



# **HEALTH & COMPLIANCE COMMITTEE MEETING**

## **AGENDA**

**1 SEPTEMBER 2015**

*Your attendance is required at a meeting of the Health & Compliance Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 1 September 2015 commencing at 3:00pm for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be the initials "C R" followed by a long horizontal stroke.

**CHIEF EXECUTIVE OFFICER**  
25 August 2015

Next Meeting Date: 06.10.15

**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.

---

**TABLE OF CONTENTS**

---

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
<b>1</b>	<b>OPENING.....</b>	<b>1</b>
<b>2</b>	<b>PRESENT .....</b>	<b>1</b>
<b>3</b>	<b>APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>1</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>1</b>
<b>5</b>	<b>DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA .....</b>	<b>1</b>
<b>6</b>	<b>BUSINESS OUTSTANDING .....</b>	<b>2</b>
6.1	BUSINESS OUTSTANDING TABLE FOR HEALTH AND COMPLIANCE COMMITTEE.....	2
<b>7</b>	<b>PUBLIC FORUMS/DEPUTATIONS .....</b>	<b>5</b>
	NIL .....	5
<b>8</b>	<b>OFFICERS' REPORTS .....</b>	<b>6</b>
8.1	PROPOSED ANIMAL INSPECTION PROGRAM .....	6
<b>9</b>	<b>STRATEGIC REPORTS .....</b>	<b>12</b>
9.1	MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR JULY 2015.....	12
<b>10</b>	<b>NOTICES OF MOTION .....</b>	<b>24</b>
	NIL .....	24
<b>11</b>	<b>URGENT BUSINESS/QUESTIONS .....</b>	<b>25</b>
<b>12</b>	<b>CLOSURE OF MEETING.....</b>	<b>26</b>



**1 OPENING**

**2 PRESENT**

Members Present:

Councillor C E Smith (Chairperson)  
The Mayor, Councillor M F Strelow  
Councillor N K Fisher  
Councillor A P Williams

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Health & Compliance Committee held 4 August 2015

**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 Committee

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - 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 Committee**

**Meeting Date: 1 September 2015**

**Attachment No: 1**

---

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
2 June 2015	Off Leash Dog Parks	THAT Council officers provide a report on the feasibility of establishing further off leash park options and another dog agility park, similar to the one at Kershaw Gardens.	Catherine Hayes	04/08/2015	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 PROPOSED ANIMAL INSPECTION PROGRAM

<b>File No:</b>	<b>7437</b>
<b>Attachments:</b>	<b>1. Map of Proposed Inspection Area 2. Notice of Proposed Inspection Program</b>
<b>Authorising Officer:</b>	<b>Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Catherine Hayes - Manager Community Standards and Compliance</b>

---

#### SUMMARY

*This report presents an Animal 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* and *Local Government Act 2009*, Council approves an inspection program, the Systematic Inspection Program, for the identified area of Stanwell between 5 October 2015 and 29 November 2015.

#### COMMENTARY

Under Section 113 of the *Animal Management (Cats and Dogs) Act 2008* and Section 134 of the *Local Government Act 2009*, Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with, or aspect of, the Act and local government local law.

It is proposed to undertake a systematic inspection program of all identified properties within Stanwell (see attached map) between 5 October 2015 and 29 November 2015 by visiting, and if necessary entering yards of premises to monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* with regards to registration and microchipping requirements, *Rockhampton Regional Council Local Law 1 (Administration) 2011*, and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of animals (dogs) requirements including number of animals kept. Visits will be undertaken between 7am and 6pm.

Local Law Officers will also be pursuing enquiries with owners that had dogs registered in 2014/2015 and have not renewed registration for the 2015/2016 registration period.

The area is considered a 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*.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website (see attached notice).

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

**BUDGET IMPLICATIONS**

Increased registration will generate additional income to offset operating expenditure associated with delivering the community's expectation for an animal control program.

The program is funded within the 2015/2016 Local Laws operational budget.

**LEGISLATIVE CONTEXT**

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

**RISK ASSESSMENT**

An assessment regarding Workplace Health and Safety considerations has identified all activities associated with the implementation of the Selective Inspection 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* and *Local Government Act 2009* by allowing Council to monitor compliance with the 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*.

