



**Environmental Health
Management Plan
2011 - 2012**

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Executive Summary

This Environmental Health Management Plan (the Plan) outlines the Shire of Capel's Environmental Health objectives for the next 12 months. The plan identifies:

- The responsibilities and actions needed to address health issues within the Shire of Capel.
- The strategic and operational documents guiding the plan.

The objectives of the Plan are to:

- Identify the health needs of the community.
- Summarise health data relating to the Shire of Capel.
- Establish and enact objectives and policy priorities in relation to health promotion, development and protection for the community.
- Establish a framework to manage public health risks.

There are 12 program areas identified within the plan. Each one of these areas has an objective, action and performance indicators. The program areas are:

- Health Premises
- Food Safety
- Event Management
- Water
- Waste Management
- Environmental Concerns
- Health Promotion
- Notifiable Disease
- Health Impact Assessment
- Built Environment
- Health Emergency Management
- Health Wellbeing

The Shire of Capel Health Services is committed to the objectives and actions within this plan.

1.0 Definition of Environmental Health

Environmental health sits within the broader scope of “public health”. There is a focus on environmental conditions and hazards which affect, or have a potential to affect, human health, either directly or indirectly. It includes the protection of good health, the promotion of aesthetic, social and economic values and amenity, and the prevention of illness and injury by promoting positive environmental factors and reducing potential hazards – physical, biological, chemical and radiological.

2.0 Purpose of the Plan

The *Health Act 1911* has been the legislative guide when constructing this Environmental Health Management Plan. The proposed *Public Health Bill 2008* has also been referred to as this Act may come into force during the timeframe of the plan. The following Health Plan has been formulated to satisfy the *Health Act 1911* Section 42 which empowers and places responsibility on local governments to administer the Act, regulations and laws within their local districts, additionally the *Local Government Act 1995*.

The Environmental Health Management Plan 2011-2012 sets the long term direction that the health services will take in the Shire of Capel. The plan will outline the requirements needed to meet and provide a standard of health services to the community. The plan will help guide daily activities and provide induction information for new employees. The plan will be in place for 12 months when this time period expires a new plan will be developed.

The layout of the plan involves major subjects, items, objectives needed to be achieved to provide a satisfactory health service to that item and the actions needed to achieve this.

3.0 Leading Objective

The objectives of this plan is guided by the Strategic Plan "Towards 2020 – A vision for the Shire of Capel", Environmental Experience section which is to provide a high level of environmental health through providing services to the community. Below are the main objectives of the plan:

- Identify the health needs of the community.
- Summarise health data relating to the Shire of Capel.
- Establish and enact objectives and policy priorities in relation to health promotion, development and protection for the community.
- Establish a framework to manage public health risks.



4.0 Shire of Capel – Community Health Profile

The Shire of Capel is situated on the Swan Coastal Plain, between Bunbury and Busselton approximately 212 kilometers southwest of Perth. The Shire is bordered by the Shire of Busselton, City of Bunbury, Shire of Dardanup and the Shire of Donnybrook/Balingup. The active industries within the Shire are dairy and beef farming, dairy processing, horticulture, viticulture, timber, intensive farming activities such as horse studs and mineral sands mining.

The demographic profile of the Shire of Capel is changing rapidly, as the Shire experiences a period of rapid growth, altering the rural nature of the Shire and creating a more urban influence, particularly in Dalyellup. These changes can have a significant influence on the health profile of a community. The population for the Shire is approximately 13,370, with an average annual growth rate of 6.4% (ABS, Regional Population Growth, 2010).

Figure 1: Health complaints received 1st July 2009 to 30th June 2010

Category	Quantity of Complaints 2009-2010
Air Quality	15
Food	3
Noise	31
Pest	10
Nuisance Animals	6

There are many factors influencing the public health of the Shire of Capel community. Complaints received from the 1st July 2009 to the 30th June 2010 (Figure 1), show noise and air quality being the main health complaints. The main complaints in regards to air quality were due to odour. The majority of noise complaints (41%) were due to noise

from music and loud parties.

