

## AGENDA

**FOR GOVERNANCE AND COMPLIANCE COMMITTEE MEETING TO BE HELD  
ON**

**9 DECEMBER 2024 AT THE CONCLUSION OF THE COMMUNITY WELLBEING  
AND SPORT COMMITTEE**

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

### **MEMBERS**

Cr P Jensen (Chairman)  
Mayor G Aldridge (ex officio)  
Cr L Brug  
Cr J Chewparsad  
Cr K Grenfell  
Cr D Hood (Deputy Chairman)  
Cr S McKell

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
Deputy Chief Executive Officer, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Governance and Compliance Committee Meeting held on 18 November 2024.

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**REPORTS**

*Administration*

3.0.1 Future Reports for the Governance and Compliance Committee ..... 11

*For Decision*

3.1.1 Cat Desexing & Rehoming Pilot Program ..... 13

**QUESTIONS ON NOTICE.**

There are no Questions on Notice.

**MOTIONS ON NOTICE**

There are no Motions on Notice.

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

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**ORDERS TO EXCLUDE THE PUBLIC**

**3.4.1 NAWMA Audit Committee Members  
Recommendation**

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

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*

*- it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

2. *In weighing up the factors related to disclosure,*

*- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

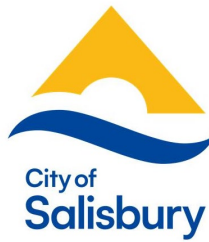
*- public disclosure would unreasonably disclose the personal affairs of the individual*

*On that basis the public's interest is best served by not disclosing the **NAWMA Audit Committee Members** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Governance and Compliance Committee orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CLOSE**





**MINUTES OF GOVERNANCE AND COMPLIANCE COMMITTEE MEETING HELD IN  
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON  
18 NOVEMBER 2024**

**MEMBERS PRESENT**

Cr P Jensen (Chairman)  
Mayor G Aldridge (ex officio)  
Cr J Chewparsad  
Cr K Grenfell  
Cr S McKell

**STAFF**

Deputy Chief Executive Officer, Mr C Mansueto  
Governance Officer, Ms M Woods  
Manager Community Experience, Ms C Kroepsch  
Manager People and Performance, Ms K Logan

The meeting commenced at 6:46pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

**APOLOGIES**

Apologies have been received from Cr L Brug and Cr D Hood.

**LEAVE OF ABSENCE**

Nil.

**PRESENTATION OF MINUTES**

Moved Cr K Grenfell  
 Seconded Cr J Chewparsad

The Minutes of the Governance and Compliance Committee Meeting held on 21 October 2024, be taken as read and confirmed.

**CARRIED**

**REPORTS**

*Administration*

**3.0.1 Future Reports for the Governance and Compliance Committee**

Moved Mayor G Aldridge  
 Seconded Cr K Grenfell

That Council:

1. Notes the report.

**CARRIED**

*For Decision*

**3.1.1 Consideration of Adoption of Employee Behavioural Standards**

Moved Mayor G Aldridge  
 Seconded Cr S McKell

That Council:

1. Notes the information relating to new section 120A of the *Local Government Act 1999*, provided in this report (Item 3.1.1, Governance and Compliance Committee, 18 November 2024).
2. Does not adopt the Local Government Association (LGA) Employee Behavioural Standards at this time, noting that the existing City of Salisbury Employee Conduct Policy is already in place which includes standards of behaviour for Council employees exceeding the LGA Model Standard.

**CARRIED**

### 3.1.2 Updates to Legislative Delegations

Moved Mayor G Aldridge  
Seconded Cr J Chewparsad

That Council:

1. Delegates from the 25<sup>th</sup> of November 2024, in exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions of the Council as provided for in the Instrument of Delegation at Attachment 1 (Item 3.1.2; Governance and Compliance Committee; 18 November 2024) to the person occupying the position of Chief Executive Officer of the Council subject to the conditions specified in each Instrument of Delegation.
2. Notes that such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation at Attachment 1 (Item 3.1.2; Governance and Compliance Committee; 18 November 2024).

Instrument of Delegation under Planning Development and Infrastructure Act 2016

3. Delegates from 25 November 2024 in exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* the powers and functions and statutory instruments, those powers and functions as provided for in the Instrument of Delegation at Attachment 3 of this report (Item 3.1.2; Governance and Compliance Committee; 18 November 2024) to the person occupying the position of Chief Executive Officer of the Council subject to the conditions specified in each Instrument of Delegation.
4. Notes that such powers and functions may be further delegated by the person occupying the position of Chief Executive Officer as they see fit, unless otherwise indicated herein or in each proposed Instrument of Delegation in accordance with Section 100(2)(c) of the *Planning, Development and Infrastructure Act 2016* at Attachment 3 (Item 3.1.2; Governance and Compliance Committee; 18 November 2024).

