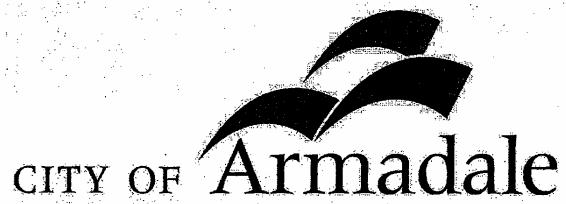


RCC



INFORMATION BULLETIN

ISSUE NO. 20/2003

16 OCTOBER 2003

Information Bulletin

Issue No. 20/2003

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Local Government News –

Issue No. 40.03

3 October 2003

HEADLINES

- Environment Protection Act Amendment Bill
- Show me the money
- Local Government Telecommunications
- Buy Local Government
- Local Activity Grants
- Training and Development
- National Safety House Conference
- Small grants for Harmony Week

MAILBAG

- Buy Local Government
- Breakfast Club Invitation

ISSUES UPDATE

ENVIRONMENT PROTECTION ACT AMENDMENT BILL

Since last week's Info Page, the Environment Protection Act Amendment Bill has now been passed by both Houses of Parliament. It will become law once it receives Executive Council's signature and is presented to Parliament for Proclamation. At Proclamation the land clearing provisions will not become active as their enactment is dependant on the finalisation of the Regulations.

It is anticipated that the Regulations will not be finalised and presented to Parliament until the end of this year or early next year. During this period the Association will continue to work with the Department of Environment on the development of an exemption for Local Government roadside maintenance activities in the Regulations.

The Association is currently being consulted about the Regulations (which deal with things broader than just the maintenance exemption) and we will provide Councils with details of our comments to the Department over the coming weeks.

For further information contact Debbie Terelinck on 9213 2031.

"SHOW ME THE MONEY"

Local Government elected members and staff have the opportunity to hear from Jan Stewart, Chief Executive Officer of Lotterywest, at a Breakfast Club meeting to be held on Friday 31 October 2003. Ms Stewart will discuss Lotterywest's role in the community and funding for Local Government.

The function will be held at the Hotel Grand Chancellor, with registrations from 7.30am.

There is no charge for Breakfast Club members, and non members will be charged at \$55.00 per person.

The Association will be distributing invitations to Councils over the coming weeks.

For further information or to register your interest for this breakfast, contact Helen Haley, Events Coordinator on 9213 2043 or email hhaley@walga.asn.au

LOCAL GOVERNMENT TELECOMMUNICATIONS

The Association Local Government sector contract with Telstra turns over \$12 million per annum, with quantified savings worth millions of dollars per annum to the Local Government sector. On the strength of this buying power a new mobile service plan has been negotiated by the Association.

The strength of the offer sets a new benchmark for public sector mobile telecommunications across Australia. Local Government in Western Australia will be one of the first sectors to access the new Telstra *more4government* framework. Under this scaled model both contract and commitment free options will be available to Local Governments, with attractive call rates. Local Governments operating mobile services under the existing Local Government Telecommunications Plan will be able to move to the new mobile arrangement without penalty.

Under the negotiation a further reduction has been proposed for fixed to mobile call rates which were previously reduced in June 2003. Plan details will be presented in October, with implementation available from November.

For further details concerning the upcoming offer please contact Andrew Blitz on 9213 2046.

BUY LOCAL GOVERNMENT

This week's mailbag contains a new publication focusing on tendering and procurement. In addition to providing product information about collective purchasing initiatives through the WA Local Government Association's Commercial Services Program, **BuyLOCAL GOVERNMENT** hopes to broaden the scope of discussion on all issues relating to Local Government procurement. Over time, **BuyLOCAL GOVERNMENT** will also highlight other products and services that are being effectively used by Local Governments that fall beyond an appropriate structure for preferred supplier contracts.

The first edition of **BuyLocal Government** contains information regarding the new panel of computer hardware suppliers that commenced this week.

Electronic distribution of **BuyLocal Government** will be available and is recommended for all officers involved with purchasing, tendering, and IT administration.

For further details concerning the upcoming offer please contact Andrew Blitz on 9213 2046.

LOCAL ACTIVITY GRANTS

The Local Activity Grants Program is an initiative of the Premier's Physical Activity Taskforce, made possible by the WA Local Government Association through a Lotterywest grant. The project offers matched grants for Local Governments to encourage new and innovative approaches to increasing physical activity. Round one of the grant program will close on Friday 10 October 2003. It is anticipated that a further round will be offered early 2004.

Applications of between \$5,000 and \$30,000 are eligible for consideration and must be made by Local Governments however Councils are also encouraged to consult with community organisations to undertake joint projects. Matching dollar for dollar funding is required; however consideration may be given to in-kind contributions from regional and small Local Governments.

For further information and assistance with the grant application contact the Coordinator Physical Activity Projects on 9382 5929/5980 or pataskforce@dpc.wa.gov.au. Application Forms and information documentation can be downloaded from the Association website at www.walga.asn.au or the Physical Activity Taskforce website at www.patf.dpc.wa.gov.au

TRAINING AND DEVELOPMENT

The Shire of Greenough is hosting the *Introduction to Local Government Finance for Officers* course on the 24 October 2003 at the Council Offices.

Topics include basic accounting principles, AAS270, debt management, budgets, financial reports, operating statements, principal activity plans, annual reports rating/ evaluations, and GST.

To register or for further information please contact Jodie Deacon, Training Coordinator, on 9213 2098 or email: jdeacon@walga.asn.au

CONNECTING CYCLING CONFERENCE

The Connecting Cycling Conference will be held in Canberra on 20 and 21 November 2003.

Details of speakers and workshops will be placed on the website (www.bfa.asn.au/conference) in the next two weeks.

To maximise the opportunity for people to participate in the Conference, the Earlybird Discount for registrations has been extended until the 14th of October.

If you have any questions contact the conference organiser on cycling@consec.com.au or telephone 02 6251 0675.

NATIONAL SAFETY HOUSE CONFERENCE 2003

The Safety House Association of Western Australia is hosting *The National Safety House Conference* on 25th October 2003 at AQWA, Hillary's Boat Harbour from 8.30am to 3.30pm. Guest speakers include representatives from Protective Behaviours WA, RoadWise, A Primary School Safety House Committee, the Community Spirit and Development Consultancy and Volunteering WA.

The Safety House Association is a voluntary non-profit organisation that promotes the safety of primary school aged children whilst walking / riding to and from school. Safety Householders are voluntary community residents who are police checked and monitored regularly by school based safety house committees.

The cost is \$50, which includes morning tea and lunch. For bookings or more information please contact Sarah on 9271 7622, Fax: 9271 7655 or Email: admin@safetyhousewa.org.au

MEDIA RELEASES

\$7.5b Surplus should be spent on roads 1/10/03

DIARY DATES

21 October	Gascoyne Zone (Exmouth)
2 November	Kimberley Zone (Broome)
3 November	Deadline for State Council Agenda
14 November	Murchison Zone (Cue)
21 November	Great Southern Country Zone
24 November	South Metro Zone (Kwinana)
24 November	Northern Zone
25 November	Peel Zone (Murray)
26 November	Esperance–Eastern Goldfields Zone (teleconference)
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27 November	East Metro Zone (EMRC)
28 November	South West Country Zone (Donnybrook-Balingup)
28 November	Great Southern Zone
28 November	Central Country Zone (teleconference)
December	Indian Ocean Territories Forum
3 December	State Council
8 December	Pilbara Zone (Newman)

Local Government News

Issue No. 41.03

10 October 2003

HEADLINES

- New Road Funding Agreement
- State Landcare Award
- Postal Election Costs
- Roads to Recovery Review
- Frequency of General Valuations
- Waste Management Forums
- Back to Mundaring Reunion
- Playgroups Small Grants Program
- Mental Health Conference
- Fundraising Institute Conference

MAILBAG

- Western Councillor
- InfoPage: Delegation of Authority

ISSUES UPDATE

NEGOTIATION OF NEW ROAD FUNDING AGREEMENT

Following a recent resolution of the Association's State Council requesting negotiations to commence on a new State Road Funds to Local Government Agreement, the Minister for Planning and Infrastructure has advised that the State Government is committed to the development of a new Agreement. The Minister has indicated that the current State Road Funds to Local Government Advisory Committee will drive the new Agreement so that it can be implemented from 1 July 2005.

The State Advisory Committee (comprising equal representation from Local Government and Main Roads WA) has resolved to establish a Working Party to undertake the preliminary work on the new Agreement. The representatives on the Working Party are Mike Wallwork, Bob Phillips and Gary Norwell (Main Roads WA) and Cr Bill Mitchell, Ricky Burges and Debbie Terelinck (WALGA).

The first meeting of the Working Party held on 30 September 2003 focused on the background to the existing Agreement and identified the information needed to support negotiation of a new Agreement. A further meeting of the Working Party is scheduled for 10 November 2003.

As development of the principles for the new State Road Funds to Local Government Agreement emerge, consultation will occur with member Councils and Regional Road Groups. *Inquiries to Debbie Terelinck on 9213 2031 or email dterelinck@walga.asn.au*

STATE LANDCARE AWARDS

Congratulations to the Shire of Victoria Plains for winning the award in the "Local Government" category at the State Landcare Awards held last week in Katanning.

The WA Local Government Association's Perth Biodiversity Project was recognised at the awards as finalist in the categories "Nature Conservation" and "Local Government". The City of Mandurah and the Shire of Chittering were also finalists in the "Local Government" category.

The Perth Biodiversity Project is the first of its kind in Australia and it brings together 30 metropolitan Local Governments to work with their local communities, State Government agencies and non-government organisations to meet local and regional biodiversity conservation goals.

For further information regarding the Perth Biodiversity Project please contact Andrew Del Marco on 9213 2047 or email pbp@walqa.asn.au

POSTAL ELECTION COSTS

A number of Councils that conducted postal elections in May 2003, have raised concern with the Association at the significant cost increases that have been imposed by the WA Electoral Commission. The cost increases range from 20% to over 50% (one Council advises a 92% increase). The Association has written to the Electoral Commissioner expressing strong concern and requesting that the additional costs be reviewed. It has been suggested that any adjustment in costs be left until the 2005 election. We are also making a submission to the Minister for Local Government and Regional Development to amend the Local Government Act to remove the current monopoly on who can conduct postal elections. *Further information can be obtained from Policy Manager Bruce Wittber on 9213 2057 or bwittber@walqa.asn.au*

ROADS TO RECOVERY REVIEW

The Shire of Esperance has undertaken a review on Roads to Recovery, which may be a useful reference tool for other Councils to help their own campaigns. The review includes case studies, before and after photos and benefits of Roads to Recovery in the Shire of Esperance. This is an excellent example of what Local Governments can do to help ensure the continuation of Roads to Recovery beyond 2005. For a copy of this review, go to the Shire of Esperance website www.esperance.wa.gov.au, 'Council Reports' and then 'Roads to Recovery Review'. *For any other information contact Alana Allen, Transport & Roads Support Officer, 9213 2059 or aallen@walqa.asn.au*

FREQUENCY OF GENERAL VALUATIONS

A number of Councils have raised the question of why Unimproved Values (UV) are provided annually whereas the Gross Rental Values (GRV) are provided on a three to five year cycle. This issue has naturally arisen due to the decision by the State Government to remove the valuation subsidy. The issue has been taken up with the Valuer General who has indicated that due to the economies of scale that arise from undertaking the review every year, the cost savings would not be significant if the general UV went back to a five year cycle. There is also concern that fluctuations in the valuations, where there are longer intervening periods, would be difficult to manage because of changing circumstances such as drought and buoyant property market. *A copy of the letter from the Valuer General is available from Policy Manager Governance Bruce Wittber on 9213 2057 or bwittber@walqa.asn.au.*

WASTE MANAGEMENT CONSULTATION FORUMS

The Department of Environment will be conducting two consultation forums specifically for local government representatives on the Strategic Direction for Waste Management in Western Australia and the Recommendations for the Statutory Review of the Waste Management and Recycling Fund. The first forum will be held at a central location on 16 October 2003, 10am - 2.30 pm (venue to be notified). The second forum will take place at a southern metropolitan location on 24 October 2003, 10am - 2.30pm (venue to be notified). The contributions that are received from Local Government input to these two metropolitan forums will be used to finalise the Waste Management Board's Strategic Direction for Waste Management in Western Australia into an action plan for waste management. An outline of the full consultation program, including regional areas, is available on the Waste Management Board's website - www.wastewa.com. *You will need to register your interest in attending by contacting Diane Dowdell, Waste Management Branch, Department of Environment on 9278 0439.*

BACK TO MUNDARING REUNION

The "Back to Mundaring Reunion", for all Shire of Mundaring current and ex employees and Councillors, will be held on Sunday 30 November 2003, starting at 10.00am, concluding around 2.00pm, in the grounds of the Mundaring Shire Administration Building. Bring your own picnic, or a Lions Club Sausage sizzle will be available for purchase. Soft drinks can be purchased from the Scouts and tea and coffee, salads & fruit provided. Bring some "the way we were" photos for the Notice Board. A "Hello Board" will be set up to allow those that can't participate to send a message about what they are doing now.

