



AGENDA

FOR GOVERNANCE AND COMPLIANCE COMMITTEE MEETING TO BE HELD ON

**19 JULY 2021 AT CONCLUSION OF FINANCE AND CORPORATE SERVICES
COMMITTEE**

**IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr J Woodman (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Cr A Duncan
Cr K Grenfell
Cr D Proleta
Cr S Reardon (Deputy Chairman)
Cr G Reynolds

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Manager Governance, Mr R Deco
Governance Coordinator, Ms J Rowett

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Governance and Compliance Committee Meeting held on 21 June 2021.

REPORTS

Administration

- 3.0.1 Future Reports for the Governance and Compliance Committee
(please note there are no forward reports as a result of a Council resolution
to be listed at this time)
- 3.0.2 Review of Procurement Policy 9
- 3.0.3 Review of Disposal of Assets other than Land Policy 19

For Decision

- 3.1.1 Review of the Representation of the City of Salisbury by Elected Members
Policy 25
- 3.1.2 Dog and Cat Management Plan 2022 - 2026 31
- 3.1.3 Local Government Association Annual General Meeting: 29/10/2021 -
Proposed Items of Business 103

For Information

- 3.2.1 Annual Report on Internal Reviews of Council decisions in the year ending
30 June 2021 under Section 270 of the Local Government Act 1999. 121

OTHER BUSINESS

CONFIDENTIAL ITEMS

3.4.1 Appointment of Independent Members on the Council Assessment Panel

Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(a) and (b)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and*
 - *information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Appointment of Independent Members on the Council Assessment Panel** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



**MINUTES OF GOVERNANCE AND COMPLIANCE COMMITTEE MEETING HELD IN
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

21 JUNE 2021

MEMBERS PRESENT

Mayor G Aldridge (ex officio) *(from 7.09pm)*
Cr B Brug
Cr A Duncan
Cr K Grenfell
Cr D Proleta
Cr S Reardon (Deputy Chairman)
Cr G Reynolds

OBSERVERS

Nil

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Risk and Governance Program Manager, Ms J Crook

The meeting commenced at 7.07pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

An apology was received from Cr J Woodman.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Cr B Brug

The Minutes of the Governance and Compliance Committee Meeting
held on 17 May 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

3.0.1 Future Reports for the Governance and Compliance Committee

Moved Cr K Grenfell

Seconded Cr G Reynolds

1. The information is received.

CARRIED

For Decision

3.1.1 Variation to Delegations

Moved Cr B Brug

Seconded Cr A Duncan

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 1 July 2021 of those powers and functions under the following:
 - 1.1 *Fire and Emergency Services Act 2005*
 - 1.2 *Fire and Emergency Services Regulations 2005*
2. In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following acts specified in the proposed Instrument of Delegation contained in Attachment 1 to this report (Item No. 3.1.1 Resources and Governance, 21/06/2021) are hereby delegated effective from 2 July 2021 to the person occupying or acting in the office of the Chief Executive Officer subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation as follows.
 - 1.1 *Fire and Emergency Services Act 2005*
 - 1.2 *Fire and Emergency Services Regulations 2021*
3. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein on the Schedule of Conditions contained in the proposed Instrument of Delegation.

CARRIED

3.1.2 Request for Attendance at Community Engagement Summit, Sydney

Moved Cr G Reynolds

Seconded Mayor G Aldridge

1. The information is received.
2. Cr Henningsen's request to be registered and attend the Community Engagement Summit being held in Sydney from 21 to 23 July 2021 is approved.

CARRIED

Mayor G Aldridge left the meeting at 7:13 pm.

3.1.3 Review of Community Recreation Facilities Sponsorship Policy

Moved Cr A Duncan

Seconded Cr K Grenfell

1. The Information be received
2. The Community Recreation Facilities Sponsorship Policy as set out in Attachment 1 to this report (Governance and Compliance 21/06/2021, Item No. 3.1.3) is endorsed.

CARRIED

3.1.4 Review of Recreation Facilities Signage Policy

Moved Cr A Duncan

Seconded Cr K Grenfell

1. The Information be received.
2. The Community Recreation Facilities Signage Policy as set out in Attachment 1 to this report (Governance and Compliance 21/06/2021, Item No. 3.1.4) is endorsed.

CARRIED

3.1.5 Review of Liquor Licences Policy

Moved Cr G Reynolds

Seconded Cr A Duncan

1. The Information be received.
2. The Liquor Licences Policy as set out in Attachment 1 to this report (Governance and Compliance 21/06/2021 Item No. 3.1.5) is endorsed.

CARRIED

3.1.6 Review of Club Fee Policy

Moved Cr A Duncan

Seconded Cr D Proleta

1. The Information be received.
2. The Club Fee Policy as set out in Attachment 1 to this report (Governance and Compliance, 21/06/2021 Item No. 3.1.6) is endorsed.

CARRIED

Mayor G Aldridge returned to the meeting at 7:18 pm.

3.1.7 Review of Outdoor Facility Hire Policy

Moved Cr K Grenfell

Seconded Cr B Brug

1. The Information be received.
2. The Outdoor Facility Hire Policy as set out in Attachment 1 to this report (Governance and Compliance 21/06/2021, Item No. 3.1.7), is endorsed

CARRIED

3.1.8 Review of Disposal of Land Policy

Moved Cr A Duncan

Seconded Cr K Grenfell

1. The Information be received.
2. The Disposal of Land Policy as set out in Attachment 1 to this report (Governance and Compliance 21/06/2021 Item No.3.1.8) is endorsed.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 7.22 pm.

CHAIRMAN.....

DATE.....

ITEM	3.0.2
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
HEADING	Review of Procurement Policy
AUTHOR	Benjamin Kempster, Manager Strategic Procurement, Business Excellence
CITY PLAN LINKS	3.2 Salisbury is a place of choice for businesses to start, invest and grow 3.4 Our urban growth is well planned and our centres are active 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	This report presents the Procurement Policy to Council for consideration and endorsement. The Policy has been reviewed by the policy owner and changes have been made.

RECOMMENDATION

1. Council notes and receives the information.
2. Council adopts the Procurement Policy as set out in Attachment 1 to this report (Governance and Compliance Committee 19/07/2021 Item No. 3.0.2)

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Procurement Policy_Updated Draft July 2021

1. BACKGROUND

- 1.1 This Policy was last reviewed and endorsed by Council in April 2019 and is now due again for review.

2. CITY PLAN CRITICAL ACTION

- 2.1 Deliver the commitments in our Annual Plan
- 2.2 Buy locally and sustainably with an emphasis on reuse and recycled materials
- 2.3 Streamline processes to improve how Council works with businesses

3. CONSULTATION / COMMUNICATION

- 3.1 Internal
 - 3.1.1 Business Excellence
- 3.2 External N/A

4. REPORT

- 4.1 The Procurement Policy has been reviewed by the Policy Owner and other relevant stakeholders. Changes are required to include references to the City Plan 2035, references to internal procedures and references to Federal legislation, as well as edited text throughout document to clarify focus areas of a Strategic Procurement function.

5. CONCLUSION / PROPOSAL

- 5.1 The Procurement Policy as contained in the Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer:

Date:



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Procurement Policy

Approved by:	Council
Responsible Division:	Strategic Procurement
First Issued/Approved:	28 August 2017
Last Reviewed:	<u>26 July 2021</u>
Next Review Date:	<u>July 2023</u>

1. Introduction/Purpose

- 1.1 ~~The City of Salisbury is continually striving for better outcomes through the use-application of procurement best practice, in supply management. The vision for the City of Salisbury is to use strategic procurement to identify and realise real value on a sustainable basis. This Policy provides a sound framework for the organisation to achieve strategic objectives and goals.~~
- 1.2 ~~The vision for the City of Salisbury is to use strategic procurement to identify and realise real value on a sustainable basis.~~
- 1.32 The elements of best practice applicable to Local Government procurement incorporates:
 - Governance;
 - Key Procurement Principles (refer to the Procurement Framework);
 - Roles and Responsibilities (refer to the Procurement Framework);
 - Policies, Framework, Procedures and processes;
 - Total value of ownership.
- 1.43 In complying with legislation, section 49 of the *Local Government Act 1999*

requires:

- (1) A council must prepare and adopt policies on contracts and tenders, including policies on the following:
 - a) the contracting out of services; and
 - b) competitive tendering and the use of other measures to ensure that services are delivered cost- effectively; and
 - c) the use of local goods and services; and
 - d) the sale or disposal of land or other assets.
- (2) The policies must—
 - (a) identify circumstances where the council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or the sale or disposal of land or other assets; and
 - (b) provide a fair and transparent process for calling tenders and entering into contracts in those circumstances; and
 - (c) provide for the recording of reasons for entering into contracts other than those resulting from a tender process; and
 - (d) be consistent with any requirement prescribed by the regulations.

2. Scope

2.1 This policy applies to all City of Salisbury employees, contractors and supplementary labour personnel that are engaged in carrying out procurement activities. These activities include but are not limited to:

- Seeking and receiving tenders and quotations (offers)
- Evaluation and Negotiation of offers
- Awarding of contracts
- Purchasing, vendor payments and use of Corporate Purchase Cards

~~This Policy applies to all Council staff and personnel engaged by Council to undertake Procurement Activities on its behalf.~~

~~2.2 This Policy relates to all Procurement Activities associated with the acquisition of Goods, Works or Services of any value by the City of Salisbury.~~

2.32 For Goods, Works or Services with a Total \$ Value greater than \$150,000, Council will undertake an appropriate procurement strategy including open / public, select or direct market approaches (~~"call for tenders"~~).

2.43 This Policy does not cover the disposal of land or other assets (refer separate policy).

The text below has been moved to Section 5. Policy Statements

~~The Procurement Policy supports the City of Salisbury's core values and forms the basis of all supplier / contractor decision making, including the following:~~

- ~~Sustainability: adapting procurement delivery models to enable long lasting outcomes including actively promoting the safety of all employees, suppliers & contractors;~~
- ~~Community & Customer Service: working collaboratively and providing exceptional service to our stakeholders;~~
- ~~Professional Performance: identifying realisable opportunities and outcomes to deliver superior results;~~
- ~~Probity, Ethics & Accountability: acting with integrity in identifying sound procurement strategies which mitigate risk and are transparent;~~
- ~~Access, Equity & Inclusion: incorporating agility and diversity into our procurement approach;~~

~~The Procurement Policy, Framework, Procedures, processes and function exist to promote best practise designed to maximise value for money.~~

3. Legislative Requirements and Corporate Policy Context

1. *Local Government Act 1999*
2. *Trade Practices Act 1974 (Commonwealth)*
3. *National Competition Policy*
4. *Freedom of Information Act 1991*
5. *Work Health and Safety Act, 2012 (SA)*
6. *Work Health and Safety Regulations, 2012 (SA)*
7. *Independent Commission Against Corruption Act 2012*
8. *Modern Slavery Act 2018*

4. Interpretation/Definitions

Contract: A Contract is an agreement between the City of Salisbury and a supplier / contractor to perform a specific set of obligations, confirming each party's respective rights, and is enforceable in law. The form of contract to be used varies with the Total \$ Value and Risk (refer Procurement Matrix).

Departments: Collectively: CEO & Governance, Business Excellence (BE), City Infrastructure (CI), City Development (CID) and Community Development (CD).

Key Procurement Principles: Procurements ~~five~~ key objectives for the City of Salisbury.

Procurement Activity: The acquisition, hire, lease, purchase of all property, goods and or services.

Procurement / Purchasing Matrix: The tool used to determine (via the Total \$ Value) the Procurement Approach, Approver, Form of Engagement, Payment Method and Responsibility.

Procurement Framework / Procedures: The documents that support the Procurement Policy and outlines the specific steps of Procurement Activity.

This is achieved by:

- ✓ Developing and utilising procurement systems and processes that place the health, safety and welfare of our people, suppliers / contractors and anyone involved with our organisation and community first;
- ✓ Developing, implementing and maintaining a Procurement Framework with appropriate systems, processes, procedures, resources and training across the organisation that define the:
 - Assignment of accountability for procurement activities;
 - ~~Provision of~~ Clear criteria to be applied for specific levels of procurement; and
 - Implementation of an approval process which ensures due process in the selection, assessment and approval of procurement commitments within approved delegations of authority;
- ✓ Communicating the Procurement Framework to all employees and other relevant stakeholders as appropriate;
- ✓ Developing and applying innovative procurement strategies that are consistent with delivering the organisation plans and objectives whilst ensuring the Procurement Key Principles;
- ✓ Ensuring the procurement management systems and plans are consistent with all CoS policies, systems and procedures as applicable;
- ✓ Ensuring that all procurement is managed in accordance with the requirements of the CoS Risk Management Framework;
- ✓ Complying with relevant legislation, codes of practice, Australian & New Zealand standards, industry standards, guidelines and other statutory obligations;
- ✓ Ensuring that all procurement is conducted in accordance with the CoS Values and the Code of Conduct;
- ✓ Supporting the economic development of the Northern Region;
- ✓ Assessment of Unsolicited Proposals received by CoS (refer Unsolicited Proposals Procedure);
- ✓ Providing procurement training and mentoring for key personnel;
- ✓ Managing the ongoing performance of procurement outcomes to ensure the expected value is realised by the organisation; and
- ✓ Implementing an audit and review function that reports on the performance and effectiveness of the procurement management system.

Risk Assessment: The process used to determine the level of risk of a Procurement Activity and identifies the level of controls required to manage the risks. This is determined by following the Corporate Risk Management Procedure.

Roles and Responsibilities: The key roles, accountabilities and responsibilities of the City of Salisbury's Procurement governance structure.

Total \$ Value / Total Value of Ownership: The calculation of the direct and indirect costs related -to the lifetime costs of the purchase of the particular goods or service. This includes costs associated with the sourcing activity, legal costs, site establishment, preparation costs, the cost of any capital, purchase price, costs related to the operation and maintenance, insurance and ongoing management.

5. Policy Statements

The Procurement Policy supports the City of Salisbury's core values and forms the basis of all supplier / contractor decision making, including the following:

- Sustainability: adapting procurement delivery models to enable long lasting outcomes including Safety: Actively promoting the safety of all employees, suppliers & contractors;
- Community & Customer Service: working collaboratively and providing exceptional service to our stakeholders;
- Environmental Sustainability: adapting procurement delivery models to enable long lasting environmental outcomes including the use of recycled materials (referred to as the circular economy)
- Professional Performance: identifying realisable opportunities and outcomes to deliver superior results;
- Value for Money: pursuing the objectives of Value for Money and Total Value of Ownership, and being able to demonstrate that value-for-money has been obtained;
- Promote Fair and Effective Competition: applying the principle of fair and effective competition with all procurement activities undertaken;
- Probity, Ethics & Accountability: acting with integrity in identifying sound procurement strategies which mitigate risk and are transparent;
- Access, Equity & Inclusion: incorporating agility and diversity into our procurement approach.

The Procurement Policy, Framework, Procedures, processes and function exist to promote best practise designed to maximise value for money.

The City of Salisbury (CoS) is committed to developing, implementing and maintaining an industry leading supply management approach that supports the delivery of identified organisation objectives through value enhancing procurement and management of associated risk.

6. Related Policies and Procedures

- 6.1 City of Salisbury City Plan 2035
- 6.2 City of Salisbury's Disposal of Assets Other Than Land Policy
- 6.23 Employee Code of Conduct
- 6.34 Elected Members Code of Conduct
- 6.45 Procurement Framework
- 6.56 Procurement Procedures
- 7. Unsolicited Proposals Procedure

7. Approval and Change History

Version	Approval Date	Approval By	Change
1	28/08/2017	Council	N/A
2	27/05/2019	Council	Addition of clauses concerning the requirements Section 49 of the <i>Local Government Act 1999</i> and the undertaking of an appropriate procurement strategy for goods, works or services with a total \$ value of greater than \$150,000
3	26/07/2021	Council	Include references to the <u>City Plan 2035</u> , references to <u>internal procedures</u> and references to <u>Federal legislation</u> , as well as edited text throughout document to clarify focus areas of a <u>Strategic Procurement function</u>

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury -SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

9. Review

- This Policy will be reviewed within 12 months of a Council election or as required.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager, Strategic Procurement
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

ITEM	3.0.3
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
HEADING	Review of Disposal of Assets other than Land Policy
AUTHOR	Benjamin Kempster, Manager Strategic Procurement, Business Excellence
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report presents the Disposal of Assets other than Land Policy for consideration and endorsement. The Procedure has been reviewed by the Procedure Owner and minor changes are required.

