



HEALTH & COMPLIANCE COMMITTEE MEETING

AGENDA

2 JUNE 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 2 June 2015 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 printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
29 May 2015

Next Meeting Date: 07.07.15

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.

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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 7 April 2015

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 SUSPENSION OF PARKING PATROLS FOR ROCKHAMPTON RIVER FESTIVAL

File No: 8041
Attachments: 1. CBD Road Closure
Authorising Officer: Russell Claus - Executive Manager Regional Development
Evan Pardon - Chief Executive Officer
Author: Sarah Reeves - Manager Regional Promotions

SUMMARY

Manager Regional Promotions is requesting a suspension of parking patrols in the week leading up to the Rockhampton River Festival to lessen the disruption to CBD workers. It is also requested to suspend CBD parking patrols during the festival to encourage increased visitation and reduce negative impacts of enforcement.

OFFICER'S RECOMMENDATION

THAT Council resolves to not undertake parking patrols of the regulated parking in the area bounded by Fitzroy, Denison, Derby and Quay Streets for the period 7 July 2015 to 13 July 2015 both dates inclusive.

COMMENTARY

The Rockhampton River Festival will create access restrictions to the riverside car parks as they are being used as part of the event – this is a street festival and as such we will be utilising spaces usually reserved for parking.

All affected CBD businesses along Quay St. from Albert Street to Derby Street have consented to road closures from Thursday July 9 from 6am.

Businesses on East Street between Fitzroy Street and William Street have also consented to Quay Lane closure from midday Saturday July 10.

While event opening times have been established in consideration of CBD businesses, there will still create some inconvenience for parking. The road closure map is attached for consideration.

It is therefore requested that as a sign of goodwill and to promote a healthy relationship between Council and CBD businesses that parking patrols be suspended throughout the CBD during the time from bump in to bump out.

As much of the free parking within the CBD has been reallocated for the event, it is requested that Council suspend parking patrols at the Pilbeam Theatre and throughout the CBD during the festival. This will encourage more activity and attendance.

Visitors to the region will not necessarily be aware of Council parking restrictions and it is not welcoming to fine people when we are encouraging visitation to a street festival.

Parking fees at the Pilbeam Theatre are 70 cents per hour, \$5 per day and \$20 per week.

CONCLUSION

Suspending parking patrols in the lead up and during the Rockhampton River Festival will create good will between Council and businesses while also providing a warm welcome to visitors.

SUSPENSION OF PARKING PATROLS FOR ROCKHAMPTON RIVER FESTIVAL

CBD Road Closure

Meeting Date: 2 June 2015

Attachment No: 1



Notes:

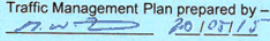
- Diagram Drawn in accordance with M.U.T.C.D Part 3 (2013) DIAGRAM 29 DETOUR
ALL TRAFFIC: TWO-WAY ROAD
- All Signage to be positioned where appropriate space allows. (Refer Clause 2.5.2 M.U.T.C.D Part 3 (2013))
- It is the responsibility of the person in control to ensure that all documentation and signage is checked and that all works are conducted in accordance with M.U.T.C.D Part 3 (2013)
- Only Workers qualified with Level 2 in Traffic Management are to erect traffic signage
- Sign position to be maximum visibility, 2m clear of travelled Path and in accordance with layout shown. (Refer Clause 4.1.3 M.U.T.C.D Part 3 (2013))
- Sign size to comply with section 3.2.3 of the M.U.T.C.D Part 3 (2013) (T series, A size)
- Consider the placement of all signs on the right hand side of the road during high volumes of traffic (Refer Note 1 Diagram 7 M.U.T.C.D Part 3 (2013))
- All side roads to be signed in accordance with M.U.T.C.D Part 3 (2013)
- Minimum Lane width including trafficable shoulder shall be 3.5m (see clause 4.13.3)
- The Traffic Control Plan 1 will be in place from Thursday 9/07/15 6am to Saturday 11/07/15 8am

Traffic Management Plan prepared by – Matthew Smith
M. Smith 22/07/15
 Level 3 Certificate ID: 17532



Notes:

- Diagram Drawn in accordance with M.U.T.C.D Part 3 (2013) DIAGRAM 29 DETOUR
ALL TRAFFIC: TWO-WAY ROAD
- All Signage to be positioned where appropriate space allows. (Refer Clause 2.5.2 M.U.T.C.D Part 3 (2013))
- It is the responsibility of the person in control to ensure that all documentation and signage is checked and that all works are conducted in accordance with M.U.T.C.D Part 3 (2013)
- Only Workers qualified with Level 2 in Traffic Management are to erect traffic signage
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- Consider the placement of all signs on the right hand side of the road during high volumes of traffic (Refer Note 1 Diagram 7 M.U.T.C.D Part 3 (2013))
- All side roads to be signed in accordance with M.U.T.C.D Part 3 (2013)
- Minimum Lane width including trafficable shoulder shall be 3.5m (see clause 4.13.3)
- The Traffic Control Plan 1 will be in place from Saturday 11/07/15 8am to Sunday 12/07/15 5pm

Traffic Management Plan prepared by – Matthew Smith

 Level 3 Certificate ID: 17532

8.2 LOCAL GOVERNMENT APPROVAL OF KEEPING OF ANIMAL APPLICATION FORMS**File No:** 8092**Attachments:**

1. Application to Keep More Than Permitted Number of Animals (Other Than Cats and Dogs).
2. Application to Keep More Than Permitted Number of Animals (Cats and Dogs) Domestic Pets.
3. Application to Keep More Than Permitted Number of Animals (Cats and Dogs) - Breeder or Show Animals.

