

Environmental Health Plan



April 2006

CITY OF BUNBURY

ENVIRONMENTAL HEALTH PLAN

2006

This plan serves to satisfy those parts of the City's Strategic Plan relating to "Environmental Health". Key extracts from the Strategic Plan follow:

Our Vision

For the City of Bunbury:

Bunbury will be the most progressive and innovative Regional City in Australia enhancing the quality of life of its community and promoting its heritage, including its maritime heritage and forever seeking ways of improving its capacity to meet the expectations of the region in respect of its Regional City status.

For the Organisation:

The City of Bunbury will be the most constituent oriented Local Government in Australia through constant endeavour to providing quality services that add value to the community it represents.

Our Mission

The Bunbury City Council is committed to:

- ◆ Planning responsibly for Bunbury's future;
- ◆ Building a strong and sustainable local economy with job opportunities;
- ◆ Strengthen community and pursue social justice;
- ◆ Contributing to the maintenance and improvement in the status of community health, safety and amenity;
- ◆ Protecting the natural environment and heritage; and
- ◆ Achieving excellence in the provision of services.

Strategic Direction

(Strategic Direction 1 – Goal 5)

Goal

Enhance community health and well-being.

Strategy

Strive for the highest possible level of environmental health in accordance with community expectations.

ENVIRONMENTAL HEALTH PLAN 2006

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INTRODUCTION

Section 26 of the Health Act 1911 empowers and places responsibility on local government to administer the Act, its regulations and local laws, within its district.

The City of Bunbury's Environmental Health Plan is consistent with both the goals and strategies of its Strategic Plan and the values and strategic intentions of its Plan of Principal Activities. In combination, all of these plans provide a mechanism for the City to satisfy its obligations under the Health Act and other legislation relating to environmental health issues.

Council's Environmental Health Service, administers the Environmental Health Plan. Although the Health Act is the source of numerous environmental health strategies, other strategies relate to legislation that has an affinity to (rather than a focus on) environmental health issues. For example Outdoor Eating Areas and Street Trading and Trading in Other Public Places legislation. This legislation has health and hygiene implications though it is contained within separate divisions of the City of Bunbury Local Government and Property Local Law which was made under the provisions of the Local Government Act 1995.

Environmental Health activities are not restricted to the pursuit of legislation. Considerable effort is directed at communicating and negotiating sound health practice. The law is merely a tool sometimes used to that end. Microbiological food surveys, mosquito control and food safety promotions are examples of activities undertaken for the benefit of the public without particular regard to legislation.

ENVIRONMENTAL HEALTH & THE COMMUNITY

Environmental Health has its roots deep in history. In Roman times, there were sophisticated systems of sanitation to prevent nuisances and disease.

The proliferation of labour intensive factories during the Industrial Revolution caused adjacent urban areas to expand beyond the capacity of their infrastructures. Crowded and unsanitary living and workplace conditions, atmospheric pollution, child labour, and exposure to noxious substances resulted in squalid unhealthy living and working conditions. Eventually governments grew to realise that “sick” and miserable workforces jeopardised economies and caused societal dysfunction. By the mid 1800s, the seeds of modern environmental health practice had germinated.

The introduction of the Western Australian Health Act in 1911 provided the means by which the state government of the day could carry out its social responsibility to protect and improve the health and well being of the population. To that end, section 26 of the Act placed a clear responsibility with the Local Government:

“Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, by-laws, and orders made thereunder.”

It was then as it is now, the job of Environmental Health Officers to assist local governments in complying with their statutory obligations and generally providing the community with a broad range of services within various Environmental Health Programs.

During the early 1900’s the focus of public health was on food and water borne diseases such as typhoid and cholera and infectious diseases such as smallpox and tuberculosis. While modern medicine led to the eradication of smallpox, the treatment of tuberculosis and innumerable dangerous or debilitating diseases, others have emerged from obscurity.

Notifiable Diseases

Under the Health Act doctors notify the Western Australian Department of Health of certain serious diseases. Notifiable diseases such as Hepatitis C, Legionnaires Disease, Ross River Virus Disease, and Human Immunodeficiency Virus (HIV) Infection have all gained prominence over the past 20 years and consequently have altered the focus of work undertaken by Environmental Health Officers.

Modern Diseases

Blood borne viruses such as HIV, Hepatitis B and C are predominantly transmitted by the exchange of body fluids. Diseases arising from these viruses are sometimes associated with injectable illicit drug use. HIV and Hepatitis B infections may be associated with “unprotected sex”. The Federal, State and Local governments along with various non-government organisations work to reduce the incidence of such diseases. Although the risk of a person receiving a needle stick injury being infected with HIV or Hepatitis B and C is remote, the mere thought of that possibility is extremely upsetting to a needle stick injury recipient and their family. For that

reason, Council staff and the community are encouraged to report finding improperly discarded needles and syringes. Data is assessed periodically so that “hotspots” may be addressed. In addition, the City of Bunbury pursues legislation under the Health Act covering certain commercial activities that have the potential to lead to an exchange of body fluids. An example of such legislation is – Health (Skin Penetration Procedure) Regulations. These regulations cover aspects of hairdressing, tattooing, and body piercing where body fluids could be exchanged via incised, punctured, or abraded skin.

Outbreaks of Legionnaires’ disease both in Australia and overseas led to the development of Air Handling and Water Systems Regulations 1994. The regulations set standards for (amongst other things) installation and maintenance of large air conditioning systems. As legionella bacteria may thrive in dirty cooling tower water, it is essential that systems are maintained free of algae and contaminants. Therefore it is intended to establish a database of those air conditioning systems with cooling towers so as to allow periodic checks of maintenance records.

Pandemic influenza threatens to emerge with devastating effects on human health. The hope is that a vaccine will be available before the virus becomes easily transmissible from human to human. In the mean time, stocks of anti-viral agents intended to mitigate the effects of the disease are being established. State Pandemic Management Plans are now in place, whilst regional plans are in various stages of development. The City of Bunbury already has a close working relationship with the Bunbury Local Emergency Management Committee and the South West Population Health Unit and it is intended to build upon this relationship in the field of Pandemic management.

Demographic and lifestyle changes in our population have contributed to the emergence of “new” diseases such as cryptosporidiosis. Other “old” diseases (once thought to have been eradicated from developed countries) are re-emerging. For instance, tuberculosis has regained some of its past prominence in the USA – this time in a drug resistant form. It has become endemic amongst the inhabitants of depressed urban environments, and particularly amongst the inner city “homeless”.

Food Poisoning

Prior to the 1960s, it was usual for Australians to eat at home. Processed foods were less sophisticated and supermarkets were in their infancy. “Heat and serve” and “ready to eat” foods were yet to become popular and “take-away” foods were eaten infrequently for the purpose of convenience or as a treat. Our eating habits were yet to be influenced by advertising and promotion by national “fast food” outlets.

Although food poisoning incidents are historically significant, they were once usually contained within families and therefore restricted to few people. In those days the media had less influence on the public and politicians. Nowadays many food products are produced in large quantity to satisfy a correspondingly high demand. Food safety protocols are critical for the operation of modern food businesses. Without them, proprietors expose themselves to customer rejection and litigation. It is the job of Environmental Health Officers to support food businesses in achieving the necessary food safety standard.

Environmental Health Emergency Management Support Plan

The plan supports the City of Bunbury's Emergency Management Arrangements In that it clarifies environmental health protocols and the emergency command structure relevant to environmental health functions, focussing on the "recovery phase" of an emergency.

Legislation

The City's Environmental Health Officers pursue a raft of legislation headed by the Health Act 1911. They monitor, advise, negotiate, and educate, in preference to exclusively relying of a legal remedy. Serious breaches of legislation are pursued with the vigour and urgency appropriate to the breach.

The Health Act and subordinate Regulations are subject to periodical review and amended from time to time so as to ensure their currency. Completely new legislation is introduced according to "need".

The Environmental Health Service works within this legal framework, using a combination of monitoring, advice, negotiation, education and enforcement to produce the outcomes that benefit the local community. The Environmental Health Service administers the following legislation:

Health Act 1911.

- Health (Food Hygiene) Regulations 1993.
- Health (Public Buildings) Regulations 1992
- Health (Smoking in Enclosed Public Places) Regulations 2003
- Health Act (Air Handling and Water Systems) Regulations 1994
- Health Act (Asbestos) Regulations 1992
- Health Act (Cloth Materials) Regulations 1985
- Health Act (Construction Camp) Regulations
- Health Act (Fly Eradication) Regulations
- Health Act (Garden Soil) Regulations 1998
- Health Act (Hair Dressing Establishment) Regulations 1972
- Health Act (Laundries and Bathrooms) Regulations
- Health (Meat Hygiene) Regulations 2001
- Health Act (Pesticides) Regulations
- Health Act (Pet Meat) Regulations 1990
- Health Act (Sewerage, Lighting, Ventilation and Construction) Regulations 1971
- Health Act (Skin Penetration) Regulations 1987
- Health Act (Swimming Pools) Regulations 1964
- Health Act (Temporary Sanitary Conveniences) Regulations 1997
- Health Act (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
- City of Bunbury Health Local Laws 2001
- Australian Food Standards Code
- Australian Standard *for* Hygienic Production and Transportation of Meat and Meat Products *for* Human Consumption
- Australian Standard *for* Hygienic Production of Game Meat *for* Human Consumption
- Australian Standard *for* Hygienic Production of Ratite Meat *for* Human Consumption

Local Government Act 1995

- City of Bunbury Local Government and Property Local Law
 - Part 7 Division 1 - Outdoor Eating Areas
 - Part 7 Division 1 - Street Trading and Trading in Other Public Places

Environmental Protection Act 1986

Environmental Protection (Noise) Regulations 1997

Environmental Protection (Unauthorised Discharges) Regulations 2004

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulation 1997

ACTIVITIES

Environmental Health Officers conduct routine inspections, take samples for analysis and investigate complaints to ensure community expectations are being met. In so doing, they strive to maintain and improve the health of the community through the following programs:

- Safe Food
(eg: pursuit of food standards, compliance, and food premises inspections)
- Safe Drinking Water
(eg: sampling and monitoring)
- Disease Control
(eg: investigation of food poisonings)
- Accommodation
(eg: motels, caravan parks and public buildings)
- Environment and Nuisances
(eg: noise measurement and monitoring)
- Waste Management
(eg: on-site effluent disposal)
- Health Promotion
(eg media releases and the distribution of brochures)
- Meat Inspection
- Emergency Management

Issues being addressed by the Environmental Health Service are:

Introduction of Food Safety Standards

In 2000 the Australia and New Zealand Food Authority developed the Australian Food Standards Code that specified compositional and labelling standards for food and included a part 3 that dealt with food safety from the perspective of handling, preparation and storage of food. The WA Department of Health have drafted a Food Bill, which is due before Parliament in the autumn sitting of 2006. In anticipation of the new Food Act, the notification procedures of food businesses have begun and 233 premises have been individually visited, given copies of the Food Safety Standard and completed the notification process in accordance with the standard.

Temperature Control of Food

Food Hygiene Regulations do not permit food to be stored between 5°C and 60°C as that temperature range is conducive to proliferation of food poisoning organisms.

Foods requiring prolonged refrigeration, freezing or heating have largely displaced freshly cooked or prepared foods. These products are often intended for large markets and broad distribution in supermarket chains. If bacterial numbers in food rise during exposure to incorrect temperatures, the food may become infective and lead to a food poisoning outbreak.

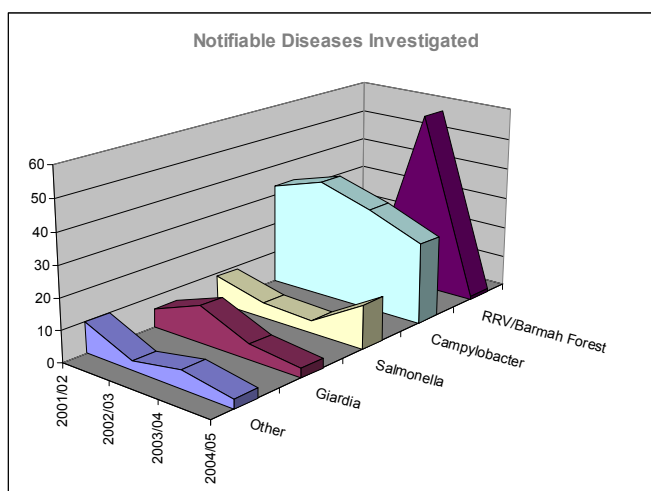
Environmental Health Officers educate food business proprietors and staff on the importance of maintaining “safe” food temperatures. Options that may be discussed include the use of infrared thermometers to scan the surface of foods in bain-maries, probe thermometers for taking internal temperatures of food, and data logging thermometers to record temperature variations over a period of time.



Infectious Diseases

Doctors are required to notify the South West Population Health Unit of the occurrence of certain infectious diseases eg salmonellosis, hepatitis, giardiasis and the mosquito borne diseases Ross River Virus and Barmah Forest Virus. Relevant information is then relayed to the City.

Environmental Health Officers then investigate the circumstances leading to the infection in an effort to find its source so as to prevent further transmission. Where an investigation relates to a food borne illness, food handlers may be excluded from work. Investigation may also lead to changes in hygiene practices at food premises and withdrawal of suspect food from sale.



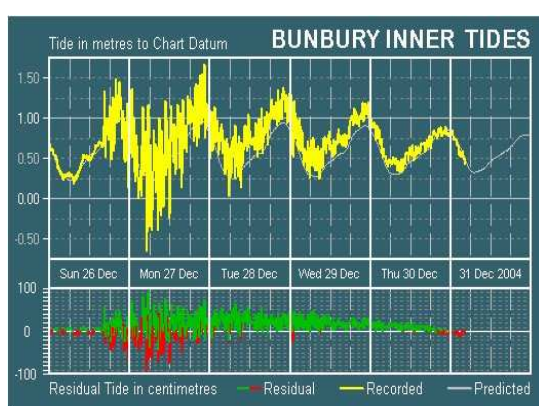
Ross River Virus

Ross River Virus, a Mosquito borne micro-organism has a host stage in many animals including man, kangaroos and horses and is spread by the bite of an infective mosquito. Ross River Virus Disease tends to cycle every 3-4 years depending on the status of the host animals, numbers of mosquitoes, weather and tidal conditions. It is unfortunate that there is no antidote or immunisation available as it may be debilitating to an individual and has an adverse impact on our economy.

Mosquito Emergency Response

The City of Bunbury and the Shires of Harvey and Dardanup and the WA Department of Health carry out Mosquito Control in the Leschenault Region co-operatively whilst the University of Western Australia monitors mosquito and virus activity.

On Boxing Day 2004, Bunbury was subject to the minor effects of the Tsunami that caused the devastation elsewhere in the world.



Source – Department of Planning and Infrastructure, iMarine Coastal Data Website

This had the effect of flooding the tidal flats surrounding the Leschenault Inlet and hatching out millions of mosquito larvae. In response to this event, the emergency mosquito treatment plan was invoked and on the 30th of December a helicopter treatment of over 100 Ha of potential breeding sites was carried out using an environmentally friendly larvicide. Subsequent monitoring of the tidal flats and the lack of adult mosquitoes showed that the treatment had been very effective and the action had averted a major mosquito incident.

Environmental Protection (Unauthorised Discharge) Regulations 2004

The Department of Environment introduced these regulations as a simple method of dealing with minor localised discharges of certain materials (eg oil into storm water drains). The City's Environmental Health Officers are trained and appropriately authorised to pursue the legislation, and in so doing will focus is on events requiring urgent attention in or about the CBD.

Risk Assessment of Public Events

The Health (Public Buildings) Regulations 1992 require that a formal Risk Management plan is to be developed in accordance with AS4360 for assemblies of

5000 or more people. Environmental Health Officers have been working with event managers to develop formal assessment and management plans for events such as Christmas in the City, Australia Day and the Bunbury Agricultural Show. The principles of Risk Assessment have also been used for smaller events such as youth concerts at the Graham Bricknell sound shell to ensure that event managers consider aspects of public safety and put in place contingency plans.

FUTURE DIRECTIONS

Food Legislation

In 2000 the Australia and New Zealand Food Authority developed the Australian Food Standards Code that specified compositional and labelling standards for food and included a part 3 that dealt with food safety from the perspective of handling, preparation and storage of food. The WA Department of Health have drafted a Food Bill, which is due before Parliament in the autumn sitting of 2006, and this will recognise the use of Part 3 of the Australian Food Standards Code and will phase out the use of the Health (Food Hygiene) Regulations 1993 as the regulatory instrument. The Australian Food Standards Code is non-prescriptive and adopts an outcome-based approach to Food Safety. Once the Food Act and subordinate Regulations are in effect, Environmental Health staff will work with food businesses to implement the requirements of the new legislation.

Other legislative changes

There are many regulations in force under the provisions of the Health Act covering a wide range of health matters. Many are under review together with various associated policies. In due course, the Western Australian Department of Health will make drafts available to local governments to consider. Accordingly, Council's Environmental Health Officers will study the drafts and submit comments, attend training sessions, ultimately study final documents, develop procedures, and educate relevant sectors of the community.

Legislation that will emerge from these reviews is likely to be focussed on performance and outcomes rather than prescriptive detail. Although enforcement of the law is no longer the driving force behind environmental health work that it once was, it remains as a mechanism to achieve a positive outcome when other means fail.

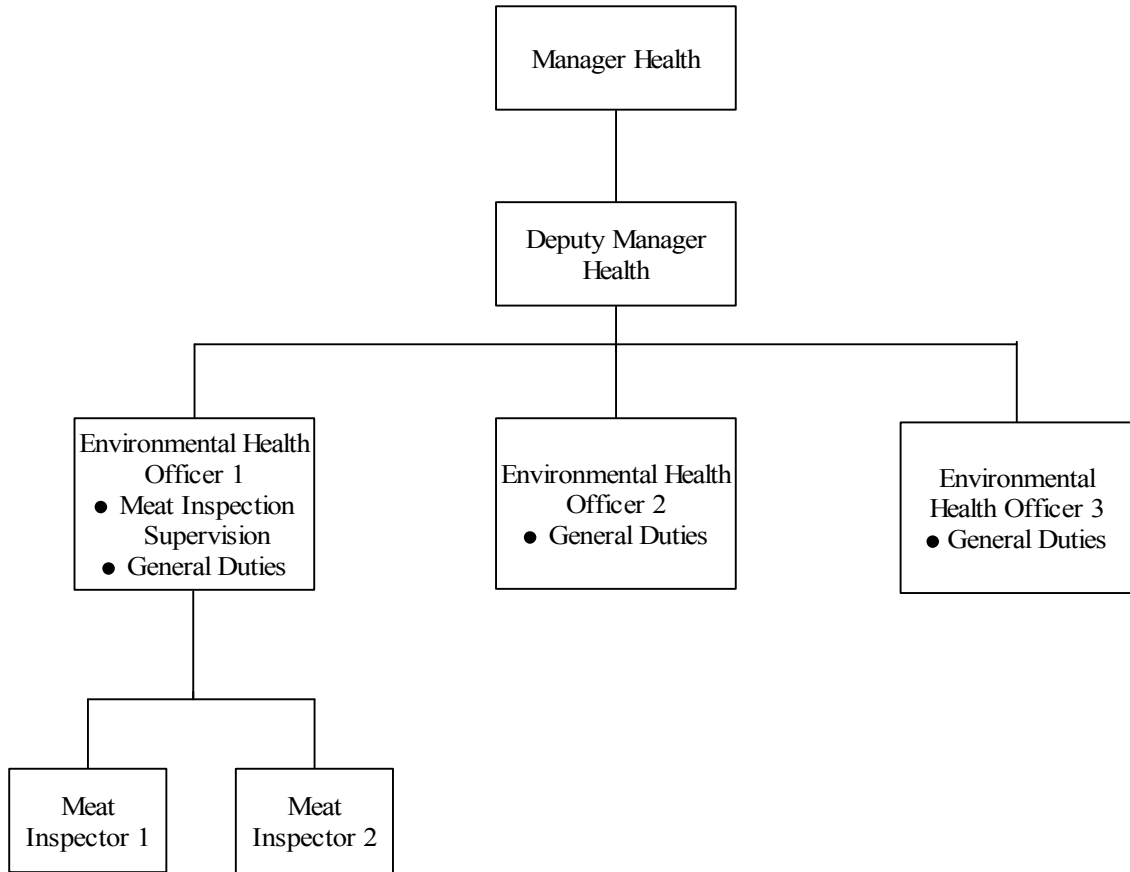
The following legislation is currently under review.