RECOMMENDATION

1. Council receives and notes the information.
2. Council adopts the Disposal of Assets other than Land Policy as set out in Attachment 1 to this report (Governance and Compliance 19/07/2021, Item No. 3.0.3).

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Disposal of Assets other than Land Policy_July 2021

1. BACKGROUND

- 1.1 This policy was last reviewed and endorsed by Council in April 2019 and is now due again for review.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Business Excellence

3. REPORT

- 3.1 The Disposal of Assets other than Land Policy has been reviewed by the Policy Owner and minor changes have been made.

4. CONCLUSION / PROPOSAL

- 4.1 The Disposal of Assets other than Land Policy as contained in Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer:

Date:



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Disposal of Assets other than Land Policy

Approved by: Council
 Responsible Division: Strategic Procurement
 First Issued/Approved: 2003
 Last Reviewed: 25 July 2021
 Next Review Date: July 2023

1. Introduction/Purpose

- 1.1 On occasions there is a need to dispose of Council assets. In complying with legislation, section 49 of the *Local Government Act 1999* requires that a Council must prepare and adopt policies on contracts and tenders, including policies on the following:
- the contracting out of services; and
 - competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
 - the use of local goods and services; and
 - the sale or disposal of land or other assets.

2. Scope

This policy provides direction to staff for the disposal of Council assets other than land, which the Surplus Land Policy addresses.

3. Legislative Requirements and Corporate Policy Context

Local Government Act 1999 – Section 49

4. Interpretation/Definitions

Nil

5. Policy Statements

5.1 Disposal of vehicles and major plant shall be by:

- trade-in on new items;
- auction, independent of new purchase; or
- sale by tender.

The appropriate approach above must demonstrate value for money and the least risk outcome.

5.2 Disposal of assets other than vehicles and major plant, shall be by:

- trade-in on new items;
- redistribution to other Council facilities;
- auction, independent of new purchase; or
- sale by tender.

All avenues to mitigate landfill are to be explored.

The Executive Group, may give approval for selected items to be disposed of by other means. Proceeds from disposal under this clause shall normally be credited to the general revenue of Council unless directed otherwise by the Executive Group.

6. Related Policies and Procedures

6.1 Procurement Policy

6.2 Procurement Framework

6.23 Probity Procedures

7. Approval and Change History

Version	Approval Date	Approval By	Change
1	<u>26/07/2021</u>	<u>Council</u>	<u>Insertion of 6.2</u>

8. Availability

8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au

- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury- SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

9. Review

This Policy will be reviewed within 12 months of a Council election or as required.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager, Strategic Procurement
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

DRAFT

ITEM	3.1.1
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
HEADING	Review of the Representation of the City of Salisbury by Elected Members Policy
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report presents the Representation of the City of Salisbury by Elected Members Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner and only minor editorial changes are required.

RECOMMENDATION

Council adopts:

1. The Representation of the City of Salisbury by Elected Members Policy as set out in Attachment 1 to this report (Resources and Governance 3.1.1, 19/07/2021)

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Representation of the City of Salisbury by Elected Members Policy

1. BACKGROUND

- 1.1 Council's Policy Framework currently provides for Council Policies to be reviewed within 12 months of a general election and two years thereafter.
- 1.2 The Representation of the City of Salisbury by Elected Members Policy, last reviewed in February 2019, is now due for review

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 Consultation with the Manager, Governance and the Executive Office has occurred as to the continuing relevance of the Policy and any changes that may be required.

2.2 External

- 2.2.1 Consultation with Elected Members, via email, has occurred.

3. REPORT

- 3.1 The Representation of the City of Salisbury by Elected Members Policy has been reviewed by the Policy Owner in consultation with Elected Members and Council staff.

- 3.2 The only change identified in the content of the Policy to ensure its continuing relevance is the addition of a time limit in which invitations will be communicated to all Elected Members providing the opportunity to nominate to attend an event where an attendee has not been confirmed from the order of precedence as set out in the Policy.

4. CONCLUSION / PROPOSAL

- 4.1 The Representation of the City of Salisbury by Elected Members as contained within Attachment 1 is recommended to Council for endorsement.

CO-ORDINATION

Officer: Executive MG
Group
Date: 12/07/2021



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Representation of the City of Salisbury by Elected Members

Approved by:	Council
Responsible Division:	Governance
First Issued/Approved:	17 December 2012
Last Reviewed:	25 February 2019 <u>26 July 2021</u>
Next Review Date:	February 2021 <u>July 2023</u>

1. Introduction/Purpose

- 1.1 The City of Salisbury seeks to ensure that it is appropriately represented at events and functions hosted by schools, community groups and businesses throughout the City.
- 1.2 This Policy provides guidance to ensure appropriate representation to the City of Salisbury at events/functions to which the Mayor has been invited and is unable to attend

2. Scope

This Policy applies to all City of Salisbury Elected Members, including the Mayor.

3. Legislative Requirements and Corporate Policy Context

Nil.

4. Interpretation/Definitions

Elected Members means the Mayor and Councillors of the City of Salisbury

5. Policy Statements

- 5.1 Where an invitation is received by the Mayor and the Mayor is not able to attend the event or function for which the invitation has been extended, the Deputy Mayor is the first call for attendance in the place of the Mayor, followed by both the relevant Ward Councillors.
- 5.2 Where an invitation has been accepted by the Mayor and the Mayor is subsequently no longer able to attend the event, the Deputy Mayor is the first call for attendance in the place of the Mayor, followed by both the relevant Ward Councillors.
- 5.3 In circumstances where the event occurs outside of the City of Salisbury, or there is a limited time available to confirm an alternative attendee, every effort will be made to contact members in accordance with the order of precedence. Where it is not possible to confirm an attendee from the order of precedence, guidance will be sought from the Mayor or Deputy Mayor as to who should be asked to attend the event/function.
- 5.4 Where a Councillor accepts an invitation as an alternative attendee and then is subsequently not able to attend the event or function for which the invitation has been extended, the Councillor is to contact the Executive Office to advise that they are unable to attend the event/function and to request an alternative attendee be approached to attend the event/function.
- 5.5 Details of invitations to events received by the Mayor, including confirmed attendees, will be communicated to all Elected Members via the Elected Member Portal and by email within 7 days of receipt of the invitation providing the opportunity for an Elected Member to nominate to attend an event where an attendee has not been confirmed from the order of precedence set out above

6. Related Policies and Procedures

Nil.

7. Approval and Change History

Version	Approval Date	Approval By	Change
5	<u>26/07/2021</u>	<u>Council</u>	<u>Reference to notice period in Clause 5.5</u>

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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Email: city@salisbury.sa.gov.au

9. Review

This Policy will be reviewed within 12 months of a Council election or as deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Governance
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

ITEM	3.1.2
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
PREV REFS	Governance and Compliance Committee 3.1.4 17/05/2021
HEADING	Dog and Cat Management Plan 2022 - 2026
AUTHOR	John Darzanos, Manager Environmental Health & Safety, City Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	<p>Under the requirements of Section 26A (1) of the Dog and Cat Management Act 1995 Council must prepare a plan relating to the management of dogs and cats within its area.</p> <p>The draft Plan was endorsed by Council for public consultation in May. The consultation has been concluded and this report presents the draft plan for Council approval and adoption.</p>

RECOMMENDATION

1. Council receives and notes the information.
2. Council endorses the draft Dog and Cat Management Plan 2022 -2026 as presented in Attachment 3 to this report (Governance and Compliance Committee 19 July 2021, Item No. 3.1.2) to come into effect from 1 September 2021 and approved for a period of five years.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Survey Results for Draft Dog & Cat Management Plan 2022-2026 Consultation
2. Dog and Cat Management Board Approval - City of Salisbury - Dog & Cat Management Plan 2022-2026
3. Dog and Cat Management Plan 2022 2026

1. BACKGROUND

- 1.1 This Draft Dog and Cat Management Plan has been prepared by the City of Salisbury in response to legislative requirements and the need to adopt a planned approach to the responsibilities under the Dog and Cat Management Act. The plan will guide dog and cat management activities over the next 5 years.

- 1.2 The Plan identifies strategies and actions to implement the mission and objectives for dog and cat management, and it contains recommendations for a wide range of actions to be undertaken by the City of Salisbury.
- 1.1 The draft plan was endorsed by Council for Community consultation by on 24 May 2021, Item Number 3.1.4, Draft Dog and Cat Management Plan. This consultation has closed and this report presents the outcomes and final Draft Plan for endorsement.

2. CONSULTATION / COMMUNICATION

2.1 External

2.1.1 Community and residents - invited feedback by:

- Publishing the draft plan on Council web site;
- Promote the draft plan on Councils social media; and
- Promoted to the dog and cat owners listed on DACO.

2.1.2 Dog and Cat Management Board

3. REPORT

- 3.1 Council has developed the Dog and Cat Management Plan as required under the provisions of Section 26A of the Dog and Cat Management Act.
- 3.2 As part of the approval process for the Plan the mandatory community consultation was undertaken on the draft plan to garner any views and positions of residents in the City of Salisbury.
- 3.3 The consultation period was open for the mandatory 28 days from 25 May 2021 to 23 June 2021.
- 3.4 Members of the community were encouraged to offer their feedback via an online survey. The survey had 757 respondents which is in addition to the original 2,475 survey replies to the original consultation process.
- 3.5 A good cross section of respondents was received with:
 - 3.5.1 67% being dog owners;
 - 3.5.2 12% being cat owners;
 - 3.5.3 20% owning both a dog and cat; and
 - 3.5.4 1% not owning a dog or cat.
- 3.6 The outcomes of the survey and feedback are summarised in Attachment 1 Survey Summary Report - Dog & Cat Management Plan 2022-2026.
- 3.7 From the outcomes of the latest consultation it is considered that there are no objections or concerns submitted that would require amendments to the draft plan.
- 3.8 The draft plan was referred to the Dog and Cat Management Board for review and endorsement as required under the Dog and Cat Management Act. The Board has formally endorsed the draft plan and notified in writing in correspondence dated 1 July 2021 and a copy is included in Attachment 2. The Board approved the plan to come into effect on the 1 September 2021 for a period of five years.
- 3.9 A summary of the feedback on each objective is provided below:

3.10 Objective 1: Encourage responsible dog and cat ownership

Action Areas

- 3.10.1 Community education
- 3.10.2 Compulsory de-sexing of dogs and cats
- 3.10.3 Cat management

Consultation Response Summary

- 3.10.4 80% of respondents supported the actions in this objective. The majority of the feedback related to compulsory desexing indicating a need to ensure the community is aware of the requirement under the Dog and Cat Management Act which is covered by Action item 6 in the draft plan.

3.11 Objective 2: Increase public safety & enhance the amenity and environment

Action Areas

- 3.11.1 Wandering dogs and harassment.
- 3.11.2 Dog faeces.

Consultation Response Summary

- 3.11.3 90% of respondents supported the actions in this objective.

3.12 Objective 3: Reduce public and environmental nuisances from dogs and cats

Action Areas

- 3.12.1 Dogs in public places and effective control.
- 3.12.2 Nuisance barking.

Consultation Response Summary

- 3.12.3 72% of respondents supported the actions in this objective. The majority of the feedback related to dog noise and the issues around how difficult they are to investigate, and the need for more acceptance in the community, including some feedback on the accessibility of more dog exercise areas and ability to allow more off leash areas for trained dogs that respond to commands.

3.13 Objective 4: Ensure council delivers effective, efficient dog and cat management services

Action Areas

- 3.13.1 Authorised Animal Management Officers.
- 3.13.2 Animal pound.
- 3.13.3 Dog friendly parks and inclusiveness.

Consultation Response Summary

- 3.13.4 88% of respondents supported the actions in this objective without any significant feedback from the 1% that did not support.

3.14 The final question was seeking any other comments or feedback on the Draft Plan. There were 311 replies to this and the summary of feedback was:

- 3.14.1 16% No Comments.
- 3.14.2 44% Ca- related comments.
- 3.14.3 40% other comments relating to dog management.
- 3.14.4 The summary of comments are presented in Attachment 2, however those relating to cats showed support for laws relating to cats. The comments relating to dogs vary and relate to dogs in public places, dog faeces management, barking, and community signage and education, all of which have been considered in the draft plan actions and can be addressed through operating activities.

4. CONCLUSION / PROPOSAL

- 4.1 The comments and feedback did not result in any changes to the draft plan other than editorial changes and layout as edited with the support of Community Experience and Relationships team and formatted to reflect the City of Salisbury style guides and colours.
- 4.2 The content of the draft plan remains as presented in May 2021 and the Draft Dog and Cat Management Plan 2022 – 2026 is attached to this report as Attachment 3 for Council endorsement.
- 4.3 This Plan provides Council with an opportunity to address dog and cat management at a strategic level and consider initiatives that address the legislative changes introduced in 2018, whilst also exploring the requirements and expectations of both pet and non-pet owners within the local community. It will support the existing on ongoing Dog and Cat Management services to the community and guide these into the future.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 12/07/2021

**Survey Summary Report:
Dog & Cat Management Plan
2022-2026**

**City of Salisbury
30 June 2021**



Prepared by Balancing Act Adelaide

1. Introduction

The City of Salisbury's Draft Dog and Cat Management Plan Survey was available from 25 May to 23 June 2021 on Council's website under 'Have Your Say'. A survey was posted on Council's Facebook site advising of the survey (Appendix A).

A total of 757 people responded to the survey. As not every participant answered every question of the survey, the number of respondents answering each question is denoted by 'n' (e.g. n=215).

This report summarises the community feedback.

2. Summary of findings

1. Objective 1: Encourage responsible dog and cat ownership (n=757)

Action areas: community education, compulsory de-sexing of dogs and cats, cat management

Support, Neutral, Do not support	Percentage
I support this objective & actions	80%
Neutral	12%
I do not support this objective & action	8%
Total	100%

2. If you selected do not support, which actions area can we improve? (n=44)

Key responses included:

- Owners should be given the option rather than mandatory
- Consideration should be given to show dogs, Dog SA members, and pedigrees
- Misunderstanding of mandatory de-sexing laws – i.e. one person thought his/her old dog of 16 years had to be desexed

3. Objective 2: Increase public safety & enhance the amenity and environment (n=720)

Action areas: wandering dogs and harassment, dog faeces management

Support, Neutral, Do not support	Percentage
I support this objective & actions	89%
Neutral	9%
I do not support this objective & action	2%
Total	100%

4. If you selected do not support, which actions area can we improve? (n=10)

Key responses included:

- Responsible dog owners who train their dogs should not be punished because of others
- Provide biodegradable bags that can be composted in commercial composting facilities, with specific bins being placed in common dog walking areas/trails/dog parks
- Placement of bins need to be in more appropriate locations within parks
- More actions regarding cat management such as cats wandering, spraying, and leaving faeces in neighbouring yards

5. Objective 3: Reduce public and environmental nuisances from dogs and cats (n=720)**Action areas: Dogs in public places and effective control & Nuisance barking**

Support, Neutral, Do not support	Percentage
I support this objective & actions	72%
Neutral	23%
I do not support this objective & action	5%
Total	100%

6. If you selected do not support, which actions area can we improve? (n=26)

Key responses included:

- Dog barking procedures and complaints process needs to be easier; people don't report because of the process (i.e. diary) and more tolerance from neighbourhoods
- More areas for dogs and should be off-leash if owner can prove they have their dog under effective control - recall and full control.

