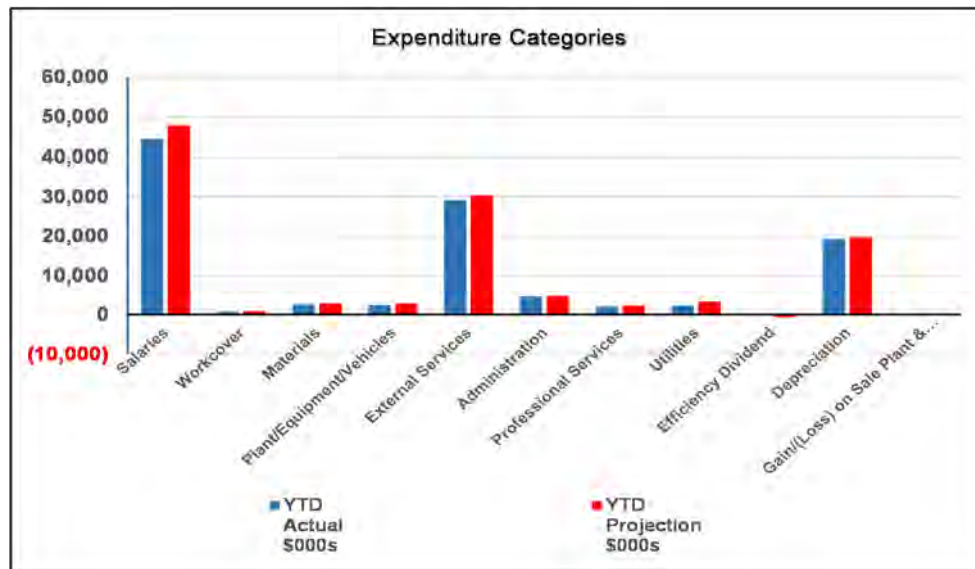
### Revenue Summary As at 31 October 2017



Item	YTD Actual \$000s	YTD Projection \$000s	YTD Variance \$000s	Full Year Projection \$000s	Forecast Actual \$000s
<b>RECURRENT INCOME</b>					
Rates and Charges	72,506	71,409	1,097	212,101	212,481
Government Grants	14,999	12,828	2,171	37,044	37,604
User Charges	19,283	18,664	619	54,341	54,341
Other Fees and Charges	4,674	4,179	495	12,282	12,282
Sundry Income	2,922	2,893	29	6,789	6,789
Interest Investments	685	650	35	1,901	1,901
<b>TOTAL RECURRENT INCOME</b>	<b>115,069</b>	<b>110,623</b>	<b>4,446</b>	<b>324,458</b>	<b>325,398</b>

Revenue Source	Variance %	Variance \$000s	Variance Analysis
Rates and Charges	1.54%	1,097	Favourable rates growth, expected to be partially offset by objections full year
Government Grants	16.92%	2,171	- Engineering Services - Unbudgeted grant rec'd \$250k - Family Services - State & Federal grants favourable \$422k for Child Care - Aged Care - State grants for HACC Care \$247k favourable - Capital Projects - Unbudgeted grant rec'd \$325k - Grants Commission - \$140k favourable
User Charges	3.32%	619	Waste Disposal Commercial income favourable \$470k and Road Occupation fees \$116k, partially offset by unfavourable Activity & Program fees (\$172k) (mainly Centre Based Long Day Care)
Other Fees and Charges	11.84%	495	Planning and building applications favourable due to volume and fee increases
Sundry Income	1.00%	29	Miscellaneous favourable & unfavourable variances
Interest Investments	5.38%	35	Higher than budgeted cashflows

## Expenditure Summary As at 31 October 2017



Item	YTD Actual \$000s	YTD Projection \$000s	YTD Variance \$000s	Full Year Projection \$000s	Forecast Actual \$000s
<b>RECURRENT EXPENDITURE</b>					
Salaries	44,433	47,894	3,461	143,375	143,622
Workcover	702	828	126	2,479	2,479
Materials	2,458	2,797	339	8,840	8,840
Plant/Equipment/Vehicles	2,414	2,725	311	7,749	7,749
External Services	29,136	30,361	1,225	93,866	94,574
Administration	4,530	4,647	117	12,527	12,672
Professional Services	1,934	2,277	343	7,985	8,365
Utilities	2,306	3,273	967	10,598	10,598
Efficiency Dividend	0	(708)	(708)	(2,125)	(1,771)
Depreciation	19,217	19,726	509	59,179	59,179
Gain/(Loss) on Sale Plant & Equipment	145	21	124	219	219
<b>TOTAL RECURRENT INCOME</b>	<b>106,983</b>	<b>113,800</b>	<b>6,816</b>	<b>344,252</b>	<b>346,086</b>

Expenses	Variance %	Variance Analysis \$000s
Salaries	7.23%	3,461 Favourable due to vacant positions against budgeted EFT and continuing EA negotiations
Materials	12.12%	339 Operations - Road Making Materials \$316k favourable (phasing only)
Plant/Equipment/Vehicles	11.41%	311 Phasing variance only, mainly in Operations & Fleet.
External Services	4.03%	1,225 Favourable due to : - Discretionary Projects - below budget spend of \$1,560k. - Waste Disposal Costs \$433k favourable - Building Maintenance \$113k - phasing only - Contractors \$1,085k favourable - phasing only Partially offset by over budget spend on supplementary labour of \$1,798k due to coverage of vacant positions.
Administration	2.52%	117 Miscellaneous favourable & unfavourable variances
Professional Services	15.06%	343 Favourable due to below budget spend on Consultants \$345k and Valuation Services \$157k, partially offset by over budget spend on Legal Expenses (\$185k).
Utilities	29.54%	967 Electricity, Communications & Water expenses favourable due to timing of invoices.

## Capital Projects Analysis

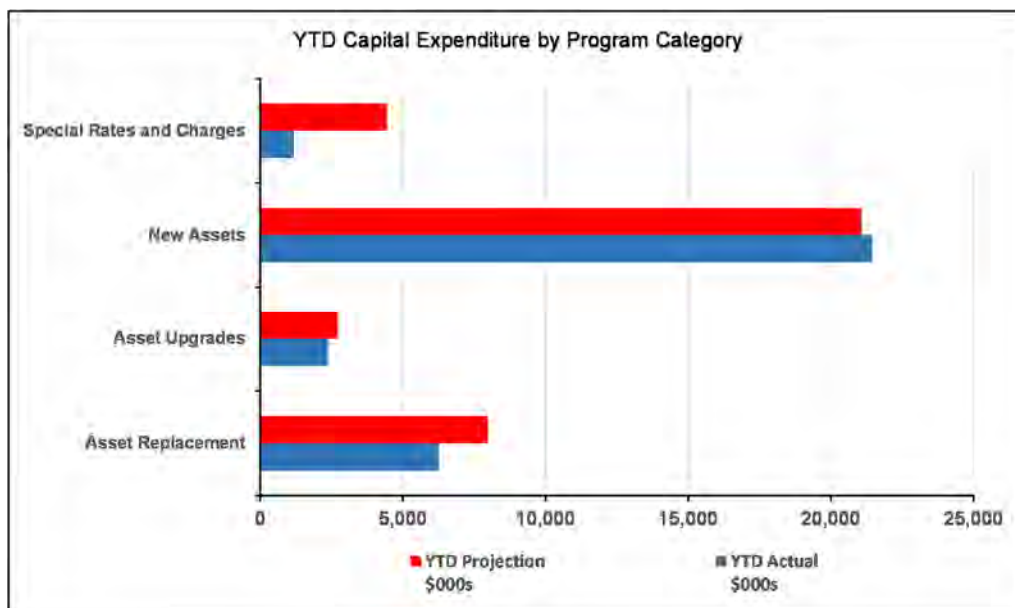
### As at 31 October 2017

The table below summarises the YTD variance between actual and projected gross expenditure, income and net expenditure for capital projects.

	Total Expenditure \$000s	Income \$000s	Net Expenditure \$000s
Year to Date Projection	36,218	2,216	34,002
Year to Date Actual	31,266	2,402	28,864
<b>VARIATION FAVOURABLE/(UNFAVOURABLE)</b>	<b>4,952</b>	<b>186</b>	<b>5,138</b>

Actual expenditure to 31 October was \$31.3m compared to a projected YTD expenditure of \$36.2m. The \$4.9m underspend is inclusive of:

- (\$0.38m) for new assets.
- \$1.72m for asset renewals.
- \$0.35m for asset upgrades
- \$3.26m for special rates and charges.



YTD income is \$0.2m favourable against the projection of \$2.2m. The favourable variance is mainly due to receipt of unbudgeted lease income of \$0.5m for Northern Arc project.

Main expenditure to date variances versus projection include:

- |  |          |
|--|----------|
| • Street Construction SRC Program                | \$1.6m   |
| • Central Geelong Advancement Fund               | \$1.0m   |
| • Federal Roads Program                          | \$0.9m   |
| • Leopold Community Hub Stage 2                  | \$0.9m   |
| • Portarlington North East SRC Road Construction | \$1.3m   |
| • Building Renewal Works                         | \$0.5m   |
| • Corio Landfill Rehabilitation                  | (\$1.2m) |
| • Drysdale Clifton Springs Sports precinct       | (\$0.8m) |

### Full Year Forecast

The full year forecast for capital expenditure is \$142.3m with income of \$27.5m.

The projected full year carryover to 2018-19 for incomplete capital projects is \$29m.

Department with projects expected to carryover are detailed below.

Division	Projected Carryover as at 31 October \$000
City Services	17,822
Finance & Strategy	79
Planning & Development	10,774
Community Life	40
Investment & Attraction	285
<b>TOTAL</b>	<b>29,000</b>

### Non Capital Project Analysis As at 31 October 2017

The table below summarises the YTD variance between actual and projected gross expenditure, income and net expenditure for Non Capital projects.

	Total Expenditure \$	Income \$	Net Expenditure \$
Year to Date Projection	7,646,875	2,085,552	5,561,323
Year to Date Actual	5,194,970	2,476,045	2,718,925
Variation Fav/(Unfav)	2,451,905	390,493	2,842,398

YTD income is \$390k positive against the projection of \$2,086k driven by additional grants being received.

Actual expenditure to 31 October is \$5.2m compared to a projected YTD expenditure of \$7.6m. The \$2.4m underspend by division is summarised below.

Division	Actual YTD \$'000	Projection YTD \$'000	Variance YTD \$'000
Chief Executive	964	822	(142)
Finance & Strategy	284	274	(10)
City Services	1,202	1,814	611
Planning & Development	387	1,236	849
Community Life	712	1,594	882
Investment & Attraction	1,646	1,907	261
<b>TOTAL</b>	<b>5,195</b>	<b>7,647</b>	<b>2,452</b>

## Full Year Forecast

The full year forecast for Non Capital expenditure is \$24.4m with income of \$3.7m.

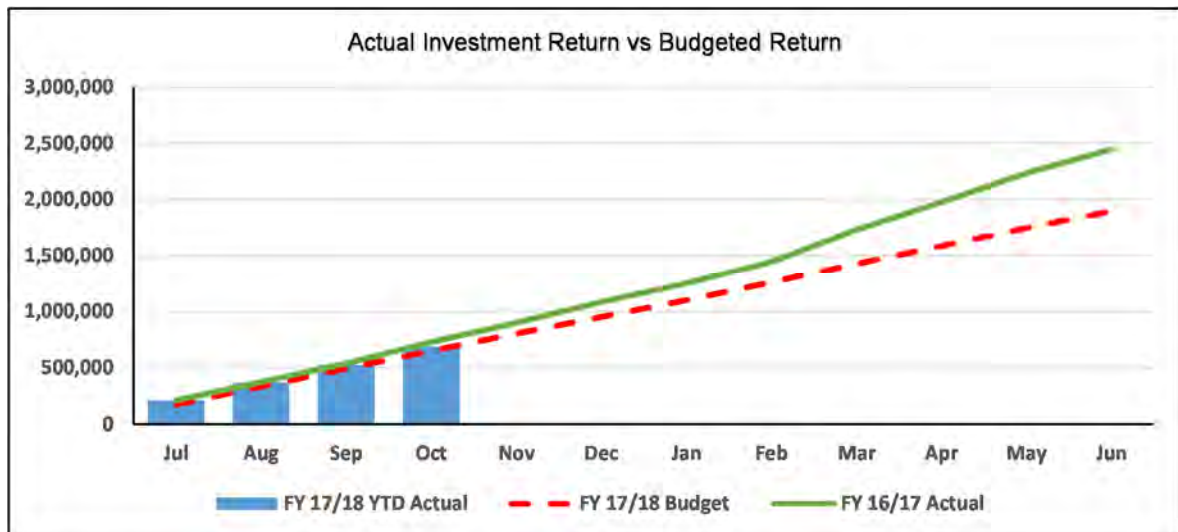
A review of Non Capital projects was held on 12 October and although several risks of carryover were raised, any estimate of carryover to 2018-19 would be held over until the Mid Year Review.

