

Animal Management Technical Committee

Meeting Details

Meeting No	14
Meeting Name	Animal Management Technical Committee
Date	31/10/2023
Time	9:30 – 1:30
Venue	Committee meeting room, Spence Street, Cairns
Meeting Contacts	Travis Sydes

Minutes

1.	Attendance Tina Martin CRC, Robert D'Adonna MSC, Benn Washington MSC, Stacey Bambrick TPHU, Kirsty Lamperd CCRC, Ian Morton CCRC, Shiralee McHardie TRC, Peta Cooper TRC, Elai Semisi HVASC, Travis Sydes FNQROC, (Anthony Archie FNQROC welcomed the committee)	
2.	Apologies Gillian Mansfield CCRC, Nikki Gong WWASC, Shane Brumby DSC, Shellina McKellar TRC, Kylie McAllister	
3.	Guests	
4.	Acceptance of previous minutes 4.1 moved : Tina Martin CRC 4.2 seconded : Travis Sydes FNQROC	
5.	Actions from Previous Meeting No. 14	

Discussion relating to actions arising from meeting #14

The committee wished to acknowledge the contribution of Gill Mansfield to the AMTC.

14.3 Animal Management (cats and dogs) Act review

Working group (invitation only) for communication tools conducted to coincide with AM conference in October. Comms package may be available for December 2023 school holidays.

Action: 1. identify a contact person for AMTC consultation in relation to AM Act amendments. 2. Contact LGAQ representative for additional information.

14.4 Humane destruction training (lethal bard/firearms/captive bolt)

Lethal barb option available only to remote councils under stringent conditions therefor not suitable to general application in AM and LG. Revisit/commencement of lethal destruction training (firearms) still required.

Action: Revisit/commencement of lethal destruction training (firearms) with local service provider.

<p>6.</p>	<p>Update from FNQROC</p> <p>6.1 Board directed projects</p>	
<p>7.</p>	<p>General Business</p> <p>7.1 Regional Animal Management Strategy update</p> <p>Approaches for implementation and workplan were discussed. The initial piece of work will be to explore data management options through a regional lens.</p> <p>Action: individual councils/partners review the strategy actions under key themes and highlight those most relevant to their operational plans and provide to next meeting.</p> <p>7.2 Training (standing agenda item)</p> <p>Statement taking - A Statement Taking training request from Cook Shire was tabled. Proposed options include training in taking witness and victim statements (option 1) with the option of an additional day to undertake persons of interest (option 2). Approximate cost is \$1,300 per person for option 1; and \$1,800 per person for option 2.</p> <p>A minimum of 6-10 officers is required to run the course. Course would be held in Cairns. There is interest from multiple councils for the training.</p> <p>Action: 1. Circulate training outline. 2. Provide numbers of participants for each council. 3. Arrange training dates and scheduling.</p> <p>Basic vet care (first aid) – TRC is currently negotiating the delivery of a basic veterinary care course for LLO's to attend to emergency and basic first aid, response needs for animals. The training will be provided by Tablelands Veterinary Service. Other LG's expressed interest in course.</p> <p>Action: 1. share details of proposed course outline and provide option for additional attendees to join in the training if this is possible.</p> <p>Microchipping – micro credential for micro-chipping to be delivered in conjunction with Cert IV in Animal Management. UQ is currently working with TPHU to deliver Cert IV training for AMW's.</p> <p>7.3 Regional taskforce operations call for proposals (standing agenda item)</p> <p>Arrangement and options for taskforce operations were revisited.</p> <p>Action: Recirculate MOU and EOI proposal papers to the committee.</p> <p>7.4 AM Strategy discussion piece - recording, reporting and data management.</p> <p>We held a round-the-table discussion with each party providing an overview of their current data and information management systems. Travis opened the discussion with an overview of the beginnings of an animal management data attribute standard which the group collated in an earlier workshop.</p>	

AM Strategy deliverables: 2.2, 2.3, 2.4, 3.8, 3.9, 4.1, 4.2

Key points:

- Councils are currently using at least 4 separate data management systems; Authority, TechnologyOne, iAuditor, and excel.
- Different systems may be used for different functions and operations. e.g. – TechOne for customer requests and iAuditor for compliance.
- Task or operations specific modules are available for some data management systems; or systems can support a level of customisation (although this usually requires specialist skills).
- Currently using mixture of digital (tablet/phone) and paper forms for recording data in the field.
- Current ratio of field collection to administration of data was estimated as around 1:1. highlighting inefficiencies in handling of data.
- The data platforms in use are generally not interoperable meaning that manual manipulation of data is required when reporting or planning.

