



# **HEALTH & COMPLIANCE COMMITTEE MEETING**

## **AGENDA**

**4 AUGUST 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 4 August 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 July 2015

Next Meeting Date: 01.09.15

**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 July 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:** Michael Rowe - General Manager Community Services

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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 Committee**

**Meeting Date: 4 August 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	
07 July 2015	Proposed Amendment to Subordinate Local Law 2 Animal Management	THAT the Council resolves to conduct a workshop to consider the proposal to make Rockhampton Regional Council Animal Management (Amendment) Subordinate Local Law (No. 1) 2015.	Catherine Hayes	21/07/2015	
07 July 2015	Proposed Animal Inspection Program	THAT a more refined area of the proposed Gracemere approved inspection program in accordance with the Animal Management (Cats and Dogs) Act 2008 and Local Government Act 2009, be brought back to the next Health and Compliance Committee Meeting on 4 August 2015.	Catherine Hayes	21/07/2015	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 PROPOSED ANIMAL INSPECTION PROGRAM

**File No:** 7437

**Attachments:**

1. Map of Proposed Inspection Area
2. Notice of Proposed Inspection Program

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Catherine Hayes - Manager Community Standards and Compliance

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#### SUMMARY

*This report presents a revised 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 areas of Gracemere between 13 September 2015 and 27 March 2016.

#### COMMENTARY

A report was presented to the Health and Compliance Committee on 7 July 2015 proposing an animal inspection program for identified areas of Gracemere and Stanwell. Council resolved that a more refined area of the proposed Gracemere approved inspection program in accordance with the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009*, be brought back to the next Health and Compliance Committee Meeting on 4 August 2015. This following is a revised report.

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 acts..

It is proposed to undertake a systematic inspection program of all identified properties within Gracemere (see attached map) between 13 September 2015 and 27 March 2016 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 high priority for monitoring compliance with the *Animal Management (Cats and Dogs) Act 2008*, *Rockhampton Regional Council Local Law 1 (Administration) 2011* and *Rockhampton Regional Council Local Law 2 (Animal Management) 2011*.

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.

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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 noncompliance's 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.

### **STAFFING IMPLICATIONS**

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

### **RISK ASSESSMENT**

An assessment regarding Workplace Health and Safety considerations has identified all activities associated with the implementation of the Selective Inspection Program as medium risk.

### **CORPORATE/OPERATIONAL PLAN**

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

### **CONCLUSION**

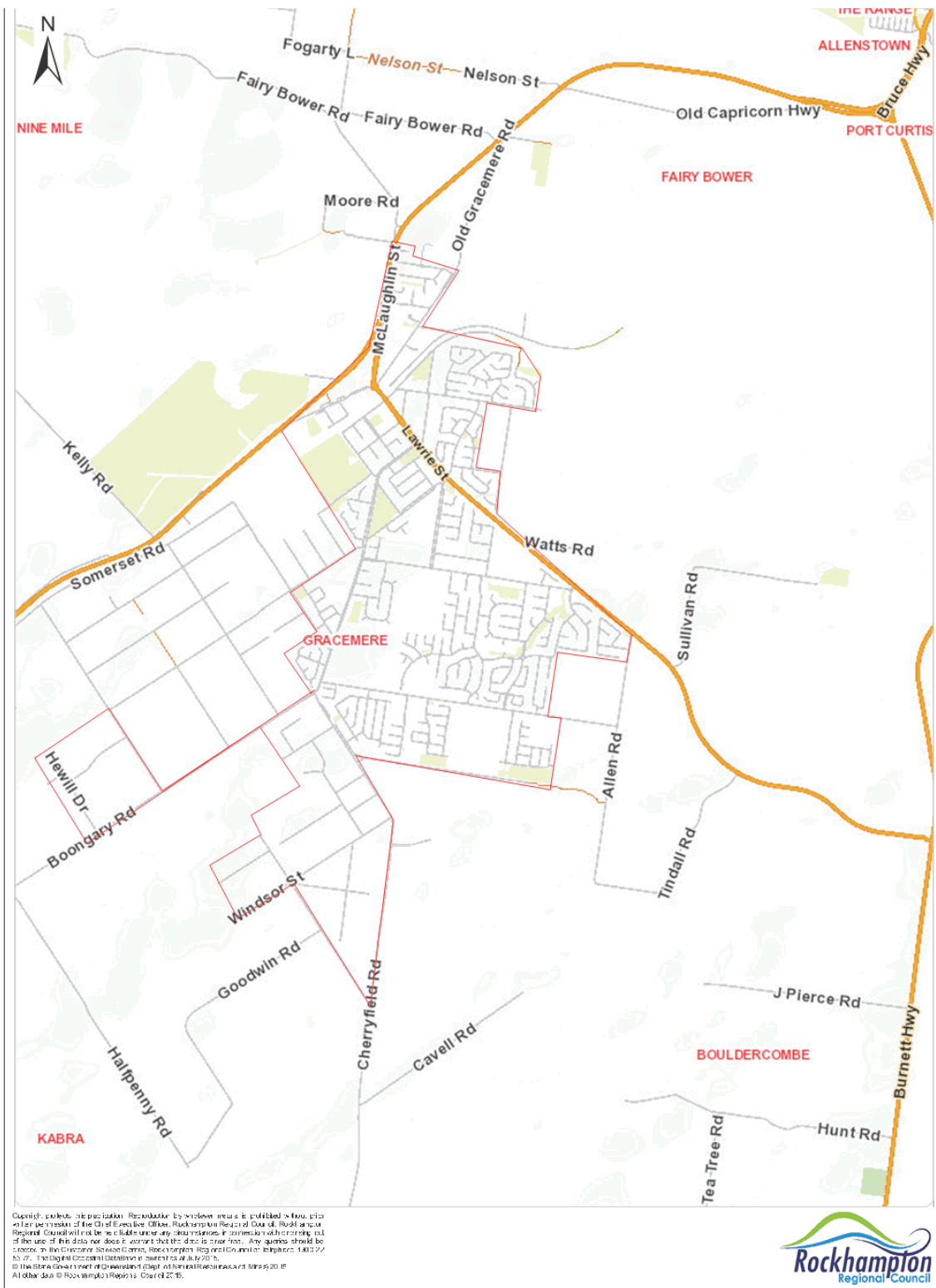
This report presents to Council a Systematic Inspection Program for consideration and approval. The implementation of this Systematic Inspection Program assists Council to fulfill its responsibilities under the *Animal Management (Cats and Dogs) Act 2008* and *Local Government Act 2009* by allowing Council 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: 4 August 2015**