## Investment Performance As at 31 October 2017

Council seeks to invest public funds in a manner that will provide the highest investment return with maximum security whilst meeting daily cash flow demands of the City of Greater Geelong.

A cash balance of \$69.4m with interest income of \$0.69m was achieved as at 31 October 2017. This is a positive variance of \$35k against the interest income budget of \$0.65m.

A YTD actual interest rate of return of 2.48% has been achieved. This is a strong return, the benchmark being the annualised USB Australian Index rate of 1.72%.

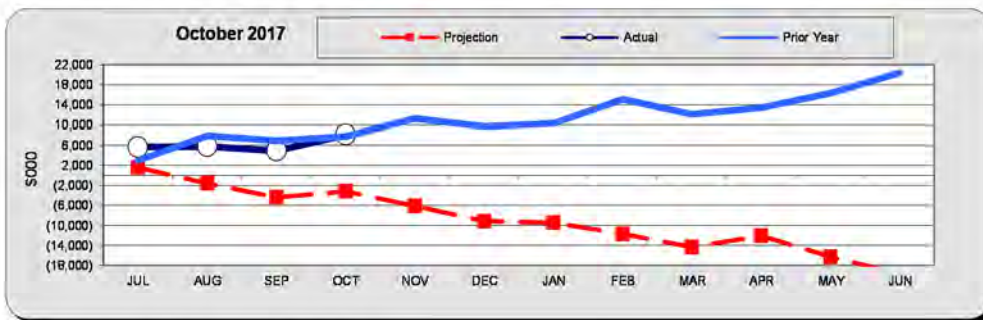


Investment returns are trending as per 2016-17 actuals and are favourable to budget.

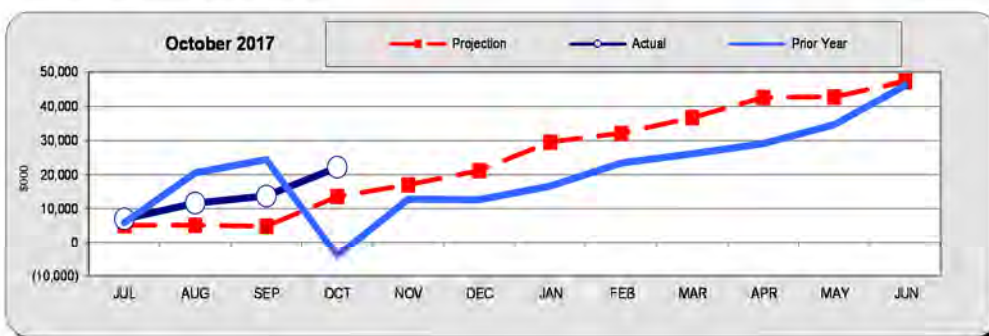
## Financial Performance Indicators As at 31 October 2017

### Accumulated Recurrent Surplus / (Deficit)

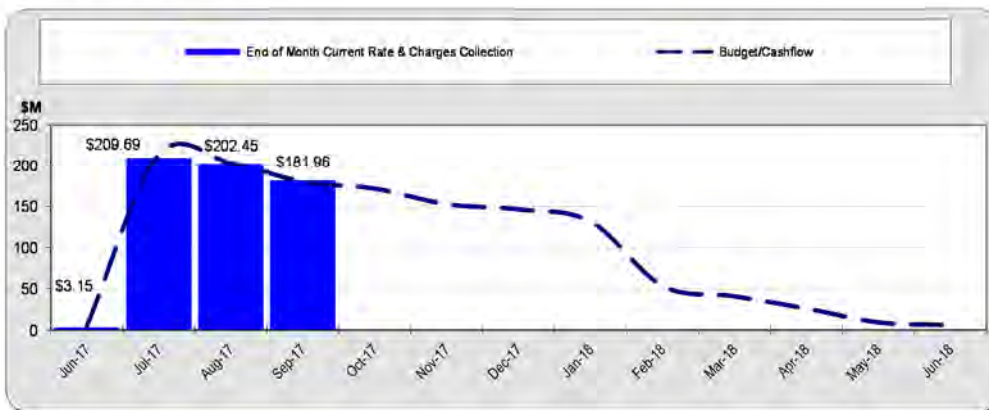
Trend



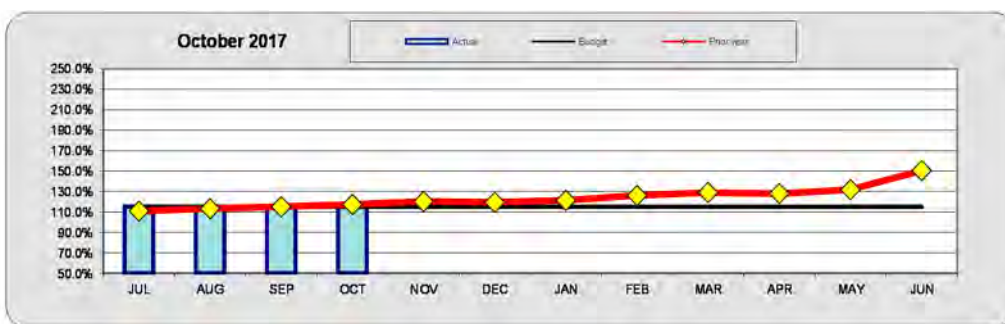
### Accumulated Net Surplus / (Deficit)



### Rates & Charges Collections



### Working Capital



## **2. DEVELOPMENT OF THE DOMESTIC ANIMAL MANAGEMENT PLAN 2018-2021**

**Source:** Planning & Development  
**Acting Director:** Geoff Lawler  
**Index Reference:** Domestic Animal Management Plan 2018-2021

### **Purpose**

To seek authorisation from Council to release the draft Domestic Animal Management Plan for further community consultation.

### **Background**

Councils are required to develop and review a Domestic Animal Management Plan (Plan) every four years pursuant to the *Domestic Animals Act 1994 (DA Act)*. The Plan is required to be submitted to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) by 31 January 2018. To allow for further consultation, an extension will be sought. The scope of the Plan is limited to domestic dogs and cats.

The Plan sets out to promote responsible pet ownership and protect the community and the environment from nuisance dogs and cats. A community consultation process was undertaken over 5 weeks during May/June 2017 to receive feedback on key aspects of animal management to inform the Plan. The consultation was promoted with extensive advertising, and included a comprehensive discussion paper (attached), online survey and an invitation for direct written submissions.

The consultation webpage received over 2,000 views. 197 surveys were submitted, in addition to 14 written submissions.

### **Key Issues**

The Plan is expected to outline how Council intends to promote the following standards of animal management:

- To promote and encourage the responsible ownership of dogs and cats
- To ensure that people comply with the DA Act, the regulations and any related legislation
- To minimise the risk of attacks by dogs on people and animals
- To address any over-population and high euthanasia rates for dogs and cats
- To encourage the registration and identification of dogs and cats
- To minimise the potential for dogs and cats to create a nuisance
- To effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the municipal district and ensure that those dogs are kept in compliance with the DA Act and regulations.

**Cr Mason moved, Cr Mansfield seconded -**

**That Council authorises the release of the draft Domestic Animal Management Plan 2018-2021, for further community consultation for 28 days and report back on a final draft.**

**Carried.**

## **Attachment 1**

### ***Discussion***

#### **Compliance Visibility**

Many respondents noted that they rarely saw evidence of Council undertaking animal management compliance activities, despite undertaking almost 5,000 community transactions per annum. This lack of community awareness may affect public confidence in Council's activities in this area, and encourage some pet owners to disregard the laws and requirements as they relate to responsible pet ownership.

Animal Management Staff currently use white, unmarked Council vehicles to undertake their duties. It is proposed that the next iteration of the Plan includes a provision to identify Council animal management vehicles to increase the visibility and understanding of Council's animal management activities.

Additional efforts can be undertaken by promoting responsible pet ownership through social media, and the participation/sponsoring of relevant community events and initiatives.

#### **Increased Education**

Many respondents also reported a need for Council to increase community education in regards to responsible pet ownership and the related laws and expectations, in particular around the responsible pet ownership of school students.

Council has appointed a Community Engagement Officer in the Animal Management Unit. It is anticipated that this officer will promote responsible pet ownership in the community through a variety of programs, including delivering programs to secondary school students.

#### **Enclosed Dog Parks**

Council has many reserves which are available for use by dogs off-leash. Many owners, however, are unable to meet the requirements of these off-leash areas, due to the inability to verbally recall the dog and keep it under effective control. Enclosed dog parks are becoming increasingly common throughout Australia, and are recognised as valuable assets for the socialisation of dogs and building stronger community ties amongst users. Council currently has one enclosed dog park at Stead Park in Corio and a comprehensive strategy for the provision of further facilities throughout the municipality is currently being developed by the Social Planning and Investment Unit.

The concept of having a network of enclosed dog parks was well supported by respondents. Several written submissions were received which identified particular areas of need for such facilities.

It is proposed to hold a public forum on fenced dog parks in collaboration with the Social Planning and Investment Unit to inform the development of a fenced dog park strategy; resulting in the development of new fenced dog parks within the 4-year period of this Plan.

The responses received in the consultation for the Plan will be incorporated into the development of this strategy.

### **Dog on Beaches**

Dogs on beaches has remained an important issue, with most respondents reporting a perception that these zones are minimally regulated.

Such issues are managed not by Council, but by the Bellarine Bayside Coastal Committee of Management and the Barwon Coast Committee for Management. Council are currently working closely with these Committees, in order to introduce/harmonise their dog control orders to ensure a greater degree of understanding of the requirements, and develop compliance regimes to balance the needs of all beach users. This will feed into the development of the Dogs in Public Places Policy 2018-21, which is scheduled to be submitted by mid 2018.

### **Financial Implications**

Implementation of the Plan, once approved, will be subject to Council's annual budget process.

### **Stakeholder Consultation and Communication**

A comprehensive discussion paper was developed (attached) as the primary basis for the community consultation using the ENGAGE community consultation process (an online survey accessed via Council's website). The discussion questions were available under "Have your Say." Hard copy discussion papers were also provided at Customer Service Centres. In addition to the key community issues raised above, other issues included the following:

- There were concerns over the impact of dogs and cats on wildlife and illegal animal breeders within the community
- There is an expectation on Council to fulfil a facilitator role in animal management in addition to compliance, in terms of coordinating training, connecting agencies, or providing de-sexing programs.

Whilst there has not been a public forum held during this consultation, public meetings are proposed to enable community feedback into the Dogs in Public Places Policy 2018-21 and the Fenced Dog Park strategy, as these are the key issues upon which community members are anticipated to wish to raise their views in person.

### **Policy/Legal/Statutory Implications**

The Plan is a legislative requirement pursuant to the DA Act. Whilst the revised Plan for 2018-2021 is to be provided to the DEDJTR by 31 January 2018, extensions of time may be sought should the process not be completed by this time.

A draft Plan will be put to community consultation between 28 November and 25 December 2017, with the final Plan submitted to Council by mid 2018.

### **Alignment to City Plan**

The Plan aligns to the Clever and Creative 30-year plan, most closely to infrastructure, natural assets, community safety, inclusive, diverse, healthy and social connected communities and sustainable development.

### **Conflict of Interest**

The community consultation and subsequent Council report does not feature any conflicts of interest.

THE CITY OF  
GREATER GEELONG

# DOMESTIC ANIMAL MANAGEMENT PLAN

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2018-21





# CONTENTS

<b>MAYOR'S MESSAGE</b>	<b>4</b>
<b>WHAT IS A DOMESTIC ANIMAL MANAGEMENT PLAN?</b>	<b>5</b>
Guiding principles	5
How do we currently manage animals?	5
The broader context	6
<b>ACTION PLAN</b>	<b>7</b>
<b>PROGRESS AND REPORTING</b>	<b>7</b>
<b>ISSUE 1: DOGS IN PUBLIC PLACES</b>	<b>8</b>
<b>ISSUE 2: DOG POO</b>	<b>9</b>
<b>ISSUE 3: DOGS IN COASTAL AREAS</b>	<b>10</b>
<b>ISSUE 4: DOG ATTACKS AND PUBLIC SAFETY</b>	<b>11</b>
<b>ISSUE 5: DANGEROUS DOGS AND RESTRICTED DOG BREEDS</b>	<b>12</b>
<b>ISSUE 6: OPEN SPACE NEEDS</b>	<b>13</b>
<b>ISSUE 7: ANIMAL IDENTIFICATION AND LOST ANIMALS</b>	<b>14</b>
<b>ISSUE 8: ANIMAL DESEXING</b>	<b>15</b>
<b>ISSUE 9: CONSERVATION ZONES</b>	<b>16</b>
<b>ISSUE 10: DOG PARKS</b>	<b>17</b>
<b>ISSUE 11: OUR ANIMAL MANAGEMENT TEAM</b>	<b>18</b>
<b>ISSUE 12: NUISANCE CATS AND DOGS</b>	<b>19</b>
<b>ISSUE 13: LICENSING AND ANIMAL WELFARE</b>	<b>20</b>
<b>ISSUE 14: RESPONSIBLE PET OWNERSHIP</b>	<b>21</b>
<b>ISSUE 15: PETS IN EMERGENCIES</b>	<b>22</b>

# MAYOR'S MESSAGE



**\*\*To be added after the public exhibition period.\*\***

# WHAT IS A DOMESTIC ANIMAL MANAGEMENT PLAN?

Every Victorian local government must, under the *Domestic Animals Act 1994*, prepare a plan outlining how it will manage dogs and cats within its municipal boundaries.