Authorising Officer: Michael Rowe - General Manager Community Services**Author:** Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

Manager Community Standards and Compliance seeking approval for the Application to Keep More Than Permitted Number of Animals (Other Than Cats and Dogs), Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Breeder or Show Animals and Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Domestic Pets forms.

OFFICER'S RECOMMENDATION

THAT:

1. Council approves the following forms:
 - Application to Keep More Than Permitted Number of Animals (Other Than Cats and Dogs)
 - Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Breeder or Show Animals
 - Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Domestic Pets
2. Council resolves to delegate to the Chief Executive Officer the power to approve forms under section 8 (1) of *Local Law No.1 (Administration) 2011*.

COMMENTARY

The Local Laws section is reviewing the keeping of animals application processes. Keeping of animals means the keeping of an animal or animals for which an approval is required under *Local Law No.2 (Animal Management) 2011* and is a prescribed activity under *Local Law No. 1 (Administration) 2011*.

As part of the process, a review of the current application forms has been undertaken and revised forms developed as attached.

LEGISLATIVE CONTEXT

Section 8 (1) of *Local Law No. 1 (Administration) 2011* states 'An application for the local government's approval of a prescribed activity must be made in a form approved by the local government'. Examples of a form approved by the local government include a written form.

CONCLUSION

A review of the keeping of animals application forms has been undertaken with revised forms developed that require local government approval under *Local Law No. 1 (Administration) 2011*. This report seeks that approval.

LOCAL GOVERNMENT APPROVAL OF KEEPING OF ANIMAL APPLICATION FORMS

Application to Keep More Than Permitted Number of Animals (Other Than Cats and Dogs)

Meeting Date: 2 June 2015

Attachment No: 1

This form is to be used when applying to keep animals other than dogs (excluding guard dogs and greyhounds) or cats.

APPLICANT DETAILS

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname:

First Name:

Second Name:

Property Address & Suburb:

Postal Address: ☐ As Above

Contact Number(s)

Email:

PROPERTY DETAILS

Address where animals are kept:

Is this property ☐ A multi-residential premises ☐ House ☐ Other _____

If you are not the owner of the premises you will need written consent from the owner or manager of the premises. Refer to page 2.

Is the premise fully fenced? ☐ No ☐ Yes Area of allotment:

Names of each person living on the premises:

ANIMAL DETAILS (If you have more than two animals please attach specific details for each additional animal)

Animal Type: ☐ Livestock ☐ Rooster ☐ Racehorse ☐ Poultry ☐ Greyhound
☐ Guard Dog ☐ Bird ☐ Nuisance Bird ☐ Other (specify) _____

Total number of animals to be kept:

ANIMAL 1**ANIMAL 2**

If livestock specify type:

If livestock specify type:

Name: Date of Birth:

Name: Date of Birth:

Breed: Colour:

Breed: Colour:

Gender: ☐ Male ☐ FemaleGender: ☐ Male ☐ FemaleDesexed: ☐ Yes ☐ NoDesexed: ☐ Yes ☐ No

Brand/Microchip No:

Brand/Microchip No:

ROOSTER/NUISANCE BIRD**BIRD/POULTRY**

Type/s:

Type/s:

Number to be kept:

Number to be kept:

PROPERTY OWNER'S CONSENT

I provide permission to the applicant, to keep _____ (number of animals) of _____ (animal type) on the property identified on page one.

Owner's Name(s)

Surname(s)

Postal Address

Residential Address

Contact Number(s)

Email

Signature of Owner

Date

CHECKLIST

Please check that you have attached all mandatory information to this form. Your application will not be processed without it.

- ☐ The property owner's consent must be filled out if the applicant is not the owner of the property
- ☐ If a multi-residential dwelling the written approval from the owner/manager of the premises is required
- ☐ A site plan including the boundaries of the property and the area in which the animals will be kept and the location of the enclosure on the premises
- ☐ A drawing showing the design and dimensions of the animal enclosure including materials used
- ☐ A copy of the DPI approval for livestock
- ☐ Evidence of any separate approvals required under an Act

DECLARATION

The applicant must be the responsible person for the animals.

I submit this Application to Keep More Than Permitted Number of Animals (Other Than Cats and Dogs) with the relevant fee and supporting documentation as required. I understand that it is an offence under s8(7) of *Rockhampton Regional Council Local Law 1 (Administration) 2011* to provide false or misleading information or documents. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Applicant (Individual, Partnership, Company)

Contact Number

Name of Signatory (if Partnership or Company)

Position of Signatory (if Partnership or Company)

LOCAL GOVERNMENT APPROVAL OF KEEPING OF ANIMAL APPLICATION FORMS

Application to Keep More Than Permitted Number of Animals (Cats and Dogs) Domestic Pets

Meeting Date: 2 June 2015

Attachment No: 2

This form is to be used when applying to keep more than permitted number of animals (cats and dogs) – domestic pets. Your dogs must be registered and cats and dogs desexed before applying for an approval.

APPLICANT DETAILS

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Surname:
First Name:				Second Name:
Property Address & Suburb:				
Postal Address: <input type="checkbox"/> As Above				
Contact Number(s)			Email:	

PROPERTY DETAILS

Address where animals are kept:			
Is this property <input type="checkbox"/> A multi-residential premises <input type="checkbox"/> House <input type="checkbox"/> Other _____			
If you are not the owner of the premises you will need written consent from the owner or manager of the premises. Refer to page 2.			
Is the premise fully fenced?		<input type="checkbox"/> No <input type="checkbox"/> Yes	Area of allotment:
Names of each person living on the premises:			

ANIMAL DETAILS (If you have more than four animals please attach specific details for each additional animal)

Animal Type: <input type="checkbox"/> Dog <input type="checkbox"/> Cat		Total number of animals to be kept:	
ANIMAL 1	Reference Number:	ANIMAL 2	Reference Number:
Name:	Date of Birth:	Name:	Date of Birth:
Breed:	Colour:	Breed:	Colour:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Microchip No:		Microchip No:	
ANIMAL 3	Reference Number:	ANIMAL 4	Reference Number:
Name:	Date of Birth:	Name:	Date of Birth:
Breed:	Colour:	Breed:	Colour:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Desexed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Microchip No:		Microchip No:	

PROPERTY OWNER'S CONSENT

I provide permission to the applicant, to keep _____ (number of animals) cats/dogs (please delete one) on the property identified on page one.