- Health Act 1911.
The first part of the Health Act review will take place when the Food Act is proclaimed and the food provisions removed from the Health Act. A discussion paper has been released and workshops conducted to look at the type of provisions needed. These include Health Impact Assessment of new projects and a general clause of prevention of harm to health backed up by Codes of Practice.
- Health Act (Swimming Pools) Regulations 1964.
(Aquatic Facilities Code of Practice is currently in draft form)
- Health Act (Public Buildings) Regulations 1992
- Health (Air Handling & Water Systems) Regulations 1994
- Hairdressing Establishment Regulations 1972
- Country Towns Sewerage Policy

STAKEHOLDERS

Abattoir Proprietors
Agriculture (Department of)
Analytical Laboratories
AQWEST (Bunbury Water Board)
Australian Institute of Environmental Health
Australian Quarantine and Inspection Services
Builders
Plumbers
Architects
Caravan Park Managers
Commercial & Industrial (*Proprietors*)
Community (Bunbury residents)
Community Organisations
Council and other Council Service Providers
Environmental Protection (*Department of*)
Western Australian Department of Health
Local Government (*Department of*)
Media (Newspapers, TV, and Radio)
Medical Practitioners and Allied Health Service Providers
Medical Waste Contractors
Police Department
Regional Local Government
South West Population Health Unit
Water Corporation
West Australian Local Government Association

ENVIRONMENTAL HEALTH SERVICE STAFF ESTABLISHMENT



S.W.O.T. ANALYSIS

ISSUE	ACTION PLAN
<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> ➤ Local Knowledge ➤ Qualified well-trained and experienced Staff ➤ Excellent Customer Service (verified by an independent survey) ➤ EH Plan with comprehensive procedures and reporting systems ➤ Council/Executive and community support ➤ Effective regional group network <p style="text-align: center;">Weaknesses.</p> <ul style="list-style-type: none"> ➤ Outdated inflexible legislation ➤ Image as regulators - seen as a burden to development ➤ No formal performance standards ➤ Fragmented computer records ➤ No admin support <p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> ➤ Participation in legislative change ➤ Risk Management ➤ Public profile promotion ➤ Work with other agencies <p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> ➤ Legislative change ➤ Outsourcing/contracting ➤ Replacement by other agencies ➤ Political interference ➤ Amalgamation of L/G's 	<ul style="list-style-type: none"> ➤ Exploit training opportunities to ensure that staff maintain and improve skill levels ➤ Exploit networking opportunities <ul style="list-style-type: none"> ➤ Continue to work with the DoH on input into the legislation development process ➤ Use all possible opportunities to explain the purpose and useful effect of regulation ➤ Continue lobbying the Health Dept of WA to develop formal performance standards ➤ Continue to work with IT on the development of an integrated computer system ➤ Budget for admin support <ul style="list-style-type: none"> ➤ Continue to volunteer services to sit on working parties to develop new legislation ➤ Work with the community to develop Risk Assessment and Management Plans ➤ Develop an Environmental Health Emergency Management Support Plan ➤ Utilise media opportunities through press releases stories etc ➤ Develop an "Info Kit" to be available in both hard copy and on the Councils web site ➤ Obtain appointments under the Unauthorised Discharge Regulations. Work on co-operative schemes with other Local Councils <ul style="list-style-type: none"> ➤ Continue to work with the DoH on input into the legislation development process

PROGRAMS AND SUB-PROGRAMS (General Information)

Programs reflect major functional areas in environmental health eg. Food Safety, Disease Control, and Safe Drinking Water.

PROGRAM RELATIONSHIPS

Program	1	2	3	4	5	6	7	8	9
1-Safe Food									
1.1 Food Premises Inspections			✓			✓	✓	✓	✓
1.2 Food Handler Education			✓				✓	✓	✓
1.3 Food Sampling		✓	✓				✓	✓	✓
1.4 Food Recalls		✓	✓					✓	✓
1.5 Food Complaints		✓						✓	✓
1.6 Licensing of Activities			✓						
1.7 Licensed Premises			✓	✓			✓		
1.8 Microwave Oven Testing			✓						
2-Safe Drinking Water									
2.1 Sampling of Drinking Water	✓		✓		✓		✓	✓	✓
3-Disease Control									
3.1 Skin Penetration						✓	✓		
3.2 Swimming Pools		✓					✓		
3.3 Insects and Rodents				✓		✓	✓		
3.4 Mosquito Control					✓		✓		✓
3.5 Notifiable Diseases	✓	✓		✓	✓	✓		✓	✓
3.6 Disease Management Plans									✓
3.7 Immunisation							✓		✓
3.8 Air Handling Systems				✓					
3.9 Garden Soils					✓	✓	✓		
3.10 Keeping of Animals				✓	✓	✓	✓		
4-Accommodation									
4.1 Lodging Houses	✓	✓	✓			✓			✓
4.2 Caravan Parks	✓	✓	✓			✓			✓
4.3 Public Buildings	✓				✓	✓			✓
4.4 General Housing			✓		✓	✓			✓
5-Environment and Nuisances									
5.1 Noise Management							✓		
5.2 Offensive Trades	✓					✓		✓	
5.3 Pollution						✓			✓
5.4 Land Use Issues	✓		✓			✓			
5.5 Pest Control Operators	✓		✓	✓					
5.6 Smoking in Enclosed Public Places	✓		✓	✓		✓	✓		
6-Waste Management									
6.1 Effluent Disposal Systems			✓	✓	✓		✓	✓	
6.2 Asbestos Waste			✓				✓		✓
6.3 Sharps and Medical Waste			✓		✓				
6.4 Swill	✓		✓		✓			✓	
6.5 Hazardous Waste			✓		✓				✓
7-Promotional Activities									
7.1 Promotional Activities	✓		✓	✓	✓	✓			✓
8-Meat Inspection									
	✓	✓	✓		✓	✓		✓	
9-Emergency Management									
9.1 Environmental Health Emergency Management Support Plan	✓	✓	✓	✓	✓	✓	✓		

PROGRAM 1

SAFE FOOD

DESCRIPTION

Food, while probably the most intimate of consumer goods, is also a significant source of ill health. The traditional food hazards of microbiological, chemical, pest and foreign matter contamination, adulteration with inferior substances and false claims and descriptions of products have been complemented by a growing number of environmental pollutants such as pesticides, herbicides and heavy metals. Additionally in an increasingly health conscious society the identification of the true composition of food and its dietary and nutritional values plays a valuable role in consumers' well being.

Local Governments cooperate with the Department of Health in the development of "Food" legislation and policy and in the implementation of statewide food sampling and surveillance programs.

Regular monitoring of the manufacture, storage and transport of food and of food quality in the market place is paramount to the health interests of the community. The Health Act places a responsibility for these important functions on local government. In this municipality there are food premises requiring frequent surveillance to ensure that sanitation and safeguards are maintained at the highest level and that staff are educated on correct food handling practices.

GOAL

Food prepared for sale to the public meets the required standard demanded by the community.

STRATEGY

Take measures aimed at maintaining or improving compliance with food safety standards and food safety generally.

LEGISLATION

- Health Act 1911.
- Health (Food Hygiene) Regulations 1993.
- Health Act (Pet Meat) Regulations 1990
- Local Government Act 1995
- City of Bunbury Health Local Laws 2001.
- Liquor Licensing Act 1988
- Building Code of Australia
- Australian Food Standards Code
- City of Bunbury Local Government and Property Local Law
 - Part 7 Division 1 – Outdoor Eating Areas
 - Part 7 Division 2 – Street Trading and Trading in Other Public Places
- National Code for Food Vending Vehicles and Temporary Food Premises
- Code of Practice - Self Service "Take Away" Salads
- BS 6748 : 1986 - Surfaces of appliances - permissible levels of contamination of certain materials

- AS 1668.2 - 1991 Use of Mechanical Ventilation and Air-conditioning in buildings Pt2
- AS 1680 - 1976 Material Lighting and the visual environment
- AS 1731 - 1983 Frozen Food Cabinets
- Radiation Safety (General) Regulations 1990

SUB-PROGRAM 1.1 – FOOD PREMISES INSPECTIONS

OBJECTIVE: Ensure that food establishments (including food vehicles) meet the required standards

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Conduct routine inspection of food premises	<ul style="list-style-type: none"> • Exploit opportunities to educate food handlers and management. • Establish a rapport with management. • Offer “On the spot” assistance. • Identify non-compliance with legislation and standards – and action appropriately. • Contribute to better knowledge of local industry practices. 	<ul style="list-style-type: none"> ▪ No of premises ▪ No of Inspections ▪ No of Complaints ▪ No of Resolved Complaints ▪ No of Improvement Instructions ▪ No of Formal Letters ▪ No of Prosecutions 	<ul style="list-style-type: none"> • Initial uncertainty relating to the interpretation and application of the new Food Act.
Assess all plans and specifications of proposed food premises	<ul style="list-style-type: none"> • Ensure compliance with regulatory requirements before opening. 	<ul style="list-style-type: none"> • No of premises that opened without prior assessment 	<ul style="list-style-type: none"> • Proposed changes to “Building” legislation does not appear to provide certainty that plans will be made available for environmental health assessment. •
Provide all new food business proprietors with food hygiene information.	<ul style="list-style-type: none"> • Improvement in food hygiene knowledge – translating to improved food hygiene practice. • Less disputation 		<ul style="list-style-type: none"> • Formalising “performance indicators” is not considered practicable.

SUB-PROGRAM 1.2 – FOOD HANDLER EDUCATION

OBJECTIVE: Improve the level of awareness within the food industry of good food handling procedures

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Conduct food industry seminars	<ul style="list-style-type: none"> Improved knowledge of food hygiene issues within the food industry is likely to have a positive effect on food handling practices. 	<ul style="list-style-type: none"> No of seminars 	<ul style="list-style-type: none"> Dependent of the attitude of management

SUB-PROGRAM 1.3 – FOOD SAMPLING

OBJECTIVE: Ensure that food for sale is safe and wholesome

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Sample food for chemical analysis.	<ul style="list-style-type: none"> Act in the public interest to monitor food standards. 	<ul style="list-style-type: none"> No of Samples No of Failures No of Units used 	<ul style="list-style-type: none"> Budgetary constraint No coordinated state-wide food sampling program.
Sample food for microbiological analysis.	<ul style="list-style-type: none"> Act in the public interest to monitor food standards. 	<ul style="list-style-type: none"> No of Samples No of Failures 	
Participate in state-wide food surveys co-ordinated by the Department of Health.	<ul style="list-style-type: none"> Contribute to state and national research into the microbiological standards for target foods. Share the survey results with food producers and if appropriate, advise them as to how improvements may be made. 	<ul style="list-style-type: none"> No of Surveys 	

SUB-PROGRAM 1.3 – FOOD SAMPLING (Continued)

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Take corrective action and offer appropriate advice.	<ul style="list-style-type: none"> • Reduce the incentive to sell substandard food. • It is a statutory requirement that food complies with relevant standards. 	<ul style="list-style-type: none"> ▪ No of Improvement Instructions ▪ No of Formal Letters ▪ No of Prosecutions 	<ul style="list-style-type: none"> • Cost of prosecution • The provision of a lengthy timeframe for legal proceedings to be finalised. • Increased complexity of legislative considerations.

SUB-PROGRAM 1.4 – FOOD RECALLS

OBJECTIVE: Ensure that recalled food products are removed from sale

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Implement food recall procedures upon request from the Department of Health	<ul style="list-style-type: none"> • Contribute to a state-wide or possibly a national effort to remove hazardous food from sale to the public. 	<ul style="list-style-type: none"> • No of recalls requiring action. 	<ul style="list-style-type: none"> • Time constraints – particularly when notification is late on Friday afternoon or at a time of other high priorities.
Seize or detain food that does not comply with food standards.	<ul style="list-style-type: none"> • On a local level, remove hazardous food from sale to the public. 	<ul style="list-style-type: none"> • No of seizures 	
Supervise and certify destruction of spoilt food	<ul style="list-style-type: none"> • Assist food businesses in destroying food spoilt as a consequence of refrigeration or freezer failure. 	<ul style="list-style-type: none"> • No of supervised destruction's 	

SUB-PROGRAM 1.5 – FOOD COMPLAINTS

OBJECTIVE: Resolve all food complaints

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Respond to food complaints within 24 hours and remedy justified complaints	<ul style="list-style-type: none"> • Acceptance of the premise that the community is entitled to “safe” food. • Forestall the prospect of an epidemic. 	<ul style="list-style-type: none"> ▪ No of Premises Complaints ▪ No of Resolved Premises Complaints ▪ No of Quality Complaints ▪ No of Resolved Quality Complaints ▪ No of Improvement Instructions ▪ No of Formal Letters ▪ No of Prosecutions 	

SUB-PROGRAM 1.6 – LICENSING OF ACTIVITIES

OBJECTIVE: Protect Council’s liability and ensure that agreed standards are maintained

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Register all Eating Houses in accordance with Local Laws	<ul style="list-style-type: none"> • To ensure that standards are maintained. 	<ul style="list-style-type: none"> • No Registered • No of Inspections 	
Licence Street Traders in accordance with Local Laws	<ul style="list-style-type: none"> • Allow activities to occur in an orderly manner on streets and reserves 	<ul style="list-style-type: none"> • No of licences issued • No of Inspections. 	
Licence Outdoor Eating Areas in accordance with Local Laws	<ul style="list-style-type: none"> • Allow activities to occur in an orderly manner on streets and reserves 	<ul style="list-style-type: none"> • No of licences issued • No of Inspections 	
Respond to complaints		<ul style="list-style-type: none"> • No of Complaints • No of Resolved Complaints • No of Improvement Instructions • No of Formal Letters • No of Prosecutions 	

SUB-PROGRAM 1.7 – LICENSED PREMISES

OBJECTIVE: Ensure that licensed premises comply with “Health” legislation

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Conduct routine inspection in pursuance of the relevant Act and its subordinate legislation.	<ul style="list-style-type: none"> To ensure that standards are maintained 	<ul style="list-style-type: none"> No of Premises No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	
Issue a “Health” Certificate of Compliance under the provisions of Section 39 of the Liquor Licensing Act.	<ul style="list-style-type: none"> Co-operation with the Liquor Licensing Court 	<ul style="list-style-type: none"> No of certificates issued. 	
Issue a “Health” Certificate of Compliance under the provisions of Section 55 of the Gaming Commission Act 1987	<ul style="list-style-type: none"> Co-operation with the Gaming Commission 	<ul style="list-style-type: none"> No of certificates issued. 	

SUB-PROGRAM 1.8 – MICROWAVE OVEN TESTING

OBJECTIVE: Limit the risk of accidental exposure to hazardous microwave levels

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Test domestic or commercial microwave ovens on request.	<ul style="list-style-type: none"> Community service. Remedy a microwave hazard. 	<ul style="list-style-type: none"> No of ovens tested. 	

PROGRAM 2

SAFE DRINKING WATER

DESCRIPTION

The City of Bunbury is served by a water supply sourced from underground water in the Yaragadee formation at a depth of 100-200 metres. The recharge beds for this formation lie on the Blackwood Plateau 20-30 km east of the City. In order to achieve a high standard of water, a program of updating treatment plants and roofing reservoirs has been undertaken and completed. The water is treated to remove iron and manganese contamination and chlorinated to ensure a satisfactory bacterial standard.

All water is supplied by the Aqwest with the exception of Pelican Point, which is supplied by the Water Corporation from the Eaton treatment plant.

The Environmental Health Service is contracted to Aqwest to sample the supply on a monthly basis from 20 sample points located at the treatment plants, mid points and extremities of the system. Samples are then sent to the Pathcentre for analysis for bacterial and amoeba contamination.

GOAL

The town water supply is safe to drink.

STRATEGY

Sample, analyse and monitor the City's reticulated water supply.

LEGISLATION

- Health Act 1911.
- Australian Drinking Water Guidelines 1996.

SUB-PROGRAM 2.1 – SAMPLING OF DRINKING WATER

OBJECTIVE: Assure AQWEST that scheme water is free from hazardous chemicals and biological contaminants

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Take scheme water samples for the purpose of microbiological analysis.	<ul style="list-style-type: none"> • Ensure conformity with the Australian Drinking Water Guidelines 1996 	<ul style="list-style-type: none"> • No of samples taken • No of failures 	

PROGRAM 3

DISEASE CONTROL

DESCRIPTION

Although immunisation, antibiotics, improved living standards and sanitation have all but eliminated most of the great scourges of the past, new diseases arising from changing lifestyles and behaviour pose formidable control problems. The deadly effects of Legionnaires' disease and AIDS are well publicised but less is known publicly about threats from such diseases as Hepatitis B&C and Haemolytic-Uraemic Syndrome.

In modern times the mortality rate caused by infectious disease has decreased whilst the morbidity rate has increased. Some other current diseases of concern follow: Blood borne viruses, Food Poisoning, Whooping Cough, Sexually Transmissible Diseases, Epidemic Polyarthrits (Ross River Virus, Barmah Forrest Virus), Legionnaires Disease and Amoebic and Meningococcal Meningitis.

The potential sources of infectious diseases are diverse and include public swimming pools and spas, air-conditioned buildings, skin penetration premises, food establishments, and rodent and insect vectors.

The Health Act and the regulations place a number of responsibilities on Council's medical officer of health and environmental health officers, including investigating and control measures for specific notifiable infectious diseases, and the inspection of hairdressers, beauty parlours and skin penetration premises.

GOAL

To prevent or limit the spread of infectious diseases in the community.

STRATEGY

Investigate infectious disease cases and take measures aimed at limiting the spread of infectious diseases within the population.

LEGISLATION

- Health Act 1911
- Health Act (Cloth Materials) Regulations 1985
- Health Act (Hair Dressing Establishment) Regulations 1972
- Health Act (Skin Penetration) Regulations 1987
- Health Act (Swimming Pools) Regulations 1964
- Health Act (Air Handling and Water Systems) Regulations 1994
- Health Act (Garden Soil) Regulations 1998
- City of Bunbury Health Local Laws 2001
- Code of Practice for Skin Penetrating Procedures

SUB-PROGRAM 3.1 – SKIN PENETRATION

OBJECTIVE: Minimise the potential spread of disease associated with skin penetration procedures

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Inspect all premises subject to the provisions of Skin Penetration Regulations and Hairdressing Establishment Regulations. Eg: tattooists, hairdressers, and beauticians.	<ul style="list-style-type: none"> Such activities are hazardous unless the correct procedures are implemented 	<ul style="list-style-type: none"> No of Premises No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 3.2 –SWIMMING POOLS

OBJECTIVE: Ensure that adequate measures are taken to prevent the spread of disease through public swimming pools and spa pools

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Inspect all public swimming pools on a routine basis	<ul style="list-style-type: none"> Maintenance of prescribed chemical standards. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	
Take samples for microbiological analysis.	<ul style="list-style-type: none"> Viable pathogens should not be present. 	<ul style="list-style-type: none"> No of samples taken No of failures detected 	<ul style="list-style-type: none"> Limited funds allocated to the maintenance of public pools.
Assess new plans for legislative compliance	<ul style="list-style-type: none"> To ensure that pool plans are in accordance with the required standards. 	<ul style="list-style-type: none"> No of new plans 	<ul style="list-style-type: none"> Proposed changes to “Building” legislation does not appear to provide certainty that plans will be made available.