To assist with the catering please advise the number of people who may be attending and if you are likely to use the catering facilities, by 30 October 2003. *RSVPs and enquiries to adamorris@mundaring.wa.gov.au or phone Ada on 9290 6666 or Julie on 9290 6674.*

PLAYGROUPS SMALL GRANTS PROGRAM

Intergenerational Playgroups provide seniors, young children, their parents and carers the opportunity to interact through play. Playgroups may operate in a variety of settings including aged care facilities, retirement villages and community centres.

Intergenerational Playgroup Grants are available from the Office for Senior's Interests and Volunteering. Up to \$2000 is available for Local Governments, not for profit and profit organisations. The deadline for applications is 31st October. *For information and an application form contact Colleen Buck on 9220 1114 or colleebu@dcd.wa.gov.au*

MENTAL HEALTH CONFERENCE

Titled *Challenges and Future Opportunities*, this conference on mental health will be held on 27 October 2003, Mercure Hotel, Perth, Western Australia.

This one-day conference is auspiced by the Uniting Missions Network and forms part of the Network's Annual National Conference. The conference is for anyone interested in mental health, especially government and non-government sector policy makers, managers, workers and practitioners delivering mental health and related human services, consumers of mental health services, together with community organisations which advocate for people experiencing mental health issues. *For further information including registration details, please go to <http://www.missions.unitingcare.org.au/conference>*

FUNDRAISING INSTITUTE STATE CONFERENCE

An information forum on fundraising and sponsorship, including marketing and media, will be held at the Subiaco Clinic Conference Centre, St John of God, Subiaco, on 21 and 22 October, 2003. The cost for members is \$295 and for non Institute members is \$375. *For information and bookings contact the secretariat on 9284 0300.*

MEDIA RELEASES

LG should have greater planning control 9/10/03
Air service Funding cuts will devastate remote communities

8/10/03

DIARY DATES

21 October	Gascoyne Zone (Exmouth)
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December	Indian Ocean Territories Forum
3 December	State Council
8 December	Piilbara Zone (Newman)

Media Release

\$7.5 billion federal surplus should be spent on roads

With the budget surplus announced yesterday at higher than expected levels, Local Governments in Western Australia have called on the Federal Government to commit to the *Roads to Recovery* Program beyond 2005.

Roads to Recovery has been a highly successful Federal Government program that has provided funding to Local Governments across Australia to invest in the road network.

The current *Roads to Recovery* Program will allocate \$1.2 billion over a four year period, to be completed in 2005. However, a recent review of the program has shown that more than double the current spending is required to maintain the road infrastructure at current levels.

WA Local Government Association President Cr Clive Robartson said with the Federal budget surplus announced at \$7.5 billion, the Government no longer had any excuse to avoid committing to the *Roads to Recovery* Program.

He called on the Federal Government to commit a further \$2.4 billion to extend the program beyond 2005 and double the investment in the program as recommended by the recent review of *Roads to Recovery*.

"The program has seen major road improvements and essential road maintenance work carried out on local roads right across Australia. A long term commitment to this funding is absolutely essential to ensure the quality of our roads is maintained," he said.

Cr Robartson said rising oil prices over the past 12 months had meant higher than expected fuel taxes would have contributed to the \$7.5 billion surplus.

"A greater proportion of the money from fuel taxes, which is paid by road users, should be returned to our road network," he said.

"Road quality has a major impact on social and regional development, employment, the environment and road safety.

"We must get our priorities right and return some of this surplus back into our communities," said Cr Robartson.

Media Release

Local Governments should have greater planning control

A clause in the Town Planning and Development Act that allows the State Government to override local Town Planning Schemes should be removed to give communities greater certainty about the development of their locality.

The WA Local Government Association's Annual General Meeting, and its State Council, have supported a resolution to lobby the State Government to amend the Town Planning and Development Act 1928 to delete section 20 (5) which enables the WA Planning Commission to disregard local Town Planning Scheme provisions when considering subdivision applications.

President of the Association Cr Clive Robartson said Local Governments were charged with the responsibility of planning for their local areas, and statutory scheme provisions should not be changed or amended by the State Government.

"Planning schemes and strategies are a key component of the role of Local Government. They provide certainty for local communities about what will happen in their backyard. Local Governments are seeking to achieve the best outcome and ensure that the local community is represented when it comes to subdivision applications which can have a significant impact on residents and ratepayers.

"It is unnecessary for there to be any clause in the Act that allows the State to override the primacy of Town Planning Schemes. They are statutory schemes, approved by the Minister and there seems little point in giving us the role of local town planning if the State Government can come over the top and change what we are seeking to achieve at the local level," he said.

He said there were many examples of where a Local Government had made planning decisions that were in the best interest of their community, only to have that decision overruled by the State Government.

"Based on the discussions that we have had previously with the Minister for Planning and Infrastructure, we understand the Government is looking at amending the Act to guide the WA Planning Commission in the use of this clause, and we welcome this as a step in the right direction," he said.

"However, despite this, Councils would like to see the clause deleted from the Act entirely to ensure planning control remains at the local area," he said

Cr Robartson said once the Association had seen and analysed this amendment, he would be seeking a meeting with the Minister, and the Chairman of the WA Planning Commission to discuss the implications of this amendment to the Act.



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Chief Executive Officer's Report to State Council October 2003

A. Introduction

One of the key outcomes from the last State Council meeting was a resolution concerning the future of the State-Local Government Partnership Agreement in light of recent decisions by the State Government. The President and I took this position to the recent meeting of the State/Local Government Council. I am pleased to report that the Premier was genuinely receptive to the legitimate concerns of Local Government, including our insistence that regular liaison meetings be resumed. While our bid for quarterly liaison meetings was not supported, the Premier committed to convening two liaison meetings per year, in addition to regular State/Local Government Council meetings. The Premier also confirmed that he would meet with the Association on urgent issues that may arise during intervals between regular meetings. State Council will need to give consideration as to whether this proposed compromise is acceptable.

I am particularly enthusiastic about the Roundtable being convened tomorrow which will focus on reviewing the roles and relationships between Zones, State Council and Policy Teams. The success of the Association in achieving the political and strategic interests of Local Government hinges on the Association's structural framework operating in an integrated and effective manner at all levels.

The Roundtable will seek to identify what works and what doesn't, examine opportunities for improvements and develop strategies and agreed actions for changes. The participation by all State Councillors, Zone Presidents/Chairs, Zone Secretaries and key Association staff should make this a particularly valuable and productive event.

I ask State Council to give consideration to convening a regional meeting of State Council early next year. Regional meetings have been identified by the Association as an effective tool for getting State Councillors into regional areas to meet with Local Governments and discuss issues of relevance to their specific regions. Previously, regional meetings have been held in Broome and in Kalgoorlie-Boulder, both of which were extremely successful and well received. It has been proposed that the next regional meeting of State Council be held in Merredin. An indicative costing for convening a regional meeting in Merredin has been estimated at \$8,000, which would include all expenses relating to travel, accommodation and meals. A date which has been suggested for the regional meeting is 4 February 2004.

B. Financial Performance

The Association's Balance Sheet and year-to-date operational program summary as at 31 July 2003 are enclosed for information.

The figures to the end of July represent an early point in the Association's financial year, and do not reveal any significant trends against Budget projections for the year.

Membership subscriptions and fee for service subscriptions were levied in July with invoices totalling \$1,938,512 (including GST) being sent out.

Member rebates from the advertising services for 2002/2003 amounting to \$699,410 were sent out in August, after this reporting period.

Our membership drive for Association membership to Workplace Solutions, Tax and Debt Management has met all expectations with each service achieving budget membership. All existing members have re-joined the insurance services, and accordingly the Budget for that activity centre will be achieved.

Renewals to the Local Government Act Guide and Local Laws Services achieved 84% and 94% of budget respectively.

Investments

Total WALGA Unrestricted Funds as at 31 July 2003 were \$3,280,898 compared to \$1,282,387 at 31 July 2002. The Association's Reserve funds total \$927,799 compared to \$875,166 as at 31 July 2003.

Factors contributing to the increase in the Association's Unrestricted Funds are:

- Grant funds received have yet to be transferred to their respective investment accounts;
- Retained earnings from 2002/2003; and
- Advertising Rebates were paid in August this year compared to July last year.

The increase in the Association's Reserve Funds is due to Cash Backing of reserves and staff leave provisions as the reserves increase with inflation and the provisions reflect current entitlements.

Debtors

I reported to the last meeting that the 2002/2003 year finished with \$70,000 of debt over 90 days old. That \$70,000 balance has since been reduced to \$28,000 – over half of which represents invoicing to the Department of the Environment for Waste Management programme grants for which the Department is withholding payment pending further acquittal reports. Those reports are currently being finalised, with payment expected to be received by the end of October.

C. Progress on Key Strategic Objectives / Operational Matters

(i) Policy

New Policy Teams

The President has confirmed the six new Policy Teams which accommodates the changes in State Council representation. Congratulations to all new members and I look forward to working closely with you to achieve the strategic and political objectives of our Members.

Strategic Plan

Following on from the Association's strategic review workshop, policy staff have commenced work on developing recommendations for new policy directions for consideration by the Association's Policy Teams. At the December meeting of State Council, I will be reporting on the key strategic initiatives arising from the strategic review process.

State Councillor Induction / State Council Handbook

An induction workshop was held for all new State Councillors earlier today to introduce them to the Association, promote a shared understanding of organisational structure and key activity areas, and bring members up to speed with their various roles and responsibilities as an Executive member.

A new Handbook has been produced for State Council which includes the new Corporate Governance Charter and various other documents such as the Code of Conduct, Constitution, Strategic Plan and policies. I encourage all members to take the time to familiarise themselves with the Handbook, in particular the new Corporate Governance Charter, and to remember to bring it with them to all meetings. The Handbook will be a valuable resource tool and will assist members in understanding their responsibilities and performing their various duties.

Advocacy

- **State Budget Submission** – The Association has developed a submission for the 2004/5 State Budget. Unlike previous years, the Association elected to present its submission to the Premier, Treasurer and key Ministers as part of the meeting of the State/Local Government Council in September. The items in the Submission are being further refined in discussions with Agencies with an aim to having them incorporated into relevant Agency Budget bids. Simultaneously the items will be presented to relevant Ministers in an effort to gain political support.
- **Planning Process Review Study** – Driven by the development industry, the Study's focus is the planning assessment/approvals process for Scheme Amendments, Subdivisions and Development Applications. The Study is being managed by the Department of Planning and Infrastructure and the Association is providing intellectual input. The Study's aims involve identifying those aspects of the assessment/approvals process that cause delay and where possible, develop systems which overcome these delays. An Infopage has been circulated to all Councils on the issue, a survey has been circulated and regular updates on the Study will be provided.
- **Road Rage Campaign** – The new phase in the Association's campaign against the decision by the State Government to renege on its road funding commitments is about to commence. The slogan for the campaign is "Be Outraged", which is designed to convey emotions of frustration, anger and discontent over local road funding cuts and is a continuation of the Road Rage campaign run by the Association in the lead-up to the 2003/04 State Budget announcement. A handout will be provided to all State Councillors outlining key components of this stage in the campaign.
- **State Records Act** – While the Association has succeed in getting the Minister for Culture and the Arts to discard the proposed record keeping Guidelines for Councillors, the principal issue which remains outstanding is the inequity in the State Records Act between State Parliamentarians and Local Government elected members. The legislation still captures Councillors, whilst Members of Parliament are exempt. The Association will be gearing up for campaigning against this legislation shortly, with the prospects of a Private Members Bill and further lobbying of State Parliamentarians.
- **Regional Development Policy Forum (RDPF)** -The first meeting of the RDPF was held today. State Council has previously resolved to establish the forum to progress issues raised at the Rural Summit held earlier this year in Pinjarra. Nominations were sought and Forum members consist of 5 Local Government representatives, including staff and elected members, along with State Councillors Elsia Archer and Del Mills and a senior representative from the Department of Local Government and Regional Development.

(ii) **Services**

The expansion of our workplace relations suite of services to incorporate offering a full range of staff **recruitment services** for Local Governments in WA is now fully implemented. We have been licensed as a recruitment agent under the WA Employment Agents Act and have registered the service under the name "Local Government Workplace Solutions". With this major enhancement, we have re-badged our full range of Workplace Relations and Training services under the "Workplace Solutions" banner.

We have also been making good early progress towards our objective of establishing a **Green Purchasing Programme** for Local Government in WA. A forum for Purchasing and Environment Officers conducted at the end of Local Government Week generated whole-hearted support for the proposals, and a close alliance has been formed with the Municipal Association of Victoria who has successfully established an equivalent programme under the name of ECO-Buy. We have also joined a National ECO-Buy network to assist us in establishing a successful programme drawing on the research and development work of other Associations of Local Government.

The programme would be aimed at improving the economic viability of the recycling system by creating more sustainable markets for recycled and environmentally friendly products through the significant combined purchasing power of Local Governments throughout the State. It would involve giving direct assistance to Local Governments in reforming their purchasing policies and tender documents to incorporate environmental considerations, and providing ongoing information on the availability, quality and cost of "green" products. We are aiming at securing grant funding from the State Government to kick-start such a programme.

The establishment of an **after-hours call centre** for Local Government (through a single gateway) is also looming closer, with a consultants report recently to hand advising on the various options we could pursue. Within a few weeks a fully developed business case which we expect to lead on to a tender process for the appointment of a service provider should be completed.