**CARRIED**

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### 3.1.3 2025 Formal Meeting Schedule

Moved Cr S McKell  
Seconded Cr J Chewparsad

That Council:

1. Adopts the Formal Meeting Schedule as set out in Attachment 2 to this report (Item 3.1.3, Governance and Compliance Committee, 18 November 2024) subject to the Chief Executive Officer's determination to set or vary the scheduling of Committee and Sub Committee meetings as required and in context of business needs, in consultation with the respective Presiding Member.

**CARRIED**

### 3.1.4 Annual Report 2023-2024

Moved Cr S McKell  
Seconded Cr J Chewparsad

That Council:

1. Approves the draft Annual Report 2023/2024 as contained in Attachment 1 of this report (Item 3.1.4, Governance and Compliance Committee, 18 November 2024), subject to any changes requested.

**CARRIED**

### QUESTIONS ON NOTICE

There were no Questions on Notice.

### MOTIONS ON NOTICE

There were no Motions on Notice.

### OTHER BUSINESS

*(Questions Without Notice, Motions Without Notice, CEO Update)*

There were no Other Business Items.



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**ORDERS TO EXCLUDE THE PUBLIC**

**3.4.1 Appointment of Independent Member of the Audit and Risk Committee**

Moved Cr K Grenfell  
Seconded Cr S McKell

*That the Governance and Compliance Committee Orders:*

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, that it is necessary and appropriate to exclude the public for the consideration of Agenda Item 3.4.1 Appointment of Independent Member of the Audit and Risk Committee with the exception of the following persons:*
  - *Deputy Chief Executive Officer*
  - *Manager Community Experience*
  - *Manager People and Performance*
  - *Governance Officer*

*On the basis:*

- *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
  - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
  - *non disclosure would protect personal details.*

*On that basis the public's interest is best served by not disclosing the **Appointment of Independent Member of the Audit and Risk Committee** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CARRIED**

The meeting moved into confidence at 6:50pm.

The meeting moved out of confidence and closed at 6:51pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	3.0.1
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	09 December 2024
<b>HEADING</b>	Future Reports for the Governance and Compliance Committee
<b>AUTHOR</b>	Monika Prasad, Governance Support Officer, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Our council is recognised for delivering exceptional community experiences and quality outcomes
<b>SUMMARY</b>	This item details reports to be presented to the Governance and Compliance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 A list of resolutions requiring a future report to Council are presented to each committee for noting.

**2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 No external consultation was required in the development of this report.

**3. REPORT**

- 3.1 The following table outlines the reports to be presented to the Governance and Compliance Committee as a result of a Council resolution:

26/08/2024	<b>Dog and Cat Management (Cat Management) Amendment Bill 2024</b>	John Darzanos
3.1.2	4. Requests the Administration present a report on the potential merits of a Cat By-Law, should the deficiencies as identified in Council's submission relating to cat management and managing cat nuisances not be rectified through amendments to the Dog and Cat Management (Cat Management) Amendment Bill 2024.	
<b>Due:</b>	March 2025	

**4. CONCLUSION / PROPOSAL**

- 4.1 Future reports for the Governance and Compliance Committee have been reviewed and are presented for noting.

<b>ITEM</b>	3.1.1
	<b>GOVERNANCE AND COMPLIANCE COMMITTEE</b>
<b>DATE</b>	09 December 2024
<b>HEADING</b>	Cat Desexing and Rehoming Pilot Program
<b>AUTHOR</b>	Brad Scholefield, Team Leader Community Compliance, City Development
<b>CITY PLAN LINKS</b>	4.3 Our council is recognised for delivering exceptional community experiences and quality outcomes

**SUMMARY**

Cat management within the City of Salisbury has been significantly impacted by the reduction of services from the main supporting shelters in South Australia, namely the Animal Welfare League of SA in the north and the RSPCA of SA in the south. These impacts are due to shelters reaching capacity and changes in operating models. This has reduced the ability for the City of Salisbury to provide services to the community where there are cats creating nuisances.