7. Objective 4: Ensure council delivers effective, efficient dog & cat management services (n=681)**Action areas: Authorised animal management officers, animal pound, dog friendly parks and inclusiveness**

Support, Neutral, Do not support	Percentage
I support this objective & actions	88%
Neutral	11%
I do not support this objective & action	1%
Total	100%

8. If you selected do not support, which actions area can we improve? (n=7)

Key responses included:

- Suggestion to use AWL pound to cut costs (!), improved condition of dog parks, and no more Authorised Animal Management Officers

9. Do you have any other comments or feedback on the Draft Plan? (n=311)

Key responses included:

- No further comments
- Cat management
- Other concerns focusing on dog management.

Many of the responses related to cat management (owned and feral cats) and the need for greater attention on cats in the Plan. Detailed comments below.

Cats

Responses included:

- Cats need to have same requirements as dogs
- Cats needs to be kept in own yard, stop cats from roaming
- Provide incentives/rebates for cat owners to establish cat runs/enclosures and make containment compulsory
- Issue fines for cats wandering outside their yard (day or night)
- Cat curfews (night) and owners fined for not sticking to it
- Limit the number of cats per household
- Cat registration compulsory
- Catch/trap, de-sex and release feral cats
- More help with feral cats and cat colonies
- Offer low-cost desexing and micro chipping of cats
- Make sure cat actions in the Plan are implemented
- Need actions to address domestic cat damage to native birds and small wildlife
- Public education on feeding unowned cats
- Asking people to trap cats and deliver to a pound is unrealistic for some people such as pensioners without cars etc.

Dogs

Responses included:

- Dogs in public spaces - more dog friendly public spaces including dog parks, lighting in dog parks, greyhound off-leash events, enforcement of unleashed dogs in on-leash areas, CCTV in dog parks to monitor dog attacks, off-leash times to be amended (winter months when dark), better surfaces and amenities in existing dog parks and dedicated areas for small dogs 'grass areas not dirt' and provision of safe off-leash areas
- Change in laws – remove greyhound muzzle requirements, allow greyhounds off-leash in fenced dog parks, change dog registration to one-off fee (lifetime registration)

- **Dog faeces** - more education and policing strategies around dog droppings being left in public, and policing by council officers
- **Barking dogs** - complaint process (too much red tape), have an easier process
- **Breeders** - should also be part of an association as registering on DACO is doing little to prevent over population of dogs and backyard breeding
- **Control illegal fireworks** – causes dogs to escape and wander
- **Dog registration and desexing**– conduct a door knock campaign
- **Signage** – it's in bad condition, either faded, vandalized or covered by plants, more signage indicating when dogs are not allowed off-leash
- **CALD** – support for CALD is a great and needed idea, consider dog and cat management information in different languages
- **Education** – campaigns to reach all dog owners, more than media and promotional information, make dog training mandatory
- **Dogs in community** - allows pets in rentals and strata

10. Please indicate which suburb you live in?

The top 6 suburbs represented in the survey include:

- 1) Paralowie (13.1%)
- 2) Parafield Gardens (12.8%)
- 3) Salisbury North (8.6%)
- 4) Salisbury East (6.7%)
- 5) Ingle Farm (6.5%)
- 6) Mawson Lakes (6.4%)

11. Please indicate if you own a dog, a cat, both a dog and cat or neither. (n=654)

Dog, Cat, Both, Neither	Percentage
A dog	67%
A cat	12%
Both a dog & cat	20%
Neither	1%
Total	100%

Appendix A – Promotional Materials

The community was notified about the survey by the following methods:

Social media

- Social media content was posted on Council's Facebook site.





Government of South Australia
Dog and Cat Management Board

Level 9
81-95 Adelaide SA 5005
GPO Box 1047
Adelaide SA 5000
Tel: 08 8124 4962
Fax: 08 8124 4648
ABN 48 100 971 189

01 July 2021

Mr. John Harry
Chief Executive Officer
City of Salisbury
PO Box 8
SALISBURY SA 5108

E: city@salisbury.sa.gov.au

Dear Mr. Harry,

RE: PLAN OF MANAGEMENT RELATING TO DOGS AND CATS

Thank you for submitting the City of Salisbury's Plan of Management relating to Dogs and Cats for the approval of the Dog and Cat Management Board.

The Dog and Cat Management Board has delegated its power under section 90(5) of the Act to make decisions on Plans of Management relating to Dogs and Cats, to the Manager, Dog and Cat Management. City of Salisbury's Plan of Management relating to Dogs and Cats has been approved under this delegated authority.

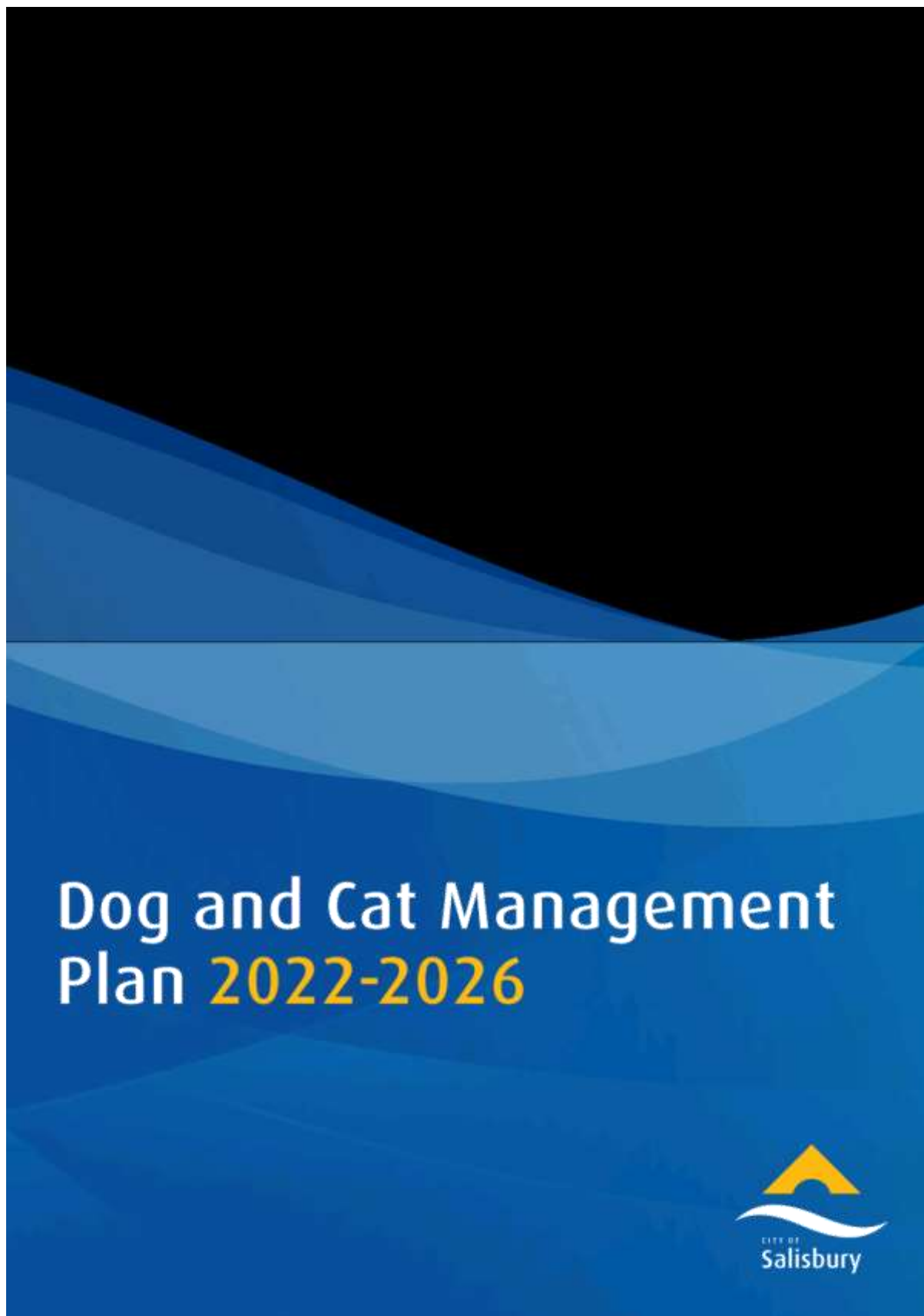
In accordance with section 26A of the *Dog and Cat Management Act 1995*, the Plan may come into effect from 1 September 2021. The Plan is approved for a period of five years.

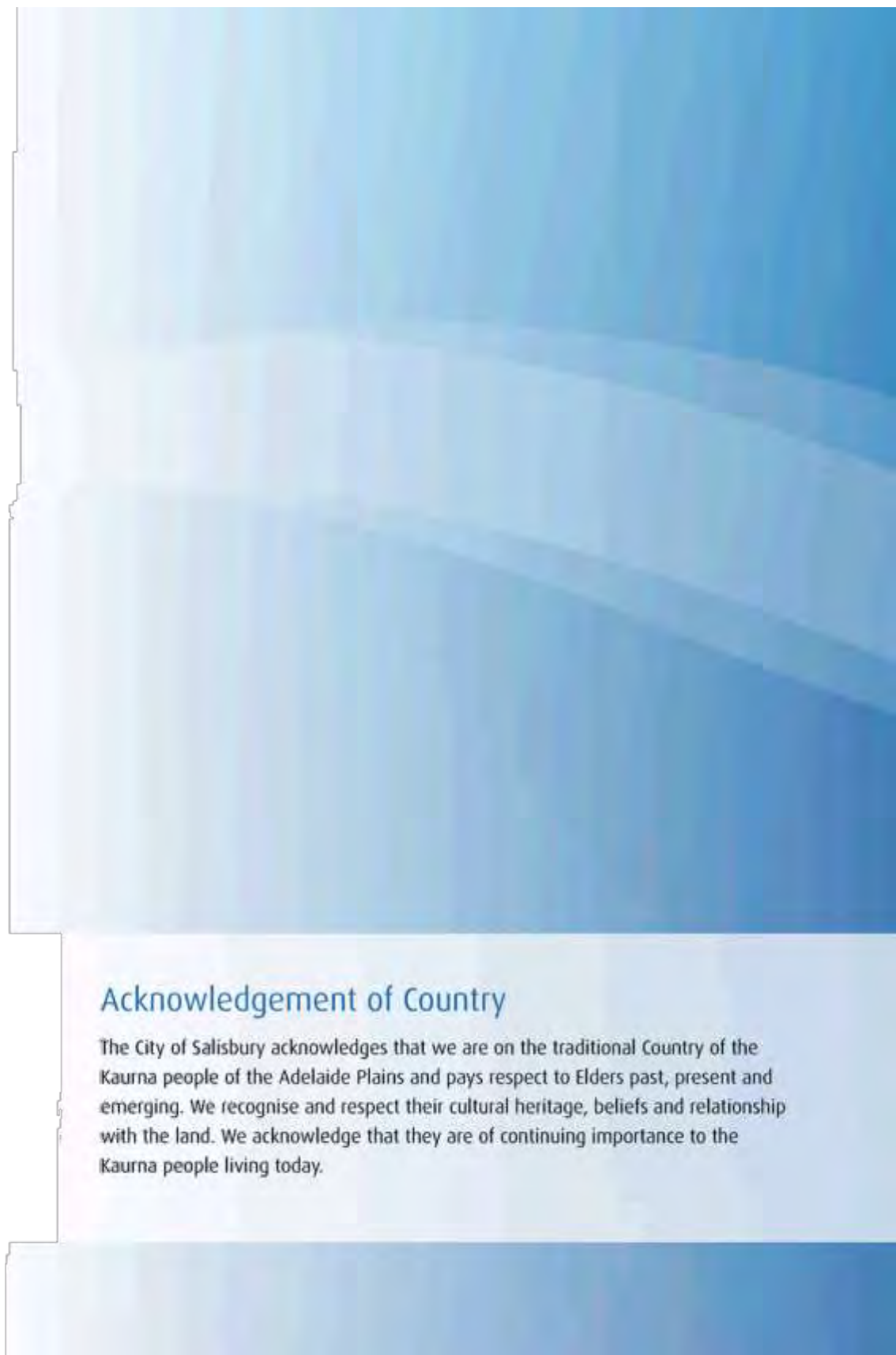
If you have any questions or require any support with dog and cat management matters, please contact me on 8124 4962 or gavie.grieger@sa.gov.au.

Yours faithfully,

Gayle Grieger
Manager - Dog and Cat Management

CC: John Darzanos – Manager Environment Health & Safety





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Acknowledgement: This Plan was prepared with the support of Fiona De Rosa, Balancing Act Adelaide, and the valuable contributions from the Salisbury Community.

Dog and Cat Management Plan 2022-2026

Mayor's Message

Our pets provide us with so much joy. Every morning I get up early, make a cup of tea and sit with our toy poodles, Bella and Tessie (pictured), on my knee. The unconditional love and peace pets bring us is so special and I feel I could not live without a pet as they enrich day-to-day life so much.

This is why it is our responsibility to keep these pets safe and healthy. We all need to do our part to keep our pets safe and healthy, including socialising and training them to interact safely with other animals and all other members of the community.

Like us, our dogs and cats need to adhere to the rules and laws that are designed to increase public safety and enhance our surroundings by reducing public and environmental nuisances. But of course our pets need our help to follow these rules.

"Good pets with good owners help make great communities."

Council plays its part by providing dog and cat regulatory services to enforce the laws and protect the health and safety of the community. It also offers a range of services to benefit the community including a local pound for returning lost dogs to their owners and support for our community to address issues relating to cats under the enforcement of local nuisance laws.



The following Dog and Cat Management Plan provides a strategic approach to managing pets and pet ownership. It provides Council with a sound basis and direction in order to plan, coordinate and make future decisions to meet the needs of the community over the next five years.

We can all play our part to make life better for our pets and in turn the wider community and with your support this Plan will allow us to move towards a great environment for pet owners and residents without pets alike.

Thanks for doing your bit to make our community great.

Gillian Aldridge, OAM
Mayor City of Salisbury

Executive Summary

Every Council in South Australia is required under section 26A of the Dog and Cat Management Act 1995 (the Act) to prepare a plan of management relating to dogs and cats every five years.

Council has prepared this Plan to guide the direction of the City of Salisbury's dog and cat management priorities for the next five years (2022-2026). This Plan provides Council with an opportunity to address dog and cat management at a strategic level and consider initiatives that address the legislative changes introduced in 2018 whilst exploring the requirements of both pet and non-pet owners within the local community.

Besides Council's statutory obligations under the Act, this Plan also contributes to the City of Salisbury's City Plan 2035, and Age-Friendly Salisbury Strategy 2015-2020. Companion animals have positive connections with the health and wellbeing of pet owners and in facilitating social and community connections.

Community engagement was undertaken with a range of stakeholders including Elected Members, the general community via an online survey, and Council staff to inform the preparation of this Plan. Over 2,000 community members provided valuable feedback via the community survey.

This Plan is divided into two parts: (i) context and background and (ii) objectives and actions for dogs and cats.

The key objectives and action areas include:

- **Objective 1. Encourage responsible dog and cat ownership** Action areas: Community education, compulsory desexing of dogs and cats
- **Objective 2. Increase public safety and enhance the amenity and environment** Action areas: Wandering dogs and harassment, dog faeces
- **Objective 3. Reduce public and environment nuisances from dogs and cats** Action areas: Nuisance barking, dogs in public places and effective control
- **Objective 4. Ensure council delivers effective and efficient dog and cat management services** Action areas: Authorised Management Officers, Animal pound, Dog friendly parks and inclusiveness.



1. Introduction

The Dog and Cat Management Plan will guide the City of Salisbury's management of dogs and cats for the next five years (2022-2026). It provides Council with an opportunity to consider dog and cat management at a strategic level, identify priorities, emerging issues and set actions to address the changes to the *Dog and Cat Management Act 1995*.

