



## **Murrindindi Shire Council**

# **Domestic Animal Management Plan**

**2017-2021**

October 2017

# Murrindindi Shire Council

## Domestic Animal Management Plan

### 2017-2021

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## Authorisation

This Domestic Animal Management Plan has been prepared by and with the authority of the Murrindindi Shire Council. The plan has been prepared in accordance with Section 68A of the *Domestic Animals Act 1994*.

### This Plan:

**Document Title:** Murrindindi Shire Council Domestic Animal Management Plan

**Version No.:** 2.0

**Date of Release:** October 2017

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Manager Infrastructure Operations  
Murrindindi Shire Council

## Version Control

Version Number	Date of Issue	Author/s	Brief Description of Change
2.0	2017	C. Price, A. Daly, C. Southurst	Plan re-drafted
1.0	2013	M. Parsons, A. Daly, C. Southurst	Plan written

## 1 Introduction

The purpose of this Domestic Animal Management Plan (DAMP) is to set out a strategic framework to help deliver appropriate domestic animal management in the Shire of Murrindindi for the period 2017-2021.

The DAMP outlines how Murrindindi Shire Council will meet its obligations under the *Domestic Animal Act 1994 (Act)* and use a mix of educational and regulatory approaches to promote responsible pet ownership.

### 1.1 Our Approach to Domestic Animal Management

Our vision statement for the future of domestic animals within the Murrindindi Shire is:

“Residents are able to enjoy the companionship of their pets whilst ensuring that the community are able to maintain their quiet enjoyment of the safe rural lifestyle which Murrindindi Shire provides.”

### 1.2 Purpose of the Domestic Animal Management Plan (DAMP)

The vision above has helped guide the development of this DAMP and will continue to guide on domestic animal activities. The DAMP has been developed as required by the *Act* and is intended to:

- Outline proactive animal management and education strategies
- Increase pet owners’ knowledge of the principles of responsible pet ownership and enhance community safety and awareness
- Raise awareness and minimise the harmful effect of domestic pets
- Balance the needs of pet owners with the needs of other members of the community and the environment
- Maximise the number of dogs and cats that are registered within the Murrindindi Shire
- Assist Murrindindi Shire Council to reduce the numbers of dogs and cats being euthanised
- Identify strategies to promote responsible pet ownership and deal with issues of non compliance which impact on the community at large and the welfare of animals
- Increase compliance with the *Act*
- Document current processes and practices on the population of native birds, mammals and reptiles
- Take Community views into account in finalising the plan.

### 1.3 Animal Management Services Provided to the Community

The Murrindindi Shire Council delivers the following animal management services:

- Promotion of the ‘Responsible Pet Ownership’ program
- Coordination of domestic animal registration processes
- Investigation of dog attacks
- Investigation of animal welfare issues

- Provision of advice to the general community and owners of domestic animals on the care of their animals
- Response to afterhours animal emergencies
- Development and maintenance of animal management strategies and Local Laws
- Impounding of domestic animals and livestock when required
- Managing complaints relating to domestic animals and livestock
- Enforcement of compliance with legislation and the various codes of practice relevant to domestic animals and livestock
- Management of compliance issues for domestic animal businesses.

#### **1.4 Requirement for a DAMP**

The *Act* outlines the requirements for all Councils to prepare and maintain a Domestic Animal Management Plan (DAMP). S68A of the *Act* states:

“(1) Every Council must, in consultation with the Secretary (Department of Economic Development, Jobs, Transport and Resources), prepare at 4 year intervals a domestic animal management plan.

(2) A domestic animal management plan prepared by a Council must—

- (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
- (b) outline programs for the training of Authorised Officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
- (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
  - (i) to promote and encourage the responsible ownership of dogs and cats; and
  - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
  - (iii) to minimise the risk of attacks by dogs on people and animals; and
  - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
  - (v) to encourage the registration and identification of dogs and cats; and
  - (vi) to minimise the potential for dogs and cats to create a nuisance; and
  - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
- (d) provide for the review of existing orders made under this Act and Local Laws that relate to the Council's municipal district with a view to determining whether further orders or Local Laws dealing with the management of dogs and cats in the municipal district are desirable; and
- (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and

- (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
- (3) Every Council must—
  - (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
  - (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
  - (c) publish an evaluation of its implementation of the plan in its annual report.”

## **1.5 Fines and Enforcement**

Murrindindi Shire Council places a strong emphasis on community education and a responsible approach to animal management and pet ownership.

Council also has access to a range of compliance and enforcement options, including penalties for failing to comply with the *Act*, and will use these options where necessary and appropriate. In doing so, Council’s objective is to promote compliance either in a specific case or more generally.

During 2016, a total of 47 fines were issued under the *Act* for various offences relating to animal ownership. A total of 7 charges were also bought for offences under the *Act*.

## **1.6 Murrindindi Shire Council’s Strategic Framework**

The Murrindindi Shire Council Plan 2017 - 2021 outlines four key objectives which aim to drive the work we do, and the services we deliver over the next four years, in partnerships with the community.



### **Our People**

**Together we will celebrate and encourage diverse, caring and connected communities.**

People value the sense of belonging to a caring and well connected community in Murrindindi Shire. We will build on this strength by encouraging collaboration and involvement, whether among our valued volunteer-based community groups, through supporting cultural, artistic or celebratory events, or ensuring that opportunities and services are available that support inclusion, participation and access for all.

### **Our Place**

**We will maintain and enhance places to be attractive and liveable, in balance with our natural environment.**

The unique character, history, scenic beauty and ambience of our places and spaces and the health of our natural environment are highly valued by our communities. We will ensure our built environments are well planned to enable sensible growth that does not compromise the natural environment, nor the liveability, accessibility and character of our towns and localities.

### **Our Prosperity**

**In partnership with the community we will promote an environment in which business and community can thrive.**

We recognise that prosperity within our communities is key to supporting individual aspirations and community growth. We will ensure that opportunities to encourage economic development within our Shire are pursued. We will support business development and new investment, promote tourism, facilitate access to training, and advocate for improved infrastructure and services that meet our business and community needs.

### **Our Promise**

**We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do.**

'Our Promise' is the core of what we do to ensure our community's needs and priorities are well represented in our actions and services. Our promise is to provide strong advocacy, transparent governance, two-way communication and engagement, stewardship of our community's resources and relevant, responsive and efficient service delivery.

The DAMP helps achieve elements of each of the four Council Plan objectives. It supports 'Our People' in highlighting the health and community benefits of ownership of domestic animals. The DAMP examines the potential for supporting domestic animal recreational activities such as off lead exercise areas and animal friendly walking trails.

Responsible ownership of domestic animals will also lead to a better 'place' to live.

Strategy six in 'Our Place' is directly related to the implementation of the DAMP:

"Enhance community safety, resilience and liveability through improved planning, community engagement, and a fair and transparent approach to compliance"

The elements of 'Our People' and 'Our Place' are directly tied to 'Our Prosperity'. The DAMP examines how we will actively support and assist local domestic animal businesses and highlights the importance of proper community education in relation to responsible pet ownership.

The delivery of the DAMP is part of 'Our Promise' to support and work collaboratively with communities in the management of domestic animals.

## 2 Responsible Pet Ownership

In s68A(2)(e) the *Act* states that Council's DAMP should:

“Provide for the review of any [other] matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary”

### 2.1 Context

Victoria has one of the highest rates of pet ownership in the world with around 70% of households owning a pet<sup>1</sup>. Having pets can be a lot of fun, and pets can provide people with company, stress relief and unconditional love. Pet ownership also teaches children responsibility and helps them develop their social and nurturing skills.

Cats and dogs can live for over 10 years, so it's important that animal owners understand the responsibilities associated with owning pets over their entire life span. Responsible pet ownership involves choosing the right pet that matches a person's lifestyle. There are also responsibilities like complying with the law, caring for a pet's health and ensuring pets don't cause problems in the community. Being a responsible owner ensures owners and pets can enjoy a long and happy relationship.

Department of Economic Development, Jobs, Transport and Resources (DEDJTR) 'Responsible Pet Ownership' program also assists Councils with up to date information brochures for numerous issues such as nuisance animals and methods to deal with these issues.

### 2.2 Promotion of Responsible Ownership

By encouraging responsible pet ownership residents can ensure the welfare of all animals. Residents can:

- Help reduce unwanted animals, many of which become strays and cause great damage to native animals. Those residents that can no longer look after their pets should take time to find them a happy new home, or take them to the Royal Society for the Prevention of Cruelty to Animals (RSPCA), or Murrindindi Shire Council or an animal shelter
- Always report suspected cruelty of animals. Animal cruelty or potential cruelty should be reported to either Murrindindi Shire Council or the RSPCA in the first instance
- Not release domestic animals into the bush. Besides the impact they have on native animals and their habitat if they become feral, animals dumped in the bush may not survive and will suffer needlessly. Even returning native animals to the bush creates problems. Once native animals have been kept in captivity they may no longer know how to fend for themselves in the wild. There is also the risk that there may not be sufficient food and shelter for them because of other animals in the area
- Ensure that their dogs are kept under control. Put dogs on leashes in nature reserves or bushland where native animals are likely to be vulnerable. Residents should keep dogs confined in their yard, particularly when not at home. It is preferable to keep dogs in rear yards as legally visitors must have “safe” access to your front door without being stopped by your dog.

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<sup>1</sup> <http://www.environment.gov.au/resource/protecting-our-wildlife-responsible-pet-ownership>

- Keep cats inside, in cat runs or confined overnight - particularly at dawn and dusk. Even well fed cats roaming at night hunt and can kill possums and other small native mammals. Birds are often cat targets at dawn and dusk when they are most active. Keeping cats inside or confined overnight will reduce the risk of cat injury from fights with animals and subsequent infection and disease.

### **2.3 The Real Cost of Domestic Animal Ownership**

Too often animals are bought without an understanding or comprehension of costs. Many of these animals are ultimately destroyed, become isolated and aggressive and a potential burden on community groups, Council and charities.

The latest Bankwest Social Indicator Survey, 'Family Pooch Index', revealed the average Australian family outlays \$2,452 per year for the care of their dog:

- Pet food and dog treats
- Veterinary costs
- Additional dog care, such as grooming, dog walking, dog dieticians and a dog trainer.

This is on top of their initial purchase of the puppy of \$585. Over the average life span of ten years for a dog this equates to more than \$25,000.

The research also revealed that half of pet owners consider their pet to be equally important as their children. 96% of respondents consider their pet as a member of their family.

Cheaper alternatives for a family pet include fish and birds. Average costs per year are:

- Fish \$61.00
- Bird \$810.00
- Cat \$1,772.00

### **2.4 Local Laws Relating to Responsible Pet Ownership**

Murrindindi Shire Council's Community Local Law 2012 has a number of clauses which specifically relate to the principles of responsible pet ownership. They include:

- Restrictions on the number of various animals permitted to be housed on either residential or rural land (s5(1))
- General housing requirements for domestic animals and livestock (s6)
- Responsibility of owners of domestic animals and livestock for removal of excrement in a public place (s7)
- Fencing requirements for containing livestock on properties (s9)
- Restrictions placed on owners of livestock when moving or grazing livestock (s10-12)

### **2.5 Current and Planned Activities - Responsible Pet Ownership**

Education activities relating to responsible pet ownership include:

- Support the promotion of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) Domestic Animal Branch's 'Responsible Pet

Ownership' program in maternal health centres, pre-school/kindergartens and in primary schools through payment of registration levy

- Responsible Pet Ownership brochures are made available to the community at all customer service centres or upon request. These brochures are included in new animal registration requests to provide information regarding the importance and requirements of registration.

Animal registration fees include a subsidy to the State Government's Domestic Animal Branch. These fees help fund programs such as responsible pet ownership in schools, pre-schools, maternal and child health centres and hospitals.

Murrindindi Shire Council is also active in the following areas of responsible pet ownership:

- Monitoring Domestic Animal Businesses registered within the municipality
- Monitoring local media advertisements relating to animals being offered for sale
- Prosecuting owners of animals which are involved in nuisance complaints or attacks
- Patrols by Murrindindi Shire Council officers to enforce the provisions of the *Act* and Council's local laws regarding domestic animals
- On-going commitment to the afterhours animal service program

## 2.6 Objectives - Responsible Pet Ownership

Objectives for responsible pet ownership over the next four years of the plan are listed below.

### 2.6.1 Objective 1 – Investigate options for controlling wandering cats and promoting responsible cat ownership

Activity	When	Evaluation
Implement a community education programs for cat owners about the importance of keeping their animals secured for the protection of native wildlife.	Jan 2018 to May 2019	Evidence of public education program developed and implemented
Evaluation of the community education program on cat ownership	June 2019	Report on effectiveness including statistics on wandering cats reported etc completed
Engage further with responsible cat ownership programs with relevant agencies. This could include projects like the RSPCA in the "Who's for Cats?" project which is aimed at creating behavioural change in the community and reducing cat euthanasia rates.	Ongoing	Initiatives supported

2.6.2 Objective 2 –Dog Control Issues

Activity	When	Evaluation
Explore the idea of creating off-lead dog parks including further community engagement and the need for supporting education programs. Scoping of potential locations and infrastructure requirements	December 2019	Options developed for Council to consider
Implement a community education program for dog owners about the importance of keeping their animals on leads in public areas.	Jan 2018 to May 2019	Evidence of public education program developed and implemented
Evaluation of the community education program on dog ownership	June 2019	Report on effectiveness including statistics on wandering dogs and attacks reported etc completed

### 3 Training of Authorised Officers

s68(A)(2)(b) of the *Act* requires that the DAMP:

“Outline programs for the training of Authorised Officers to ensure that they can properly administer and enforce the requirements of this *Act* in the Council's municipal district.”

#### 3.1 Context

Murrindindi Shire Council's Local Laws Unit consists of a coordinator and two local laws officers. The coordinator reports to the Manager Infrastructure Operations. During an emergency or crisis, additional delegated Council officers are available from other Council departments to assist the Local Laws Unit.

The coordinator role oversees both local law and animal management issues including Council's after hours emergency service.

The objective of training and development is to ensure all officers involved in animal management have the knowledge and skills necessary to carry out their work in a safe, effective and professional manner. Council is committed to ensuring all officers involved in animal management are equipped for the demands of their role and are competent in their job.

All local laws officers receive formal training in conflict resolution, traffic control, driver safety, dog and cat handling, bite prevention, stock handling, self-preservation and harm reduction and first aid.

Council local law officers will continue to receive training in:

- Customer service
- Health and safety
- Workplace behaviours and the delivery of community education information
- Attend industry related information sessions and seminars for networking opportunities to keep up with latest trends and innovations.

Table 1: Murrindindi Shire Animal Key Statistics at a Glance

Year	2014	2016	2021 (est)
Population	13,595	13,732	14,125
Households	5,362	5,401	5,571
Area (square kilometres)	3,889		
Number of animal control officers	2	2	2.5
Hours training per officer annually	20	30	40
Number of registered dogs	2,493	2,591	2,650
Number of registered cats	475	489	550
Registered animal businesses	6	6	8

### 3.2 Current and Planned Training

A variety of training is offered and provided for all authorised officers. Training needs are reviewed annually for a training plan to be developed and implemented.

Training courses have included:

- Animal handling
- Aggressive dog handling
- Investigation and statement taking
- Prosecution and exercising legislative powers
- Utilising information technology in daily operations
- Identification of restricted breeds
- DNA collection
- Enforcement training
- Collection of evidence.

Officers regularly attend industry related seminars, conferences and briefings run by the following groups:

- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Australian Institute of Animal Management
- Municipal Association of Victoria
- Other relevant Associations.

### 3.3 Objectives - Officer Training

Murrindindi Shire Councils' training plans for the relevant officers over the next four years are listed below.

