



HEALTH & COMPLIANCE COMMITTEE MEETING

AGENDA

2 SEPTEMBER 2014

Your attendance is required at a meeting of the Health & Compliance Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 September 2014 commencing at 3.00pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the typed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
28 August 2014

Next Meeting Date: 30.09.14

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

2 PRESENT

Members Present:

Councillor C E Smith (Chairperson)
Acting Mayor, Councillor A P Williams
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Mayor Margaret Strelow

4 CONFIRMATION OF MINUTES

Minutes of the Health & Compliance Committee held 5 August 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR HEALTH AND COMPLIANCE COMMITTEE

File No: 10097

Attachments: 1. Business Outstanding Table for Health and Compliance

Responsible Officer: Ross Cheesman - Acting Chief Executive Officer

Author: Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Health and Compliance Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Health and Compliance Committee be received.

**BUSINESS OUTSTANDING TABLE FOR
HEALTH AND COMPLIANCE
COMMITTEE**

**Business Outstanding Table for Health
and Compliance**

Meeting Date: 2 September 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
01 July 2014	Pest Survey Program 1 September 2014 - 30 November 2014	THAT in accordance with the <i>Land Protection (Pest and Stock Route Management) Act 2002</i> , Council approves the Pest Survey Program, as detailed in the report, for the locality of Alton Downs between Monday 1 September 2014 and Sunday 30 November 2014.	Catherine Hayes	15/07/2014	Program not to be completed until 30 November 2014

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 SYSTEMATIC INSPECTION PROGRAM 29 SEPTEMBER 2014 - 9 NOVEMBER 2014

File No:	1464
Attachments:	1. Map of Norman Gardens Boundaries 2. Notice of Proposed Inspection Program
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Catherine Hayes - Manager Health & Environment / Acting Manager Local Laws

SUMMARY

This report presents a Systematic Inspection Program for consideration by Council. Prior to Rockhampton Regional Council officers undertaking an inspection program, the Systematic Inspection Program, to monitor compliance with the Animal Management (Cats and Dogs) Act 2008, Rockhampton Regional Council Local Law 1 (Administration) 2011, and Rockhampton Regional Council Local Law 2 (Animal Management) 2011 must be approved by Council.

OFFICER'S RECOMMENDATION

THAT in accordance with the *Animal Management (Cats and Dogs) Act 2008*, Council approves an inspection program, the Systematic Inspection Program, as detailed in the report, for the locality of Norman Gardens between 29 September 2014 and 9 November 2014.

COMMENTARY

The following identifies the area to be inspected, the timeframe and other details required by the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

Survey area

Property inspections will be conducted throughout part of the Rockhampton Regional Council area focusing on the locality of Norman Gardens (see attached map).

Area Selection Criteria

The focus area is a portion of Rockhampton Regional Council for which inspection by authorised persons is feasible within six weeks, and are considered a high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, in particular unregistered dogs.

Program Purpose

To monitor compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

Properties Inspected

Inspections will be conducted on all properties within the stated areas.

Commencement and Duration of Survey

This survey will commence on 29 September 2014 and will be in force for a period of six weeks expiring on 9 November 2014. Properties will be inspected from 7:00 am to 6:00 pm Monday to Sunday.

BACKGROUND

The *Animal Management (Cats and Dogs) Act 2008* requires that prior to Local Government undertaking property inspections for monitoring compliance with legislative requirements, it must approve an inspection program – a Systematic Inspection Program.

If noncompliances are identified, compliance notices and/or infringement notices may be issued.

BUDGET IMPLICATIONS

The staffing and associated costs to undertake the Systematic Inspection Program are provided for in the 2014-2015 Local Laws budget.

LEGISLATIVE CONTEXT

Local Government is responsible for the administration of the *Animal Management (Cats and Dogs) Act 2008* (the *Act*).

The *Act* provides that Local Governments must ensure private property owners are making a reasonable effort to control declared pest plants on their properties. The *Act* identifies the Pest Survey Program as a process for Local Government to assess the level of adherence by private property owners to the various requirements of the *Act*.

STAFFING IMPLICATIONS

The Systematic Inspection Program requires the equivalent of six full time officers for the period of the Program.

RISK ASSESSMENT

An assessment regarding Workplace Health and Safety considerations has identified all activities associated with the implementation of the Pest Survey Program as low risk.

CORPORATE/OPERATIONAL PLAN

The Systematic Inspection Program has been identified as an action within Council's previous Operational Plan.