SUB-PROGRAM 3.3 – INSECTS AND RODENTS

OBJECTIVE: Minimise the impact of vectors of disease and the nuisance that they often cause

STRATEGIES	<i>Rationale</i> <i>(Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers</i> <i>(To Performance Indicators)</i>
Inspect all buildings intended for demolition or removal and ensure that rats are destroyed before work commences and provide a “Health” clearance to that effect.	<ul style="list-style-type: none"> The migration of rats to other premises will otherwise occur. 	<ul style="list-style-type: none"> No of demolition inspections. 	
Respond to all rodent complaints and serve notices on the occupiers of infested premises (as may be appropriate).	<ul style="list-style-type: none"> Lax rodent control may lead to a widespread infestation. 	<ul style="list-style-type: none"> No of rodent complaints 	
Investigate all complaints about Argentine ants and advise complainants appropriately	<ul style="list-style-type: none"> Although Argentine ants do not present a serious health problem, they are very annoying and intrusive pests. 	<ul style="list-style-type: none"> No of Argentine ant complaints 	<ul style="list-style-type: none"> Effective control measures are beyond the means of Council
Provide an advisory service to residents in respect to the identification and control of annoying insects and vermin	<ul style="list-style-type: none"> Viewed as a service desired by the community 	<ul style="list-style-type: none"> No of enquires 	

SUB-PROGRAM 3.4 – MOSQUITO CONTROL

OBJECTIVE: Control mosquito breeding and mosquito borne diseases

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Monitor conditions conducive to mosquito breeding throughout the district.	<ul style="list-style-type: none"> Rainfall, high tides, artificially created water bodies and warm weather, generally result in an increase in the mosquito population. Mosquitoes are vectors of disease. 	<ul style="list-style-type: none"> Time spent monitoring mosquitoes 	<ul style="list-style-type: none"> The validity of comparison may be influenced by unpredictable environmental factors.
Identify mosquito species, population size and distribution within the district.	<ul style="list-style-type: none"> This information is necessary to allow the appropriate selection of control measures. <i>(Much of the “field” work is conducted by the University of WA who share the information that they gain).</i> 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> As above
Destroy large mosquito larvae populations	<ul style="list-style-type: none"> This will ultimately reduce the nuisance and minimise the incidence of mosquito borne disease. 	<ul style="list-style-type: none"> Annual Targets and Comparison of: No of aerial treatments. No of Manual applications of larvicide. No of complaints. 	<ul style="list-style-type: none"> As above.
Inform the public of seasonal breeding events, personal protection and other mosquito related issues	<ul style="list-style-type: none"> An informed community is more likely to take precautions against mosquitoes 	<ul style="list-style-type: none"> No of constructive media items. 	
Contribute to the “Contiguous Local Authority Group” (CLAG)	<ul style="list-style-type: none"> Representatives of the Shires of Harvey and Dardanup and the City of Bunbury form this group which works in a co-ordinated effort with the Department of Health to control mosquitoes in our region. This has proven to be an excellent arrangement. 	<ul style="list-style-type: none"> No and nature of joint operations 	<ul style="list-style-type: none"> The validity of comparison may be influenced by unpredictable environmental factors.

SUB-PROGRAM 3.5 NOTIFIABLE DISEASES

OBJECTIVE: Limit transmission of notifiable diseases within the community

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Investigate notified infectious diseases in accordance with the Department of Health “Decision Tree” provided at Appendix 2. <i>(Notifiable diseases are diseases defined by the Health Act plus those proclaimed as such by the Governor in accordance with the Health Act)</i>	<ul style="list-style-type: none"> The source of the disease may be identified and the spread contained. Education of the interviewee may be a side benefit. 	No of notifications of: <ul style="list-style-type: none"> Campylobacter Giardia Salmonella Other intestinal RRV/BFV 	The validity of comparison is influenced by the variable nature of infectious disease notifications.
Monitor notified infectious diseases.	<ul style="list-style-type: none"> Trends may indicate a need for special attention. Influencing factors may be determined and addressed. Eg: The effect of hot weather on food stored at ambient temperature, the effect of un-seasonal rainfall on the incidence of Ross River Virus infection. 	<ul style="list-style-type: none"> No of notifications Types of diseases 	<ul style="list-style-type: none"> As above

SUB-PROGRAM 3.6 DISEASE MANAGEMENT PLANS

OBJECTIVE: Contribute to the effective management of disease during an emergency

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Cooperate with the South West Population Health Unit in the application of their Human Epidemic Management Plan	<ul style="list-style-type: none"> Contribute to the effective coordination of emergency services (Integrated within Sub-Program 9) 	<ul style="list-style-type: none"> Refer to Program 9 	<ul style="list-style-type: none"> Refer to Program 9
Cooperate with the Department of Health in the application of the WA Management Plan for Pandemic Influenza and the South West Management Plan for Pandemic Influenza.	<ul style="list-style-type: none"> Contribute to the effective coordination of emergency services (Integrated within Sub-Program 9) 	<ul style="list-style-type: none"> Refer to Sub-Program 9 	<ul style="list-style-type: none"> Refer to Sub-Program 9

SUB-PROGRAM 3.7 IMMUNISATION

OBJECTIVE: Reduce the incidence of illness and absenteeism amongst Council staff

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Conduct an annual flu immunisation clinic for the benefit of staff	<ul style="list-style-type: none"> Provides both personal and corporate benefit. 	<ul style="list-style-type: none"> No of staff immunised. 	

SUB-PROGRAM 3.8 AIR HANDLING SYSTEMS

OBJECTIVE: Contribute to the control of Legionnaires' disease

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Assess all proposals to install air handling systems and require certification if appropriate,	<ul style="list-style-type: none"> Fulfil statutory obligation. Reduce the risk of disease. 	<ul style="list-style-type: none"> No of plans assessed 	

SUB-PROGRAM 3.9 – GARDEN SOILS

OBJECTIVE: Allow purchasers of garden soils to make informed decisions regarding the protection of their health

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Visit all premises where unpackaged garden soil is sold to check warning notices required by Health (Garden Soils) Regulations are present and randomly visit major retail outlets to check the adequacy of warning labels associated with packaged garden soils.	<ul style="list-style-type: none"> Consumers are made aware that garden soils contain micro-organisms that may be hazardous to their health and the precautions that they should take. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 3.10 – KEEPING OF ANIMALS

OBJECTIVE: Ensure that animals are kept in a manner that will not prejudice human health

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Inspect all stables for evidence of fly breeding.	<ul style="list-style-type: none"> Flies commonly breed in horse manure. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	
Respond to complaints about the keeping of animals	<ul style="list-style-type: none"> Diseases may be spread through poor animal husbandry 		

PROGRAM 4

ACCOMMODATION

BACKGROUND

It is with good reason that adequate food and shelter have always been considered two of the primary prerequisites for human survival.

Historically, poor accommodation standards have been linked with many of the great epidemics that periodically decimate populations. Overcrowding, poor ventilation and dampness can lead to infectious diseases such as tuberculosis, influenza and whooping cough and poor washing and toilet facilities are precursors to the likes of hepatitis A, rotavirus and shigella.

It is symptomatic of today's economic climate that large numbers of young families and retirees have turned to the comparatively cheap accommodation provided by caravan parks as an alternative to permanent housing. Within the City of Bunbury caravans are occupied on a long-term basis. The safety and welfare of all those in public accommodation is in the hands of those entrusted with the legislation.

GOAL

To minimise the health and safety risk to people occupying and using public buildings and accommodation.

STRATEGY

Take measures aimed at minimising the health and safety risk to people occupying various types of accommodation where large groups of people may be gathered or accommodated.

LEGISLATION

- Health Act 1911
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997
- Health Act (Construction Camp) Regulations
- Health (Public Buildings) Regulations 1992
- Health Act (Sewerage, Lighting, Ventilation and Construction) Regulations 1971
- Health Act (Laundries and Bathrooms) Regulations
- City of Bunbury Health Local Laws 2001
- Building Code of Australia

SUB-PROGRAM 4.1 – LODGING HOUSES

OBJECTIVE: Ensure that lodging houses are designed maintained and operated in a hygienic and safe manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Register all lodging houses in compliance with local laws	<ul style="list-style-type: none"> • Legal obligation. 	<ul style="list-style-type: none"> • No of licences issued. 	
Routinely inspect all lodging houses	<ul style="list-style-type: none"> • Standards cannot be assured in the absence of inspection 	<ul style="list-style-type: none"> • No of Inspections • No of Complaints • No of Resolved Complaints • No of Improvement Instructions • No of Formal Letters • No of Prosecutions 	

SUB-PROGRAM 4.2 – CARAVAN PARKS

OBJECTIVE: Ensure that caravan parks are designed maintained and operated in a hygienic and safe manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Register caravan parks in accordance with regulations	<ul style="list-style-type: none"> • Legal obligation. 	<ul style="list-style-type: none"> • No of licences issued 	
Routinely inspect all caravan parks	<ul style="list-style-type: none"> • Assure the maintenance of standards. 	<ul style="list-style-type: none"> • No of Inspections • No of Complaints • No of Resolved Complaints • No of Improvement Instructions • No of Formal Letters • No of Prosecutions 	
Approve Park Homes, annexes and other structures	<ul style="list-style-type: none"> • Legal Obligation 	<ul style="list-style-type: none"> • No of Park Homes approved • No of Annexes approved • No of other structures approved 	
Investigate reports of illegal camping	<ul style="list-style-type: none"> • Camping is only permitted in accordance with regulations 	<ul style="list-style-type: none"> • No of Complaints • No of Resolved Complaints • No of Formal Letters • No of Prosecutions 	

SUB-PROGRAM 4.3 – PUBLIC BUILDINGS

OBJECTIVE: Ensure that public buildings are designed maintained and operated in a hygienic and safe manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Assess all public buildings applications for compliance with regulations	<ul style="list-style-type: none"> The only practicable means to ensure compliance. 	<ul style="list-style-type: none"> No of Public Buildings approved 	
Routinely inspect all public buildings	<ul style="list-style-type: none"> Ensure public safety. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 4.4 –GENERAL HOUSING

OBJECTIVE: Enforce those aspects of building construction and maintenance required under the provisions of the Health Act and subordinate legislation

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Inspect all building plans for statutory compliance.	<ul style="list-style-type: none"> Standards would not otherwise be met. Legal requirement 	<ul style="list-style-type: none"> No of plans inspected. No of site inspections 	
With the co-operation with Council's Building Services, pursue on a random inspection basis or upon information received, instances of non-compliance with Health (Temporary Sanitary Conveniences) Regulations 1997	<ul style="list-style-type: none"> Reaction to information received and to random inspection is considered to most practicable means of pursuing legislative compliance and thus an acceptable standard for the principle users of temporary sanitary conveniences ie workers at building sites. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	
Investigate and resolve complaints regarding poor housing conditions	This will often lead to improved living conditions	<ul style="list-style-type: none"> No of Complaints No of Resolved Complaints 	
Liase with Homeswest when addressing complaints directed at Homeswest housing conditions.	<ul style="list-style-type: none"> This will often lead to improved living conditions. 	<ul style="list-style-type: none"> No of Improvement Instructions No of Formal Letters No of Prosecutions 	<ul style="list-style-type: none"> Legislative compliance is difficult to enforce with respect to a state government department

SUB-PROGRAM 4.5 –ACCOMMODATION (OTHER)

OBJECTIVE: Ensure that Nursing Homes and Child Care Centres are designed maintained and operated in a hygienic and safe manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Routinely inspect all Nursing Homes and Child Care Centres	<ul style="list-style-type: none"> • Assure the maintenance of standards. 	<ul style="list-style-type: none"> • No of Complaints • No of Resolved Complaints • No of Improvement Instructions • No of Formal Letters • No of Prosecutions 	

PROGRAM 5

ENVIRONMENT AND NUISANCES

BACKGROUND

Adverse effects of industrialisation and urbanisation on people and the natural environment are often slow to emerge and difficult to identify. However there is growing recognition that the problems can and must be addressed.

Council, in common with other Local Authorities and State and Federal Government embraces the concept of sustainable development and supports an integrated approval to environmental management.

Council powers under the provisions of the Environmental Protection Act are currently restricted to the control of noise, although input is constantly offered or sought by the Department of Environmental Protection on matters subject to that departments' consideration.

Health (Smoking in Enclosed Public Places) Regulations 1999 came into effect on 29 March 1999 and place specific responsibilities on Environmental Health Officers.

The Health Act of WA provides Council with control over a wide variety of circumstances liable to be dangerous to health or offensive or in general terms may be considered nuisances.

GOAL

Provide for the health, welfare, convenience, comfort and amenity of people in premises

STRATEGY

Take measures aimed at maintaining or improving the health, welfare, convenience, comfort and amenity of the population in special regard to statutory obligations.

LEGISLATION

- Health Act 1911
- Environmental Protection Act 1986
- Local Government Act 1995
- Health Act (Fly Eradication) Regulations
- Health Act (Pesticides) Regulations
- Environmental Protection (Noise) Regulations 1997
- Health (Smoking in Enclosed Public Places) Regulations 1999
- City of Bunbury Health Local Laws 2001
- Environmental Protection (Unauthorised Discharges) Regulations 2004

SUB-PROGRAM 5.1 – NOISE MANAGEMENT

OBJECTIVE: Manage noise issues

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Investigate and resolve noise complaints	<ul style="list-style-type: none"> The Department of Environmental Protection has delegated the function to local government as a means of remedying local noise issues. 	<ul style="list-style-type: none"> No of Noise monitoring events No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	
Contribute to the planning and control of noise at rock concerts and similar events	<ul style="list-style-type: none"> Council encourages these events. It is therefore important to assist proponents so that they cause the minimum disruption to surrounding residents. 	<ul style="list-style-type: none"> No of events planned No of exemptions issued 	<ul style="list-style-type: none"> Operations outside of the provisions of a noise management plan. Uncertainty relating to the nature of the noise on a proposed occasion.

SUB-PROGRAM 5.2 – OFFENSIVE TRADES

OBJECTIVE: Limit the potential for a nuisance created at premises designated as “Offensive Trades”

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Register all offensive trades	<ul style="list-style-type: none"> The process ensures compliance with statutory requirements 	<ul style="list-style-type: none"> No registered 	<ul style="list-style-type: none"> The formalisation of a performance indicator is not practicable given the low number of offensive trades in Bunbury.
Routinely inspect all offensive trade premises.	Ensures maintenance of standards	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 5.3 – POLLUTION

OBJECTIVE: Address various pollution issues

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Investigate general pollution complaints	<ul style="list-style-type: none"> Environmental Protection (Unauthorised Discharges) Regulations 2004 provides a head of power for premises which are not “prescribed premises” under the Act. Community service 	<ul style="list-style-type: none"> No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Infringement Notices 	
Investigate domestic smoke pollution complaints			
Monitor the bacteriological condition of recreational waters	<ul style="list-style-type: none"> Knowledge of the condition of recreational waters in to allowing protection of the community from disease. 	<ul style="list-style-type: none"> No of samples taken 	
Monitor the nutrients and heavy metals in Big Swamp	<ul style="list-style-type: none"> Required by Council’s Management Plan 	<ul style="list-style-type: none"> Annual comparison of the No of samples taken 	

SUB-PROGRAM 5.4 – LAND USE ISSUES

OBJECTIVE: Ensure that subdivisions, developments and strata applications address environmental health issues

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Assess sub-divisional, strata, and development applications.	<ul style="list-style-type: none"> Identify potential environmental hazards and make recommendations as may be appropriate. 	<ul style="list-style-type: none"> No of applications. No of site inspections. 	<ul style="list-style-type: none"> The ability to impose conditions is reliant on what is allowed as a “Planning” condition.
Participate in the Development Control Unit (DCU)	<ul style="list-style-type: none"> Co-ordinated assessment of proposals 	<ul style="list-style-type: none"> No of DCU meetings No of referrals from the DCU to the Environmental Health Service for further consideration. 	
Refer proposals to the Department of Environmental Protection as may be appropriate	<ul style="list-style-type: none"> Environmental Protection Act requirement. 	<ul style="list-style-type: none"> No of referrals 	
Assess property settlement enquires	<ul style="list-style-type: none"> To advise potential purchasers of outstanding legal requirements. 	<ul style="list-style-type: none"> No of property settlement enquires 	

SUB-PROGRAM 5.5 – PEST CONTROL OPERATORS

OBJECTIVE: Limit the risk to the public or environmental associated with pest control operations

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Conduct routine inspections of pest control operator’s premises and respond to breaches of the law.	<ul style="list-style-type: none"> Protect the health of the community and the environment. 	<ul style="list-style-type: none"> No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 5.6 – SMOKING IN ENCLOSED PUBLIC PLACES

OBJECTIVE: Reduce the exposure of the general public to unwanted cigarette smoke

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Advise proprietors of enclosed public places on the requirements of the legislation and the means of achieving compliance	<ul style="list-style-type: none"> Legislative requirement 	<ul style="list-style-type: none"> No of enquiries No of Inspections No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

PROGRAM 6

WASTE MANAGEMENT

BACKGROUND

Historically, the effective management of human wastes has had a greater impact on public health than any other intervention strategy. The principles have become so firmly entrenched in society that effective management, from the public health perspective, is the absolute minimum standard. Environmental and social issues beyond the scope of public health have become the challenges for the future.

On behalf of the City of Bunbury, sanitary landfill is carried out by the Bunbury/Harvey Regional Council and collection of garbage and litter is carried out very effectively in-house. The City is approximately 70% seweraged and an effective means of disposal of septage at Evedon Park has been developed with a long-term contract in place.

The future issues such as recycling, disposal of tyres, disposal of trade and hazardous wastes are being dealt with by the Operations Division of the Council.

The Environmental Health Service has the responsibility to oversee the public health aspects of waste management and to provide expert advice when needed.

GOAL

Ensure that wastes are collected, stored, handled and disposed of in an appropriate manner in order to minimise the risk to public health.

STRATEGY

Intervene as may be appropriate to ensure that certain types of waste are stored, handled and disposed of in a safe manner.

