



# **HEALTH & COMPLIANCE COMMITTEE MEETING**

## **AGENDA**

**4 NOVEMBER 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 4 November 2014 commencing at 3.00pm for transaction of the enclosed business.*

A handwritten signature in blue ink, consisting of a series of overlapping, sweeping strokes that form a stylized, abstract shape.

**ACTING CHIEF EXECUTIVE OFFICER**  
29 October 2014

Next Meeting Date: 02.12.14

**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:

The Mayor, Councillor M F Strelow  
Councillor N K Fisher  
Councillor A P Williams

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 Councillor Ellen Smith.

**4 CONFIRMATION OF MINUTES**

Minutes of the Health & Compliance Committee held 30 September 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:** Michael Rowe - Acting Chief Executive Officer

**Author:** Michael Rowe - Acting Chief Executive Officer

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#### **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: 4 November 2014**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
11 February 2014	Pound Opening Hours	That a report on Pound opening hours be brought back to the Health and Compliance Committee.	Catherine Hayes	18/2/2014	Ordinary Council requested by Michael Rowe to move to Health & Compliance Business Outstanding table.



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 COMMUNITY STANDARDS AND COMPLIANCE ENFORCEMENT STRATEGY

**File No:** 5231  
**Attachments:** 1. Enforcement Strategy Table  
**Authorising Officer:** Michael Rowe - Acting Chief Executive Officer  
**Author:** Catherine Hayes - Manager Health & Environment / Acting Manager Local Laws

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#### SUMMARY

*The Manager Community Standards and Compliance is presenting an Enforcement Strategy report for Council's adoption. This strategy will be an appendix to the whole of Council Enforcement Strategy.*

#### OFFICER'S RECOMMENDATION

THAT the Community Standards and Compliance Enforcement Strategy, which will be an appendix to the whole of Council Enforcement Strategy, be adopted.

#### COMMENTARY

Council adopted the Infringement Notice Policy on 26 August 2014. The whole of Council Enforcement Strategy is being developed and will be subordinate to the Infringement Notice Policy. It will outline the approach to all enforcement activities undertaken by Council, including the issue of infringement notices. Various Council units are in the process of drafting their enforcement strategies for their particular areas of compliance, which will be incorporated in to the whole of Council Enforcement Strategy as appendices.

The former Health and Environment and Local Law sections developed an Enforcement Strategy for the purposes of managing food safety, personal appearance services, public health risks, environmental protection, vector management, pest management, animal control and local law within the Rockhampton Regional Council's area.

The strategy has been developed so that the level of seriousness of the complaint or non-compliance and the number of occurrences of substantiated complaints or non-compliances is used to determine the enforcement actions that Council may take.

The Environment and Public Health Enforcement Strategy was adopted by Council in March 2013. This enforcement strategy will supersede the Environment and Public Health Enforcement Strategy.

#### CONCLUSION

The attached enforcement strategy for the Community Standards and Compliance section has been developed to ensure that enforcement action taken by the Environment and Public Health, Vector Management, Pest Management and Local Law units is proportionate to the enforcement issue. This will become an appendix to the whole of Council Enforcement Strategy, which seeks to ensure good enforcement principles to enable the protection of the region's natural, built and social environment.

# **COMMUNITY STANDARDS AND COMPLIANCE ENFORCEMENT STRATEGY**

## **Enforcement Strategy Table**

**Meeting Date: 4 November 2014**

**Attachment No: 1**

<b>Community Standards and Compliance Enforcement Strategy</b>				
<b>Complaints and Non-Compliance Response/Action</b>				
<b>Risk Rating</b>	<b>Initial Non-Compliance</b>	<b>2nd Non-Compliance</b>	<b>3rd Non-Compliance</b>	<b>Unsubstantiated</b>
<b>Minor</b>	Verbal advice Fact sheet	Advisory letter	Site visit Warning letter	No action letter
<b>Low</b>	Advisory letter	Advisory letter	Legislative tool	No action letter
<b>Medium</b>	Advisory letter	Legislative tool	Legislative tool	No action letter
<b>High</b>	Legislative tool	Legislative tool	Legislative tool	No action letter

Extension of time may be given before the next compliance action is taken, any more than one extension must be discussed with the senior officer of the relevant Unit

In the case of parking offences, parking signage is considered the advisory letter therefore legislative tool is the first enforcement action taken.