Owner's Name(s)

Surname(s)

Postal Address

Residential Address

Contact Number(s)

Email

Signature of Owner

Date

CHECKLIST

Please check that you have attached all mandatory information to this form. Your application will not be processed without it.

- ☐ The property owner's consent must be filled out if the applicant is not the owner of the property
- ☐ If a multi-residential dwelling the written approval from the owner/manager of the premises is required
- ☐ A site plan including the boundaries of the property and the area in which the animals will be kept and the location of the enclosure on the premises
- ☐ A drawing showing the design and dimensions of the animal enclosure including materials used
- ☐ Evidence of any separate approvals required under an Act

DECLARATION

The applicant must be the responsible person for the animals.

I submit this Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Domestic Pets with the relevant fee and supporting documentation as required. I understand that it is an offence under s8(7) of *Rockhampton Regional Council Local Law 1 (Administration) 2011* to provide false or misleading information or documents. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Applicant (Individual, Partnership, Company)

Contact Number

Name of Signatory (if Partnership or Company)

Position of Signatory (if Partnership or Company)

LOCAL GOVERNMENT APPROVAL OF KEEPING OF ANIMAL APPLICATION FORMS

Application to Keep More Than Permitted Number of Animals (Cats and Dogs) - Breeder or Show Animals

Meeting Date: 2 June 2015

Attachment No: 3

This form is to be used when applying to keep breeding or show animals. All dogs must be registered before applying for an approval.

APPLICANT DETAILS
☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname:

First Name:

Second Name:

Property Address & Suburb:

Postal Address: ☐ As Above

Contact Number(s)

Email:

PROPERTY DETAILS

Address where animals are kept:

Is this property ☐ A multi-residential premises ☐ House ☐ Other _____

If you are not the owner of the premises you will need written consent from the owner or manager of the premises. Refer to page 2.

Is the premise fully fenced? ☐ No ☐ Yes Area of allotment:

Names of each person living on the premises:

ANIMAL DETAILS (If you have more than four animals please attach specific details for each additional animal)Animal keeping purpose: ☐ Breeding ☐ ShowingAnimal Type: ☐ Dog ☐ Cat

Total number of animals to be kept:

ANIMAL 1 Reference Number:**ANIMAL 2** Reference Number:

Name: Date of Birth:

Name: Date of Birth:

Breed: Colour:

Breed: Colour:

Gender: ☐ Male ☐ FemaleGender: ☐ Male ☐ FemaleDesexed: ☐ Yes ☐ NoDesexed: ☐ Yes ☐ No

Microchip No:

Microchip No:

ANIMAL 3 Reference Number:**ANIMAL 4** Reference Number:

Name: Date of Birth:

Name: Date of Birth:

Breed: Colour:

Breed: Colour:

Gender: ☐ Male ☐ FemaleGender: ☐ Male ☐ FemaleDesexed: ☐ Yes ☐ NoDesexed: ☐ Yes ☐ No

Microchip No:

Microchip No:

PROPERTY OWNER'S CONSENT

I provide permission to the applicant, to keep _____ (number of animals) cats/dogs (please delete one) on the property identified on page one.

Owner's Name(s)

Surname(s)

Postal Address

Residential Address

Contact Number(s)

Email

Signature of Owner

Date

CHECKLIST

Please check that you have attached all mandatory information to this form. Your application will not be processed without it.

- ☐ The property owner's consent must be filled out if the applicant is not the owner of the property
- ☐ If a multi-residential dwelling the written approval from the owner/manager of the premises is required
- ☐ A site plan including the boundaries of the property and the area in which the animals will be kept and the location of the enclosure on the premises
- ☐ A drawing showing the design and dimensions of the animal enclosure including materials used
- ☐ Evidence the owner is registered to breed or show
- ☐ Evidence of any separate approvals required under an Act

DECLARATION

The applicant must be the responsible person for the animals.

I submit this Application to Keep More Than Permitted Number of Animals (Cats and Dogs) – Breeder or Show Animals with the relevant fee and supporting documentation as required. I understand that it is an offence under s8(7) of *Rockhampton Regional Council Local Law 1 (Administration) 2011* to provide false or misleading information or documents. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Applicant (Individual, Partnership, Company)

Contact Number

Name of Signatory (if Partnership or Company)

Position of Signatory (if Partnership or Company)

8.3 LOCAL GOVERNMENT APPLICATION FOR RENEWAL OF COMMERCIAL USE OF ROADS APPROVAL FORM

File No: 2317

Attachments: 1. Application for Renewal of Commercial Use of Roads Approval

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

Manager Community Standards and Compliance seeking approval for the Application for Renewal of Commercial Use of Roads Approval form.

OFFICER'S RECOMMENDATION

THAT Council approves the Application for Renewal of Commercial Use of Roads Approval form.