The Administration has identified an opportunity to undertake a pilot desexing and rehoming program with the Cat Adoption Foundation where they aim to desex and microchip cats and work with the residents to rehome cats via foster and adoption. The current operating budget for relocating cats to the Animal Welfare League is sufficient to provide the available funding to conduct the pilot program and review the benefits and potential to reduce nuisance cat complaints and numbers.

## **RECOMMENDATION**

### That Council:

1. Notes the Pilot Program that has commenced in partnership with the Cat Adoption Foundation as per Attachment 1 to this report (Item No. 3.1.1, Governance and Compliance Committee, 09 December 2024).

## **ATTACHMENTS**

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

1. Pilot Proposal for Cat Desexing in Salisbury

### **1. BACKGROUND**

- 1.1 Cat management activities in the City of Salisbury are undertaken to reduce the impacts from nuisance cats and the excessive number of stray and unowned cats that are found and located in the community. The other main impact is from cat hoarding where large number of cats on one property can cause concerns.
- 1.2 The traditional services offered by City of Salisbury to reduce the nuisance impacts from cats included:

- 1.2.1 Free cat traps for our community trapping program, resulting in approximately 800 to 1,000 cats from within the City of Salisbury being taken the Animal Welfare League of SA annually.
- 1.2.2 Cat nuisance investigations where staff trap and remove cats from properties, resulting in approximately 200 cats being relocated to the Animal Welfare League of SA.
- 1.3 In recent years the Animal Welfare League of SA and cat shelters across South Australia have reached capacity. This has resulted in the sector no longer taking cats from the Local Government sector as well as reducing their intake from the public. A contributing factor to the capacity issues is that many shelters have reduced euthanasia rates.
- 1.4 This has impacted on the Administration's ability to manage cat nuisances as per historical practices and has impacted on the community with service requests not being able to be resolved.
- 1.5 The Community Compliance Team has acquired assistance from several vets within our area to assist with our response to unidentified cats causing public nuisance. This service is limited however, as vets are reluctant to receive cats that have a high probability of being euthanised and may refuse to take the cats.
- 1.6 Due to the current situation with limited shelter capacity, cat management concerns and complaints within our Council area remain high. These issues are being compounded by the large numbers of cats that continue to breed and exacerbate the numbers of complaints being received.
- 1.7 There is a current review being undertaken by the Local Government Association and the Dog and Cat Management Board of shelter capacity and service demand for Local Government. Until this review is completed, and a solution implemented, the issue of increasing stray and unowned cats will continue to accelerate significantly impacting the community, causing public nuisance and environmental impacts.
- 1.8 Controlling cat populations through active desexing programs is one option that could help to reduce cat populations and reduce the burden on Council, shelters, and the community.

## **2. EXTERNAL CONSULTATION / COMMUNICATION**

- 2.1 External
  - Animal Welfare League
  - National Australian Cat Forum
  - Cat Adoption Foundation
  - Dog and Cat Management Board

## **3. REPORT**

- 3.1 The Administration has been made aware of a pilot program delivered by the Cat Adoption Foundation (CAF) to test the success of a desexing strategy.
- 3.2 CAF is recognised by the State Government as a key stakeholder. CAF is part of a working group formed earlier this year as part of the cat legislative update, alongside the RSPCA, AWL and the Australian Veterinary Association.

- 3.3 CAF has also been assisting the District Council of Mount Barker by providing advice and support for cat rehoming.
- 3.4 CAF maintains regular communication with the Dog and Cat Management Board (DCMB) on a range of issues, including the recent legislative updates and microchipping registration. It was consulted as a key stakeholder in May 2023 ahead of the legislative update.
- 3.5 CAF is also closely collaborating with the [Australian Pet Welfare Foundation](#) (APWF) in Queensland, which has been running a successful desexing program for the past five years.
- 3.6 As the largest cat rescue organisation in South Australia, CAF has rehomed 9,880 cats and kittens since 2015 and has access to a large foster network.
- 3.7 The pilot program run by CAF proposes to desex and rehome semi-managed cats considered suitable for adoption or foster. The service will have an approximate cost of \$175 per cat.
- 3.8 The program aims to target properties identified by City of Salisbury staff where there are known issues of cat nuisance and liaise with the residents to:
  - Desex and microchip cats on the property and in the area
  - Foster out and rehome cats where there are large numbers, with the cooperation of the resident(s)
  - Develop relationships with the resident(s) so if more cats come into the area, they can be included in the program.
- 3.9 The key features and action of the program include:
  - Preventing the continued breeding of cat litters by desexing the local populations in hotspots
  - Reducing cat numbers by rehoming cats to foster carers and adopt cats to new owners
  - Increase residents taking responsibility for cats in areas that were otherwise considered 'semi-owned' (i.e. cats that are fed, but not claimed as their own).
- 3.10 Since the pilot program commenced on 25 November 2024, the CAF has rehomed 13 cats, desexed nine cats across three sites. This is enabling Council to address the proliferation of cat litters during the current breeding season.