# **PROPOSED ANIMAL INSPECTION PROGRAM**

## **Map of Proposed Inspection Area**

**Meeting Date: 1 September 2015**

**Attachment No: 1**



# **PROPOSED ANIMAL INSPECTION PROGRAM**

## **Notice of Proposed Inspection Program**

**Meeting Date: 1 September 2015**

**Attachment No: 2**

**APPROVED SYSTEMATIC INSPECTION PROGRAM - ANIMAL MANAGEMENT**

Rockhampton Regional Council's Local Laws Officers will commence an approved systematic inspection program in accordance with Section 113 of the *Animal Management (Cats and Dogs) Act 2008* and Section 134 of the *Local Government Act 2009*.

The inspection program will be conducted on all properties within the identified area of Stanwell between 5 October 2015 and 29 November 2015. Visits will occur between the hours of 7am and 6pm.

The purpose of the program is to ensure compliance with the microchipping and registration requirements of the *Animal Management (Cats and Dogs) Act 2008* and the keeping of animal requirements of *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

The public may inspect a copy of the resolution that approved the program at Council's customer service centres, or via Council's website at [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au). A \$2.50 charge applies to obtain a copy of the notice. For further information phone Council's Local Laws Unit on 1300 22 55 77.

EVAN PARDON  
CHIEF EXECUTIVE OFFICER

PO BOX 1860, ROCKHAMPTON  
FAX No. 1300 22 55 79

## 9 STRATEGIC REPORTS

### 9.1 MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR JULY 2015

<b>File No:</b>	<b>1464</b>
<b>Attachments:</b>	<b>1. Monthly Operations Report Community Standards and Compliance Section July 2015</b> <b>2. Traffic Light Report for July 2015</b> <b>3. Financial Matters Report for July 2015</b>
<b>Authorising Officer:</b>	<b>Michael Rowe - General Manager Community Services</b>
<b>Author:</b>	<b>Catherine Hayes - Manager Community Standards and Compliance</b>

---

#### **SUMMARY**

*The monthly Operations Report for Community Standards and Compliance Section as at 31 July 2015 is presented for Councillor's information.*

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

THAT the Community Standards and Compliance Monthly Operations Report for July 2015 be 'received'.

#### **COMMENTARY**

This report provides information about the activities of Rockhampton Regional Council's Community Standards and Compliance Section for the month of July 2015.

This Section consists of five units namely Environment and Public Health, Local Laws, Vector Management, Pest Management and Support Services.



**MONTHLY OPERATIONS REPORT  
FROM COMMUNITY STANDARDS AND  
COMPLIANCE UNIT FOR JULY 2015**

**Monthly Operations Report Community  
Standards and Compliance Section  
July 2015**

**Meeting Date: 1 September 2015**

**Attachment No: 1**

---

**MONTHLY OPERATIONS REPORT**  
**COMMUNITY STANDARDS AND COMPLIANCE SECTION**  
**Period Ended July 2015**

---

**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

*Nil*

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

*Environmental Health Officers undertook inspections of food businesses at Riverfestival. Nil parking enforcement by Local Laws Officers in the CBD for the week of the festival.*

*Food Safety Presentation given to Ergon.*

*Implementation of "Food Safety Friday", which involves a weekly Facebook post giving the general public handy food safety information. Environmental Health Officers provide the content to Marketing and Engagement.*

*Staff numbers reduced due to flu and annual leave.*

*Resource Sharing Day, over a 2 day period members from the CPMG (Capricorn Pest Management Group) including Councillors Fisher and Smith, Officers from Banana, Gladstone area Water Board, Greening Australia, Fitzroy Basin Association and RRC, treated 52 Ha at Pink Lily for Prickly Acacia.*

*PAWS, highly successful desexing event held at Gracemere Community Centre where we desexed 89 animals. 60 of these animals were also microchipped.*

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for July 2015 are outlined in Attachment 2.