#### 3.3.1 Objective 1 - Develop and maintain a training register

Activity	When	Evaluation
Develop and maintain register of Officer training	January 2018	Training register for individual Officers completed
Develop minimum training requirements for any officers including those 'on call'	June 2018	All officers to meet minimum training requirements

#### 3.3.2 Objective 2 – Develop a job skills matrix

Activity	When	Evaluation
Identify minimum skill requirements	December 2018	Skills matrix finalised by December 2018
Identify additional training opportunities	December 2018	Opportunities identified and scheduled for inclusion into future budget allocation by December 2018

3.3.3 Objective 3 – Ensure Officer training completed

Activity	When	Evaluation
Ensure training is undertaken as soon as is practicable	December annually	Aim for each Officer to complete minimum training requirements within a year.



## 4 Registration and Identification

The *Act* s68A(2)(c)(v) states the DAMP should:

“Outline programs, services and strategies to encourage the registration and identification of dogs and cats”

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

### 4.1 Context

Under the *Act*, it is a requirement that all dogs and cats over the age of three months be registered with Council (S10(1)). Animals must also be micro chipped before they are registered with Council (S12A(1)).

Animal registration rates in Murrindindi Shire remain constant, around 80% for dogs and 40% for cats, despite recent programs aimed at increasing animal registration levels. As a result, this DAMP proposes a number of new programs to attempt to raise the proportion of registered animals within the municipality.

### 4.2 Current Situation

The following tables summarise key statistics in relation to dogs and cats in the municipality since 2012.

Table 2: Murrindindi Shire Council Key Statistics – Dogs\*

Year	2012	2014	2016	2021 (est.)
Number of dogs registered	2493	2591	2602	2650
Estimated dog population	2966	3088	3111	3180
Estimated number of unregistered dogs	473	497	508	550
Estimated % of dogs registered	84	84	84	84
Number of dog impoundments	98	77	116	120
Number of dogs returned to owners	72	54	112	110
% of dogs returned to owners	73	70	96	85
Number of dogs rehoused (Coldstream Animal Aid)	24	19	13	20
Number of dogs euthanised	2	4	4	8

Table 3: Murrindindi Shire Council Key Statistics – Cats\*

Year	2012	2014	2016	2021 (est.)
Number of cats registered	475	489	518	550
Estimated cat population	1133	1180	1188	1215
Est. Number of unregistered cats	660	691	671	665
Estimated % of cats registered	41	41	43	45
Number of cat impoundments	140	N/A	111	120
Number of cats returned to owners	2	3	2	6
Number of cats rehoused (Coldstream Animal Aid)	16	33	19	70
Number of cats euthanised	124	116	90	30

\*Calculations of animal registration in table 7 and 8 above are drawn from McMurray (2004)<sup>2</sup>. This benchmarking exercise states that in Victoria:

- 40% of households own one or more dogs at a rate of 1.44 dogs per household.
- 26% of households own one or more cats at a rate of 1.47 cats per household.

As shown in Table 2 above the estimated rates of dog registration in Murrindindi Shire are quite high compared with the estimated dog population. This contrasts significantly with the projected registration numbers for cats. Registration percentages for dogs are above 80%. In contrast, cat registration rates are around 40% (Table 3 above). These figures are comparable with the national averages.

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<sup>2</sup> McMurray, R. (2004) *Victorian Council Animal Control Benchmarking Exercise*. Report to the Domestic Animal Management Implementation Committee. Victoria, Australia: Bureau of Animal Welfare, Department of Primary Industries. Melbourne

Figure 1: Registered Dogs versus Estimated Dog Population

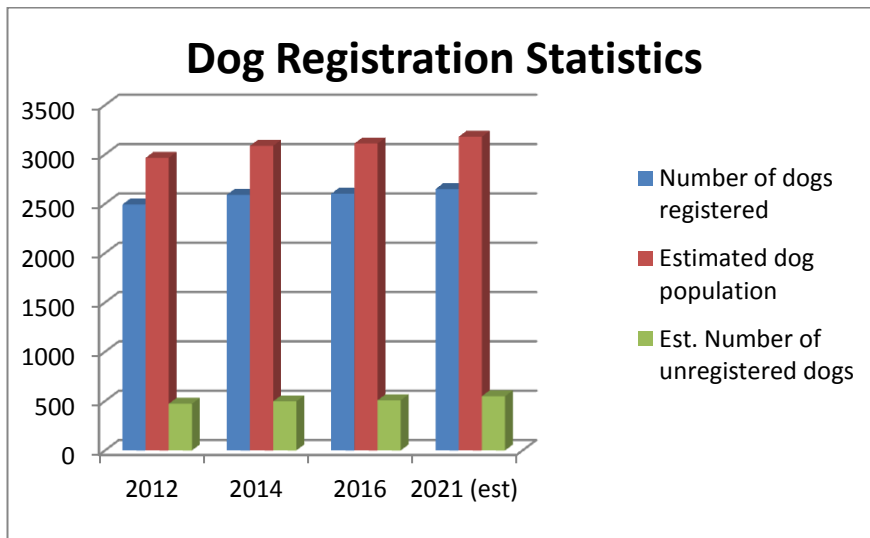
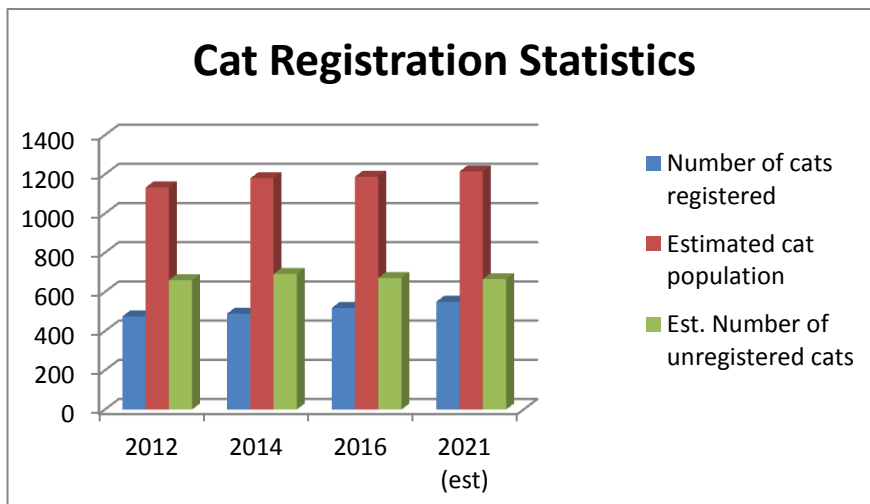


Figure 2: Cat Registration Statistics

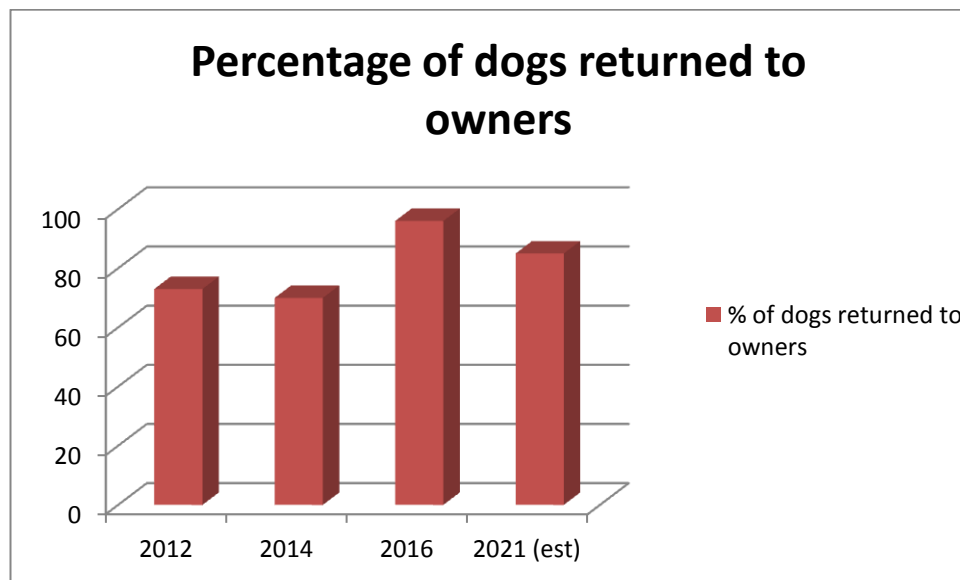


The majority of cats destroyed in Murrindindi Shire fall into the category of feral and/or nuisance animals. Dogs destroyed are predominantly dogs involved in attacks. The number of cats rehoused via Animal Aid at Coldstream is predicted to rise due to a Memorandum of Understanding (MOU) with Animal Aid (signed in 2017). Animal Aid will assess and potentially re-home unregistered and non-micro chipped cats on behalf of Murrindindi Shire Council. Council does not currently have suitable pound facilities to house cats and the majority of them are transferred to Animal Aid.

Currently around 17% of cats presented to Animal Aid are re-homed compared with 15% nationally. 82% of cats in the pound are euthanised compared with the national figure of 74%. Unfortunately, only around 1% of cats are reclaimed in Murrindindi Shire due to low registration rates and large numbers of feral cats.

This is in direct contrast to the numbers of dogs euthanised. In 2016, 96% of dogs that entered the pound system were returned to their owners, see figure 3 below. Previously this has averaged around 70-80%. The increase in dogs being returned in 2016 is probably a statistical anomaly as registration rates have generally hovered around 84% for a number of years. It is estimated that the percentages of dogs reunited with their owners are significantly higher when dogs are registered.

Figure 3: Percentage of Dogs Returned to Owners



### 4.3 Current Council Policies and Procedures

Current policies and procedures include:

- Application for registration and renewal of registration of dogs and cats (the Act, s14)
- Procedure associated with seizure and impounding of unregistered and/or unidentified dogs and cats
- Procedure associated with issuing notices to comply, infringement notices and filing charges for prosecution regarding unregistered and/or identified dogs and cats.

### 4.4 Current Education Programs - Registration

Murrindindi Shire Council focuses on promoting the positive elements of animal registration and only uses compliance measures as a last resort. Council actively promotes the following registration advice:

- Registered pets are much more likely to be reunited with their owners.
- The first time registered pets are found wandering they are returned to their owners free of charge.
- Unregistered pet owners' are liable for a fine for an unregistered animal and a fine for a wandering dog. Currently both fines together are over \$500.00.

Council actively seeks to negotiate and resolve issues with concerned parties before any compliance activities are pursued.

Current education activities relating to registration and identification include:

- Publicising the requirement to register pets over the age of three months in the local media throughout the shire as well as on Murrindindi Shire Council's website and via social media (Facebook)
- Displaying handouts on responsible ownership at all offices and having them in Local Laws officer's vehicles to hand out to residents.

#### 4.5 Current Compliance Activities - Registration

To ensure that registrations are paid, Murrindindi Shire Council currently conducts the following activities:

- Registration forms are sent out by early March annually
- Late reminder letters follow in late April
- During June, follow up phone calls are made to all owners of unregistered animals
- If required, a targeted door knock of properties with known unregistered animals is conducted annually
- Ensuring all impounded and unregistered animals are micro chipped and registered prior to release.

At any stage of the year Murrindindi Shire Council also conducts the following:

- Issues notices and/or infringements for animals found unregistered
- Prosecutes owners of unregistered animals where infringements remain unpaid and animals remain unregistered.

#### 4.6 Objectives - Registrations

The majority of dogs and cats that enter Council's pound facility or Animal Aid at Coldstream are unregistered. In contrast the estimated number of registered animals in our shire remains relatively high at around 80%. This suggests that unregistered animals are much more likely to wander than those that are registered.

Murrindindi Shire Council collects data from the pound records to determine the percentage of unregistered animals impounded throughout the shire. Such data allows Council to focus on education and compliance activities in these locations. An action of the previous DAMP was the implementation of a Council electronic pound register.

##### 4.6.1 Objective 1 – Registrations Paid in a Timely Manner

Activity	When	Evaluation
Inform residents of the animal registration renewal period by utilising media releases and mailing renewal notices prior to 10 April	March	Number of registration renewals received prior to the 10 April expiry. Review media releases each year to determine the most effective advertising
Send out reminder letters to those that haven't yet paid outstanding registrations	May	Examine payment rates compared to last year
Phone residents with outstanding registrations	June	Examine payment rates compared to last year

Activity	When	Evaluation
Ensure random property audit takes place. Offer on the spot payment with mobile EFTPOS.	July – August	Record total number of properties visited and compare to previous results
Issue fines for those people who have not paid registrations	31 July	Determine if fines reduce and improve compliance rates
Ensure animal registrations have been renewed and infringements paid	September – October	Record total number of infringements unpaid and animal registrations

#### 4.6.2 Objective 2 – Increase Cat and Dog Registrations

Activity	When	Evaluation
Ensure all seized and impounded animals are micro chipped and registered by their owner prior to release - note: officers in conjunction with local vets and Animal Aid undertake micro chipping activities.	Prior to every release.	Review annual registration numbers and the number of dogs and cats being seized and impounded
Areas that have a high number of unregistered dogs and cats, undertake a proactive door knock or 'blitz' program and check for unregistered dogs and cats. Effective advertising prior to audit commencing	Annually	Review annual increase in registration numbers Number of unregistered animals picked up during door knocks
Host biennial micro chipping days at various locations throughout the shire.	2018 and 2020	Increased number of micro chipped animals

#### 4.6.3 Objective 3 – Registration and Identification - Increase Young Animal Registrations

Activity	When	Evaluation
Examine methods of increasing young animal registration e.g. upon presentation of booked desexing operation or upon signing of a statutory declaration, a discounted registration rate is applied*.	Ongoing	Increased numbers of young animals being registered

\* Many owners do not want to desex their pet at three months of age. By allowing them to present proof of booking for a desexing operation or upon signing a statutory declaration, a discounted registration rate could be offered.

## 5 Management of Nuisance Animals

S68A(2)(c)(vi) of the *Act* requires the DAMP to:

“Outline programs, services and strategies to minimise the potential for dogs and cats to create a nuisance”

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

### 5.1 Context

Animal nuisance is essentially a complaint driven process at Murrindindi Shire Council. Council resources allow a reactive based service so that officers can respond as required.

Common animal nuisance reported to Council includes wandering cats and dogs, barking dogs and excessive animal numbers.

### 5.2 Current Situation

The following table highlights the nuisances as reported to Council. Council recently implemented a barking dog register which means that data is not available pre 2016.

Table 4: Nuisance Animal Statistics - 2016

Type of Nuisance	2016
Number of barking dog complaints received	42
Number of barking dog prosecutions	1
Number of requests for/ pick up of cat traps	115
Number of wandering dog complaints received	105
Number of excess animal complaints	3

A system for collecting statistical data was implemented in November 2015.

The *Act* regulates the nuisance provisions for both dogs and cats relating to noise, trespassing and wandering animals. Council also has introduced a number of clauses in the Community Local Law to help minimise and prevent nuisances which are outlined below.

### 5.3 Current Orders, Local Laws, Council Policies and Procedures

#### 5.3.1 Community Local Law 2012 - Clauses Relating to Nuisance

Murrindindi Shire Council's Community Local Law Part 2 s5(1), limits the number of dogs and cats on a residential property to two of each without a permit.

Owners seeking permission from Council to keep more than the prescribed number of animals, requires the consent of neighbours and Council approval.

Where a permit has been issued and a proven nuisance complaint found, a permit can be revoked and owners made to remove the additional animal/s.

Council also require owners of domestic animals and livestock to remove excrement in a public place (s7).