#### 4. FINANCE

- 4.1 The current operating budget for animal management includes funds for cats being transferred and relocated to the Animal Welfare League of SA or other suitable shelters.
- 4.2 The available operating budget includes an annual budget of \$70,000, with a current spend of \$8,855 for cats taken by the Animal Welfare League of SA. This has provided a YTD (October) budget surplus of \$61,145.
- 4.3 Due to the limited availability of these services the funds within the existing operating budget are underspent and could be re-allocated to this complementary cat management service.

- 4.4 The estimated cost of the pilot program is in the order of \$22,000 based on desexing 120 cats.
- 4.5 This program will be complementary to the National Desexing Network (NDN) program currently offered by Council. The NDN program only targets those persons on low income and/or concessions. This is currently funded 50:50 with a grant from the Dog and Cat Management Board, providing a budget allocation of \$10,000.

**5. CONCLUSION**

- 5.1 Uncontrolled cat breeding is an issue within the City of Salisbury and across the State. Until adequate shelter services for the Local Government sector are in place, there is a need to investigate alternative programs to address ongoing and increasing concerns.
- 5.2 Consultation with the CAF has identified that a pilot program could be run between December 2024 and June 2025 to test the success of an alternative cat desexing and rehoming strategy within the City of Salisbury.
- 5.3 The pilot program can be fully funded from the current underspent operating budget at an estimated cost of \$22,000 (plus GST).
- 5.4 A New Initiative Bid will be submitted for the program to continue in 2025-2026 financial year on the basis that it is likely that the existing shelters will be unable to meet demand until such time as a statewide cat management program is implemented.



## Pilot Costing Proposal for Cat Desexing in Salisbury

11<sup>th</sup> November 2024



## Executive Summary

### Project Overview

This pilot project aims to stabilise and, where possible, reduce populations of unmanaged cat groups across three high-density sites within the City of Salisbury Council area. The project seeks to establish a collaborative model between the City of Salisbury, the Cat Adoption Foundation (CAF), and the Adelaide Northern Veterinary Group (ANVG) to build a foundation for sustainable, ongoing cat population management. Through targeted desexing, data collection, and rehoming efforts, the project will gather insights to support a case for permanent funding in next year's budget.

### Purpose of Proposal

The purpose of this proposal is to secure funding for a pilot project focused on stabilising unmanaged cat populations at three high-density sites in Salisbury. It also aims to establish a collaborative model for cat management that can serve as a replicable framework, attracting sustainable, long-term funding. Additionally, the proposal outlines plans to collect data throughout the pilot to evaluate project impact and strengthen the case for ongoing support in future budgets.

### Key Financial Highlights:

This costing is based on an estimated 40 cats per site across three sites, averaging \$175 per cat.

Total Costs	Cost
Establishment Costs	\$ 1,740
Veterinary Costs	\$ 16,515
Extraordinary Costs	\$ 890
<b>Total</b>	<b>\$ 19,145</b>
10% contingency	\$ 1,914
<b>Total incl. Contingency</b>	<b>\$ 21,059</b>
Per cat (assuming 120)	\$ 175

## Project Objectives and Scope

### Objectives

This pilot project aims to achieve the following objectives:

1. **Stabilise and Possible Reduce Cat Populations:** Desex and rehome unmanaged cats across three high-density sites within the City of Salisbury Council area, focusing on stabilising current populations and, where feasible, reducing numbers through rehoming.
2. **Establish a Collaborative Management Model:** Develop a sustainable, replicable model for effective cat management in partnership with the City of Salisbury, the Cat Adoption Foundation (CAF), and the Adelaide Northern Veterinary Group (ANVG). This model aims to facilitate ongoing collaboration and serve as a framework for long-term funding.
3. **Collect and Analyse Data:** Systematically gather data on cats desexed, returned, and/or adopted to evaluate the project's impact and effectiveness. This data will support the creation of a case study, building a case for future funding allocations.