The Plan aligns with the City of Salisbury's City Plan 2035 and there are connections between companion animals such as dogs and cats with other services within Council such as supporting pet ownership for older people and understanding pets in the community for new arrivals. There is now evidence to better understand the various benefits of pet ownership to the pet owner and to the wider community (see section 4).

This Plan will provide Council with a sound basis and direction from which it can plan, co-ordinate and make future decisions to meet the needs of the community over the next five years.

There is growing recognition that enforcement of laws will not, on its own, result in lasting, voluntary changes in people's attitudes and behaviour towards responsible dog and cat ownership. It needs to be supplemented by a range of non-regulatory approaches such as public education campaigns and a growing presence of online information along with support to facilitate compliance including accessible and affordable services.

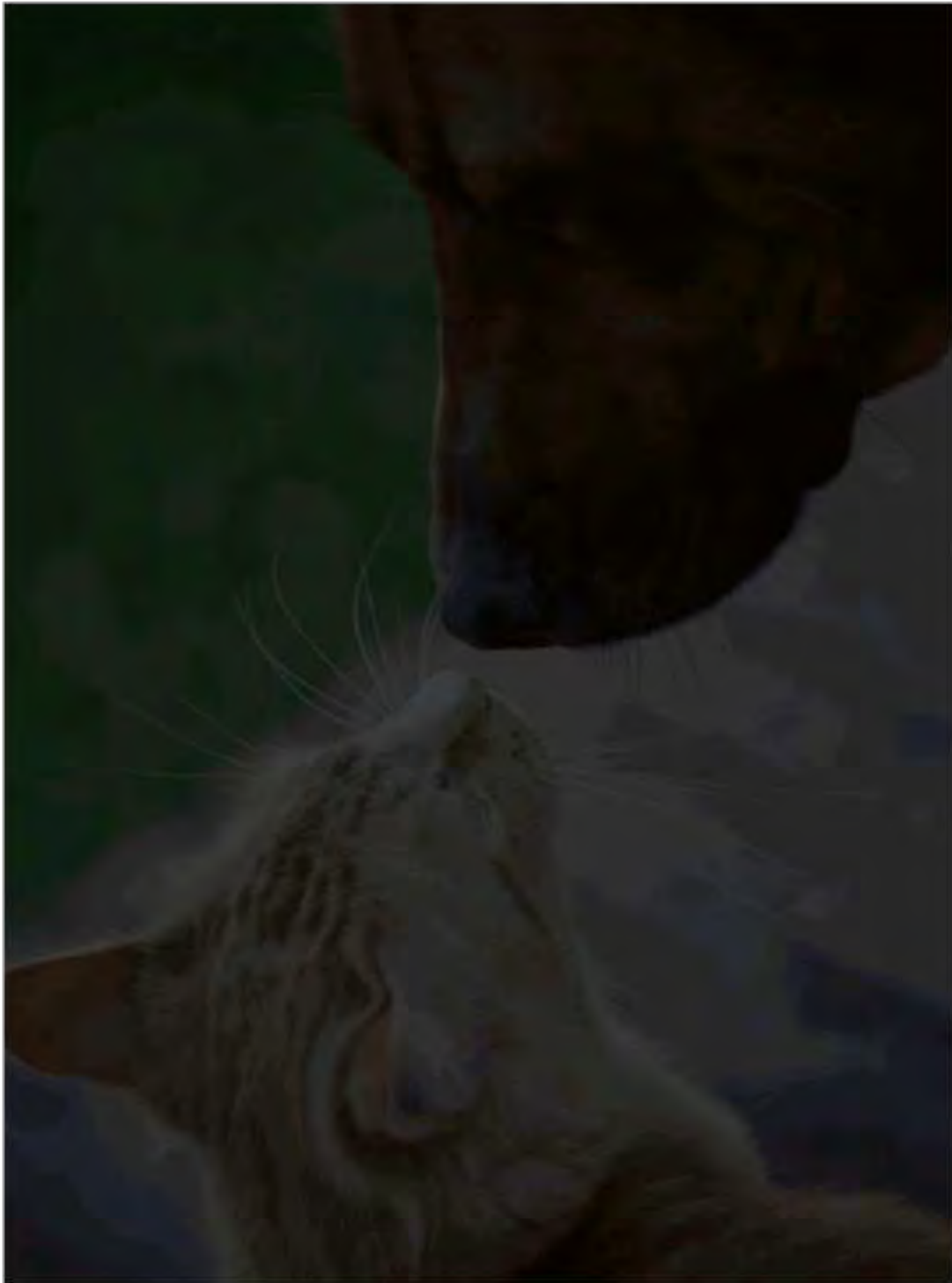
The preparation of this Plan involved an online community survey and over 2,000 community members provided valuable feedback and insights on the management of dogs and cats. You can read more about the community engagement process in **Appendix A**.

Dog and Cat Management Plan 2022-2026

The following key steps were undertaken in preparing the Dog and Cat Management Plan.

Steps	Description
Community and geographic profiles	Understanding of the profiles and unique characteristics of the City.
Strategic context	Identification key plans including the City Plan 2035, and Age-Friendly Salisbury Strategy.
Legislation	Review of the Dog and Cat Management Act, 1995 and recent amendments to the Act introduced in 2018.
Council by-law	Consideration of the City of Salisbury's Dog by-law No. 5.
Existing animal management services	Identification of existing animal management services provided by Council.
Review of existing dog controls	Identification of current on-leash, off-leash and dog prohibited areas to inform this Plan.
Records and data	Review of dog and cat data to identify any significant changes and key complaints.
Community engagement	Engagement with the community via online survey and public exhibition of the Draft Plan.
Research and industry best practices	Review of best practices in animal management relevant to local councils.

Dog and Cat Management Plan 2022-2026



City of Salisbury 9

Dog and Cat Management Plan 2022-2026

2. Objectives & Strategic Context

This Dog and Cat Management Plan is based on the following objectives:

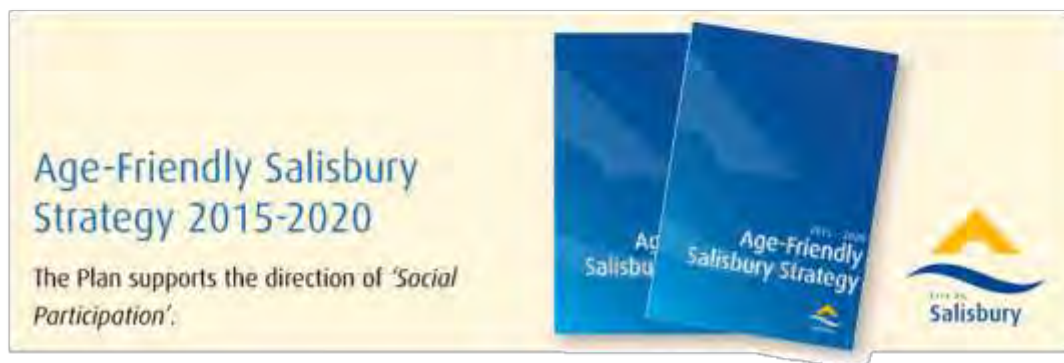
- Encourage responsible dog and cat ownership
- Increase public safety, and enhance the amenity and environment
- Reduce public and environment nuisances from dogs and cats
- Ensure Council delivers effective and efficient dogs and cat management services.

The Dog and Cat Management Plan supports the strategic directions in the **City of Salisbury City Plan 2035** and the **Age friendly Salisbury Strategy 2015-2020**.



A Welcoming & Liveable City	Dog & Cat Management Plan
<p>Foundations: The health and wellbeing of our community is a priority. Council's commitment to develop a welcoming and liveable City includes:</p> <ul style="list-style-type: none"> • Deliver and support programs that promote active living, health and wellbeing throughout the community • Design services, places and programs that are safe and welcoming for all. 	<p>Research shows that pets can bring a range of health and wellbeing benefits to individual pet owners such as providing companionship, boosting activity levels, facilitating community connections and social interactions with other people (see Section 4: Pets in Communities).</p>

Dog and Cat Management Plan 2022-2026



Social Participation	Dog & Cat Management Plan
An age-friendly Salisbury fosters opportunity for our diverse community to connect and participate throughout their lives.	Pets have shown to support older people's connections and interactions within the community (see Section 4: Pets in Communities).

Other Council Strategies, Policy and By-Laws Relevant to Dog And Cat Management

- City of Salisbury Enforcement Policy
- City of Salisbury Dog By-law No. 5

Dog and Cat Management Plan 2022-2026

3. Relevant Legislation

The objectives of the *Dog and Cat Management Act 1995* are to:

- Encourage responsible dog and cat ownership
- Reduce public and environmental nuisance caused by dogs and cats
- Promote the effective management of dogs and cats.

Council Responsibilities

The responsibilities delegated to Councils under the *Dog and Cat Management Act 1995* (Section 26) that apply to the preparation of this Plan are outlined below.

Dog Registration

- Maintain a register of dogs (26 (1) (a))
- Appoint a suitable person to be the Registrar (26b)
- Make satisfactory arrangements for issuing and replacing certificates of registration and registration discs (26c)
- Appoint at least one full-time authorised person or make other satisfactory arrangements for the exercise of the functions and powers of authorised persons (26d)

- Make satisfactory arrangements for the detention of dogs seized under this Act; (and may make such arrangements for cats seized under this Act) (26e)
- Make satisfactory arrangements for fulfilling other obligations under this Act (26f)
 - The City of Salisbury currently has its own pound facilities for dogs and relocates dogs to an approved shelter facility, which also provides cat impounding services.

Money Received

- Money received by a council under this Act must be expended in the administration or enforcement of the provisions of this Act relating to dogs and cats (26 (3))

Payment into Fund

- Council must pay into the Fund the percentage fixed by regulation of the dog registration fees received by the council (26 (5))

Setting of Fees

- Council has the responsibility for setting registration fees (26)

Dog and Cat Management Plan 2022-2026

Establishing By-laws

- Council can pass a by-law for the control and management of dog and cats within their area (Section 90).
- The City of Salisbury has Dog By-Law No. 5 which addresses:
 - Limits on dog numbers in private premises
 - Dog exercise areas
 - Dog on leash areas
 - Dog prohibited areas, and
 - Dog faeces collection.

Dog and Cat Plans of Management

- Under the *Dog and Cat Management Act 1995*, each Council must prepare a plan relating to the management of dogs and cats within its area (26A 1)
- These plans must include provisions for parks where dogs may be exercised off-leash and for parks where dogs must be under effective control by using physical restraint, and may include provisions for parks where dogs are prohibited (section 26A 2)
- The Board must approve the plan of management before it can take effect

Effective Management of Dogs and Cats

- The management of dogs and cats requires Council to work with the community to educate, encourage and enforce the provisions set out in the Act. This includes compliance with provisions relating to:
 - Dog registration
 - Dogs wandering at large
 - Dog attacks
 - Dog noise
 - Removal and disposal of dog faeces
 - Dogs of prescribed breed
 - Greyhounds
 - Guard dogs
 - Unidentified cat seizure and disposal
 - Microchipping and Desexing.

Dog and Cat Management Plan 2022-2026

Dog and Cat Reform

The *Dog and Cat Management Act 1995* underwent a major review with significant changes taking effect from 1 July 2018. The changes that apply include:

Mandatory Microchipping and De-sexing

- As of 1 July 2018, all dogs, and cats are to be microchipped by 12 weeks of age, **and**
- All new generations of dogs and cats (born after 1 July 2018) to be de-sexed unless exemptions apply (as specified by the Dog and Cat Management Act and the Dog and Cat Management Board).

Breeder and Seller Registration

- As of 1 July 2018, breeders and sellers who breed dogs and cats for sale must register with the Dog and Cat Management Board as a breeder.
- Sellers of dogs and cats are required to provide specific information including:
 - breeder registration number
 - breeder details
 - details of vaccinations, microchipping, de-sexing and any medical conditions known to the seller at the point of sale
 - details of any dog control order.

- Any person who breeds or trades companion animals must also abide by the *South Australian Standards and Guidelines for Breeding and Trading Companion Animals 2017*.

Changes to Dog and Cat Registration

From 1st July 2018, a new state-wide registration system known as '*Dogs and Cats Online*' (DACO) was introduced to replace the individual dog registration system of each Council. This new centralised system is managed by the Dog and Cat Management Board and combines several existing databases including dog and cat registrations, microchip and breeder information.

This means, dog registration fees are now paid online through the DACO website as well as at Council directly via the Civic Centres. This central database is available to dog and cat owners 24/7 and owners have the responsibility to keep their details up to date. The Dog and Cat Management Board is responsible for issuing dog and cat registration renewals, reminder notices and registration discs on behalf of local Councils.

Dog and Cat Management Plan 2022-2026

Changes to Dog Registration Categories

As of 1 July 2018, the dog registration categories in South Australia were simplified to the following two categories:

- Standard dog - a dog that is both microchipped and de-sexed, and must have a percentage rebate of a fee that would otherwise be charged for the registration of a dog or cat under this Act
- Non-standard dog - all other dogs
- Concessions and other rebates are at the discretion of Council.

Other Relevant Legislation

- Local Government Act 1999
- Local Nuisance and Litter Control Act 2016
- Animal Welfare Act 1985
- Planning, Development and Infrastructure Act 2016.



Dog and Cat Management Plan 2022-2026

4. Pets in Communities

In Australia, it is estimated that around 62% of households own a pet: 38% owning a dog and 29% owning a cat (Pet Industry Association of Australia, 2018).

Benefits of Pet Ownership

Companion animals such as dogs and cats play a significant role in the lives of many Australians. Pets can enrich people's lives, provide physical and mental health benefits, and facilitate community connections and social interactions with other people. There is research (ACAC, 2009; PIAS, 2010) to show the benefits of pet ownership including:

Pets are good for general health and well-being

- People with dogs and cats make fewer visits to the doctor
- People with pets are at lower risk of cardiovascular disease than non-pet owners

Pets are good for an ageing population

- Pets can increase the quality of life for older people, including reduced isolation and increased feelings of interest
- Pets can boost activity levels in older people, helping to improve overall health
- Pets can provide companionship for older people living alone

Pets are good for children

- Children with pets are more likely to exercise
- Children or adolescents with pets have shown to have higher self-esteem

Pets are good for social facilitation

- Pets can help people build social bridges
- Pet owners are more likely to have conversations with other people.

Dog and Cat Management Plan 2022-2026



Best Practices in Animal Management

In addition to a council's operational and statutory roles, an area of best practice that councils should engage in is positive reinforcement training and handling techniques:

- The **Australian Veterinary Association (AVA)** recommends the use of positive reinforcement dog training methods as the preferred method of training. *"the use of positive reinforcement is the most humane and effective training method as it avoids undesirable behavioural side effects. Positive reinforcement makes training more enjoyable and helps improve the bond between the trainer and the pet."* ([AVA website](#))
- The **Dog and Cat Management Board** *"believes a commitment to positive reinforcement training is an aspect of being a responsible dog owner. The Board does not condone training methods that cause a dog to feel pain, fear, aggression or anxiety"* ([DCMB 2017](#)).
- The **RSPCA of South Australia** promotes the use of Force-Free dog training methods and has a current list of qualified Force-free Dog Trainers in SA (RSPCA, website, 2021).

Dog and Cat Management Plan 2022-2026

Snapshot of Dogs & Cats

The following is a snapshot of Council's dog and cat statistics for 2019/20.

Dogs	
22,905	Dog registrations
16,274 (71%)	Dogs de-sexed & microchipped (standard dog)
1,160	Total number of dog complaints
897	Dog wandering complaints (77% of total number of complaints)
279 (65%)	Dogs collected are returned to the owner
Cats	
4,340	Cats registered in DACO
4297 (99%)	Registered cats in DACO that are microchipped
3645 (84%)	Registered cats in DACO that are de-sexed
122	Cat complaints
997	Cats impounded (includes Council and community trapping and handovers)
24 (2%)	Cats reclaimed by owners

5. Dogs And Cats in the City Of Salisbury

The City of Salisbury is an outer metropolitan Council in Adelaide, located north of the City of Adelaide, about 25 kilometres from the Adelaide CBD. The City of Salisbury is the second largest local government community in South Australia, covering 158 km² and with an estimated resident population of 143,560 (City of Salisbury Community Profile 2019).