Council policies for nuisance complaints include:

- Procedure regarding noise nuisance complaints for dogs and/or cats, the *Act*, s32
- Procedure associated with the surrender of dogs and/or cats by owners, the *Act* s33A)
- Procedure associated with seizure and impounding of dogs and cats causing a nuisance
- Procedure associated with issuing notices to comply, infringement notices and filing charges for prosecution regarding dogs and cats causing a nuisance.

#### **5.4 Current Education - Nuisance Animals**

Murrindindi Shire Council conducts a number of education activities regarding nuisance animals. Community communication on the proper management of nuisance animals is provided to the community via direct officer contact, through social media, traditional print and radio media and through Councils' website. Activities include:

- Providing information relating to the building of cat enclosures
- Providing information brochures and links from the DEDJTR to the public
- Encourage the desexing of cats and dogs to reduce wandering
- Encourage dog owners to seek advice from professional dog trainers and trial dog citronella collars and other relevant methods to reduce issues of nuisance such as barking.

#### **5.5 Current Compliance Activities - Nuisance Animals**

Council has specific policies relating to animals at large and barking dogs to ensure all complaints received are handled in a consistent matter by all authorised officers.

Officers will endeavour to return cats and dogs found at large. If registered, Council officers will return wandering dogs and cats free of charge in the first instance. At these times Council officers will discuss with owners ways to avoid dogs and cats wandering. This can include ensuring fencing is adequate for example.

In circumstances where owners continue to allow animals to wander, as a last resort the *Act* allows Council to charge owners with an 'at large' infringement. Similarly, pound release fees can also be imposed on owners for secondary wandering events.

If wandering matters continue to escalate, court proceedings can be implemented. This can result in court orders requiring owner's to carry out works to ensure the animal is not able to escape from the premises.

Murrindindi Shire Council will seek to resolve issues of nuisance by working with the parties but can, where necessary, can and will take enforcement action. Where nuisances are found to be substantiated pursuant to s32 of the *Act*, Council can issue notices to the owner of the dog to take all efforts to stop the nuisance.



In order to reduce animal nuisance problems in the community, Council will continue to promote and provide activities that achieve improved pet owner compliance, community amenity, awareness and safety.

In relation to nuisance, Murrindindi Shire Council will also:

- Investigate nuisance complaints as required
- Issue notices to comply/abate, objection, infringements and where appropriate takings matters to the Magistrates Court
- Providing cat traps to residents as requested
- Provide animal excrement bags at parks/stipulated areas to ensure dog owners comply with Council's Local Laws for the removal of animal excrement
- Report outcomes of any enforcement action/prosecutions when appropriate to raise awareness in the community of the benefits of preventing dog and cat nuisance
- Investigate the use of a cat curfew to reduce wandering cats.

## 5.6 Objectives - Nuisance Animals

Murrindindi Shire Council has developed the following objectives for the management of nuisance animals in Murrindindi Shire.

### 5.6.1 Objective 1 – Nuisance Animals – Faeces

Activity	When	Evaluation
Erect 'Please Clean Up After Your Dog' signage in parks where appropriate	June 2019	Record rates of warnings or infringements issued for not removing faeces from public spaces and examine trends

### 5.6.2 Objective 2 – Nuisance Animals – Barking Dogs

Activity	When	Evaluation
Assess the benefits of current practice of issuing citronella collars to residents free of charge, to hiring the collar out to dog owners where complaints are received	Ongoing	Review the effectiveness of citronella collars in reducing dog barking where implemented
Supply citronella refills to pet owners who have purchased a barking collar to allow the required continued responsible maintenance of collars	December 2017	Community use of collars
Develop a system for the collection of statistical data for all barking dog and roaming dog nuisances	Monthly	Build upon data in barking dog records from November 2015

### 5.6.3 Objective 3 – Nuisance Animals – Assist Community with Managing Cats at Large

Activity	When	Evaluation
Purchase additional cat traps and make them available for hire by the community	December 2018	Reduce the number of wandering cats and record community use of cat trap hire

Murrindindi Shire Council has 12 traps that are constantly utilised throughout the year. Currently there are extensive waiting lists for traps.

See section 2 above on responsible animal ownership.

## 6 Dog Attacks

S68A(2)(c)(iii) of the Act requires that the DAMP:

“Outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals”

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

### 6.1 Context

Dog attacks, although relatively uncommon, occur throughout the municipality to varying degrees. The mix of rural and urban environments in Murrindindi Shire means that most often dog attacks are upon livestock. In built up areas, other dogs, cats and small livestock such as chickens and rabbits are often impacted by attacks. Although Murrindindi Shire Council does receive reports of dog attacks on people, often the attack is the result of human intervention with an attack on an animal.

Wandering dogs are an issue that Council will be focussing on throughout the period of this Plan.

### 6.2 Current Situation

Current reporting of dog attacks in Murrindindi Shire is summarised below in table 5. These are reported dog attacks by community members - Council response is to investigate each of these thoroughly.

Table 5: Dog Attack Statistics, Murrindindi Shire

Reported Dog Attacks*	2016
Reported dog attacks on people	0
Reported dog attacks on stock	9
Reported dog attacks – non serious injury or no injury	17
Reported menacing dogs	6

Data on dog attacks has been recorded since November 2015

It is predicted that over time trends in dog attacks can be determined using Murrindindi Shire Council’s online reporting systems. This will allow officers to implement strategies to reduce dog attacks.

Possible courses of action Council may choose include:

- Working with owners to ensure that dogs cannot escape properties
- Recommend having the dog destroyed where serious or repeat attacks occur
- Seek mediation between parties
- Investigate whether further action is required.

As a last resort, Council may also undertake the following:

- Issue infringements (where non-serious injuries sustained)

- Declare dogs as menacing/dangerous
- Seek prosecution in Magistrates Court
- Seek destruction/compensation orders through the Magistrates Court.

### **6.3 Local Laws, Council Policies and Procedures Relating To Dog Attacks**

Council's Community Local Law 2012 Part 2 s5(1), limits the number of dogs and cats on a residential property to two of each without a permit.

Current policies and procedures include:

- Procedure relating to seizure of dogs found at large or not secured to owner's premises, the *Act*, s24
- Procedure relating to dog attacks, the *Act*, s29
- Procedure for serving notices of seizure relating to seizing of identified dogs, the *Act*, s84H
- Procedure for owners when recovering dogs that have been seized by Council, the *Act*, s84M
- Procedure associated with registration of dogs and the fee structure for registration, Schedule to the *Act*
- Procedure associated with seizure and impounding of dogs after a dog attack
- Procedure associated with issuing notices to comply, infringement notices and filing charges for prosecution regarding dog attacks.

### **6.4 Current Education - Dog Attacks**

Current education activities include the following:

- Providing the new owner package to new animal owners
- Media releases promoting the effective confinement and control of dogs
- Promoting the Domestic Animal Branch's' Responsible Pet Ownership Schools Program
- Reporting outcomes of dog attack prosecutions to local media where appropriate to raise awareness in the community of the need to report dog attacks.

### **6.5 Current Compliance Activities - Dog Attacks**

Compliance activities include the following:

- Investigating dog attacks in accordance with the provisions of the *Act*
- Seizing and holding dogs alleged to have being involved in an attack pending investigation/prosecution outcome
- Seized aggressive dogs are transferred to Animal Aid at Coldstream who have facilities to appropriately manage aggressive dogs
- Providing an afterhours service to respond to reports of aggressive or attacking dogs
- Prosecuting matters pursuant to the *Act*

- Issuing infringements for wandering dogs
- Issuing infringements for minor attacks where non serious injury is sustained
- Declaring menacing or dangerous dogs where required
- Seeking destruction orders from the Magistrates Court where necessary
- Seeking confinement orders from Magistrates Court for dogs continually found wandering
- Proactive patrols of parks and streets for wandering dogs
- Recording data of reported dog attacks within the municipality
- Ensuring that any impounded dogs when released will be securely confined to the property where they are housed.

## 6.6 Objectives - Dog Attacks

The following objectives regarding dog attacks have been developed for this DAMP.

### 6.6.1 Objective 1 – Dog Attacks – Education and Compliance

Activity	When	Evaluation
Collate and record data for reported dog attacks including, date and time, location, animal type, victim, dog unsecured/off lead, dog unregistered, sex, entire/desexed	Ongoing	Evaluate data annually to determine areas requiring specific education and compliance activities
Initiate education and compliance activities in targeted areas with the aim of reducing future incidents  Encourage public to report incidents of dogs wandering to reduce likelihood of attacks occurring	Annually	Evaluate this activity and overall objective by comparing number of dog attacks reported to Council annually

### 6.6.2 Objective 2 – Dog Attacks – Minimisation of Dog Attacks

Activity	When	Evaluation
Provide proactive education and compliance activities in areas of higher dog attack reports  Actively patrol areas for roaming, unsecure and/or unregistered dogs  Communicating dog attack prevention through media articles, mail outs and website information	Ongoing	Compare the number of reported dog attack incidents pre and post education campaign  Number of media articles published
Inform the community of outcomes of dog attacks prosecuted in Court	Ongoing	As appropriate

## 7 Dangerous, Menacing and Restricted Breed Dogs

Under the *Act*, DAA s68A(2)(c)(vii) requires the DAMP to:

“Outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations”

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

### 7.1 Context

Dangerous, menacing and restricted breed dogs are defined in Part 3 of the *Act*.

### 7.2 Current Situation

Murrindindi Shire Council has no declared dogs currently registered within the municipality.

Table 6: Dangerous, Menacing and Restricted Breed Dog Statistics

Type	Number
Registered restricted breed dogs **	None
Registered declared dangerous dogs **	None
Registered declared menacing dogs **	None

\*\* Data as of July 2017.

The *Domestic Animals Act 1994* defines restricted breed dogs as any one of the following breeds:

- Japanese Tosa
- Fila Brasileiro
- Dogo Argentino
- Perro de Prasa Canario (or Presa Canario)
- American Pit Bull Terrier (or Pit Bull Terrier).

Murrindindi Shire Council actively discourages residents in the municipality from owning dangerous, menacing and restricted breed dogs by imposing a higher registration fee.

### 7.3 Local Laws, Council Policies and Procedures Regarding Dangerous, Menacing and Restricted Dog Breeds

Murrindindi Shire Council Policies and Procedures include:

- Council may declare a dog to be dangerous (the *Act*, s 34) through correct procedure (the *Act*, s35)
- A dog may be considered dangerous if it is a guard dog or has been trained to attack or bite, the *Act*, s34A
- Under the *Act* (Part 3) owners of any dangerous, menacing or restricted breed dogs must be registered with Council

- Council can declare a dog to be menacing if it has rushed or chased a person, the *Act*, s41A
- Council must register all dangerous, menacing and restricted breed dogs with the Victorian Declared Dog Register (VDDR). This is a database that records all declared dogs for all relevant parties to see. Any dangerous and restricted breed dog that is entered into the VDDR is declared for the life of the animal and cannot be revoked by Council.

#### **7.4 Current Education - Dangerous Dogs**

Potential owners of restricted breed dogs are required to abide by specific regulations, in particular prescribed enclosures and warning signs on premises.

Prospective owners of these breed of dogs are informed by officers of associated expenses that will be incurred with regards to the costs of housing facilities, fencing of the property and increased registration fees.

As of July 2017, Murrindindi Shire Council has no registered declared dangerous (includes guard dogs or dogs trained to attack) or restricted breed dogs. Owners of declared dangerous dogs must abide by specific regulations of the *Act*, in particular; secure enclosures, warning signs on premises and restrictions when outside where the dog is normally housed at.

There is currently one training facility within the municipality where dogs are trained for protection. This facility obtained planning approval and abides by the permit conditions. Authorised officers monitor the facility for compliance issues relating to declared dangerous dogs.

As of July 2017 Murrindindi Shire Council has no declared menacing dogs within the municipality. Owners of menacing dogs must abide by conditions specified by Council. Namely, when the dog is outside the premises it must be muzzled and leashed at all times.

Current Murrindindi Shire Council education activities regarding dangerous, menacing and restricted breed dogs include:

- Developing media releases relating to legislation, changes and updates as required
- Developing media releases relating to differences between restricted breed dogs and dangerous dogs as required
- Providing information relating to declared dogs to the community on Council's website.

#### **7.5 Current Compliance Activities - Dangerous Dogs**

To discourage the housing/registration of any restricted breed and dangerous dogs within the municipality, Council will:

- Inspect premises housing declared dogs to ensure compliance if required
- Conduct proactive patrols during afterhours for unregistered guard dogs
- Seize dogs suspected of being restricted breed dogs
- Ensure any declared dogs are registered on the VDDR
- Prosecute for any determined breaches
- Assess suspected restricted breed dogs.

Murrindindi Shire Council will continue administering the *Act* to ensure compliance is met where any breach is detected involving any restricted, dangerous and/or menacing dogs.

## 7.6 DAMP Objectives - Dangerous, Menacing and Restricted Breed Dogs

A number of objectives for the management of dangerous, menacing and restricted breeds are proposed below.

### 7.6.1 Objective 1 - Dangerous, Menacing and Restricted Breed Dogs – Containment and Management Arrangements

Activity	When	Evaluation
Randomly audit properties with dangerous, menacing and restricted breed dogs to ensure they are being kept appropriately, enclosures etc.	As required	Increased compliance with requirements
Prosecute repeat offenders or serious breaches detected	As required	Determine if prosecution results in corresponding reduced offending
Afterhours patrols for unregistered guard dogs in industrial areas	As required	Ensure unregistered guard dogs, if found, become registered

### 7.6.2 Objective 2: Assessing Restricted Breed Dogs

Activity	When	Evaluation
Assess certain registered dogs against the approved standard for determining restricted breed dogs	As required	Restricted Breeds identified from registration database



## 8 Overpopulation and Euthanasia

In s68A(2)(c)(iv) that *Act* says that the DAMP should

“Outline programs, services and strategies to address any over population and high euthanasia rates for dogs and cats”

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

### 8.1 Context

Through the DAMP, Murrindindi Shire Council continues to aim to reduce euthanasia rates in both dogs and cats. Recently Murrindindi Shire Council signed a Memorandum of Understanding (MOU) with Animal Aid in a direct effort to rehouse unwanted cats and dogs and remove the need to euthanise where unnecessary.

### 8.2 Current Situation

The following table summarises statistics regarding animal reuniting with owners, re-homing and euthanasia rates in Murrindindi Shire.

Table 6: Current Statistics – Overpopulation and Euthanasia

Year	2012	2014	2016
Number of dogs returned to owner	72	54	112
Number of dogs re-homed	24	19	13
Number of dogs euthanised	2	4	4
Number of cats returned to local owners	0	0	2
Number of cats rehoused by Animal Aid	16	33	19
Number of cats euthanised	124	116	90

Dog euthanasia rates are particularly low due to the high numbers of dogs being returned to their owners or re-homed through Animal Aid at Coldstream.

### 8.3 Current Education Regarding Euthanasia

The following activities are undertaken by Murrindindi Shire Council to attempt to reduce high euthanasia:

- Encouraging desexing of animals by offering reduced registration fees
- Promoting benefits of desexing
- Promoting appropriate pet selection
- Promoting cat enclosures.

### 8.4 Current Compliance Activities - Euthanasia

Where Council has impounded dog(s) involved in stock attacks and no owner claims the dog(s), the dog is euthanised after the statutory holding period (8 days).

Cats that are impounded and determined by authorised officers to be feral are immediately euthanised. Cats and kittens that are not considered wild, uncontrollable or diseased are transferred to the Animal Aid in Coldstream.

Department of Environment, Land, Water and Planning (DELWP) have active wild dog programs within the municipality.

Murrindindi Shire Council undertakes the following:

- Annual cat trapping program. Council cat cages are available for hire free of charge by community members for trapping feral or unwanted cats
- Investigate unregistered breeding establishments
- Ensure the micro chipping of all unregistered impounded animals prior to their release to the owner
- Enforce the Local Law relating to the number of animals on a property
- Assess excess animal permit applications, factoring in number of entire desexed animals.