LEGISLATION

- Health Act 1911
- Environmental Protection Act 1986
- Local Government Act 1995
- Health Act (Treatment of Sewage and Disposal of Effluent) Regulations 1974
- MWSS&DB Bylaws
- Health Act (Asbestos) Regulations 1992
- Health Act (Temporary Sanitary Conveniences) Regulations 1997
- Environmental Protection (Controlled Waste) Regulations 2004
- City of Bunbury Health Local Laws 2001

SUB-PROGRAM 6.1 – EFFLUENT DISPOSAL SYSTEMS

OBJECTIVE: Ensure that effluent disposal systems are installed and operated properly

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Applications for septic installations to be assessed for capacity and site conditions and the appropriate approvals or recommendations made	<ul style="list-style-type: none"> • Statutory obligation 	<ul style="list-style-type: none"> • No of applications 	
“On-site” compliance inspections to be carried out.	<ul style="list-style-type: none"> • Verify compliance with regulations. 	<ul style="list-style-type: none"> • No of inspections. 	
Investigate and resolve complaints about faulty systems	<ul style="list-style-type: none"> • Faulty systems often constitute a health risk. • Statutory compliance is not optional. • Community service. 	<ul style="list-style-type: none"> • No of Complaints • No of Resolved Complaints • No of Improvement Instructions • No of Formal Letters • No of Prosecutions 	

SUB-PROGRAM 6.2 – COLLECTION AND DISPOSAL OF SEPTAGE

OBJECTIVE: Ensure that septage is collected, stored and transported in a safe and environmentally sound manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Investigate and resolve complaints relating to septage	<ul style="list-style-type: none"> • Co-operation with the DEP in the interest of the community 	<ul style="list-style-type: none"> • No of Complaints • No of Resolved Complaints 	

SUB-PROGRAM 6.3 – ASBESTOS WASTE

OBJECTIVE: Ensure that products containing asbestos are handled safely

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Advise interested persons about Health (Asbestos) Regulations	<ul style="list-style-type: none"> The basic requirements for safe handling of asbestos are clearly laid out in the legislation 	<ul style="list-style-type: none"> No of enquiries 	
Investigate and resolve asbestos related complaints	<ul style="list-style-type: none"> Protect members of the community 	<ul style="list-style-type: none"> No of Complaints No of Resolved Complaints No of Improvement Instructions No of Formal Letters No of Prosecutions 	

SUB-PROGRAM 6.4 – SHARPS AND MEDICAL WASTE

OBJECTIVE: Minimise the incidence of disease arising from needle stick injuries and medical waste

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Effect Council’s policy on the disposal of discarded needles and syringes	<ul style="list-style-type: none"> Contribute to public and occupational health and safety. 	<ul style="list-style-type: none"> No of improperly discarded needles and syringes and the location of “finds”. No of Complaints No of Resolved Complaints 	
Provide an advisory service to the ethical producers of medical waste	<ul style="list-style-type: none"> Contribute to personal and public safety. 		As it is unlikely that requests for information would exceed 5 per annum. It is not practicable to formalise a performance indicator

SUB-PROGRAM 6.5 – SWILL

OBJECTIVE: Ensure that “wet” food wastes are handled and disposed of hygienically

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Monitor waste handling procedures in food premises	<ul style="list-style-type: none"> This required to overcome instances where cross contamination, offensive odour or pests may be issues 	<ul style="list-style-type: none"> No of enquiries No of Complaints No of Resolved Complaints 	

SUB-PROGRAM 6.6 – HAZARDOUS WASTE

OBJECTIVE: Ensure that all hazardous wastes are collected, stored, and transported in an safe and environmentally sound manner

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Provide an advisory service to the producers of hazardous waste.	<ul style="list-style-type: none"> The most practicable safe means of collection, storage and transportation to an approved site should be used. 	<ul style="list-style-type: none"> No of enquiries No of Complaints No of Resolved Complaints 	

PROGRAM 7

HEALTH PROMOTION

BACKGROUND

There are promotional functions carried out by the Health Service which are essential to help the public in understanding the role of the Council in the development of good public health.

These functions include:

- Promotions and displays
- Seminars on Environmental Health and Local Government functions
- Radio and TV interviews
- Press Releases
- Community information sheets

In the past these functions have included items such as:

- Local Government Week displays
- Food hygiene lectures to Skillshare, TAFE and Group Training SW
- Promotion to the general public about temperature control of food, swimming pool safety, Ross River Virus
- Community information sheets on septage disposal, and local laws

GOAL

Community awareness of environmental influences on human health and the nature of environmental health services provided by the City of Bunbury.

STRATEGY

Disseminate topical environmental health information to the public.

SUB-PROGRAM 7.1 – HEALTH PROMOTION

OBJECTIVE: Exploit all opportunities to better inform the public on environmental health issues

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Hold promotions and conduct displays	<ul style="list-style-type: none"> Promote good public health. 	<ul style="list-style-type: none"> No of displays 	
Conduct Environmental Health seminars	<ul style="list-style-type: none"> Promote good public health. 	<ul style="list-style-type: none"> No of seminars 	
Always be available for radio and TV interviews that are likely to have a strong “health” message	<ul style="list-style-type: none"> Promote good public health. 	<ul style="list-style-type: none"> No of radio/TV interviews 	<ul style="list-style-type: none"> Whether or not an issue is aired is at the discretion of the media.
Make press releases on the advice of Council’s Media Consultant	<ul style="list-style-type: none"> Promote good public health. 	<ul style="list-style-type: none"> No of articles 	<ul style="list-style-type: none"> Whether or not an issue is aired is at the discretion of the media.
Release Community Information Sheets as may be appropriate	<ul style="list-style-type: none"> Promote good public health. 		<ul style="list-style-type: none"> The release of Community Information Sheets is not a frequent occurrence. Therefore formalised performance indicators are not practicable.

PROGRAM 8

MEAT INSPECTION

BACKGROUND

Meat products have the potential to allow the transmission of zoonotic diseases and a range of food poisoning illnesses to our population. Such adverse impacts on our health are minimised by condemning and destroying diseased or contaminated meat products. It is the job of the City's meat inspection staff to perform and oversee these activities.

The framework for the legislative control of meat inspection is established by the Health Act and Regulations made thereunder.

The introduction of Hazard Analysis and Critical Control Point (HACCP) programs into meat processing establishments has resulted in abattoir personnel assuming greater responsibility in matters of meat hygiene. The Health Department of Western Australia's Meat Hygiene Section conducts routine audits of the abattoir HACCP program. Technical support is also available from the Meat Hygiene Section.

The focus of meat inspection has shifted from "product control" to "process control" whereby all factors within the processing environment that contribute to product safety and wholesomeness are taken into account and appropriately managed.

GOAL

To ensure food animals are processed in a hygienic manner and that meat offered for sale is fit for human consumption.

STRATEGY

Inspect animals destined for human consumption and ensure that abattoir operations are conducted in accordance with the Australian Standard *for* Hygienic Production and Transportation of Meat and Meat Products *for* Human Consumption.

Assist the Western Australian Department of Health in the conduct of the audit program and follow up findings to ensure the appropriate corrective action is implemented.

LEGISLATION

Health Act 1911

Health (Meat Hygiene) Regulations 2001

Australian Standard *for* Hygienic Production and Transportation of Meat and Meat Products *for* Human Consumption

Australian Standard *for* Hygienic Production of Game Meat *for* Human Consumption

Australian Standard *for* Hygienic Production of Ratite Meat *for* Human Consumption

Australian Standard *for* Hygienic Production of Rabbit Meat *for* Human Consumption

Australian Standard *for* Hygienic Production of Crocodile Meat *for* Human Consumption

Australian Standard *for* Hygienic Production of Poultry Meat *for* Human Consumption

Australian Standard *for* the Construction of Premises Processing Animals for Human Consumption
Australian Standard *for* the Construction of Premises Processing Meat *for* Human Consumption
Health (*Meat Hygiene*) Regulations 2001
Health Act (*Pet Meat*) Regulations

PROGRAM 9

EMERGENCY MANAGEMENT

BACKGROUND

The Emergency Management Act 2005 interprets the meaning of an emergency as: “the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response”.

Our community is subject to a wide variety of hazards that have the potential to cause loss of life and/or damage and destruction resulting from both natural and technological events.

Effective arrangements to manage environmental health conditions during the course of an emergency are critical. With that in mind, the City of Bunbury’s Environmental Health Emergency Management Support Plan is intended to provide appropriate support to the Bunbury Local Emergency Management Arrangements.

GOAL

Alleviate adverse impacts on human health caused by an emergency

STRATEGY

- Maintain the currency of the City of Bunbury Environmental Health Emergency Management Support Plan.
- Pursue the City of Bunbury Environmental Health Emergency Management Support Plan upon activation.

LEGISLATION

- Health Act 1911
- Emergency Management Act 2005

SUB-PROGRAM 9.1 – EMERGENCY MANAGEMENT

OBJECTIVE: To provide effective co-ordinated environmental health services during an emergency

STRATEGIES	<i>Rationale (Behind Strategies)</i>	PERFORMANCE INDICATORS Annual Targets and Comparison of:	<i>Barriers (To Performance Indicators)</i>
Maintain the currency of the Environmental Health Emergency Management Plan	<ul style="list-style-type: none"> An outdated plan would adversely impact the provision of emergency services 	<ul style="list-style-type: none"> Annual review of the plan 	
Pursue the Environmental Health Emergency Management Plan upon activation	<ul style="list-style-type: none"> The plan provides guidance and protocols to be followed during the course of an emergency 	<ul style="list-style-type: none"> Results of a post event review 	Uncertain demand on resources.

**ENVIRONMENTAL HEALTH SERVICE
WORKLOAD INDICATORS 2005/06**

PROGRAMME Sub-Programme	Number	Frequency	Target (No x Freq)	Estimate (where no target)	Total Functions
<i>based on actual from last year</i>					
1 - SAFE FOOD					
1.1 Inspections					
Class 1 - (Restaurant)	178	3	534		534
Class 2 - (Poultry Processor)	6	3	18		18
Class 3 - (Cafe, Lunch Bar)	49	3	147		147
Class 4 - (Supermarket, Deli)	17	2	34		34
Class 5 - (Greengrocer)	8	2	16		16
<i>Insp Book Instructions</i>				397	397
<i>Formal Letters</i>				15	15
<i>Prosecutions</i>				1	1
Plans Examination				8	8
Total Premises	258				749
1.2 Food Handler Education					
Foodsafe Audits	30	1	30		30
Food Industry Seminars	1	6	6		6
Food Legislation Introduction	0	212	0		0
1.3 Food Sampling					
Chemical Samples	26	1	26		26
Units Used	435	1	435		435
Microbiological (surveys etc)	3	1	3		3
Microbiological Sampling	50	1	50		50
<i>Failures</i>				2	2
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
1.4 Food Recalls					
Notified				48	48
Action Required				27	27
Seizures				0	0
Supervised Destruction				0	0
1.5 Food Complaints					
<i>Premises Complaints</i>				30	30
<i>Resolved</i>				30	30
<i>Food Complaints</i>				23	23
<i>Resolved</i>				23	23
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				3	3
<i>Prosecutions</i>				0	0

**ENVIRONMENTAL HEALTH SERVICE
WORKLOAD INDICATORS 2005/06**

PROGRAMME Sub-Programme	Number	Frequency	Target (No x Freq)	Estimate (where no target) <i>based on actual from last year</i>	Total Functions
1.6 Licensing of Activities					
Eating House Licenses	131	1	131		131
Outdoor Eating Licenses	15	1	15		15
Outdoor Eating Inspections	15	2	30		30
Street Trading Licenses	11	1	11		11
Street Trading Inspections	11	2	22		22
<i>Complaints</i>				1	1
<i>Resolved</i>				1	1
<i>Insp Book Instructions</i>				2	2
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
1.7 Licensed (Liquor) Premises					
Premises Inspections	10	2	20		20
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				17	17
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
Section 39 Certificates				3	3
Section 55 Certificates				1	1
1.8 Microwave Oven Testing					
Ovens Tested				0	0
2 - SAFE DRINKING WATER					
Drinking Water	584	1	584		584
Failures					0
3 - DISEASE CONTROL					
3.1 Skin Penetration					
Hairdressers	31	2	62		62
Tattooists/Skin Penetrators	4	3	12		12
Other	1	3	3		3
<i>Complaints</i>				5	5
<i>Resolved</i>				5	5
<i>Insp Book Instructions</i>				20	20
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0

**ENVIRONMENTAL HEALTH SERVICE
WORKLOAD INDICATORS 2005/06**

PROGRAMME Sub-Programme	Number	Frequency	Target (No x Freq)	Estimate (where no target)	Total Functions
				<i>based on actual from last year</i>	
3.2 Swimming Pools					
Public Pools Inspections	150	1	150		150
Rec Centre Pool Inspections	1	26	26		26
Water Samples Taken	270	1	270		270
Failures				4	4
Closures				3	3
Complaints				0	0
Resolved				0	0
Insp Book Instructions				0	0
Formal Letters				4	4
Prosecutions				0	0
New Pools Opened				0	0
3.3 Insects & Rodents					
Demolition Licenses				38	38
Rats & Mice				6	6
Ants				7	7
Other				5	5
Complaints				9	9
Resolved				9	9
Insp Book Instructions				0	0
Formal Letters				0	0
Prosecutions				0	0
3.4 Mosquito Control					
Mosquito Monitoring	1	30	30		30
Aerial Treatments				2	2
Ground Treatments				8	8
CLAG Meetings				4	4
Complaints				7	7
Resolved				7	7
Media Items				4	4
3.5 Notifiable Diseases					
Campylobacter		1		27	27
Giardia		1		4	4
Salmonella		1		16	16
Other		1		4	4
Source Identified				0	0
Outbreak investigations				0	0
RRV/Barmah Forest				7	7

ENVIRONMENTAL HEALTH SERVICE WORKLOAD INDICATORS 2005/06

PROGRAMME <i>Sub-Programme</i>	Number	Frequency	Target (No x Freq)	Estimate (where no target) <i>based on actual from last year</i>	Total Functions
3.6 Disease Management Plans					

Refer Program 9

3.7 Immunisation

Staff No's Immunised (Flu)		1		50	50
Staff No's Immunised (Other)				0	0

3.8 Air Handling Systems

Certificates Requested		1		0	0
Certificates Received				0	0

3.9 Garden Soils

Inspections	7	1	7		7
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0

3.10 Keeping of Animals

Stables	42	1	42		42
Other				5	5
<i>Complaints</i>				31	31
<i>Resolved</i>				31	31
<i>Insp Book Instructions</i>				6	6
<i>Formal Letters</i>				9	9
<i>Prosecutions</i>				0	0

4 - ACCOMMODATION

4.1 Lodging Houses/Hotels

Licensing	13	1	13		13
Lodging House Inspections	14	3	42		42
Hotel Inspections	9	3	27		27
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				9	9
<i>Formal Letters</i>				1	1
<i>Prosecutions</i>				0	0

ENVIRONMENTAL HEALTH SERVICE WORKLOAD INDICATORS 2005/06

PROGRAMME <i>Sub-Programme</i>	Number	Frequency	Target (No x Freq)	Estimate <small>(where no target) based on actual from last year</small>	Total Functions
4.2 Caravan Parks					
Licensing	3	1	3		3
Premises Inspections	3	3	9		9
<i>Complaints Resolved</i>				0	0
<i>Insp Book Instructions</i>				2	2
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
Park Home Approvals				0	0
Other Structures Approvals				5	5
Illegal Camping				11	11
<i>Complaints Resolved</i>				8	8
<i>Insp Book Instructions</i>				1	1
<i>Formal Letters</i>				4	4
<i>Prosecutions</i>				0	0
4.3 Public Buildings					
Building approvals/changes				7	7
Temporary approvals				2	2
Surveillance					0
- High Risk	9	4	36		36
- Medium-Low Risk	45	1	45		45
Carnivals & Shows					0
- Planning				31	31
- Inspections				34	34
<i>Complaints Resolved</i>				0	0
<i>Insp Book Instructions</i>				92	92
<i>Formal Letters</i>				25	25
<i>Prosecutions</i>				0	0
4.4 General Buildings (Health Act Compliance)					
Building Plans				423	423
Site Inspections-Toilets & Rubbish				74	74
Dwelling Inspections				14	14
<i>Complaints Resolved</i>				20	20
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				11	11
<i>Prosecutions</i>				0	0

**ENVIRONMENTAL HEALTH SERVICE
WORKLOAD INDICATORS 2005/06**

PROGRAMME <i>Sub-Programme</i>	Number	Frequenc y	Target (No x Freq)	Estimate <small>(where no target)</small>	Total Functions
					<i>based on actual from last year</i>
4.5 Accomodation (Other)					
Nursing Homes	6	3	18		18
Childcare	2	3	6		6
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				9	9
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
5 - ENVIRONMENT & NUISANCES					
5.1 Noise Management					
Monitoring				5	5
<i>Complaints</i>				85	85
<i>Resolved</i>				85	85
<i>Insp Book Instructions</i>				4	4
<i>Formal Letters</i>				12	12
<i>Prosecutions</i>				0	0
Planning of Events				18	18
5.2 Offensive Trades					
Registration	3	1	3		3
Inspection	3	1	3		3
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				1	1
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
5.3 Pollution					
<i>Complaints</i>				29	29
<i>Resolved</i>				29	29
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>UDR Infringements</i>				1	1
<i>Referrals to DEP</i>				0	0
Monitoring Rec Waters	10	4	40		40
Monitoring Big Swamp	1	1	1		1
Monitoring Other	6	3	18		18
5.4 Land-use Issues					
Strata/Subdivision/Dev App's				31	31
Site Inspections				4	4
Planning (DCU)				97	97
Referral to DEP				0	0
Property Settlement Enq.				284	284

ENVIRONMENTAL HEALTH SERVICE WORKLOAD INDICATORS 2005/06

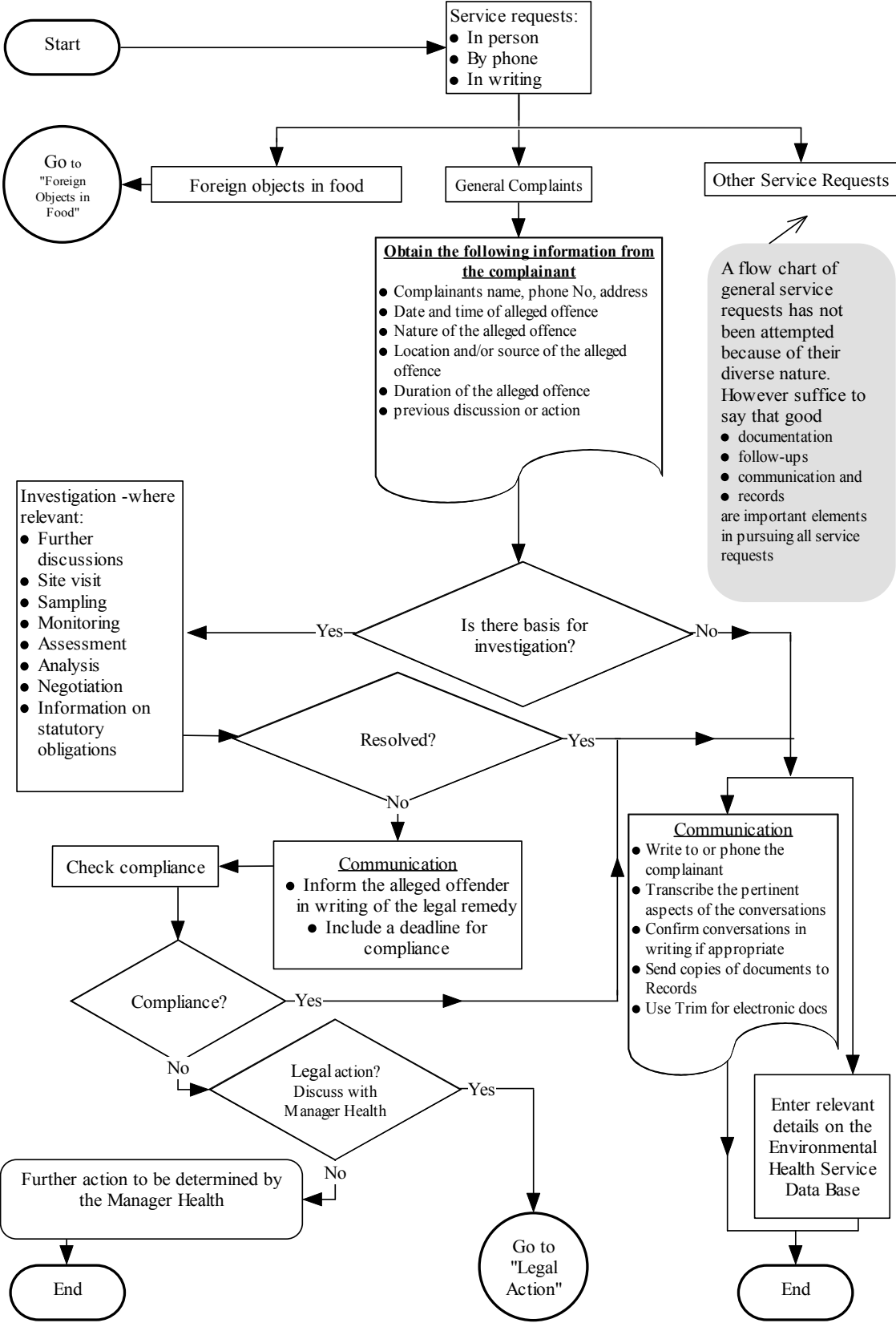
PROGRAMME <i>Sub-Programme</i>	Number	Frequency	Target (No x Freq)	Estimate (where no target) <i>based on actual from last year</i>	Total Functions
5.5 Pest Control Operators					
Vehicle Inspections	22	1	22		22
Premises Inspections	2	1	2		2
<i>Complaints</i>				2	2
<i>Resolved</i>				0	0
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
5.6 Smoking in Enclosed Public Places					
Enquiries				1	1
Premises Inspections				0	0
<i>Complaints</i>				3	3
<i>Resolved</i>				3	3
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
6 - WASTE MANAGEMENT					
6.1 Effluent Disposal Systems					
Site Assessment				9	9
Plan Approval				19	19
Septic Inspections				36	36
ATU audits				1	1
Greywater Re-use				0	0
<i>Complaints</i>				3	3
<i>Resolved</i>				3	3
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0
6.2 Collection & Disposal of Septage					
<i>Complaints</i>				0	0
<i>Resolved</i>				0	0
6.3 Asbestos Waste					
Enquiries				86	86
<i>Complaints</i>				13	13
<i>Resolved</i>				13	13
<i>Insp Book Instructions</i>				0	0
<i>Formal Letters</i>				0	0
<i>Prosecutions</i>				0	0