In the case of a non-registered dog due to non renewal, the registration renewal notice is considered the advisory letter therefore legislative tool is the first enforcement action taken.

In the case of a non-registered dog of a new dog, Council's advertising is considered the advisory letter therefore legislative tool is the first enforcement action taken.

If a repeat offender (2 or 3 complaints within a 12 month period), enforcement will commence at the 2<sup>nd</sup> or 3<sup>rd</sup> non-compliance step.

Where the breach is considered frivolous, vexatious or trivial in nature or where taking action may prejudice other action, or whether action taken by another section of Council will gain compliance with the breach, no enforcement action will be taken. Where enforcement action is not taken, education may be provided to ensure the person fully understands their responsibilities.

<b>Food</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non legislative concerns	<ul style="list-style-type: none"> <li>▪ Non-approved/changes</li> <li>▪ Animals in premises</li> <li>▪ Display of licence</li> <li>▪ Adequate ventilation and lighting</li> <li>▪ Storage of personal effects</li> <li>▪ Storage of refuse &amp; recyclable matter</li> </ul>	Foreign Object or Chemical Contamination e.g. <ul style="list-style-type: none"> <li>▪ Suitability and maintenance of premises, fittings and equipment</li> <li>▪ Storage of chemicals</li> <li>▪ No food safety supervisor</li> <li>▪ Food business – responsibilities</li> <li>▪ Food handling – skills &amp; knowledge</li> <li>▪ Health and hygiene of food handlers – responsibilities</li> </ul>	Micro-Organism Contamination eg. <ul style="list-style-type: none"> <li>▪ Inadequate cooking or processing</li> <li>▪ Inadequate temperature control</li> <li>▪ No handwash basin</li> <li>▪ Evidence of pests</li> <li>▪ Water supply adequate and potable</li> <li>▪ Inadequate sanitising</li> </ul> No food safety program  Foodborne illness

<b>Personal Appearance Services</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non-Higher Risk PAS <ul style="list-style-type: none"> <li>▪ Hygiene</li> <li>▪ Cleaning</li> <li>▪ Vermin</li> <li>▪ Structural</li> <li>▪ Animal in premises</li> </ul>	Non-Higher Risk PAS <ul style="list-style-type: none"> <li>▪ Sterilisation</li> </ul> Higher Risk PAS <ul style="list-style-type: none"> <li>▪ Vermin</li> <li>▪ Structural</li> </ul>	Higher Risk PAS <ul style="list-style-type: none"> <li>▪ Qualification</li> <li>▪ Non-approved</li> </ul>	Higher Risk PAS Spread of disease <ul style="list-style-type: none"> <li>▪ Sterilisation of equipment</li> </ul>

Environmental Protection			
Minor	Low	Medium	High
Non legislative concerns	Air Pollution <ul style="list-style-type: none"> <li>▪ Odour – general</li> </ul> Land contamination Light Noise <ul style="list-style-type: none"> <li>▪ Air conditioner</li> <li>▪ Amplified devices</li> <li>▪ Pumps</li> <li>▪ Refrigeration equipment</li> <li>▪ Indoor venues</li> <li>▪ Devolved ERA</li> <li>▪ Other</li> </ul>	Air Pollution <ul style="list-style-type: none"> <li>▪ Spray Drift</li> <li>▪ Odour - septic tank</li> <li>▪ Devolved ERA</li> </ul> Water Pollution <ul style="list-style-type: none"> <li>▪ Release of contaminants</li> <li>▪ Devolved ERA</li> </ul> ERA <ul style="list-style-type: none"> <li>▪ Non-approved</li> </ul>	Water Pollution <ul style="list-style-type: none"> <li>▪ Emergency Response</li> </ul>