## 8.5 Objectives - Overpopulation and Euthanasia

### 8.5.1 Objective 1 – Overpopulation and Euthanasia – Promotion of Desexing of Dogs and Cats

Activity	When	Evaluation
Discount registration fees for cats and dogs that are desexed	Ongoing	Number of new animals registered in category yearly
Investigate agreements with veterinarians to join the National Desexing Network (NDN) where veterinarians offer reduced desexing rates to animal owners	June 2020	Reduced desexing rates for animal owners

## 9 Domestic Animal Businesses

In s68A(2)(c)(ii) the *Act* states that the DAMP should:

“Outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this *Act*, the regulations and any related legislation”  
- also addresses 68A(2)(a),(c)(i),(d),(f)

### 9.1 Context

Domestic Animal Businesses are defined by s3(1) of the *Act* as:

“Domestic animal business means-

- a) An animal shelter, Council pound or pet shop: or
- b) An enterprise which carries out the breeding of dogs or cats to seek, where-
  - I. In the case of an enterprise whose proprietor is a member of an applicable organisation<sup>3</sup>, the enterprise has 10 or more fertile female dogs or 10 or more fertile female cats; or
  - II. In the case of an enterprise whose proprietor is not a member of an applicable organisation, the enterprise has 3 or more fertile female dogs or 3 or more fertile female cats; or
  - III. An enterprise that is run for profit which carries out the rearing, training or boarding of dogs or cats”

### 9.2 Current Situation

Murrindindi Shire Council has seven registered domestic animal businesses which include boarding, breeding and training establishments.

Registered domestic animal businesses are inspected annually and on receipt of any complaints.

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

### 9.3 Current Education - Domestic Animal Businesses

Current education initiatives focused at domestic animal business include the following:

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

### 9.4 Current Compliance - Domestic Animal Businesses

All domestic animal businesses must be registered annually with Council and comply with the appropriate mandatory Code of Practice. The following also applies to domestic animal businesses:

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<sup>3</sup> The minister determines ‘applicable organisations’ under s5(A) of the Act. A current list of applicable organisations can be found at: <http://agriculture.vic.gov.au/pets/registration-legislation-and-permits/domestic-animal-legislation-and-latest-news/notice-of-declaration-of-applicable-organisations>

- Council requires an annual inspection and audit of the Domestic Animal Business facilities prior to registration each year
- Councils are required to report the number of domestic animal businesses registered with them to DEDJTR on an annual basis.

Murrindindi Shire Council when required will also:

- Investigate complaints against animal businesses
- Monitor advertising sites to see if animal businesses are operating outside the regulations or without permission
- Inspect suspected unregistered domestic animal businesses
- Liaise with the Planning Unit to ensure planning conditions are complied with.

## 9.5 Objectives - Domestic Animal Businesses

Murrindindi Shire Council has developed the following objectives regarding Domestic Animal Businesses.

### 9.5.1 Objective 1 – Domestic Animal Business – Review Agreements

Activity	When	Evaluation
Ensure that domestic animal businesses comply with the need to release only animals that are known to be registered ( <i>Act</i> , s84y) and hand unregistered animals over to Council	August 2019	Agreements between domestic animal businesses and Council developed to only release registered animals to owners

### 9.5.2 Objective 2 – Domestic Animal Business - Compliance

Activity	When	Evaluation
Monitor Murrindindi Shire Council's registration database for owners with more than three fertile females	Ongoing	Compliance with Local Laws and related legislation
Encourage desexing of non-breeding animals by promotion of reduced registration fees	Ongoing	Relevant registration accepted
Conduct searches for unregistered domestic animal businesses via internet, media and news papers	Ongoing	Relevant action taken

## **10 Livestock Management**

### **10.1 Context**

Management of livestock has not traditionally been included in the DAMP. Its inclusion aligns the management of livestock with the management of cats and dogs.

### **10.2 Current Situation**

In previous years livestock management monitoring has targeted landholdings with large numbers of stock. However in recent years farm animals are becoming more popular with owners of smaller properties. Common animals include sheep and goats to keep the grass down or a pony.

Regardless of the landholding size, there are Council regulations and State requirements that all livestock owners must comply with.

### **10.3 Local Laws, Council Policies and Procedures Relating to Livestock Management**

Murrindindi Shire Council's Community Local Law 2012 has a number of clauses which specifically relate to agriculture and the management of livestock. They include:

- Restrictions on the number of various animals permitted to be housed in either residential or rural land (s5(1))
- General housing requirements for domestic animals and livestock (s6)
- Responsibility of owners of domestic animals and livestock for removal of excrement in a public place (s7)
- Fencing requirements for containing livestock on properties (s9)
- Restrictions placed on owners of livestock when moving or grazing livestock (s10-12).

#### *10.3.1 Grazing, Stock Movement and Other Permits for Livestock*

Murrindindi Shire Council currently issue a number of permits relating to livestock. These include:

- Grazing permits on land managed by Council
- Roadside grazing permits, allowing roadside grazing where practicable
- Stock movement permits, for the movement of stock between properties etc.
- Additional animal permits, for those that wish to have more animals than are stipulated in s5(1) of the Community Local Law 2012.

There are detailed requirements for each of these permits. Safety of the community, livestock and owners is always a priority in officer's assessment when granting, reviewing or examining potential livestock permits.

All permits granted are required to comply with VicRoads statutory requirements where applicable.

Public liability insurance is also required for any livestock permits.

Murrindindi Shire Council has a number of other responsibilities in the management of livestock in legislation. These include:

- Trespassing and impounding of livestock, requirements to prevent stock from wandering and impounding wandering stock (*Impounding of Livestock Act 1994*)
- Council officers are General Inspectors under the *Prevention of Cruelty to Animals Act 1986*. This gives a number of powers such as emergency powers to deal with animals, the ability to search and seize animals and issue fines in relation to offences under the *Act*.

#### 10.4 Current and Planned Education Activities - Livestock Management

Current activities regarding livestock management in the shire are centred on ensuring that landholders are aware of their responsibilities when owning or managing livestock.

Education activities include informing owners of:

- State and legal compliance with livestock identification
- Requirements of the National Livestock Identification Program
- How to obtain a Property Identification Code (PIC) for the purpose of farming and owning animals.

#### 10.5 Objectives - Livestock Management

Our plans for livestock management over the next four years of the plan are listed below.

##### 10.5.1 Objective 1 – Livestock Permit Compliance and Review

Activity	When	Evaluation
Ensure grazing permits reflect Council's Rural Roadside Management Guidelines requirements	June 2019	All permits are updated to include requirements
Spot checks for livestock permits to ensure permit holders are meeting requirements	Ongoing	Permits reviewed, cancelled and suspended as a result of permit holder action

##### 10.5.2 Objective 2 – Livestock – Wandering Animals

Activity	When	Evaluation
Emergency call outs for stock on roads	Ongoing	Stock removed from roads
Work with farmers to develop ways to reduce repeat stock wandering	Ongoing	Reduced number of stock on roads, reduction in call outs

## 11 Annual Review of Plan and Annual Reporting

Under s68A(3) of the *Act*:

“Every Council must—

- (a) review its domestic animal management plan annually and, if appropriate, amend the plan
- (b) provide the Department of Primary Industries<sup>4</sup> Secretary with a copy of the plan and any amendments to the plan
- (c) publish an evaluation of its implementation of the plan in its annual report.”

### 11.1 Murrindindi Shire Council Review of DAMP

Murrindindi Shire Council reviews its DAMP annually to assess whether any amendments are necessary in order to ensure it is relevant and to monitor Council’s performance against the DAMP objectives. Any adjustments are to be reported annually as part of the Council Plan review cycle.

In the final year of the DAMP, Council will undertake a major review and prepare drafting the next DAMP for the 2022–2026.

### 11.2 Objectives - Annual Review

Objectives for annual review of the DAMP are listed below

#### 11.2.1 Objective 1 – Annual Review

Activity	When	Evaluation
Review the DAMP annually	April annually	DAMP reviewed
Conduct community engagement activities to discuss the DAMP and future activities	July-August 2021 for DAMP 2022-2026	Meetings and engagement activities completed

<sup>4</sup> Now the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), incorporating the Domestic Animal Branch.

## 12 Attachments

### 12.1 Summary of DAMP survey

Council used both an online survey and paper survey to ask the community of Murrindindi Shire about their thoughts on domestic animal management in the Municipality. There were 237 responses received to the survey during the open period. The following is a summary of that data.

There was a good geographical spread of data entries. Most respondents were from the areas of Alexandra, Yea and Kinglake but a number of responses were received from most communities in the Shire.

The data created by this survey will be used to assist Council in making decisions about animal management.

In the survey, there were some clear messages from the community. These included:

- 90% of respondents would like some form of cat curfew implemented in the Shire
- 82% of people thought dogs should be always 'on-lead' unless in a designated 'off-leash' area.
- Around 90% of respondents want to see some form of dog park or off lead area.
- 65% of respondents recommended these off-lead areas should be fenced in some way.

Question No.	Question	%	Number
1	<b>What is your town/locality?</b>		
	Alexandra	34.85	69
	Buxton	3.03	6
	Eildon	5.05	10
	Glenburn	2.02	4
	Flowerdale	2.53	5
	Kinglake Ranges	18.69	37
	Marysville	3.54	7
	Narbethong	1.52	3
	Thornton	2.53	5
	Yea	13.13	26
	Other (Rubicon, Limestone, Taggerty, Murrindindi, Strath Creek, Homewood, Cathkin, Acheron)	13.13	
2	<b>What is your age?</b>		
	0-18	0	0
	19-35	19.90	39



Question No.	Question	%	Number
	36-64	63.27	124
	65+	16.84	33
<b>3</b>	<b>Are you a cat owner?</b>		
	Yes	34.36	67
	No	65.64	128
<b>4</b>	<b>How many cats do you own?</b>		
	One	63.24	43
	Two	30.88	21
	More than two	5.88	4
	Total		68
<b>5</b>	<b>Do you think a cat curfew (where a cat must be kept inside for a specific timeframe is a good idea in Murrindindi Shire?</b>		
	Yes	89.12	127
	No	10.88	21
<b>6</b>	<b>If yes to the above, how long should cats be kept inside in Murrindindi Shire</b>		
	Just Overnight (8pm until 6am)	51.98	92
	Permanently	30.51	54
	Other -Incl. permanent (14), overnight with different times (14), kept on property at all times (7), other (3)	17.51	31
<b>7</b>	<b>Is there anything else you would like to say about how Council manages Cats?</b>		
	Increased feral cat control and cat traps	17.33	13
	More education	5.33	4
	Criticise Council	6.66	5
	Praise Council	1.33	1
	Cat numbers should be reduced, mandatory neutering	18.66	14

Question No.	Question	%	Number
	Prevent cats from wandering	9.33	7
	Support cat enclosures and cat curfews	8	6
	Increase protection for wildlife	16	12
	Greater enforcement and presence	17.33	13
	Total	100	75
<b>8</b>	<b>Are you a dog owner?</b>		
	Yes	71.66	134
	No	28.34	53
	Total	100	187
<b>9</b>	<b>How many dogs do you own?</b>		
	One	53.73	72
	Two	38.06	51
	More than two	8.21	11
<b>10</b>	<b>Do you think dogs should be on leads except in specified "off-leash" areas?</b>		
	Yes	81.08	150
	No	18.92	35
	Total	100	185
<b>11</b>	<b>Do you think we should have dog parks where dogs are allowed to be off leash (but in control)?</b>		
	Yes	90.76	167
	No	9.24	17
	Total	100	184
<b>12</b>	<b>Do you have any locations in mind for dog parks?</b>		
	Alexandra (Leckie Park, UT Creek Path, Heli Pad, Racecourse/golf club, Tennis Courts, Briggs Oval	54.05	40
	Buxton (Meeting of the waters, Buxton Reserve	4.05	3

Question No.	Question	%	Number
	Eildon (Pondage, Community Centre/Basketball court, Cricket Oval)	8.18	6
	Flowerdale (Spring Valley Rec Reserve Oval)	1.35	1
	Kinglake (Old Timber Mill site, Frank Thompson Reserve, K'west rec reserve, Council offices)	12.16	9
	Marysville (Gallipoli Park)	1.35	1
	Toolangi (Toolangi Reserve)	1.35	1
	Yea (Recreation Reserve/Railway Reserve, Main St, Golf Course)	17.56	13
	Total	100	74
	Other comments in Q12 Dog parks are dangerous, away from recreation areas/playgrounds, near recreation areas/playgrounds, bushland, nowhere near bushland, no need for dog parks, where are they now?		
<b>13</b>	<b>Should these dog parks be fenced?</b>		
	Yes	69.49	123
	No	15.25	27
	Other (Dog parks shouldn't exist, depends, fencing costs are high, away from pedestrians, this is more for inner city areas not the country, real issue is unsupervised dogs not dog parks, some fenced some not, half fenced/half not)	15.25	27
<b>14</b>	<b>Is there anything else you would like to say about how Council manages dogs?</b>		
	Menacing dogs – need to contain, prevent rushing at pedestrians	5.05	5
	Education/Training – for both dogs and owners, promotion of responsible animal ownership, dog obedience (use established club)	12.12	12
	Enforcement and Patrolling – more patrolling and fining, 24 hour wandering dog patrols, easier barking dog process, being proactive and consistent, following up fines/warnings, impounding more animals, more done on dog attacks on sheep	21.21	21
	Dog parks – please create some, fence them,	10.10	10

Question No.	Question	%	Number
	benefits of dog parks,		
	Praise – Council has been helpful, thanks for opportunity to participate	2.02	2
	Criticism – it doesn't, expletive filled response	2.02	2
	On lead – dogs should always be on lead, dogs off lead constantly run at people/dogs	8.08	8
	Off lead – dogs should be allowed to run free if well behaved	2.02	2
	New pound – currently facility is “cold and unforgiving”	1.01	1
	Other – shut down illegal breeders, more dogs for bigger blocks, dogs that attack should be muzzled, don't tether your dog at the shops	5.05	5
	Cleaning up after your dog – more poo bags, fine owners who don't clean up,	14.14	14
	Wandering dogs – dogs not secured, roaming dogs	4.04	4
	Fencing on private property – create fencing requirements, ensure people keep dogs restrained to their property	4.04	4
	Desexing – make it mandatory, desexing coupons	6.06	6
	Registration – reduced rate, cheaper rates for old pets, once off registration fee	3.03	3
	Total	100	99

## 12.2 Action Plan – General Objectives

Section	Objective	Activity	When	Evaluation
<b>Responsible Pet Ownership</b>	<b>Investigate options for controlling wandering cats and promoting responsible cat ownership</b>	Implement a community education programs for cat owners about the importance of keeping their animals secured for the protection of native wildlife.	Jan 2018 to May 2019	Evidence of public education program developed and implemented
		Evaluation of the community education program on cat ownership	June 2019	Report on effectiveness including statistics on wandering cats reported etc completed
		Engage further with responsible cat ownership programs with relevant agencies. This could include projects like the RSPCA in the “Who’s for Cats?” project which is aimed at creating behavioural change in the community and reducing cat euthanasia rates.	Ongoing	Initiatives supported
	<b>Dog Control Issues</b>	Explore the idea of creating off-lead dog parks including further community engagement and the need for supporting education programs. Scoping of potential locations and infrastructure requirements	December 2019	Options developed for Council to consider
		Implement a community education programs for dog owners about the importance of keeping their animals on leads in public areas.	Jan 2018 to May 2019	Evidence of public education program developed and implemented
		Evaluation of the community education program on dog ownership	June 2019	Report on effectiveness including statistics on wandering dogs and attacks reported etc completed
<b>Training of Authorised Officers</b>	<b>Develop and maintain a</b>	Develop and maintain register of Officer training	January 2018	Training register for individual Officers completed

