

LOCAL GOVERNMENT ENVIRONMENTAL HEALTH SERVICE - ASSESSMENT TOOL

APPENDIX ONE

CATEGORY	NO. IN CATEGORY	FREQUENCY	TIME	TOTAL HOURS	COMMENT
			hours/visit		
FOOD PREMISES:					
Class 1 - e.g. Restaurant		6	0.75		Classification of food premises based on highest risk (Class One) to lowest risk (Class Five) Food Safety premises may be audited twice per annum in lieu of six inspections per year. Food Safety Food Handlers Program has accredited 10 food premises.
Class 2 - e.g. Poultry Processor		6	1.0		
Class 3 - e.g. Cafe, Lunch Bar		6	0.5		
Class 4 - e.g. Supermarket, Deli		4	0.5		
Class 5 - e.g. Greengrocer		3	0.25		
Plan Examination & Construction Control -		1	4.0		
Food Safety Introduction		4	0.75		
TOTAL					
Food Sampling: usually double units per annum - Chemical samples (water) - Samples of locally manufactured goods such as cheeses and wines.		1	1		Time includes purchasing, despatching samples for courier, processing results & keeping records. Does not include administration time. No food sampling undertaken in past twelve months.
Food Complaints		1	2		(3) food complaints during 1999
Food Recalls		17	1		(17) Food recall notices issues by HDWA during year from information only to action required.

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WATER SURVEILLANCE:					
Swimming Pools (locations)					Samples taken for chemical - chlorine etc & bacterial & amoeba.) More locations recorded but only) undertaken randomly, therefore no time allocated to these locations.
• Indoor		12	0.75		
• Outdoor		6	0.75		
Drinking Waters					
• private supplies		1	0.75		
• private scheme supplies		6	0.75		
• non scheme supplies		1	0.75		
Natural (Environmental) Waters					
Abattoir Process/Waste Water:		12	1.0		
TOTAL					
PUBLIC BUILDINGS:					
Approval		1	4		Issue Certificate of Approval for Health (Public Buildings) Regulations 1992. An audit of the district is to be undertaken to determine the number of public buildings in the Shire. Twice annual inspection to check exit signs (electrical) and structural condition of premises
No time allocation for inspection of alterations to public buildings					
Surveillance					
High Risk - operational		6	0.5		
Low Risk		1	0.25		
TOTAL					
REFUSE COLLECTION:					
Domestic collection		52	2		2 hours per week answering complaints, tip passes etc. 3 hours per week answering commercial inquiries
Commercial inquiries		52	3		
TOTAL					

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REFUSE TRANSFER / DISPOSAL:					
Disposal: Meetings Associated Management		6.4	2		20% of Time allocated by Mgr H&B Meetings per annum for: Council Recycling Meeting – monthly Tip Site – monthly LGA - monthly Landfill sites (1) & (4) transfer stations in district. Time Allocated to Waste Management may be higher than 20% allocated.
• Collection, Disposal, Contractors, Employees etc.		52	0.5		
- Surveillance * Major Minor		52	0.5		
Recycling TOTAL		52	6		
LIQUID WASTE: (COUNTRY):					Time included in Landfill Surveillance
DEVELOPMENT CONTROL Development Control Unit Meetings		52	3		DCU meets twice per week to discuss planning matters affecting environmental health.
Plan Approval					Major - units, etc Industrial, Public Buildings, Factories/shops, alterations to these.
• Major Plans		1	0.5		Minor - houses, sheds, garages, patios.
• Minor Plans (figs ave over 4 years)		1	0.16		
Septic Tank & Aerobic Treatment Unit Approvals					Septic Tank Systems are inspected 3 times per installation including time to process application. (figures ave over 1999 & 2000)
• Plan Approval		1	0.5		Audit of ATUs to determine if units working in accordance with license conditions.
• Installation		1	0.5		
• Inspection Approval		1	0.5		
• Surveillance (Aerobic Treatment Units Audit)		4	0.16		
• ATUs Monitoring & random site visits TOTAL					

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ACCOMMODATION: LODGING HOUSES & CARAVAN PARKS					Locations of Premises not the number of individual inspections required.
Chalets & Holiday Units		6	0.33		Inspection of caravan parks / camping grounds etc for compliance to the Caravan Parks & Camping Grounds Act & Regulations.(eg.10 c / parks = 1089 sites) 10 caravan parks
• Farm Stay/Bed & Breakfast		6	0.33		
• Motels		6	0.75		
• Resorts		6	0.75		
• Guest Houses		6	0.75		
• Back Packers		6	0.75		
• Caravan Parks / Camping Grounds		1	0.33		
TOTAL					
HAIRDRESSERS & SKIN PENETRATORS:		4	0.5		Inspection of premises for cleanliness and approved disinfectants.
Used Clothing Outlets		4	0.5		Inspection of premises to ensure that clothing is clean and has been cleaned by an approved method
Family Day Care Centres		1	1		
SWIMMING POOL STARTUP					Sampling of swimming pools for start up procedures including:
Public Pool (a pool to which the Regulations apply)		1	2.5		<ul style="list-style-type: none"> • compliance with Swimming Pool Regulations • Sighting of Pool Managers qualifications • Sighting of Pool Managers exemptions
OFFENSIVE TRADES:					Abattoir (1), Dry Cleaning (1), Pet Foods (2) Fish & Seafood (3)
Inspection		6	1		
Licensing, Approvals etc		1	1		