The plan identifies how the council will:

- help pets, pet owners and the general community to live together
- protect the environment and local wildlife from the negative impacts of dogs and cats
- balance the needs of those who own pets with those who do not
- address animal management welfare and legal issues
- promote responsible pet ownership
- improve the experience of animal ownership.

## GUIDING PRINCIPLES

The following principles underpin this plan:

- Pets contribute to our quality of life.
- The needs of pet owners must be balanced with the needs of others.
- Responsible pet ownership is highly valued.
- Animal management and education should be proactive.
- The environment and local wildlife must be protected from the negative impacts of dogs and cats.
- The best outcomes result from working in partnership.
- The City has a leadership role in animal management.



## HOW DO WE CURRENTLY MANAGE ANIMALS?

As well as registration and identification of dogs and cats, our central functions are to:

- promote and encourage the responsible ownership of dogs and cats
- make sure people manage their animals in accordance with the law
- minimise the risk of attacks by dogs on people and animals
- address over-population and high euthanasia rates for dogs and cats, where they exist
- encourage registration and identification of dogs and cats
- minimise the potential for dogs and cats to create a nuisance
- effectively identify all dangerous, menacing and restricted breed dogs, and make sure they are kept appropriately
- contract the Geelong Animal Welfare Society to deliver our pound service.

## THE BROADER CONTEXT

Animal management is guided by a combination of legislation, local orders, policies and local laws.

### VICTORIAN LEGISLATION

- *Domestic Animals Act 1994* and associated Codes of Practice
- *Domestic Animals Amendment (Restricted Breeds) Act 2017* (see page 12 for more information)

### CITY OF GREATER GEELONG POLICIES AND LOCAL LAWS

- Dogs in Public Places Policy 2013–2017
- Cat curfew and desexing order 2015
- Neighbourhood Amenity Local Law 2014

### LOCAL DOG CONTROL ORDERS

Although our Dogs in Public Places Policy determines how dogs must be managed in most places in the City of Greater Geelong, including many coastal areas, there are some areas within the municipality where it does not apply.

In these areas, dog control orders are determined by a joint approach with the relevant authority and council. We have the power through legislation to adopt these orders.

AREA	AUTHORITY
Coastal areas between 13th Beach near Barwon Heads, Ocean Grove and Collendina.	Barwon Coast Committee of Management
Coastal areas along the northern Bellarine, between Portarlington and St Leonards.	Bellarine Bayside Foreshore Committee of Management
The Barwon River and adjacent parkland, between Queens Park Bridge and Breakwater.	Corangamite Catchment Management Authority



### KEY FACTS

- The City of Greater Geelong has one of the largest animal populations of any Victorian municipality, and currently has almost 46,000 registered cats and dogs (2016).
- The City manages a total land area of 1,250 square kilometres, including a mix of coastal, rural and urban areas.
- Currently the municipality has an estimated population of 234,999, with approximately 95,000 residential dwellings.
- By the year 2031, it is estimated the population will be in excess of 299,000, with 123,000 residential dwellings. With population growth, comes a likely increase in pet ownership.
- There are 33 domestic animal businesses registered in the area.
- There were 77 reported dog attacks in the 2016–17 financial year.



# ACTION PLAN

We will seek to address the following issues over the next four years of our plan:

**Issue 1:** Dogs in public places

**Issue 2:** Dog poo

**Issue 3:** Dogs in coastal areas

**Issue 4:** Dog attacks and public safety

**Issue 5:** Dangerous dogs and restricted dog breeds

**Issue 6:** Open space needs

**Issue 7:** Animal identification and lost animals

**Issue 8:** Animal desexing

**Issue 9:** Conservation zones

**Issue 10:** Dog parks

**Issue 11:** Our animal management team

**Issue 12:** Nuisance cats and dogs

**Issue 13:** Licensing and animal welfare

**Issue 14:** Responsible pet ownership

**Issue 15:** Pets in emergencies



For each issue, we have provided a summary of:

**What we currently do to address the issue.**

These actions will be ongoing throughout the 2018–21 period.

**A summary of community views about the issue.**

We believe it is important to reflect the views of those that took the time to contribute to our consultation.

We are limited by legislation and resources, so we cannot necessarily address every issue raised.

**New actions planned for 2018–21.**

These new actions will be carried out in addition to those listed in the first column.

## PROGRESS AND REPORTING

We review our plan annually, presenting it to Council and the Department of Economic Development, Jobs, Transport and Resources. A summary is also included in our annual report.

**Successful implementation of the plan should result in the following outcomes:**

- ✓ The City is regarded as a trusted, knowledgeable resource for pet owners, providing proactive advice to residents.
- ✓ A simple and clear process to register your pet through multiple channels.

- ✓ Responsible pet owners are able to own a pet without undue restrictions.
- ✓ Geelong residents' quality of life is not negatively impacted by irresponsible owners.
- ✓ Residents select the most suitable pet and breed for their particular circumstance.
- ✓ Harm to wildlife by dogs and cats is minimised.
- ✓ Fair and equitable shared use of beaches and open spaces is practiced.

**We will measure our success using the following indicators:**

- A reduced rate of dog attacks.
- A reduced rate of dogs and cats impounded.
- More pet registrations.
- Unregistered businesses becoming registered, or closing down.
- A reduced rate of irresponsible animal management complaints.
- More targeted school and community education sessions.
- Positive community feedback in the review process for our next plan.

# ISSUE 1: DOGS IN PUBLIC PLACES

Dogs must be kept on-leash in all public areas, unless signs indicate otherwise. The purpose of this is to reduce conflict between dogs and the general community. However, the size of the municipality makes it difficult to enforce.

To give dog owners space to exercise and socialise their animals, there are designated off-leash areas in many reserves and coastal areas. However, these spaces are also used by the general community. Dog owners must follow certain rules – such as having their animal under effective control – if they want to keep their dog off-leash.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Enforce dog control orders, designed to balance the needs of all public space users, wildlife and the environment.</p> <p>.....</p> <p>Install and maintain signs in high risk areas, such as recreation reserves, reminding dog owners of their responsibilities.</p> <p>.....</p> <p>Publish maps and the <i>Park Your Pet</i> app to show dog owners where they can exercise their dog off-leash.</p> <p>.....</p> <p>Patrol public places and issue fines to those not following leash requirements.</p> <p>.....</p> <p>Carry out beach patrols using custom Kubota.</p>	<p>Some owners do not have effective control over their dog and are ignoring on-leash requirements. There are many instances where dogs on-leash have been attacked by a dog off-leash.</p> <p>.....</p> <p>Many owners do not understand their own dog's behaviour.</p> <p>.....</p> <p>Dog owners must be more vigilant and held accountable.</p> <p>.....</p> <p>Owners should contain their dogs so that they cannot escape the yard.</p> <p>.....</p> <p>Some areas should be dog-free.</p> <p>.....</p> <p>Signs are not always clear and can be easily misunderstood.</p> <p>.....</p> <p>Dog aggression and anxiety is increased when on-leash.</p>	<ol style="list-style-type: none"> <li>1. Develop new Dogs in Public Places Policy 2018-2021 by April 2018.</li> <li>.....</li> <li>2. Run a community education campaign about managing dogs in public space.</li> <li>.....</li> <li>3. Audit current signs, and replace any that are incorrect.</li> <li>.....</li> <li>4. Install signs in new developments.</li> <li>.....</li> <li>5. Patrol sporting facilities to remind dog owners of their responsibilities.</li> <li>.....</li> <li>6. Develop resources that provide information about effective control.</li> <li>.....</li> <li>7. Upgrade the <i>Park Your Pet</i> app to feature new parks, reserves, coastal areas, events and articles of interest.</li> </ol>

# ISSUE 2: DOG POO

Any person supervising a dog in a public area is required to pick up after their dog and carry a device fit for this purpose at all times. Our officers have the power to fine anyone who does not do this.

Getting everyone in the community to pick up after their dog is an ongoing challenge.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018–21
<p>Patrol public places and enforce issue fines, where possible.</p>	<p>More poo bags, bag dispensers and bins should be supplied.</p>	<p>1. Conduct an education campaign about the need for owners to supply their own poo bags, and use them for disposal in any waste bin.</p>
<p>Maintain and respond to dog poo bin issues.</p>	<p>Keep the grass short.</p>	
<p>Respond to complaints about owners not picking up after their dog.</p>	<p>Install signs outlining the responsibilities of dog owners to pick up after their dog, and the fines for failing to do so.</p>	<p>2. Give out bag pouches at events.</p>
<p>Carry out information campaigns about correct disposal of dog poo.</p>	<p>Enforce fines so that law-breakers know there are consequences.</p>	<p>3. Use mobile signs at sporting grounds to remind owners to pick up after their dog.</p>
<p>Prohibit dogs from being exercised on sports grounds with an artificial grass surface.</p>	<p>Conduct a community information campaign about the health and environmental consequences of not picking up after dogs on beaches.</p>	<p>4. Send out regular messages through the <i>Park your Pet</i> app and print media.</p>
	<p>Brainstorm and invite ideas from community to create more interesting signs.</p> <p>Regularly use print media and radio to remind people of their responsibilities.</p> <p>Integrate messages about picking up after dogs into broader campaigns on being a responsible Geelong citizen.</p> <p>Encourage citizen action on the issue, through a 'report an offender' initiative.</p>	

# ISSUE 3: DOGS IN COASTAL AREAS

Dog control orders in coastal areas exist to support the fair use of coastline for all, including dogs.

Most coastal areas contain areas of high environmental significance, such as sand dunes and wetlands, and they are important to wildlife.

The broad range of views expressed during our community consultation process shows that the issue of dogs on beaches remains a contentious issue.

See page 5 for more information about the management of local dog control orders in coastal areas.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018–21
<p>Patrol coastal areas and monitor compliance with dog control orders, where necessary.</p> <p>.....</p> <p>Provide guides and maps to help dog owners understand their responsibilities in coastal areas.</p>	<p>Encourage owners to comply with dog control orders with:</p> <ul style="list-style-type: none"> <li>• more regular patrols, including covert ones</li> <li>• CCTV</li> <li>• more enforcement</li> <li>• information for tourists and in caravan parks</li> <li>• better signs that make restrictions clear.</li> </ul> <p>.....</p> <p>Make rules about dogs on beaches the same as adjoining municipalities.</p> <p>.....</p> <p>Recognise that walking dogs on the foreshore is part of the beachside lifestyle.</p> <p>.....</p> <p>Use volunteers from local walking groups to hand out poo bags and provide advice.</p> <p>.....</p> <p>Bring in year-round, dog-free beaches, with some designated dog beaches.</p> <p>.....</p> <p>Make it clear who manages coastal areas.</p> <p>.....</p> <p>Do not allow dogs into the Portarlinton Caravan Park.</p> <p>.....</p> <p>Check is there is an issue before you make changes.</p> <p>.....</p> <p>Implement a seasonal plan – not a whole-of-year plan.</p> <p>.....</p> <p>Don't make it easier for people to have dogs off-leash in summer, when young families are around.</p>	<ol style="list-style-type: none"> <li>1. Prepare new dog control orders for all City-managed coastal areas, as part of the Dogs in Public Places Policy review.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>2. Work in partnership with coastal management committees to develop new local dog control orders for their designated areas in line with community expectations.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>3. Educate the community about any changes to dog control orders in coastal areas, by updating maps and signs.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>4. Work with dog walking and community groups to monitor whether dog owners are complying with the orders.</li> </ol> <p>.....</p> <ol style="list-style-type: none"> <li>5. Distribute dog walking maps through tourism agencies.</li> </ol>

# ISSUE 4: DOG ATTACKS AND PUBLIC SAFETY

Responding to dog attacks is the top priority for our animal management officers.