Section	Objective	Activity	When	Evaluation
	<b>training register</b>	Develop minimum training requirements for any officers including those 'on call'	June 2018	All officers to meet minimum training requirements
	<b>Develop a job skills matrix</b>	Identify minimum skill requirements	December 2018	Skills matrix finalised by December 2018
		Identify additional training opportunities	December 2018	Opportunities identified and scheduled for inclusion into future budget allocation by December 2018
	<b>Ensure Officer training completed</b>	Ensure training is undertaken as soon as is practicable	December annually	Aim for each Officer to complete minimum training requirements within a year.
<b>Registration and Identification</b>	<b>Registrations Paid in a Timely Manner</b>	Inform residents of the animal registration renewal period by utilising media releases and mailing renewal notices prior to 10 April	March	Number of registration renewals received prior to the 10 April expiry. Review media releases each year to determine the most effective advertising
		Send out reminder letters to those that haven't yet paid outstanding registrations	May	Examine payment rates compared to last year
		Phone residents with outstanding registrations	June	Examine payment rates compared to last year
		Ensure random property audit takes place. Offer on the spot payment with mobile EFTPOS.	July – August	Record total number of properties visited and compare to previous results
		Issue fines for those people who have not paid registrations	31 July	Determine if fines reduce and improve compliance rates
		Ensure animal registrations have been renewed and infringements paid	September – October	Record total number of infringements unpaid and animal registrations

Section	Objective	Activity	When	Evaluation
	<b>Increase Cat and Dog Registrations</b>	Ensure all seized and impounded animals are micro chipped and registered by their owner prior to release - note: officers in conjunction with local vets and Animal Aid undertake micro chipping activities.	Prior to every release.	Review annual registration numbers and the number of dogs and cats being seized and impounded
		Areas that have a high number of unregistered dogs and cats, undertake a proactive door knock or 'blitz' program and check for unregistered dogs and cats.  Effective advertising prior to audit commencing	Annually	Review annual increase in registration numbers Number of unregistered animals picked up during door knocks
		Host biennial micro chipping days at various locations throughout the shire.	2018 and 2020	Increased number of microchipped animals
	<b>Registration and Identification - Increase Young Animal Registrations</b>	Examine methods of increasing young animal registration e.g. upon presentation of booked desexing operation or upon signing of a statutory declaration, a discounted registration rate is applied*.	Ongoing	Increased numbers of young animals being registered
<b>Nuisance Animals</b>	<b>Faeces</b>	Erect 'Please Clean Up After Your Dog' signage in parks where appropriate	June 2016	Record rates of warnings or infringements issued for not removing faeces from public spaces and examine trends
	<b>Barking Dogs</b>	Assess the benefits of current practice of issuing citronella collars to residents free of charge, to hiring the collar out to dog owners where complaints are received	Ongoing	Review the effectiveness of citronella collars in reducing dog barking where implemented
		Supply citronella refills to pet owners who have purchased a barking collar to allow the required continued responsible maintenance of collars	December 2017	Community use of collars

Section	Objective	Activity	When	Evaluation
		Develop a system for the collection of statistical data for all barking dog and roaming dog nuisances	Monthly	Build upon data in barking dog records from November 2015
	<b>Assist community with managing cats at large</b>	Purchase additional cat traps and make them available for hire by the community	December 2018	Reduce the number of wandering cats and record community use of cat trap hire
<b>Dog Attacks</b>	<b>Education and Compliance</b>	Collate and record data for reported dog attacks including, date and time, location, animal type, victim, dog unsecured/off lead, dog unregistered, sex, entire/desexed	Ongoing	Evaluate data annually to determine areas requiring specific education and compliance activities
		Initiate education and compliance activities in targeted areas with the aim of reducing future incidents	Annually	Evaluate this activity and overall objective by comparing number of dog attacks reported to Council annually
	<b>Minimisation of Dog Attacks</b>	Encourage public to report incidents of dogs wandering to reduce likelihood of attacks occurring		
		Provide proactive education and compliance activities in areas of higher dog attack reports  Actively patrol areas for roaming, unsecure and/or unregistered dogs  Communicating dog attack prevention through media articles, mail outs and website information	Ongoing	Compare the number of reported dog attack incidents pre and post education campaign  Number of media articles published
		Inform the community of outcomes of dog attacks prosecuted in Court	Ongoing	As appropriate
<b>Dangerous, Menacing and</b>	<b>Containment and</b>	Randomly audit properties with dangerous, menacing and restricted breed dogs to ensure they are being kept appropriately, enclosures etc.	As required	Increased compliance with requirements



Section	Objective	Activity	When	Evaluation
<b>Restricted Breed Dogs</b>	<b>Management Arrangements</b>	Prosecute repeat offenders or serious breaches detected	As required	Determine if prosecution results in corresponding reduced offending
		Afterhours patrols for unregistered guard dogs in industrial areas	As required	Ensure unregistered guard dogs, if found, become registered
	<b>Assessing Restricted Dog Breeds</b>	Assess certain registered dogs against the approved standard for determining restricted breed dogs	As required	Restricted Breeds identified from registration database
<b>Overpopulation and Euthanasia</b>	<b>Promotion of Desexing of Dogs and Cats</b>	Discount registration fees for cats and dogs that are desexed	Ongoing	Number of new animals registered in category yearly
		Investigate agreements with veterinarians to join the National Desexing Network (NDN) where veterinarians offer reduced desexing rates to animal owners	June 2020	Reduced desexing rates for animal owners
<b>Domestic Animal Businesses</b>	<b>Review Agreements</b>	Ensure that domestic animal businesses comply with the need to release only animals that are known to be registered ( <i>Act, s84y</i> ) and hand unregistered animals over to Council	August 2019	Agreements between domestic animal businesses and Council developed to only release registered animals to owners
	<b>Compliance</b>	Monitor Murrindindi Shire Council's registration database for owners with more than three fertile females	Ongoing	Compliance with Local Laws and related legislation
		Encourage desexing of non-breeding animals by promotion of reduced registration fees	Ongoing	Relevant registration accepted
		Conduct searches for unregistered domestic animal businesses via internet, media and news papers	Ongoing	Relevant action taken
<b>Livestock Management</b>	<b>Livestock Permit Compliance and</b>	Ensure grazing permits reflect Council's Rural Roadside Management Guidelines requirements	June 2019	All permits are updated to include requirements

Section	Objective	Activity	When	Evaluation
	<b>Review</b>	Spot checks for livestock permits to ensure permit holders are meeting requirements	Ongoing	Permits reviewed, cancelled and suspended as a result of permit holder action
	<b>Wandering Animals</b>	Emergency call outs for stock on roads	Ongoing	Stock removed from roads
		Work with farmers to develop ways to reduce repeat stock wandering	Ongoing	Reduced number of stock on roads, reduction in call outs
<b>Annual Review</b>		Review the DAMP annually	April annually	DAMP reviewed
		Conduct community engagement activities to discuss the DAMP and future activities	July-August 2021 for DAMP 2022-2026	Meetings and engagement activities completed

### 12.3 Attachment 1: Community Local Law 2012 Part 2 s5 - Keeping of Animals in Residential Areas

- (1) “An owner or occupier of land must not, without a permit, keep, allow to be kept or remain on any land, any more animals or birds other than is stated in the following table:

Type of Animal	Maximum allowed in residential areas.
Dogs	2
Cats	2
Chickens	10
Pigs	None Allowed
Ducks, Geese ,Turkeys	2
Ferrets	2
Guinea Pigs	2
Domestic Birds	50
Pigeons	Permit Required/ Registered with accredited organization
Rabbits	2
Other animal types	None allowed except where otherwise determined by Council in each individual application for a permit
Roosters	None Allowed.

- (2) Clause(1) does not apply where a planning permit has been obtained for land used for the purposes of animal boarding or breeding.
- (3) For the purpose of calculating the maximum number of dogs or cats kept on any land, any offspring may be lawfully kept, without a permit, for 12 weeks after birth.
- (4) An owner or occupier of land in a residential area may apply to Council for a permit to keep more than the maximum number of animals referred to in clause 48(1).
- (5) Any sheep, goat, horses or cattle except if the land is more than 0.5 hectares, in which case the number that may be kept without a permit is 2”

### 12.4 Attachment 2: Community Local Law 2012 Part 2 s6 – Animal Housing

- (1) An owner or occupier of land on which animals are kept must ensure that they are securely confined to the property at all times.
- (2) An owner or occupier of land on which animals are kept must provide housing which is adequate and appropriate to the animal.

## 12.5 Attachment 3: Service Levels

Murrindindi Shire Council's Local Laws Unit deals with a broad range of issues associated with the management of domestic animals in our community. These include:

- providing advice to the community in relation to animal matters
- responding to customer enquiries and complaints
- educating residents and promoting responsible animal ownership
- maintaining a register of dogs and cats
- general patrols to reduce wandering animal complaints
- conducting investigations into barking dog complaints
- conducting investigations into allegations of dog attack
- conducting inspections of animal businesses, dangerous dog premises for compliance with legislation
- issuing infringement notices and undertaking court prosecution for serious matters
- re-housing of unclaimed animals to the Animal Aid at Coldstream
- pound maintenance duties
- afterhours emergency response service
- electronic microchipping identification
- ensuring Council fulfils its statutory legislative duties.

Responses to all customer enquiries and complaints will comply with Council's Customer Service Charter<sup>5</sup>.

The following table shows the current service levels provided by Council.

Table 7: Service Level for All Incidents

<b>Response</b>	<b>Service Level</b>
Dog attack investigations (24/7)	Commenced within 15 minutes – all days*
Dog 'rush' investigation (24/7)	Commenced within 15 minutes – all days*
Investigation of dangerous/aggressive dogs at large complaints (24/7)	Commenced within 15 minutes – all days*
Inspection of non-compliance/complaints of declared dogs	Commenced within 2 business days
Barking dog investigations	Commenced within 2 business days
Investigation of general domestic animal complaints (unregistered/unsecured)	Commenced within 2 business days
Registration of dogs and cats	10 April annually
Declared dangerous dog property inspections	Conducted annually

<sup>5</sup> For a copy of the charter see <http://www.murrindindi.vic.gov.au/Our-Services/Customer-Service>

<b>Response</b>	<b>Service Level</b>
Domestic animal business inspections	Conducted annually
Door knock registration campaign	Annual inspection program from July to October
Pound – operating hours	Monday to Friday – business hours
Community education (media items)	As deemed necessary
Feral cat trapping program	Cages are available to the public at no charge
Stock wandering on roads/highways (24/7)	Commenced within 15 minutes - all days*

All Days\* includes after hours services provided for dog attacks, stock on roads and other emergency matters

## **DAMP 2017-2021 Summary of Written Submissions Received**

### *Submission 1*

This response included:

- Recommendations for a heavier stance and stronger approach to enforcement in all areas of animal management (barking/ wandering/ registration)
- Wants more community education
- Better Collaboration between other agencies and service providers (vets etc)
- Dogs on leads
- Fenced dog parks
- 24 hour cat curfew
- Doesn't like the vision statement of the document
- Supports extra restrictions for dangerous and restricted breed dogs

As a result of this submission, the vision statement (1.1, p8) was altered to be less wordy. Officers believe that the respondents other responses are covered in the current plan. No further changes made.

### *Submission 2*

This submission was from a local registered domestic animal business. They provided the following comments

- Support unfenced dog parks
- Liked the vision statement
- Likes Council enforcement of unpaid registrations by 31 July
- Would like to use their domestic animal business (and others) to promote animal registration and provide incentive for doing so
- Supports extra restrictions for dangerous and restricted breed dogs
- Doesn't support Council supplying citronella collars

Please note that the vision statement adjustments recommended by Submission 1 do not detract from what Submission 2 liked about the vision statement. No amendments to the plan were made as a result of this submission.

### *Submission 3*

This submission was from a local resident. They offered the following:

- Support for a cat curfew
- Support for the concept of not allowing dogs to wander
- Majority of submission relates to animals and landlords (not within Council jurisdiction)

No amendments to the plan were made as a result of this submission.

### *Submission 4*

This submission was a general submission by a registered animal charity and sent to all Victorian Councils.

The charity offered to support Council with tools, resources, templates and officer advice if we implement at least one of the following initiatives:

- 84Y agreements with local vets
- Return animals home
- Communicating the benefits of registration
- Increasing registrations and renewals

The submission acknowledged Councils implementation of their suggested initiatives.

No amendments to the plan were made as a result of this submission.

### *Submission 5*

This submission was by a Victorian animal support group that aims to reduce domestic animal euthanasia rates. Their response was very detailed and included

- Increase education
- Provide supportive evidence to statements
- Highlights socio-economic difficulties faced by residents
- Support de-sexing programs (de-sexing subsidies)
- Reduce number of impounds (as impound is reason for euthanasia)
- Simplify terms. The phrase 'responsible pet ownership' is often referenced, but has broad definition
- Improve website
- Remove section relating to costs of animals
- Doesn't support cat curfews
- Doesn't support off leash parks
- Supports dogs on leads
- Suggested Officer attendance at Australian Institute of Animal Management Workshop in October 2017 and at the National Getting to Zero Summit held every two years
- Improve Murrindindi's ability to house impounded cats to increase likelihood of rehoming
- Investigate reasons for low cat reclaim rates (include on Council Facebook page etc)
- Promote incentives of animal registration eg: first impoundment of a domestic animal is free.
- Statement that there are more unregistered pets in shire than indicated
- Supports microchipping days
- Doesn't support Council supplying citronella collars
- Supports the creation of a friends group to advise Council on domestic animal management

Many of the ideas in this submission are already included as action items in the new plan. Other initiatives (such as improving our website etc) are part of planned general maintenance in the future.

The number and quality of responses to the DAMP community survey and submissions received clearly indicate that Murrindindi Shire residents are passionate about their animals.

No further additions were made to the DAMP based on this submission.