Overview

In 2019/2020, there were **22,905 dogs** listed as registered at home in the City of Salisbury on DACO. The suburbs with the highest registered dog populations are listed below, and they correlate closely with suburb population and household numbers (see **Appendix B** for additional data on suburb, population, and households).

Table 1: Top 10 suburbs for dogs and cats

Top 10 Suburbs for Dogs	Registered Dogs	Top 10 Suburbs for Cats	Cats Registered on DACO
Paralowie	3176	Paralowie	507
Parafield Gardens	2640	Parafield Gardens	392
Salisbury North	1901	Salisbury North	275
Salisbury East	1682	Salisbury East	236
Ingle Farm	1527	Mawson Lakes	225
Mawson Lakes	1370	Ingle Farm	203
Para Hills	1162	Salisbury	200
Burton	1136	Para Hills	199
Pooraka	1087	Salisbury Downs	148
Salisbury Heights	1010	Pooraka	145

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Table 2: Dog registration trends

	2015/16	2016/17	2017/18	2018/19	2019/20
Total	24,759	24,242	23,569	23,019*	22,905*

* DACO Registration Data. Previous period data is from Council Proprietary Dog Registration Data Base

Table 3: Top 10 suburbs for dogs and cats

Customer Request	2015/16	2016/17	2017/18	2018/19	2019/20
Dog Attack	126	137	151	123	134
Dog Noise	60	60	37	45	30
Dog Nuisance	117	82	106	124	99
Dog Wandering at Large	1577	1419	1140	1058	897
Total	1,880	1,698	1,434	1,342	1,160

In 2019/20, there were 1,160 dog complaints and wandering dogs accounted for 77% of complaints. Over the past five years, there has been a reduction in the number of dogs wandering at large and in 2019/20, 65% of dogs were returned home.

Council makes every effort to reunite wandering dogs as soon as possible with their owner. If a dog can be identified via a microchip, collar, or tag with contact details every effort is made to ensure that the animal is taken home, or collected, the same day rather than be transported to Council's pound which offers a short-term (72-hour) detention. If a dog is not claimed within 72 hours, the animal is handed over to a suitable shelter facility (at present the Animal Welfare League) for rehoming, where possible. The City of Salisbury currently has its own pound facilities for dogs and a new pound is being developed in collaboration with the City of Tea Tree Gully.

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Existing Services

The responsibility for the management of dogs and cats within the City of Salisbury rests within the City Development Department. Council has six (6) full-time Authorised Persons (also known as General Inspectors) who are authorised to carry out specific functions and powers under the *Dog and Cat Management Act 1995*. They are supported by a Team Leader, two (2) full-time Registration Assessment Officers and two (2) administration support staff.

Council's dog management services are funded by a combination of general rate revenue, and fees generated under the provisions of the Act including dog registrations, and fees from penalties and fines for breaches of the *Dog and Cat Management Act 1995*. Dog registration fees collected in 2019/20 totalled \$790,409.85. Twenty-four percent (24%) of these fees are payable to the Dog and Cat Management Fund as required under the Act and administered by the Dog and Cat Management Board. The remaining funds allocated to animal management and initiatives within the City of Salisbury including:

- Responding to dogs wandering at large
- Reuniting lost dogs with their owners
- Providing after-hours and weekend animal management services
- Investigating incidences of dog attacks and nuisance barking

- Liaising and educating pet owners about responsible pet ownership
- Providing Council pound facilities for dogs, and making adequate arrangements for cat impounding
- Providing dog waste bags and stations throughout the City
- Constructing and maintaining nine (9) fenced dog parks.

Dog By-Law (No. 5)

In 2015, Council passed a Dog By-law (No. 5) for the control and management of dogs including:

- A limit of dog numbers in private premises
- Dog exercise and on-leash controls
- Dog faeces
- Enforcement.

You can read more about the Dog By-Law on the [City of Salisbury's website](#).

Dog and Cat Management Plan 2022-2026



Existing On-Leash, Off-Leash and Dog Prohibited Areas

The City of Salisbury provides a range of public open space where dogs can exercise on and off-leash, including sporting ovals, parks and reserves, linear walking trails and fenced dog parks. You can read more about the current off-leash, on-leash and dog prohibited areas in **Appendix C**.

Cat Ownership

There are currently 4,340 cats registered in DACO, and 99% of registered cats are microchipped and 84% de-sexed.

Table 4: Cat nuisance investigations

Year	Cat Nuisance
2015/16	60
2016/17	56
2017/18	78
2018/19	78
2019/20	122

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Cat nuisance investigations undertaken by Council's Authorised Officers have consistently increased over the last five years. This may be because of the increased awareness in the community of cat issues and increased ability for Council to deal with nuisance animals under the Local Nuisance and Litter Control Act 2016.

Council also provides community cat cages for free hire to trap any wandering or stray cats. If a trapped cat is:

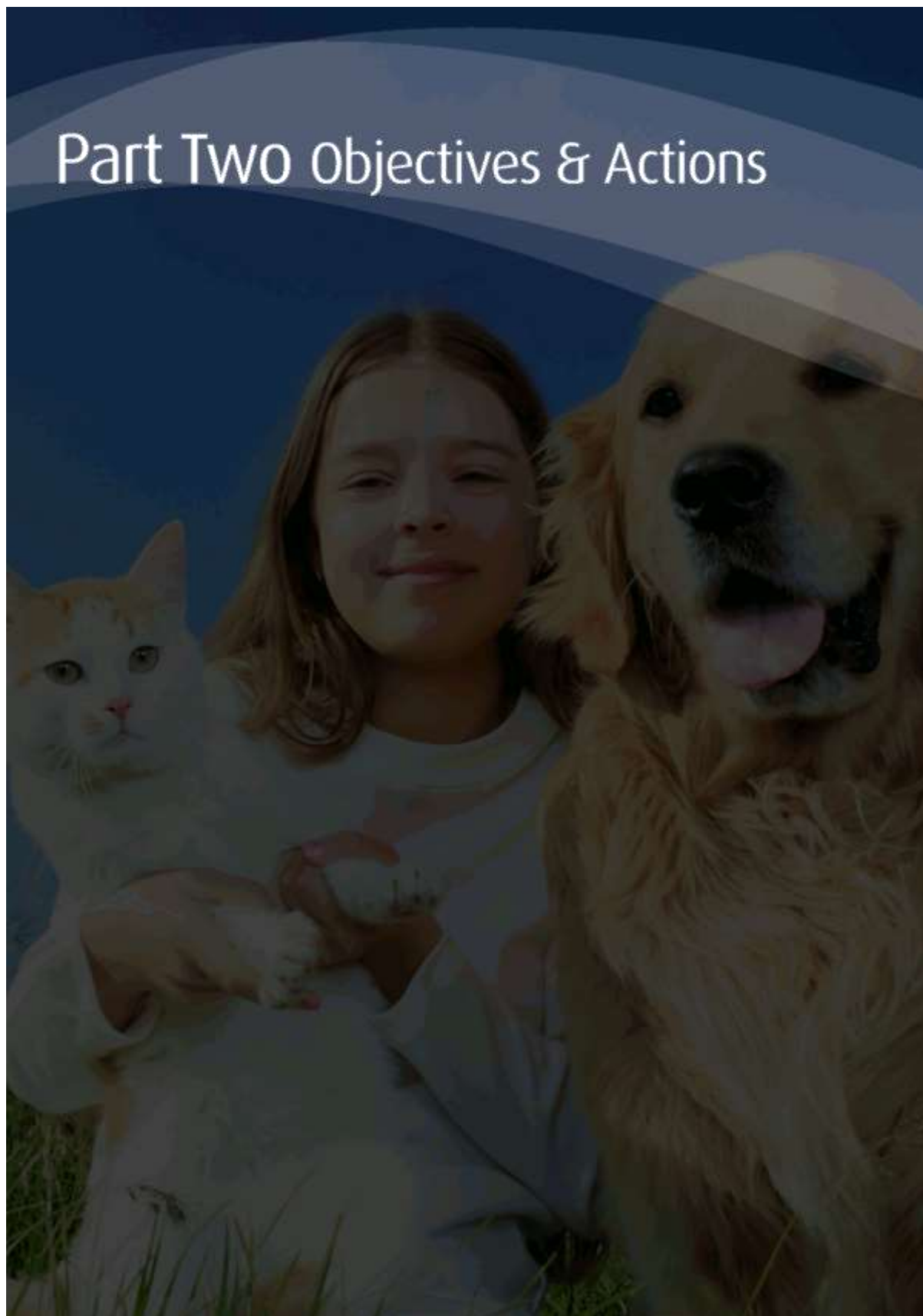
- Identifiable via a collar, tag with contact details or microchip, then the cat must be returned to the owner by the person who trapped the cat
- Un-identifiable then the cat must be taken to the Animal Welfare League or the RSPCA within 12 hours by the person who trapped the cat.

Table 5: Summary of cats impounded and reclaim rate

	2015/16	2016/17	2017/18	2018/19	2019/20
Total cats impounded	1332	1122	1168	933	997
Cats reclaimed by owners	22	22	23	32	24

Data from the Animal Welfare League (AWL) for cats taken from the City of Salisbury show a very low reclaim rate of all impounded cats, which suggests that most of the concerns may be attributed to unowned cats. These figures are a disturbing fact, but one that may be controlled by desexing.

Cats have the propensity to breed rapidly. Female cats can reach sexual maturity and breed from four months of age. Female cats typically produce three to five kittens per litter and can have two to three litters per year. As a result, one female cat can be responsible for the reproduction of 41 kittens in 12 months (DCMB, 2014, p. 20).



6. Action Plan

Key objectives and action areas contained in this Plan include:

Objective 1: Encourage responsible dog and cat ownership

- Community education
- Compulsory de-sexing of dogs and cats
- Cat management

Objective 2: Increase public safety & enhance the amenity and environment

- Wandering dogs and harassment
- Dog faeces

Objective 3: Reduce public and environmental nuisances from dogs and cats

- Dogs in public places and effective control
- Nuisance barking

Objective 4: Ensure council delivers effective, efficient dog and cat management services

- Authorised Animal Management Officers
- Animal pound
- Dog friendly parks and inclusiveness

Monitoring progress

This Plan is reviewed annually to track implementation and progress against the performance measures.

Dog and Cat Management Plan 2022-2026

Objective 1:

Encourage responsible dog & cat ownership

Community Education

Did you know? Under the *Dog and Cat Management Act 1995*, dogs are required to be on-leash on all streets, roads, and footpaths.

Council recognises that community education is an important aspect of animal management to raise pet owners' understanding of their legal obligations and of responsible pet ownership. Council reinforces and distributes the Dog and Cat Management Board's (DCMB) messages regarding responsible pet ownership to pet owners and the broader community via social media, council publications and at community events.

Community education combined with compliance and enforcement of legislation plays a key role in ensuring responsible dog and cat management. Education can take a variety of forms including online information, seminars, and workshops on topics including pet owners' legal obligations, understanding of what effective control means for dogs, dog bite prevention, and nuisance barking. Council also recognises the importance of working with other stakeholders such as qualified dog trainers, veterinarians, and animal organisations in educating current and prospective pet owners and the broader community on responsible pet ownership.

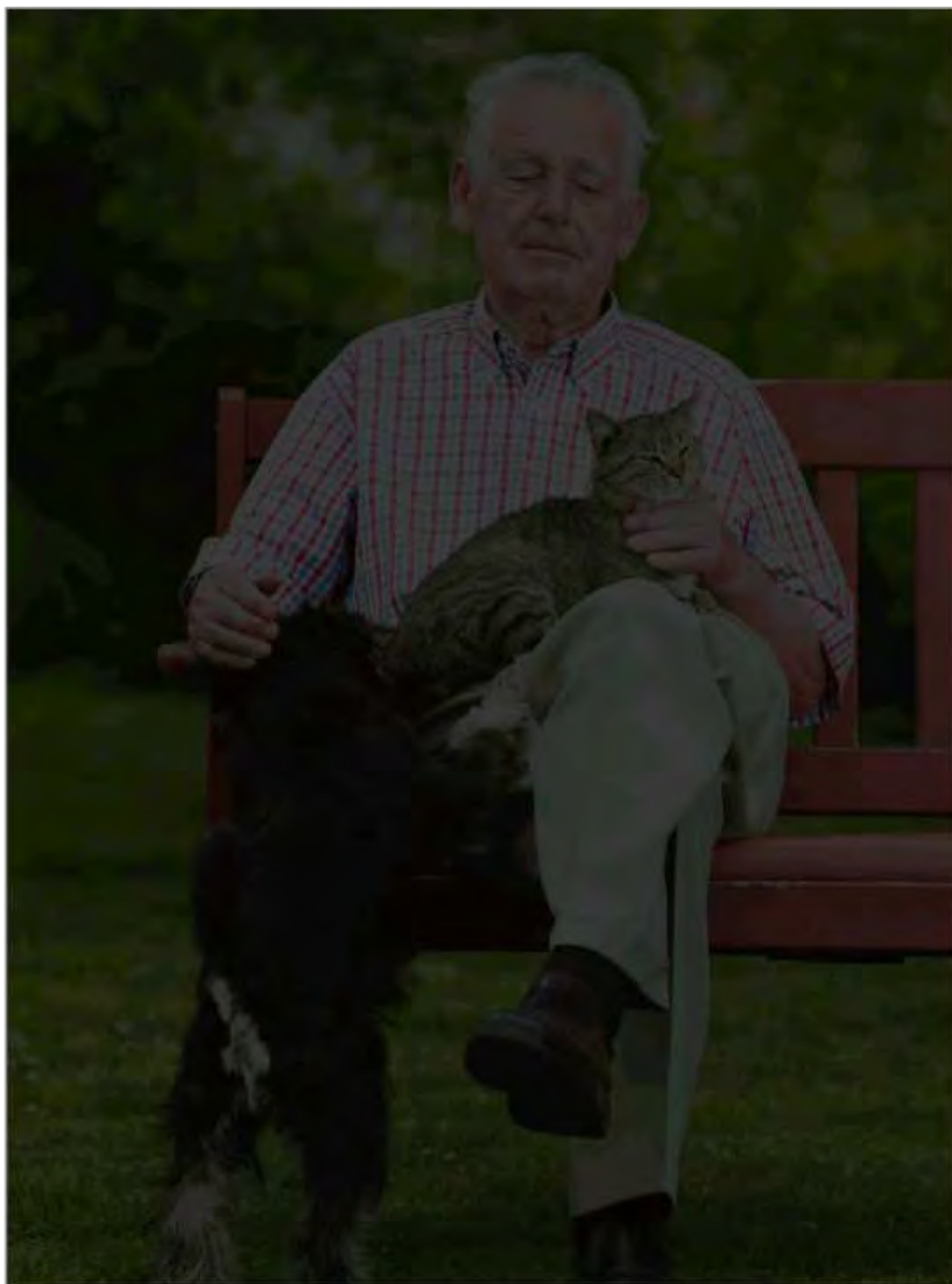
Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
1	<p>Develop a targeted education campaign for pet owners on responsible pet ownership. This could include information on topics such as:</p> <ul style="list-style-type: none"> • What is effective control in simple, practical terms, how to use a fenced dog park safely, and how to keep your yard 'dog secure' <p>See Resources & Links for ideas on effective control, 'dog secure' yards and dog park tips.</p>	Campaign developed and delivered over the life of this Plan.	Year 1 & ongoing	<p>Operational: Environmental Health and Safety</p> <p>Managed within operating Budgets</p> <p>Support: Community Experience & Relationships</p>
2	Develop a targeted campaign on good dog etiquette for outdoor farmers markets .	Campaign developed and delivered over the life of this Plan.	Year 1 & ongoing	<p>Operational: Environmental Health and Safety</p> <p>Managed within operating Budgets</p> <p>Support: Community Experience & Relationships</p> <p>Dog and Cat Management Board</p>

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
3	Continue to promote the state-wide statutory requirements on compulsory microchipping of dogs and cats .	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets
4	Develop a targeted campaign 'Buyers Beware' to educate prospective dog and cat owners about responsible purchase of dogs and cats .	Campaign developed and implemented over the life of this Plan.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board
5	Investigate the development of educational materials or program to support new arrivals and culturally and linguistically diverse (CALD) communities to better understand pets in the South Australian context . This could be developed in collaboration with the Community Health and Wellbeing Team through existing CALD networks and include topics such as: role of Council in animal management, how council can help with dog and cat issues and pets in Australian context.	Investigation completed and recommendations for consideration.	Year 2	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Community Health and Wellbeing Team Dog and Cat Management Board

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Compulsory De-sexing of Dogs and Cats

Did you know? It is a statutory requirement for all dogs and cats born after 1 July 2018 to be de-sexed by six months of age by a registered veterinary surgeon.