**ENVIRONMENTAL HEALTH SERVICE
WORKLOAD INDICATORS 2005/06**

PROGRAMME Sub-Programme	Number	Frequency	Target (No x Freq)	Estimate (where no target) <i>based on actual from last year</i>	Total Functions
6.4 Sharps & Medical Waste					
Reports				40	40
<i>Complaints Resolved</i>				1	1
				2	2
6.5 Swill					
Inspections				2	2
<i>Complaints Resolved</i>				0	0
				0	0
6.6 Hazardous Wastes					
Enquiries				2	2
<i>Complaints Resolved</i>				0	0
				0	0
7 - HEALTH PROMOTION					
Promotion eg Displays	1	2	2		2
Seminars - General	1	4	4		4
Radio/TV	1	12	12		12
Newspapers	1	26	26		26
Community paper/Leaflets	1	2	2		2
Food Industry Seminars	1	3	3		3
8- MEAT INSPECTION					
Carcases Inspected					
Beef				33779	
Veal				0	
Lambs				59408	
Sheep				11582	
Pigs				25605	
Goats				413	
Emus				0	
Works Audit				5	
9- EMERGENCY MANAGEMENT					
9.1 Emergency Management					
Maintain Currency	1	1			1
Activate Plan					

Procedures Chart
Program (all)

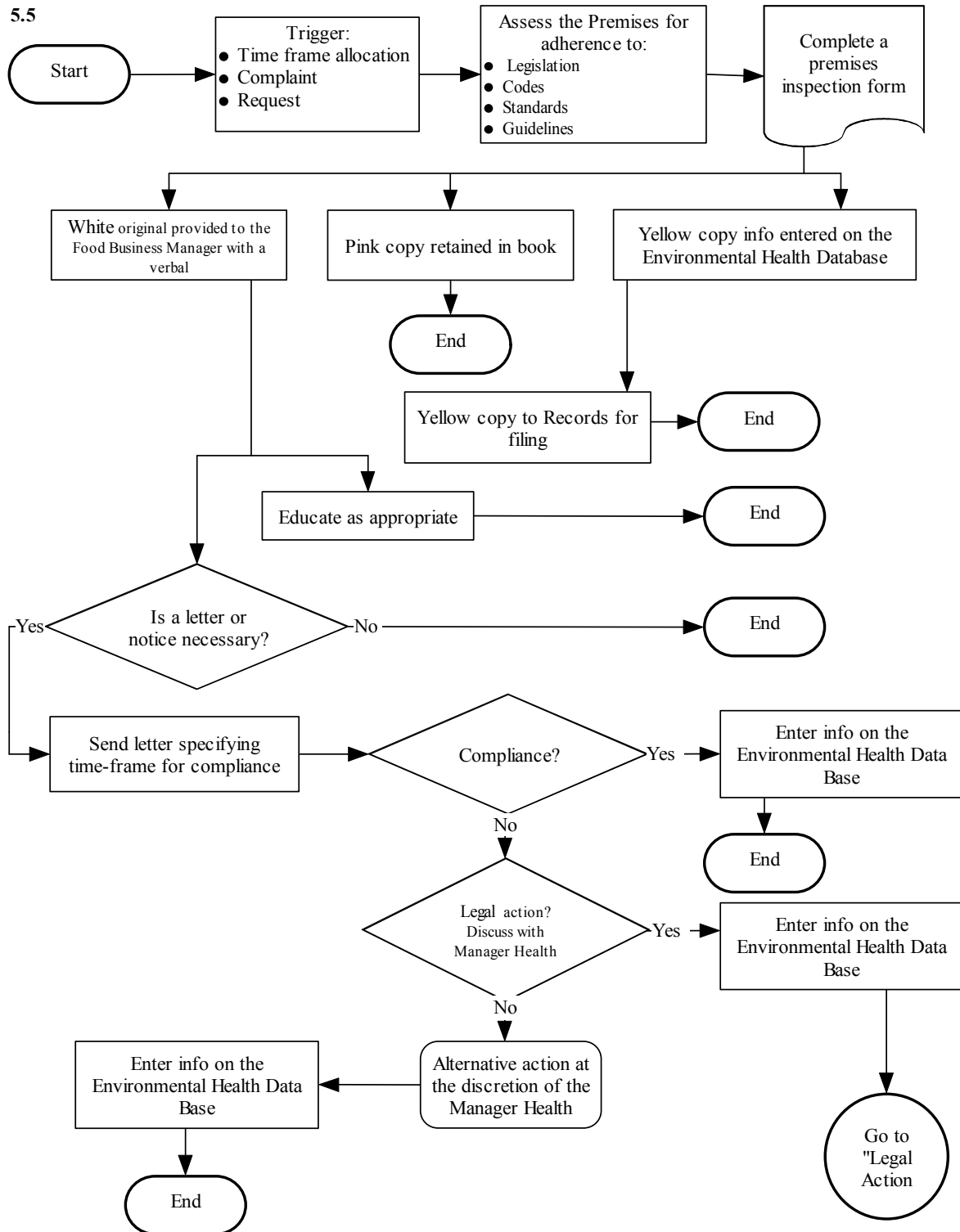
SERVICE REQUESTS



Procedures
 Chart
 Program
 1.1
 1.7
 1.8
 3.1
 4.1
 4.2
 4.3
 5.5

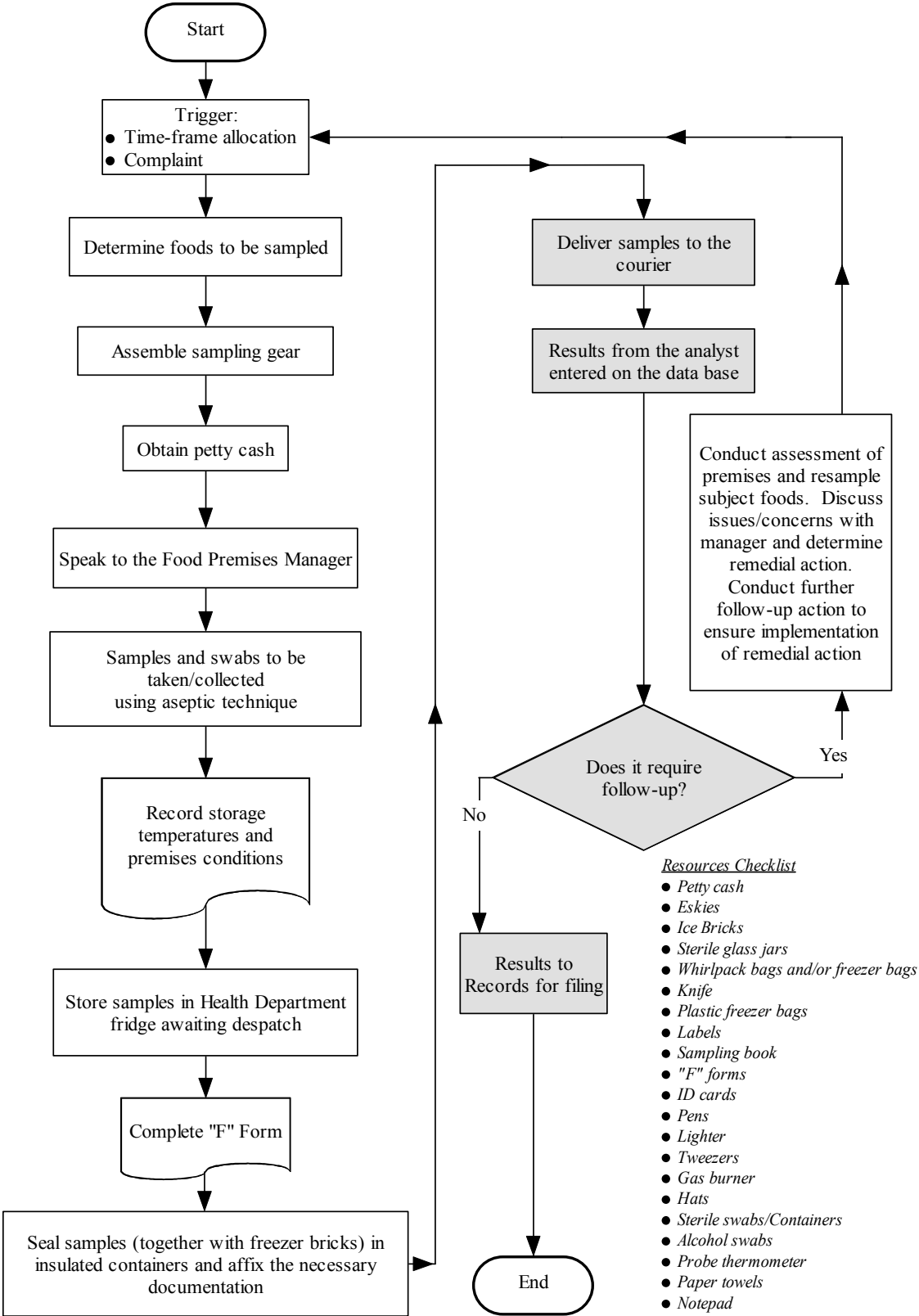
PREMISES INSPECTION PROCEDURE

Scope: (Food Shops, Hairdressers, Skin Penetrators, Licenced Premises, Food Vehicles, Lodging Houses, Caravan Parks, Offensive Trades, Stables, Pest Control Operators, Public and Private Buildings)