Although there were only 10 complaints in regards to pest 8 of these were mosquito based. In the same time period there were 6 cases of Ross River virus and 1 case of Barmah Forest virus in the previous financial year there had been 26 notifications of disease, reported to the Shire of Capel.

In summary, the main health threats within the community are mosquito borne viruses. Other areas needed addressing are health determinants influenced by a rapidly growing urban area, these include noise, waste management, unfit for human habitation and air quality.

5.0 Components of the Plan

The Shire of Capel Environmental Health Plan consists of Sub Programs, Categories, Actions and Key Performance Indicators. These all guide and implement the objectives listed in the Plan.

5.1 Sub Programs

The programs identify the area in which the objective of the Health Plan covers. Some Sub Programs are the same as the Category as this is the best way to identify them.

5.2 Category

Further defines the Sub Program and centralizes the focus towards a specific aim.

5.3 Actions

Identify the tasks needed to implement the objectives.

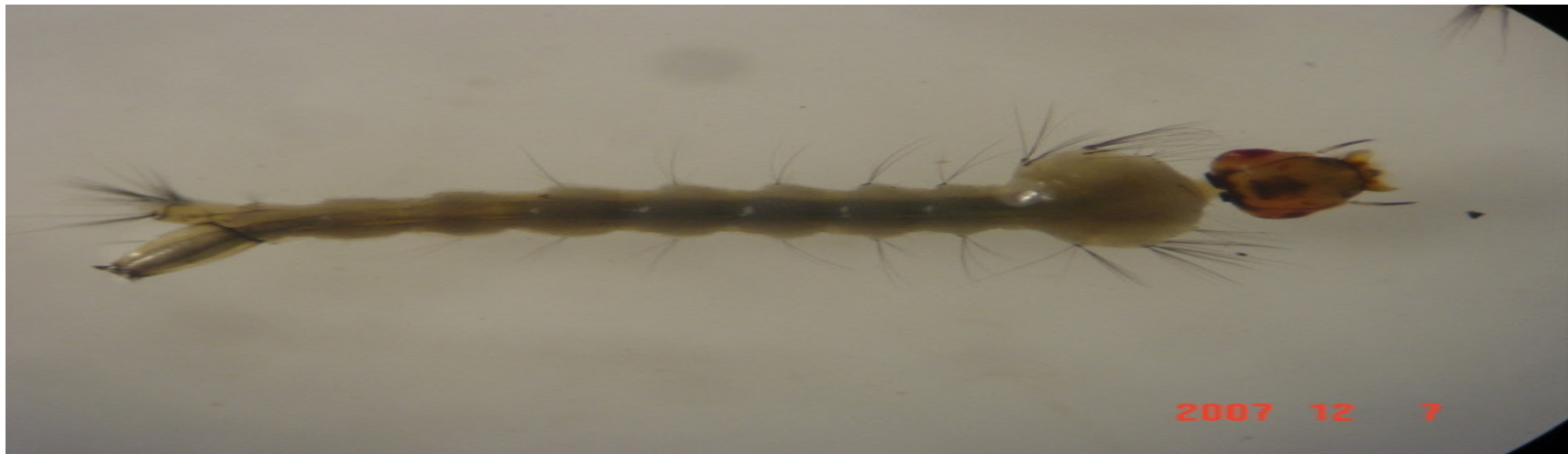
5.4 Key Performance Indicators

Provide a method of measuring the progress of the Plan in implementing the objectives.



6.0 Strategic Guiding and Operational Documents

Strategic Documents	Budget	Legislative Documents
Strategic Plan – Towards 2020 Mosquito Management Plan Waste Management Plan Zero Waste Management Plan Environmental Health Management Plan	Ten year financial plan	Health Act 1911 and related regulations Proposed Public Health Bill 2008 Health Local Laws 2000 Local Government Act 1995 Environmental Protection Act 1986 Environmental Protection Regulations 1987 (Noise Regulations and unauthorized discharge)