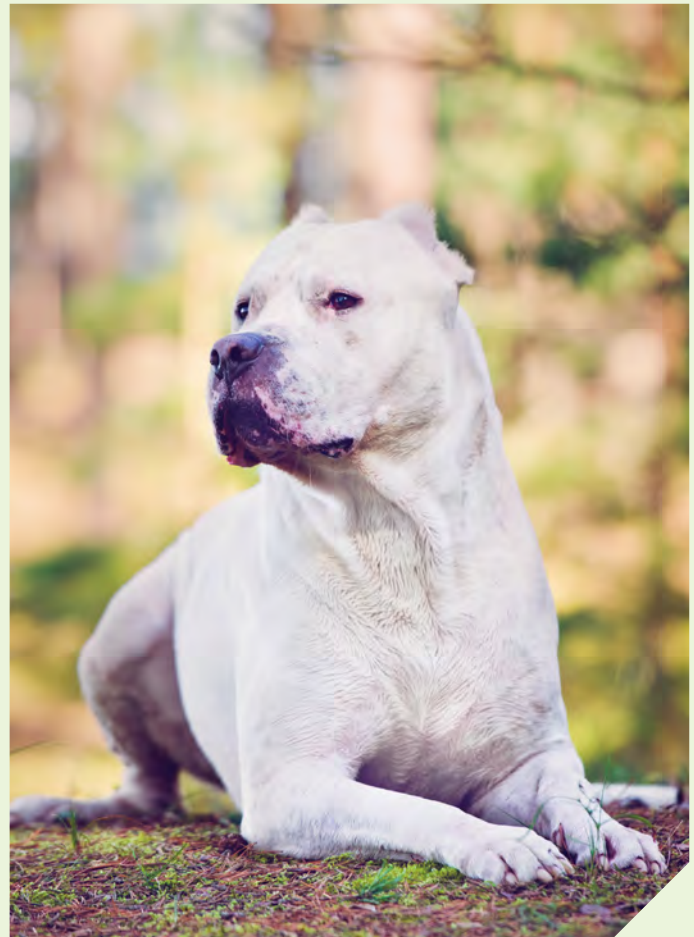
Attacks can involve people, dogs, cats and livestock. In the majority of cases, attacks involve a dog off-leash.

There are medical costs, legal costs and personal trauma for everyone involved when a dog attacks, and it is an issue of significant community concern. With proper management, attacks are preventable.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018–21
<p>Attend to all dog attack reports immediately, or as soon as possible, and implement appropriate action.</p> <p>.....</p>	<p>Increase education and familiarity with dogs for non-dog owners.</p> <p>.....</p>	<p>1. Develop resources for owners about dog attack prevention and what is 'effective control'.</p> <p>.....</p>
<p>Record and investigate all dog attacks.</p> <p>.....</p>	<p>Increase enforcement.</p> <p>.....</p>	<p>2. Hold animal behaviour seminars and dog training classes.</p> <p>.....</p>
<p>Seize dogs and prosecute matters, where necessary.</p> <p>.....</p>	<p>Implement heavier fines.</p> <p>.....</p>	<p>3. Encourage the community to report to us if dogs rush at them or their animals, with the aim of preventing future acts of aggression.</p> <p>.....</p>
<p>Maintain a database of every animal that has attacked people, pets, wildlife, and livestock.</p> <p>.....</p>	<p>Provide better facilities for dogs to socialise.</p> <p>.....</p>	<p>4. Increase patrols at key locations, and alternate between a random and routine schedule.</p> <p>.....</p>
<p>Conduct inspections of properties where dogs have been confined by Magistrate orders.</p> <p>.....</p>	<p>Keep all dangerous dogs muzzled and on-leash.</p> <p>.....</p>	
	<p>Dogs should be kept on lead at all times in busy, public places.</p> <p>.....</p>	
	<p>Encourage desexing.</p> <p>.....</p>	
	<p>Provide subsidised classes on dog training.</p> <p>.....</p>	
	<p>Prosecute the owners of dogs that attack other dogs, or people.</p>	

# ISSUE 5: DANGEROUS DOGS AND RESTRICTED DOG BREEDS



Under the *Domestic Animals Act 1994*, the City can declare a dog dangerous if it is involved in an attack on a person or animal.

The *Domestic Animals Amendment (Restricted Breeds) Act 2017*, which came into effect in September 2017, has changed the way we handle restricted dog breeds. It is now legal for restricted breeds to be registered, provided owners follow set regulations when caring for them.

The breeds now eligible for registration include:

- Pit Bull Terrier
- Japanese Tosa
- Perro de Presa Canario
- Fila Brasileiro.
- Dogo Argentino

WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018–21
<p>Identify and register all declared dogs in the municipality on the Victorian Declared Dog Registry.</p> <p>.....</p> <p>Inspect and audit all declared dog premises, to make sure they meet current requirements.</p> <p>.....</p> <p>Respond to calls for public submissions about restricted breeds, and lobby the Victorian Government for fair legislation.</p> <p>.....</p> <p>Audit owners of restricted breeds to make sure they meet the regulations that guide ownership.</p>	<p>Certain dog breeds should be banned.</p> <p>.....</p> <p>We need to educate dog owners that some breeds can be an issue.</p> <p>.....</p> <p>It is the owner, not the dog, that is to blame when something goes wrong.</p> <p>.....</p> <p>Dangerous dogs should be muzzled and on a lead.</p>	<ol style="list-style-type: none"> <li>1. Educate the community about changes to restricted breed legislation, and owners about their responsibilities.</li> <li>.....</li> <li>2. Educate prospective new owners about appropriate pet and breed selection.</li> <li>.....</li> <li>3. Random patrols to identify owners of restricted breed dogs not currently on our records.</li> </ol>

# ISSUE 6: OPEN SPACE NEEDS

Limited lot sizes and lack of space to exercise dogs can present a challenge for residents in new housing developments. The result is problem behaviour, such as frequent escaping and incessant barking.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Work with the management of new estates to address any issues that arise.</p> <p>Attend public events in new developments to offer advice about choosing and caring for pets.</p> <p>Administer the Neighbourhood Amenity Local Law 2014, placing limits on the number of animals that can be kept without a permit (based on land use zone and property size).</p>	<p>Some places have small yards and are in close proximity. This causes frustration for dogs and results in nuisance barking.</p> <p>People don't consider carefully enough the right dog for their situation.</p> <p>The community needs space all year round to allow dogs to run and chase a ball.</p> <p>I have deliberately chosen a property that can meet my pet's needs at home, and out in the community.</p> <p>Recreational areas for dogs are needed within the inner boundaries of the municipality – not just in the planning of new development areas.</p>	<ol style="list-style-type: none"> <li>Attend resident meetings to share information about pet selection and effective control.</li> <li>Carry out spot checks on building sites, to make sure builders and tradespeople are not allowing their dogs to roam.</li> <li>Make sure new developments are included as a key area of need in the development of the dog park strategy.</li> <li>Review the availability of off-leash areas for dogs in new housing developments, and further promote the existing 'off leash' reserves.</li> <li>Look for new ways to influence the planning process, to make sure that pet needs are taken into consideration during the design phase.</li> <li>Collaborate with social and community housing agencies about pet ownership.</li> </ol>

# ISSUE 7: ANIMAL IDENTIFICATION AND LOST ANIMALS

Dogs and cats are legally required to be registered annually. They also must be microchipped and wear a registration tag when not at home. Up-to-date registration and microchipping helps us to identify pets and return them to their owners as soon as possible.

The cost of registration is set by the Victorian Government and helps fund their responsible pet ownership initiatives. Registration fees are set to increase in 2018.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Manage dog and cat registrations and renewals, and reconcile data with the Central Animal Records Registry.</p>	<p>Advertise the potential outcomes for lost dogs who are unregistered and not microchipped.</p>	<ol style="list-style-type: none"> <li>1. Implement online process for new registrations (currently only renewals are available online).</li> </ol>
<p>Routinely conduct dog and cat registration and microchipping checks.</p>	<p>Provide incentives to encourage owners to register their pets.</p>	<ol style="list-style-type: none"> <li>2. Set up a process to allow rescue animals to be registered at the pound.</li> </ol>
<p>Carry out targeted property checks in areas of low registration.</p>	<p>Implement stronger penalties.</p>	<ol style="list-style-type: none"> <li>3. Investigate the possibility of registering pets through veterinary practices.</li> </ol>
<p>Follow up on the sale of animals from Domestic Animal Businesses.</p>	<p>Conduct education campaigns.</p>	<ol style="list-style-type: none"> <li>4. Offer incentives for registration, such as reduced registration for rescue cats.</li> </ol>
<p>Check all dog and cat sale advertisements to check for microchip details.</p>	<p>Reduce the cost of registration.</p>	<ol style="list-style-type: none"> <li>5. Promote registration via local and online communication channels, through new resident packs, and in new tenancy and visitor information packs.</li> </ol>
<p>Return lost or wandering dogs and cats to registered owners.</p>	<p>Offer free microchipping days.</p>	<ol style="list-style-type: none"> <li>6. Consider introducing reduced cost pet registration 'amnesty program' for areas with high numbers of unregistered animals.</li> </ol>
<p>Maintain temporary holding kennels at the pound, as a short-term alternative to impoundment.</p>	<p>Make processes easier online.</p>	<ol style="list-style-type: none"> <li>7. Offer free microchipping days, incorporating the update of details with Central Animal Records.</li> </ol>
<p>Run free microchip detail checks.</p>	<p>Carry out door-to-door inspections of pet registrations and microchips.</p>	<ol style="list-style-type: none"> <li>8. Run a temporary holiday pet identification program for tourists during peak holiday season.</li> </ol>
<p>Coordinate with local vets to return lost animals.</p>		

# ISSUE 8: ANIMAL DESEXING

Unwanted litters of kittens cause significant overcrowding at local shelter facilities. Dumped kittens can also turn into feral cats, posing a threat to our local wildlife.

Cats must be desexed prior to registration. While it is not compulsory to desex dogs, it is recommended for non-breeding dogs to reduce aggression and tendency to roam.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Offer an annual subsidised cat desexing program.</p> <p>.....</p> <p>Reduce the cost of pet registration for desexed pets.</p>	<p>Reduce the cost of desexing animals.</p> <p>.....</p> <p>Deliver more community education about why pets should be desexed.</p> <p>.....</p> <p>Increase registration fees for animals that are not desexed.</p>	<ol style="list-style-type: none"> <li>1. Identify cat colonies in the municipality and coordinate a trapping program.</li> <li>2. Advocate for a state or national approach to reducing the overpopulation of domestic cats without owners.</li> <li>3. Investigate the feasibility of a subsidised dog desexing program.</li> </ol>



# ISSUE 9: CONSERVATION ZONES

Our municipality contains many places of high environmental significance, including beaches, sand dunes, foreshores, wetlands, bushland and grassland reserves.

Some of these places contain habitat for endangered species that are listed under the Commonwealth's *Environmental Protection and Biodiversity Conservation Act 1999*, such as the Hooded Plover and the Orange-Bellied-Parrot. Dogs can negatively impact on the behaviour of these species, preventing them from breeding and feeding properly.

It is of significant concern that fenced areas of conservation value may be used by local communities as makeshift 'off-leash' dog parks.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018–21
<p>Work in partnership with the Department of Environment, Land, Water and Planning, and other relevant groups, to identify areas that need to be on-leash or dog-free.</p> <p>.....</p> <p>Install signs and carry out patrols to make sure dog owners are following these orders.</p> <p>.....</p> <p>Provide educational materials on conservation zones at public events.</p> <p>.....</p> <p>Enforce the cat curfew.</p>	<p>There should be dog and cat exclusion areas.</p> <p>.....</p> <p>We need increased enforcement and clear signage.</p> <p>.....</p> <p>Dogs should be on leads.</p> <p>.....</p> <p>We need more information to help people understand the environmental significance of these areas.</p> <p>.....</p> <p>Cats should be registered and contained to prevent them from killing wildlife.</p>	<ol style="list-style-type: none"> <li>1. Spot checks and patrols of conservation areas.</li> <li>.....</li> <li>2. Assist agencies with seal rescue and community education.</li> <li>.....</li> <li>3. Participate in the Zoos Victoria campaign about keeping cats indoors.</li> <li>.....</li> <li>4. Consider dog-free public places in areas of environmental significance.</li> <li>.....</li> <li>5. Upgrade conservation area signs, where necessary.</li> </ol>

# ISSUE 10: DOG PARKS

Dog parks are areas enclosed with fencing, designed to give dogs a space to socialise under the close supervision of their owners.

Feedback on dog parks, received during the community consultation, indicates that this is a very popular concept that is well-supported by dog owners.

Features requested by the community include agility equipment, water areas, sensory play, vegetation clumps, drinking water, signage, bins, poo bags, good drainage, walking tracks, benches, shaded areas, double entry doors and secure fencing.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>We currently maintain one fenced dog park in Stead Park.</p>	<p>There should be more dog parks, given our high dog ownership rates.</p> <p>.....</p> <p>Dog parks are useful for owners that cannot let their dog roam in off-leash areas, such as owners of puppies or rescue animals.</p> <p>.....</p> <p>Some areas definitely need these facilities, including new housing estates.</p> <p>.....</p> <p>We need designated spaces to prevent owners using other fenced areas.</p> <p>.....</p> <p>Dog parks should be carefully located, away from main roads, children and areas where dogs might be a nuisance.</p> <p>.....</p> <p>Make it clear that dog owners must have effective control to use dog parks.</p> <p>.....</p> <p>Provide separate areas for small and large dogs.</p> <p>.....</p> <p>We need designated safe areas for dogs to avoid risks, such as snakes and grass seeds.</p>	<ol style="list-style-type: none"> <li>1. Hold a public forum on fenced dog parks to inform the development of a fenced dog park strategy.</li> <li>.....</li> <li>2. Create new fenced dog parks in key areas of need, as identified in the strategy.</li> <li>.....</li> <li>3. Maintain and upgrade our existing dog park at Stead Park.</li> <li>.....</li> <li>4. Consider prohibiting dogs from enclosed sporting grounds, such as tennis courts.</li> <li>.....</li> <li>5. Promote dog parks for their intended use – dog socialisation.</li> </ol>

# ISSUE 11: OUR ANIMAL MANAGEMENT TEAM

A qualified, competent, visible and responsive team is required to deliver high standards of service to the community.