Unique considerations

- The classification or categorisation of incoming data from customer requests systems can have a significant downstream effect on workflow. e.g. – a wandering dog complaint filed as aggression or dog attack initiates different levels of response. Measures to address this at the front end are crucial.
- The ability to change the categorisation of data is necessary in cases where an event has been described incorrectly. Current systems in use do not allow for this in all cases.
- Data used for reporting should link back to the legislative elements it is related to where possible.
- Data is critical for reporting back on program needs and requirements; can also be used as evidence in advocacy.
- AMW program collects data on animal health and treatment for their reporting.
- Data management systems need to cater for information from multiple formats and sources.

Actions: 1). Investigate options for progressing an animal management workforce capability review (including systems and process mapping)- AM Strategy action 2.2. 2). Undertake process mapping of both front and back end of data collection system – customer request through to operations and planning. 3). Prepare proposal to undertake AM workforce capability review.

7.5 Regional updates

LGs and partners provided an update on key activities.

Key points:

- Training and recruitment have been active in most councils.
- Local laws reviews and updates.
- Registration renewals underway. Some looking at refining the process.
- CRC has almost finalised next series of TV advertisements. This series will target keeping your dog contained. The package will also include social media collateral.

Action: 1. CRC initiate invitation for co-contribution for airtime to share animal management adverts.

	7.6 Business arising nil	
8.	Points for noting to the FNQROC Board nil	
9.	Next meeting 2024 meeting dates will be released in December 2023	

10. Actions arising

Action Item	Action	Responsible Person(s)
14.2	<p>Domestic, urban and peri-urban cats - policy approaches, future research and collaboration with Natural Asset Management Advisory Committee</p> <p>Action: 1. Proceed with Land Protection Fund submission in consultation with NAMAC and AMTC. 2. Synthesise impacts and current status of cats in the region. Consider inclusion economic analysis evaluation of the benefits of management actions and regulatory approaches vs education and behaviour change coupled with control tools and technology.</p>	<ol style="list-style-type: none"> 1. FNQROC 2. FNQROC, AMTC, NAMAC
14.3 (cont)	<p>Animal Management (cats and dogs) Act review</p> <p>Action: 1. identify a contact person for AMTC consultation in relation to AM Act amendments. 2. Contact LGAQ representative for additional information.</p>	<ol style="list-style-type: none"> 1. FNQROC 2. FNQROC
15.1	<p>Regional Animal Management Strategy update</p> <p>Action: individual councils/partners review the strategy actions under key themes and highlight those most relevant to their operational plans and provide to next meeting.</p>	<ol style="list-style-type: none"> 1. AMTC
15.2	<p>Training-</p> <p>Humane destruction training (lethal bard/firearms/captive bolt)</p> <p>Action: 1. Revisit/commencement of lethal destruction training (firearms) with local service provider.</p> <p>Statement taking</p> <p>Action: 2. Circulate training outline. 3. Provide numbers of participants for each council. 4. Arrange training dates and scheduling.</p> <p>Basic vet care (first aid)</p> <p>Action: 5. share details of proposed course outline and provide option for additional attendees to join in the training if this is possible.</p>	<ol style="list-style-type: none"> 1. FNQROC 2. CSC, FNQROC 3. AMTC 4. CSC, AMTC

15.3	<p>Regional taskforce operations call for proposals (standing agenda item)</p> <p>Action: Recirculate MOU and EOI proposal papers to the committee.</p>	1. FNQROC
15.4	<p>AM Strategy discussion piece - recording, reporting and data management</p> <p>Actions: 1). Investigate options for progressing an animal management workforce capability review (including systems and process mapping)- AM Strategy action 2.2. 2). Undertake process mapping of both front and back end of data collection system – customer request through to operations and planning. 3). Prepare proposal to undertake AM workforce capability review.</p>	<ol style="list-style-type: none"> 1. AMTC, FNQROC 2. AMTC (external project) 3. AMTC, FNQROC
15.5	<p>CRC – keep your mate safe TV campaign</p> <p>Action: 1. Initiate invitation for co-contribution for airtime to share animal management adverts.</p>	1. CRC