COMMENTARY

The Local Laws section is reviewing the Commercial Use of Roads forms. Commercial use of local government controlled areas and roads means the use of a local government controlled area or road for soliciting or carrying on the supply of goods and services (including food or drink) for profit, for which an approval is required under *Local Law No.2 (Animal Management) 2011* and is a prescribed activity under *Local Law No. 1 (Administration) 2011*.

As part of the process, a review of the current renewal application form has been undertaken and a revised form developed as attached.

LEGISLATIVE CONTEXT

Section 14 (3) of *Local Law No. 1 (Administration) 2011* states 'The application under subsection (1) must be (a) made in a form approved by the local government'.

CONCLUSION


A review of the Commercial Use of Roads Renewal Application form has been undertaken with a revised form developed that requires local government approval under *Local Law No. 1 (Administration) 2011*. This report seeks that approval.

LOCAL GOVERNMENT APPLICATION FOR RENEWAL OF COMMERCIAL USE OF ROADS APPROVAL FORM

Application for Renewal of Commercial Use of Roads Approval

Meeting Date: 2 June 2015

Attachment No: 1

Application for Renewal of Commercial Use of Roads Approval <i>Rockhampton Regional Council Local Law No. 1 (Administration) 2011</i>			
		Enquiries: 4932 9000 or 1300 22 55 77	
		Address: PO Box 1860 Rockhampton Qld 4700	
		Email: enquiries@rrc.qld.gov.au	
PRIVACY NOTICE Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the <i>Rockhampton Regional Council Local Law No. 1 (Administration) 2011</i> . Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.			

«Licencee_Name»
 «Licencee_Address»

The Commercial Use of Roads Approval specified below is due for renewal. To renew the Commercial Use of Roads Approval this application form must be fully completed by the approval holder and returned to Council together with the renewal fee by the due date.

Please note if Council does not receive the completed application and the renewal fee by the due date your Commercial Use of Roads Approval will expire. If the activity continues to operate, you will be required to make an Application for Commercial Use of Roads and pay the relevant application fees.

APPROVAL AND APPLICANT DETAILS			
Approval Number «Licence_Number»		Approval Type Error! Not a valid filename.	
Applicant Name (Individual, Partnership, Company) «Licencee_Name»		Trading Name «Trading_Name_Name»	
Postal Address «Licencee_Address_1_Line»		Contact Number(s) <div></div>	
Property Address «Licencee_Name»		Email <div></div>	
Licence Period 1 July 2015-30 June 2016	Renewal Fee \$«Balance_Total»	Issue Date <div></div>	Due Date <div></div>

FOR PAYMENT OPTIONS PLEASE SEE OVERLEAF

OFFICE USE ONLY	Date:	CSO:	Information Checked: Yes / No
	Amount: \$«Balance_Total»	Receipt No:	Approval No: «Licence_Number»

Version: 2.0
 Approved:

Page 1 of 2
 Unit: Local Laws

CHANGES TO DETAILS / PREMISES / ACTIVITIES

Have there been any changes to your details or activities in the last twelve months?

☐ Yes ☐ No

If yes, please provide further details below.

DECLARATION

I submit this Application for Renewal of Commercial Use of Roads Approval with the relevant fee and supporting documentation as required. I understand that it is an offence under s8(7) of *Rockhampton Regional Council Local Law 1 (Administration) 2011* to provide false or misleading information or documents. If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

Signature of Applicant

--

Date

--

Name of Applicant (Individual, Partnership, Company)

«Licencee_Name»

Contact Number

--

Name of Signatory (if Partnership or Company)

--

Position of Signatory (if Partnership or Company)

--

PAYMENT OPTIONS

IN PERSON – You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

TELEPHONE – Call 1300 22 55 77 or (07) 4932 9000 (or from outside Australia call +61294235551) between 8am and 5pm Monday to Friday to pay with MasterCard or Visa.

MAIL – Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

CREDIT CARD – Council complies with the Payment Card Industry Data Security Standard. Compliance helps to alleviate sensitive data being compromised and protects cardholder data. **Credit Card Numbers are NOT to be recorded on this form – Customer Service staff will contact you regarding payment once this form is received.**

Version: 2.0
Approved:

Page 2 of 2
Unit: Local Laws

8.4 DOG REGISTRATION FEE REPORT JUNE 2015

File No: 1464
Attachments: 1. Dog Registration Fee Table - June 2015
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

Manager Community Standards and Compliance seeking approval for the proposed dog registration and animal related fees for 2015-2016.

OFFICER'S RECOMMENDATION

THAT Council approves the proposed dog registration fees for 2015-2016 as detailed in the report.

COMMENTARY

Dog registration renewals are due to be issued early July 2015. To ensure the 2015-2016 dog registration renewal fees are charged, approval of fees is required prior to the printing of the renewal forms.

The attached proposed 2015-2016 fees are based on the 2014-2015 fees with an approximate 3.3% increase.

LEGISLATIVE CONTEXT

The *Local Government Act 2009* and *Animal Management (Cats and Dogs) Act 2008* provide the legislative authority to set fees.

CONCLUSION

To ensure the 2015-2016 dog registration renewal fees are charged when the dog registration notices are issued in early July, fee approval is required prior to the printing of the renewal forms. This report seeks approval.