The size of the municipality makes it difficult to maintain a visible community presence. This may affect public confidence, and encourage some pet owners to disregard local laws and dog control orders.

We employ nine people to handle our animal management area, supported by three administration officers, a seasonal officer and a prosecutor.

Our animal management officers are required to have either:

- Certificate IV Animal Control and Compliance
- Certificate IV in Government (Statutory Compliance) or higher-level qualifications.

Each officer completes training in animal handling and prosecutions, including the collection of evidence for court proceedings. All new staff are also required to undertake a corporate induction.

We maintain a training register, detailing all the qualifications and training courses completed by each animal management officer. We also promote further training opportunities at annual performance reviews.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Handle almost 5,000 animal management-related contacts per annum.</p> <p>.....</p> <p>Collect evidence and prosecute people that have broken the law (there were 12 successful prosecutions in the 2016-17 financial year).</p> <p>.....</p> <p>Maintain partnerships with internal and external stakeholders, to make sure we can work at capacity.</p> <p>.....</p> <p>Schedule regular training sessions for team members.</p> <p>.....</p> <p>Carry out proactive patrols in areas of low compliance.</p> <p>.....</p> <p>Inform those involved in animal management investigations about the outcome.</p>	<p>We rarely see any evidence of animal management officers patrolling or enforcing local laws.</p> <p>.....</p> <p>You must be seen, and be a positive influence in our communities.</p>	<ol style="list-style-type: none"> <li>1. Increase our visibility by branding our Animal Management vehicles.</li> <li>2. Profile our team members within our regular communication channels, including the <i>Park your Pet</i> app, to increase their visibility.</li> <li>3. Schedule our patrols to focus on peak times of animal-related activity.</li> </ol>

# ISSUE 12: NUISANCE CATS AND DOGS

We are required to investigate all complaints regarding barking dogs and trespassing cats.

Our goal in every situation is to work closely with everyone involved to try and reach a positive outcome. However, these situations are often very complicated and resolving these conflicts can be very difficult.



WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Encourage cat owners to comply with the Cat Curfew Order.</p> <p>.....</p> <p>Loan cat traps to property owners dealing with nuisance cats, and advise on their safe and appropriate use</p> <p>.....</p> <p>Respond to, and investigate, barking dog complaints, and implement appropriate actions.</p> <p>.....</p> <p>Provide information on the causes of excessive barking, and encourage owners of barking dogs to seek professional advice.</p> <p>.....</p> <p>Coordinate mediation and conflict resolution services, where appropriate.</p>	<p>The City's handling of barking dogs is ineffective – they are on the dog owner's side.</p> <p>.....</p> <p>The cat curfew is needed, but it is not enforced.</p> <p>.....</p>	<ol style="list-style-type: none"> <li>1. Hold education seminars for pet owners to give them advice on how to handle problem behaviour in their pet.</li> <li>.....</li> <li>2. Participate in the Zoos Victoria campaign to keep cats inside.</li> <li>.....</li> <li>3. Continue refresher training for animal management officers on common law nuisance.</li> <li>.....</li> <li>4. Review and refine nuisance barking protocols, with a focus on preventative actions.</li> </ol>

# ISSUE 13: LICENSING AND ANIMAL WELFARE

We will continue to utilise all available legislation to control and manage domestic animal businesses, and eliminate 'backyard breeders' wherever possible.

The proposed amendments to the *Domestic Animals Act 1994*, intended to regulate against illegal backyard breeding of puppies and kittens, will be an important consideration for us in managing this issue over the next four years.

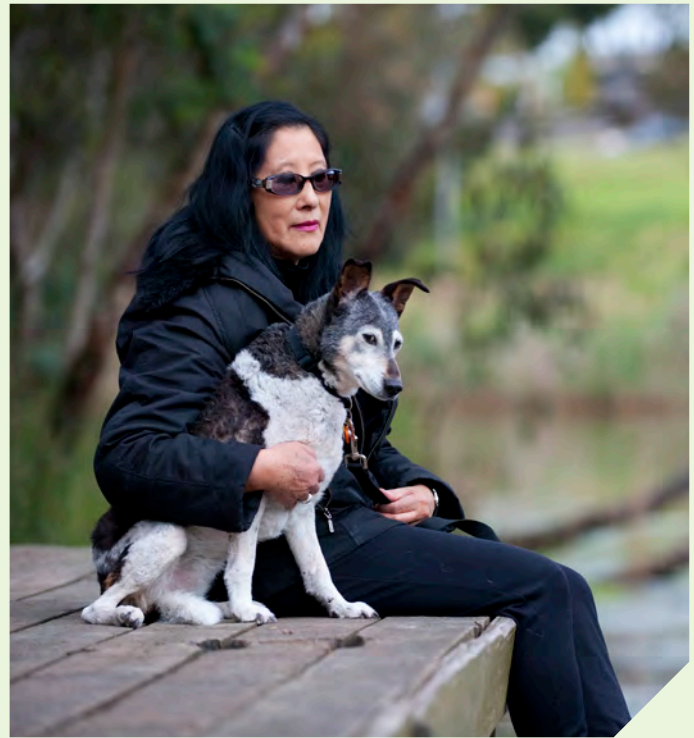


WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Annual audits of local domestic animal businesses to check they comply with the law.</p> <p>.....</p> <p>Apply penalties to businesses that do not comply.</p> <p>.....</p> <p>Investigate reports of unauthorised 'backyard breeders' to ascertain whether they should be registered as a domestic animal business.</p> <p>.....</p> <p>Liaise with the RSPCA on animal cruelty cases.</p>	<p>Cut down on illegal breeders.</p> <p>.....</p> <p>More needs to be done on the breeding of both dogs and cats.</p> <p>.....</p> <p>Many breeders are keen to work more closely with the City on a range of issues associated with their business.</p>	<ol style="list-style-type: none"> <li>1. Update our website to list all registered domestic animal businesses.</li> <li>.....</li> <li>2. Provide community information about registering domestic animal business complaints.</li> <li>.....</li> <li>3. Keep our animal management team updated about changes to domestic animal business legislation.</li> <li>.....</li> <li>4. Improve identification of illegal breeders by reconciling registrations data with the Central Animal Records Registry.</li> </ol>

# ISSUE 14: RESPONSIBLE PET OWNERSHIP

A central part of our role is to help people understand what responsible pet ownership means. A responsible pet owner is someone who:

- considers the needs of all users of public space
- prevents their animal from causing harm or intimidation to others
- sees to the welfare and social needs of their animal
- abides by the dog control orders in public places
- minimises nuisance to others and the environment
- has an animal that is desexed, microchipped and registered
- secures their property to contain their pet.

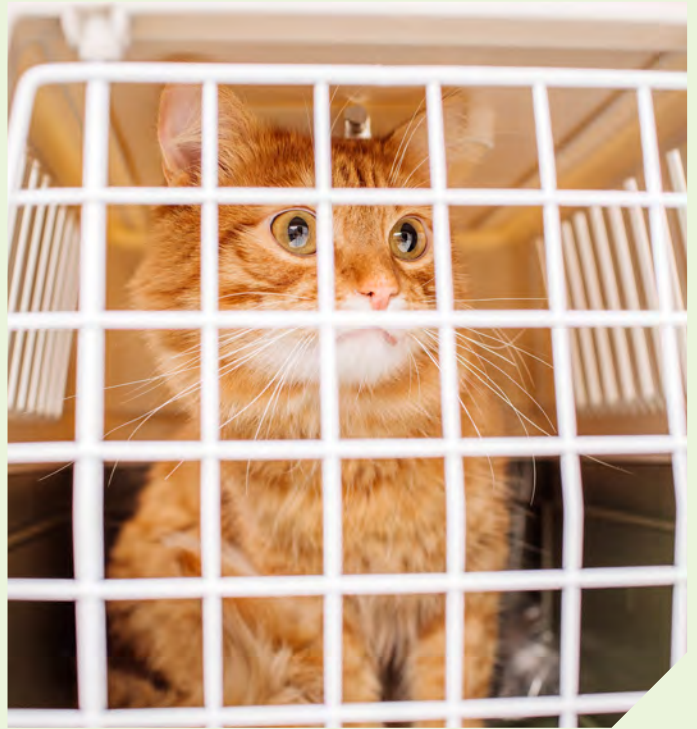


WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Regulate animal ownership through the issuing of multi-animal permits.*</p> <p>Provide advice, links and resources on responsible pet ownership on our website.</p> <p>Distribute brochures, fact sheets and other material developed by the Department of Economic Development.</p> <p>Hand out 'well done' and 'thank you' cards to dog owners doing the right thing.</p>	<p>Increase community education about responsible pet ownership, associated laws and expectations.</p> <p>Promote responsible pet ownership to school students, to bring about generational change in attitudes towards pet welfare and public safety.</p> <p>Hold educational seminars.</p> <p>Fine irresponsible owners.</p> <p>Give more support to rescue groups and shelters.</p> <p>Include, encourage and instruct pet owners in responsible pet ownership initiatives.</p> <p>Publish more media articles about responsible pet ownership.</p> <p>There are too many irresponsible cat owners.</p> <p>Know the type of pet/dog to buy to suit your lifestyle.</p>	<ol style="list-style-type: none"> <li>1. Deliver educational talks to high schools and community groups.</li> <li>2. Exhibit at an increased number of pet and community events in the municipality.</li> <li>3. Support community groups in the municipality that promote responsible pet ownership.</li> <li>4. Provide materials on responsible pet ownership during the pet registration process.</li> <li>5. Deliver a series of educational videos about responsible pet ownership.</li> <li>6. Run seminars on responsible pet ownership.</li> <li>7. Investigate using a ranger character costume to promote responsible pet ownership to children.</li> <li>8. Connect residents to puppy schools and pet services.</li> <li>9. Provide advice to the community on alternatives to surrendering their pets.</li> <li>10. Promote rescue cats by offering subsidised registration</li> <li>11. Run initiatives to recognise and celebrate responsible pet ownership and the human-animal bond.</li> <li>12. Identify opportunities for funding and partnerships to deliver affordable responsible pet ownership programs for the community.</li> <li>13. Provide responsible pet ownership and education materials in multiple languages.</li> <li>14. Support pet-friendly business initiatives.</li> </ol>

\* Multi-animal permit

Under our Neighbourhood Amenity Local Law 2014, a multiple animal permit is required if you have more than the prescribed number of cats or dogs on your property.

# ISSUE 15: PETS IN EMERGENCIES



Emergency planning for pets is an important part of municipal and household emergency preparations, greatly increasing the likelihood that pets will be safely evacuated.

Key responsibilities for animals in an emergency are already covered in our *Municipal Emergency Management Plan 2017-19*. However, not all residents are aware of these responsibilities.

For those experiencing family violence or crisis situations, pet ownership can be a significant problem for those in need of emergency accommodation. To support families during these difficult times, these accommodation issues need to be addressed.

WHAT WE CURRENTLY DO	COMMUNITY VIEWS	NEW ACTIONS FOR 2018-21
<p>Work with domestic animal businesses to make sure they have emergency plans in place.</p> <p>.....</p> <p>Meet the requirements of the <i>Emergency Management Plan 2017-19</i> and its sub plan, the <i>Emergency Animal Welfare Management Plan</i>.</p>	<p>This issue was not raised in the community discussion paper.</p>	<ol style="list-style-type: none"> <li>1. Educate residents about how to plan for their pets in emergencies.</li> <li>.....</li> <li>2. Work with local agencies to refine a process for handling the emergency care of pets in domestic violence and other crisis situations.</li> </ol>



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**CUSTOMER SERVICE CENTRE**

100 Brougham Street

Geelong VIC 3220


8.00am – 5.00pm

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## **NOTICE OF MOTION – Cr Peter Murrhiy**

### **CHIEF EXECUTIVE OFFICER RECRUITMENT**

#### ***Background***

At the Ordinary Meeting of Council of 20 September 2017, Council resolved to establish a Special Committee consisting of the Mayor, Deputy Mayor, up to 3 other Councillors and an Independent Chairperson pursuant to the provisions of Section 86 & 87 of the *Local Government Act 1989*. The powers and functions of the Committee were those set out in the Council Policy at Appendix 1.

Council proposes to amend the Policy by providing the Mayor with the overall responsibility of position of Chairperson in accordance with Special Functions of Mayor 11E (1) (b) of the City of Greater Geelong Act 1993 and also by removing clause (5.5) which is identified as an administrative function of the Committee during the course of their work.