**Attachment No: 1**



# **PROPOSED ANIMAL INSPECTION PROGRAM**

## **Notice of Proposed Inspection Program**

**Meeting Date: 4 August 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 identified area of Gracemere between 13 September 2015 and 27 March 2016. 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 JUNE 2015**

**File No:** 1464

**Attachments:**

1. Monthly Operations Report From Community Standards and Compliance Unit For June 2015
2. Traffic Light Report for June 2015
3. Financial Matters Report for June 2015

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Catherine Hayes - Manager Community Standards and Compliance

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#### **SUMMARY**

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

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

THAT the Community Standards and Compliance Monthly Operations Report for June 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 June 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 JUNE 2015**

## **Monthly Operations Report From Community Standards and Compliance Unit For June 2015**

**Meeting Date: 4 August 2015**

**Attachment No: 1**

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

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

*Nil*

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

*Environmental Health Officers undertook inspections of food businesses at the Rockhampton Show.*

*Food Business Licence Renewal Reminders were sent in June and all Renewal's processed within the legal timeframes with a large wave processed in the last three days of June.*

*All five Units undertook displays at the Rockhampton Show, showcasing services we provide, stalls in pavilions showed video displays, declared plants and mosquito displays, interactive microchipping activity, teaching correct hand washing techniques using 'glitter bug' under a blue light. Approximately 700 promotional packs were handed out to the public.*

*In June the Local Laws Unit recruited a new Local Laws Officer to the team.*

*The Pound was at capacity affecting our ability to house additional wandering animals.*

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

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

	April	May	June
<b>Number of Lost Time Injuries</b>	0	0	-
<b>Number of Days Lost Due to Injury</b>	6	0	0
<b>Total Number of Incidents Reported</b>	0	2	4
<b>Hazard Inspections completed</b>	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>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***

<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%	<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**

<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>	\$20 000.00	\$19900.00	100%	Renewals issued
<b>Micro Chipping Days</b>	\$11 000.00	\$10 500.00	100%	Completed Events

**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%	99.7%
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	100%	100%
Annual inspection of devolved licensed environmentally relevant activities undertaken	100%	100%

One mobile not inspected as not bought to RRC region. Licence Refused to be renewed.

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	29	8			11		56	1
Dog	12	74	2	8	19		1	42
Kitten								
Puppy								
Cattle								
Horse								
Pig								
Other								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	9	29			40		8		
Dog	70	35			27	1		1	2
Kitten									
Puppy									
Cattle									
Horse									
Pig									
Other		1							

**Infringements Issued**

Description	Number of tickets issued	Year to Date
Parking Infringements	467	4532
Animal Infringements	127	2134
Local Law Infringements	10	104

**Registered Dogs/Declared Dog Totals**

Description	Financial Year To Date Totals
Dogs Registered	14 743
Dangerous Dogs	8
Menacing Dogs	4
Restricted Dogs	0

**FINANCIAL MATTERS**

The Financial Matters report is outlined in Attachment 3.