7.0 Summary of Program Area and Objectives

Program Area	Objective
8.0 Health Premises	8.1 Ensure Health premises meet the requirements of the legislation in relation to them.
9.0 Food Safety	<p>9.1 All eligible food businesses to be registered.</p> <p>9.2 Food for sale for human consumption shall meet the prescribed composition standard and be sold and prepared in a manner and in premises that complies with controlling legislation.</p> <p>9.3 Be proactive in regards to legislation changes and the implications the changes may have to Council and local businesses.</p> <p>9.4 The responsibility for the regulatory food safety audit process is shared between the Department of Health, local government, approved regulatory food safety auditors and food businesses that require regulatory auditing.</p>
10.0 Event Management	10.1 Ensure all events conducted in the shire are conducted in a safe manner for the community and the environment.
11.0 Water	<p>11.1 Ensure all members of the community have access to a safe drinking water supply.</p> <p>11.2 Improve and promote safe rainwater tank usage.</p> <p>11.3 Ensure public pools and spas meet legislative requirements and are safe for human use.</p> <p>11.4 Ensure all members of the community have access to safe recreational waters.</p> <p>11.5 Protect the integrity and value of local waterways.</p>
12.0 Waste Management	<p>12.1 Provide efficient and comprehensive waste services to the community.</p> <p>12.2 Promote and implement waste reduction methods.</p>
13.0 Environmental Concerns	13.1 Develop a proactive management response to environmental concerns.
14.0 Health Promotion	14.1 To raise community awareness of health promotion and the prevention of disease.
15.0 Notifiable Disease Control	15.1 Work collaboratively with other agencies to investigate and control notifiable diseases within the Shire of Capel.
16.0 Health Impact Assessment	16.1 Ensure the human health impacts of policies, programs and developments are given explicit and balanced consideration.
17.0 Health Emergency Management	17.1 Collaborate and liaise with support agencies to provide a coordinated effective environmental health emergency services within the municipality.
18.0 Built Environment	<p>18.1 Ensure residential and commercial buildings comply with environmental health legislation.</p> <p>18.2 Promote and support the community to maintain healthy building systems.</p>
19.0 Health Wellbeing	19.1 Support initiatives that promote the health wellbeing of community members within the Shire.

8.0 Health Premises

Objective 8.1: Ensure all health premises meet the requirements of the legislation that relates to them.

Sub Program	Category	Action	Key Performance Indicators
Home Occupation	Assessments	All home occupations to be inspected as part of the planning approval process. All assessments for home occupations to be conducted annually prior to licence renewal. A copy of inspection form to be included in planning approval.	Quantity of assessments, compared with licences. Registrar kept of all home occupations, updated annually including category and inspection history.
	Food Premises	All home occupations in relation to food business activities meet the Food Act 2008 and Food Regulations 2009. A copy of registration certificate included in planning approval.	
	Hairdressing, Beauty and Massage	All hairdressing complies with hair dressing regulations. Meet general health requirements so not to impact on health of community.	
	Licence Home Occupations	All home occupations in relation to health are issued with licence annually.	
Public Buildings	Churches and Shire Community Buildings	All public buildings to be licensed. All public buildings to meet all regulations. Those public buildings with commercial kitchen are registered as a food premise under the Food Act 2008.	Registrar of public buildings within the Shire of Capel to be kept. Public buildings to be inspected annually in conjunction with an annual maintenance inspection.
Lodging House, Ancillary Accommodation and Caravan Park	Lodging Houses	Need to be licensed and meet the requirements of the Health Local Laws 2000.	Comments registered as part of the Planning/Building application process.
	Ancillary Accommodation	Meet all requirements under the Health Act 1911 and Health Local Laws 2000. All ancillary be commented on by Health as part of the Planning/Building application process.	
Licensed Premises and Section 39	Assessments	Need to be inspected and assessed to meet legislation requirements. Application and obtainment of Planning approval needed.	Inspection of licensed premises and Section 39 premises.

9.0 Food Safety

Objective 9.1: All eligible food businesses must be registered.

Sub Program	Category	Action	Key Performance Indicators
Food Premises	Registration of Food Businesses	All food businesses as defined in the Food Act 2008 and Food Regulations 2009 to be registered with the Shire of Capel.	Registrar to be kept of food businesses within the Shire of Capel.

Objective 9.2: Food for sale for human consumption shall meet the prescribed composition standard and be sold and prepared in a manner and in premises that complies with controlling legislation.