The Committee having determined their preferred applicant will convene a meeting of all Councillors for formal interview with shortlist applicants.

A formal appointment will then be ratified by Council as part of its Ordinary Meeting.

**Cr Murrhiy moved, Cr Kontelj seconded -**

**That Council endorse the following amendments to the Chief Executive Officer Employment Matters Policy (CPL5.2):**

- 1) that the Mayor assume responsibility as Chair of the CEO Employment Matters Committee;**
- 2) that the Policy includes the option to appoint an independent person to the CEO Employment Matters Committee.**

**Carried.**

### **3. CHIEF EXECUTIVE OFFICER RECRUITMENT**

**Source:** People and Organisational Development  
**Executive Manager:** Andrew Keen  
**Index Reference:** Chief Executive Officer Recruitment

#### **Purpose**

To establish a CEO Employment Matters Committee to assist with the recruitment of a new Chief Executive Officer.

#### **Background**

The Council is responsible for the appointment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO as set out in the Local Government Act 1989.

The CEO Employment Matters Policy was adopted by Council on 20 September 2017 to establish the conditions that assist Council in delivering its legislative responsibilities.

The Chief Executive Officer, Mr Kelvin Spiller tendered his resignation to take effect at the end of March 2018.

#### **Key Issues**

- Following the resignation of the Chief Executive Officer, Mr Kelvin Spiller, Council must establish a section 86 Committee to identify and recommend suitable candidates for the position of CEO.
- The powers and functions of the Committee are set out in the Chief Executive Officer Employment Matters Policy (Attachment 1).
- The Committee has no delegated authority to make decisions as if it were the Council, but rather the Committee formulates recommendations to Council regarding CEO employment and performance review matters.
- The Committee having determined their preferred short listed applicants will convene a meeting of all Councillors for formal interview with the shortlist applicants. A formal appointment will then be ratified by Council as part of its Ordinary Meeting.
- Anticipated costs for the recruitment CEO process including consultancy, advertising and other costs are estimated to be in the order of \$40,000-60,000.

**Cr Murrhy moved, Cr Kontelj seconded -**

**In exercise of the powers conferred by sections 86 & 87 of the Local Government Act 1989 ("the Act"), Council resolves:**

- 1) to establish a Chief Executive Officer Employment Matters committee in accordance with the policy attached.**
- 2) to nominate up to three Councillors in addition to the Mayor and Deputy Mayor to participate on the Committee.**

**Carried.**

**Cr E Kontelj moved, Cr Asher seconded –**

**That Cr Mason be nominated to participate on the Committee.**

**Carried.**

**Cr Asher moved, Cr Mansfield seconded –**

**That Cr Grzybek be nominated to participate on the Committee.**

**Carried.**

**Cr Murrhly moved, Cr Mason seconded –**

**That Cr Aitken be nominated to participate on the Committee.**

**Carried.**

*Crs Mason, Grzybek and Aitken were duly appointed to participate on the Chief Executive Officer Employment Matters Committee.*

# COUNCIL POLICY

<b>Chief Executive Officer Employment Matters Policy</b>	Document No:	CPL5.2
	Approval Date:	28 November 2017
	Approved By:	Council
	Review Date:	28 November 2020
Responsible Officer: <b>Executive Manager People and Organisational Development</b>	Version No	01
Authorising Officer:		<b>Chief Executive Officer</b>

## 1. POLICY STATEMENT

The Council is responsible for the appointment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

This policy has been developed to support the requirements of the Local Government Act 1989 to assist Council in fulfilling its responsibilities relating to CEO employment and performance matters.

Council will carry out its functions relating to the appointment, remuneration and performance appraisal of the Chief Executive Officer in accordance with a number of leading practice principles:

- decision-making processes that are fair, accessible and applied consistently in comparable circumstances;
- decision-making criteria that are relevant, objective and available to the people subject to the decision;
- decisions and actions that are conducive to ongoing good governance;
- documentation that is sufficiently clear and comprehensive to render decisions transparent and capable of effective review;
- employment decisions that are based on the proper assessment of individual's work related qualities, abilities and potential against the genuine requirements of the role; and
- decisions to appoint new employees that are based on competitive selection, open processes and objective criteria

The responsibility for assisting Council with its obligations regarding CEO employment and performance matters shall be delivered through the establishment of the CEO Employment Matters section 86 Committee.

## 2. REFERENCES

- *Local Government Act (1989)*
- *Victorian Public Sector Commission*
- *Victorian State Services Authority*

### **3. DEFINITIONS**

- “The Act” means the Local Government Act 1989
- “CEO” means Chief Executive Officer
- “The Committee” means a Special Committee pursuant to Section 86 of the Local Government Act 1989
- “Contract” means the Chief Executive Officer Employment Contract
- “Council” means City of Greater Geelong
- “Councillor” means the Mayor or Councillor as defined by the Act
- “Independent member” means a suitably qualified person who is not a Councillor or Officer of Council and is a voting member of the Committee
- “Recruitment Consultant” means a Nationally recognised consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles
- “Remuneration” means salary

### **4. COUNCIL POLICY**

#### **4.1 ESTABLISHMENT OF CEO EMPLOYMENT MATTERS COMMITTEE**

- 4.1.1 Council shall establish a Section 86 Committee to be known as the CEO Employment Matters Committee (the Committee) for the purpose of recruitment of the CEO, determining the CEO’s Performance Plan, assessing the CEO’s performance against that plan and determining the remuneration of the CEO.
- 4.1.2 Membership of the Committee shall consist of the following:
- Mayor, Chairperson
  - Deputy Mayor
  - Up to three (3) other Councillors
- With the option to appoint an independent member.
- 4.1.3
- 4.1.3 The CEO Employment Matters Committee will meet at least four times a year, with authority to convene additional meetings as circumstances require.
- 4.1.4 A quorum of the chairperson and at least two other members will be necessary to transact business of the committee.
- 4.1.5 The Committee’s role is to assist and advise the Council on matters including:
- Recruitment of the Council’s CEO or the person to act as the CEO
  - Determining the Performance Plan of the Council’s CEO
  - Monitoring the CEO’s achievement of the Performance plan at 6 monthly intervals
  - CEO remuneration and other contractual conditions of employment
- 4.1.6 Administrative responsibility and support for the Employment Matters Committee will be allocated to the Executive Manager People and Organisational Development (POD), or officer designated by that role.

The Executive Manager (POD) or their delegate has responsibility to provide:

- information and any necessary training for members in relation to their responsibilities under the Local Government Act 1989.
- officer advice in respect to matters before the CEO Employment Matters Committee
- secretarial and logistical support to the CEO Employment Matters Committee.

4.1.7 The Terms of Reference contained within this Policy set out Council's process for carrying out those functions.

## **5. Recruitment of CEO- Terms of Reference**

5.1 Council's role is to appoint the CEO, on the advice of the Committee.

5.2 The Committee's role is to identify and recommend a suitable person and refer the appointment of that person to Council.

The Committee shall:

5.3 Engage a Recruitment Consultant (Consultant)

5.3.1 In accordance with Council's Procurement Policy and with the assistance of the Executive Manager People and Organisational Development, seek and appoint a nationally recognised Recruitment Consultant to manage and conduct the process of selection of a suitable candidate for the position of CEO. Selection Criteria should be based on the key result areas for a CEO described in the Template Attachment.

5.4 Undertake Preparation Work:

5.4.1 In conjunction with the Consultant, develop and agree upon:

- A recruitment sub-committee charged with interviewing leading 5-8 candidates identified by the recruitment Consultant
- A search and selection process and timeframe
- Setting the salary and conditions based on the industry benchmarks
- Key accountabilities of the role- (Succinct statements about the most important things upon which the CEO will have to focus.)
- Key selection criteria for CEO recruitment
- Candidate application material
- A candidate identification strategy (research, advertising)
- Methods of applicant evaluation
- Public Relations activities

5.5 Seek Council approval of preparatory work.

5.6 In conjunction with the Consultant, identify the candidate pool:

- Oversee the development of the candidate pool by the Consultant, providing feedback on the quality of candidates being identified.
- Review the Consultant report on the candidate pool and make decisions regarding which candidates should be carried forward to interviews by the Sub- Committee.
- The Sub-Committee will interview the leading 5-8 candidates identified by the Consultant and select/refer the final 3 candidates for short list interviews with the full Council.
- Once the preferred candidate is determined by the full Council, with the support of the Consultant, negotiate the terms of employment within the general framework for the terms of employment provided by the Council.
- Ensure, through the Consultant, that all candidates are updated on the outcome of the process.
- Develop and recommend to the Council an on boarding program (the “Orientation Program”) for the new CEO.

## **6. CEO Performance Review and Planning Process- Terms of Reference**

- 6.1 The Council is responsible for determining the CEO’s Performance Plan with the CEO, assessing the CEO’s performance against that plan and determining the remuneration of the CEO. and to seek advice from the Recruitment Consultant on nationally recognised benchmark data.
- 6.2 The Committee’s role is to prepare a draft performance plan for Council’s consideration, seek expert advice on facilitation and criteria for performance plan and review, seek expert advice on remuneration benchmarks from a nationally recognised recruitment consultant, conduct a performance review of the CEO and make recommendations to Council on matters including whether:
- the CEO meets the performance plan criteria
  - to vary performance plan criteria, remuneration, or other terms and conditions of the contract

The Committee shall:

- 6.3 Appoint a facilitator to assist the Committee to discharge its obligations in relation to the preparation of the draft performance plan and review.
- 6.4 Ensure that the CEO is consulted and advised of the process.
- 6.5 In consultation with the CEO, identify and agree the performance plan goals and activities that the CEO should work towards achieving over a 12 month period using the CEO Performance Plan Template Attachment.
- 6.6 Ensure that the CEO submits a Performance Plan Template report and is given the opportunity to present his/her self-assessment to the Council.
- 6.7 Ensure all Councillors are invited to provide comments of appraisal of the CEO’s performance to the Committee using the Performance Plan Template.

- 6.8 Attend to the collection and collation of council feedback in relation to the CEO's performance as measured against the performance plan approved by Council.
- 6.9 Review the CEO's remuneration package as a component of the annual review
- 6.10 Provide feedback to the CEO about their performance and proposed outcome of the remuneration review.
- 6.11 Report to Council Meeting seeking decision on outcomes of the review process in relation to:
- the CEO's achievement of the Performance Criteria
  - any proposed variation in salary; and
  - agree in relation to the setting of the performance plan for the measurement of the CEO's performance for the next 12 month period
  - agree with the CEO on a personal and professional development plan for the next 12 month period
  - whether any options of the CEO's contract should be exercised in accordance with the contract

## QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Instrument of Delegation	Co-ordinator Governance	Permanent	Council Minutes
Employment Contract	Executive Manager People and Organisational Development	Permanent	Rex

## ATTACHMENTS

- Chief Executive Officer Performance Plan and Assessment Template
- Instrument of Delegation

**Template Attachment: Chief Executive Officer Performance Plan and Assessment 2017–18**

<p><b>Performance Plan Agreement</b></p>	<p>Signed</p> <p>[Insert Name] Chief Executive Officer Date:</p>	<p>Endorsed</p> <p>[Chair's name] Mayor, Chair of CEO Employment Matters Committee Date:</p>	<p>CEO's comments</p>	<p>Chair's comments</p>
<p><b>CEO Mid-year review</b></p>	<p>Signed</p> <p>[Insert Name] Chief Executive Officer Date:</p>	<p>Approved</p> <p>Chair's name] Mayor, Chair of CEO Employment Matters Committee Date:</p>	<p>Chair's comments</p>	
<p><b>CEO Annual assessment</b></p>	<p>Signed</p> <p>[Insert Name] Chief Executive Officer Date:</p>	<p>Endorsed</p> <p>[Insert name] Mayor, Chair of CEO Employment Matters Committee Date:</p>	<p>Chair's comments</p>	
<p><b>Final recommendation and approval</b></p>	<p>Chair recommended assessment / comments</p>	<p>Endorsed</p> <p>CEO Performance Matters Committee Members Date:</p>		<p>Approved</p> <p>Council Meeting Date:</p>

Key Result Area	Performance Objectives	Measures in Support of Achievement	Self-Assessment	Councils overall Assessment	Agreed action required / comments
<b>Organisational Leadership</b>	High performing leadership team and organisation delivering services to the Community and the long term strategy for the City	<ul style="list-style-type: none"> <li>Executive and Senior Leadership Team performance, development, and succession plans in place</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Operational</b>	Organisation delivers services to community standards	<ul style="list-style-type: none"> <li>Customer Service Rating</li> <li>Overall Council Performance Score</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Financial</b>	Services delivered within overall budget, including revenue, operating expenses and EFT management. Expenditure of capital budgets. Long term financial planning. Financial and resource governance, policy, systems, management and compliance.	<ul style="list-style-type: none"> <li>Financial performance against budget</li> <li>Capital budget carryover</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Reputation, Stakeholder Engagement, and Community Outcomes</b>	Engaging and working together with the community, employees, stakeholders and partners to continuously improve services and outcomes in accordance with Council objectives and long term vision of the City.	<ul style="list-style-type: none"> <li>Positive Media percentage</li> <li>Overall Council Direction Score</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Human Resources</b>	Organisational design supports collaboration and high performance. Workplace is safe and inclusive. Service and customer focussed workforce with positive workplace culture.	<ul style="list-style-type: none"> <li>EFT Management against budget</li> <li>Reduction in Lost Time Injury Frequency Rate (LTIFR)</li> <li>Positive Employee Opinion Survey results</li> <li>Achievement of Positive Duty Plan outcomes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Key Result Area	Performance Objectives	Measures in Support of Achievement	Self-Assessment	Councils overall Assessment	Agreed action required / comments
<b>Business Improvement</b>	Embedding and championing frameworks and processes that support internal business improvement. Aligning strategies, plans, policies, systems and processes to Council objectives.	<ul style="list-style-type: none"> <li>Achievement of budgeted savings dividend</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Governance &amp; Risk</b>	Effectiveness of strategic risk management practice and compliance culture. Effective support to Councillors and responsiveness to Councillor requests and issues. Council business and governance process facilitates constructive Council decision making. Effective support and advice to the Mayor & Council.	<ul style="list-style-type: none"> <li>Strategic Risk Register reviewed and updated</li> <li>High Risks appropriately controlled and mitigated</li> <li>Performance against Councillor Correspondence and Support criteria</li> <li>Councillor feedback</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li><b>Chief Executive's Overall Performance Comments:</b></li> </ul>					
<ul style="list-style-type: none"> <li><b>Committee's Overall Performance Comments:</b></li> </ul>					

- Assessment ratings: Yes** meets expectations; **No** – Does not meet expectations.