### Project Scope

The scope of this pilot project includes:

- **Trapping Locations:** The project will operate across three already identified high-density sites within the City of Salisbury Council area.
- **Vet Locations:** The ANVG has clinics in Salisbury, Elizabeth Park and Midway.
- **Key Activities:**
  - **Desexing:** Conduct desexing surgeries for cats within the targeted populations to prevent further reproduction.
  - **Rehoming and Return:** Where feasible, rehome socialised cats and return desexed cats to their point of capture.
  - **Data Collection:** Track and document cat trapped and their associated outcomes across the project's duration.
- **Timeline:** The project will run over the next 6 months period, with a stronger effort being deployed in the first 3 months to limit additional kittens being born.
- **Out of scope:** Food, litter, and parasite treatments for cats returned to the sites and in foster care until rehoming are not included in this scope.

## Detailed Cost Breakdown

### Establishment Costs:

Establishment Costs	# Items	Cost	Total
Trapping Kit:			
ACES Cat Trap	2	\$ 200	\$ 400
ACES SafeGuard Top and End Opening Carrier	2	\$ 270	\$ 540
Freight	1	\$ 45	\$ 45
Towels to cover traps	30	\$ -	\$ -
Cardboard to line the bottom of the traps		\$ -	\$ -
Box cutter	1	\$ 20	\$ 20
Trap label	1	\$ 20	\$ 20
Wet food for bait	120	\$ 1.2	\$ 144
Wooden spoons	2	\$ 9	\$ 17
Trays for food	10	\$ 1	\$ 10
Wet wipes	1	\$ 8	\$ 8
Paper towels	1	\$ 5	\$ 5
Tarp for transport	3	\$ 5	\$ 15
Bottle of water	1	0	\$ -
Carriers	3	\$ 40	\$ 120
F10 Veterinary Disinfectant 2L <i>10mL in 1L dilution = 100L</i>	1	\$ 110	\$ 110
Containment crates	3	\$ 95	\$ 285
<b>Total</b>			<b>\$ 1,740</b>

### Trapping Kit

Traps with a back sliding panel are recommended, as they facilitate easier transfer of cats, particularly in situations where kittens are trapped with adults. This design also simplifies placing cats into containment crates for recovery. These recommendations depend on the existing trapping equipment owned by Salisbury. We currently use the ACES brand:

- [ACES Cat Trap](#)
- [SafeGuard Top And End Opening Carrier/Transfer Cage](#)

Maintaining a stock of carriers is essential for transporting trapped kittens or friendly adults to foster homes, as vets require traps for desexing admissions. Having carriers available keeps traps on-site for capturing additional adults, increasing the likelihood of meeting next day desexing appointments.

### Disinfectant

Disease outbreak is a major risk factor to this project, particularly as we will be working across three different sites. A parvo outbreak a few years ago halted rescue intake for several months. To manage this risk, all equipment must be disinfected before and after use with a hospital-grade disinfectant such as F10. The disinfectant should be diluted at a ratio of 10mL F10 per 1L water, with each concentrate bottle yielding 100L of solution.

- [F10 SC Veterinary Disinfectant](#)

### Containment Crates

Cats will be returned to the trapping location for recovery and release. Recovery times vary, with most cats requiring a minimum of 24 hours.<sup>1</sup> Males recovering from a standard castration can generally remain in the trap overnight and be released the following day. Females typically require a minimum of 24 hours, ideally extending to 48 hours or more. If recovery exceeds 48 hours, transfer the cat to a larger crate.

Containment crates are essential where suitable recovery spaces are unavailable at the capture site. These crates also accommodate cats needing post-surgical medication, such as antibiotics mixed with food. For each project site, one containment crate is budgeted to support cats requiring extended post-operative care.

- [Paws for Life – Wire Crate XL](#)

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<sup>1</sup> Alley Cats (2024) [Post-Surgery Care](#)

**Veterinary Costs:**

<b>Veterinary Costs</b>		
Desexing:		
Castrate	\$	75
Spey	\$	90
F3 Vaccination	\$	42
Microchip Implant Cost	\$	5
<b>Microchip Costs</b>		
Global Microchip	\$	8
Freight	\$	15
Unit cost	\$	8.13
<b>Cost per Cat:</b>		
Male	\$	130
Female	\$	145
Estimated # Cats per Site	20	40
# Sites	3	3
<b># Cats - Range</b>	<b>60</b>	<b>120</b>
<b># Cats - Average</b>		<b>90</b>
<b>Cost - Range</b>	<b>\$ 8,258</b>	<b>\$ 16,515</b>
<b>Cost - Average</b>	<b>\$</b>	<b>12,386</b>
<i>Ratio Female:Male</i>	50%	50%

The costs provided are highly competitive compared to other clinics. ANVG has agreed to reduce the microchip implant fee to \$5 if CAF supplies the microchips and manages registration independently. To facilitate this, the microchip should be taped to the trap at admission, and registration paperwork will be provided at discharge.