Sub Program	Category	Action	Key Performance Indicators
Food Premises	Food Premise Assessments	All food premises are inspected according to their risk classification. List of risk classification to be filed in food business registrar.	A minimum of 1 inspection per year for low risk and 2 assessments per year for medium to high risk for all food businesses.
	Food Sampling	Sampling to be conducted in accordance to LHAAC guidelines.	Sampling schedule set out by LHAAC up to date.
	Food Safety Plans	As per section of the Australian Food Standards, food safety plans requested and assessed.	All food businesses in need of a food safety plan sited and recorded.

9.1 Food Business Risk Classification Process

Food business risk profiles are assessed using the Western Australian Department of Health, *WA Food Regulation: Food Business Risk Profiling*. Risk profiling helps the Shire of Capel to effectively administer the Act and its focus on outcome based food regulation. By creating a risk profile for a food business the Shire of Capel is able to identify food businesses that pose the greatest food safety risk. By using this approach the Shire is able to determine how best to manage the risk within its jurisdiction.

The businesses are assessed based on four risk categories:

- 1.0 Food type and intended use by customers.
- 2.0 Activity of the business
- 3.0 Method of processing
- 4.0 Intended customer base.

The assessment frequency is based on the Food Standards Australia and New Zealand *The Priority Classification System for Food Businesses*. The assessment frequency is determined with consideration to:

- The performance history recorded for the food business;
- Any changes to food production or fit-out that affect the inherent risk;
- Substantiated complaints;
- Any risk reduction programs that may be implemented by a food business.

All active food premises have been assessed using this tool, a copy of the assessment can be found in the Shire of Capel Food Premises file and Dataworks.

Objective 9.3: Be proactive in regards to legislation changes and the implications the changes may have to Council and local businesses.

Sub Program	Category	Action	Key Performance Indicators
Food Premises	Food Legislation	Proactively research legislation changes and training or information seminars associated with these changes.	Attendance to information seminars and training in relation to food legislation.

Objective 9.4: The responsibility for the regulatory food safety audit process is shared between the Department of Health, local government, approved regulatory food safety auditors and food businesses that require regulatory auditing.

Sub Program	Category	Action	Key Performance Indicators
Food Premises	Food Safety Audits	Liaise with the Department of Health, approved regulatory food safety auditors and food businesses to implement audits when necessary.	The amount of successful audits conducted.

10.0 Event Management

Objective 10.1: Ensure all events conducted in the shire are conducted in a safe manner for the community and the environment.

Sub Program	Category	Action	Key Performance Indicators
Events	Safety	<p>All events risk assessed and evaluated with a high priority placed on safety and a low negative impact on the community. All events assessed against the Guidelines for concerts, events and organized gatherings (Department of Health). All events with greater than 5000 patrons or at the discretion of the Shire of Capel have an Emergency Management Plan. All Emergency Management Plans to be assessed in accordance with the Guidelines for Concerts Events and Organized Gatherings (Department of Health).</p>	No event causes a negative impact on the community and all events conducted in a safe manner.
	Public Liability Insurance	<p>All events have public liability policy with an Australian Prudential Regulation Authority (APRA) approved insurer.</p> <p>Request a copy of public liability insurance for all event applications.</p>	A copy of current public liability insurance with all event applications.
	Universal Access	All events are accessible to people with disabilities.	Events conducted so they are accessible to people with disabilities.

11.0 Water

Objective 11.1: Ensure all members of the community have access to a safe drinking water supply.

Sub Program	Category	Action	Key Performance Indicator
Commercial Water Supply	Commercial Premises	All commercial premises not on scheme water to be sampled for microbiological contamination. If results unsatisfactory retest within 7 days.	Water samples to be taken bi monthly on all operating commercial premises.
		Provide information and guidance to commercial premises on safe water management	All commercial premises to undertake water sterilization to the appropriate standard
Domestic Water Supply	Domestic Premises	Sample on request from resident. If rental property identify who is property manager and liaise with them. If water sample unsatisfactory resample within 7 days or when sterilization has taken effect.	Number of complaints regarding water quality.

Objective 11.2: Improve and promote safe rainwater tank usage.