This new state-wide requirement was introduced by the Dog and Cat Management Board to reduce the number of unwanted litters of puppies and kittens. De-sexing has several benefits including:

- Dogs: reduces anti-social behaviours such as leg mounting and urine marking in male dogs, reduces territorial behaviour and helps control the dogs urge to wander, and
- Cats: reduces the problem and costs of unwanted pets in the community and reduces undesirable behaviours, such as spraying, marking, fighting, and yowling (DCMB website, 2020).

In 2019/20, 71% of registered dogs were de-sexed and microchipped within the City of Salisbury. A vet may exempt a dog or cat on health and wellbeing grounds or provide an extension of time. Dogs and cats can be sold entire if they are under 6 months of age; born before 1 July 2018; or owned by breeders registered with Dogs and Cats Online (DACO).

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
6	Continue to promote the Dog and Cat Management Board's information about mandatory de-sexing of dogs and cats .	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets
7	Investigate the Cooperative Desexing Program with the National De-sexing Network (NDN) for subsidized low-cost de-sexing. See Resources & Links section for additional information.	Investigation completed and considered for implementation.	Year 2	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications
8	Continue to review the DACO database to identify un-desexed dogs and cats and follow up.	Increase percentage of de-sexed dogs and cats over the life of this Plan.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets

Dog and Cat Management Plan 2022-2026

Cat Management

Did you know? All cat owners are required to microchip their cats and register their microchip and owner details on DACO.

Under the *Dog and Cat Management Act*, individual Councils in South Australia have the power to implement a by-law Under section 90 of the Act, for the control or management of cats. The Dog and Cat Management Board's publication '*A Guide to Preparing a Cat By-Law*' identifies the type of provisions a Council may address in a cat by-law including cat registration, limits on the number of cats per property, curfews, confinement and wandering at large. Currently, there are no cat by-laws within the City of Salisbury.

In 2019/20, Council received 122 cat complaints including stray and wandering cats and multiple cats per household and there were almost 1000 cats impounded from the local area through community trapping.

The majority of cats impounded are un-owned or semi-owned as evidenced by the very low number of impounded cats returned to owners (24 or 2%).

- Cats attacking wildlife
- Cats causing a nuisance and
- Cats wandering into neighbouring yards.

Most survey respondents (i.e. cat and non-cat owners) were in favour of state-wide cat laws, however they also supported Council introducing a cat by-law if these were not available.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
9	Continue to promote the state-wide statutory requirements for mandatory de-sexing and microchipping of cats .	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board
10	Develop a targeted feral cat management strategy including budgetary resources to enable management of cat colonies.	Strategy developed, & recommendations for consideration.	Year 2	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications
11	Encourage residents to take unwanted cats, and cats they can no longer care for to a shelter – do not dump pets.	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
12	Promote the use of cat runs and other appropriate containment measures to prevent cats from wandering.	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board
13	Encourage people to take full responsibility for un-owned cats they are feeding including de-sexing and micro-chipping of cats.	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
14	Encourage cat owners to register their cats on DACO.	Increase in number of cats registered on DACO over the life of this Plan.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board
15	Determine future directions for cat management in the Council including a cat by-law to address top 3 issues in the community survey: <ul style="list-style-type: none"> • cats attacking wildlife • cats wandering into yard • cats causing a nuisance. 	Investigation conducted and recommendations for consideration.	Year 1 & ongoing	Subject to further report and New Initiative Bid for any resource or funding implications

Dog and Cat Management Plan 2022-2026

Objective 2:

Increase public safety & enhance the amenity and environment

Wandering Dogs and Harassment

Did you know? Council makes every effort to reunite dogs as soon as possible with their owner.

Dogs that wander or roam from their property can “cause a nuisance, are often distressed and may attack or harass people or other animals. In some cases, they cause road accidents resulting in injury to the dog and on occasion to vehicle occupants and may cause property damage – all of which becomes the responsibility of the owner of the dog” (DCMB, 2014).

In 2019/20, Council picked up 897 dogs wandering at large, which accounts for 77% of all dog related complaints. Dogs wandering has been Council’s top complaint for over the last five years. Losing a pet can be a distressing time for both the dog and the owner. Council makes every effort to reunite dogs as soon as possible with their owners. If a dog can be identified via a microchip or collar and tag with contact details the animal is taken home the same day if owners are present, otherwise he/she is impounded in Council’s pound facility. If a dog is not claimed by the owners within 72 hours, the animal is handed over to the Animal Welfare League for rehoming, if suitable.

To ensure community safety and to avoid a dog escaping, dog owners are encouraged to conduct a yard check to ensure there are no areas where dogs can get out. Escaped dogs roaming the streets present a risk to the community. Dogs escape for many reasons, such as inadequate fencing, being left alone for long periods of time and becoming bored and frustrated, fear of loud noises, thunder and fireworks or opportunistic escapes through opening roller door, gates or screen doors being left open. **Dogs that escape their yard may attack or harass people, other dogs, cats and wildlife and yard security and containment is a key strategy to reduce dog harassment and attacks.**

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
16	Develop a targeted campaign to educate dog owners on how to keep their yard 'dog secure' . This could include a yard checklist and suggested solutions on how to make yards 'dog secure'. See Resources & Links for ideas on dog secure yards.	Campaign developed and implemented over the life of this Plan.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board
17	Encourage the community to report to Council if dogs rush at them or their animals, with the aim of preventing future acts of harassment or attack.	Education campaign implemented over the life of this Plan.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships

Dog and Cat Management Plan 2022-2026

Dog Faeces

Did you know? Dog owners are required under the City of Salisbury's Dog by-law (no. 5) to carry a bag or other suitable receptacle to pick up after their dog's faeces and dispose of it correctly.

When owners are about and out with their dogs in public places, they are required to clean up after them. This can easily be done using a scooper and a plastic bag to remove and dispose of the faeces. Council provides dog bag dispensers and bins in various parks and reserves including fenced dog parks to encourage dog owners to do the right thing. The penalty for failing to clean up after a dog is \$210 (on the spot fine).

The issue of people not picking up and/or disposing of dog faeces properly in public parks and reserves was the top issue identified in the City of Salisbury community survey (2021).

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
18	Promote the legal requirement for dog owners to carry a plastic bag, for faeces disposal when in a public place.	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships
19	Respond to demonstrated demand for the provision of additional bins and dog tidy bags along popular walking routes and at entry/exit of parks, reserves, and sporting grounds.	Respond as required.	Year 1 & ongoing	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications. Support: Community Experience & Relationships City Infrastructure and Field Services
20	Undertake targeted campaigns around 'picking up after dogs and disposing correctly' in public places.	Education campaign implemented over the life of this Plan	Year 1 & ongoing	Operational: Environmental Health and Safety Support: Community Experience & Relationships Dog and Cat Management Board

Dog and Cat Management Plan 2022-2026

Objective 3:

Reduce public and environmental nuisances from dogs and cats

Dogs in Public Places and Effective Control

Did you know? There are nine (9) fenced dog parks in the City of Salisbury where dogs can be off-leash at all times.

Council provides a range of public open space where dogs can be exercised on and off-leash such as sporting ovals, parks and reserves, and linear walking trails, and supporting amenities such as dog water bowls, dog bag dispensers and bins. It is a statutory requirement under the *Dog and Cat Management Act 1995* to have dogs under effective control at all times. For dogs off-leash, effective control refers to dog owners having their dogs under voice command, and in close proximity, so owners can see their dog at all times.

Having your dog under effective control in a public place is not only a statutory requirement, but also respects the rights and safety of other users in shared spaces. It is not appropriate to allow a dog to rush up to children, adults, and other animals in a public place unless you have permission for your dog to approach. Dog owners who cannot demonstrate effective control should keep their dogs on a leash. You can read more about the existing dog off-leash, on-leash and dog prohibited areas in **Appendix C**.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
21	<p>Investigate a standard suite of signs and messages on dog controls across the City.</p> <p>Signage could consider:</p> <ul style="list-style-type: none"> • Easy, and accessible format to read • Placement of signs in highly visible locations e.g. at entry/exit points. 	Investigation completed and recommendations for consideration.	Year 3	<p>Operational: Environmental Health and Safety</p> <p>Subject to further report and New Initiative Bid for any resource or funding implications.</p> <p>Support: Community Experience & Relationships</p> <p>City Infrastructure and Field Services</p> <p>Dog and Cat Management Board</p>

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
22	Investigate the use of SMART technology in Council's fenced dog parks. This could consider a visitor counter, and digital information kiosk e.g. dog friendly parks, walking trails, dog etiquette and dog park safety messages.	Investigation completed and recommendations for consideration.	Year 3	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications. Support: Business Systems & Solutions City Infrastructure and Field Services
23	Develop a targeted campaign for off-leash 'hotspots' to educate dog owners/handlers to have their dogs on leash (i.e. dogs off-leash in on-leash areas).	Campaign developed and delivered over the life of this Plan	Year 2	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships City Infrastructure and Field Services

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
24	Investigate stencilling signs or stickers on pathways including shared walkways to inform dog owners of their responsibilities and legislated obligations.	Investigation completed and recommendations for consideration.	Year 2	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications. Support: Community Experience & Relationships City Infrastructure and Field Services
25	Develop an ongoing education campaign on the practical meaning of effective control for off-leash dogs. See Resources & Links for ideas on effective control.	Education campaign implemented over the life of this Plan.	Year 2	Operational: Environmental Health and Safety Managed within operating Budgets Support: Community Experience & Relationships Dog and Cat Management Board

Dog and Cat Management Plan 2022-2026

Nuisance Barking

Did you know? Barking is a normal dog behaviour; however, when excessive it is often considered unacceptable behaviour particularly to surrounding residents.

In 2019/20, there were 30 complaints relating to nuisance barking (i.e. 2.5% of all dog complaints). There are various reasons why a dog may bark excessively including boredom, loneliness, ill health, separation anxiety or reacting to something in the environment such as a bird, cat, or people walking past the property. Some dog owners may not be aware that their dog is barking and creating a nuisance as the dog tends to bark when they are not at home.

Enforcing compliance and responding to nuisance barking complaints is a key responsibility of Council's Authorised Officers. Some complaints are resolved easily whilst others can be challenging, and time consuming for all parties involved as dog noise can be a very subjective.

The investigative process can be lengthy and require detailed evidence to justify the noise nuisance resulting in many neighbours failing to continue with their complaint. Helping dog owners acknowledge and recognise that dogs can have behavioural issues that lead to noise complaints and encouraging suitable training techniques can assist in resolving concerns.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
26	<p>Promote Force-free/positive reinforcement Trainers as a resource for residents seeking help with dog behaviour issues.</p> <p>See Resources & Links for a list of trainers.</p>	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	<p>Operational: Environmental Health and Safety</p> <p>Managed within operating Budgets</p> <p>Support: Community Experience & Relationships</p> <p>Dog and Cat Management Board</p>
27	Investigate technological solutions to assist in the recording of dog noise to facilitate successful evidence gathering and investigations.	Technological solutions investigated and trialled.	Year 2	<p>Operational: Environmental Health and Safety</p> <p>Subject to further report and New Initiative Bid for any resource or funding implications.</p> <p>Support: Business Systems & Solutions</p>

Dog and Cat Management Plan 2022-2026

Objective 4:

Ensure council delivers effective, efficient dog and cat management services

Authorised Animal Management Officers

Did you know? Council provides animal management services 7 days a week and offers an on-call service for urgent animal management issues after hours. All our staff are authorised under the *Dog and Cat Management Act 1995* to carry out specific functions and powers.

An educated, professional, visible, and responsive team is required to deliver effective and efficient services to the community. The *Dog and Cat Management Act 1995* requires Council to enforce the provisions of the Act. The approach by the City of Salisbury is to educate and encourage people to do the right thing before the need to enforce the provisions of the Act. Maintaining a high standard of service requires staff to be educated and informed on relevant legislation, and best practice in animal management. Council supports attendance at relevant professional development courses and continuous learning.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
28	Provide staff development in animal behaviour and handling .	Staff development undertaken.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets
29	Raise awareness of council animal management services to pet owners and general community .	Promotional material posted on Council's website, social media and other formats.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets
30	Schedule patrols to focus on peak times of animal-related activity 'hot spots' .	Patrols conducted in targeted locations. Data captured and evaluated.	Year 1 & ongoing	Operational: Environmental Health and Safety Managed within operating Budgets

Dog and Cat Management Plan 2022-2026

Animal Pound

Did you know? Council must provide a suitable pound to hold dogs whilst they wait to be reunited with their owners.

Effective dog and cat management services include providing the right services and facilities for our community, and Council must make satisfactory arrangements for the detention of dogs seized under this Act. This is undertaken by providing a local pound. A recent review of our facilities and an opportunity to partner with the City of Tea Tree Gully has allowed us to initiate the development of a new pound to better serve our local community and provide a safe and comfortable environment for impounded pets.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
31	Provide suitable pound facilities to service the community and provide an environment that caters for the welfare of impounded animals and a safe environment for staff.	Pound developed and maintained in a compliant way.	Year 1 & ongoing	Operational: Environmental Health and Safety Construction and Maintenance: City Infrastructure Any changes to approved program and funding subject to further report and New Initiative Bid for any resource or funding implications. Support: City of Tea Tree Gully

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Dog Friendly Parks and inclusiveness

Did you know? Greyhounds are restricted under legislation and can't be off-leash unless under a supervised event by Council.

Council requires on leash activity during 8.30am to 6.00pm across all parks and reserves and provides nine (9) dog friendly parks for off-leash activity at any time. Greyhounds are restricted under legislation to remain on-leash at all times in a public place. The provision of Council supervised off-leash events can provide opportunities for greyhounds to be off-leash.

Dog and Cat Management Plan 2022-2026

No.	Actions	Performance Measures	When	Resources
32	Implement the outcomes of the dog park review endorsed by Council including signage, maintenance and construction of small dog areas to existing fenced dog parks. Refer to the Dog Park Review Report 2020.	Dog park program implemented and completed.	Year 1 & ongoing	Operational: City Infrastructure Managed within operating Budgets and Approved Capital Works Program Any changes to approved program and funding subject to further report and New Initiative Bid for any resource or funding implications.
33	Provide opportunities for off-leash activity for breeds with restricted off-leash access such as greyhounds	Grey hound off-leash events investigated and implemented.	Year 1 & ongoing	Operational: Environmental Health and Safety Subject to further report and New Initiative Bid for any resource or funding implications.

Dog and Cat Management Plan 2022-2026

7. References

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<http://www.petnet.com.au/pets-city-0/>.

8. Resources & Links

Here are some resources and links to further the actions contained in this Plan.