CAF will purchase microchips from [Global Micro Animal Registry](#) unless Salisbury has existing stock. Including the chip cost, freight, and implant fee, the total cost is \$13.13 per cat.

The estimated veterinary cost range for this project is based on 20-40 cats per site, totalling between \$8,258 and \$16,515, with an average anticipated cost of \$12,386.

**Extraordinary Costs:**

Extraordinary Costs	Cost	Differential	Prevalence	Total
Complications during desexing:				
Spey in heat or early pregnancy	\$ 130	\$ 40	16	\$ 640
Cryptorchid	\$ 200	\$ 125	2	\$ 250
<b>Total</b>				<b>\$ 890</b>

These costs account for potential complications during desexing, as some females may be on heat or in early pregnancy, which increases surgery time and cost. The following assumptions were made to estimate these cases:

- **Female Population:** 50% of the total cats
- **Reproductive Age:** 80% of females<sup>2</sup>
- **In Heat:** Approximately one-third of females of reproductive age may be in heat at any given time, as females cycle roughly every two to three weeks.<sup>3</sup>

Additionally, cryptorchidism (undescended testicles) in males, though rare, requires abdominal surgery. Based on a reported prevalence of 1.3–3.8% for cryptorchidism, we use an average rate of 2.55%, suggesting an expectation of 2 cases in a population of 120 cats.<sup>4</sup>

**Contingency Funds:**

Contingency funds are necessary to cover unexpected expenses or complications, ensuring the project stays on track without budgetary shortfalls. Typical contingency funds are 10% to 15% of the total budget.<sup>5</sup>

<sup>2</sup> Nutter, Levine & Stoskopf (2004) [Reproductive capacity of free-roaming domestic cats and kitten survival rate](#)

<sup>3</sup> VCA Animal Hospitals (2024) [Estrous Cycles in Cats](#)

<sup>4</sup> Litte (2011) [Feline Reproduction: Problems and clinical challenges](#)

<sup>5</sup> Farag (2022) [Strategic Project Management: Contingency Funds](#)

## **Funding Sources and Contributions**

**Funders:** The primary funding for this project will be provided by Salisbury, with the aim of accurately costing the project to secure future inclusion in subsequent budgets.

**In-kind Contributions:** All CAF volunteer time is donated, with greater involvement expected at the project's outset to support cat caretakers and collaborate with Salisbury staff. For long-term sustainability and scalability, CAF volunteer resources should focus primarily on fostering and rehoming. Where Salisbury's supplies are limited, items such as towels can be sourced through the CAF volunteer network.



## Timeline

	November			December				January					February				March				April			
	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17	W18	W19	W20	W21	W22	W23	W24
Finalise costing proposal	█																							
Meet staff	█	█																						
Finalise planning	█	█	█	█																				
Sites:																								
Site 1 - set up	█																							
Site 2 - set up		█	█	█																				
Site 3 - set up			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Trapping - ongoing		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Rehoming		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Report to be included in budget										█														
Review meetings				█					█			█				█				█				█

## Proposal Conditions

- No cats will be euthanised for convenience. Cats unsuitable for rehoming will be returned to their trapping location.
- CAF will initially pay ANVG, with Salisbury reimbursing upon invoice submission. Bank details are:
  - Account name: Cat Adoption Foundation
  - BSB: 065 145 Account: 10459071
  - PayPal: [info@cafinc.org.au](mailto:info@cafinc.org.au)
- This project is to work in collaboration with the City of Salisbury, with aim the City of Salisbury could become independent of the Cat Adoption Foundation, in terms of trapping, transporting and returning.
- Council to be responsible for registering the microchip and should ensure no added financial burden on carers. If future registration fees are introduced, a DACO flag should indicate fee exemptions for these carers to encourage their willingness to register the cats.
- Sites deemed too difficult or hazardous may be refused at CAF's discretion.
- Council will provide for any extraordinary desexing costs, subject to prior agreement for acquittal.
- Council to assist in maintaining a Google spreadsheet to track cat details and project data and to advertise on their Facebook page, if foster carers are needed.
- CAF will onboard new foster carers and provide them with the necessary information to facilitate the adoption of fostered cats.
- The Council and CAF agree to share de-identified data on cat intake, nuisance complaints, and other relevant information to support the publication of a case study for this project.