Sub Program	Category	Action	Key Performance Indicators
Domestic and Commercial Water Supply	Rainwater tanks	Actively promote safe rainwater tank usage, using information flyers and Shire of Capel website.	Number of unsatisfactory water quality cases. Enclose rainwater tank guidance flyers with welcome package.

Objective 11.3: Ensure public pools and spas meet legislative requirements and are safe for human use.

Sub Program	Category	Action	Key Performance Indicators
Recreational Waters	Public Pools and Spas	Undertake assessment of public pool and spas in accordance with legislation. Follow-up any compliance issues identified.	Minimum number of assessments undertaken of public pools and spas per year. Registrar kept of all public pools and spas within the Shire of Capel.

Objective 11.4: Ensure all members of the community have access to safe recreational waters.

Sub Program	Category	Action	Key Performance Indicators
Recreational Waters	Oceans	Sample recreational waters from November to April, from areas designated by the Department of Health. Liaise with the Department of Health on management of unsatisfactory sample results.	Sample schedule set out by the Department of Health up to date.

Objective 11.5: Protect the integrity and value of local waterways

Sub Program	Category	Action	Key Performance Indicators
Environmental Waters	Environmental Waters	Sample as required at a cost to the requester. Alert relevant authorities to place management plan if results unsatisfactory. Ensure safety plans are put in place to minimize the amount of community affected.	Quantity of incidences investigated and reported.

12.0 Waste

Objective 12.1: Provide efficient and wide ranging waste services to the community.

Sub Program	Category	Action	Key Performance Indicators
Waste Services	Capel Transfer Station	Operate in conjunction with Technical Services department.	Implementation of Zero Waste Plan objectives.
Regional Council For Waste	Regional Waste Management	Facilitate and liaise with surrounding local governments for the formation of a regional council for waste.	Meetings with surrounding local governments to discuss the formation of a regional council for waste.
External Services	Contractors	Review current waste service contracts to identify areas of improvement.	Current waste service contractors reviewed.

Objective 12.2: Promote and implement waste reduction methods.

Sub Program	Category	Action	Key Performance Indicators
Landfill Reduction	Organic Waste Management	Identify and provide service options to remove organics from the general waste stream. Develop educational campaign for the community to remove or reduce organics from the general waste stream.	Service plan and campaign for the removal of organics from the waste stream.
Landfill Reduction	Community and Council waste reduction	Develop reduce, reuse and recycle campaign to target the community. Shire of Capel council to lead by example and take measures within administration building to reduce waste. Continue to attend training and information seminars to improve knowledge and keep up-to-date with the latest developments regarding waste.	Waste minimization activities undertaken within the Shire of Capel administration buildings.
Zero Waste Plans	Zero Waste Plans	Annually assess Zero Waste Plans to review current status of objectives and actions. Document the review process by rating where each objective and action status is currently at. Liaise with Wellington Group councils to implement regional zero waste plans.	Implementation of Zero Waste Plans objectives.
External Services	Contractors	Update services to minimize amount going to landfill.	Implementation of new waste services.

13.0 Environmental Concerns

Objective 13.1: Develop a proactive management response to environmental concerns.

Sub Program	Category	Action	Key Performance Indicators
Noise	Noise	Investigate all noise complaints. Liaise with industry to minimize noise emissions	Quantity of noise complaints received and investigated within the Shire of Capel.
Air Quality	Air	Liaise with industry to minimize emissions. Priorities air quality complaints. Ensure Council programs are safe for staff and the community.	Quantity of air quality complaints received and investigated within the Shire of Capel.
Radiation	Radiation	Investigate real and perceived health hazards associated with both natural and processed mineral sand.	Record of contaminated sites.
Chemical Safety	Chemical	Staffs are trained in safe chemical usage. Ensure Council programs are safe for staff and the community. All public complaints are investigated Compile a Pesticide Management Plan.	Chemical handling training provided to all staff. Pesticide Management Plan.
Pest Management	Pests	Investigate all complaints associated with pests. Advise community on methods of managing pest problems.	Quantity of pest complaints received and investigated within the Shire of Capel.
Contaminated Sites	Contamination	Investigate all contaminated sites queries and record sites on contaminated sites register.	Number of sites remediated. Contaminated sites register kept on Dataworks.