Public Health Risk			
Minor	Low	Medium	High
Non legislative concerns	<ul style="list-style-type: none"> <li>▪ General – previously occurring</li> <li>▪ Potential to harbour or be a source of food for rats or mice</li> </ul>	<ul style="list-style-type: none"> <li>▪ General – currently occurring</li> <li>▪ Single confirmed case</li> <li>▪ Rats or mice in roof space or yard</li> <li>▪ Non-compliance with keeping of rats requirements</li> <li>▪ Places mosquitoes likely to breed including non compliance with water tank requirements</li> <li>▪ Asbestos</li> <li>▪ Accumulation of waste</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rats or mice present in house</li> <li>▪ Mosquito eggs &amp;/or larvae present</li> </ul>

<b>Declared Pest</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non legislative concerns	<ul style="list-style-type: none"> <li>▪ Taking Class 2 declared pest plant for commercial use</li> <li>▪ Supplying Class 2 and 3 declared pest</li> <li>▪ Supplying things containing reproductive material of particular declared pest plants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Introducing Class 2 or 3 declared pest</li> <li>▪ Keeping Class 2 declared pest</li> <li>▪ Releasing Class 2 and 3 declared pest</li> <li>▪ Moving or transporting vehicles and other things on roads containing soils or other organic materials likely to contain reproductive materials of a declared pest plant</li> <li>▪ Feeding declared animal</li> <li>▪ Sale of a declared local pest</li> <li>▪ Prohibition on introducing, propagating, breeding or providing harbour to a declared local pest</li> <li>▪ Not keeping land free of Class 2 pests</li> <li>▪ Having a locally declared pest or animal on owners land</li> </ul>	

<b>Animals</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non legislative concerns	<ul style="list-style-type: none"> <li>▪ Barking nuisance</li> <li>▪ No micro-chip</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excessive number of animals without permit</li> <li>▪ Large animal without a permit</li> <li>▪ Nuisance bird</li> <li>▪ Stray dog</li> <li>▪ Unregistered dog</li> <li>▪ Dog on heat in public place</li> <li>▪ Dog defecating in public place</li> <li>▪ Wandering livestock</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dog attack on person</li> <li>▪ Dog attack on another animal</li> <li>▪ Wandering dog</li> <li>▪ Dog off leash in public place</li> <li>▪ Regulated dog non-compliance</li> <li>▪ Non-compliance with a permit condition</li> </ul>

<b>Parking</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non legislative concerns		<ul style="list-style-type: none"> <li>▪ Timed zones and loading zones 1</li> <li>▪ Disabled bays</li> <li>▪ Bus, taxi and permit zones</li> <li>▪ No standing, parking – yellow lines, footpaths, traffic islands, no within a bay, double parking, too close to a corner.</li> <li>▪ Heavy vehicles</li> </ul>	

<b>Local Laws General</b>			
<b>Minor</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Non legislative concerns		<ul style="list-style-type: none"> <li>▪ Sale of vehicles</li> <li>▪ Barbed wire fences</li> <li>▪ Overgrown allotments</li> <li>▪ Unsightly allotments</li> <li>▪ Items fox fixed eg roof sheeting</li> <li>▪ Fire under 2mx2mx2m</li> <li>▪ Temporary entertainment events</li> </ul>	



## 9 STRATEGIC REPORTS

### 9.1 MONTHLY OPERATIONS REPORT HEALTH AND ENVIRONMENT SECTION PERIOD ENDED SEPTEMBER 2014

**File No:** 1464

**Attachments:**

1. Monthly Operations Report Health and Environment Section Period Ended September 2014
2. All Monthly Requests - Traffic Light Report Period Ended September 2014
3. Financial Matters Report

**Authorising Officer:** Michael Rowe - Acting Chief Executive Officer

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

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#### **SUMMARY**

*The monthly operations report for the Health and Environment Section as at 30 September 2014 is presented for Councillor's information.*

#### **OFFICER'S RECOMMENDATION**

THAT the Health and Environment Monthly Operations Report for September 2014 be received.

#### **COMMENTARY**

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

The Section consists of three Units namely Environment and Public Health, Pest Management and Vector Management.