***Comments & Additional Information***

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

### ***Safety Statistics***

The safety statistics for the reporting period are:

	May	June	July
<b>Number of Lost Time Injuries</b>	0	-	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	2	4	2
<b>Hazard Inspections completed</b>	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>Pest Management</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
<b>Local Laws</b> – Council does not meet its legislative and service delivery responsibilities for Local Laws' community compliance leading to the possibility of legal action, significant damage to Council's reputation with multiple complaints, and general public dissatisfaction.	Very High 3	1. Effective infringement financial management process to be put in place.  2. Internal Process Review	30/06/14	10% as at 30/4/15
<b>Local Laws</b> – 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 (SEQRAM).	31/12/14	5% as at 24/3/15

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Council's Ground Distribution Contract Licence outdated	6 April 2017		Not due until 6 April 2017
Pest Management Officers AC/DC Licenses	Various	100%	<b>COMPLETED</b>
Vector Management Officers Pest Management Technicians Licenses	Various	100%	<b>COMPLETED</b>
Local Laws Power of Entry Training	Various	100%	<b>COMPLETED</b>
Investigation Skills	Various	9%	
Animal Management	Various	100%	<b>COMPLETED</b>

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

No capital projects are relevant to the Community Standards and Compliance Section.

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

Project	Revised Budget	Actual (incl. committals)	% Budget Expended	Explanation
Issue of Dog Registration Renewals	\$20 000.00	\$5270.38	26.35%	Renewals issued
Micro Chipping Days	\$10 000.00	\$0	100%	Completed Events

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

Service Level	Target	Current Performance
Annual inspection of licensed food businesses undertaken	100%	15%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	22%
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.

**Animals Impounded**

Animal Type	Stray surrendered by Public	Stray secured at property	Surrendered by Owner Seizure for Destruction	Surrendered during Investigation	Surrendered by Owner Keeper	Straying Stock	Caught in Trap	Wandering Dog
Cat	41	9	63	8	20		65	
Dog	10	64	1	6	21			43
Kitten								
Puppy								
Cattle						8		
Horse								
Pig								
Other				2				1

**Animals Released from Pound**

Animal Type	Released to Owner	Rescued	Stock sold	Escaped/Stolen	Euth Other	Euth Blood	Euth Aggressive	Euth Diseased	Euth Owner Request
Cat	10	8		1	108		3		69
Dog	47	45			26	1		6	1
Kitten									
Puppy									
Cattle									
Horse									
Pig									
Other	7								

**Infringements Issued**

Description	Number of tickets issued	Year to Date
Parking Infringements	485	295
Animal Infringements	220	120
Local Law Infringements	5	14

**Registered Dogs/Declared Dog Totals**

Description	Total as at 31/07/15	Registered/Declared in <i>July 2015</i>
Dogs Registered	14698	296
Dangerous Dogs	28	0
Menacing Dogs	53	0
Restricted Dogs	1	0

**FINANCIAL MATTERS**

The Financial Matters report is outlined in Attachment 3.

# **MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR JULY 2015**

## **Traffic Light Report for July 2015**

**Meeting Date: 1 September 2015**

**Attachment No: 2**



## All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report July 2015

	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	3	3	97	84	13	0	10	● 0.69	● 3.77	● 5.19	2.62
Animals (more than permitted number)	32	20	34	17	29	0	30	● 2.18	● 15.27	● 18.36	9.35
Comm Compliance Barking Letter/Visitors Advice	6	4	14	11	5	0	5	● 0.82	● 3.30	● 4.28	1.11
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00
Dog Attack on Person (Fear) CSO	18	15	12	5	10	0	20	● 3.80	● 26.33	● 27.58	8.38
Dog Attack on Animal (Alleged) CSO	33	27	14	9	11	0	20	● 4.00	● 25.88	● 28.65	10.65
Dog Attack on Person (Bite) CSO	15	10	6	2	9	0	20	● 10.00	● 25.98	● 25.94	8.65
Heavy Vehicle Parking	0	0	3	3	0	0	10	● 7.00	● 5.78	● 6.12	3.71
Overgrown Allotments	43	23	25	12	33	0	45	● 3.92	● 16.49	● 20.40	13.31
Regulated Parking	4	3	39	37	3	0	10	● 3.11	● 4.62	● 4.82	3.34
Dust Complaint	1	1	0	0	0	0	10	● 0.00	● 8.50	● 6.63	6.57
Litter/Illegal Dumping	3	3	15	11	4	0	20	● 2.82	● 7.68	● 10.40	6.05
Noise Complaint	1	1	3	3	0	0	10	● 1.67	● 6.21	● 7.56	3.29
Barking Dog Complaint - Stage 1	17	16	73	63	10	0	3	● 1.48	● 3.12	● 2.51	0.58
Barking Dog Complaint - Stage 2 LLEO Use Only	9	4	11	3	13	0	30	● 4.33	● 20.48	● 22.78	13.20
Vector Misting	0	0	0	0	0	0	7	● 0.00	● 0.48	● 0.85	0.48
Nuisance Vehicle	4	4	23	14	9	0	10	● 2.14	● 8.21	● 8.12	4.19
Wandering Animals (dogs, cats, poultry)	38	37	105	82	24	0	10	● 0.60	● 1.44	● 1.43	0.81
Wandering Stock	20	18	39	18	23	0	10	● 3.06	● 6.09	● 5.52	2.02