## Summary Community Grants Program - Assessment Panel Recommendations

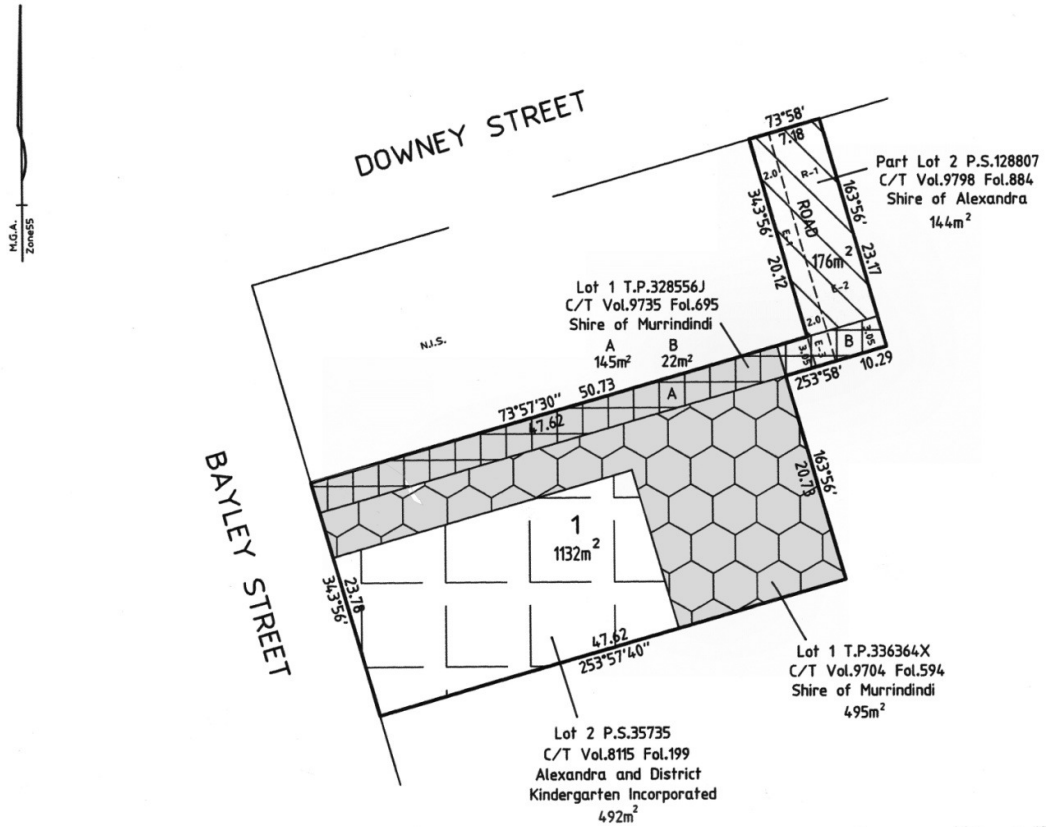
June to September 2017

No	Org/Club	Project Name/Brief Description	Project Value	Amount Requested	Amount Recommended	Assessment Committee comments and recommendation
1	Alexandra Speedway	Replacement Safety Fence Stage 1 The Alexandra Speedway Committee is seeking funding to upgrade safety fencing around the arena.	\$68,450	\$5,000	\$3,000	The committee recognises both the significant community contribution and the role of the speedway in attracting visitors. <b>Recommendation:</b> partially supported with a grant of \$3,000.
2	Big Little Events Alexandra	Cafe Culture Series 2018 Big Little Events Alexandra is seeking funding to support a series of four music and cultural events to be held in Alexandra.	\$20,920	\$5,000	\$2,000	The Committee recognises the request for seed funding to help establish the events. There may also be other sources of funding that would be applicable in this case. The group will be encouraged to contact Council's Grants Coordinator. <b>Recommendation:</b> partially supported with a grant of \$2,000.
3	Taungurung Clans Aboriginal Corporation	Y Water Centre – Aboriginal Art Project The Taungurung Clans Aboriginal Corporation is seeking funding to complete two artworks on fencing at the Y Water Centre.	\$7,485 revised	\$4,000	\$2,000	Partnerships between the corporation and the Y water centre are recognised as is the opportunity to celebrate indigenous culture. Further information and clarification on the budget was sought and the committee received a revised budget. <b>Recommendation:</b> partially supported with a grant of \$2,000.
4	Fat Tyre Flyers (Downhill) Mountain Bike Club (FTFDH)	2018 Mountain Bike Australia (MTBA) Downhill National Series, Round 3, Narbethong  The Fat Tyre Flyers is seeking funding to support the cost of running a Mountain Bike Australia National Series event. The substantial fee is required by Mountain Bike Australia to run an event.	\$79,740	\$5,000	\$2,000	The committee strongly supported this event. There is an opportunity to demonstrate or strengthen links with local groups. The organisers are encouraged to use local suppliers. <b>Recommendation:</b> partially supported with a grant of \$2,000.
<b>TOTALS</b>				<b>\$19,000</b>	<b>\$9,000</b>	

NB: two other community grant applications were received after the cut off date for applications. Applicants have been advised that that due to the late submission of the applications their applications will be considered in the next round.



**Proposed land transfer from Council to the Alexandra & District Kindergarten Inc.  
(Shaded area)**



Enterprise Risk Management Policy

<b>Title:</b>	<b>Enterprise Risk Management Policy</b>
<b>Type:</b>	<b>Council</b>
<b>Adopted:</b>	"[Insert Date]"
<b>File No:</b>	17/62317
<b>Attachments:</b>	Nil

**1. Purpose**

The purpose of this policy is to promote an integrated, holistic and common approach to risk management across Council so that the risks affecting the achievement of Council objectives are identified, assessed and treated to an acceptable level.

**2. Rationale**

The Councillors, executives, managers and employees of Murrindindi Shire Council are committed to:

- Maximising our capacity to achieve our strategic goals for the community by integrating risk management into corporate and business planning processes and our day to day operations
- Creating an environment where all Council employees share responsibility for managing risk (by developing and maintaining a strong risk management culture)
- Behaving as a responsible corporate citizen protecting employees, clients, contractors, visitors and the general public from injury and unnecessary loss or damage.

**3. Scope**

The policy covers strategic and operational risk and its application is comprehensive, covering every employee of the organisation, councillors and contractors.

**4. Definitions**

<b>Reference Term</b>	<b>Definition</b>
Enterprise risk management Framework	Includes the methods and processes used by Council to manage risks and seize opportunities related to the achievement of its objectives.
Operational risk	Risks associated with the delivery of services and the day to day business activities of Council including the effectiveness and efficiency of its operations.
Risk Owner	The Risk Owner is responsible for monitoring the risks assigned to them, updating the risk register as required and implementing assigned treatments.
Strategic risk	Strategic risks are risks that could affect the achievement of Council's vision or strategic objectives.
Strategic Risk Criteria	A risk will be categorised as strategic if it relates directly to the achievement of the Council Vision 2030 or Council Plan Goal or Objective and: <ul style="list-style-type: none"> <li>- Represents a significant reputational risk</li> <li>- Involves a budget or financial viability risk that can't be managed within a department and necessitates a whole of Council response</li> <li>- May lead to a serious impediment to working in accordance with Council's values</li> </ul>

Responsible Officer: Procurement and Risk Coordinator

"[Insert Date Approved / Adopted]"

TRIM Reference: 17/62317

Enterprise Risk Management Policy

	- Involves a serious impediment to the achievement of a public commitment or Council Plan Objective which has a residual risk rating of high or above.
Risk	The effect of uncertainty on objectives.
Risk appetite	The amount and type of <b>risk</b> an organisation is prepared to pursue or take.

**5. Policy**

**5.1. Enterprise Risk Management Principles**

Council’s enterprise risk management framework will:

- Create and protect value by incorporating risk into governance and decision making processes and ensuring potential negative consequences are managed and opportunities capitalised upon
- Incorporate risk into normal work practices and embed it as part of our corporate culture
- Ensure decision making and planning processes integrate risk management
- Be systematic, structured, timely and tailored to the needs of Council
- Be consistent in the way risks are identified, assessed, rated, monitored and reported
- Be dynamic, iterative and responsive to improvement
- Facilitate continual improvement and build organisational capacity.

**5.2. Organisational Culture**

Council is committed to an organisational culture that promotes and facilitates the proactive use of the Enterprise Risk Management Framework. Council recognises that this culture is integral to the successful integration of risk management, business planning, operations and service delivery.

Council is committed to developing a positive risk culture where:

- The executive commitment is widely understood by all
- Risk management is seen as an important discipline and management tool
- A positive attitude to risk management is modelled by the executive and line managers
- There is a clear expectation that risk management is an integral part of the day to day decision making and activities
- Decisions are made with full knowledge of uncertainties and possible consequences
- Risk management is a collaborative process where people are free to challenge issues
- Risk management is the shared responsibility of all staff and where staff are supported to identify, raise and increase awareness of risks.

**5.3. Roles and Responsibilities**

Council is responsible for ensuring that it has a risk management policy which is well communicated throughout the organisation and reviewed annually.

The Audit Advisory Committee is responsible for reviewing the risk management framework and assessing its capability to identify, address and manage risks throughout the organisation. The Audit Advisory Committee also reviews and provides advice on the strategic risk exposure of Council.

The Chief Executive Officer and General Managers are accountable for the implementation of the risk management policy and processes across the organisation.

## Enterprise Risk Management Policy

### Under delegation from the Chief Executive Officer

- All employees are responsible for applying risk management practices in their area of work
- Risk owners are responsible for reviewing and updating their allocated risks
- Managers are accountable for implementing risk management practices in their area of responsibility. This includes ensuring that risks are identified, managed, reviewed and updated regularly
- The Executive Risk Management Committee is responsible for developing Council's risk management framework and reviewing its effectiveness and monitoring Council's risk exposure
- The Procurement and Risk Coordinator is responsible for monitoring the implementation of the risk management framework including training and awareness raising across the organisation.

#### 5.2.1. Risk Appetite Statement

As a public authority, Council has a relatively conservative appetite for risk and risks with a residual rating of Extreme will not be tolerated in any form. In addition, Council has no appetite for risks which will:

- Have a significant negative impact on Council's long-term financial sustainability
- Result in major breaches of legislative requirements and/or significant successful legal claims against the Council
- Compromise the safety and welfare of staff, contractors and/or members of the community
- Cause significant and irreparable damage to the environment
- Result in major disruption to the delivery of key Council services
- Result in serious and/or ongoing damage to the Council's reputation
- Result in significant loss of key assets and infrastructure.

#### 5.2.2. Risk management, monitoring and performance reporting

Council will maintain a risk register for all known risks affecting Council. Risks will be identified as either strategic or operational and assessed as Extreme, High, Medium or Low based on consequence and likelihood.

The Executive Risk Management Committee (ERMC) will be responsible for managing strategic risks in consultation with subject matter experts, where required. The ERMC will report to the Executive Management Team quarterly on strategic risks, the effectiveness of controls and the implementation status of additional treatments. The ERMC will report strategic risks with a high residual risk rating to the Audit Advisory Committee biannually and Council annually.

The General Managers will have ultimate responsibility for ensuring that operational risks, within their areas of responsibility, are managed and monitored to ensure that controls are effective. The General Managers will be responsible for escalating operational risks for management by the ERMC if they meet the strategic risk criteria.

Managers will be required to review risks as part of the annual business planning process. Risk controls and treatment plans will be embedded in business plans, where relevant, and assigned to individuals to implement. All risks with a residual rating of high will be considered a priority to address in terms of the allocation of resources through the annual business planning and budget process.

### 6. Related Policies, Strategies and Legislation

- Council Plan 2017-2021
- Employee Code of Conduct (16/24435)
- Councillor Code of Conduct (16/74120)
- Fraud Prevention and Control Policy (14/12567)

Responsible Officer: Procurement and Risk Coordinator

"[Insert Date Approved / Adopted]"

TRIM Reference: 17/62317

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## Enterprise Risk Management Policy

- AS/NZS ISO 3100:2009 – Risk management principles and guidelines
- *Local Government Act 2009*
- *Protected Disclosures Act 2012*
- *Independent Broad-based anti-corruption Commission Act 2011*
- *Integrity and Accountability Legislation Amendment (A stronger system) Act 2016*

### **7. Council Plan**

This policy is linked to the “Our Promise” Council Plan objective.

### **8. Management and Review**

The Enterprise Risk Management Policy will be reviewed annually by Council.

### **9. Consultation**

Nil

### **10. Human Rights Charter**

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

## **Council Priority Action Plan 2017/18 – First Quarter Summary Report on Progress Actions - October 2017**

### **Our People - Together we will celebrate and encourage diverse, caring and connected communities.**

- Commenced a review of the Council's Community Grants Program to ensure it is aligned with the directions of the new Council Plan 2017-2021 - 1.1.1
- Completed the design of the Marysville Tourism and Arts Centre - 1.1.2
- Completed and launched the Early Years Indigenous Language cards, promoting Taungurung language and culture to childcare services, kindergartens and primary schools - 1.1.3
- secured \$5000 grant funding for Council to auspice the production of the cultural memoir of Taungurung Elder, Uncle Roy Patterson - 1.1.3
- With the assistance of Friends of the Library Alexandra, discussions were initiated with community members in both Kinglake and Marysville about creating 'Friends of the Library' groups in those areas - 1.1.4
- Collaborated with the Kinglake Primary School to run several Story Time sessions at the school with a view to increasing joint school/Kinglake library activities - 1.1.4
- Held four community workshops with recreation and sporting clubs to identify key issues and priorities to inform Council's recreation planning - 1.2.2
- Conducted several community information sessions including Sleep Hygiene, Toddler Talk program and Sleep Talk program - 1.3.1
- Worked with community groups and service partners to develop the Draft Health and Wellbeing Plan - 1.3.1
- Commenced the Walk to School project, engaging with seven Primary Schools to encourage physical activity and healthy eating for children - 1.3.3
- Commenced design and specification of the Yea and District Children's Centre upgrade - 1.3.4
- Undertook a number of initiatives to increase participation of young people including two school holiday programs, Resilient Relationships across the Ranges Program, monthly Open Mike Nights, and a Performing Arts Program in collaboration with Yea High School and local community arts groups - 1.4.1
- Supported 80% of primary and secondary schools across Murrindindi Shire to complete the Youth Resilience Survey with their students - 1.4.2
- Progressed the procurement of a replacement prime mover for the library van -1.5.1
- Commenced the Age Friendly Communities project in partnership with Community and Neighbourhood Houses - 1.5.2

### **Our Place - We will maintain and enhance places to be attractive and liveable, in balance with our natural environment**

- Commenced a review of recreation and open space assets - 2.1.1
- Secured funding from Victorian Planning Authority to review of strategic land use plans and implementation priorities – 2.3.2
- Planted approx 1,000 plants on a selection of roadsides - 2.4.1
- Joined the "Electric Vehicles in Regional Council Fleets Project" - a feasibility study for 10 council fleets - 2.4.1
- Joined the "Local Government Energy Savers Program" to assist Council reduce its energy consumption - 2.4.1

- Supported the 'Worm on Wheels' community composting initiative led by Landcare, and the Alexandra Secondary College - 2.4.2
- Appointed specialist waste engineer for capital program at Council's landfill and resource recovery centres - 2.4.3
- Council approved a trial of re-use shops at Alexandra and Yea Resource Recovery Centres - 2.4.3
- The Municipal Emergency Management Plan was updated and adopted by Council - 2.6.1
- Supported the community to navigate the end of the Bushfire Temporary Planning Provisions and the revised Bushfire Management Overlay, with funding support from the State Government – 2.6.1
- Consulted with the community on Council's draft Domestic Animal Management Plan - 2.6.4
- Engaged the community in methods to control European Wasps - 2.6.4

**Our Prosperity - In partnership with the community we will promote an environment in which business and community can thrive**

- Actively supported potential investors via Council's Development Assessment Team covering Marysville, Narbethong, Kinglake, Murrindindi, Yarck and Strath Creek - 3.1.1, 3.1.4
- Supported development of the GRVT "Discover the Heart of Victoria" destination planner which was launched online and in hardcopy at Visitor Information Centres - 3.2.1
- Continued delivery of Doing Business Better (Stage 1) with a highlight being the staging of the Murrindindi Business Awards - 3.2.3, 3.3.1.
- Obtained regional funding support to assist in the development of a local composting business - 3.3.2
- Commenced a review of Council's tourism and events priorities in Murrindindi in consultation with Goulburn River Valley Tourism and other partners and stakeholders - 3.2.4
- Met with Hon Jaala Pulford, Minister for Regional Development to promote development opportunities around Eildon - 3.5.1
- Completed stage 2 of the Yea Saleyard expansion and completed the design of the new truck parking facilities - 3.5.1

**Our Promise - We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do**

- Confirmed implementation plan for the upgrade of Council's key operating system (Civica), electronic document management system (TRIM) and the Microsoft desktop environment 4.2.2
- Commenced planning a program to review and plan the level to which Council's services should be delivered 4.3.1
- Examined customer service models and systems of several other councils to assist with our revision of customer service delivery 4.4.1
- Commenced review of customer payment options for Council fees and charges aimed at providing more flexible payment options for customers 4.4.1
- Appointed the newly created Coordinator of Online and Social Media 4.5.1
- Commenced implementation of new Integrated Asset Management System 4.6.1
- Commenced planning for the 2018/19 capital budget and review of the 10-Year Capital Works Plan 4.6.1
- Revised roads seal specification to improve design and useful life 4.6.2