Our strategy to develop a **charity event** to raise the profile of Local Government and the Association amongst the broader community is starting to take shape. We are setting some ambitious plans to run an event which actively engages people from our member councils all across the State and culminates in a gala event in Perth. Health services, particularly in country communities will be the primary theme, with the Country Medical Foundation to be the beneficiary of the fundraising.

The Local Government Self Insurance Schemes Board held a full-day Strategic Planning forum on 21 August, which resulted in the adoption of an updated statement of Mission, Vision and Values. Flowing from this process, the forthcoming meetings of the Board will be aimed at formally adopting a new full Strategic Plan for the Self Insurance Schemes and to adopt a medium to long term financial plan and revised set of key performance indicators. Board Chairman Ivor Davies will be attending this (1 October) meeting to brief State Council further.

On the Friday after Local Government Week, we convened what proved to be a most successful full-day public seminar featuring our Local Government Week keynote speaker, **Dr John Carver** at the Hyatt Regency Hotel. We partnered up with The West Australian newspaper for this event, which further the profiled the Association as a dynamic and substantial organisation amongst the broader community.

The Advertising Services have continued to be among the most successful of our services programmes, and it was a pleasure to recently send out year-end rebates totalling \$699,000 to members from participation in our Advertising Services over the past year. Marketforce Productions are continuing as our service provider for the advertising services, having recently been re-appointed as the State Government's Master Media Agency following a tender process. Our Services team have been negotiating for continuing access to the State contract rates for our group scheme.

D. Staffing Activities

Since the last State Council meeting, we have had the following staff changes.

Paul Hartley has commenced as our new Employee Relations Officer, succeeding Lydia Highfield following her promotion to our new Recruitment and Selection Consultant position. Marie Swart has moved in the Policy Division from Executive. Marie takes up the role of Liaison and Support Officer, providing the Policy Division with research, administrative, organisational and client management support. Marie will also continue to prepare the Local Government Directory. Kris Williams has moved to Customer Services Officer, with a temporary Executive Officer supporting the President, Deputy President and myself.

Danielle Witham has accepted a four month contract as MWAC Waste Officer. Among other duties this position will assist to administer the Waste Oil grant which will see over \$1.3m of funding provided to councils across WA for waste oil infrastructure. Sarah Blagrove, MWAC Waste Management Officer, has left the organisation to take up a position with the International Council of Local Environment Initiatives (ICLEI) in Melbourne. The Association has a MoU with ICLEI who provide environmental support to Local Government through programs such as Cities for Climate Protection and the Water Campaign. Kylie Bartlett, LCC Project Officer, has left the organisation to take up a position as Executive / PR Officer at the Town of Victoria Park.

E. Contacts/Public Relations/Media Activities

CEO Political/ Professional Contacts

During the August – September period, I met with senior representatives from State and Local Governments, and participated in a range of significant public relations activities.

Meetings with State Government representatives during this period included:

- Dr Wally Cox, Department of the Environment
- Mr Daryl Miller, Swan River Trust
- Hon Michelle Roberts, Minister for Police and Emergency Services
- Mr Alastair Bryant, Director General, Department of Culture and the Arts

Meetings with Local Government representatives during this period included:

- ALGA Executive / COG meeting Brisbane
- Dr Shayne Silcox, City of Nedlands
- Mr Stephen Goode, City of South Perth
- Cr Sue Doherty and Deputy Mayor Lauraine MacPherson, City of South Perth
- Mayor Nick Catania, Town of Vincent
- Mr John Watson
- Mr Steve Cole

Relevant public relations activities undertaken or conferences attended during this period included:

- John Carver Seminar
- AIM National Meeting, Sydney
- LGIS Strategic Planning Conference, Ascot Quays
- Leadership Seminar, University of WA (Speaker)
- Indigenous Councillors Workshop, The Vines (Speaker)
- Local Government Women lunch, Professor Leonie Still UWA, Richard Court (Guest Speaker)
- Dr John Carver
- Mr Ian Osborne, Albany

- John Driscoll, Marketforce
- Labour Roundtable Breakfast
- Mr Tim Shanahan, CEO, Chamber of Minerals and Energy

Zone and Council visits

The Association continued its strategic focus on ensuring frequent contact between Secretariat staff and member Councils and Zones throughout the State.

Senior representatives attended all of the country and metropolitan Zone meetings held during the September-October period, providing advice on policy issues under discussion and addressing issues raised by delegates in relation to Association activities.

In line with the Association's strategic focus on customer service and continuous improvement to the services provided to members, the Association's Client Liaison Manager attended a large number of metropolitan and country Local Governments. A total of 100 Member Local Governments have been visited within a period of 12 months, with the following Local Governments included in the last round - South Perth, Bayswater, Chittering, Victoria Plains, Cunderdin, Koorda, Mount Marshall, Mukinbudin, Trayning, Wongan-Ballidu, Wyalkatchem. Visits are currently being planned with the newly appointed Recruitment Officer to coincide with the launch of the new recruitment and selection service, Local Government Workplace Solutions.

Media activities

The period around Local Government Week is always a busy time for us in the media, while the two months following Local Government Week are traditionally some of the quieter media months for Local Government and the Association

During Local Government Week we received media coverage on a wide range of issues including:

- The State Records Act
- Our relationship with the State Government
- The proposed Code of Conduct
- Public liability insurance
- The launch of our new Workplace Solutions Recruitment business

I was sad to see some of the success of Local Government Week, and the excellent media we received, overshadowed by the resignation of two Councillors at the City of Belmont, and the subsequent widespread media coverage that issue commanded. It's unfortunate when the hard work of many can be undone by the actions of just a few!

Nevertheless, coverage was excellent during and following Local Government Week, and some of the 'wins' we achieved, particularly in regard to the State Records Act and the closing of the loophole for public liability insurance, can be attributed, at least in part, to the strong media argument we ran with during that period.

After Local Government Week, we launched Stage Two of our road funding campaign, *Outrage*, and we will be doing more media work on this campaign in the lead up to the State budget period, and possibly even in the lead up to the next state election.

During September, while the media has been relatively quiet, President Cr Clive Robartson was interviewed on *A Current Affair*, which is a national program, about a planning issue in the City of Fremantle. It was great that the national media knew to come to us for comment.

Media statements released over the past few months include:

- *66 people killed on roads from speed in 2000*

- *The future of waste systems in WA – Waste and Recycle Conference 2003*
- *Lessons to be learnt by the Local Government Department (Inquiry processes)*
- *Federal Funding welcomed by Local Government*
- *Outrage: Signs to Identify budget cuts*
- *\$1.6 million Local Government Waste Oil Program*
- *New Local Government recruitment business*
- *Winners of Banners in the Terrace 2003*
- *State Records Act must exempt Councillors*
- *Local Government representative bodies dissolved*
- *A lifetime of outstanding service – Murray Lane wins LG Medal*
- *New discipline structure for Local Government*
- *State Government on notice*
- *Litigation Loophole to be closed*
- *Recycling statistics are old rubbish*
- *State Records Act back on the table*

F. Compliance Report

I confirm that as at the time of preparing this report, the Association is complying with all requirements under relevant legislation. There are no outstanding issues affecting the Association in relation to privacy compliance, occupational health and safety, industrial relations, equal opportunity or anti-discrimination, injury management, risk management or legal liability.

As stated in my previous reports, it is my intention to provide State Council with a regular report on key items that relate to the compliance of the Association. As part of the September-October 2003 period, the Association has undertaken a review of its financial management systems and internal controls which are in place to ensure compliance with legal requirements, accurate financial reporting and proper safeguarding of assets.

Accounts Payable and Expenditure Authorisation Limits

Under our Association Accounts Payable Policy (FS010), all expenditure must be within budget and be authorised, in most cases by a Purchase Requisition, before a service or goods are ordered. The authorisation table, Procedure FS010A, attached to this report, separates operational and capital authority limits and is quite varied due to the number of grant programs the Association administers. With the size and complexity of these programs authority limits may vary for the same staff member between their grant responsibilities and their general Association level of authority. A master sheet is maintained by the Accounts Payable Clerk with specimen signatures.

Account Authorisation Signatories

Authorised signatories are:

Chief Executive Officer	Ricky Burges
Director, Policy	Wayne Scheggia
Director, Services	Peter Hoare
Finance Manager	Peter Kempin

Any two of the above to sign cheques or approve electronic fund transfers (EFT).

Income and Cash Receipts

Cash is received by either the Receptionist or the Accounts Receivable (AR) Clerk. Receipts are issued for all cash received. The amount of cash processed is small as the majority of these transactions involve the infrequent sale (by cash) of Local Government Directories.

All cheques received are recorded in the mail room and then processed and banked by the AR Clerk. Banking and updating of the Debtors Ledger is undertaken daily with bank reconciliations being completed monthly.

Following our 2003 year end Financial Audit the Auditors raised "Income – Segregation of Duties" as an observation regarding our accounting procedures. Our Finance Manager has drafted a report setting out two alternatives to address the segregation issue. Staff are currently reviewing the options to see which option can be implemented the most efficiently. Both options use increased computer security and separating cash/cheque handling from the ability to raise a Credit Note.

The Debtors ledger is reconciled monthly with the aged Debtors report being included with comments in monthly Financial Reports to responsible Managers.

Outstanding debts that the AR Clerk is having a problem collecting are reported to the responsible manager who raised the invoice requisition and their help is sought in collecting the debt.

Detailed debtors reports with comments are also included in the Financial Reports presented to the Finance and Services Committee bi-monthly.

Financial Performance Review

Overall control remains with State Council although this is practically exercised via the Finance and Services Committee who recommend the Budget to State Council and review bi-monthly Financial Statements with year to date actual expenditure compared to budget. The Financial Reports are produced monthly and distributed to all managers responsible for a core or grant program.

Any intended material expenditure not budgeted must go to State Council for authorisation, though the Finance and Services Committee has delegated authority to reallocate the operational budget to the maximum of \$7,000 per item and to authorise expenditure from the Associations Reserve Accounts.

Fixed Assets

Approval levels are as set out in procedure FS010A, attached to this report.

An asset register is maintained and reconciled to the general ledger. The building is secured by a monitored alarm system on the ground and first floors and by lift access keys and internal keys on the second floor. The basement car parking and access to our store rooms are now enclosed by security fencing accessible by individually registered remote key ring units. Visitor parking is outside this secure area as is access to the lift lobby.

Association assets are all insured via Local Government Insurance Services as detailed in my last report.

General Ledger

The Statement of Financial Position (Balance Sheet) is reconciled to the general ledger via a trial balance every month.

The Creditors and Debtors ledgers are both reconciled to the general ledger control account each month.

Business Activity Statements (BAS)

The Association lodges a monthly BAS return which is prepared by the Assistant Accountant, checked, approved and signed by the Finance Manager.

Payroll

All staff are paid fortnightly via electronic funds transfer. The Accounts Receivable Clerk prepares the payroll which is then checked in detail by the Finance Manager against a Master file and approved timesheets for casual employees.

All employee contracts and letters of offer to casuals or temporary staff are approved and signed by the Chief Executive Officer.

Electronic fund transfers are authorised by any two of the operating account signatories via the online banking system by personally entering log on and authorisation passwords.

System Access and Safeguards

All Association computer terminals are password protected with access restricted to the sensitive areas like the accounting and payroll software. Staff with access to these areas are required to use a secure password, known only to them, and to use time lockout options if the computer is inactive for more than 5 minutes.

Individual files of a sensitive or confidential nature are password protected with passwords being logged with the IT Services Coordinator for emergency use only.

The network is backed up daily with all but the previous 2 days backup tapes being kept off site.

Investments

A Prudent Person Rule compliant Investment Policy adopted by the Association provides requirements in order to ensure that surplus funds are invested effectively and prudently as a basis for maximising revenue, whilst maintaining a strong emphasis on security of capital and risk minimisation through diversification of investment options. Under this Policy, no more than 40% of funds may be invested in any one organisation without Finance Committee approval.

External Audit

Our external Auditors are HLB Mann Judd who were first appointed in 1995. Each year they undertake an audit in accordance with Australian Auditing Standards to express an opinion on the Financial Reports and to provide reasonable assurance as to whether the financial report is free of material misstatement.

In addition to the above and as part of the process the Auditors also report separately on any matters of procedure that they observe while undertaking the financial audit that they believe warrant attention.

ALGA News - 3 October 2003

ISSN 1447-980X

- [Australia should follow EU and grant constitutional recognition](#)
- [PM announces major reshuffle - new local government minister](#)
- [New Minister for Roads, but Anderson to retain key roads issues](#)
- [ALGA attends Environment Protection and Heritage Council](#)
- [ALGA at Natural Resource Management Ministerial Council](#)
- [ALGA puts local government view at National Transport Committee](#)
- [Centrelink Software Developers Conference](#)
- [Urban Design Excellence](#)
- [Energy efficiency for buildings - Regulatory proposal released for comments](#)
- [Report on regional development](#)
- [Immigration, Population and Citizenship Digest](#)
- [At the grassroots...](#)
- [Forthcoming events](#)

Australia should follow EU and grant constitutional recognition

ALGA President, Councillor Mike Montgomery has called on the Australian Government to follow the lead of the European Union and move towards constitutional recognition of local government. The [draft EU constitution \(.pdf\)](#) calls on the union to, inter alia, "respect the national identities of its member states, inherent in their fundamental structures, political and constitutional, including for regional and local self-government". It also recognises the right of individuals to stand and vote in local and regional elections in their nation of residence and upholds subsidiarity - that is, functions of government should be carried out as closely as practical to the affected citizens - as one of its three 'fundamental principles'. The draft constitution has now gone to member states for detailed consideration.