CONCLUSION

This report presents to Council a Systematic Inspection Program for consideration and approval. The implementation of this Systematic Inspection Program assists Council to fulfill its responsibilities under the *Animal Management (Cats and Dogs) Act 2008* by allowing Council to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*. It also allows Council to assess the dog owner's adherence to the various requirements of the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

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**SYSTEMATIC INSPECTION PROGRAM
29 SEPTEMBER 2014 - 9 NOVEMBER
2014**

Map of Norman Gardens Boundaries

Meeting Date: 2 September 2014

Attachment No: 1



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**SYSTEMATIC INSPECTION PROGRAM
29 SEPTEMBER 2014 - 9 NOVEMBER
2014**

**Notice of Proposed Inspection
Program**

Meeting Date: 2 September 2014

Attachment No: 2

NOTICE OF APPROVED SYSTEMATIC INSPECTION PROGRAM**ROCKHAMPTON REGIONAL COUNCIL*****Animal Management (Cats and Dogs) Act 2008***
Section 113**Survey area:**

Property inspections will be conducted throughout part of the Rockhampton Regional Council area focusing on the localities of Norman Gardens (see attached map).

Area Selection Criteria:

The focus area is a portion of Rockhampton Regional Council for which inspection by authorised persons is feasible within six weeks and are considered a high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

Program Purpose:

To monitor compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

Properties Inspected:

Inspections will be conducted on all properties within the above stated areas.

Commencement and Duration of Survey:

This survey will commence on 29 September 2014 and will be in force for a period of six weeks expiring on 9 November 2014. Properties will be inspected from 7:00 am to 6:00 pm Monday to Sunday.

Copy of program

A copy of the program may be purchased at the public offices of Rockhampton Regional Council until the end of the program. The price of a copy of the program is \$2.

By resolution of Rockhampton Regional Council Meeting on **DATE** 2014.

CHIEF EXECUTIVE OFFICER
ROCKHAMPTON REGIONAL COUNCIL
DATE 2014

9 STRATEGIC REPORTS

9.1 MONTHLY OPERATIONS REPORT FOR HEALTH AND ENVIRONMENT SECTION PERIOD ENDED JULY 2014.

File No: 1464

Attachments: 1. Monthly Operational Report Health & Environment Section Period Ended July 2014

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Catherine Hayes - Manager Health & Environment / Acting Manager Local Laws

SUMMARY

This report provides information about the activities of Rockhampton Regional Council's Health and Environment Section for the month of July 2014.

OFFICER'S RECOMMENDATION

THAT the Monthly Operations Report for Health and Environment Section Period Ended July 2014 be received.

COMMENTARY

This report focuses on the operations of the Health & Environment Section under Community Services for the month of July 2014. The performance information contained within the attached report relates to the adopted 2014/15 Operational Plan Key Performance Indicators.

**MONTHLY OPERATIONS REPORT FOR
HEALTH AND ENVIRONMENT
SECTION PERIOD ENDED JULY 2014.**

**Monthly Operational Report Health &
Environment Section Period Ended
July 2014**

Meeting Date: 2 September 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
HEALTH & ENVIRONMENT SECTION
Period Ended JULY 2014

VARIATIONS, ISSUES AND INNOVATIONS***Innovations***

Nil

Improvements / Deterioration in Levels of Services or Cost Drivers

No change, levels not yet determined

LINKAGES TO OPERATIONAL PLAN**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

Nil

COMMENTS

No vector misting requests

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS***Safety Statistics***

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	6		
Total Number of Incidents Reported	0		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

Risk	Current Risk Rating	Future Risk Plans	Control & Treatment	Due Date	% Completed	Comments
Council does not have appropriate and implemented pest management planning for pest plants and pest animal management leading to public complaints about service delivery, localized damage to Council's reputation, temporary redirection/addition of staff/resources required.	Moderate	Legislative changes occurring in 2016. Review and realign plan with newly identified changes. Review of service level arrangements/requirements		2016	0	

Legislative Compliance & Standards

Legislative Matter	Compliance	Due Date	% Completed	Comments
Council's Ground Distribution Contract Licence outdated		6 April 2017		Not due until 6 April 2017

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No capital projects are relevant to the Health and Environment Section.

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No operational projects are relevant to the Health and Environment Section.

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

The Health and Environment Section does not have any adopted service levels but the following have been included as KPI's from previous years

Service Delivery Standard	Target	Current Performance
Annual inspection of licensed food businesses undertaken	100%	12%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	0%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	0%

FINANCIAL MATTERS

	YTD		
	Actual (incl. committals)	Variance to Budget	Annual Revised Budget
	\$	%	\$
Environment and Public Health	50,616	6	815,987
Pest Management	80,505	9	872,850
Vector Management	42,572	7	574,589
Health and Environment	5,731	2	346,417

9.2 MONTHLY OPERATIONS REPORT LOCAL LAWS SECTION PERIOD ENDED JULY 2014

File No: 1464

Attachments:

1. Monthly Operational Report Local Laws Section Period Ended July 2014
2. Local Laws 'Traffic Light' Report July 2014

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Catherine Hayes - Manager Health & Environment / Acting Manager Local Laws

SUMMARY

The monthly operations report for the Local Laws Section as at 31 July 2014 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Monthly Operations Report Local Laws Section as at 31 July 2014 be 'received'.