14.0 Health Promotion

Objective 14.1: To raise community awareness of health promotion and the prevention of disease.

Sub Program	Category	Action	Key Performance Indicators
Community awareness	Disease Prevention	Continue to provide information to the community regarding health programs available to them.	Identify what avenue the community feel is effective when obtaining information.

15.0 Notifiable Disease Control

Objective 15.1: Work collaboratively with other agencies to investigate and control notifiable diseases within the Shire of Capel.

Sub Program	Category	Action	Key Performance Indicators
Disease Control	Mosquito Borne Viruses	Continue to implement the Mosquito Management Plan and work with surrounding local governments and agencies to minimize the occurrence of mosquito borne disease.	Quantity of mosquito borne viruses reported in a season.
	Other notifiable Diseases	Work with agencies to investigate and control diseases within the Shire of Capel	Quantity of notifiable diseases reported within the Shire of Capel.

16.0 Health Impact Assessment

Objective 16.1: Ensure the human health impacts of policies, programs and developments are given explicit and balanced consideration.

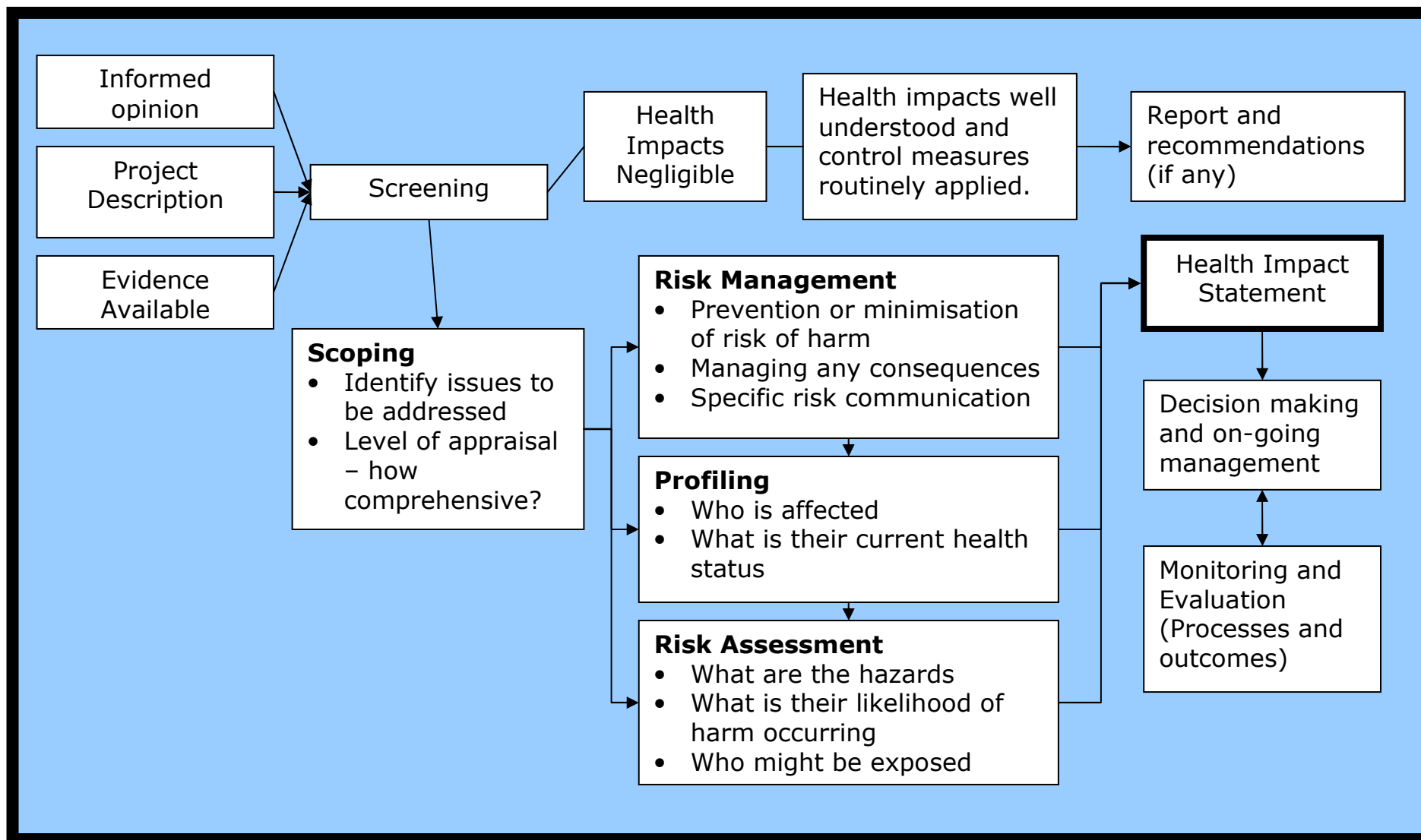
Sub Program	Category	Action	Key Performance Indicators
Health Impact Assessment	Risk Assessment	Liaise with stakeholders and departments to assess and identify health issues relating to policies, developments and activities within the Shire of Capel.	Comment on developments, policies and activities relating to the health of the community.