- Redesigned pavement resheeting design to improve useful life and reduce dust 4.6.2
- Finalised procurement for a training panel to support employee training and professional development 4.7.1
- Completed OHS refresher training for management and Health and Safety Representatives across the organisation 4.7.2



<b>Statement A</b>						
Murrindindi Shire Council						
Income Statement						
For the period ended 30 September 2017						
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>YTD Budgets</b>	<b>YTD Actual</b>	<b>Budget / Actual Variance (unfav)</b>	<b>%</b>
	<b>2017/18</b>	<b>2017/18</b>	<b>30/09/17</b>	<b>30/09/17</b>		
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Revenue</b>						
Rates & Charges	19,832,890	19,832,890	19,640,071	19,643,893	3,822	0%
Special Charge	87,000	87,000	-	-	-	
Statutory fees and fines	715,419	715,419	134,344	196,840	62,496	47%
User fees	1,902,831	1,902,831	362,573	404,589	42,016	12%
Grants - Recurrent	8,267,333	6,170,181	1,317,774	1,311,983	(5,791)	0%
Grants - Non-Recurrent	418,770	1,290,805	116,638	119,343	2,705	2%
Contributions - Cash	36,025	86,025	50,300	52,441	2,141	4%
Contributions - Non Cash	194,056	194,056	-	-	-	
Reimbursements	349,525	349,525	56,564	56,210	(354)	-1%
Other revenue	918,688	918,688	75,029	94,134	19,105	25%
<b>Total Revenue</b>	<b>32,722,537</b>	<b>31,547,420</b>	<b>21,753,293</b>	<b>21,879,433</b>	<b>126,140</b>	<b>1%</b>
<b>Expenses</b>						
Employee Benefits	14,146,828	14,243,003	3,320,455	3,315,439	5,016	0%
Materials and Services	9,492,426	10,373,351	2,075,377	1,914,942	160,435	8%
Depreciation and amortisation	8,968,321	8,968,321	-	-	-	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	294,765	294,765	29,714	28,978	736	2%
Finance Costs (Interest)	107,288	83,136	(16,194)	(16,195)	1	0%
<b>Total Expenses</b>	<b>33,009,628</b>	<b>33,962,576</b>	<b>5,409,352</b>	<b>5,243,165</b>	<b>166,187</b>	<b>3%</b>
Net gain(loss) on disposal of property, infrastructure, plant and equipment	(249,110)	(249,110)	-	-	-	
<b>Surplus (deficit) for the period</b>	<b>(536,201)</b>	<b>(2,664,266)</b>	<b>16,343,941</b>	<b>16,636,268</b>	<b>292,327</b>	<b>2%</b>
<i>Net gain (loss) on disposal of property, infrastructure, plant &amp; equipment</i>						
<i>Proceeds from Sale of Fixed Assets</i>	636,000	768,302	-	-	-	###
<i>Carrying value of assets sold</i>	885,110	1,017,412	-	-	-	
<i>Total</i>	(249,110)	(249,110)	-	-	-	
<b>Total Materials and Contractors</b>						
Utilities	490,556	491,556	99,402	74,053	25,349	26%
Contractors	6,549,806	7,272,385	1,227,920	1,190,922	36,998	3%
Legal Expenses	264,950	264,950	19,387	15,431	3,956	20%
Insurance	445,926	445,926	412,925	375,208	37,717	9%
Materials	889,665	889,665	141,749	108,914	32,835	23%
Contributions	530,085	597,801	107,096	104,812	2,284	2%
Consultants	321,438	411,068	66,898	45,602	21,296	32%
	9,492,426	10,373,351	2,075,377	1,914,942	160,435	8%

<b>Statement A (Alternative Format)</b>						
Murrindindi Shire Council						
Income Statement						
Underlying Operational Result Format						
For the period ended 30 September 2017						
	Original Budget	Revised Budget	YTD Budgets	YTD Actuals	Budget/ Actual Variance (unfav)	%
	2017/18	2017/18	30/09/17	30/09/17		
	\$	\$	\$	\$	\$	
<b>Revenue</b>						
Rates & Charges	19,832,890	19,832,890	19,640,071	19,643,893	3,822	0%
Statutory fees and fines	715,419	715,419	134,344	196,840	62,496	47%
User fees	1,902,831	1,902,831	362,573	404,589	42,016	12%
Grants - Recurrent Operating	6,662,586	4,565,434	1,264,060	1,258,269	(5,791)	0%
Grants - Non-Recurrent (Operating Only)	275,770	423,718	115,420	118,125	2,705	2%
Contributions - Cash (Operating Only)	5,075	5,075	300	2,441	2,141	714%
Reimbursements	349,525	349,525	56,564	56,210	(354)	-1%
Other revenue	918,688	918,688	75,029	94,134	19,105	25%
<b>Total Revenue</b>	<b>30,662,784</b>	<b>28,713,580</b>	<b>21,648,361</b>	<b>21,774,501</b>	<b>126,140</b>	<b>1%</b>
<b>Expenses</b>						
Employee Benefits	14,146,828	14,196,763	3,320,455	3,315,439	5,016	0%
Materials and Services	9,492,426	10,419,591	2,075,377	1,914,942	160,435	8%
Depreciation and amortisation	8,968,321	8,968,321	-	-	-	0%
Bad and Doubtful Debts	-	-	-	-	-	
Other Expense	294,765	294,765	29,714	28,978	736	2%
Finance Costs (Interest)	107,288	83,136	(16,194)	(16,195)	1	0%
<b>Total Expenses</b>	<b>33,009,628</b>	<b>33,962,576</b>	<b>5,409,352</b>	<b>5,243,165</b>	<b>166,187</b>	<b>3%</b>
<b>Underlying Surplus (deficit) for the period</b>	<b>(2,346,844)</b>	<b>(5,248,996)</b>	<b>16,239,009</b>	<b>16,531,337</b>	<b>292,328</b>	<b>-2%</b>
<b>Reconciliation to Income Statement</b>						
<i>Proceeds from Sale of Fixed Assets</i>	636,000	768,302	-	-	-	###
<i>Less Carrying value of assets sold</i>	(885,110)	(1,017,412)	-	-	-	
Capital Grants	143,000	867,087	1,218	1,218	(0)	0%
Grants - Recurrent Capital	1,604,747	1,604,747	53,714	53,714	-	0%
Capital Contributions	30,950	80,950	50,000	50,000	-	0%
Contributions - Non Cash	194,056	194,056	-	-	-	
Contributed Assets					-	
Net Movement in Asset Revaluation Reserve					-	
Special Charge Rate for Capital Projects	87,000	87,000	-	-	-	
					-	
Operating Result as per Income Statement	<b>(536,201)</b>	<b>(2,664,266)</b>	<b>16,343,941</b>	<b>16,636,268</b>	<b>292,327</b>	<b>2%</b>

<b>Statement B</b>					
Murrindindi Shire Council					
Balance Sheet					
as at 30 September 2017					
	Original Budget 2017/18	Revised Budget 2017/18	YTD Budget 30/09/17	Actual 30/09/17	Variance (unfav)
	\$	\$	\$	\$	\$
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	24,447,537	24,866,333	27,301,864	27,698,516	396,652
Trade and other receivables	2,808,136	2,888,136	18,801,024	18,808,077	7,053
Other financial assets			-	-	-
Accrued Income	145,000	145,000	-	-	-
Prepayments	205,000	205,000	-	547	547
Non Current Assets Held for sale			217,047	217,047	-
Inventories	50,000	50,000	50,000	46,126	(3,874)
<b>Total current assets</b>	<b>27,655,673</b>	<b>28,154,469</b>	<b>46,369,935</b>	<b>46,770,313</b>	<b>400,378</b>
<b>Non current assets</b>					
Intangible Assets	3,179,693	3,464,135	3,725,950	3,725,951	1
Property & Plant & Equipment	301,601,242	307,854,988	306,615,699	306,655,063	39,364
Receivables	46,000	46,000	27,000	21,574	(5,426)
					-
<b>Total non-current assets</b>	<b>304,826,935</b>	<b>311,365,123</b>	<b>310,368,649</b>	<b>310,402,588</b>	<b>33,939</b>
<b>Total assets</b>	<b>332,482,608</b>	<b>339,519,592</b>	<b>356,738,584</b>	<b>357,172,901</b>	<b>434,317</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	2,609,624	2,605,777	55,000	102,358	(47,358)
Trust funds and deposits	932,769	932,769	1,112,769	1,143,314	(30,545)
Provisions - Employee Entitlements	3,215,934	3,215,934	3,215,934	3,349,606	(133,672)
Interest-bearing loans and borrowings	401,119	359,476	-	-	-
					-
<b>Total Current Liabilities</b>	<b>7,159,446</b>	<b>7,113,956</b>	<b>4,383,703</b>	<b>4,595,278</b>	<b>(211,575)</b>
<b>Non-Current Liabilities</b>					
Provisions - Employee Entitlements	271,383	271,383	267,062	197,477	69,585
Provisions - Other	5,020,000	5,020,000	5,738,237	5,738,237	0
Interest-bearing loans and borrowings	1,546,109	1,127,389	1,354,511	1,354,511	0
					-
<b>Total Non Current Liabilities</b>	<b>6,837,492</b>	<b>6,418,772</b>	<b>7,359,810</b>	<b>7,290,224</b>	<b>69,586</b>
					-
<b>TOTAL LIABILITIES</b>	<b>13,996,938</b>	<b>13,532,728</b>	<b>11,743,513</b>	<b>11,885,502</b>	<b>(141,989)</b>
<b>NET ASSETS</b>	<b>318,485,670</b>	<b>325,986,864</b>	<b>344,995,071</b>	<b>345,287,398</b>	<b>292,327</b>
<b>Equity</b>					
Accumulated Surplus	125,457,160	129,225,973	130,012,077	130,012,077	0
Surplus for the Year	(536,201)	(2,664,266)	16,343,941	16,636,268	292,327
Asset Revaluation Reserve	177,714,345	182,944,361	182,944,361	182,944,360	(1)
Other Reserves	15,850,366	16,480,796	15,694,692	15,694,692	0
					-
<b>TOTAL EQUITY</b>	<b>318,485,670</b>	<b>325,986,864</b>	<b>344,995,071</b>	<b>345,287,398</b>	<b>292,327</b>

<b>Statement C</b>					
Murrindindi Shire Council					
Cash Flow Statement					
For the period ended 30 September 2017					
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>Actual</b>	<b>Variance (unfav)</b>
	<b>2017/18</b>	<b>2017/18</b>	<b>30/09/17</b>	<b>30/09/17</b>	<b>Variance (unfav)</b>
	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>	<b>(unfav)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Cash Flow From Operating Activities</b>					
Rates & Charges	19,798,225	19,948,341	3,140,034	3,159,665	19,630
User charges and other fines	3,294,172	3,336,116	900,528	990,516	89,988
Grants	8,486,103	7,305,843	1,679,269	1,692,677	13,408
Interest	597,316	666,521	188,031	189,512	1,481
Net GST Refund/Payment	-	-	-	-	-
Payments to suppliers	(10,044,191)	(10,095,672)	(2,659,410)	(2,392,554)	266,856
Payments to employees	(14,023,450)	(14,165,802)	(3,732,575)	(3,718,471)	14,104
<b>Net cash flow provided by operating activities</b>	<b>8,108,175</b>	<b>6,995,348</b>	<b>(484,123)</b>	<b>(78,655)</b>	<b>405,467</b>
<b>Cash flow from investing activities</b>					
Payment for property, plant and equipment, infrastructure & Intangible assets	(7,433,775)	(10,885,981)	(333,877)	(373,241)	(39,364)
Payments for investments	-	-	-	-	-
Proceeds from sale of property, plant and equipment, infrastructure	636,000	768,302	-	-	-
<b>Net cash used in investing activities</b>	<b>(6,797,775)</b>	<b>(10,117,679)</b>	<b>(333,877)</b>	<b>(373,241)</b>	<b>(39,364)</b>
<b>Cash flows from financing activities</b>					
Trust funds and deposits	324,000	(62,293)	117,707	148,255	30,548
Finance costs	(108,873)	(83,554)	(1)	-	1
Proceeds from interest bearing loans and borrowings	500,000	500,000	-	-	-
Repayment of interest bearing loans and borrowings	(407,283)	(367,646)	-	-	-
<b>Net cash provided by (used in) financing activities</b>	<b>307,844</b>	<b>(13,493)</b>	<b>117,706</b>	<b>148,255</b>	<b>30,549</b>
Net increase/(decrease) in cash and cash equivalents	1,618,244	(3,135,825)	(700,294)	(303,641)	396,652
Cash and cash equivalents at the beginning of the financial year	22,829,293	28,002,157	28,002,157	28,002,157	-
Cash and cash equivalents at the end of the financial year	<b>24,447,537</b>	<b>24,866,333</b>	<b>27,301,864</b>	<b>27,698,516</b>	<b>396,652</b>
<b>Reconciliation of result from ordinary activities with net cash from operations</b>					
Surplus for the financial year	(536,201)	(2,664,266)	16,343,941	16,636,268	292,327
Depreciation and amortisation	8,968,321	8,968,321	-	-	-
Bad and Doubtful debts	-	-	-	-	-
Contributions Non Monetary Assets	(194,056)	(194,056)	-	-	-
Financing Costs (Cash Portion)	108,873	83,554	1	-	(1)
(Profit)/loss on disposal of property, plant and equipment, infrastructure	249,110	249,110	-	-	-
Change in assets and liabilities					
(Increase)/decrease trade and other receivables	(342,665)	(142,455)	(16,036,343)	(16,037,974)	(1,631)
(Increase)/decrease in inventories	-	(4,287)	(4,287)	(415)	3,872
(Increase)/decrease in other current assets	(80,000)	42,078	392,078	391,531	(547)
Increase/(decrease) in provisions	(136,622)	(624,463)	89,453	153,541	64,088
Increase/(decrease) in trade and other payables	71,415	1,281,812	(1,268,965)	(1,221,608)	47,358
<b>Net cash provided by operating activities</b>	<b>8,108,175</b>	<b>6,995,348</b>	<b>(484,123)</b>	<b>(78,656)</b>	<b>405,466</b>

<b>Statement D</b>					
<b>Murrindindi Shire Council</b>					
<b>Statement of Capital Works</b>					
<b>For the period ended 30 September 2017</b>					
	<b>Original Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>Actuals</b>	<b>Budget/ Actual Variance (unfav)</b>
	<b>2017/18</b>	<b>2017/18</b>	<b>30/09/17</b>	<b>30/09/17</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Land	30,000	30,000	-	-	-
Land Under Roads			-	-	-
Buildings	2,079,635	2,834,922	96,167	126,504	(30,337)
Plant , Machinery & Equipment	952,000	1,977,774	-	5,091	(5,091)
Roads & Paths	2,726,000	3,240,879	32,169	41,644	(9,475)
Bridges	885,000	1,228,763	101,909	101,909	(0)
Footpaths and Cycleways	230,500	317,317	51,124	51,158	(34)
Stormwater Network	226,800	375,271	25,359	25,359	-
Heritage	-	380,000	-	-	-
Furniture, Office Equipment and Software	205,000	396,909	19,038	16,250	2,788
Library Materials	98,840	104,146	8,111	5,326	2,785
Works in Progress	-	-	-	-	-
<b>Total Capital Works</b>	<b>7,433,775</b>	<b>10,885,981</b>	<b>333,877</b>	<b>373,241</b>	<b>(39,364)</b>
<b>Property, Infrastructure, Plant and Equipment</b>					
<b>Movement Reconciliation Worksheet</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
	<b>2017/18</b>	<b>2017/18</b>	<b>30/09/17</b>	<b>30/09/17</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Total Capital Works	7,433,775	10,885,981	333,877	373,241	(39,364)
Impaired assets					-
Asset revaluation movement			1	-	1
Depreciation	(8,706,506)	(8,706,506)	-	-	-
Written down value of non current assets sold	(885,110)	(800,365)	-	-	-
Contributed Assets		194,056	0	-	-
Transfer to intangibles					
Intangible software				(16,250)	
Transfer to Non Current assets held for sale			0	0	
<b>Net movement in property, infrastructure plant and equipment</b>	<b>(2,157,841)</b>	<b>1,573,166</b>	<b>333,878</b>	<b>356,991</b>	<b>(39,363)</b>