DOG REGISTRATION FEE REPORT JUNE 2015

Dog Registration Fee Table - June 2015

Meeting Date: 2 June 2015

Attachment No: 1

Proposed Dog Registration Fees

Item Name	2014-2015 Fee	Proposed Fee
Note: All registrations are for a year or part there-of.		
Note: Pensioner Concession Card holder defined as a holder recognised by Council's Rating Policy.		
<u>Part Year Registration</u>		
Prorata fee applies to dogs registered from 1 March to 31 August and is applicable to the first year registration within RRC only (does not apply to renewals or Regulated Dogs).	50% of the applicable fee	50% of the applicable fee
<u>Refunds</u>		
Note: Refunds are only given in the current registration period where the registration was paid up to and including 28 February. No refunds are given for payments from 1 March. Application must be made on an Application to Amend Registered Dog Details.		
Desexed Dog	\$77.50	\$80.00
Desexed Dog – Pensioner Concession Card holder.	\$45.00	\$46.00
Deceased - Owner must provide adequate proof such as a euthanasia certificate, letter issued by a vet, or surrender the registration tag. Refund will not be given where registration has been transferred	Prorata based on unused portion of registration	Prorata based on unused portion of registration
<u>Dog Registration</u>		
Assistance Dogs with NGO Certificate	Nil	Nil
Desexed	\$32.50	\$33.50
Desexed - Pensioner Concession Card holder	16.50	\$17.00
Desexed and Microchipped	\$16.50	\$17.00
Desexed and Microchipped - Pensioner Concession Card holder	\$8.00	\$8.50
Entire	\$110.00	\$113.50
Entire - Pensioner Concession Card holder	\$61.50	\$63.50
Entire - Member of Dogs Queensland	50% of applicable fee	50% of applicable fee
Farm Dogs - For rural areas and/or areas 20,000m ² only	\$11.50	\$12.00
Greyhounds - Must hold a current Keeping of Animal Approval and DA approval	50% of applicable fee	50% of applicable fee
Multiple Dog Registration - 3 or more dogs owned by one owner only (excludes greyhounds). Must hold a current Keeping of Animal Approval	\$440 or registration for each dog, whichever is the lesser	\$454 or registration for each dog, whichever is the lesser
Replacement Registration Tag	\$7.00	\$7.50
Transfer of Registration Between Dogs - From a deceased dog to a new dog registration, for the current registration period only, and where a refund has not been given	NIL	\$7.50 (for tag)

Transfer of Current Registration from Another Local Government - For the current registration period only, evidence of current registration to be provided	\$7.00	\$7.50
<u>Regulated Dogs</u>		
Declared Dangerous		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$595.00	\$615.00
Annual Renewal	\$463.00	\$478.00
Restricted		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$595.00	\$615.00
Annual Renewal	\$463.00	\$478.00
Menacing		
Initial Registration - Includes Regulated Dog Management Kit (1 approved tag and 2 approved signs)	\$375.00	\$387.00
Annual Renewal	\$280.00	\$289.00
Reduced Annual Renewal - For approved applicant's only	\$150.00	\$155.00
<u>Replacement Signage/Tags</u> (Only available to owners of Regulated Dogs)		
Replacement Sign	At cost	\$30.00
Replacement Regulated Dog Tag	At cost	\$10.00
<u>General Animal Control</u>		
Cat or Dog Trap Hire - Security deposit, refunded upon return of trap only	\$58.00	\$60.00
Traps lost, damaged, or not returned	At cost	At cost

8.5 PEST SURVEY PROGRAM 1 SEPTEMBER 2015 - 30 NOVEMBER 2015

File No: 143

Attachments:

1. Inspection Map of Alton Downs for September 2015 to November 2015
2. Pest Survey Program Advertisement 2015

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

This report presents a Pest Survey Program for consideration to be conducted in Alton Downs. Prior to Rockhampton Regional Council's pest management staff undertaking property inspections for pest plants, a Pest Survey Program must be approved by Council.

OFFICER'S RECOMMENDATION

THAT in accordance with the *Land Protection (Pest and Stock Route Management) Act 2002*, Council approves the Pest Survey Program, as detailed in the report, for the locality of Alton Downs between Monday 1 September 2015 and Sunday 30 November 2015.

COMMENTARY

The following identifies the area to be surveyed, the timeframe and other details required by the *Land Protection (Pest and Stock Route Management) Act 2002*.

Survey area

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

Area Selection Criteria

The focus areas are a portion of Rockhampton Regional Council for which inspection by authorised persons is feasible within three months, and are considered a high priority for identifying declared pest plants in accordance with Council's Pest Management Plan.

Program Purpose

- To monitor compliance with the *Land Protection (Pest and Stock Route Management) Act 2002* in relation to declared pests
- To aid in monitoring and mapping the distribution and spread of declared plants

Properties Inspected

Inspections will be conducted on urban and rural properties within the stated areas.

Commencement and Duration of Survey

This survey will commence on Tuesday 1 September 2015 and will be in force for a period of three months expiring on Monday 30 November 2014. Properties will be inspected from 7:00 am to 5:00 pm Monday to Friday.

BACKGROUND

The *Land Protection (Pest and Stock Route Management) Act 2002* requires that prior to a Local Government undertaking property inspections for pests, it must approve a Pest Survey Program.

BUDGET IMPLICATIONS

The staffing and associated costs to undertake the Pest Survey Program are provided for in the 2015-2016 Pest Management budget.

LEGISLATIVE CONTEXT

Local Government is responsible for the administration of the *Land Protection (Pest and Stock Route Management) Act 2002* (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 inspection program requires the equivalent of one full time pest management officer for the period of the Pest Survey 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 Pest Survey Program has been identified as an action within Council's Pest Management Plan.

CONCLUSION

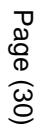
This report presents to Council a Pest Survey Program for consideration and approval. The implementation of this Pest Survey Program assists Council to fulfill its responsibilities under the *Land Protection (Pest and Stock Route Management) Act 2002* by allowing Council to assess the pest plant infestation on private property in the identified focus areas. It also allows Council to assess the property owner's adherence to the various requirements of the *Land Protection (Pest and Stock Route Management) Act 2002*.