**MONTHLY OPERATIONS REPORT  
HEALTH AND ENVIRONMENT  
SECTION PERIOD ENDED  
SEPTEMBER 2014**

**Monthly Operations Report Health and  
Environment Section Period Ended  
September 2014**

**Meeting Date: 4 November 2014**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**HEALTH AND ENVIRONMENT SECTION**  
**Period Ended September 2014**

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

*Nil*

***Improvements / Deterioration in Levels of Services or Cost Drivers***

The cat trap program has been reviewed to align processes between the Pest Management and Local Laws Units. Pest Management will respond to cat complaints in peri-urban and rural areas where cats tend to be feral, and Local Laws will respond to cat complaints in urban areas, where cats tend to be semi-feral. Pest Management trap lending will align with the Local Laws process where traps can be borrowed by the public after paying a deposit.

If there is a colony of cats in the urban area and cat traps are not available through Council, the public will be advised to contact a pest control company.

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for September 2014 are outlined in Attachment 2.

***Comments & Additional Information***

Nil

## **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
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	6	1	0
<b>Total Number of Incidents Reported</b>	0	1	0
<b>Hazard Inspections completed</b>	0	1	0

### ***Risk Management Summary***

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

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
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***

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Council's Ground Distribution Contract Licence outdated	6 April 2017		Not due until 6 April 2017
Pest Management Officers AC/DC Licenses	Various	100%	
Vector Management Officers Pest Management Technicians Licenses	Various	100%	

**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**

***Adopted/Operational Service Level Standards & Performance***

<b>Service Level</b>	<b>Target</b>	<b>Current Performance</b>
Annual inspection of licensed food businesses undertaken	100%	31%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	27%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	0%

Please note the service levels depicted in the above table are operational standards only and have not been formally adopted by Council.

**FINANCIAL MATTERS**

The Financial Matters report is outlined in Attachment 3.

**MONTHLY OPERATIONS REPORT  
HEALTH AND ENVIRONMENT  
SECTION PERIOD ENDED  
SEPTEMBER 2014**

**All Monthly Requests - Traffic Light  
Report Period Ended September 2014**

**Meeting Date: 4 November 2014**

**Attachment No: 2**



### All Monthly Requests (Priority 3) Health & Environment 'Traffic Light' report September 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)	Avg Completion Time (days) Q1	
			Received	Completed												
Vector Misting	0	0	1	0	1	1	7	●	0.00	●	0.00	●	0.00	2.00	●	0.00



**MONTHLY OPERATIONS REPORT  
HEALTH AND ENVIRONMENT  
SECTION PERIOD ENDED  
SEPTEMBER 2014**

**Financial Matters Report**

**Meeting Date: 4 November 2014**

**Attachment No: 3**



End of Month General Ledger - (Operating Only) - HEALTH & ENVIRONMENT

As At End Of September

Report Run: 20-Oct-2014 11:58:41 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (pro-rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	25% of Year Gone
<b>HEALTH &amp; ENVIRONMENT</b>						
<b>Enviromental Services &amp; Public Health</b>						
Revenues	(195,858)	(48,965)	(38,379)	(38,379)	20%	✘
Expenses	1,150,089	287,522	142,644	144,724	13%	✓
Transfer / Overhead Allocation	65,000	16,250	8,630	8,630	13%	✓
<b>Total Unit: Enviromental Services &amp; Public Health</b>	<b>1,019,231</b>	<b>254,808</b>	<b>112,895</b>	<b>114,976</b>	<b>11%</b>	✓
<b>Natural Resource Management</b>						
Revenues	(1,500)	(375)	(143)	(143)	10%	✘
Expenses	1,212,939	303,235	226,289	263,329	22%	✓
Transfer / Overhead Allocation	236,000	59,000	46,692	46,692	20%	✓
<b>Total Unit: Natural Resource Management</b>	<b>1,447,439</b>	<b>361,860</b>	<b>272,838</b>	<b>309,878</b>	<b>21%</b>	✓
<b>Grand Total:</b>	<b>2,466,670</b>	<b>616,668</b>	<b>385,734</b>	<b>424,854</b>	<b>17%</b>	✓