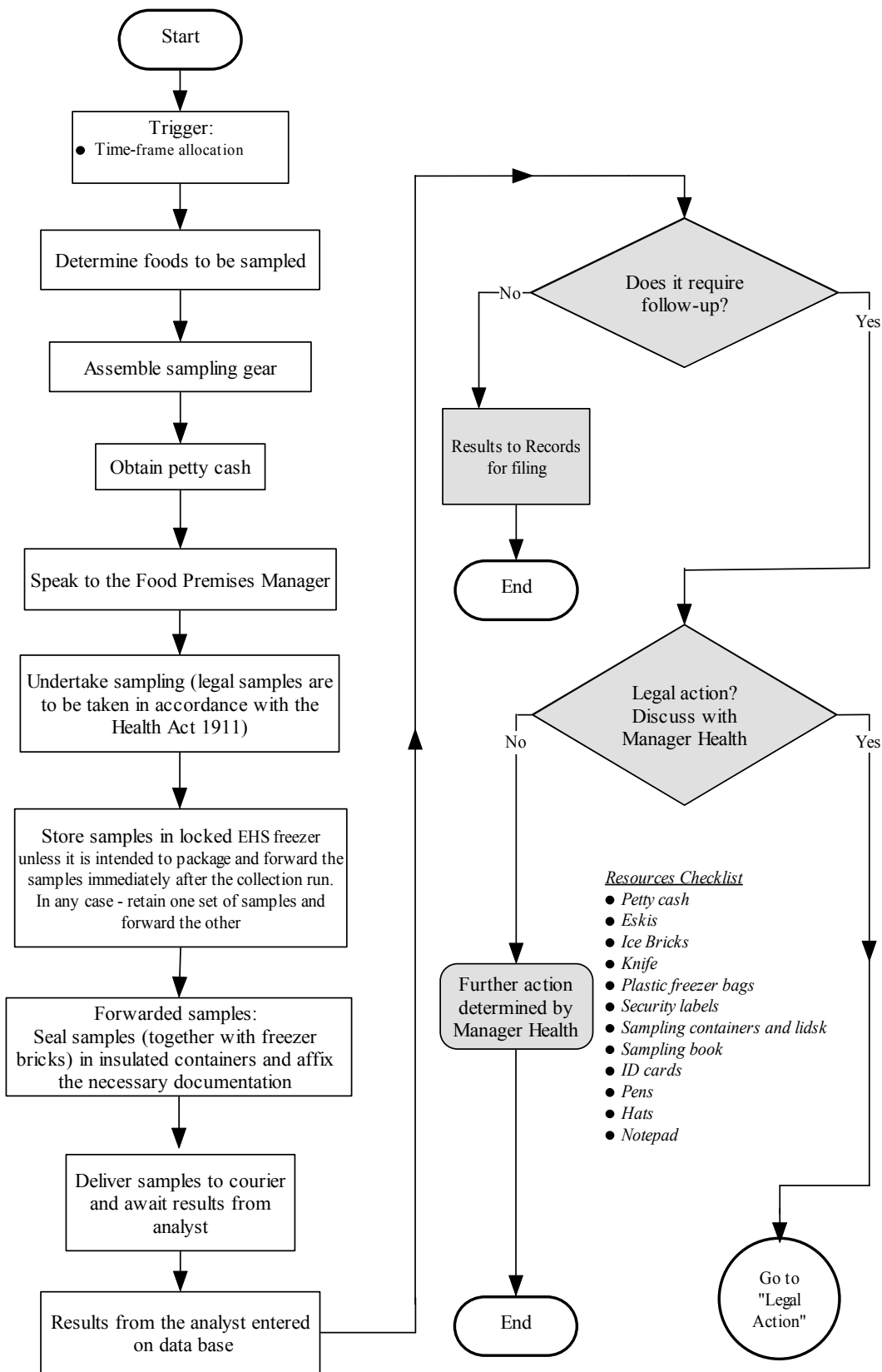


Procedures Chart
Program 1.2

FOOD SAMPLING - BACTERIOLOGICAL

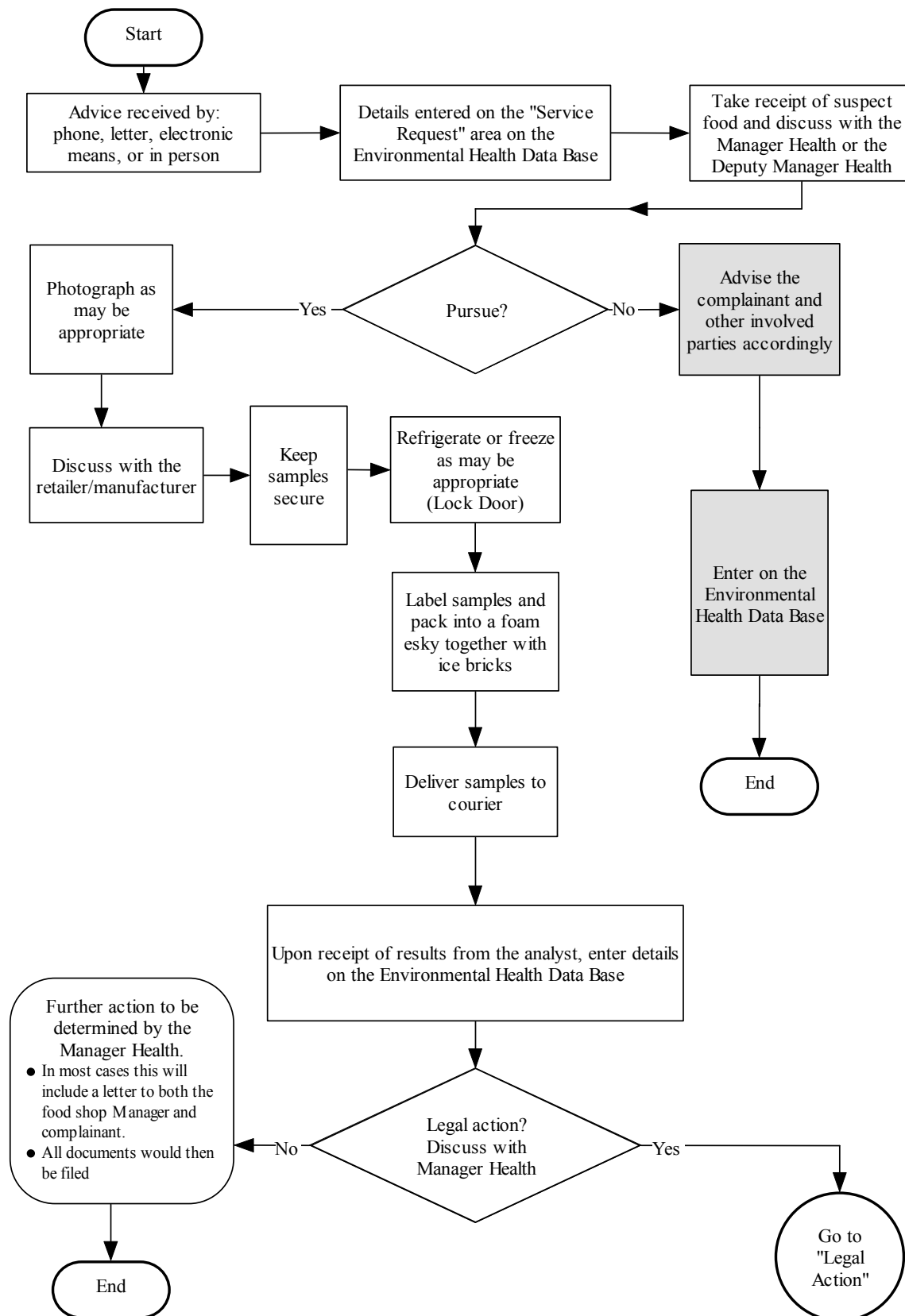


FOOD SAMPLING - CHEMICAL

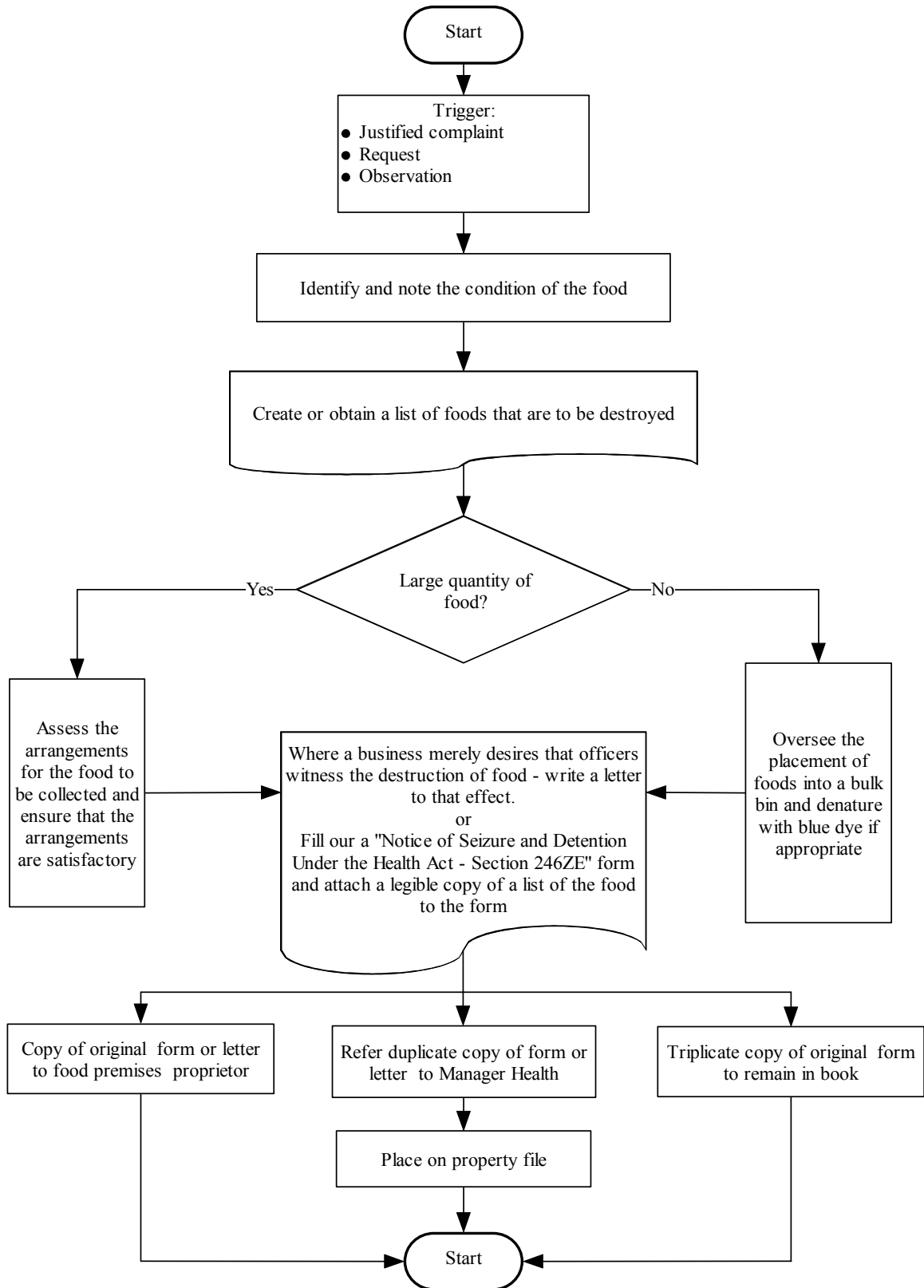


Procedures Chart
Program 1.5

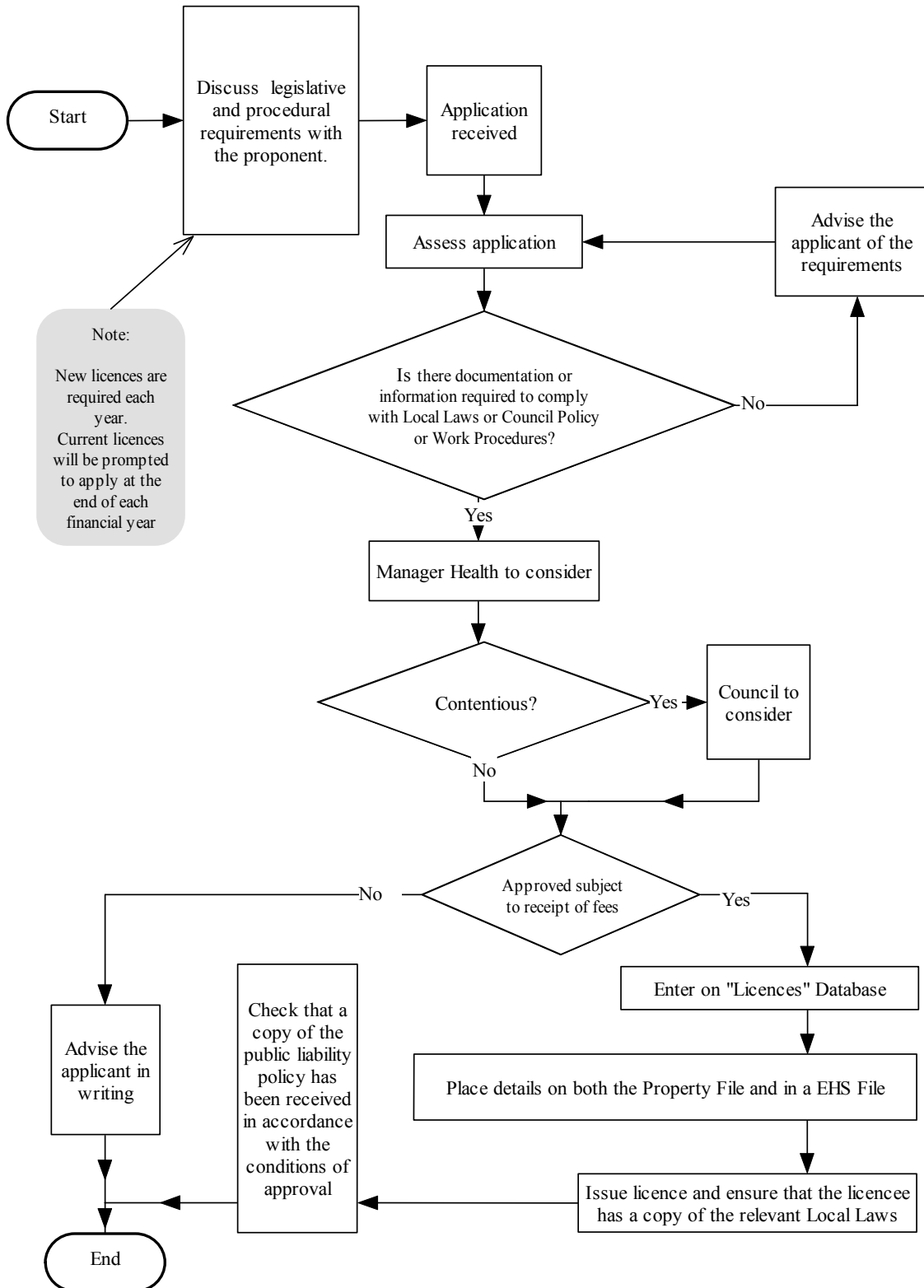
FOREIGN OBJECTS IN FOOD SERVICE REQUESTS



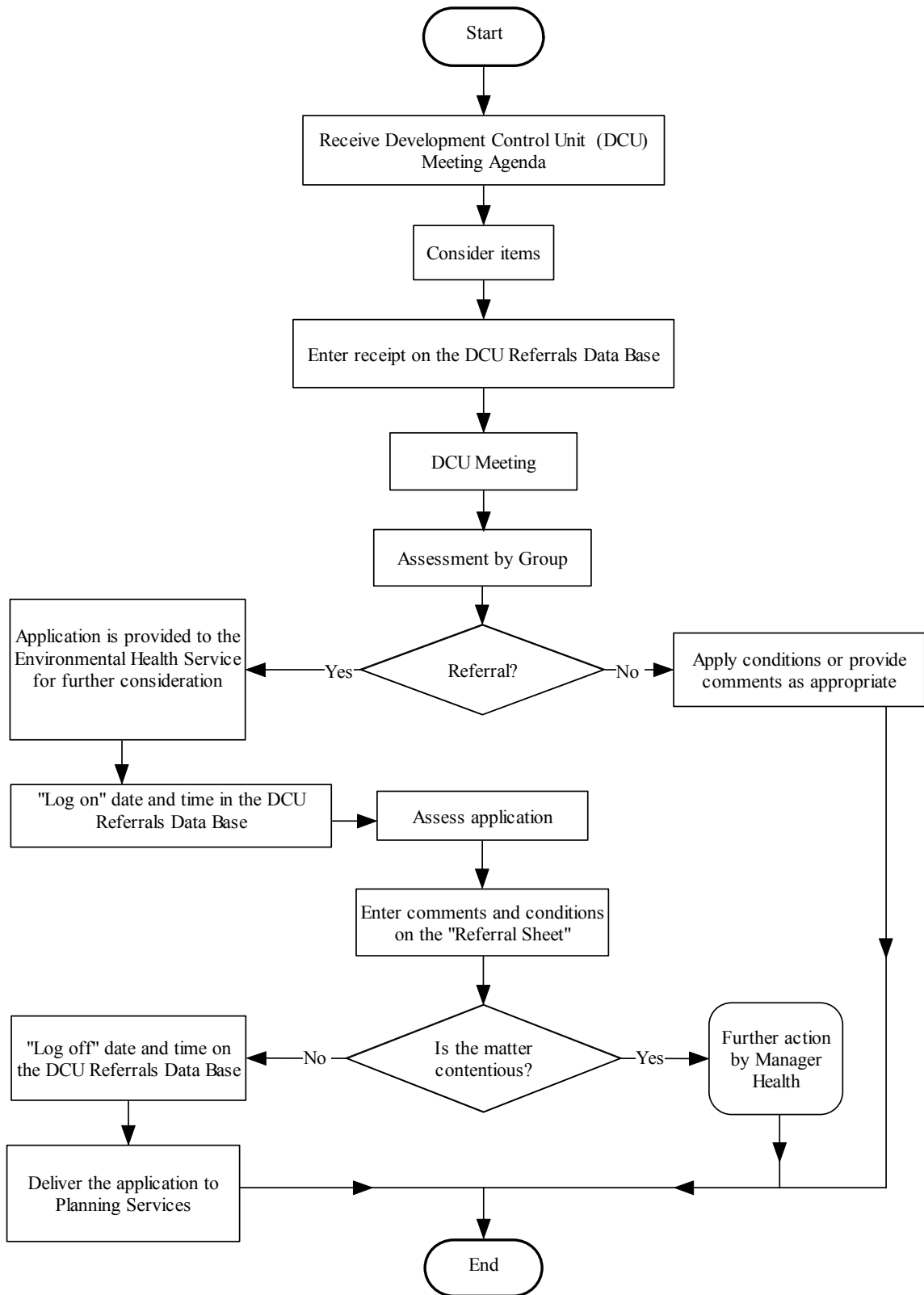
FOOD SEIZURE/CONDEMNATION OR DESTRUCTION



OUTDOOR EATING AREAS AND STREET TRADING APPLICATIONS AND APPROVALS

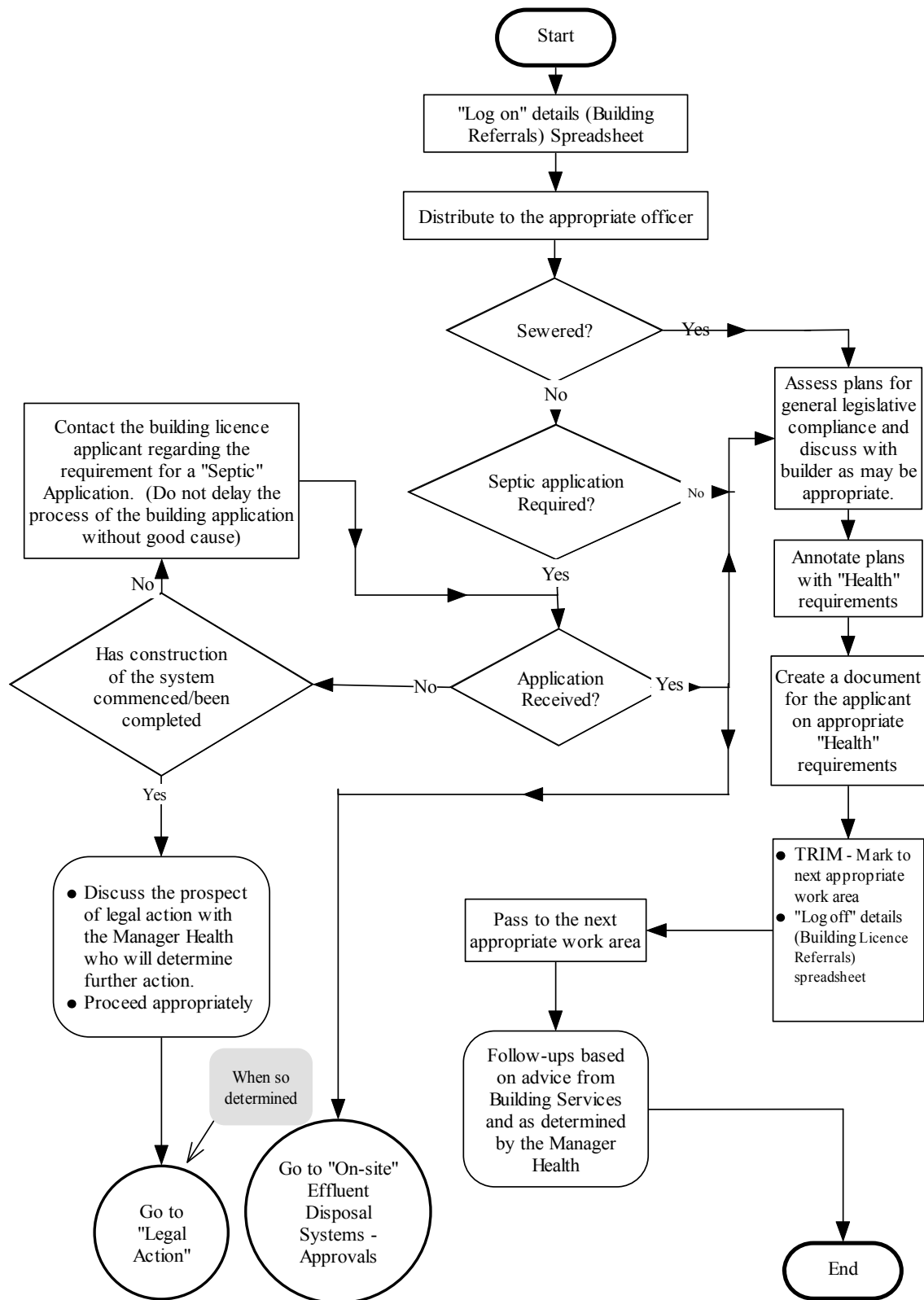


PLANNING APPLICATION ASSESSMENTS



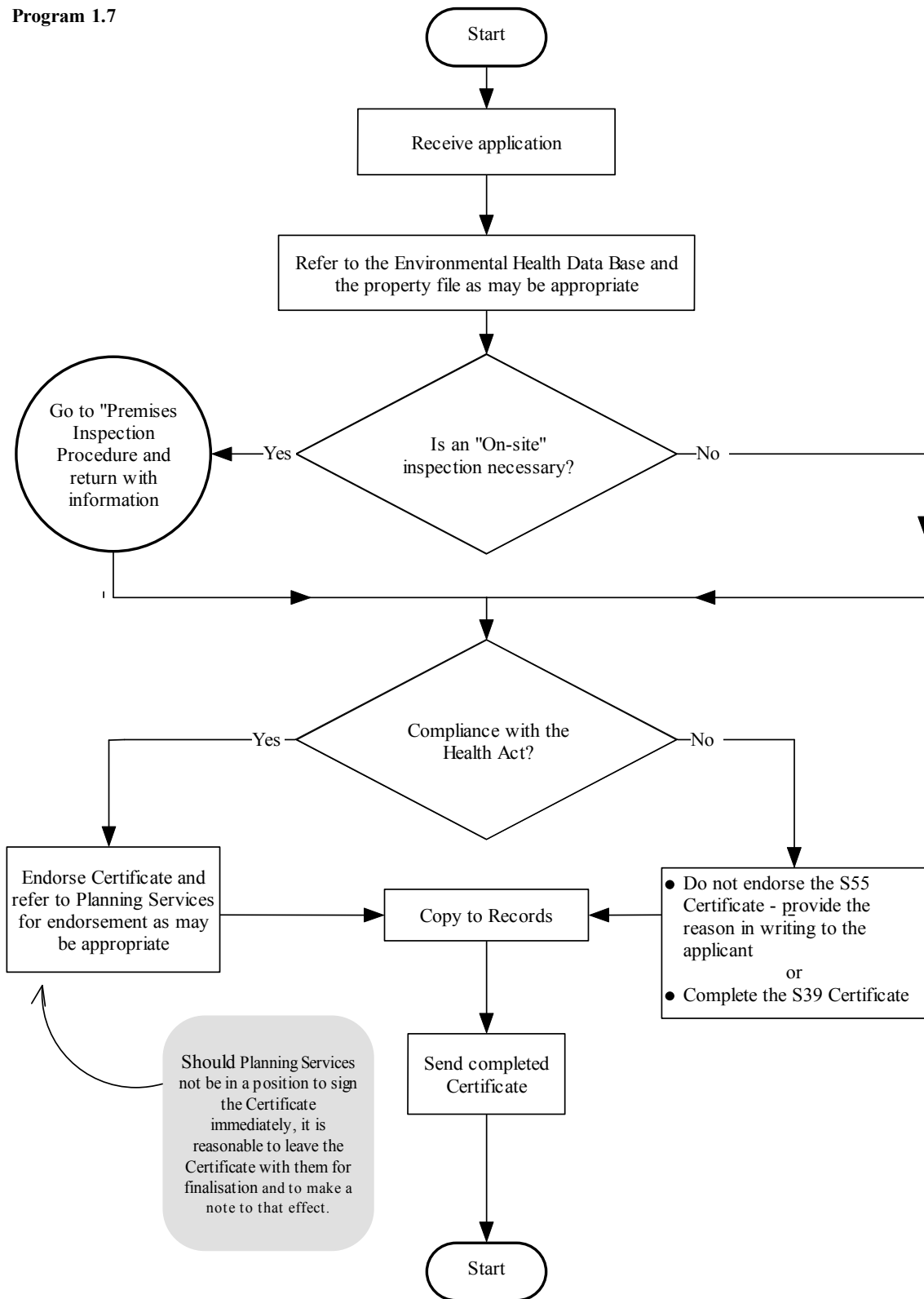
Procedures Chart
 Program 1.1, 3.7,
 4.4 & 6.1