PM announces major reshuffle - new local government minister

This week the Prime Minister John Howard announced a [major Cabinet reshuffle](#). Wilson Tuckey, Minister for Regional Services, Territories and Local Government has been replaced by Senator Ian Campbell, who will join the outer ministry as Minister for Territories, Local Government and Roads.

New Minister for Roads, but Anderson to retain key roads issues

An intriguing sideline in the new ministerial arrangements is that Deputy Prime Minister, John Anderson, will be retaining direct responsibility for *Auslink*, *Roads to Recovery* and *Blackspots*. Given this situation, it will be interesting to see what 'roads role' the new Minister for Territories, Local Government and Roads will have.

ALGA attends Environment Protection and Heritage Council

Cr Lynn Mason, ALGA Executive member, met with the Australian government and state and territory environment ministers at the sixth meeting of the [Environment Protection and Heritage Ministerial Council](#). A number of important matters were agreed including:

- The introduction of a national Water Efficiency Labelling Scheme (WELS) to ensure that householders can make better use of water. Under the national scheme it is proposed that manufacturers will be required to place water efficiency labels on all showerheads, washing machines, dishwashers and toilets sold in Australia.
- Agreement to work with the Natural Resource Management Ministerial Council to develop national guidelines on water recycling.
- Acceptance of the *Retailers Code of Practice for the Management of Plastic Shopping Bags* in which retailers are supporting the community goal of cutting 75 percent of bag litter by the year 2005.

Council also welcomed moves by the tyre industry to promote greater recycling of used tyres, noting that tyre manufacturers and importers have formed a joint working group and are working with the Australian Tyre Recyclers Association to develop a framework for voluntary industry action on recycling used tyres. A detailed proposal should be presented to the April 2004 EPHC meeting. Other issues discussed were: the air toxics NEPM and the Ambient Air Quality NEPM, chemicals policy development and conservation of rural heritage: this is being led by Queensland with support from all other jurisdictions. Next year is the Year of the Built Environment, and the

intention is to examine options to address the decline of Australia's significant rural heritage places.

ALGA at Natural Resource Management Ministerial Council

Cr Lynn Mason, ALGA Executive member, also attended the Natural Resource Management Ministerial Council. The Ministerial Council received a number of important reports including:

- progress on the implementation of the National Action Plan for Water Quality and Salinity
- progress on the implementation of Natural Heritage Trust
- the introduction of a national Water Efficiency Labelling Scheme (WELS)
- the need to work with the Environment Protection and Heritage Council on the development of national guidelines on water recycling
- Landcare and coastal management issues

A communiqué will be released by the Council on Friday.

ALGA puts local government view at National Transport Committee

ALGA has represented local government at meetings of transport agency heads to discuss key national transport policy and prepare for the forthcoming meeting of Australian transport ministers. Matters discussed included AusLink, transport security, regional aviation services and heavy vehicle issues. For further details, contact Mr Robin Anderson, ALGA's Director Transport Policy, phone 02 6122 9432.

Centrelink Software Developers Conference

ALGA's Director Online Services, Rick Molony, spoke at the Centrelink Software Developers Conference in Canberra this week about the benefits of using Unified Modelling Language (UML) when implementing projects connecting more than one sphere of government. The key benefit to local government is that if Centrelink adopts UML it will greatly improve the communication between developers working on projects which involve more than one sector of government.

Urban Design Excellence

The Australian Award for Urban Design Excellence is hosted by the Planning Institute of Australia. This Award, which originated from the Prime Minister's Task Force on Urban Design 1996, is intended to spotlight *best practice* and promote good urban design as an everyday element of Australian communities. Category nomination closing dates vary, starting from 17 October 2003.

Energy efficiency for buildings - Regulatory proposal released for comments

Changes to the Building Code of Australia to incorporate energy efficiency measures in multi residential buildings are being developed. As part of the Australian Building Codes Board consultative process, the Regulation Document (2003-01 for BCA Class 2, 3 and 4 buildings) has been released for public comment. Paper copies may be requested by e-mail to ian.coffill@abcb.gov.au. Technical enquiries on the proposals should be directed to e-mail john.kennedy@abcb.gov.au. The Regulation Document should be read in conjunction with a Regulatory Impact Statement to be released in early 2004. Closing date for receipt of all comments is 5 March 2004.

Report on regional development

The Bureau of Transport and Regional Economics has released a study of selected Australian and international experiences with government sponsored interventions in regional development. It aims to provide a context and examples which can assist the development of regional policy at all levels of government.

Immigration, Population and Citizenship Digest

The Department of Immigration has released a new annual publication that assists in providing up-to-date information about population and migration. The Immigration, Population and Citizenship Digest provides information on population growth and international movement, migrant entry, settlement services and citizenship, New Zealand movement, temporary entry, and migrants and the labour force.

At the grassroots...

Camden Council in conjunction with the Environment Protection Authority and the New South Wales Roads Traffic Authority will be trialing Biodiesel as an alternative fuel to improve local air quality. The fuel will be trialed in Council Waste trucks. Camden Council received funding through the New South Wales Government's Clean Air Fund - Local Air Improvement program. For more information contact Geoff Green, Council's Environment and Health Manager on 02 4654 7751



Forthcoming events

- 12th AAPA International Flexible Pavements Conference
5 - 8 October 2003, Melbourne
- 2003 Crime Stoppers International Conference
6 - 10 October 2003, Melbourne
- Regional Communications Forum
7 - 8 October 2003, Canberra
- 2003 Asia Pacific Cities Summit
20 - 22 October 2003, Brisbane
- Copyright training for local government
22 October 2003, Adelaide
- 2003 National Procurement Forum
6 - 7 November 2003, Sydney
- 2003 Sister Cities Conference
8 - 12 November 2003, Orange, New South Wales
- Inaugural Asia summit: The role of the private sector in public infrastructure.
10 - 11 November 2003, Melbourne
- 7th Australian National Parking Group Workshop
12 - 14 November 2003, Newcastle, New South Wales
- In Search Of Sustainability
14 November 2003, Canberra
- Facility Design Workshop
19 - 20 November 2003, Canberra
- Connecting Cycling - Travel Behaviour Change Conference
20 - 21 November 2003, Canberra
- National General Assembly of Local Government
23 - 26 November 2003, Canberra
- A 20/20 Vision: Government for the future
27 - 28 November 2003, Brisbane

ALGA News - 10 October 2003

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- [ALGA briefed on GATS negotiations](#)
- [AusLink white paper still a goer - but when?](#)
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- [Workplace language and literacy](#)
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- [Terrorism risk and your organisation](#)
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- [Bicycle Federation of Australia conference](#)

Politicians support the 10th General Assembly of Local Government

ALGA President Cr Mike Montgomery is pleased that our parliamentarians are once again supporting the [National General Assembly of Local Government](#). A number of members are attending, including the Prime Minister, John Howard, who will address delegates of the National General Assembly; and Martin Ferguson, Shadow Minister for Regional and Urban Development, Transport and Infrastructure who has accepted an invitation to speak at the [Regional Cooperation and Development Forum](#) on Sunday 23 November. This year's event comes at a critical time for local government, with the report of the House of Representatives *Cost-shifting Inquiry* expected to be released shortly before this leading event on the local government calendar. [Delegates can save \\$100](#) by securing a standard registration, booking on or before 10 November. Notices of Motion have now closed and Mike Montgomery looks forward to lively debate over the three days.

ALGA briefed on GATS negotiations

ALGA Chief Executive Ian Chalmers met with senior Department of Foreign Affairs and Trade officials in Canberra this week for a further update on multilateral negotiations towards the proposed General Agreement on Trade in Services (GATS). This meeting followed a previous Department of Foreign Affairs and Trade (DFAT) briefing to the ALGA Executive in May. Despite an unsatisfactory round of trade liberalisation talks in Mexico last month, trade ministers agreed that officials should meet again before 15 December this year. Working to this timetable, GATS negotiations took place in Geneva last week, with a further meeting planned for early November. [Australia's GATS negotiation offer](#) was tabled in March this year. To date the 148 participating nations have tabled a total of 38 offers, noting that the 14 nation European Union has submitted a single offer. Importantly, all participating nations have agreed that public services (for example, water and waste water, health, and education) are explicitly excluded from GATS. DFAT also confirmed that Australia's negotiators are "very conscious of local government's sensitivity on the issues of public subsidies and government procurement arrangements". ALGA will maintain ongoing liaison with DFAT throughout the GATS negotiation process, which is likely to continue until 2005.

AusLink white paper still a goer - but when?

While the white paper is still to be finalised by Cabinet, the Commonwealth Government is insistent that *AusLink* will go ahead, but the timing is still uncertain. If the white paper's release slips into November, it will be interesting to see if the full *AusLink* program can be implemented by 1 July 2004, as currently planned.

Regional aviation a key item at National Transport Committee

Regional and remote area air services are increasingly threatened by rising costs and security demands. At a meeting of transport agency heads to prepare for the November meeting of Australian transport ministers, ALGA strongly advocated the need to retain the viability of such aviation services. For further details, contact Mr Robin Anderson, ALGA's Director Transport Policy, phone 02 6122 9432.

Conference telephone survey

ALGA's Online Services Team (OST) is convening the [Connecting Local Government Conference](#) on 15-16 March 2004 in Melbourne, to examine and discuss issues around sharing information/data between different applications/systems - *interoperability* - for local government. The conference will have 3 streams - *Just Starting*; *Technical Best Practice*; and *Management Best Practice* - and will bring together local government IT staff, as well as those consultants, vendors, Commonwealth and state agencies working with local government in this area. Aaron Bradford from OST is currently surveying council IT managers and staff to gather information for planning and organising the conference.

Funds available for anti-butt littering projects

The [Butt Littering Trust](#) formed in July 2003, is an independent body bringing together experience and expertise in the areas of environmental and litter management program delivery and environmental public policy. The Trust now invites expressions of interest for anti-butt littering projects. Funding will be allocated for projects that directly target gaps in existing efforts to reduce butt littering. The due date for submissions is Monday 10 November 2003. For further information and general inquiries please contact the [Butt Littering Trust Executive Officer](#).

Workplace language and literacy

The local government Industry Training Advisory Board (ITAB) is researching the workplace communication needs of the local government industry. As part of a project funded by the *Workplace Language and Literacy (WELL)* program of the Department of Education, Science and Training, this research will inform the development of a national language, literacy and numeracy strategy for local government. A series of forums held in each state and territory concluded mid-June 2003, and a national WELL strategy for local government based on feedback provided in the forums is being drafted. If you would like to provide feedback or find out more information about the project, please email the project coordinator, [Jana Scomazzon](#), at LTG or visit the WELL page on the [local government ITAB website](#).

Austrroads publication feedback

An important element of the new [Austrroads publications strategy](#) is the logging of issues for the annual review process of Austrroads reports and manuals. [Feedback is sought and welcomed](#), be it technical or format comment, corrections or suggestions, from *Austrroads* stakeholders. Any feedback will be acknowledged and the sender advised of the outcome.

Terrorism risk and your organisation

The *Australian and New Zealand Standard for Risk Management (AS/NZS 4360:1999)* is the standard by which all critical infrastructure will be assessed to assist with the review of risk management plans for prevention (including security), preparedness, response and recovery. In the current security environment, all security risk assessment processes should consider terrorism in all its forms. Before you begin to apply risk management in your organisation, it is necessary to understand the environmental context in which your organisation operates. Engineers Australia will be conducting [two workshops](#) to assist risk managers, property managers, engineers and executives in their understanding of this topic.

At the grassroots...

The [Shoalhaven City Council](#) is promoting water conservation to complement National Water Week activities and promotions. Respected Australian conservation advocate Peter Garrett will join Shoalhaven City Councillor Shelley Hancock to launch National Water Week celebrations. Themed *Water for Life*, the National Water Week celebrations in the Shoalhaven will include concerts for Shoalhaven students. To be held at Nowra, St Georges Basin and Ulladulla, 19-25 October 2003.

Forthcoming events

- [12th AAPA International Flexible Pavements Conference](#)
5 - 8 October 2003, Melbourne
- [2003 Crime Stoppers International Conference](#)
6 - 10 October 2003, Melbourne

- Regional Communications Forum
7 - 8 October 2003, Canberra
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26 November 2003 Sydney, 27 November 2003 Melbourne
- A 20/20 Vision: Government for the future
27 - 28 November 2003, Brisbane

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Bicycle Federation of Australia Conference

Cycling and Travel Behaviour Change

20 - 21 November 2003

The BFA's Connecting Cycling Conference will be held in Canberra on 20-21 November 2003, just before the National General Assembly of Local Government. The conference is a *must attend* event for everyone interested in travel behaviour change, including professionals who are responsible for providing cycling infrastructure, meeting car parking needs and traffic management.

The conference will include sessions on:

- how to obtain program funding (including from state and Federal governments)
- best-practice in local government travel demand management

A pre-conference *Facility Design Workshop* will be held on Wednesday 19 November aimed to help local government officers to build effective bicycle networks.