**City of Greater Geelong Council  
Instrument of Delegation  
Chief Executive Officer Employment Matters- Special Committee**

Council delegates to the special committee established by resolution of Council passed on 20 September 2017 and known as the "CEO Employment Matters Committee" (**the Committee**), the powers and functions set out in the Chief Executive Officer Employment Matters Policy, and declares that:

1. the delegation:
  - 1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 1.2 remains in force until Council resolves to vary or revoke it; and
  - 1.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
2. the purposes of the Committee are those set out in the Council Chief Executive Officer Employment Matters Policy and Terms of Reference.
  - 2.1 the Committee is appointed under Section 86 of the Local Government Act and is responsible for advice to Council on Chief Executive Officer employment matters and has delegated authority to act in accordance with the Policy.

THE COMMON SEAL of GREATER )  
GEELONG CITY COUNCIL was affixed )  
hereto in the presence of: )

---

Chief Administrator

---

Chief Executive Officer

#### **4. AUDIT AND RISK COMMITTEE - CHARTER AMENDMENTS**

**Source:** Governance and Legal Services  
**Exec Manager:** Rebecca Leonard  
**Index Reference:** Audit and Risk Committee

##### **Purpose**

To approve amendments to the Audit and Risk Committee (ARC) Charter; and appoint the Mayor and one other Councillor as members of the ARC.

##### **Background**

The ARC is an Advisory Committee of Council established in accordance with section 139 of the Local Government Act 1989.

The ARC provides oversight of the Council's responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

The ARC Charter was last endorsed by Council at its meeting on 13 December 2016.

##### **Key Issues**

- A review of the ARC Charter is necessary following the return of an elected Council. In particular, the membership of the committee must be reviewed.
- The ARC Charter (Appendix 1) has been amended to include:
  - Membership consisting of three independent members, and two Councillor members, one being the Mayor (cl 5.1);
  - Fees for the independent members to be set by the Chief Executive Officer and adjusted annually on 1 July by 2% (cl 5.8);
  - A quorum for any meeting of the ARC to consist of two independent members and one Councillor member (cl 6.3);
  - The Executive Manager, Governance and Legal Services becomes responsible for keeping the minutes of the ARC meetings (cl 6.6).
- The proposed amended ARC Charter has been circulated to the independent members of the ARC who have all provided their endorsement of the changes.
- The first meeting of the ARC following the return of the elected Council is at 2:30pm 29 November 2017. The ARC generally meets five (5) times per year. Meetings have been scheduled for the following year as follows:
  - 2:00pm on Wednesday 21 February 2018;
  - 2:00pm on Wednesday 16 May 2018; and
  - 2:00pm on Wednesday 8 August 2018.

**Cr Aitken moved, Cr Murnane seconded -**

**That Council:**

- 1) approves the amended Audit and Risk Committee Charter; and**
- 2) appoints the Mayor and one other Councillor as members of the Audit and Risk Committee;**

- 3) appoints the Mayor and one other Councillor and two Councillors as substitutes as members of the Audit and Risk Committee;**
- 4) amend the Charter to enable Councillors to attend as observers.**

**Carried.**

**Cr Kontelj moved, Cr Mansfield seconded –**

**That Cr Grzybek be nominated as a member on the Audit and Risk Committee.**

**Carried.**

**Cr Grzybek moved, Cr Asher seconded –**

**That Cr Aitken be nominated as a substitute on the Audit and Risk Committee.**

**Carried.**

**Cr Mason moved, Cr Aitken seconded –**

**That Cr Asher be nominated as a substitute on the Audit and Risk Committee.**

**Carried.**

*Cr Grzybek was duly appointed as a member of the Audit and Risk Committee and Crs Aitken and Asher were appointed as substitutes of the Audit and Risk Committee.*

## **Attachment 1**

### ***Financial Implications***

Fees payable to the independent members of the Audit and Risk Committee are calculated on a per meeting basis and are set by the Chief Executive Officer.

### ***Community Engagement***

The community will be informed of the changes to the Audit and Risk Committee Charter once approved, in accordance with the Council's Community Engagement Policy 2017.

### ***Social Equity Considerations***

There are no significant social equity impacts arising from the amendment to the Audit and Risk Committee Charter.

### ***Policy/Legal/Statutory Implications***

The Council is obliged to establish an Audit Committee in accordance with section 139 of the *Local Government Act (Vic) 1989*.

### ***Alignment to City Plan***

The Audit and Risk Committee oversee key operational activities of the Council, including risks associated with the delivery of City Plan and audit of compliance obligations.

### ***Conflict of Interest***

The officer preparing this report has no conflict of interest arising from the subject matter or recommendations in the report.

### ***Risk Assessment***

There are no significant risks associated with the amendment of the Audit and Risk Committee Charter.

### ***Environmental Implications***

There are no environmental implications arising from the amendment of the Audit and Risk Committee Charter.

**City of Greater Geelong  
Audit and Risk Committee  
Charter**

**Approved by Council on:  
28 November 2017**

## Contents

1. Purpose
2. Objectives
3. Authority
4. Responsibilities
  - Financial Reporting
  - Risk Management & Business Continuity
  - Systems & Controls to Safeguard Council's Resources
  - External Audit
  - Internal Audit
  - Compliance Management
5. Membership and Tenure
6. Meetings
7. Reporting to Council
8. Induction and Training
9. Performance Evaluation
10. Conflicts of Interest and Register of Interests
11. Review of Charter
12. Confidentiality

<b>Audit and Risk Committee Charter</b>	Document No:	<b>CTR550.1</b>
	Approval Date:	28 November 2017
	Approved By:	Council
	Review Date:	28 November 2019
Responsible Officer:		
<b>Manager, Corporate Internal Auditor</b>	Version No:	01
Authorising Officer:	<b>Chief Executive Officer</b>	

## 1. Purpose

The City of Greater Geelong (Council) has established an Audit & Risk Committee (Committee) pursuant to section 139 of the *Local Government Act (Vic) 1989* (the Act). The Committee has no executive authority to implement actions in areas over which management has responsibility and has no delegated financial responsibilities. The Committee has no management functions and is therefore independent of management.

The role of the Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in discharging its responsibilities.

## 2. Objectives

The Committee's objectives are to oversee the following matters:

- 2.1 The integrity of external reporting, including both periodic management financial reports and external financial reports;
- 2.2 The scopes of work, objectivity, performance and independence of the external and internal auditors;
- 2.3 The maintenance of effective systems and controls to safeguard Council's financial and physical resources;
- 2.4 The maintenance of policies, systems and procedures designed to ensure that Council complies with relevant statutory and regulatory requirements and best practice guidelines;
- 2.5 The maintenance of frameworks, systems, etc. that enable effective recognition of risks arising from Council's strategies and operations and actions taken to manage those risks; and

## **City of Greater Geelong – Audit & Risk Committee Charter**

- 2.6 The maintenance of systems and processes which protect Council against fraudulent activity and irregularities, including those related to the Protected Disclosures Act.

In carrying out its work, the Committee must promote appropriate ethical and governance standards and practices across Council's activities.

### **3. Authority**

The Committee is directly responsible to Council for its performance in discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time. Any delegated authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee will have access to appropriate management support to enable it to discharge its responsibilities effectively, including:

- 3.1 Appropriate support for development of meeting agendas and papers, minute taking during meetings and follow up actions arising from meetings;
- 3.2 Attendance of management and other relevant employees at meetings as appropriate; and
- 3.3 Access to independent experts where it considers that necessary to execute its duties, subject to prior agreement with the Chief Executive Officer.

### **4. Responsibilities**

#### **4.1 Financial Reporting**

- 4.1.1 Review significant accounting and external reporting issues, including complex or unusual transactions and highly judgemental areas, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report;
- 4.1.2 Review the annual financial report and performance statement and consider whether they are complete, consistent with information known to Committee members and reflects appropriate accounting treatments;
- 4.1.3 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors;
- 4.1.4 Recommend the adoption of the annual financial report and performance statement to Council; and
- 4.1.5 Review the appropriateness of the framework and content of periodic management financial reporting to Council.

#### **4.2 Risk Management and Business Continuity**

- 4.2.1 Review annually the risk management and business continuity frameworks of the business;

## **City of Greater Geelong – Audit & Risk Committee Charter**

- 4.2.2 Review management's assessment of the risk profile of the business;
- 4.2.3 Review management's programme of assessment of business risks to ensure that key risk areas for both strategic and operational risks are identified and managed effectively to mitigate exposures for the Council;
- 4.2.4 Review the insurance programme annually prior to renewal; and
- 4.2.5 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### **4.3 Systems and Controls to Safeguard Council's Resources**

- 4.3.1 Review the adequacy and effectiveness of systems and controls for providing a sound internal control framework;
- 4.3.2 Consider management processes for identification of the need to revise systems and controls;
- 4.3.3 Determine whether systems and controls are reviewed regularly and updated where required;
- 4.3.4 Ensure that a programme is in place to test, at least annually, compliance with systems and controls;
- 4.3.5 Review policies and procedures in place for the setting and management of delegations of authority; and
- 4.3.6 Keep informed of any actual or suspected instances of fraud or corruption within Council.

### **4.4 External Audit**

- 4.4.1 Annually review the audit scope and approach proposed by the external auditor, including the extent of reliance on internal audit activity;
- 4.4.2 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope or access to information;
- 4.4.3 Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and acted upon in a timely manner;
- 4.4.4 Consider the findings and results of any relevant performance audits undertaken by the external auditor and monitor implementation of recommendations by Council; and
- 4.4.5 Meet with the external auditor at least annually in the absence of management.

### **4.5 Internal Audit**

## **City of Greater Geelong – Audit & Risk Committee Charter**

- 4.5.1 Review with management and the internal auditor the Charter, activities, resourcing and organisational structure of the internal audit function;
- 4.5.2 Review the specifications for the provision of internal audit services and monitor the tender evaluation process to ensure that the best outcome for Council is achieved;
- 4.5.3 Review proposed internal audit plans to ensure appropriate linkage with Council's material business risks;
- 4.5.4 Review and recommend to the Council for approval the three year rolling Strategic Internal Audit Plan, the annual internal audit plan and any major changes to them;
- 4.5.5 Review and approve proposed scopes for each review in the annual internal audit plan;
- 4.5.6 Review all reports and provide advice to Council on significant issues identified in audit reports and action being taken on issues raised, including identification and dissemination of good practice;
- 4.5.7 Monitor action by management on significant internal audit findings and recommendations;
- 4.5.8 Meet with the leader of the team delivering the internal audit programme at least annually in the absence of management;
- 4.5.9 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within the business and no unjustified limitations on its work;
- 4.5.10 Monitor processes and practices to ensure that the independence of the internal audit function is maintained; and
- 4.5.11 Will be consulted in the scoping of the internal audit brief.

### **4.6 Compliance Management**

- 4.6.1 Review the systems and processes implemented by management for monitoring compliance with legislation and regulations and the results of management's follow up of any instances of non-compliance; and
- 4.6.2 Keep informed of the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies) and monitor management's response to the findings.

### **4.7 Other Matters Referred by Council**

The Committee will undertake any other activities as requested by the Council from time to time.