BUILDING APPLICATION ASSESSMENT & ASSOCIATED FOLLOW-UPS



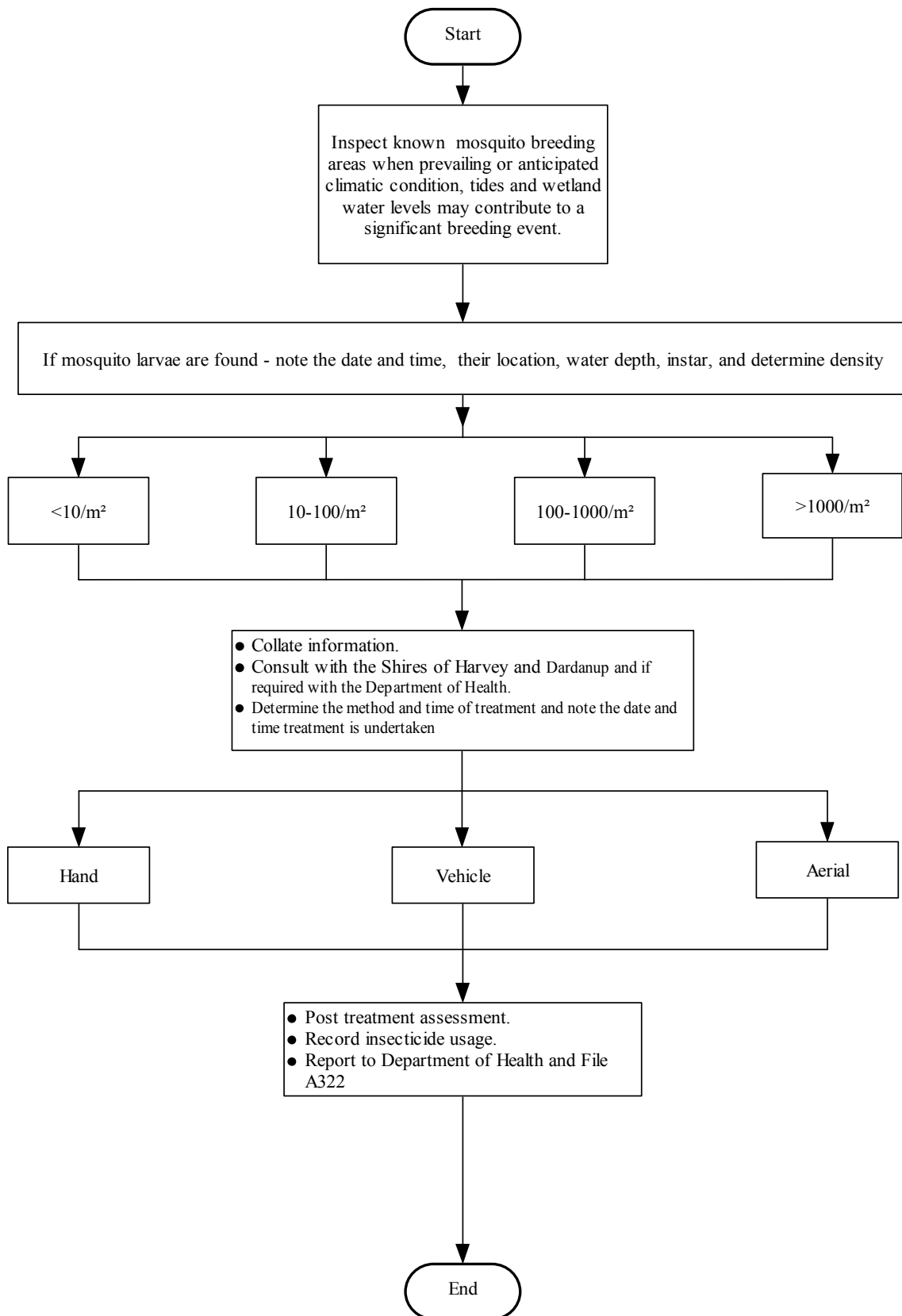
LIQUOR AND GAMING CERTIFICATION (Gaming Commission Act 1987 - Section 55 and the Liquor Licencing Act 1988 - Section 39)

**Procedures Chart
Program 1.7**



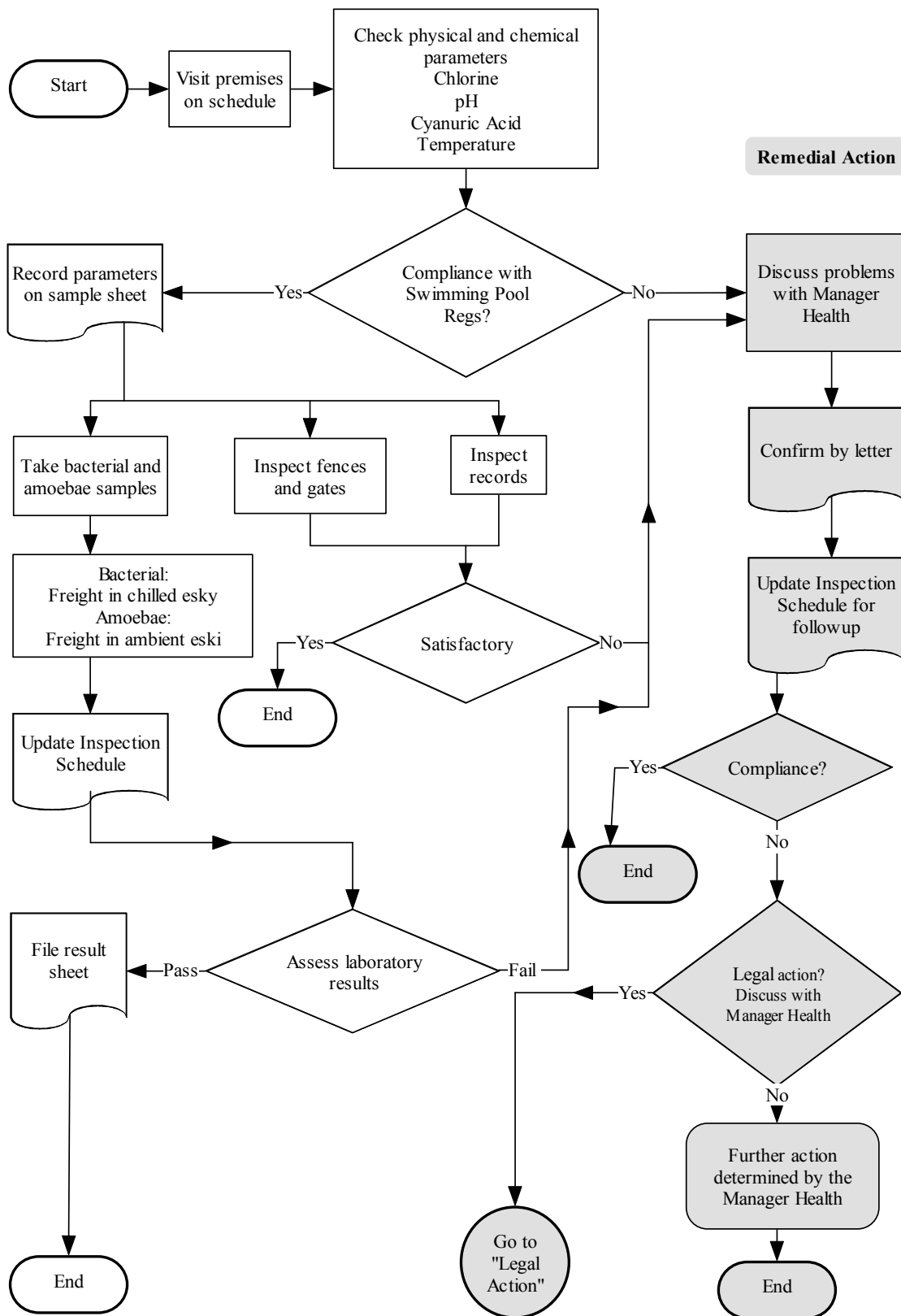
Procedures Chart
Program 3.3

MOSQUITO CONTROL

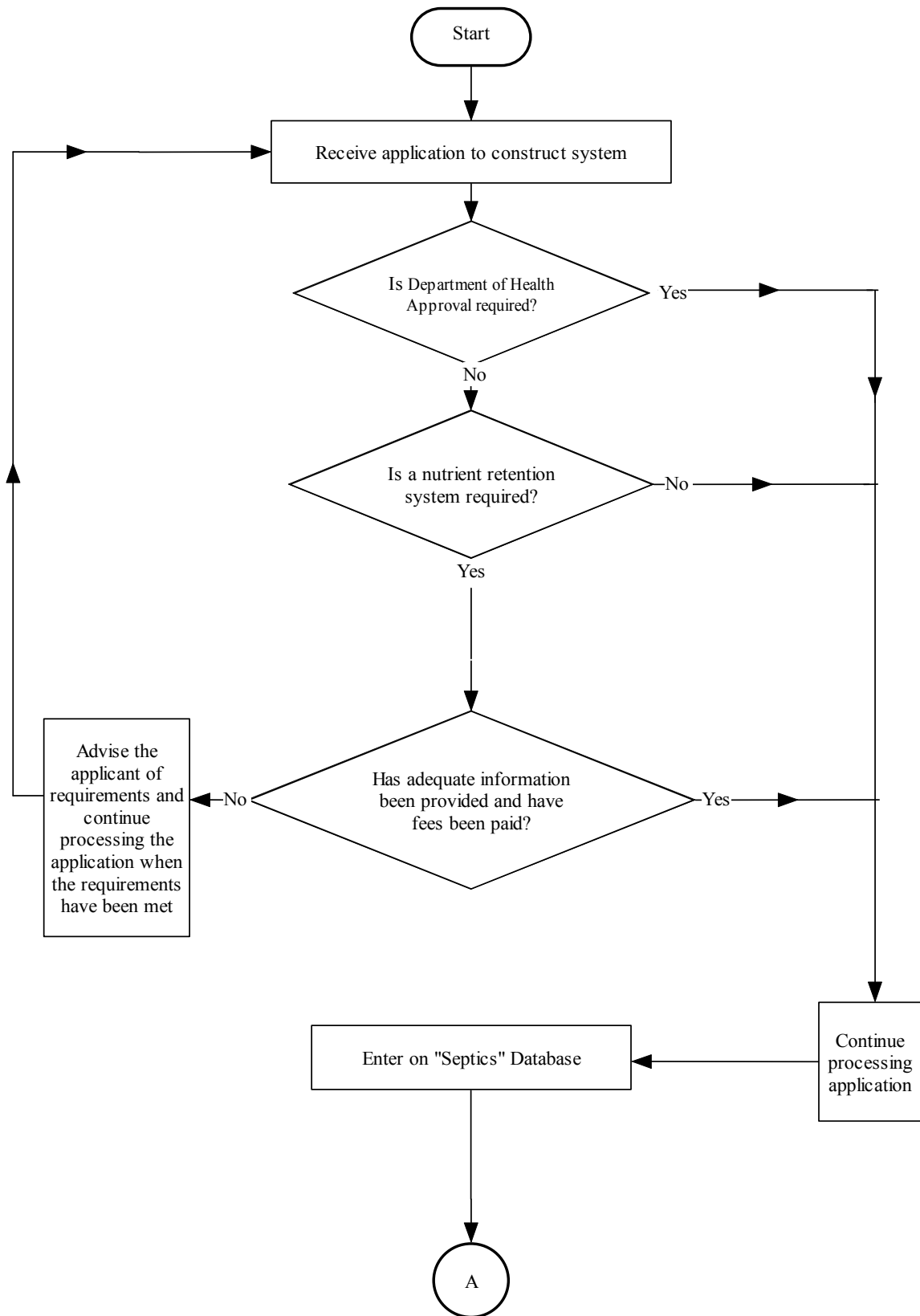


Procedures Chart
Program 3.2

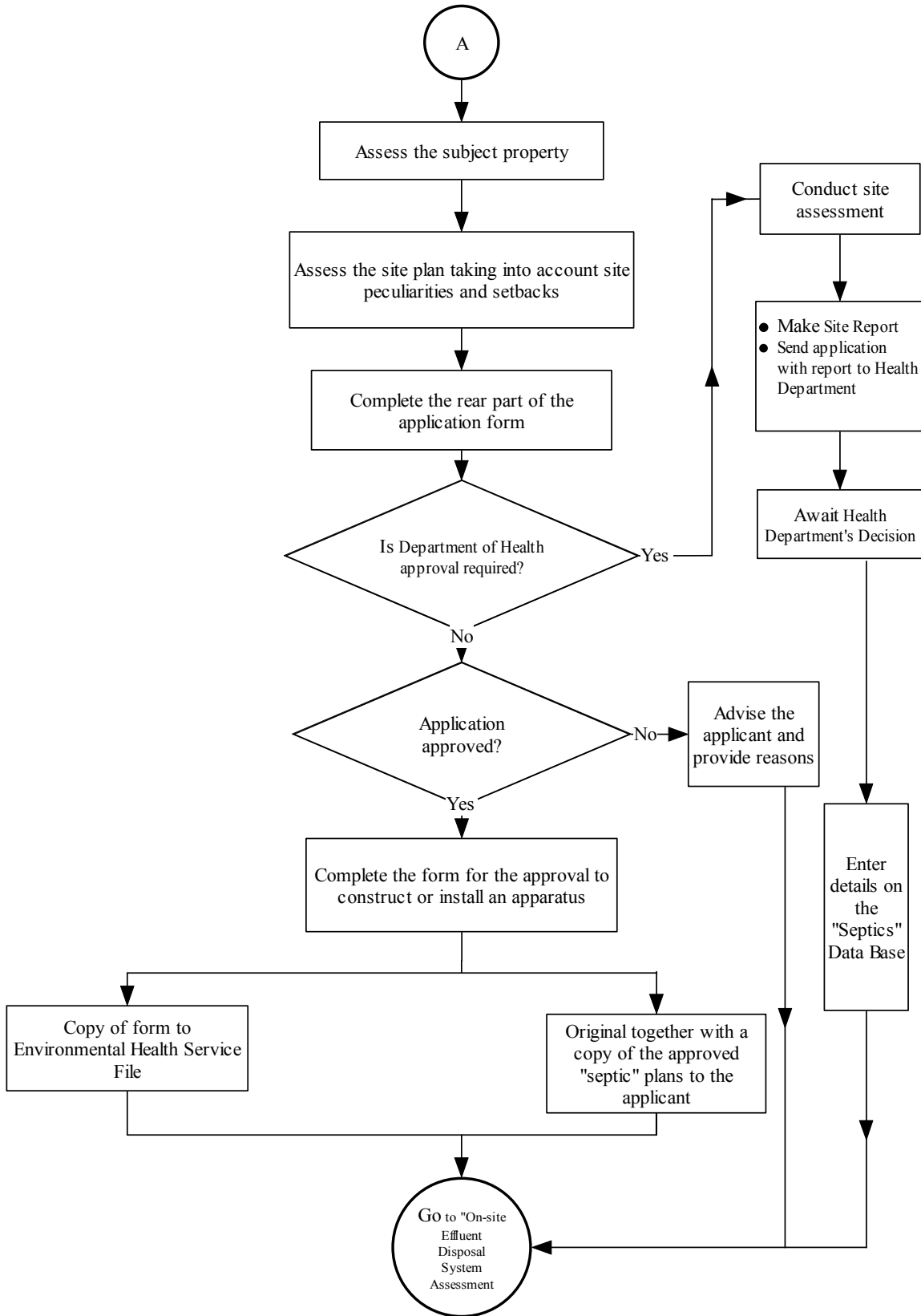
PUBLIC SWIMMING POOLS INSPECTION AND SAMPLING



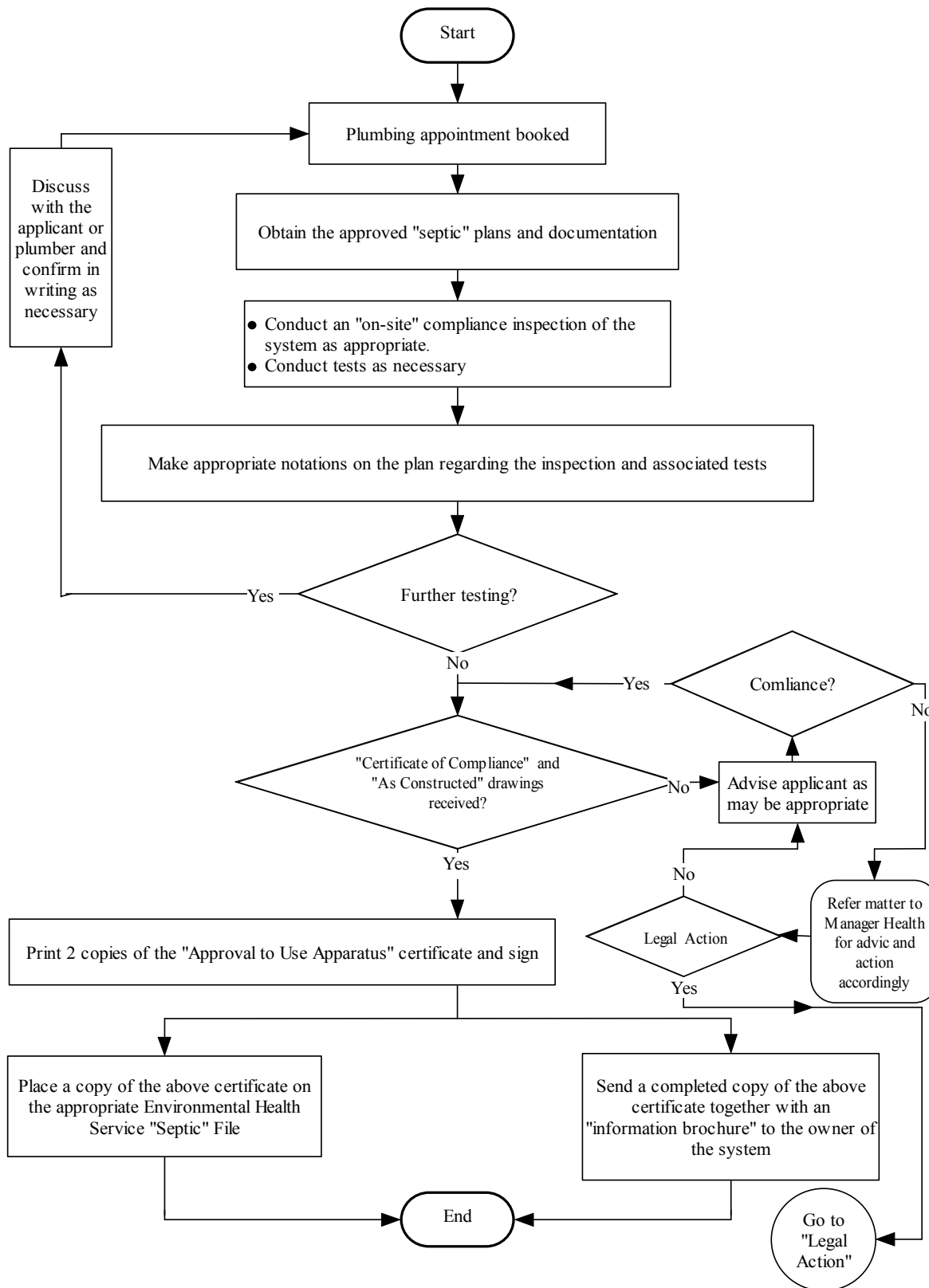
ON-SITE EFFLUENT DISPOSAL SYSTEMS - APPROVALS



ON-SITE EFFLUENT DISPOSAL SYSTEMS - APPROVALS (Continued)