Effective control (supervision for off-leash areas) messages from the City of Greater Geelong:

- “the handler must have a dog lead in their possession and place their dog back on the leash when leaving the off leash area
- the handler must be able to demonstrate audible control of the dog
- dogs must remain in visual and audible range of their handler to allow it to be effectively recalled at any time
- when encountering other people or animals using this area, the dog must be recalled and restrained until both parties have moved apart at a safe distance
- dogs must not enter water habitats that contain wildlife, beach nesting birds or chase wildlife in these areas
- dogs attracted to the motion of wheels must be controlled at all times
- Website: [City of Greater Geelong, Dogs in Public Places](#)

Dog secure yards

- Common ways dogs escape and suggested solutions by the City of Greater Geelong
- Website: [Dog security in backyards](#)

How to use a Dog Park Safely

- Video produced on dog parks by the DCMB
- Website: [Tips for Dogs Parks](#)

Dog and Cat Management Plan 2022-2026

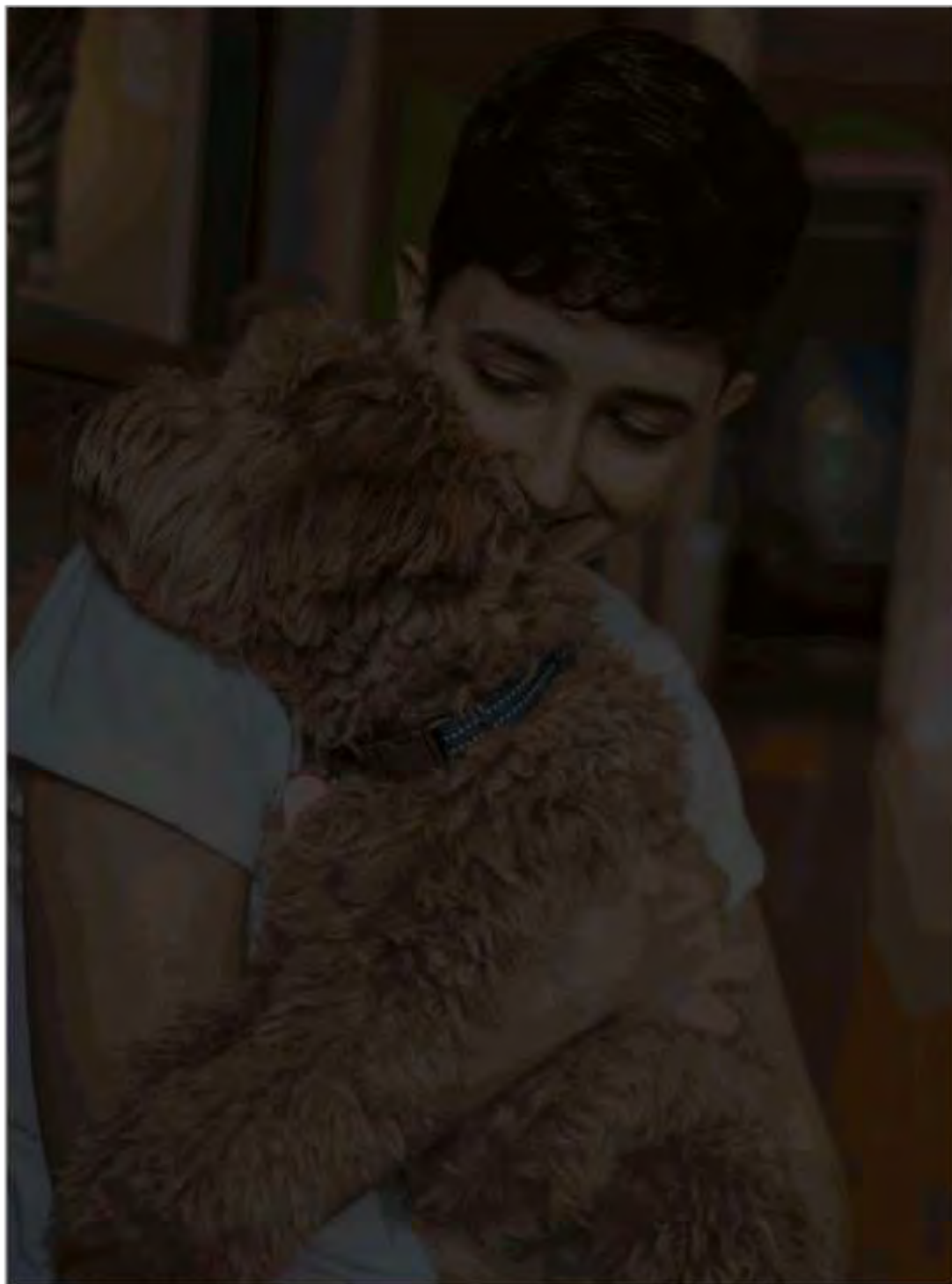
RSPCA (SA) Force-free Dog Training List

- A current list of Force-free trainers in SA is on the RSPCA SA website
- Website: [RSPCA SA Force-free Dog Trainers](#)

National De-sexing Network (NDN)

- The (NDN) is an Australia-wide referral system giving pet owners in financial need access to low-cost desexing.
- Website: [NDN](#)

Dog and Cat Management Plan 2022-2026



City of Salisbury 55

Dog and Cat Management Plan 2022-2026

Appendix A: Community Engagement

Community engagement was undertaken in the preparation of this Plan. The community engagement sought input from the general community, elected members, and staff through the following opportunities:

- Online community survey from 11 Jan to 31 Jan 2021
- Elected Member presentation
- Staff meetings
- Social media campaign.

The community was notified about the engagement activities by the following strategies:

- Social media i.e. Facebook, Instagram and Twitter
- Stakeholder emails
- Project Web page.

Snapshot of Survey Findings

- 2,475 completed surveys

Dog Issues

Top three dog issues

1. Not picking up dog faeces
 2. Lack of effective control and dog attacks
 3. Excessive barking
- 59% of respondents (dog owners) were happy with the current availability of public places to exercise dogs
 - 63% of respondents indicated no change to current off-leash hours

Dog and Cat Management Plan 2022-2026

Cat Issues

Top three cat issues

1. Cats attacking/ harassing wildlife
 2. Cats wandering into adjoining yards
 3. Cats causing a nuisance
- 68% of cat owners support the introduction of a Council cat -bylaw if the state government do not address the issue
 - 93% of non-cat owners the introduction of a Council cat -bylaw if the state government do not address the issue

You can read more about the community engagement activities and findings in the Summary of Survey Results: Dog and Cat Management Plan (dated 11 February 2021) available from Council.



Dog and Cat Management Plan 2022-2026

Appendix B:

Suburb, Population & Households

Suburbs	Population	Households
Parafield Gardens	17109	5986
Paralowie	16518	5620
Mawson Lakes	13294	4874
Salisbury North	10159	3833
Salisbury East	8966	3605
Ingle Farm	8817	3513
Para Vista - Valley View - Walkley Heights	8713	3341
Salisbury	8217	3353
Burton	7966	2672
Pooraka	7223	2877
Brahma Lodge - Salisbury Park - Salisbury Park	7196	2860

Source: <https://profile.id.com.au/salisbury/home>

Dog and Cat Management Plan 2022-2026

Appendix C:

On-Leash, Off-Leash & Dog Prohibited Areas

City of Salisbury maintains and enforces a By Law requiring all dogs to be leashed on all Local Government Land except for parks and open spaces marked with signs permitting unleashed exercise from 6.30pm to 8am daily.

Council provides nine (9) fenced dog parks where dogs can be off-leash at all times and under effective control.

Fenced dog park	Suburb	Type of dog park
Baltimore Oval	Parafield Gardens	All dog area
Canterbury Drive	Salisbury Heights	All dog area
Happy Home Reserve	Salisbury North	Separate large and small dog area
Golding Oval	Para Vista	Separate large and small dog area
Jenkins Reserve	Salisbury Park	Separate large and small dog area
Kingswood Crescent	Paralowie	Separate large and small dog area
Mawson Lakes/Dry Creek Linear Park	Mawson Lakes	All dog area
The Paddocks	Para Hills West	All dog area
Unity Park	Pooraka	All dog area

Dog prohibited areas

Dogs are prohibited in designated parks and reserves including:

- Fenced children's playgrounds
- St Kilda Play Space



ITEM	3.1.3
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
HEADING	Local Government Association Annual General Meeting: 29/10/2021 - Proposed Items of Business
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	This report presents information with respect to the Annual General Meeting (AGM) of the Local Government Association (LGA) to be held on Friday 29 October 2021 and seeks any proposed items of business that Council wishes to submit.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. LGA AGM Items of Business Guidelines
2. LGA AGM Items of Business FAQ

1. BACKGROUND

- 1.1 The LGA AGM will be held on Friday 29 October 2021 at the Adelaide Entertainment Centre (subject to restrictions on gatherings). When a draft program for this event is released, it will be made available to all Elected Members to review and determine if they wish to attend.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Chief Executive Officer and General Managers.
- 2.2 External
 - 2.2.1 An LGA Circular was distributed to Elected Members via email on 1 June 2021 for information.

3. REPORT

Process for Submission of Proposed Items of Business

- 3.1 A key purpose of the AGM is to consider items of strategic importance to local government and the LGA, as recommended by the SA Regional Organisation of Councils (SAROC), the Greater Adelaide Regional Organisation of Councils (GAROC) or the LGA Board of Directors.
- 3.2 Member councils may at any time throughout the year propose an item of business for a General Meeting. Proposals should be accompanied by sufficient supporting information to assist SAROC, GAROC and the Board of Directors to make informed decisions and recommendations. Councils are encouraged to discuss proposed items of business with the LGA Secretariat prior to being submitted.
- 3.3 It is at the discretion of councils whether to refer an item to their relevant Regional Organisation of Councils (SAROC or GAROC) or the Board of Directors.
- 3.4 This year member councils submitting a proposed item of business will be offered the opportunity, at their discretion, to speak to their proposal at the relevant meeting, as follows:
 - 3.4.1 GAROC – 6 September 2021 at 10:00am
 - 3.4.2 SAROC – 23 September 2021 at 10:00am
 - 3.4.3 LGA Board of Directors – 23 September 2021 at 1:00pm
- 3.5 Guidelines and Frequently Asked Questions on how proposed items of business are submitted and considered are attached for reference. All items of business should comply with these guidelines.
- 3.6 In order for items of business to be considered for the 29 October 2021 AGM, **proposals must be received no later than Friday 6 August 2021.**
- 3.7 Proposals received after this date will not be considered for the 2021 AGM, but will be considered for the LGA Ordinary General Meeting (OGM) in April 2022.
- 3.8 All proposed items will be considered by either SAROC, GAROC or the Board of Directors and must be approved by them for inclusion in the agenda for the AGM.
- 3.9 The AGM agenda will be provided to Councils at least 30 days prior to the meeting.

Topics for Proposed Items of Business

Places of Worship Land Use Policy

- 3.10 Item 1.1.1 on the Policy and Planning agenda this month titled 'Places of Worship Submission' discusses the issue of the Places of Worship land use policy in the Planning and Design Code (March 2021 release) not being consistent with the local Salisbury Development Plan policy that existed prior to the introduction of the Code.
- 3.11 Recommendation 3 of that report proposes:

The Local Government Association also be requested to list this issue as an item for discussion at its Annual General Meeting on 29 October 2021, to determine the level of support across local government for proposed changes Places of

Worship land use policy consistent with the submission under item 2, and to initiate an Amendment to the Planning and Design Code.

- 3.12 Should Council approve that recommendation, as proposed, the administration will submit the issue as an item of business for the 29 October 2021 LGA AGM.
- 3.13 If there are other issues Council considers appropriate to be submitted as an item of business, a recommendation to that effect will need to be moved.

Voting Delegates (for information)

- 3.10 In January 2021, Council resolved Cr Chad Buchanan be appointed as voting delegate to the LGA for the remainder of the Council term. The resolution also appointed Mayor Gillian Aldridge as deputy voting delegate for the same period.
- 3.11 It has been practice that Council direct the City of Salisbury's voting delegate in relation to voting on LGA General Meeting (Annual and Ordinary) recommendations. To give effect to this, a report is prepared prior to each LGA Meeting that provides a summary of the matters being considered and puts forward a recommended position for each, based on advice from the Chief Executive Officer.
- 3.12 Under the LGA Constitution the AGM agenda is due to be distributed at least 30 days before the meeting (ie 30/09/2021 at the latest).
- 3.13 A report will therefore be presented to the October Governance and Compliance Committee, which will include advice from the Chief Executive Officer in relation to each item of business, allowing members to provide direction to the voting delegate.

4. CONCLUSION / PROPOSAL

- 4.1 Council is asked to determine if there are any issues in addition to that proposed in item 1.1.1, which warrant submission of an item of business to the LGA AGM being held 29 October 2021.
- 4.2 A further report providing the items of business to be considered at the October AGM will be presented to allow Council to provide direction to the voting delegate.

CO-ORDINATION

Officer: MG
Date: 15/07/2021



Considering Proposed Items of Business for LGA General Meetings

Guidelines

February 2019

Version 1



Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year for member councils to consider items of strategic importance to local government and the LGA. Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

These guidelines have been prepared to assist the LGA Board of Directors (Board), South Australian Region Organisation of Councils (SAROC) and Greater Adelaide Region Organisation of Council (GAROC) to consider the items of business to be placed upon an agenda for an LGA Ordinary or Annual General Meeting. They also provide guidance to member councils to develop and prioritise proposals to submit for consideration.

The *Considering Proposed Items of Business for LGA General Meetings* Guidelines may be reviewed and amended by the LGA Board of Directors from time to time.

LGA Constitution

Section 16 of the LGA Constitution provides guidance about the matters to be discussed at a General Meeting, and the process by which items of business may be proposed for inclusion on the agenda. The requirements of Section 16 are outlined below.

16. Business of General Meetings

- 16.1 *The business of a General Meeting will be to consider items of strategic importance to local government and the LGA as recommended by SAROC, GAROC or the Board of Directors and matters which must be determined under this Constitution at a General Meeting.*
- 16.2 *Any Member may propose an item of business for an Annual General Meeting or an Ordinary General Meeting to SAROC, GAROC or the Board of Directors.*
- 16.3 *No business shall be brought before a General Meeting of the LGA unless:*
 - 16.3.1 *it has been placed on the agenda of an Annual General Meeting or an Ordinary General Meeting by SAROC, GAROC or the Board of Directors taking into account the purpose of a General Meeting set out in clause 16.1; or*
 - 16.3.2 *the business is as stated in the notice of a Special General Meeting, given in accordance with clause 10.*

In summary, the Constitution provides all member councils with the opportunity to submit a proposed item of business to the Board, SAROC or GAROC for approval to be placed on the agenda of a General Meeting. No item of business will be placed upon the agenda for a General Meeting unless it has been approved by one of the relevant bodies, which must consider whether a matter is of 'strategic importance' to local government and the LGA'.

Relevant bodies

As outlined in the Constitution, a member council may propose an item of business to SAROC, GAROC or the Board of Directors. This opportunity is also enshrined within the LGA Membership Proposition, which outlines the rights of members to participate in the development of LGA policy and strategy.





While the Constitution refers to members being able to refer items directly to the Board, the Membership Proposition specifically provides for members referring matters relating to policy and strategy development to either SAROC or GAROC (as relevant).

To provide greater clarity to members about the best pathway for submitting an item of business, the following guidance is provided.

LGA Board of Directors

Items should be referred to the Board if related to:

- the LGA Constitution or Ancillary Documents
- a subsidiary of the LGA
- a commercial service provided (or proposed to be provided) by the LGA
- an activity requiring the allocation of significant resources by the LGA
- any LGA operational matter

SAROC or GAROC

Items should be referred to the relevant ROC if related to:

- the development of LGA policy and strategy
- LGA advocacy activities
- an amendment or addition to the LGA Policy Manual
- an operational matter related to SAROC or GAROC

The Board, SAROC and GAROC may choose to refer items submitted by member councils to each other for advice or consideration. Such referrals will be at the discretion of the Board, SAROC and GAROC.

Guiding principles

The following guiding principles have been developed to provide clarity and consistency to the Board, SAROC, GAROC and member councils about the relevant matters that will be considered in determining whether an item of business will be placed on the agenda of a General Meeting.