The health impact assessment style applied is based on *EnHealth: Health Impact Assessment Guidelines 2001*. The guidelines encourage a holistic approach to health assessment, investigating the environmental, physical, and social elements affected by developments, policies and activities of the Shire of Capel. A large element of a health impact assessment is community consultation.

The decision – making agency (Environment or Planning) should ensure that human health is included in the issues to be addressed in the statement of requirements issued to proponents; it should refer assessments to the health authority for consideration and forward monitoring and evaluation data provided by the proponent or their agent.

Health Impact Assessment is undertaken to ensure explicit and balanced consideration of human health impacts of policies, programs, and developments. The costs of failure to protect and promote health fall on governments, the community and individual members of the public. These costs are unlikely to be borne by a proponent. Ensuring that such costs are not incurred by non – beneficiaries are both equitable and good economics.

The following chart outlines the health impact assessment process:



17.0 Environmental Health Emergency Management

Objective 17.1: Collaborate and liaise with support agencies to provide a coordinated effective environmental health emergency services within the municipality.

Sub Program	Category	Action	Key Performance Indicators
Environmental Health Emergency Management	Emergency Management	Liaise with stakeholders and departments to assist and support in preparing and implementing emergency management.	Preparation of an Environmental Health Emergency Management Plan.
Environmental Health Emergency Management	Business Continuity Planning	Liaise with departments and stakeholders to implement and support the business continuity plan.	Liaison with Emergency Management Coordinator to implement and support continuity planning.

18.0 Built Environment

Objective 18.1: Ensure all new buildings comply with environmental health legislation.

Sub Program	Category	Action	Key Performance Indicators
Built Environment	Buildings and Septic	Assess plans against environmental health legislation. Conduct septic inspections. Investigate reports of unsatisfactory building practices in relation to health.	Quantity of plans assessed. Quantity of septic inspections.
Built Environment	Asbestos	Inspect all Shire owned buildings for asbestos. Compile an Asbestos Management Plan.	Asbestos Management Plan.

Objective 18.2: Promote and support the community to maintain healthy building systems.

Sub Program	Category	Action	Key Performance Indicators
Built Environment	Health Buildings	Promote and provide education on the importance of maintaining healthy buildings.	Development of educational material on healthy buildings. Develop healthy buildings info sheet.

19.0 Health Wellbeing

Objective 19.1: Support initiatives that promote the health wellbeing of community members within the Shire.

Sub Program	Category	Action	Key Performance Indicators
Health Wellbeing	Social Health	Support and liaise with stakeholders to instigate healthy communities initiatives.	Health communities initiatives instigated.

17.0 Reviewing the Environmental Health Plan

The Shire of Capel Environmental Health department is committed to the progress of the objectives and actions within the plan. To assist this process the following information will be kept:

- Electronic record of customer service records using Synergy Plus.
- Notes on contractor performance and activities.
- Minutes of Departmental meetings
- Notes on property files and applications.
- Details of inspections of health premises on the property file and within Synergy Plus.

As the plan is for a 12 month period there will be one review at the end of this 12 month time period.