**PEST SURVEY PROGRAM
1 SEPTEMBER 2015 -
30 NOVEMBER 2015**

**Inspection Map of Alton Downs for
September 2015 to November 2015**

Meeting Date: 2 June 2015

Attachment No: 1



**PEST SURVEY PROGRAM
1 SEPTEMBER 2015 -
30 NOVEMBER 2015**

**Pest Survey Program Advertisement
2015**

Meeting Date: 2 June 2015

Attachment No: 2

ROCKHAMPTON REGIONAL COUNCIL***Land Protection (Pest and Stock Route Management) Act 2002***
Section 241**PEST SURVEY PROGRAM****Survey area:**

Property inspections will be conducted throughout part of the Rockhampton Regional Council area focusing on the localities of Alton Downs.

Area Selection Criteria:

The focus areas are a portion of Rockhampton Regional Council for which inspection by authorised persons is feasible within three months, and are considered a high priority for identifying declared pest plants in accordance with Council's Pest Management Plan.

Program Purpose:

- To monitor compliance with the *Land Protection (Pest and Stock Route Management) Act 2002* in relation to declared pests
- To aid in monitoring and mapping the distribution and spread of declared plants

Properties Inspected:

Inspections will be conducted on urban and rural properties within the above stated areas.

Commencement and Duration of Survey:

This survey will commence on Tuesday 1 September 2015 and will be in force for a period of three months expiring on Monday 30 November 2015. Properties will be inspected from 7:00 am to 5:00 pm Monday to Friday.

By resolution of Rockhampton Regional Council Meeting on 2 June 2015.

CHIEF EXECUTIVE OFFICER
ROCKHAMPTON REGIONAL COUNCIL
2 JUNE 2015

9 STRATEGIC REPORTS

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

File No: 1464

Attachments:

1. Monthly Operations Report from Community Standards and Compliance Unit for March 2015
2. Traffic Light Report for March 2015
3. Financial Matters Report for March 2015

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

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

OFFICER'S RECOMMENDATION

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

COMMENTARY

This report provided information about the activities of Rockhampton Regional Council's Community Standards and Compliance Unit for the month of March 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 MARCH 2015

Monthly Operations Report from Community Standards and Compliance Unit for March 2015

Meeting Date: 2 June 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT
COMMUNITY STANDARDS AND COMPLIANCE SECTION
Period Ended March 2015

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

Nil

Improvements / Deterioration in Levels of Services or Cost Drivers

- Vector Management Officers continue to undertake proactive and reactive misting and monitor potential breeding sites after Cyclone Marcia
- Mosquito surveillance of the saltmarsh areas was undertaken with insufficient breeding to warrant treatment.
- Pest Management have returned to their pest management activities after spending two weeks assisting Parks with the clean-up after Cyclone Marcia.
- Environment and Public Health have been processing increased numbers of food business licence applications due to the temporary events that are proposed including Beef Week. The Environmental Health Officers have been working with Beef and food operators to assist them in meeting legislative requirements.
- The number of Local Law Officers in the field has been reduced due to, long term sick leave, short term sick leave and annual leave

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

The response times for completing the predominant customer requests in the reporting period for March 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:

	Jan	Feb	March
Number of Lost Time Injuries	0	1	0
Number of Days Lost Due to Injury	0	21	0
Total Number of Incidents Reported	2	4	2
Hazard Inspections completed	0	1	-

Risk Management Summary

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

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed
Pest Management - 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
Local Laws - 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	30/06/14	5% as at 24/3/15
Local Laws – 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%	COMPLETED
Vector Management Officers Pest Management Technicians Licenses	Various	100%	COMPLETED
Local Laws Power of Entry Training	Various	100%	COMPLETED
Investigation Skills	Various	9%	
Animal Management	Various	100%	COMPLETED

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	\$16400.00	82%	Renewals issued
Micro Chipping Days	\$11 000.00	\$4433.00	40% to date	Another event 30/05/15

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%	72%
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%	30%

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 FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR MARCH 2015

Traffic Light Report for March 2015

Meeting Date: 2 June 2015

Attachment No: 2

All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report March 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)	Avg Completion Time (days) Q3
			Received	Completed								
Dog Registration Enquiry	10	8	28	23	7	0	10	● 1.96	● 5.98	● 5.57	3.04	● 4.64
Animals (more than permitted number)	29	18	25	16	20	0	30	● 6.56	● 15.75	● 17.31	8.80	● 13.05
Comm Compliance Barking Letter/Visitors Advice	4	3	8	7	2	0	5	● 1.14	● 4.49	● 4.82	1.11	● 1.82
Dog Attack on Animal (Confirmed)	0	0	0	0	0	0	10	● 0.00	● 0.00	● 0.00	0.00	● 0.00
Dog Attack on Person (Fear) CSO	29	24	9	1	13	0	20	● 0.00	● 25.61	● 25.61	9.63	● 26.76
Dog Attack on Animal (Alleged) CSO	25	20	15	6	14	0	20	● 10.50	● 26.41	● 25.03	11.12	● 22.67
Dog Attack on Person (Bite) CSO	10	4	8	3	11	0	20	● 9.00	● 24.19	● 24.62	9.50	● 22.42
Heavy Vehicle Parking	0	0	8	6	2	0	10	● 3.17	● 4.29	● 5.61	2.90	● 4.86
Overgrown Allotments	52	24	89	33	84	0	45	● 5.24	● 13.21	● 16.38	12.80	● 10.00
Regulated Parking	7	7	48	37	11	0	10	● 5.35	● 4.70	● 5.37	3.02	● 5.15
Dust Complaint	0	0	1	1	0	0	10	● 7.00	● 6.00	● 5.00	4.80	● 4.00
Litter/Illegal Dumping	8	6	13	5	10	0	20	● 2.20	● 9.65	● 8.50	5.83	● 6.15
Noise Complaint	1	1	4	3	1	0	10	● 10.00	● 6.39	● 7.35	3.14	● 5.33
Barking Dog Complaint - Stage 1	1	1	42	41	1	0	3	● 0.54	● 1.22	● 1.14	0.46	● 1.78
Barking Dog Complaint - Stage 2 LLEO Use Only	10	6	6	1	9	0	30	● 0.00	● 23.71	● 19.93	11.29	● 16.78
Vector Misting	0	0	13	13	0	0	7	● 0.62	● 0.80	● 0.82	0.45	● 0.42
Nuisance Vehicle	13	11	20	15	7	0	10	● 4.67	● 8.32	● 7.74	4.03	● 7.46
Wandering Animals (dogs, cats, poultry)	43	41	110	81	31	0	10	● 1.09	● 1.45	● 1.50	0.78	● 1.59
Wandering Stock	5	4	17	14	4	0	10	● 1.79	● 4.34	● 4.21	1.52	● 4.27

MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR MARCH 2015

Financial Matters Report for March 2015

Meeting Date: 2 June 2015

Attachment No: 3



End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES

As At End Of April

Report Run: 21-May-2015 09:35:27 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 83.3% of Year Gone
COMMUNITY SERVICES							
HEALTH & ENVIRONMENT							
<u>Local Laws</u>							
Revenues	(1,054,750)	(1,096,516)	0	(1,030,250)	(1,030,250)	94%	✓
Expenses	2,096,493	2,316,236	109,094	1,451,593	1,560,688	67%	✓
Transfer / Overhead Allocation	214,200	216,984	0	143,411	143,411	66%	✓
Total Unit: Local Laws	1,255,943	1,436,704	109,094	564,755	673,849	47%	✓
<u>Environmental Services & Public Health</u>							
Revenues	(195,858)	(145,858)	0	(83,717)	(83,717)	57%	✗
Expenses	803,672	764,487	743	463,353	464,095	61%	✓
Transfer / Overhead Allocation	65,000	65,000	0	30,162	30,162	46%	✓
Total Unit: Environmental Services & Public Health	672,814	683,629	743	409,798	410,541	60%	✓
<u>Health and Environment</u>							
Revenues	0	0	0	0	0	0%	✓
Expenses	346,417	147,600	0	153,376	153,376	104%	✗
Transfer / Overhead Allocation	0	0	0	0	0	0%	✓
Total Unit: Environmental Services & Public Health	346,417	147,600	0	153,376	153,376	104%	✗
<u>Pest Management</u>							
Revenues	(500)	(51,600)	0	(23,023)	(23,023)	45%	✗
Expenses	729,350	771,639	36,385	456,674	493,059	64%	✓
Transfer / Overhead Allocation	144,000	144,200	0	115,054	115,054	80%	✓
Total Unit: Environmental Services & Public Health	872,850	864,239	36,385	548,705	585,090	68%	✓
<u>Vector Management</u>							
Revenues	(1,000)	(500)	0	0	0	0%	✗
Expenses	483,589	493,789	6,615	330,619	337,234	68%	✓
Transfer / Overhead Allocation	92,000	92,000	0	59,935	59,935	65%	✓
Total Unit: Natural Resource Management	574,589	585,289	6,615	390,555	397,170	68%	✓
Grand Total:	3,722,613	3,717,461	152,837	2,067,189	2,220,025	60%	✓

9.2 MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR APRIL 2015**File No:** 1464**Attachments:**

1. Monthly Operations Report from Community Standards and Compliance Unit for April 2015
2. Traffic Light Report for April 2015
3. Financial Matters Report for April 2015

Authorising Officer: Michael Rowe - General Manager Community Services**Author:** Catherine Hayes - Manager Community Standards and Compliance

SUMMARY

The monthly Operations Report for Community Standards and Compliance Section as at 30 April 2015 is presented for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Community Standards and Compliance Monthly Operations Report for April 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 April 2015.

The 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 APRIL 2015

Monthly Operations Report from Community Standards and Compliance Unit for April 2015

Meeting Date: 2 June 2015

Attachment No: 1

MONTHLY OPERATIONS REPORT
COMMUNITY STANDARDS AND COMPLIANCE SECTION
Period Ended April 2015

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

Nil

Improvements / Deterioration in Levels of Services or Cost Drivers

- The Keeping of Animals application process and associated documentation has been reviewed to bring it further in line with the Local Law. As a result, a new suite of letters has been developed and the application forms amended.
- Environment and Public Health, Vector Management, Pest Management and Local Laws units, in conjunction with Marketing and Engagement, have been working on giveaways, information and children's activity books for the Rockhampton Show displays.
- Community Standards and Compliance Support Services, in conjunction with Marketing and Engagement, has been working on the Pets in the Park Microchipping Day event at Littler-Cum-Ingham Park on Saturday 30 May 2015 from 9am to 1pm.
- Community Standards and Compliance Support Services have been working on the PAWS Desexing program to be held at the Gracemere Community Hall from 13 – 17 July 2015.
- Mosquito surveillance of the saltmarsh areas was undertaken with insufficient breeding to warrant treatment.
- Environment and Public Health have continued to process increased numbers of food business licence applications due to the temporary events that are proposed including Beef Week. The Environmental Health Officers have been working with Beef and food operators to assist them in meeting legislative requirements.
- The number of Local Law Officers in the field has been reduced due to a resignation, long term sick leave, short term sick leave and annual leave.