For further details please contact

Consec Conference Management
Tel: 02 6251 0675

Email: cycling@consec.com.au
Web: www.bfa.asn.au/conference
Note: The early bird rate finishes on 14 October 2003.

Information Bulletin

Issue No. 20/2003

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<p>➤ Information from Human Resources</p> <p>Blue Divider</p>	<p>Nil</p>
<p>➤ Correspondence & Papers</p> <p>Pink Divider</p>	<ul style="list-style-type: none"> ▪ Local Government News – Issue No.40.03 – 3 October 2003COR-1 ▪ Local Government News – Issue No.41.03 – 10 October 2003COR-4 ▪ Media Releases.....COR-7 ▪ WALGA – Chief Executive Officer’s Report to State Council – October 2003.....COR -9 ▪ ALGA News.....COR-18
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TECHNICAL SERVICES COMMITTEE REPORT ON OUTSTANDING MATTERS		
ITEM	BULKY	STATUS
<u>Council Buildings Assessment Report</u> <i>[Refer T75/01 of 25 June 2001]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Armadale Shale Quarry – Management Plan</u> <i>[Refer T145/02 of 25 November 2002]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Administration Building – Overcrowded Car Park</u> <i>[Refer T34/02 of 25 March 2002]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Nicholson Road / Warton Road intersection</u> <i>[Refer T150/02 of December 2002]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Local Area Traffic Management</u> <i>[Refer T21/3/03 of 24 March 2003]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Bedforddale Hall – Parking Area</u> <i>[Refer T21/3/03 of 24 March 2003]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Ecko Road</u> <i>[Refer T37/5/03 of 26 May 2003]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Braemore Street, Armadale</u> <i>[Refer T41/5/03 of 26 May 2003]</i>	Technical Services	Further report to future Technical Services Committee.
<u>Truck Rollovers – Albany Highway</u> <i>[Refer T98/09/03 of 22 September 2003]</i>	Technical Services	Further report to future Technical Services Committee.

WASTE SERVICES QUARTERLY REPORT JULY - SEPTEMBER 2003

1. NEW SERVICES

Refuse Bins: 60 *YTD Refuse Bins:* 60 *Previous Quarter:* 77
Recycling Bins: 60 *YTD Recycling Bins:* 60 *Previous Quarter:* 77

2. DOMESTIC WASTE COLLECTION

Tonnes Collected: 4580.39 (*Previous Quarter 4074.27*)
YTD Tonnes: 4580.39
Bins Emptied: N/A

3. RECYCLING COLLECTION

Tonnes Collected: 1081.64 (*Previous Quarter 1095.25*)
YTD Tonnes: 1081.64
Bins Emptied: 93,818
Collection Days: 66

4. MATERIAL RECYCLED AT ARMADALE LANDFILL (TONNES)

Recyclable	Sept 03 Quarter	YTD	Sept 02 Quarter
Aluminium	6.34	6.34	2.55
Ferrous Metal	261.42	261.42	171.94
Car Batteries	22.78	22.78	13.80
Car Bodies	3.80	3.80	0
White Goods	24.42	24.42	33.22
Oil	4.30	4.30	3.74
Tyres	15.84	15.84	14.44
Salvage	12.10	12.10	13.63
Greenwaste	161.27	161.27	281.96
TOTAL	512.27	512.27	535.28

5. OTHER MATTERS

- The Spring Greenwaste Collection commenced on 29th September 2003.
- Sort and Save – Council resolved in April 2002 that a surcharge would be applied to loads of mixed rubbish being deposited at the landfill. In April 2003 it was resolved that Tip Passes would only be valid for sorted rubbish loads. Hence the *Sort and Save* program was initiated. Press releases were issued in September advising residents of the sorting and recycling program. Ongoing advertising commenced late in September and will continue through until January. During this time, areas of the landfill have been developed to redirect the various recyclable products that previously would have gone to landfill. *Sort and Save* was officially introduced on 1st October 2003, with a phase-in and education period of three months, becoming compulsory from 1st January 2004.

50KM/H NATIONAL DRAFT DEFAULT URBAN SPEED LIMIT

On the 12th September 2003, 50km/h was adopted as the default built-up areas speed limit in the Australian Road Rules. New South Wales has obtained an exemption to the rule and while it continues to keep 60km/h as its default limit for the time being, most local roads are covered by area-wide speed limits, many 50km/h.



South East Metropolitan Regional Council
C/- 28 Skilling Road
Claremont WA 6010
Phone: 08 9384 0311
Fax: 08 9383 1354
Email: semrc@inet.net.au

**TO ALL COUNCILLORS,
CHIEF EXECUTIVE OFFICERS &
SENIOR STAFF**

CITIES OF ARMADALE, GOSNELLS AND SOUTH PERTH

21 August 2003

ACTIVITY UPDATE 2002-2003

In order to ensure that all elected members and senior staff have the opportunity to be kept abreast with the activities of the South East Metropolitan Regional Council, the attached Activity Update has been prepared for your information.

It is intended to produce a similar Update on a biannual basis. This will particularly important during the coming twelve months as the region addresses a range of significant waste management issues.

Should you have any questions, please contact me on the telephone numbers or email provided.

Yours sincerely



**JAN GRIMOLDBY (MS)
CHIEF EXECUTIVE**



South East
METROPOLITAN REGIONAL COUNCIL

**ACTIVITY REPORT UPDATE
FOR THE PERIOD JULY 2002 TO JUNE 2003**

For further information contact:

Ms Jan Grimoldby
Chief Executive Officer

28 Stirling Rd
CLAREMONT, WA 6010

Tel: 9384 0311
Mob: 0411 744 270
Email: semrc@inet.net.au

INTRODUCTION

The following pages provide a summary of the activities of the South East Metropolitan Regional Council during the period July 2002 to June 2003. It is provided for the purposes of ensuring that all member councils, including elected members and staff, interested members of the public and relevant government agencies, as well as local Members of Parliament and relevant Ministers have access to a brief survey of the South East Metropolitan Regional Council's activities. It is anticipated that a similar summary will be produced twice yearly in the future. Arrangements will be put in place to enable the status report to be added to each member council's website, subject to individual council agreement.

APPOINTMENT OF CHIEF EXECUTIVE OFFICER

In August 2002 the Regional Council appointed Ms Jan Grunoldby as its part-time Chief Executive Officer. Ms Grunoldby has previous experience as the Chief Executive of a regional council (she was the inaugural Chief Executive of the Southern Metropolitan Regional Council). The appointment is for a two-year term.

STRATEGIC PLANNING

Over the past twelve months the Regional Council has spent considerable time on developing a short term strategic plan. It was determined that the Plan would be of a relatively short term nature (2 - 3 years) because of the focus on research and development rather than implementation at this time in the Regional Council's life.

In recognition of the potential to play an active role in a range of regional co-operative ventures, the Plan's framework is intentionally broad in focus. For the coming two years, the importance of the development of regional waste management strategy which adopts a triple bottom line approach has been enunciated, and initial funding requirements for first stage research identified. This involves substantial community interaction and will be implemented during the next twelve months.

PROJECTS

Over the past twelve months, the Regional Council has completed three significant projects.

DATA COLLECTION

It was recognised very quickly that the regional Council needed to have a sound understanding of the nature and costs associated with waste management at a municipal level. The first project undertaken was one of data collection, with the systems, costs, processes and resources of each local government collated and ordered in such a way that the information provided a snapshot of waste collecting and disposal techniques and costs within the region. While there is some ability to compare data across each local government the information is particularly designed to provide a regional benchmark rather than a comparative costs. It has already provided useful in data provision and in providing raw information for follow up research.

RECYCLING OPTIONS

Each of the member councils uses the same collector on a contractual basis for collecting and disposing of recyclables. The three contracts which apply expire within twelve months of each other. Over the course of the year these contracts have been renewed in such a manner that they now all expire on the same date. This common date provides the regional council with the opportunity to consider a joint operation for the collection and disposal of recyclables in the future. In order to assess this, a consultant was appointed to identify the options available to the regional council and the likely costs involved in tendering out a joint contract including the potential for an in-house bid. This project has identified costs and opportunities and over the coming twelve months the regional council is likely to develop a joint tender document to enable the joint calling of tenders for dealing with the domestic recyclable.

WASTE AUDIT

The third significant project undertaken was a waste classification and audit project. This project undertook a sample survey of 400 households across the region and weighed and classified both the domestic and recycling waste. The resultant data provides us with a snapshot of waste generated throughout the region and identifies both socio-economic/housing type areas where there may be a need for an improved education program together with identifying those recyclables which are currently being disposed of through the domestic waste rather than the recycling waste. This information will enable the regional council to develop a targeted education program to improve the recycling programs at the household level.

STATUTORY MATTERS

A significant part of the role of the Chief Executive Officer is to ensure that the Regional Council fulfils its statutory requirements. During the 2002-2003 financial year, a number of matters were finalised including

- The adoption of the Council's Standing Orders;
- Preparation of a number of statutory policies;
- Completion of the annual Compliance Audit which identified three areas of non-compliance which have now been addressed; and
- Preparation of draft budget

PARTICIPATION IN WASTE MANAGEMENT ACTIVITIES

During the year, the Chief Executive Officer has been an active participant in the Municipal Waste Advisory Council (MWAC) forums. She represents the Regional Council at the Technical Officers Committee and attends the Council meetings. As part of this she has participated in a number of MWAC sub-committees, particularly in developing strategies to seek feedback and input on policy development. She has also attended and participated in a workshop organised by the Department of Environment to develop the framework for the proposed new Waste Management Act.

The Regional Council is also a corporate member of the Waste Management Association of Australia (WMAA) and the CEO has attended training sessions arranged by the WMAA.

2003 2004 WORK PROGRAM

There are four key projects identified for the 2003 – 2004 program.

RECYCLING EDUCATION PROGRAM

Based on the findings of the Waste Classification and Audit Study, the Regional Council will commence a targeted recycling education program, aimed at increasing the level of understanding and knowledge within the community of the materials and products which may be recycled. It is hoped that this program will be undertaken in partnership with other key stakeholders, including the recycling industry.

RECYCLING TENDER

Following the review of the recycling options available to the three member councils, the Regional Council will develop a tender document to enable the calling of a joint recycling tender to take effect from 1 July 2004. As part of this, consideration will be given to developing an in-house bid.

COMMUNITY ENGAGEMENT

With the long term future of waste disposal as a key issue confronting the regional council, a significant project will be the development of a program of community engagement in identifying the views of the community as a whole regarding waste collection and disposal. It is recognised that a major part of this project will be involving the community in an iterative debate regarding preferred waste disposal techniques.

RESOURCE SHARING OPPORTUNITIES

While waste management is the major concern of the Regional Council, there may be other opportunities for regional resource sharing or cooperative activities. The regional council will play a lead role in identifying potential opportunities and possibly developing an implementation strategy for projects which are identified as viable options for value adding services to the community and the member councils.



MUNICIPAL WASTE ADVISORY COUNCIL

INFORMATION BULLETIN

Issue 56

August 2003

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\$1.6 MILLION LOCAL GOVERNMENT WASTE OIL PROGRAM

Local Governments in Western Australia can now participate in a \$1.6 million program designed to improve the distribution and access to waste oil collection infrastructure in WA.

The program is open to all Local Governments and provides funds for waste oil recycling tanks and infrastructure in rural and metropolitan areas of WA.

MWAC and the Federal Department of the Environment and Heritage, formerly announced the WA Waste Oil Disposal & Collection Infrastructure program on the 7th of August 2003

WA Local Government Association President Cr Clive Robertson said waste

oil was toxic, carcinogenic and extremely harmful to the environment when irresponsibly discarded.

Arrangements for Waste Oil that began in January 2001. "The improper disposal of waste oil can pollute land, waterways, reservoirs and the ocean, and can be poisonous if swallowed or inhaled.

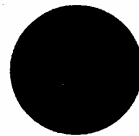
"While over half of the 500 million litres of oil sold each year is properly collected and recycled, the other half is unaccounted for, and we can assume that a significant proportion of this is improperly disposed of, which has an extremely negative impact on our environment," he said.

Due to the environmental concerns Councils will be receiving advice over the coming months on how to participate in the Government introduced programme, which runs for two years.



MWAC CALLS FOR TENDERS

The Local Government Waste Oil Collection Infrastructure Program is inviting tenders from suitably qualified Contractors to the Supply and Delivery of Waste Oil Containers to rural and metropolitan local governments.



The closing date for final submission is at 12 noon, Perth.

Friday 29 August 2003.

Tender documents are available for collection from the W.A. Local Government Association, Ground Floor, Local Government House, 15 Altona Street, West Perth.



DISTRIBUTING VITAL INFORMATION— MWAC HOSTS SUCCESSFUL SEMINARS



One litre of waste oil can contaminate up to one million litres of water, which is about half the size of an Olympic swimming pool.

Source:
<http://www.ea.gov.au/industry/waste/oilrecycling/>

The Resource Recovery Rebate Scheme was thoroughly packed at an MWAC Information Seminar held on 30 July at the City of South Perth reception room. Local government representatives were offered an opportunity to have a say in the future of the RRRS.