1. Strategic importance

The matters discussed at General Meetings should be of strategic importance to local government and the LGA. The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.

In determining whether a matter is of strategic importance to local government and the LGA, the Board, SAROC and GAROC will consider:

- whether the item has relevance to and will benefit a particular group (eg regional or metro councils) or the sector as a whole;
- alignment with the strategic plans and business plans of the LGA, SAROC and GAROC;
- the level of urgency required to deal with the issue;
- relevance to the role of local government and the potential positive and negative impacts of the issue on councils and communities;





- whether there are other bodies or industry groups that are better placed to address the issue or undertake the proposed activity; and
- the resources required to execute the policies or activities.

2. Supporting evidence

Good public policy positions need to be supported by solid evidence that the issues are well understood and that the proposed course of action provides the most efficient and effective solution. A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.

The Board, SAROC and GAROC will consider whether there is sufficient evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.

In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action. The Board, SAROC and GAROC may propose an alternative course of action, in consultation with the submitting council.

3. Alignment with LGA policy

The LGA Policy Manual is a compendium of principles and policies that have been developed and endorsed by a majority vote of member councils at previous General Meetings. There are a wide range of policies addressing a number of priority issues for the sector.

The policies act as a guide for advocacy and best practice in the sector. In most cases, the LGA Policy Manual can provide councils with a broad direction on how an issue can be resolved and whether further development of a policy position is required.

The Board, SAROC and GAROC will consider the LGA Policy Manual in determining whether a new or amended policy position is required to be endorsed by members to enable the LGA to take the requested action. If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.

4. Resourcing

In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue.

Before determining to place an item on the agenda of a General Meeting, the Board, SAROC and GAROC will consider:

- whether resources are available within the LGA to achieve the desired outcome;
- other resources that may be available;
- potential impacts on the LGA budget and business plan; and
- the level of input that will be required by councils or other stakeholders to progress the item.

The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.





Determinations by the Board, SAROC and GAROC

After considering a proposed item of business against these guiding principles and having regard to any other relevant factors, the Board, SAROC and GAROC may determine to:

- approve an item of business for inclusion on the agenda of a General Meeting;
- approve an amended item of business for inclusion on the agenda of a General Meeting (in consultation with the submitting councils);
- take no further action;
- request additional information from the submitting council;
- refer an item back to the submitting council or regional LGA for action if it relates to a local or regional issue;
- resolve that the matter be dealt with by the LGA, SAROC or GAROC without progressing to a General Meeting (such as matters requiring urgent attention or actions that can be progressed immediately due to alignment with existing policies and work plans); or
- defer the item to a future General Meeting

The submitting council will be advised in writing of the determination of their proposed item of business.



Items of business for LGA General Meetings



Items of business for LGA General Meetings

Introduction

The Local Government Association of South Australia (LGA) schedules two General Meetings each year:

- the Ordinary General Meeting (OGM) is held annually in April or May; and
- the Annual General Meeting (AGM) is held annually in October or November.

A key purpose of the AGM/OGM is to bring together member councils to consider 'items of business' that are of strategic importance to local government.

Proposing and voting on items of business for a General Meeting is one of the important ways that member councils participate in the development of policy and strategy on issues and influence the advocacy agenda for local government in matters affecting councils and their communities.

This FAQ provides helpful guidance to councils about how to successfully participate in this process.

General overview of process

Items of business can be submitted by member councils, or a Regional LGA, to either SAROC, GAROC or the LGA Board of Directors for approval to be placed on the agenda of a General Meeting.

It is at the discretion of councils whether to refer an item to SAROC (regional councils), GAROC (metro councils) or the LGA Board of Directors. As a general guide, all policy and advocacy matters should be referred to SAROC or GAROC, and matters related to the operations of the LGA should be referred to the LGA Board.

Items of business can be submitted at any time during the year. Councils do not need to wait for the call for items from the LGA. However, to enable all items to be assessed by the relevant body and for reports to be prepared and included in the Agenda, a closing date is determined for each General Meeting. This closing date will typically be around 8-10 weeks prior to each General Meeting. If you miss the deadline, you can still submit your item, but it will be held until the following General Meeting.

Councils and Regional LGAs must submit their items by completing and submitting the LGA General Meeting - Proposed Item of Business form.

Proposals should be accompanied by enough supporting information to make informed decisions and recommendations. Councils and Regional LGAs are encouraged to discuss proposed items of business with the LGA Secretariat before they are submitted for advice on LGA policy, current activities and the type of supporting evidence or documentation that may be required.

SAROC, GAROC, or the LGA Board of Directors may decide to approve an item of business for inclusion on the agenda of a General Meeting. If appropriate, they may determine another course of action, including approving with amendments, requesting further information, referring the matter back to the council or Regional LGA, or resolving that the matter be dealt with by the LGA/SAROC/GAROC without progressing to an OGM/AGM.

Once an item of business has been recommended for inclusion on the agenda for a General Meeting, and subsequently carried by member councils by a majority vote, the LGA will use its best endeavors to achieve the outcomes sought by member councils.





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Before proposing an item of business, member councils and Regional LGAs are encouraged to carefully consider the following *Frequently Asked Questions* and to refer to the *Guidelines on Considering Proposed Items of Business for LGA General Meetings*¹.

Frequently Asked Questions

- Why should I consider an item of business for an LGA general meeting?
- What is a 'strategically important' issue?
- What supporting evidence does the LGA need to consider my item of business?
- When should I submit a proposed item of business to the LGA?
- I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?
- How do I submit a proposed item of business?
- Can I write a letter to the LGA President or CEO to submit a proposed item of business?
- Who makes the decision on my proposed item of business / where should I refer my item of business to?
- My council is not a member of a Regional LGA. Can I still submit a proposed item of business?
- Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?
- Can I get help to prepare a proposed item of business?

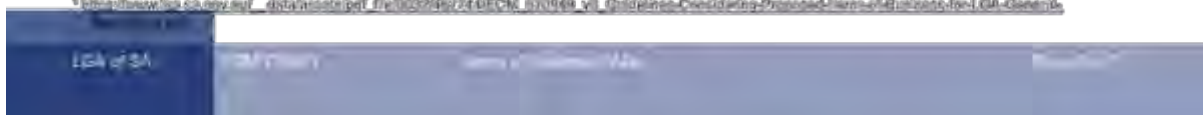
Why should I consider an item of business for an LGA general meeting?

- Member councils and Regional LGAs should consider submitting a proposed item of business if they believe there is an opportunity for the LGA to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.
- There is significant value and impact in local government speaking with one voice through the LGA to influence State and Federal Government setting the policy, legislation and funding arrangements that support the delivery of council services and operations. Similarly, the LGA can bring councils together to assist with capacity building and knowledge sharing within local government.

What is a 'strategically important' issue?

- The policies and activities that are resolved at the LGA General Meetings are important in guiding the priorities and work plans of the LGA, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils and communities.
- Generally, an item may be deemed to strategically important if:
 - it has direct relevance to the role of local government, or council services and operations; and

¹https://www.lga.sa.gov.au/_data/metadata/f1e10224627146EC16_670049_v0_Guidelines-Considering-Proposed-Items-of-Business-for-LGA-General-Meetings.pdf





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- it will benefit the local government sector as a whole; and
- there is alignment with LGA/SAROC/GAROC strategic and business plans; and
- there is alignment with the LGA Policy Manual.

What supporting evidence does the LGA need to consider my item of business?

- Good public policy positions need to be supported by solid evidence so that the issues are well understood and that the proposed course of action provides the most efficient and effective solution.
- A strong evidence base is critical to successful advocacy, particularly when trying to change government policy, influence public opinion or attract additional funding.
- To support SAROC, GAROC and the LGA Board of Directors in determining whether an item of business should be recommended to an LGA General Meeting, all submissions should provide a summary of the issue, a clear definition of the problem and its impact on local government or council services and operations. Information should be provided on any relevant legislation, policy settings and relevant research reports and papers.
- If sufficient supporting evidence is not provided, SAROC, GAROC or the LGA Board of Directors may refer an item back to the submitting council with a request for further information.
- In many cases the evidence needed to support a position might not be readily available. In these circumstances it is best for a motion to seek further investigation of an issue and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.

When should I submit a proposed item of business to the LGA?

- Items of business for LGA General Meetings can be submitted at any time throughout the year.
- A proposed item of business will be referred to SAROC, GAROC or the LGA Board of Directors at their next available meeting, along with a report with recommendations from the LGA Secretariat.
- The LGA will advise member councils of the final date for submitting proposed items of business for the next available General Meeting. This 'closing date' is required to ensure that the LGA Secretariat can engage with the submitting councils and make recommendations to SAROC, GAROC or the LGA Board of Directors at their meeting prior to preparation of the General Meeting Agenda.
- Generally, proposed items of business for the Annual General Meeting (October/November) need to be with the LGA in August and proposed items of business for the Ordinary General Meeting (April/May) need to be with the LGA in February.
- The 'closing date' for each General Meeting is communicated to councils via LGA Latest News, typically five months in advance.

I have read the agenda for the next General Meeting and think an issue needs to be on there. Can I submit a late item of business?

- No. Once the Agenda has been finalised for a General Meeting, no further items of business will be accepted for that Meeting. The Agenda is provided to councils at least 30 days prior to a





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General Meeting to enable each council to discuss and determine a position on the items of business.

- Any Items that are received after the closing date will be held until the following General Meeting.
- The LGA Board of Directors, SAROC and GAROC may decide to progress an issue that is strategically important to local government if there is a level of urgency required to deal with the issue outside of the scheduling for the LGA General Meetings.

How do I submit a proposed item of business?

- To submit a proposal please complete the *LGA General Meeting - Proposed Item of Business* form. This form requires councils to identify:
 - Which body the proposed item of business is being referred to ie SAROC, GAROC or the LGA Board of Directors
 - The subject of the proposed item of business - a short title is preferred.
 - The proposed motion for the General Meeting – a succinct and clear motion ie that the Annual / Ordinary General Meeting requests the LGA to....
 - Supporting information - attachments are permitted to ensure adequate supporting information is provided
 - Alignment to the LGA Policy Manual - consider if this item requires a change to the LGA Policy Manual (new policy or amendment to existing policy)?
 - Alignment to LGA Strategic Plan reference - identify links to one key initiative and one strategy
 - A Council Contact Officer responsible for submitting form - the LGA may wish to liaise with the proposing council to request additional information or consult on potential amendments to the motion
 - Council Meeting minute reference and date of meeting - all proposed items of business must be appropriately considered by the submitting council or Regional LGA before being sent to the LGA.

Can I write a letter to the LGA President or CEO to submit a proposed item of business?

- No. To ensure that all the required information is provided and that proposed items of business are handled correctly by the LGA Secretariat, please use the LGA General Meeting - Proposed Item of Business form and submit it to lgasa@lga.sa.gov.au

Who makes the decision on my proposed item of business / where should I refer my item of business to?

- It is at the discretion of councils and Regional LGAs whether to refer an item to SAROC, GAROC or the LGA Board of Directors.
- The Guidelines on Considering Proposed Items of Business for LGA General Meetings, suggests that items should be referred to SAROC (from regional member councils) or GAROC (from metropolitan member councils) if they relate to the development of LGA policy and strategy, advocacy issues, the LGA Policy Manual, and operational matters related to SAROC or GAROC.





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- Otherwise items should be referred to the LGA Board of Directors if related to:
 - the LGA Constitution or Ancillary Documents
 - a subsidiary of the LGA
 - a commercial service provided (or proposed to be provided) by the LGA
 - an activity requiring the allocation of significant resources by the LGA
 - any LGA operational matter

Regional councils may choose to refer their proposed items of business to their Regional LGA prior to submitting with the LGA. This is not required, but it often assists councils with refining the proposed actions and may help to inform and build support for the proposed item of business in their region.

My council is not a member of a Regional LGA. Can I still submit a proposed item of business?

- Yes. Any member council from regional South Australia may submit a proposed item of business to SAROC or to the LGA Board of Directors.

Why might the LGA decide not to allow my proposed item of business to go to a General Meeting?

An item may not be recommended for consideration at a General Meeting:

- If it is not considered to be 'strategically important' to local government; for example, it is not an issue that is within the scope of local government to address or influence.
- If progressing the item would impact negatively on the reputation of local government in South Australia.
- If an issue is only relevant to a particular group of councils it may be referred back to a council or Regional LGA, or resolved that the matter be dealt with by SAROC (for regional issues) or GAROC (for metropolitan issues) without progressing to a General Meeting.
- If there is insufficient supporting evidence provided in support of the policy position or course of action being sought. In some instances, an item may be referred back to the submitting council with a request for further information.
- In circumstances where the evidence needed to support a position might not be readily available, it would be appropriate for a proposed item of business to request that the LGA seeks further investigation and/or further consultation with councils, rather than seeking endorsement of a specific policy position or action.
- If the LGA already has a supportive policy position in relation to the proposed item, further consideration by members at a General Meeting may not be required.
- If there are a lack of resources available to the LGA to progress the proposed item of business. In some cases, the items of business put forward by members require significant resources to be allocated in order to achieve the desired outcome. Resources may not be available through the LGA to tackle every issue. The Board, SAROC and GAROC may determine not to proceed with (or defer) an item of business if the resourcing required would detract from the achievement of outcomes of greater priority for members.





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Can I get help to prepare a proposed item of business?

- Yes. All member councils are encouraged to contact the LGA Secretariat early in the process to discuss the development of their proposed items of business.
- Please contact Allison Down, Executive Coordinator, GAROC and SAROC Committees via email: allison.down@lga.sa.gov.au or telephone: 08 8224 2054.



ITEM	3.2.1
	GOVERNANCE AND COMPLIANCE COMMITTEE
DATE	19 July 2021
HEADING	Annual Report on Internal Reviews of Council decisions in the year ending 30 June 2021 under Section 270 of the Local Government Act 1999.
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report provides information concerning the number of Council decisions reviewed as part of the Internal Review of Council Decisions process in the year ending 30 June 2021.

RECOMMENDATION

1. Council receives and notes the information.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 In accordance with Section 270 of the *Local Government Act 1999* (the Act), Council has an existing Internal Review of Council Decisions Policy and Procedure
- 1.2 Section 270(8) of the Act also requires:
 - (8) *A council must, on an annual basis, initiate and consider a report that relates to—*
 - (a) *the number of applications for review made under this section; and*
 - (b) *the kinds of matters to which the applications relate; and*
 - (c) *the outcome of applications under this section; and*
 - (d) *such other matters as may be prescribed by the regulations.*

2. REPORT

- 2.1 Pursuant to section 270(8) of the Act, Council is required to initiate and consider, on an annual basis, a report that provides information on internal reviews of Council decisions, taking into account the number of applications for review, kinds of matters, outcomes of the reviews, and other matters as prescribed by the legislation.
- 2.2 One application, previously unresolved has been brought forward from 2019/20. This concerned an application for review of a Council administrative decision not to pursue a dog noise complaint from Mawson Lakes. The original decision was not upheld with a final order issued to the owner of the dog and modification of processes undertaken.

2.3 During the 2020/21 financial year Council received one (1) application for internal review as follows:

- Review of a decision not to remove a tree in front of a property at Burton. The original decision was upheld, however the time taken to close out the matter was beyond expected service levels. It was further noted that in line with the newly adopted Council guidelines all previous removal requests in relation to this property would be submitted to the Planning Department and be reconsidered as part of this process. The tree was subsequently recommended for removal as part of the Street Tree Renewal Program.

3. CONCLUSION / PROPOSAL

3.1 In accordance with Section 270(8) of the *Local Government Act 1999*, this report provides information concerning the number of applications for review, kinds of matters, outcomes of the reviews, and other matters as prescribed by the legislation as part of the Internal Review of Council Decisions process in the year ending 30 June 2021.

CO-ORDINATION

Officer: Executive MG
Group
Date: 08/07/2021