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NOTIFIABLE DISEASES:					Figures taken from Calendar Year
No disease outbreaks		1	0.75		Time allowed for interviews only.
IMMUNISATION:					
KEEPING OF ANIMALS					
<ul style="list-style-type: none"> - Licensing/Registration - Surveillance of Kennels - Catteries - Stables - Pet Food Establishments 					

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PEST CONTROL:					
Vectors (mosquitoes) Designated Officers					
COMPLAINT INVESTIGATION:		1	0.16		Hours accrued during calendar year based on estimate. Includes noise complaints No statistics kept of settlement inquiries.
SETTLEMENT ENQUIRIES Verbal inquiries of five minute duration Calculation extrapolated from figures.					
ZONING STATEMENTS Formal Search of records for orders of premises etc.		1	0.08		5 minutes per application
CONCERTS & SHOWS:					Certificate of Approval to be issued under Health (Public Buildings) Regulations 1993. Certificate of Approval includes:
Planning (does not include initial DCU meeting).		1	7.6		<ul style="list-style-type: none"> • toilets, evacuation plans, lighting etc • checking food vans prior to opening • checking sanitation & food stuffs during event
Surveillance &		1	7.6		
Debriefing		1	7.6		
TOTAL					

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ENVIRONMENTAL HEALTH PROMOTION					
Health Promotion, eg Family Picnic Day (drug awareness) Domestic violence Food Safety food handlers Recycling Snr High School Mgmt Committee		6 52	2 1		Includes attendance at Health Promotion Meetings
FORMAL MEETINGS::					
• Health Services • Development Services Committee • Full Council • Development Services Staff • Council Executive Meetings TOTAL		52 12 6 12 26	0.5 2 2 2 2		Weekly meetings for half hour for E H Os. Monthly meetings for Mgr (EHO pt) Monthly meetings for MGR (EHO pt)
CONFERENCES/SEMINARS:					
Regional Health Group Meet Professional Development Recycling Conference In- house Training Courses TOTAL		3 5 2	7.6 7.6 7.6		1 EHO for 1 day 3 times per year. PEHO attendance for State Conference PEHO attendance at State Recycling Conf..

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GARDEN SOIL ESTABLISHMENTS					
Inspection of Labelling on bags		1	1		Inspection of labels on bags of potting mixes. For potential Legionella Bacteria.
ENVIRONMENTAL HEALTH MANAGEMENT					
Preparation of Health Local Laws	1	1	8	8	Time per year to develop amendments
Preparation of Annual Budget	1	1	38	38	Budget usually prepared over 4 weeks
Preparation of Environmental Health Plan & Review	1	1	19	19	Prep of Model EHP per year over the life of 3-4 year plan.
Preparation of Annual Report	1	1	7.6	7.6	
TOTAL				72.6	
LEGAL BRIEFS					
Preparatory work for litigation					
YALGARUP REDEVELOPMENT COMMITTEE					
Taskforce to redevelop old landfill site to community facility and school	1			38	35 – 40 hours per annum
ADMINISTRATION:					
<ul style="list-style-type: none"> Performance Appraisals with EHOs General Correspondence, office duties, telephone inquires, recording, filing, file notes etc. Specific Reports / Notice 		1	3		Hours calculated as follows: EHOs @ 2 hours per day @ 5 days per week @ 48 weeks per annum = 1248 hours
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WINERIES					No time included for surveillance and monitoring of wineries in district. To be included in environmental health plan
Monitor: <ul style="list-style-type: none"> Wastewater usage and disposal Potability of water supply Food preparation in restaurants Inspection of accommodation 					
LAND DEVELOPMENT: (Residential Industrial Commercial::					Planning sessions with developers on effluent status of subdivisions. New legislation will require desk top audits of former landfill sites
<ul style="list-style-type: none"> Planning 		1	4		
<ul style="list-style-type: none"> South West Development Commission Contaminated Sites Register 		1	3		
CONSTRUCTION CONTROL:					
<ul style="list-style-type: none"> Dust Prevention Erosion from construction sites into river systems 		1	2		

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AIR HANDLING AND WATER SYSTEMS:					No Time Allocated
Initial Application (Time included in Development Control) Auditing <ul style="list-style-type: none"> • Evaporative Coolers • Cooling Towers 					Audit required determining the number of buildings with evaporative cooling & cooling towers for legionella bacterium.
ENVIRONMENTAL HEALTH STRATEGIC PLANNING ISSUES					No Time Allocated
<ul style="list-style-type: none"> • Health Promotion • Environmental Health Planning • Food Safety Promotion • Catchment Management (Environmental Waters Sampling) 					These issues will require time for the Environmental Health Section to examine community concerns. Mapping & landcare in shire to monitor landuse affecting the creeks and rivers. Eg dairies & wineries.

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CONTINGENCY FACTOR: TRAVEL					EHOs travel kilometres for business use . Total 40,000 kms EHO & 13,600 Kms Mgr Car = 53,600 Kms @ 60 Km/Hr ave town & 100km/hr country (ave. 80km / hr) =53,600 / 80km/hr = 670 Hours travelling for all duties.
OTHER DUTIES					time allocated
- Local Government - Building Control - Animal Control - Environmental Protection Occupational Safety & Health Litter Control					

Ref: applied\forms\LG doc