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

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

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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:

	Feb	March	April
Number of Lost Time Injuries	1	0	0
Number of Days Lost Due to Injury	21	0	6
Total Number of Incidents Reported	4	2	0
Hazard Inspections completed	1	-	-

Risk Management Summary

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

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed
Pest Management - 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
Local Laws - 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	30/06/14	10% as at 30/4/15
Local Laws – 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).	31/12/14	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%	COMPLETED
Vector Management Officers Pest Management Technicians Licenses	Various	100%	COMPLETED
Local Laws Power of Entry Training	Various	100%	COMPLETED
Investigation Skills	Various	9%	
Animal Management	Various	100%	COMPLETED

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	\$16400.00	82%	Renewals issued
Micro Chipping Days	\$11 000.00	\$4433.00	40% to date	Another event 30/05/15

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%	83%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	45%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	40%

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 FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR APRIL 2015

Traffic Light Report for April 2015

Meeting Date: 2 June 2015

Attachment No: 2

All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report April 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	7	6	24	15	10	0	10	● 1.60	● 5.93	● 5.67	3.02
Animals (more than permitted number)	20	6	24	6	32	0	30	● 2.17	● 14.42	● 16.34	9.16
Comm Compliance Barking Letter/Visitors Advice	2	1	38	30	9	0	5	● 2.50	● 2.59	● 4.21	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	13	2	17	3	25	0	20	● 2.67	● 25.05	● 24.94	9.13
Dog Attack on Animal (Alleged) CSO	14	6	21	4	25	0	20	● 9.25	● 28.25	● 25.23	10.28
Dog Attack on Person (Bite) CSO	11	5	9	2	13	0	20	● 1.50	● 22.90	● 22.90	9.21
Heavy Vehicle Parking	2	2	2	1	1	0	10	● 10.00	● 4.91	● 5.30	2.67
Overgrown Allotments	86	45	60	18	83	1	45	● 2.50	● 15.12	● 17.38	13.30
Regulated Parking	9	7	38	31	9	0	10	● 2.26	● 4.42	● 4.99	3.13
Dust Complaint	0	0	0	0	0	0	10	● 0.00	● 2.67	● 5.40	5.22
Litter/Illegal Dumping	9	6	13	7	9	0	20	● 2.29	● 7.05	● 9.47	5.70
Noise Complaint	1	0	4	3	2	0	10	● 1.00	● 5.36	● 7.15	2.95
Barking Dog Complaint - Stage 1	1	1	53	51	2	0	3	● 0.41	● 1.12	● 1.07	0.43
Barking Dog Complaint - Stage 2 LLEO Use Only	10	3	11	5	13	0	30	● 5.60	● 22.16	● 19.42	11.88
Vector Misting	0	0	1	1	0	0	7	● 2.00	● 0.48	● 0.85	0.48
Nuisance Vehicle	4	4	23	15	8	0	10	● 5.07	● 8.10	● 7.81	4.07
Wandering Animals (dogs, cats, poultry)	31	27	116	62	58	0	10	● 0.61	● 1.45	● 1.43	0.88
Wandering Stock	4	4	23	12	11	0	10	● 2.50	● 5.22	● 4.52	1.57

MONTHLY OPERATIONS REPORT FROM COMMUNITY STANDARDS AND COMPLIANCE UNIT FOR APRIL 2015

Financial Matters Report for April 2015

Meeting Date: 2 June 2015

Attachment No: 3



End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES

As At End Of April

Report Run: 21-May-2015 09:35:27 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 83.3% of Year Gone
COMMUNITY SERVICES							
HEALTH & ENVIRONMENT							
<u>Local Laws</u>							
Revenues	(1,054,750)	(1,096,516)	0	(1,030,250)	(1,030,250)	94% ✓	
Expenses	2,096,493	2,316,236	109,094	1,451,593	1,560,688	67% ✓	
Transfer / Overhead Allocation	214,200	216,984	0	143,411	143,411	66% ✓	
Total Unit: Local Laws	1,255,943	1,436,704	109,094	564,755	673,849	47% ✓	
<u>Environmental Services & Public Health</u>							
Revenues	(195,858)	(145,858)	0	(83,717)	(83,717)	57% ✗	
Expenses	803,672	764,487	743	463,353	464,095	61% ✓	
Transfer / Overhead Allocation	65,000	65,000	0	30,162	30,162	46% ✓	
Total Unit: Environmental Services & Public Health	672,814	683,629	743	409,798	410,541	60% ✓	
<u>Health and Environment</u>							
Revenues	0	0	0	0	0	0% ✓	
Expenses	346,417	147,600	0	153,376	153,376	104% ✗	
Transfer / Overhead Allocation	0	0	0	0	0	0% ✓	
Total Unit: Environmental Services & Public Health	346,417	147,600	0	153,376	153,376	104% ✗	
<u>Pest Management</u>							
Revenues	(500)	(51,600)	0	(23,023)	(23,023)	45% ✗	
Expenses	729,350	771,639	36,385	456,674	493,059	64% ✓	
Transfer / Overhead Allocation	144,000	144,200	0	115,054	115,054	80% ✓	
Total Unit: Environmental Services & Public Health	872,850	864,239	36,385	548,705	585,090	68% ✓	
<u>Vector Management</u>							
Revenues	(1,000)	(500)	0	0	0	0% ✗	
Expenses	483,589	493,789	6,615	330,619	337,234	68% ✓	
Transfer / Overhead Allocation	92,000	92,000	0	59,935	59,935	65% ✓	
Total Unit: Natural Resource Management	574,589	585,289	6,615	390,555	397,170	68% ✓	
Grand Total:	3,722,613	3,717,461	152,837	2,067,189	2,220,025	60% ✓	

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