**9.2 MONTHLY OPERATIONS REPORT LOCAL LAWS SECTION PERIOD ENDED  
SEPTEMBER 2014**

**File No:** 1464

**Attachments:**

1. Monthly Operations Report Local Laws Section
2. Local Laws Monthly Request - September 2014
3. September 2014 Local Law General Ledger

**Authorising Officer:** Michael Rowe - Acting Chief Executive Officer

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

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**SUMMARY**

*The monthly operations report for the Local Laws Section as at 30 September 2014 is presented for Councillor's information.*

**OFFICER'S RECOMMENDATION**

THAT the Monthly Operations Report Local Laws Section as at 30 September 2014 be 'received'.

**COMMENTARY**

This report focuses on the operations of the Local Laws Section under Community Services for the month of September 2014.

The performance information contained within the attached report relates to the adopted 2014/2015 Operational Plan Key Performance Indicators.

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

**Monthly Operations Report Local Laws  
Section**

**Meeting Date: 4 November 2014**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**LOCAL LAWS SECTION**  
**Period Ended September 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil

***Improvements / Deterioration in Levels of Services or Cost Drivers***

Process improvements in animal registration have seen a decrease in 545 unregistered animals in the month through enhanced follow – up procedures and approach to the performance of systematic inspections with an associated revenue increase impact. These improvements should continue to yield both increased compliance and enhanced animal management outcomes throughout the region.

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for September 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
<b>Number of Lost Time Injuries</b>	0	0	1
<b>Number of Days Lost Due to Injury</b>	0	0	2
<b>Total Number of Incidents Reported</b>	0	2	2
<b>Number of Incomplete Hazard Inspections</b>	0	0	0

### ***Risk Management Summary***

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

<b>Risk</b>	<b>Current Risk Rating</b>	<b>Future Control &amp; Risk Treatment Plans</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Failure to achieve earned income targets resulting in an inability to fund operations; poor service delivery and public dissatisfaction.	Very high 3	<ol style="list-style-type: none"> <li>Effective infringement financial management process to be put in place</li> <li>Internal Process Review</li> </ol>	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	<ol style="list-style-type: none"> <li>Reviewed to be completed: <ul style="list-style-type: none"> <li>Internal Audit Process Review</li> <li>Legal review of Local Laws</li> </ul> </li> <li>Membership subscription to LGAQ's Legislation Compliance Section</li> <li>Join SEQ Regional Animal Management Group (SEGRAM)</li> </ol>	31 December 2014	5% as at 5/3/14	

***Legislative Compliance & Standards***

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Power of Entry Training	Various	100%	
Investigation Skills	Various	44%	
Animal Management	Various	To be determined	Training to be held on 31 October 2014

**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 30 September 2014, 25% of year lapsed.

<b>Project</b>	<b>Revised Budget</b>	<b>Actual (incl. committals)</b>	<b>% budget expended</b>	<b>Explanation</b>
<b>Issue of Dog Registration Renewals</b>	20,000	To be determined	82%	Renewals Issued
<b>Systematic Inspection</b>	20,000	To be determined	0%	80% Completed
<b>Micro Chipping Day</b>	4,000	To be determined	0%	Project completed

**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS*****Adopted/Operational Service Level Standards & Performance***

Will be an outcome of an adopted enforcement strategy.

**FINANCIAL MATTERS**

The Financial Matters for the reporting period for 30 September 2014 are set out in Attachment 3.