**MONTHLY OPERATIONS REPORT  
FROM COMMUNITY STANDARDS AND  
COMPLIANCE UNIT FOR JULY 2015**

**Financial Matters Report for July 2015**

**Meeting Date: 1 September 2015**

**Attachment No: 3**



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

As At End Of July

Report Run: 20-Aug-2015 15:26:43 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	8.3% of Year Gone
<b>COMMUNITY SERVICES</b>							
<b>HEALTH &amp; ENVIRONMENT</b>							
<u>Pest Management</u>							
Revenues	(3,000)	0	0	(4,681)	(4,681)	156%	✓
Expenses	712,240	0	6,751	41,462	48,212	7%	✓
Transfer / Overhead Allocation	147,400	0	0	15,599	15,599	11%	✗
<b>Total Unit: Pest Management</b>	<b>856,640</b>	<b>0</b>	<b>6,751</b>	<b>52,380</b>	<b>59,131</b>	<b>7%</b>	<b>✓</b>
<u>Environment Health</u>							
Revenues	(155,900)	0	0	(23,629)	(23,629)	15%	✓
Expenses	770,928	0	0	49,994	49,994	6%	✓
Transfer / Overhead Allocation	67,000	0	0	2,777	2,777	4%	✓
<b>Total Unit: Environment Health</b>	<b>682,028</b>	<b>0</b>	<b>0</b>	<b>29,142</b>	<b>29,142</b>	<b>4%</b>	<b>✓</b>
<u>Vector Management</u>							
Revenues	(2,000)	0	0	(45)	(45)	2%	✗
Expenses	506,380	0	2,210	20,055	22,265	4%	✓
Transfer / Overhead Allocation	80,000	0	0	5,320	5,320	7%	✓
<b>Total Unit: Vector Management</b>	<b>584,380</b>	<b>0</b>	<b>2,210</b>	<b>25,329</b>	<b>27,539</b>	<b>5%</b>	<b>✓</b>
<u>Local Laws</u>							
Revenues	(1,131,000)	0	0	(170,320)	(170,320)	15%	✓
Expenses	1,795,357	0	224,810	92,564	317,373	18%	✗
Transfer / Overhead Allocation	235,330	0	0	12,284	12,284	5%	✓
<b>Total Unit: Local Laws</b>	<b>899,687</b>	<b>0</b>	<b>224,810</b>	<b>(65,473)</b>	<b>159,337</b>	<b>18%</b>	<b>✗</b>
<u>CS&amp;C Support</u>							
Expenses	563,678	0	505	39,540	40,045	7%	✓
<b>Total Unit: CS&amp;C Support</b>	<b>563,678</b>	<b>0</b>	<b>505</b>	<b>39,540</b>	<b>40,045</b>	<b>7%</b>	<b>✓</b>
<u>CS&amp;C Management</u>							
Expenses	204,173	0	0	6,200	6,200	3%	✓
<b>Total Unit: CS&amp;C Management</b>	<b>204,173</b>	<b>0</b>	<b>0</b>	<b>6,200</b>	<b>6,200</b>	<b>3%</b>	<b>✓</b>
<b>Total Section: HEALTH &amp; ENVIRONMENT</b>	<b>3,790,586</b>	<b>0</b>	<b>234,275</b>	<b>87,119</b>	<b>321,394</b>	<b>8%</b>	<b>✗</b>

	Adopted Budget \$	Revised Budget \$	EDM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 8.3% of Year Gone
<b>Grand Total:</b>	3,790,586	0	234,275	87,119	321,394	8% *	

**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**