<b>Statement E</b>					
Murrindindi Shire Council					
Reconciliation of Non Discretionary Cash & Reserves as at 30 September 2017					
<b>Cash Flow Statement Reconciliation - Non discretionary Cash Requirements</b>					
Required Cash at year End	Original Budget	Revised Budget	YTD Budget	Actual	Budget/ Actual Variance
	2017/18	2017/18	30/09/17	30/09/17	
<b>Non discretionary Cash Requirements to be held:</b>					
<b>Reserves</b>		\$	\$	\$	
Account					
070300 Public Open Space Reserve	(438,254)	(451,754)	(462,254)	(462,254)	(0)
070305 Infrastructure Contributions - Parking	(41,080)	(41,080)	(41,080)	(41,080)	-
070312 - Infrastructure Maintenance Reserve 2% Rates	(1,040,130)	(1,040,130)	(1,016,760)	(1,016,760)	-
070313 - Infra. Maint. New & Expanded Assets (bal. \$1.2m)	(3,721,268)	(4,052,881)	(4,122,936)	(4,122,936)	-
070314 - Infra. Maint. Gifted & Novated Assets - \$920K	(920,000)	(920,000)	(920,000)	(920,000)	-
070315 - Defined Benefits Superannuation	(900,000)	(1,050,000)	(1,050,000)	(1,050,000)	-
070316 - Infra. Balance MAP's Funding	(434,022)	(516,378)	(516,378)	(516,378)	-
070318 - Infra. Unexpended Capital Works	(1,073,692)	(789,979)	(1,073,692)	(1,073,692)	-
070325 Garbage Reserve	(6,997,062)	(7,341,047)	(6,197,679)	(6,197,679)	-
070336 - Marysville Community Fund	(63,531)	(63,531)	(63,531)	(63,531)	-
070345 Shaw Avenue Redevelopment Reserve	(43,752)	(43,752)	(43,752)	(43,752)	-
070355 Alexandra Community Leisure Centr	(13,106)	-	(20,802)	(20,802)	-
070370 Road Maintenance Reserve	(16,044)	(16,044)	(16,044)	(16,044)	-
070420 Yea Saleyards Reserve	(40,015)	(35,436)	-	-	-
070430 Alexandra Saleyards Reserve					-
070440 Yea Caravan Park Reserve	(8,000)	(8,000)	-	-	-
070445 Marysville Caravan Park Reserve	(100,410)	(110,784)	(149,784)	(149,784)	-
<b>Total Cash backed reserves</b>	<b>(15,850,366)</b>	<b>(16,480,796)</b>	<b>(15,694,692)</b>	<b>(15,694,692)</b>	<b>(0)</b>
Other Cash Requirements					
070000 Deposits	(610,500)	(610,500)	(610,500)	(644,853)	(34,353)
70041 Provision for Employee Entitlement - A/L 25%	(284,809)	(284,809)	(308,039)	(308,039)	-
070040 Provision for Employee Entitlement LSL ( progression to 25% over 4 years)	(519,174)	(519,174)	(519,174)	(529,363)	(10,189)
070060 General Trust Accounts	(12,115)	(12,115)	(12,115)	(11,738)	377
Quarry Security ANZ	(19,500)	(19,500)	(19,500)	(19,500)	-
Fires Service Property Levy	(140,154)	(140,154)	(440,154)	(435,706)	4,448
carry forw ard - operating projects - grant funded	-	-	-	-	-
carry forw ard - capital projects - less grant funding & reserves	-	-	-	-	-
					-
<b>Total Required Cash</b>	<b>(17,436,619)</b>	<b>(18,067,049)</b>	<b>(17,604,174)</b>	<b>(17,643,890)</b>	<b>(39,716)</b>
<b>Total Available Cash</b>	<b>24,447,537</b>	<b>24,866,333</b>	<b>27,301,864</b>	<b>27,698,516</b>	<b>396,652</b>
<b>Surplus/(Deficit)</b>	<b>7,010,919</b>	<b>6,799,284</b>	<b>9,697,690</b>	<b>10,054,626</b>	<b>356,936</b>

**Operating – Year to Date Review**

Overall the income statement reflects minimal variances in both operating revenue and operating expenditure, with several projects behind anticipated expenditure budgets. The Year to Date Summary of the Income Statement for the period ending 30 September 2017 is provided in Table 3 as follows:

Table 3 – Summary of Income Statement

	YTD	YTD	
	Budget	Actual	Variance
	\$k	\$k	\$k
<b>Revenue</b>	21,753	21,879	<b>126</b>
<b>Expenses</b>	5,409	5,243	<b>166</b>
<b>Surplus</b>	<b>16,344</b>	<b>16,636</b>	<b>292</b>

The Year To Date (YTD) operating result at 30 September 2017 shows income up by \$126k and expenditure under budget by \$166k generating a larger than expected YTD surplus of \$292k or 2% better than the budgeted surplus.

The key components comprising both Revenue and Expenses variances are summarised by category in Tables 4 and 5 as follows:

Table 4 – Key Revenue component variance

Variance		
\$k		
<b>126</b>	<b>Favourable to budget</b>	
Key Components	Type	Particulars
62	Statutory Fees & Fines	Favourable year to date variance on Planning Fees \$41k, Building Fees \$7k and Septic Tanks \$5k.
42	User Fees	Favourable variance in Aged & Disability on Respite Home & Community \$21k and Personal Care \$25k.
19	Other Revenue	Additional revenue from lease rental of Kinglake RAC, which will be offset by building maintenance responsibilities.

Table 5 – Key Expense component variance

Variance		
\$k		
<b>166</b>	<b>Favourable to Budget</b>	
Key Components:	Type	Particulars
160	Materials & Services	Favourable variance mainly relate to; <ul style="list-style-type: none"> <li>• Business Services \$28k</li> <li>• Community Services \$37k</li> <li>• Development Services \$23k</li> <li>• Infrastructure Maintenance \$25k,</li> <li>• Numerous minor variance spread across programs</li> </ul> These favourable variances are spread across contractors \$37k, Utilities \$25k, insurance \$38k, consultants \$21k and

materials \$33k.  
It should be noted these are year to date variances to budget and not forecast savings as most budgets are predicted to come on line by year end.

### **Capital - Year to Date Review**

As at 30 September 2017, Capital Works is (\$39k) above the year to date budget of \$334k. Statement D, as attached, indicates that across the asset categories, the largest variances are (\$30k) in Buildings and (\$9k) in Roads & Paths.

Table 6 – Summary of Capital Works completed (Financial)

Asset Category	YTD Budget	Actuals	Variance	Complete to
	30/09/17	30/09/17	YTD	YTD Budget
	\$'000	\$'000	\$'000	%
Land	-	-	-	0%
Buildings	96	127	(30)	-32%
Plant & Machinery	-	5	(5)	0%
Roads & Paths	32	42	(9)	-29%
Bridges	102	102	(0)	0%
Footpaths and Cycleways	51	51	(0)	0%
Drainage	25	25	-	0%
Heritage Assets	-	-	-	0%
Furniture & Equipment	19	16	3	15%
Library Bookstock	8	5	3	34%
Works in Progress	-	-	-	0%
<b>Total Capital Works</b>	<b>334</b>	<b>373</b>	<b>(39)</b>	<b>-12%</b>

Table 7 – Key Capital component variance

Variance		
\$k		
(39)	Unfavourable to Budget	
Key Components:	Type	Particulars
(30)	Buildings	Expenditure on buildings is running slightly ahead of expectations with the major item being <ul style="list-style-type: none"> <li>• Yea Caravan Park - electrical works (\$30k)</li> </ul>
(9)	Roads & Paths	Initial preparation costs for Resheeting, Reseals, Renewal & major patching.

With minimal Year to Date variance, the capital works program overall is running well as at 30 September 2017. The overall budget has been increased from \$7.43m to \$10.88m with \$2.70m carry forwards from unexpended capital work projects forecast to be completed by 30 June 2017 (reported to Council 23 August 2017) and the inclusion of several new grant funded capital works projects – listed below.

- Yea & District Children's Centre Upgrade \$375,000, and
- Bushfire Memorials – from operating \$380,000

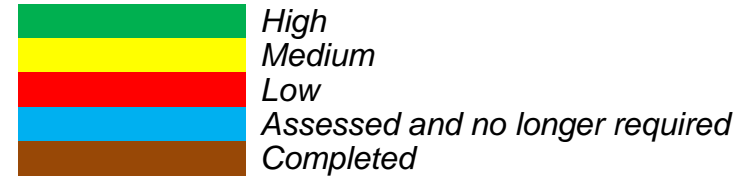


**Operational Carry Forwards - 2016/17 to 2017/18**

<b>Program</b>	<b>2016/17 Revised Budget \$</b>	<b>2016/17 Actuals \$</b>	<b>Carried Forward - 2017/18 \$</b>
Bushfire Memorials	418,221	72,985	345,236
Grants Commission Funding	-4,271,440	-6,496,112	2,224,672
Plant and Equipment Replacement	308,883	176,581	132,302
Saleyards Grant	-363,000	-272,250	-90,750
Fire Services Levy Grant	99,444	34,362	65,082
Community Services Grants	-153,258	110,535	263,793
Community & Rec Services	597,820	224,875	372,945
Doing Business Better Grants	13,818	-96,253	110,071
Strategic Planning Funding	130,748	108,415	22,333
Infrastructure Grants and Contributions	-649,223	-217,474	-431,749
<b>Total</b>	<b>-3,867,987</b>	<b>-6,354,336</b>	<b>3,013,935</b>

Attachment - 1

**INFRASTRUCTURE CAPITAL WORKS PROGRESS REPORT**



<b>Project</b>	<b>Anticipated Commencement Date</b>	<b>Anticipated Completion Date</b>	<b>Level of Confidence in Delivery</b>	<b>Comments</b>
Sealed Road/Bituminous Sealing Program	November, 2017	March, 2018		Contract awarded
Road Safety Program	August, 2017	March, 2018		Works currently being scoped
Gravel Road Resheeting Program	December, 2017	April, 2018		Works tendered. Evaluation currently underway
Bridge Program	October, 2017	December, 2017		Contract awarded
Path Program	January, 2018	May, 2018		Path program to be tendered mid October.
Kerb and Channel Program	January, 2018	May, 2018		Works to be tendered with path program mid October.
Stormwater Program	January, 2018	June, 2018		Works currently being scoped
<b>Community Land Program</b> - Eildon Alliance Boat ramp	August, 2017	June, 2018		Works dependant on water levels
- Kinglake Community Centre – drainage & BBQ	January 2018	July, 2018		Works currently being scoped
- Kinglake Memorial Park Oval drainage	January 2018	July, 2018		Works currently being scoped

Pioneer Reserve Traffic Management	September, 2017	June, 2018		Consultation underway
- 13 Webster Street - Demolition	October, 2017	February, 2018		Quotes to be sought
<b>Community Buildings Program</b> - Alexandra Lawn Tennis Club – Hard courts resurfacing	July, 2017	June, 2018		Awaiting outcomes of grant application
-Marysville Kindergarten - Windows	September, 2017	October, 2017		
- Yea Pioneer Hall – Floor restoration in foyer	September, 2017	September, 2017		Works completed
Thornton Recreation Reserve – Football Pavilion renewal works	November, 2017	March, 2018		Quotations to be sought
- Eildon Visitor Information Centre – Floor Coverings/Toilet renewal	January, 2018	June, 2018		Quotations to be sought
- Alexandra Visitor Information Centre – Renewal works	January, 2018	June, 2018		Quotations to be sought
<b>Public Convenience</b> - Yea Recreation Reserve - Renewal	August, 2017	March, 2018		Currently obtaining quotations
<b>Playgrounds</b> - Yea Playground, Station Street - Renewal	August, 2017	June, 2018		Awaiting outcomes of grant application
<b>Waste</b> Waste Management Facilities Program	July, 2017	June, 2018		Works currently being scoped.
<b>Caravan Parks</b> - Marysville Caravan Park – Upgrade and road/drainage	October, 2017	June, 2018		Works currently being scoped.
<b>Corporate Buildings Program</b> - Alexandra Shire Office – Air-conditioning	September 2017	September, 2017		Works completed
- Alexandra Library – Carpet renewal	October, 2017	March, 2018		Quotes being finalised. Consultation to occur regarding timelines for works to occur.
- Kinglake Office and Library – Carpet renewal	October, 2017	March, 2018		Quotes being finalised. Consultation to occur regarding timelines for works to occur.

- Yea Office and Library – Carpet renewal	October, 2017	March, 2018		Quotes being finalised. Consultation to occur regarding timelines for works to occur.
- Alexandra Shire Hall – Window Furnishings	February, 2018	March, 2018		Quotes being finalised.
- Chambers Meeting Room – Lights & Curtains	December, 2018	March, 2018		Quotes being finalised.
- Alexandra Office – Office renovation	September, 2017	June, 2018		Consultation and design underway
- Yea Shire Hall – Restoration works	January, 2018	June, 2018		May be delayed to take advantage of further grant funding opportunities for renewal works.
Yea Regional Saleyards – Truck Parking	August, 2017	April, 2018		Cultural Heritage Plan and design underway
Seal Rock Road - Drainage	November, 2017	December, 2017		Consultation complete works to commence in October
<b>Grant Funded Works</b> - Yea Regional Saleyards – Stage 2 Construction	January, 2016	October, 2017		Entry walkway to scalehouse currently being manufactured. All other works completed.
- Supply and installation of generators to four library sites	March, 2016	December, 2016		Generators have been installed to all library sites with the exception of the mobile library. This has been deferred until a vehicle has been delivered. Prime mover currently being procured.
- Eildon Jamieson Road – Black spot works	February, 2017	June, 2018		Design and quotations being finalised.
Marysville Triangle Arts & Culture – Construction	September, 2017	May, 2018		Works currently out to tender. User groups are considering start date of January.

Yea Children's Centre – Stage One Extension	July, 2017	June, 2018		Detailed design nearing completion
Bushfire Memorials - Construction	July, 2017	July 2018		Works tendered. Currently assessing submissions.
<b>Carry Forwards</b> 16/17 Path Program	April, 2017	October, 2018		Works nearing completion
Marysville Carpark	July, 2017	June, 2018		Design completed. Consultation continuing.
Bridge Component Renewal	July, 2017	October 2017		Dairy Creek Bridge and Draytons Bridge both complete with only demolition of existing Draytons Bridge and clean up remaining; subject to lower water levels.
Timber Tramway Museum	July, 2017	July 2018		Works still under consideration
Vegetation Projects	July, 2017	July 2018		Funds likely to be spent over next three years in further planting and project management
Drainage Upgrade – trouble spots	July, 2017	September 2017		Works Complete
Kerb and Channel and Path Renewal	July, 2017	November , 2017		Work 90% Complete

Bus Shelter Construction (allocation to match future grant application)	July, 2017	July, 2018		Subject to further grant application
Snodgrass Street Yea – Special Charge Scheme	July, 2017	July 2018		Design underway
Swimming Pools	July 2017	July 2018		Works being identified for post swimming season.