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

**Local Laws Monthly Request -  
September 2014**

**Meeting Date: 4 November 2014**

**Attachment No: 2**



### All Monthly Requests (Priority 3) Local Laws 'Traffic Light' report September 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)		Avg Completion Time (days)		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q1
			Received	Completed				Current Mth	6 Months	12 Months			
Dog Registration Enquiry	4	4	27	21	6	0	10	● 1.00	● 3.99	● 7.83	2.97	● 3.72	
Animals (more than permitted number)	20	14	18	10	14	0	10	● 4.50	● 12.40	● 17.66	4.64	● 8.52	
Comm Compliance Barking Letter/Visitors Advice	2	1	11	7	5	0	5	● 3.00	● 5.32	● 5.32	2.07	● 4.43	
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 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	● 0.00	
Dog Attack on Animal (Alleged) CSO	12	6	10	3	13	0	20	● 8.00	● 20.72	● 26.32	10.52	● 15.85	
Dog Attack on Person (Alleged) CSO	30	19	28	6	33	0	20	● 9.33	● 21.96	● 24.48	8.96	● 16.07	
Heavy Vehicle Parking	3	2	1	1	1	0	5	● 9.00	● 5.42	● 5.32	2.36	● 4.30	
Overgrown Allotments	25	14	19	7	23	0	45	● 2.43	● 17.24	● 18.88	14.90	● 12.20	
Regulated Parking	10	10	26	20	6	0	5	● 6.05	● 5.63	● 6.73	2.60	● 5.46	
Dust Complaint	0	0	1	1	0	0	7	● 7.00	● 3.80	● 6.54	2.53	● 3.50	
Litter/Illegal Dumping	3	2	9	7	3	0	5	● 4.86	● 6.40	● 10.38	5.47	● 5.04	
Noise Complaint	4	3	9	8	2	0	7	● 2.75	● 7.19	● 6.63	2.54	● 4.40	
Barking Dog Complaint - Stage 1	4	2	57	55	4	0	3	● 0.73	● 0.68	● 1.16	0.50	● 0.65	
Barking Dog Complaint - Stage 2 LLEO Use Only	5	4	4	3	2	0	10	● 8.67	● 16.63	● 21.01	9.86	● 12.58	
Nuisance Vehicle	8	7	22	18	5	0	10	● 5.61	● 6.81	● 6.97	3.95	● 5.39	
Wandering Animals (dogs, cats, poultry)	43	40	116	83	36	0	7	● 0.63	● 1.46	● 1.59	0.66	● 1.19	
Wandering Stock	3	3	20	11	9	0	2	● 1.27	● 3.30	● 3.91	1.34	● 3.04	

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

**September 2014 Local Law General  
Ledger**

**Meeting Date: 4 November 2014**

**Attachment No: 3**

**End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES  
As At End Of September**

Report Run: 16-Sep-2014 11:41:48 Excludes Nat Accts: 2802,2914,2917,2924

	Adopted Budget \$	Adopted Budget (pro- rata YTD) \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %
<b>COMMUNITY SERVICES</b>						
<b>LOCAL LAWS</b>						
<u>COMMUNITY STANDARDS AND COMPLIANCE ADMINISTRATION</u>						
Expenses	423,670	105,918	12,578	66,138	78,716	16%
Transfer / Overhead Allocation	100	25	979	0	979	0%
<b>Total Unit: Community Standards and Compliance Administration</b>	<b>423,770</b>	<b>105,943</b>	<b>13,557</b>	<b>66,138</b>	<b>79,695</b>	<b>16%</b>
<u>POUND</u>						
Revenues	(85,000)	(21,250)	0	(15,207)	(15,207)	18%
Expenses	263,562	65,891	94,350	29,085	123,435	11%
Transfer / Overhead Allocation	12,100	3,025	0	979	979	8%
<b>Total Unit: Pound</b>	<b>190,662</b>	<b>47,666</b>	<b>94,350</b>	<b>14,858</b>	<b>109,208</b>	<b>8%</b>
<u>COMMUNITY COMPLIANCE</u>						
Revenues	(969,750)	(242,438)	0	(569,778)	(569,778)	59%
Expenses	1,409,261	352,315	102,968	307,900	410,868	22%
Transfer / Overhead Allocation	202,000	50,500	0	43,643	43,643	22%
<b>Total Unit: Community Compliance</b>	<b>641,511</b>	<b>160,378</b>	<b>102,968</b>	<b>(218,234)</b>	<b>(115,267)</b>	<b>-34%</b>
<b>Total Department: Local Laws</b>	<b>1,255,943</b>	<b>313,986</b>	<b>210,875</b>	<b>(137,239)</b>	<b>73,636</b>	<b>-11%</b>

**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**