## **5. Membership and Tenure**

- 5.1 The Committee will be comprised of five voting members, being three independent members, and two Councillor members being the Mayor and one Councillor;
- 5.2 Committee members will be appointed by the Council;
- 5.3 If a Councillor member is unable to attend a Committee meeting, Council may appoint an alternate Councillor to attend the Committee meeting at which the Councillor member is unable to attend;
- 5.4 The Chairperson will be an independent member and will be elected by the Committee annually;
- 5.5 If the Chairperson is unable to attend a meeting, the Committee shall appoint an acting Chairperson for the meeting at which the Chairperson is absent;
- 5.6 Independent members will have appropriate broad based senior business or financial management and reporting skills and experience. At least one independent member will have appropriate expertise in financial reporting and auditing;
- 5.7 The terms of appointment for independent members will be for a period of three years and should be structured to ensure orderly rotation and continuity of membership. Independent members can serve a maximum of two, three year terms;
- 5.8 Remuneration will be paid to independent members. Fees will be based on an fee per meeting, set by the Chief Executive Officer, which will be indexed by 2% each 1 July; and
- 5.9 All other Councillors may attend as observers.

## **6. Meetings**

- 6.1 The Committee should meet as required but will hold at least four regular meetings per annum;
- 6.2 The Committee may meet at other times at the request of any Committee member, the Mayor, Council or the external or internal auditors;
- 6.3 A quorum of the Committee will be three members, two of whom will be independent members and one of whom will be the Councillor member;
- 6.4 The Committee may invite any person to attend its meetings and arrange such presentations as appropriate. The Chief Executive Officer will be expected to attend on an ex-officio basis and will not have voting rights;
- 6.5 Meeting agendas and papers should be available to Committee members at least one week prior to meetings;

## **City of Greater Geelong – Audit & Risk Committee Charter**

- 6.6 The Executive Manager, Governance and Legal Services will be responsible for keeping the minutes of each meeting and after approval by the Committee Chairperson, circulating them to Committee members on a timely basis;
- 6.7 A schedule of meetings will be determined on an annual basis, bearing in mind the meeting schedule of Council.

### **7. Reporting to the Council**

- 7.1 The Committee Chairperson shall within one week of Committee meetings report to Council in writing on any matters of importance arising from its meetings;
- 7.2 All minutes of Committee meetings will be submitted to Council for information purposes;
- 7.3 Before the Annual Report is approved each year, the Committee shall report in writing to the Council on its activities for the year; and
- 7.4 The Committee Chairperson will attend Council meetings as required by the Council to brief Councillors on the Committee's activities.

### **8. Induction and Training**

- 8.1 Council will provide newly appointed members with appropriate induction information to assist them in gaining an understanding of the business;
- 8.2 The Chief Executive Officer will consider opportunities to involve the independent members in relevant Council briefing sessions, site visits, industry conferences, regulatory briefings, etc.

### **9. Performance Evaluation**

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to the Council.

### **10. Conflicts of Interest and Register of Interests**

Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as and when they may arise.

Members of the Committee must also be fully aware of the statutory definitions of direct and indirect interests which may give rise to a conflict of interest. These are set out in Division 1A of the Act.

Members of the Committee are required to comply with sections 76D, 79 and 81 of the Act, which includes, among other things, the following requirements:

- 10.1 Submission of pecuniary interest returns on the form specified by Council in accordance with the Act;

## **City of Greater Geelong – Audit & Risk Committee Charter**

10.2 Declaration and management of any conflicts of interest which arise in accordance with the Act;

In addition, members of the Committee shall comply with Council's Code of Conduct in carrying out their duties as a member of the Committee.

In broad terms, and for guidance to members of the Committee:

- a) Committee members must disclose any conflicts or perceived conflicts of interest at the commencement of each meeting;
- b) Where members are deemed to have a conflict of interest, they will be excused from discussions and deliberations on the matter.

Failure to comply with the provisions of the Act regarding conflicts of interest may result in prosecution and the member's appointment being terminated by Council.

### **11. Review of Charter**

The Committee shall review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests for revisions and improvements to the Council for approval.

### **12. Confidentiality**

All information received by Committee members in the course of their work as Committee members is confidential and must not be shared with any party outside Council. Members must comply with the requirements of section 77 of the Act in this regard.

Failure to comply with the provisions of the Act with regard to confidential information may result in prosecution and the member's appointment being terminated by Council.

**5. TENDER T1770859 – CONSTRUCTION OF HIGHTON ENHANCED CHILDREN’S CENTRE**

**Source:** City Services - Capital Projects  
**Director:** Guy Wilson-Browne  
**Index Reference:** Tender T1770859

**Cr Kontelj moved, Cr Murnane seconded -**

**That in accordance with Section 89 (2) (d) of the Local Government Act 1989, this contractual matter be considered at the conclusion of all other business at which time the meeting be closed to members of the public.**

**Carried.**

**6. TENDER T1770869 - ARMSTRONG CREEK EAST INTEGRATED - CHILDREN'S & COMMUNITY CENTRE (AICCC)**

**Source:** City Services - Capital Projects  
**Director:** Guy Wilson-Browne  
**Index Reference:** Tender T1770869

**Cr Mason moved, Cr Nelson seconded -**

**That in accordance with Section 89 (2) (d) of the Local Government Act 1989, this contractual matter be considered at the conclusion of all other business at which time the meeting be closed to members of the public.**

**Carried.**

## **ASSEMBLY OF COUNCIL RECORD**

**Chief Executive Officer: Kelvin Spiller**  
**Source: Governance and Legal Services**

### **Summary**

- Section 80A (2) of the Local Government Act 1989 requires the record of an Assembly of Council be reported to the next practicable Ordinary Meeting of Council.
- A record of Assembly of Council meeting(s) is attached as an Appendix to this report.

**Cr Asher moved, Cr Murnane seconded -**  
**That the information be received.**

**Carried.**

**RECORD OF ASSEMBLIES OF COUNCIL  
(Council Meeting 28 November 2017)**

Assembly Details	Councillors	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
<p>Council Briefing <b>21 November 2017</b></p>	<p>Cr Harwood (Mayor), Crs Aitken, Asher, Grzybek, Kontelj, Mansfield, Mason, Murrihy, Murnane, Nelson, Sullivan</p>	<p>K Spiller (CEO) L Quinn (DIR) B Luxford (DIR) G Wilson-Browne (DIR) G Lawler (A/DIR) P Anderson (A/DIR) R Leonard (EXEC MGR) M Kelly (MGR) L Potter (MGR) G Russell (MGR) J Thomas (SNR ADV TO MAYOR &amp; CEO) K Ivens Thomas (SNR ADV TO MAYOR &amp; CEO) P Dorling (Municipal Monitor)</p>	<ul style="list-style-type: none"> <li>• Development of Domestic Animal Management Plan 2018-2021 – Community Consultation Process</li> <li>• Tender T1770869 – Armstrong Creek East Integrated Children’s &amp; Community Centre (<i>Confidential</i>)</li> <li>• Tender T1770859 – Construction of Highton Enhanced Children’s Centre (<i>Confidential</i>)</li> <li>• Quarterly Financial Management Report – October 2017</li> <li>• Audit and Risk Committee – Charter Amendments</li> <li>• CEO Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>

## **PLANNING DELEGATIONS – OCTOBER 2017**

**Source:** Planning & Development - City Development  
**Acting Director:** Geoff Lawler  
**Index Reference:** Delegation

### **Summary**

- Section 98 of the Local Government Act 1989 and section 188 of the Planning and Environment Act 1987 empower Council to delegate its powers, duties and functions under relevant legislation to members of Council staff.
- Council may also delegate to committees comprising Councillors and staff or a combination of both, pursuant to sections 86 and 87 of the Local Government Act and section 188 of the Planning and Environment Act.
- At its meeting on 13 March 2007 Council established a Planning Committee and a Development Hearings Panel with delegated powers to determine upon any development applications which have been the subject of an objection or in circumstances where officers have recommended refusal of the application.
- At its meeting on 23 September 2008 Council adopted a recommendation to allow Officers (restricted to Manager, Coordinator and Team Leader level) the ability to consider and approve applications with five or less objections.
- The appendix to this report contains a schedule of all applications determined under these delegations.

**Cr Kontelj moved, Cr Grzybek seconded -**

**That the information be received.**

**Carried.**

Planning Decisions Report - October 2017

App Number	Location	Application Type	Decision Date	Description	Authority Description
PP-1252-2016	215 Aberdeen Street, NEWTOWN VIC 3220	Use and Development of a Child Care Centre, Creation of an Access to a Road Zone - Category 1, and Display Business Identification Signage	12/10/2017	Permit Issued	VCAT
PP-130-2017	53 Stinton Avenue, NEWTOWN VIC 3220	Buildings and Works for the Construction of Five (5) Dwellings, Reduction of Visitor Car Park Space, Alteration of Access to Road Zone Category 1, and Construction of Fence and Crossover in Special Building Overlay	5/10/2017	Delegate - No Appeal Lodged	Delegated Authority
PP-447-2016	690 Batman Road, INDENTED HEAD VIC 3223	Staged Multi-Lot Subdivision and Removal of Native Vegetation and Removal of Reserve Status from LP210545A.	5/10/2017	SPEAR Permit Issued	Delegated Authority
PP-480-2016	21 Hodgson Street, OCEAN GROVE VIC 3226	Development of the Land for a Three Storey Building Comprising Eight Dwellings, Three Shops, Subdivision of the Land into Eleven (11) Lots, a Reduction in the Standard Carparking Requirements contained in Clause 52.06 and a Waiver of the Loading/Unloading Bay Requirements Contained in Clause 52.07	20/10/2017	NOD - Planning Permit	Development Hearings Panel
PP-490-2017	2 Thorne Street, EAST GEELONG VIC 3219	Partial Demolition of Existing Dwelling, Buildings and Works Associated with an Extension to the Existing Dwelling and Construction of One (1) Additional Dwelling and a Two (2) Lot Subdivision	19/10/2017	No Appeal Lodged Permit Issued	Development Hearings Panel
PP-866-2015	11/16 Wyndham Street, DRYSDALE VIC 3222	Partial Demolition, Alterations and Additions to a Supermarket and Shops, Display of Advertising Signage and Reduction in the Requirement to Provide Car Parking	20/10/2017	NOD - Planning Permit	Development Hearings Panel
PP-1513-2016	542-580 Swan Bay Road, MARCUS HILL VIC 3222	Use and Development of a Place of Assembly (Function Centre, Wedding and Civil Ceremonies) and Associated Buildings and Works	20-Oct-2017	NOD - Delegate	Objectors - 2
PP-442-2017	10 Addis Street, GEELONG WEST VIC 3218	Buildings and Works Associated with the Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	9-Oct-2017	NOD - Delegate	Objectors - 1
PP-502-2017	1A Castle Court, BELL PARK VIC 3215	Two (2) Dwellings and Two (2) Lot Subdivision	2-Oct-2017	NOD - Delegate	Objectors - 1

PP-596-2017	15 Lelean Street, OCEAN GROVE VIC 3226	Change of Use to a Food and Drink Premises (Cafe) and Waiver of Loading Bay Requirements	24-Oct-2017	NOD - Delegate	Objectors - 3
PP-616-2017	7 Purrumbete Avenue, MANIFOLD HEIGHTS VIC 3218	Construction of Dwelling over 7.5m in Height above Natural Ground Level	16-Oct-2017	NOD - Delegate	Objectors - 2
PP-777-2017	35 Logan Street, HAMLIN HEIGHTS VIC 3215	Buildings and Works for the Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	13-Oct-2017	NOD - Delegate	Objectors - 2

**Cr Nelson moved, Cr Kontelj seconded -**

**That the meeting be closed to the public.**

**Carried.**

**The Meeting was closed to the public at 7.23pm**

**A record of the proceedings of this section of the meeting is contained in a Confidential Minute Book.**

**The Meeting was opened to the public at 7.27pm**

**Cr Aitken moved, Cr Sullivan seconded -**

**That the decisions made “In Committee” in relation to Tender T1770859 – Construction of Highton Enhanced Children’s Centre and Tender T1770869 – Armstrong Creek East Integrated Children’s and Community Centre (AICCC) be made public.**

**Carried.**

**5. TENDER T1770859 – CONSTRUCTION OF HIGHTON ENHANCED CHILDREN’S CENTRE**

**Resolution**

**That the report be deferred.**

**6. TENDER T1770869 - ARMSTRONG CREEK EAST INTEGRATED - CHILDREN’S & COMMUNITY CENTRE (AICCC)**

**Resolution**

**That Council:**

- 1) awards Contract C1770869 for the Armstrong Creek East Integrated Children’s and Community Centre to J Hutchinson Pty Ltd ABN 52 009 778 330 for the tendered Lump Sum Price of \$12,514,570 (ex-GST).**
- 2) authorises the CEO to execute Contract No. C1770869 - Armstrong Creek East Integrated Children’s and Community Centre on behalf of Council and any other documentation required to give full force and effect to the contract.**

## **CLOSE OF MEETING**

As there was no further business the meeting closed at 7.27pm. Tuesday, 28 November 2017.

**Signed:** \_\_\_\_\_  
**Cr Bruce Harwood (Mayor)**

**Date of Confirmation:** \_\_\_\_\_