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

## **Traffic Light Report for June 2015**

**Meeting Date: 4 August 2015**

**Attachment No: 2**



## All Monthly Requests (Priority 3) Community Standards Compliance 'Traffic Light' report June 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) Q4
			Received	Completed								
Dog Registration Enquiry	8	8	10	7	3	0	10	● 0.57	● 6.23	● 6.18	3.08	● 7.12
Animals (more than permitted number)	30	10	24	13	31	0	30	● 3.77	● 13.42	● 17.59	9.67	● 9.21
Comm Compliance Barking Letter/Visitors Advice	3	2	13	8	6	0	5	● 0.88	● 3.06	● 4.22	1.17	● 3.75
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	17	14	7	18	0	20	● 6.86	● 26.17	● 25.63	9.38	● 16.38
Dog Attack on Animal (Alleged) CSO	35	16	17	3	33	0	20	● 12.33	● 23.38	● 25.44	10.80	● 21.52
Dog Attack on Person (Bite) CSO	20	10	6	1	15	0	20	● 0.00	● 23.08	● 23.80	9.35	● 17.76
Heavy Vehicle Parking	4	4	5	5	0	0	10	● 3.40	● 5.86	● 5.68	3.44	● 6.85
Overgrown Allotments	65	33	21	11	42	0	45	● 4.36	● 16.96	● 19.42	13.33	● 14.52
Regulated Parking	18	17	26	23	4	0	10	● 2.30	● 4.80	● 5.01	3.36	● 4.19
Dust Complaint	0	0	1	0	1	0	10	● 0.00	● 4.00	● 5.38	5.38	● 0.00
Litter/Illegal Dumping	8	6	17	13	6	0	20	● 3.00	● 7.31	● 10.38	5.89	● 7.74
Noise Complaint	1	0	0	0	1	0	10	● 0.00	● 5.91	● 6.57	3.06	● 8.00
Barking Dog Complaint - Stage 1	21	17	79	66	17	0	3	● 1.92	● 2.40	● 1.92	0.49	● 2.95
Barking Dog Complaint - Stage 2 LLEO Use Only	13	12	14	6	9	0	30	● 3.83	● 23.53	● 22.59	12.18	● 11.25
Vector Misting	0	0	0	0	0	0	7	● 0.00	● 0.47	● 0.85	0.48	● 2.00
Nuisance Vehicle	11	11	19	11	8	0	10	● 4.64	● 8.28	● 7.98	4.30	● 8.63
Wandering Animals (dogs, cats, poultry)	61	60	140	105	36	0	10	● 0.73	● 1.54	● 1.43	0.81	● 1.34
Wandering Stock	3	2	28	9	20	0	10	● 1.11	● 5.01	● 4.70	2.14	● 3.78



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

## **Financial Matters Report for June 2015**

**Meeting Date: 4 August 2015**

**Attachment No: 3**

## End of Month General Ledger - (Operating Only) - COMMUNITY STANDARDS AND COMPLIANCE



As At End Of JUNE

Councillors should note in reading this report that numerous end of financial year transactions such as accrued expenses are yet to be processed, which will influence the final financial results for 2014/15.

Report Run: 12-Mar-2015 09:17:33 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target 100% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>COMMUNITY SERVICES</b>							
<b>COMMUNITY STANDARDS AND COMPLIANCE</b>							
<u>Local Laws</u>							
1 - Revenues	(1,054,750)	(1,096,516)	0	(1,133,709)	(1,133,709)	103%	✓
2 - Expenses	2,096,493	2,316,236	0	1,785,858	1,785,858	77%	✓
3 - Transfer / Overhead Allocation	214,200	216,984	0	175,277	175,277	81%	✓
<b>Total Unit: Local Laws</b>	<b>1,255,943</b>	<b>1,436,704</b>	<b>0</b>	<b>827,426</b>	<b>827,426</b>	<b>58%</b>	
<u>Enviroment and Public Health</u>							
Revenues	(195,858)	(145,858)	0	(184,884)	(184,884)	127%	✓
Expenses	803,672	764,487	0	577,100	577,100	75%	✓
Transfer / Overhead Allocation	65,000	65,000	0	36,281	36,281	56%	✓
<b>Total Unit: Enviroment and Public Health</b>	<b>672,814</b>	<b>683,629</b>	<b>0</b>	<b>428,497</b>	<b>428,497</b>	<b>63%</b>	
<u>Health and Environment</u>							
Revenues	0	0	0	0	0	0%	x
Expenses	346,417	147,600	0	182,098	182,098	123%	x
Transfer / Overhead Allocation	0	0	0	0	0	0%	
<b>Total Unit: Health and Environment</b>	<b>346,417</b>	<b>147,600</b>	<b>0</b>	<b>182,098</b>	<b>182,098</b>	<b>123%</b>	
<u>Pest Management</u>							
Revenues	(500)	(51,600)	0	(48,536)	(48,536)	94%	✓
Expenses	729,350	771,639	0	596,686	596,686	77%	✓
Transfer / Overhead Allocation	144,000	144,200	0	137,267	137,267	95%	
<b>Total Unit: Pest Management</b>	<b>872,850</b>	<b>864,239</b>	<b>0</b>	<b>685,417</b>	<b>685,417</b>	<b>79%</b>	x
<u>Vector Management</u>							
Revenues	(1,000)	(500)	0	0	0	0%	

## **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**