In addition, speakers from MWAC, the Resource Recovery Rebate Scheme Working Group, and the Department of Environment discussed:

- An overview of the RRRS to date;
 - Current issues with RRRS;
 - A discussion on the future direction of the scheme including:
- Some of the major issues for Councils participating in the scheme proved to be:
- The application and approval process takes too long
 - The rebate is often directed back to general revenue and therefore is not able to be used to improve recycling services;
 - The levy and the rebate are

not of the quantum which is able to drive change and;

- The rebate should apply to greenwaste diverted from landfill not reuse.

Smaller problems that fall within the current memorandum of understanding will now be considered by the Resource Recovery Rebate Scheme working group who will look at developing solutions to the issues raised. These changes to the scheme could be implemented relatively quickly.

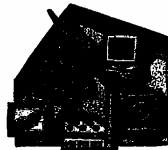
More strategic issues involving major changes will be considered by the Resource Recovery Rebate Scheme working group and MWAC before being put to the Waste Management Board

Geraldton/Greenough June 2003

As part of MWAC's series of regular regional information seminars, a seminar was held in Geraldton on 5 June 2003 and was attended by around 30 Elected Members and Officers from the Geraldton-Greenough Regional Council and surrounding shires.

Presenters at the event were Bernard Ryan, Executive Officer, MWAC and Meg Howe, Senior Industry Liaison, for the Centre of Excellence in Cleaner Production. The day included coverage of Federal waste issues, Container Deposit Legislation, an overview of State issues and a question and answer session.

To download Meg Howe's PowerPoint presentation, entitled Cleaner Production and Eco-Efficiency go to www.wastenet.net.au/Whats_New/Newsitem080803ggrcinfo



DAILY CHAT WITH KEYNOTE SPEAKERS PLANNED FOR WASTE & RECYCLE 2003

The Waste & Recycle Conference 2003 is going to be an unparalleled opportunity to access four renowned keynote speakers, namely:

- Ken Chapman, Executive Director, M-co, NSW, Australia;
- Eric Partridge, Director, Environmental Management Branch, Ministry of Water, Land and Air Protection, British Columbia, Canada;
- Graham Richardson, Chairman, Butt Littering Trust, NSW; and

- Robert Joy, Deputy Chairman, Environment Protection Authority, Victoria.

A half-hour segment at each lunch break has been dedicated for the Keynote Speakers of the day to meet delegates. Informal roundtable discussion on topical issues related to your area of interest will be held in the foyer. These innovative sessions will allow delegates to discuss topics of interest in greater depth than is usually possible.

This year's conference

includes two days of concurrent sessions, keynote presentations and panel discussions covering topics such as Resource Recovery, Producer Responsibility, Landfill Management and Strategy/Policy. There are additionally three workshops and five tours to attend.

To qualify for early registration fee of \$595.00 delegates must register before 11th August. Full registration on or after 12th August is \$660.00.

Registration forms are available from www.keynotewa.com/



WASTE EDUCATION: BACK TO GOVERNMENT



Earlier this year the Department of Environment called for comment on: 'Education for a Waste Free Future.' In June the Department responded to the submissions received, addressing perceived misconceptions and fears.

The Department has worked with the Waste Management Board (WMB) and actions recommended in the proposed Waste Education Strategy have allegedly been integrated with the WMB's objectives. The Department stated that

some people used the written submissions as an opportunity to comment on broad waste management issues which were not directly related to the Waste Education Strategy and well beyond the scope of this project. These submissions were forwarded to the WMB. Summaries of the submissions may be obtained at: www.wastewa.com or <http://www.wastewa.com/initdes>.

Considering other commitments it was not possible for MWAC staff to provide a detailed response to the documents in the time provided. However, some

general responses were provided. Judging from the summary of changes to the Waste Education Strategy, there are no substantial changes made to the strategy following the consultation period. The strategy does not factor in the education initiatives of local and regional councils and concentrates to a great degree on State Government programs.

At the July meeting of the OAG it was agreed that a letter should be written to the WMB expressing MWAC's concerns over the serious shortcomings of the Waste Education Strategy with respect to local government education programs.

New analyses of data for the northern hemisphere indicate that the increase in the temperature in the 20th century is likely to have been the largest in any century during the last 1000 years.

Source: Speech by Dr David Kemp on 16th July 2003

BROOKDALE CLOSURE BY DECEMBER

The State Government has earmarked \$3.7 million for the closure of the Brookdale Liquid Waste Treatment Facility by December, 2003. Environment Minister Judy Edwards said an agreement with Cleanaway Technical

Services, which operated the site on behalf of the State, had been reached. Dr Edwards said \$2.8million would be paid to Cleanaway to meet the Government's contractual obligations to the company, compromising capi-

tal commitments, foregone business due to early closure and employee redundancies. Up to \$900,000 would be spent by the State on site investigation and final clean-up, closure audit and community consultation.

NEW MEMBERSHIP STRUCTURE IMPLEMENTED

The formation of the WA Local Government Association in December of 2001 identified a need to review many of the operational procedures currently existing within the Municipal Waste Advisory Council (MWAC). A number of issues were identified that required attention, including an amendment to the current membership arrangements. The recommended amendments to the existing

membership arrangements were presented in a report in October of 2001.

In brief, the finalised set of amendments to be made to MWAC's membership arrangements are:

- Formal recognition of the role of officers at Municipal Waste Advisory Council meetings;
- An update of the standing orders using the single association model; and
- Adoption of selection

procedures using the single association model including:

- A) At large elections of non-regional council members;
- B) A reduction in non-regional council representation from eight to six;
- C) Two year terms for elected members and one year terms for officers; and
- D) The use of an evaluation panel to select members.

(continued on next page)





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To date, many steps have been taken to implement the amendments to the membership arrangements. Following the Local Government Elections in May of this year, nominations were opened for Local Government MWAC and OAG members.

These were run for six weeks until Mid July. In June of 2003, the evaluation panel members were elected, pursuant to the new membership

arrangements.

Finally, late July saw the meeting of the evaluation panel members to consider the Local Government MWAC and OAG member nominations. In mid-August the successful Local Government MWAC and OAG member nominees will be advertised.



Five recycled plastic bottles make enough fibrefill to stuff a ski jacket

Source:
www.recyclingit.com



WASIG EVENTS

The WA SIG Biannual Meeting will be held on August 19. This meeting will be held in partnership with the Kwinana Industries Council and will focus on the future direction of ISO 14001 and Environmental Management Systems. Download the registration form from: <http://cleanerproduction.curtin.edu.au/sig/2003activities/biannualmeeting190803.pdf> or email Merry Smith (m.e.

smith@curtin.edu.au) for further information or call 08 9266 4240.

Energy Efficiency Seminar
'Illuminating the Savings: Addressing the key issues' is the next energy efficiency seminar in the series organised by WA SIG, SEDO and Murdoch University. Illuminating the Savings is also being held in conjunction with the Illuminating Engineering Society and a small lighting expo

will be held prior to the seminar. The event will be held on Friday August 22. At Murdoch University. For further information contact: Prakash Dubey pdubey@central.murdoch.edu.au or ph 08 9360 2157

TEST A BUILDING'S GREEN CREDENTIALS



The green credentials of Western Australia's city office towers and other commercial buildings can now be put to the test with a new initiative to

measure greenhouse efficiency - the Australian Building Greenhouse Rating program. WA commercial building owners can take advantage of the new star rating program for commercial buildings by undertaking a simple self-assessment, using a calculator available on the Web. This could be followed by an accredited rating.

According to Energy Minister, Eric Ripper, commercial buildings are responsible for almost 15 per cent of Australia's greenhouse gas emissions. Mr Ripper said the Central Park office tower on St George's Terrace was one of the first Perth buildings to be tested with this system and had secured a four-and-a-half star base building rating.

CONTAINER DEPOSIT LEGISLATION



The Municipal Waste advisory Council (MWAC) recently considered Container Deposit Legislation and agreed that at the moment there was little information on the effects of

Container Deposit Legislation on kerbside recycling in Western Australia. To date the Municipal Waste Advisory Council have compiled a summary of reports that have investigated this issue in Australia. This study will potentially develop into a scope

of works for a study on the impact of Container Deposit Legislation on Kerbside recycling. For further information on this work contact Bernard Ryan on (08) 9213 2063 or at bryan@walg.aasn.au.



WORMS WORKING IN AUSTRALIA

Australia has a \$2 million Worm's Work™ facility that employs four 150 foot long and 12 feet wide continuous flow earthworm bioreactors called OBCs (Organic Bio Converters). Each unit employs over 800 metric kilograms of earthworms processing over 18 cubic meters of organic waste per day, seven days a week.

The primary product, worm compost (vermicastings) is harvested at the bottom of the unit.

The finished product is certified pesticide free and is extracted via a leaching process that is not sterilised at all.

The facility is in the final stages of organic certification from the National Association

for Sustainable Agriculture Australia, and is soon to commence ISO14001 certification with the assistance of the South Australian Government.

Worm's Work™ and associated products are sold in WA by Riverbank Sales Management.

NSW Government Diverts Waste Levy

The NSW State Government has cut \$40 million from EPA funding which was gathered from a waste levy intended to fund toxic waste clearance.

The money raised by charges on waste to landfill has been diverted to consolidated revenue. The government justified the move by saying

the waste fund had a cash surplus of \$57 million.

A spokesman for NSW Greens MP Ian Cohen said they were frustrated the EPA hadn't used all of the money.



After a one-year hiatus, the contributions to the waste levy fund will resume with proceeds channelled into a sustainability trust.

Source: WME Weekly E-mail News July 16, 2003

A new law has been passed in France that puts the costs of tyre recycling onto manufacturers and car makers

Source: *Warmer Bulletin*, issue 91, July 2003

NATIONAL GREENHOUSE GAS REDUCTION WITHOUT KYOTO

At the Australian Resources and Energy 2003 National Conference held in Sydney during July, the Federal Minister for the Environment and Heritage, Dr David Kemp, expanded on Government's policy on the Kyoto Protocol. He said Australia needs to respond to the consequences of climate change, and to the challenge of reducing greenhouse gas emissions. He said there is new evidence that most of the warming observed over the last 50 years is attributable to human activities.

Dr Kemp explained that by the end of the decade Government's greenhouse abatement programs will deliver about 60 million tonnes annually in emissions

reductions. This forms a strong platform on which to develop Australia's longer-term strategy and puts Australia within striking distance of its 1.08% Kyoto target.

He said, however, that Australia had not ratified the Kyoto Protocol and at present has no plan to do so.

"The Protocol is not in our national interest and will remain that way without a clear pathway for the involvement of developing countries, and without the United States. If Australia were to ratify, Kyoto would create obligations for Australia that are not imposed on many of our regional trading competitors. If these arrangements continued over the longer term, industries could be driven overseas by

competitive pressure to countries that have made no commitment to achieving emissions reductions."

Dr Kemp estimates are that Kyoto will bring about a modest 1% reduction in global greenhouse emissions by 2012.

"In the absence of the US, the Kyoto Protocol covers only one third of global emissions. The US, outside the Protocol, emits around 24% of the world's emissions," Dr Kemp said.

Source: <http://www.ea.gov.au/minister/env/2003/>



MUNICIPAL WASTE ADVISORY COUNCIL

Next Meeting
Date: 20th August 2003
Time: 4:00 pm
Venue: Local Government House

Check out the WA Local Government
Website at www.walga.asn.au

CONTACT DETAILS

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15 Altona Street
WEST PERTH WA 6005

PO Box 1544
WEST PERTH WA 6872
Fax: 08 9322 2811



**2003
CALENDAR OF
EVENTS**

- 9-11 September 2003** **Advances in Waste Management and Recycling—International Symposium**
University of Dundee, Scotland
- 9–12 September 2003** **Waste and Recycle 2003 Conference**
Sheraton Hotel Perth
For more information go to
www.keynotewa.com/waste_recycle/intro.html
- 25-28 September 2003** **Sustainable Building WA—Conference and Expo**
Denmark WA
www.sustainablebuildingwa.net
- 9–14 November 2003** **International Solid Waste Association Conference—“Sustainability in a New World”**
Melbourne Convention Centre
Details at ISWA website or the event managers,
Quitiz, on (02) 9410 1302

COMINGS AND GOINGS

It is with tremendous sadness that we wave goodbye to Sarah Blagrove. Having accepted a position with the ICLEI in Melbourne, Sarah will be

finishing up with MWAC on August 22. The team would like to wish her all the best with her future endeavours and thank her for all of her hard work and dedication over the last 18 months.

We would also like to welcome Danielle Witham as part of the team. Her role is primarily involved with the Waste Oil Programme, but she will be taking on some other challenges as well.



MUNICIPAL WASTE ADVISORY COUNCIL

WHAT IS THE MUNICIPAL WASTE ADVISORY COUNCIL?

The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association that deals with waste management issues. Importantly, the MWAC also has as members major regional waste management councils. Regional Councils are not members of WA Local Government Association and MWAC provides a valuable forum through which all major Local Government waste management players can cooperate.

MWAC members include the Eastern, Southern, Western, South East Metropolitan Regional Councils, Mindaie Regional Council and Geraldton Greenough Regional Council in addition to Local Government representation from the metropolitan and country zones.

MWAC's technical advice comes through the Officer's Advisory Group (OAG) which includes CEOs and senior officers of Regional Councils as well as representatives from the metropolitan and country zones.