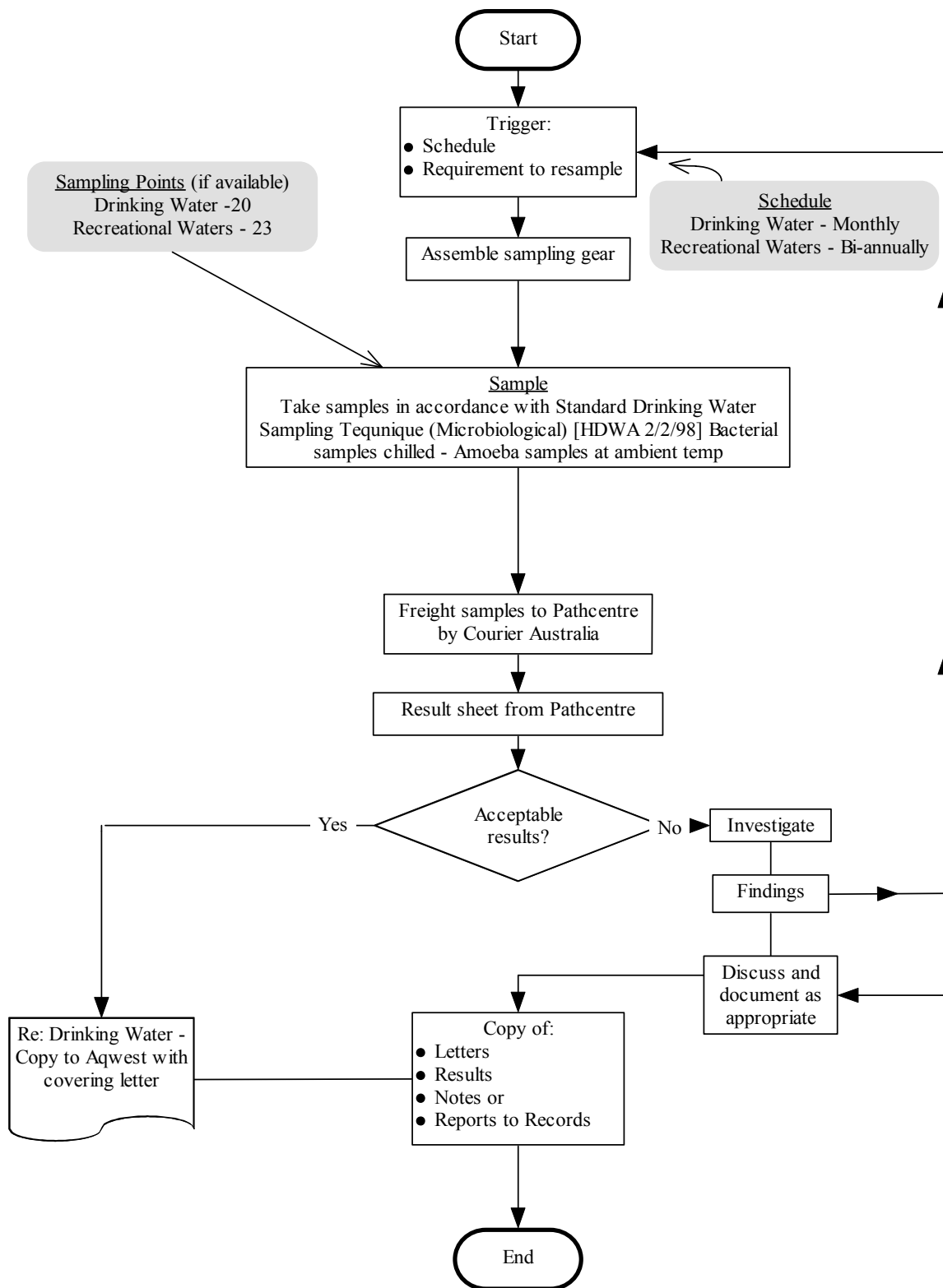
ON-SITE EFFLUENT DISPOSAL SYSTEMS - ASSESSMENTS



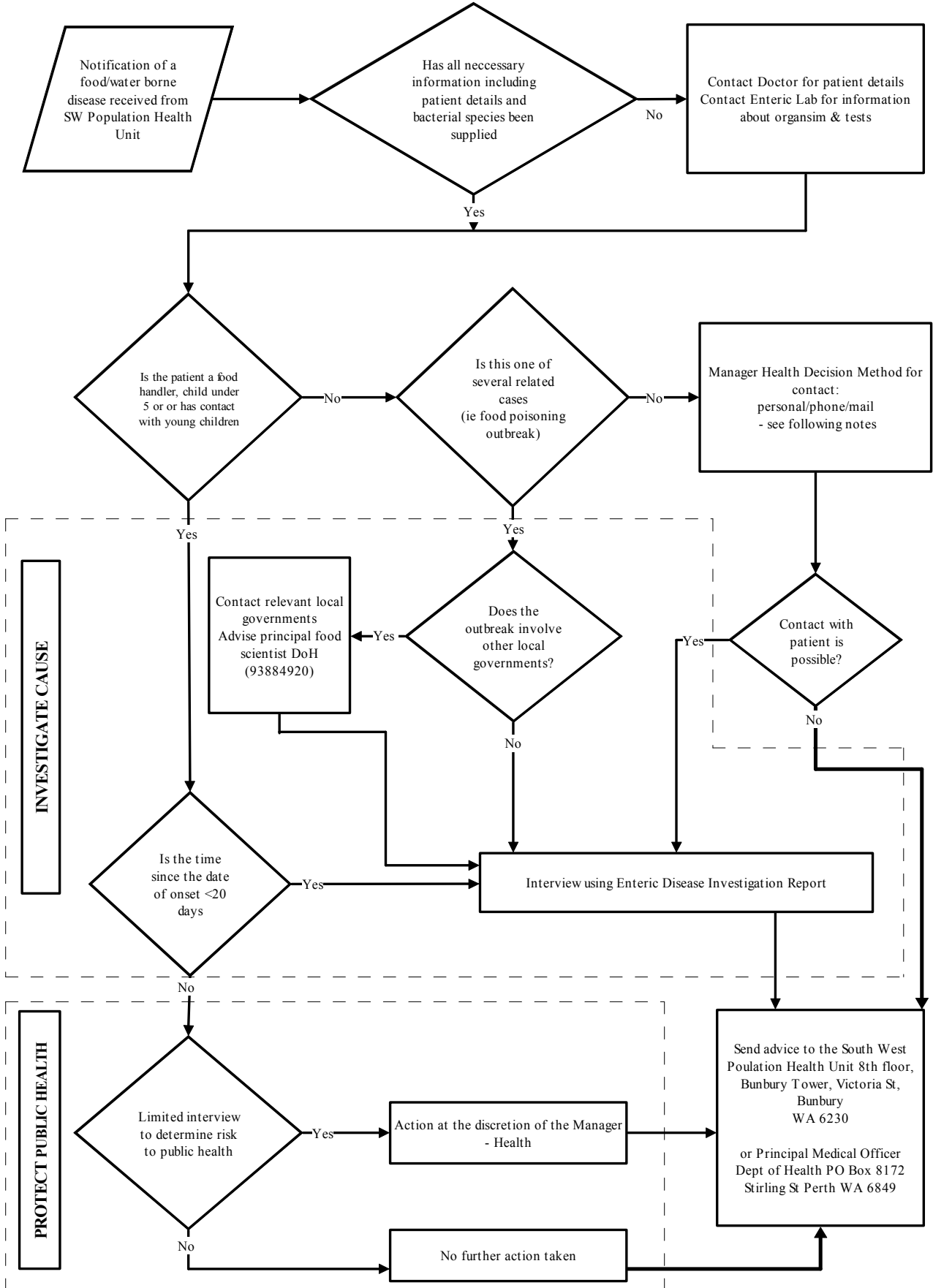
Procedures Chart
Programs 2.1 & 5.3

WATER SAMPLING

Drinking Water and Recreational Waters



INVESTIGATION OF NOTIFIABLE DISEASES DECISION TREE



INVESTIGATION OF NOTIFIABLE DISEASES

Notes

The investigation of notifiable diseases should attempt to determine the illness and also if the affected person represents a risk to public health.

Phone the person and make an arrangement to interview.

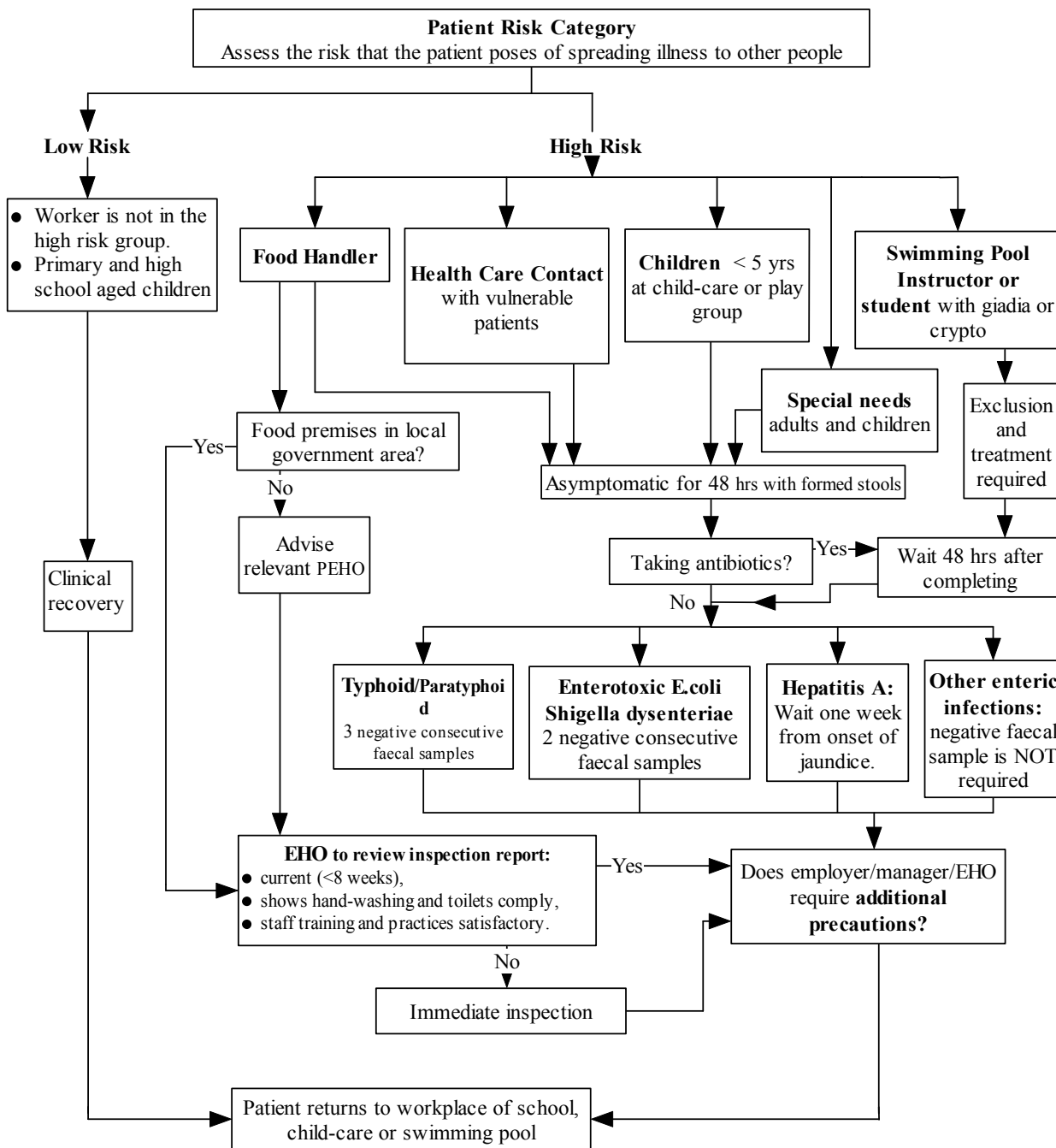
If unable to contact by telephone, visit the premises and leave a business card if the person is not at home, or send a letter inviting the person to contact you. (discuss the matter with the Manager- Health in the event that contact can not be made).

Should there be no response within 4 working days, send a "reminder letter" with a request to phone as a matter of urgency. In the absence of a response after a further 3 working days, make a note to that effect on the notification form and send a a copy to the SW Population Health Unit with a brief explanation - advise no contact, register and fileaway.

RETURN ALL REPORTS AND NIL RETURNS to the SW Population Health Unit. If a patient contact was NOT achieved, provide a brief explanation (eg moved, no forwarding address)

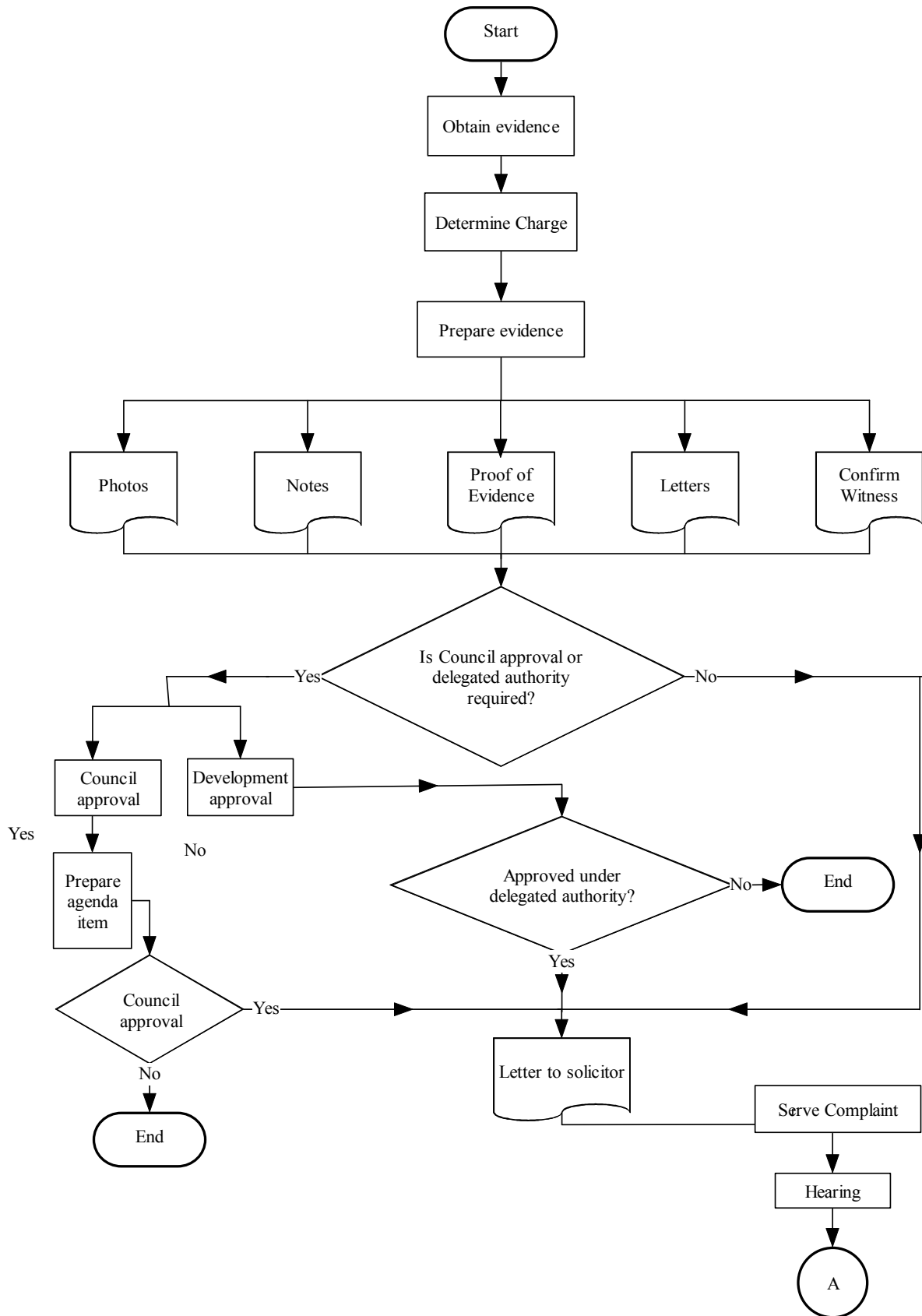
RETURN TO WORK, SCHOOL OR CHILD-CARE PROTOCOL FOLLOWING GASTROINTESTINAL INFECTION

Decision Tree provided by Department of Health

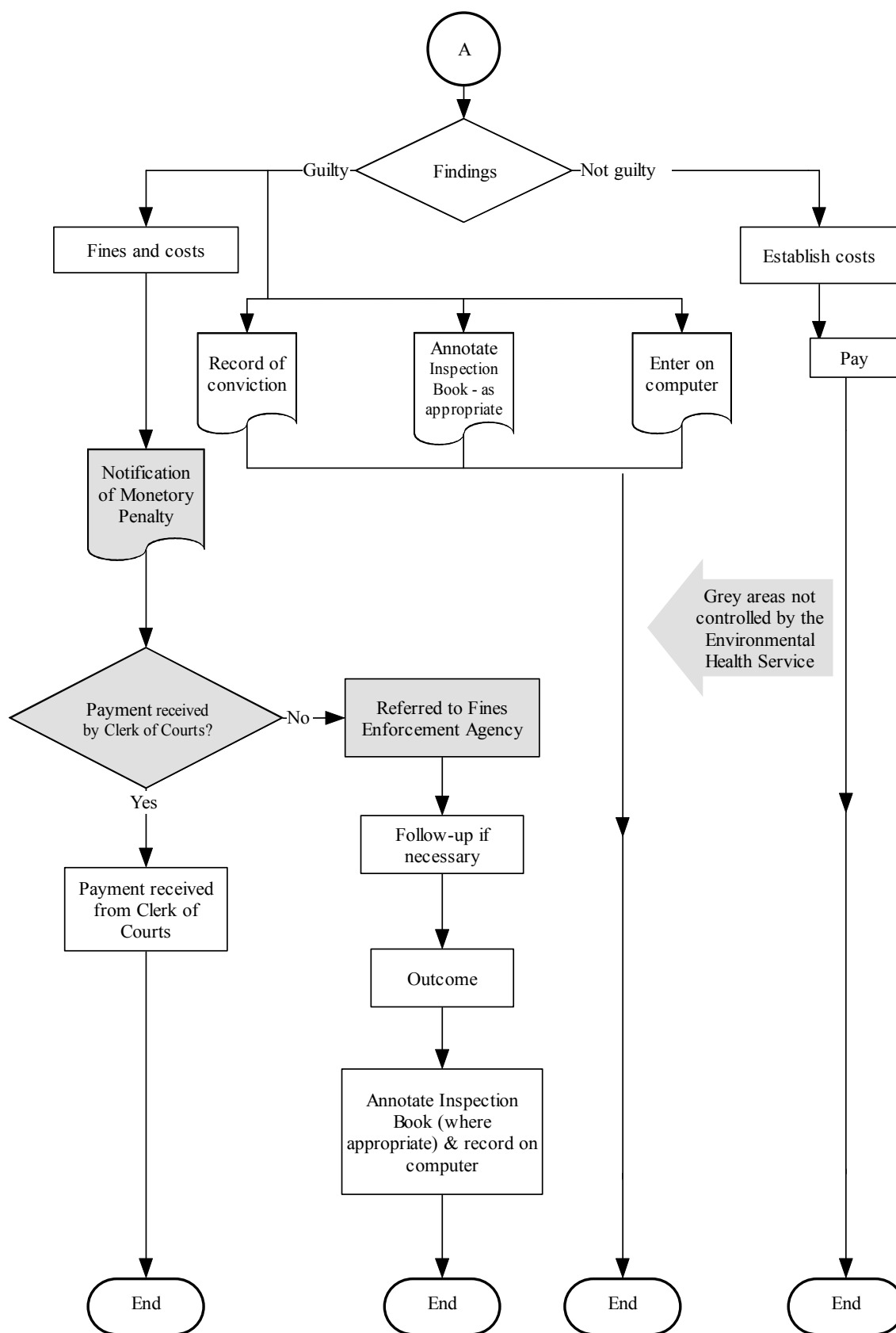


Procedures Chart
"Flow-on" from other Programs

LEGAL ACTION



LEGAL ACTION (Continued)



INFRINGEMENT NOTICES (Unauthorised Discharges)