COMMENTARY

This report focuses on the operations of the Local Laws Section under Community Services for the month of July 2014. The performance information contained within the attached report relates to the adopted 2014/15 Operational Plan Key Performance Indicators.

**MONTHLY OPERATIONS REPORT
LOCAL LAWS SECTION PERIOD
ENDED JULY 2014**

**Monthly Operational Report Local
Laws Section Period Ended July 2014**

Meeting Date: 2 September 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
LOCAL LAWS SECTION
Period Ended JULY 2014

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

The purchasing of microchip scanners for each Local Law vehicle is being undertaken. Acquiring a device for each vehicle would allow the identification of animals in the field instead of taking them to the pound. This would result in greater efficiencies in travel and staff time, less stress on the animal with the animal being returned to the owner quicker and overall improved customer service.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for 31 July 2014 is set out in Attachment 2.

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	0		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP)

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Failure to achieve earned income targets resulting in an inability to fund operations; poor service delivery and public dissatisfaction.	Very high 3	1. Effective infringement financial management process to be put in place 2. Internal Process Review	30 June 2014	5% as at 5/3/14	
Inconsistent regulation and enforcement of local laws and legislation resulting in poor service and considerable public dissatisfaction.	High 4	1. Reviewed to be completed: Internal Audit Process Review Legal review of Local Laws 2. Membership subscription to LGAQ's Legislation Compliance Section 3. Join SEQ Regional Animal Management Group (SEGRAM)	31 December 2014	5% as at 5/3/14	

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Power of Entry Training	Various	100%	
Investigation Skills	Various	To be determined	To be provided by PLS Performance Group
Animal Management	Various	To be determined	To be provided by PLS Performance Group

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

No capital projects are relevant to the Local Laws Section.

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at period ended 31 July 2014 8.3% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
<i>Issue of Dog Registration Renewals</i>	20,000	To be determined	0%	Renewals Issued
<i>Systematic Inspection</i>	20,000	0	0%	Project yet to commence
<i>Micro Chipping Day</i>	4,000	To be determined	0%	Project completed

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Will be an outcome of an adopted enforcement strategy.

FINANCIAL MATTERS

	YTD		
	Actual (incl committals) \$	Variance to Budget \$	Annual Revised Budget \$
Pound & Community Compliance (Revenue)	\$288 553.00	27%	\$1 054 750.00
Pound & Community Compliance (Expenses)	\$349 592.00	21%	\$1 672 823.00
Pound & Community Compliance (Overheads)	\$25 203.00	12%	\$214 100.00
CS&C Administration	\$41 912.00	10%	\$423 670.00

**MONTHLY OPERATIONS REPORT
LOCAL LAWS SECTION PERIOD
ENDED JULY 2014**

**Local Laws 'Traffic Light' Report July
2014**

Meeting Date: 2 September 2014

Attachment No: 2



All Monthly Requests (Priority 3) Local Laws 'Traffic Light' report July 2014

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Dog Registration Enquiry	1	1	24	16	8	0	10	● 2.56	● 8.89	● 8.53	2.82
Animals (more than permitted number)	14	10	17	5	16	0	10	● 3.20	● 14.51	● 18.58	4.58
Comm Compliance Barking Letter/Visitors Advice	2	2	4	4	0	0	5	● 3.75	● 6.30	● 5.36	2.09
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Animal Attack on Person (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Dog Attack on Animal (Alleged) CSO	14	9	19	7	17	0	20	● 4.14	● 23.14	● 26.96	9.90
Dog Attack on Person (Alleged) CSO	34	25	31	13	27	0	20	● 8.08	● 22.28	● 24.54	9.56
Heavy Vehicle Parking	0	0	10	8	2	0	5	● 4.00	● 5.46	● 5.10	2.47
Overgrown Allotments	43	33	31	15	26	0	45	● 5.73	● 16.92	● 19.06	14.85
Regulated Parking	5	5	36	26	10	0	5	● 4.96	● 5.52	● 6.63	2.44
Dust Complaint	0	0	1	1	0	0	7	● 0.00	● 11.13	● 6.00	2.43
Litter/Illegal Dumping	2	1	13	6	8	0	5	● 2.83	● 6.94	● 10.98	6.20
Noise Complaint	1	1	6	6	0	0	7	● 0.50	● 6.14	● 5.98	2.48
Barking Dog Complaint - Stage 1	0	0	63	63	0	0	3	● 0.33	● 1.12	● 1.59	0.72
Barking Dog Complaint - Stage 2 LLEO Use Only	20	18	7	4	5	0	10	● 6.25	● 19.49	● 20.20	10.43
Nuisance Vehicle	11	10	24	21	4	0	10	● 3.95	● 7.28	● 7.02	3.76
Wandering Animals (dogs, cats, poultry)	60	58	179	125	56	0	7	● 0.78	● 1.59	● 1.51	0.63
Wandering Stock	4	4	11	10	1	0	2	● 2.40	● 3.61	● 3.86	1.52

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting

12 CLOSURE OF MEETING