TECHNICAL SERVICES DIRECTORATE – PROPOSED WORKS PROGRAMME			
	October	November	December
Civil Works	<p>Construction</p> <ul style="list-style-type: none"> • Champion Drive • Roleystone Theatre car park - drainage only • Ecko Rd • Warton Road / Nicholson Road roundabout <p>Maintenance</p> <ul style="list-style-type: none"> • Seasonal maintenance • Open drain maintenance • Pavement Repairs • Road resurfacing • Herbicide spraying 	<p>Construction</p> <ul style="list-style-type: none"> • Wymond Road • Ecko Road <p>Maintenance</p> <ul style="list-style-type: none"> • Seasonal Maintenance • Pavement repairs • Road resurfacing • Carpark Maintenance • Bridge maintenance 	<p>Construction</p> <ul style="list-style-type: none"> • Fancote Park carpark • Roleystone Theatre carpark <p>Maintenance</p>

TECHNICAL SERVICES DIRECTORATE – PROPOSED WORKS PROGRAMME			
	October	November	December
Design & Development	<p>Development</p> <ul style="list-style-type: none"> • Bonner Ln • Churchman Brook Stage 5 • Chevin Woods Stage 3 • Cinema <p>Design and Engineering</p> <ul style="list-style-type: none"> • Church Ave Black Spot • Cockram Rd Turn Around • Kyogle Pl Cul De Sac • Ecco Road • Hopkinson Road <p>Drainage Works</p> <ul style="list-style-type: none"> • Gross Pollution Traps • Hilltop Pl • Slab Gully 	<p>Development</p> <ul style="list-style-type: none"> • Cinema • Churchman Brook Stage 5 <p>Design and Engineering</p> <ul style="list-style-type: none"> • Waterwheel Rd • Glebe Road • Rowley / Eleventh - Black Spot • Church / Seventh – Black Spot • Champion Drive Stage 2 <p>Drainage Works</p> <ul style="list-style-type: none"> • Rodgers Crt • Slab Gully 	<p>Development</p> <ul style="list-style-type: none"> • Cinema • Churchman Brook Stage 5 <p>Design and Engineering</p> <ul style="list-style-type: none"> • Mustang Road • Champion Drive Stage 2 • Bridge – Champion Drive by consultant <p>Drainage Works</p> <ul style="list-style-type: none"> • River Road
Parks and Reserves	<p>Development</p> <ul style="list-style-type: none"> • Gateway Entry Statement • Irrigation Cabinet (Electrical) • Pries Park • Creyk Park • Morgan Park • Neighbourhood Improvement Project – Bernice Hargrave Reserve 	<p>Development</p> <ul style="list-style-type: none"> • Skate Parks – Forrestdale • Gateway Entry Statement • Bore – Glastonbury Rd (Gateway) • Bore – Champion Drive Streetscape 	<p>Development</p> <ul style="list-style-type: none"> • Resurface Tennis Courts • Rushton Park Kelmscott • Gateway Entry Statement • Champion Drive Streetscape

TECHNICAL SERVICES DIRECTORATE – PROPOSED WORKS PROGRAMME			
	October	November	December
	<p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Turf Renovations • PAW Maintenance – City wide • Rushton Park – Kelmscott Show Preparations • Cricket wicket/hets – season maintenance • Hazard mowing • Play Equipment Improvements • Borello Park • Rushton Park • Harold King Community Centre 	<p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Hazard Mowing • Play Equipment Improvements to Brian Gell Reserve and Grovelands Drive Reserve • Kelmscott Townscape Improvements 	<p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Hazard Mowing
Property Management	<p><u>Development</u></p> <ul style="list-style-type: none"> • Reg Williams • Armadale Tennis Club Upgrade 	<p><u>Development</u></p> <ul style="list-style-type: none"> • A-K Seniors Centre • Armadale Tennis Club Upgrade • Recreation Centre – Stage 4 	<p><u>Development</u></p> <ul style="list-style-type: none"> • Recreation Centre – Stage 4
Waste Services			



Information Bulletin

Issue No. 20/2003

Inside this Issue	
<p>➤ Information from City Strategy</p> <p>Lilac Divider</p>	Nil
<p>➤ Information from Human Resources</p> <p>Blue Divider</p>	Nil
<p>➤ Correspondence & Papers</p> <p>Pink Divider</p>	<ul style="list-style-type: none"> ▪ Local Government News – Issue No.40.03 – 3 October 2003COR-1 ▪ Local Government News – Issue No.41.03 – 10 October 2003COR-4 ▪ Media Releases.....COR-7 ▪ WALGA – Chief Executive Officer’s Report to State Council – October 2003COR-9 ▪ ALGA News.....COR-18
<p>➤ Information from Development Services</p> <p>Yellow Divider</p>	Nil
<p>➤ Information from Technical Services</p> <p>Green Divider</p>	<ul style="list-style-type: none"> ▪ Outstanding Matters Report on Outstanding Matters – Technical Services Committee T-1 ▪ Quarterly Reports Waste Services Quarterly Report – July to September 2003 T-2 ▪ General Information 50km/h National Draft Default Urban Speed Limit T-3 South East Metropolitan Regional Council – Activity Update 2002-2003..... T-4 Municipal Waste Advisory Council Information Bulletin – August 2003 T-10 Works Programme..... T-16
<p>➤ Information from Community Services</p> <p>Beige Divider</p>	<ul style="list-style-type: none"> ▪ Outstanding Matters Report on Outstanding Matters - Community Services Committee..... C-1 ▪ Monthly/Quarterly Departmental Reports Library Department General Report – September 2003..... C-3 Accounting Services Report –3 October 2003 C-6 Manager Ranger & Fire Services Report – September 2003 C-7 ▪ Finance Financial Statements – for the (14) week period ended 30 September 2003 C-14 ▪ Miscellaneous Infopage – State Records Act 2000 C-14 ▪ Minutes from Occasional/Advisory Committees Armadale Highland Gathering Committee – 9 September 2003..... C-16 Armadale Police & Citizens’ Youth Club Management Committee- 20 August 2003..... C-16 Armadale Police & Citizens’ Youth Club Management Committee – 17 Sept. 2003..... C-16 History House Museum Management Committee – 7 August 2003..... C-16

OUTSTANDING REPORT

COMMUNITY SERVICES COMMITTEE		
REPORT ON OUTSTANDING MATTERS – SEPTEMBER 2003		
ITEM	DEPT	ACTION/STATUS
<p><i>Sundry Debtors – Sporting Groups</i> <i>(July 2003) – C104/703 refers</i></p> <ul style="list-style-type: none"> - Recommit the matter of the Debtors Sub-Committee progress report and draft recommendation to the next Community Services Committee Meeting for further consideration; - defer the actioning of prior resolution C91/6/03 – relating to certified letters to sporting groups – pending outcomes arising from above dot point for reasons of fairness and consistency of approach to all debtors. 	<p>Corporate Services</p>	<ul style="list-style-type: none"> • To progress this matter, a meeting of the Debtors Sub-Committee has been scheduled for Monday, 20th October 2003 at 5.00 pm. • Subject to the above pending meeting and subsequent report.
<p><i>Property Use Rating</i> <i>April 2003 – C54/4/03 refers</i>, i.e. Following the adoption of the 2003/04 Budget, the Consultant's Report titled "Report on Differential Rating by Property Use" be referred to Council's Rating Review Working Party to investigate and report back to Council.</p>	<p>Corporate Services</p>	<p>Further assessment and report to occur following the adoption of the 2003-04 Annual Council Budget.</p>
<p><i>Blues Concerts – March 2003</i></p> <p>Officers to investigate and report back on budgetary and resource implications of upgrading the Blues Concerts to a modest festival event (C46/3/03).</p>	<p>Recreation Services</p>	<p>Report pending.</p>
<p><i>Armadale Aquatic Centre Kiosk (May 2003)</i></p> <p>A report on the operation of the Armadale Aquatic Centre Kiosk be submitted to the May 2004 Community Services Committee Meeting to evaluate the success of the kiosk following its first year under direct management. (C82/5/03)</p>	<p>Recreation Services</p>	<p>Matter to be reported to the May <u>2004</u> Community Services Committee Meeting.</p>
<p><i>Public Notices/Advertising – May 2003</i></p> <p>Cr Munn suggested a review of current practices relating to the placement of public notices and advertisements – agreed that the matter be referred to the Standing Order and House Group. (C86/5/03)</p>	<p>Corporate Services</p>	<p>Matter listed on the next SOHAG meeting Agenda for consideration and subsequent referral to the City Strategy Committee.</p>

OUTSTANDING REPORT

COMMUNITY SERVICES COMMITTEE REPORT ON OUTSTANDING MATTERS – SEPTEMBER 2003		
ITEM	DEPT.	ACTION/STATUS
<p><i>Lease – Armadale Golf Course – June 2003</i></p> <p>That Council refer the matter of tenure and implementation of appropriate management controls for the Armadale Golf Club Clubhouse to the Community Services Directorate for consideration and report back to the Community Services Committee.</p>	Recreation Services	Report pending.
<p><i>Rushton Park – New Events (July 2003)</i></p> <p>Officers investigate the possibility of what new events might be held at Rushton Park after its change of status, i.e. concerts etc. (C109/7/03)</p>	Recreation & Events	Pending Consultant's report and recommendation to Working Party.
<p><i>Armadale Recreation Centre- Climbing Wall Proposal (October 2003)</i></p> <p>Part (3) – That a further report on the climbing wall proposal be submitted to the Community Services Committee once final details are known with regard to the cost and likely delivery date. (C140/9/03)</p>	Recreation Services	Report pending.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

LIBRARY DEPARTMENT GENERAL REPORT – SEPTEMBER 2003

1. LIBRARY SERVICES

1.1 Statistical Performance Indicators

The Library Department's statistical performance indicators for the month of September 2003 are attached. (Refer to Attachment "CA-1" – Summary of Attachments – buff page.)

1.2 Public Library Framework Agreement

Council will be aware from previous reports that the Western Australian Local Government Association and the State Library of Western Australia are in the process of developing a Framework Agreement between Local and State Government for the delivery of Western Australia's Public Library Service. The Western Australian Local Government Librarians Association has been involved with the development of the agreement.

The aim of the Framework Agreement is to develop an overarching set of principles between State and Local Government that outline the roles, responsibilities and major policies required to deliver an efficient and effective Public Library Service. The Framework Agreement is intended to be the basis of a solid, secure partnership between State and Local Government.

A number of discussion papers were prepared that encompassed such issues as Standards, Policies and Guidelines, Regionalisation, Infrastructure, Training, Consultancy and Advisory Services. Information from these documents has been distilled into a Draft Statement of Intent that articulates to date the points of consensus and difference between State and Local Government. A copy of the Draft Statement of Intent was supplied by WALGA as a confidential document, seeking clarification on two points of difference between State and Local Government.

Optimistically, there will be agreement on these two points in the near future, so that the principles of the Statement of Intent can be adopted. This will enable the establishment of the proposed Joint Advisory Committee so that ongoing joint decision making is ensured for the public library system in Western Australia.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

1.3 Library Extension Activities

1.3.1 National Simultaneous Storytime

This year the City of Armadale Libraries joined over 700 hundred organizations throughout Australia in participating in National Simultaneous Storytime (NSS). The purpose of NSS was to promote the value of reading and literacy, the value of books and the value of Storytime sessions in public libraries. The event was held during Literacy and Numeracy Week in the first week of September.

On Sept 5 at 11.00 the book *I don't want to go to school* by Christine Harris was read simultaneously at hundreds of locations. The City of Armadale Libraries were thrilled that Kay Hallahan was able to participate on the day. Ms Hallahan read the story to an enthusiastic audience of 35 children. This was followed by an activity and morning tea.

The event was publicised through the local libraries, by information sent to the local childcare centres, and in the local press. One local paper did a follow up story with a delightful picture of Ms Hallahan and two local children who regularly attend Storytime sessions at the libraries. The libraries also promoted Literacy and Numeracy Week, with displays for parents of information designed to encourage reading.

1.3.2 Community Information Talk

Topic	Naturopathy and reflexology
Presenter	Brenda Roberts - Yoga teacher and Practitioner Alternative Medicine.
Date	Wed Sept 3rd 2003
Time	1-3pm
Venue	Kelmscott Library
Attendees	14

'Come with clean feet and you'll be in for a treat!' was the slogan that Kelmscott Library used for its latest community information talk held on September 3, 2003. Brenda Roberts, a local Yoga teacher and practitioner of Alternative Medicine, conducted the session. The slogan was very apt and there were fourteen very satisfied patrons leaving the library after a two-hour session. Ms Roberts took the group through the basics of reflexology and naturopathy, and then invited them to participate in practical demonstration using essential oils. This left the left the patrons and the library smelling very sweet! The

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

session was publicised in the local papers as well as through distribution of flyers through the three libraries, and enhanced by a display of library items on naturopathy and reflexology.

2. MUSEUM AND LOCAL STUDIES LIBRARY SERVICES

2.1 Armadale Tourist Centre Destination brochure - inclusion

The History House Museum and Birtwistle Local Studies Library have been invited to feature in a full colour brochure highlighting tourist destinations and attractions in the Heritage Country area. The new initiative is being developed by the HCTA and the Armadale Tourist Centre with the aim of attracting both national and international visitors to this area.

The Museum and Libraries entry in the brochure is complimentary, given Council's contribution to the brochure, and will include a small piece detailing the attraction as well as a colour photograph.

2.2 Increased visitor numbers

History House Museum continued to attract increased numbers of visitor's in the July - September period. The Precinct had 632 visitors during July – September, which is an increase on the 595 visitors during the same period last year. Visitor numbers are continuing to rise and have steadily increased since the appointment of the Museum Curator by Council in 2001.

One factor, which has influenced visitor numbers considerably, is the strengthening relationship between the Museum and various Coach Tour companies in the metropolitan area. The increase in visitor numbers over this period is even more significant given that the Museum receives the least amount of organised tour groups during this winter period.

3. ARMADALE TOURIST CENTRE REPORT

(This is the first 'tourism' report included with the Libraries and Heritage General Report. Even though Council does not have direct responsibility for the Armadale Tourist Centre, it does make a substantial financial contribution to the management of the Centre via the Heritage Country Tourism Association (HCTA). For this reason, it is considered appropriate that a report on the activities of the Centre be attached monthly, or as required, so that Council is kept up to date on matters related to the HCTA and the Tourist Centre. In addition, elected members will now be included on the mailing list for Tourism Insight, the newsletter produced by the Armadale Tourist Centre).

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

3.1 Visitor Statistics

A total of 818 people visited the Armadale Tourist Centre during September 2003, comprising

- 354 enquiries from the local community
- 211 enquiries for the metro community
- 57 enquiries from people living intrastate
- 116 enquiries from people living interstate – predominately NSW, Victoria and Queensland
- 80 enquiries from people living overseas – predominantly England.

3.2 Activities

The City of Armadale's new Public Relations Co-ordinator was invited to the Centre so that he is aware of its role and services. Two new volunteers, referred by the City's Volunteer Resource Centre Co-ordinator have been recruited and are undergoing induction training.

The Tourist Centre has now been listed in AAA Tourism – Western Australia Experience Guide 2004, a publication sold by RACWA and other automobile clubs across Australia.

The focus of the month has been continuing work on the new destination brochure soon to be published by the HCTA. Direct mail to tourism ventures in Armadale, Kelmscott, Roleystone, Bedforddale and Forrestdale has promoted the benefits and opportunities of the destination brochure, and included HCTA membership packs. 40,000 full colour gloss brochures (to which the City contributed \$6,645 to match WA Tourism Commission grant monies) will be produced and distributed mainly in Australia, Malaysia and Singapore.

ACCOUNTING SERVICES REPORT – 3 OCTOBER 2003

Accounting Services Report is attached. (Refer to Attachment "CA-2" – Summary of Attachments – buff page.)

1. Donations
2. Investments
3. Rates Debtors Outstanding Report

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

MANAGER RANGER & FIRE SERVICES MONTHLY REPORT FOR SEPTEMBER 2003

1. Animal Control

1.1 Dogs

Ranger Services received two hundred and twenty nine (239) requests for assistance during the report period, with complaints about dogs wandering again being a key focus.

1.2 Multiple Dog Application – Harris

The Minister for Local Government has advised that after having considered all aspects of the matter relating to an appeal submitted by Ms. Leanne Harris against the City's decision not to allow three (3) dogs to be kept on her property at 56 Jade Street Mt. Richon, he has decided to uphold the appeal, and accordingly directs the City under the provisions of section 26 (5) of the Dog Act 1976 to grant an exemption in respect of those premises to permit the keeping of three dogs.

This particular matter was determined by Council at its Ordinary Meeting on July 7th 2003, where Council declined to approve an application from Ms. Harris to keep three (3) dogs on the premises at 56 Jade Street Mt. Richon, for the reasons that Council was of the view that the dogs are likely to cause a nuisance, and the property is not considered to be of a size to adequately provide for the keeping of three dogs.

1.3 Multiple Dog Application – Cross

The Minister for Local Government and Regional Development the Hon Tom Stephens MLC has received an appeal from Mr. Ian Cross of 24 Seventh Road Armadale, under section 26 (5) of the Dog Act 1976, against a decision by Council, to refuse to grant an exemption to keep more than two (2) dogs at the abovementioned property.

This particular matter was determined by Council at its Ordinary Meeting on July 7th 2003, where Council declined to approve an application from Mr. Cross to keep six (6) dogs on the premises at 24 Seventh Road Armadale for the reasons that Council was of the view that the dogs are likely to cause a nuisance by barking, and the property is not considered to be of a size to adequately provide for the keeping of six dogs.

To assist the Minister in examining the appeal he has asked for details relating to the application, and Councils subsequent decision, to be forwarded to his

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

office. It is envisaged that the Ministers decision, on the appeal, will be reported in the next Rangers Services Report.

1.2 Livestock

During this report period Ranger Services attended to nine (9) requests for assistance in dealing with stock wandering on the road, this is mainly due to a repeat offender finally relocating his livestock to a secure paddock.

1.3 Court Action

The following information relates to legal action taken by Ranger Services - these matters were heard and determined in the Armadale Magistrates Court during the report period.

NAME	OFFENCE	FINDING OF COURT	PENALTY \$	COSTS \$	TOTAL \$
Geoffrey Cooper	Dog Attack	Guilty	400	57.70	457.70
Lawrence Tognolini	Dog Attack	Guilty	750	57.70	807.70
Cheryl Gibbs	Dog on Property without consent	Guilty	100	57.70	157.70
Thomas Parry	Dog Attack	Guilty	800	57.70	857.70

2. Vehicles

2.1 Parking

Ranger Services attended to forty (40) general enquires relating to the unlawful parking of vehicles during this report period.

Eight abandoned vehicle were seized and impounded during the report period

2.2 Control of Vehicles (Off Road Areas)

Ranger Services attended to one (1) reports of a vehicles (motorcycle) being driven in areas that is prohibited, during the report period.

3. Fire Services

There were thirty one (31) enquires relating to fire incidents during the August report period, however these matters were principally related to smoke emission concerns.

4. General

Ranger Services are busy preparing for the impending fire season, and firebreak inspections, Fire Prevention Officer, Ron Porter has already been out inspecting

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

properties throughout the district, providing advice to residents on alternative style firebreaks and other fire safety issues.

5 September 2003 Statistics

<i>DOGS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Wandering	49	61	156	213
Dogs for Pick Up	13	22	60	86
Barking	27	28	79	99
Attacks	2	21	17	75
Lost & Found	44	17	147	74
General Information	7	13	29	28
Office Phone Enquiries	87	77	268	272
Total	229	239	756	847

<i>PARKING / VEHICLES</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
General Parking	11	15	30	36
Trucks	5	2	21	3
School Parking	4	4	6	6
Abandoned Vehicles	8	15	26	41
Off Road Vehicles	1	5	7	16
Office Phone Enquiries	11	27	23	91
Total	40	68	113	193

<i>LIVESTOCK</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Lost & Found	4	-	12	-
General	3	2	12	17
Office Phone Enquiries	2	-	9	14
Total	9	2	33	31

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>LITTER</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
General Information	-	8	1	32
Private Property	-	-	1	-
Roadside / Reserve	-	-	6	-
Verge	3	-	4	-
Office Phone Enquiries	1	2	2	2
Total	4	10	14	34

<i>FIRE</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Burning Off / General Information	2	-	4	-
Firebreak / Hazard	4	-	5	-
Office Phone Enquiries	25	21	54	26
Total	31	21	63	26

<i>GENERAL</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
General Information	16	6	29	32
Office Phone Enquiries	25	31	40	150
Total	41	37	69	182

<i>TOTAL</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Total Reports / Complaints	354	377	1048	1311

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>WARNINGS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Dogs	26	13	93	85
Parking	9	10	57	33
Off Road Vehicles	-	-	1	4
Litter	-	1	-	1
Fire – Orders	-	-	-	-
Other	-	-	3	-
Total	35	24	154	123

<i>INFRINGEMENTS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Dogs	24	26	80	96
Parking	23	55	53	126
Off Road Vehicles	-	-	3	-
Litter	1	1	2	14
Fire	-	-	-	3
Other	-	-	-	-
Total	48	82	138	239

<i>IMPOUNDED DOGS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Claimed	26	26	96	103
Sold	7	6	26	8
Destroyed	15	17	59	61
Vet / Rescue	4	6	21	25
Stolen	-	-	-	1
Total	52	55	202	198

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>IMPOUNDED LIVESTOCK</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Sheep	-	32	-	32
Horses	-	-	-	-
Cows	-	-	-	4
Goats	-	-	1	1-
Pigs	-	-	-	-
Deer	-	-	-	-
Other	-	-	-	-
Total	0	32	1	37

<i>IMPOUNDED VEHICLES</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Vehicles	8	5	21	16
Motor Cycles	-	-	-	1
Total	8	5	21	17

<i>COURT PROSECUTIONS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Dog	4	1	17	6
Fire	-	-	-	-
Parking	-	-	-	-
Litter	-	1	-	1
Off Road Vehicles	-	-	-	-
No. of Guilty Verdicts	4	2	17	7
Total	4	2	17	7

<i>FINES ENFORCEMENT</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Infringements sent to FER	112	-	112	10

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>PHONES CALLS</i>	September 2003	September 2002	2003/2004 Progressive Total	2002/2003 Progressive Total
Office – Rangers calling Office	39	35	87	109
Office – Messages for Staff	37	63	158	189
Office – Referred to Other	10	22	34	61
Calls to Rangers' Private Residences via Diverter	13	23	33	81
TOTAL	99	143	312	440

MISCELLANEOUS

FINANCE

Financial Statements

Details of income and expenditure pertaining to the activities and responsibilities of the Community Services Committee for the (14) week period ending 30 September 2003. (Refer to Attachment “CA-3” – Summary of Attachments – buff page.)

Miscellaneous

STATE RECORDS ACT 2000

An Infopage received from the Western Australian Local Government Association in regard the State Records Act 2000 advises:

“All elected members would have recently received a letter from the State Records Commission outlining the principal requirements under the State Records Act 2000 and the purposes of the Record Keeping Plan.

The Association has responded to the circular in the following terms:

“Thank you for forwarding a copy of your correspondence in relation to the above matter, which has been disseminated to all Local Government elected members.

Your letter neglects to convey that it was the Guidelines distributed by the Commission to Local Governments which resulted in Councillors being misinformed about their legal obligations in relation to record keeping. The Association is pleased that the Minister has resolved to remove the Guidelines, which were founded on principles of ‘best practice’ and not on the requirements of the State Records Act.

I am concerned that State Government is yet to address the principal objection held by Local Government in relation to the application of this legislation. There has been no attempt by the Minister or the Commission to resolve the unjustifiable distinction that has been drawn between the non-Ministerial role of Members of Parliament and that of Councillors. The rationale provided for excluding State Parliamentarians from the requirements of the legislation applies equally to Local Government elected members. Denying Councillors this same level of exemption belies their role as democratically elected representatives of their communities.

MISCELLANEOUS

The 2003 Annual General Meeting of the Association revealed just how strongly opposed Local Governments are to the inequitable application of this legislation. The resolution which was carried unanimously demanded that Councillors be exempted from the Act in the same way as State Parliamentarians. This resounding call seems to have fallen on deaf ears.

I will therefore continue to urge the State Government and the Commission to act on the legitimate concerns held by Local Government and amend the legislation.”

The Association will continue its lobbying campaign to have the legislation amended and will keep Councils informed of progress.”

MISCELLANEOUS

MINUTES FROM OCCASIONAL/ADVISORY COMMITTEES

Armada Highland Gathering Committee Meeting of 9 September 2003. (Refer to Attachment “CA-4” – Summary of Attachments – buff page.)

Armada Police and Citizens’ Youth Club Management Committee Meeting of 20 August 2003. (Refer to Attachment “CA-5” – Summary of Attachments – buff page.)

Armada Police and Citizens’ Youth Club Management Committee Meeting of 17 September 2003. (Refer to Attachment “CA-6” – Summary of Attachments – buff page.)

History House Museum Management Committee Meeting of 7 August 2003. (Refer to Attachment “CA-7” – Summary of Attachments – buff page.)



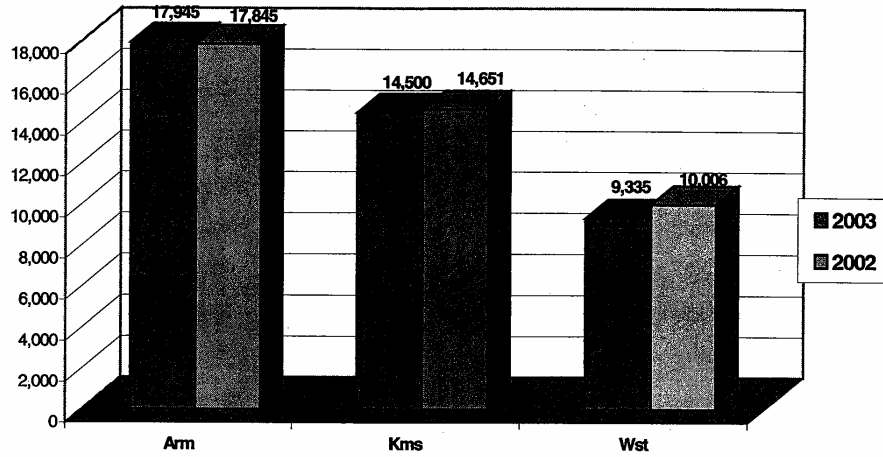
INFORMATION BULLETIN

COMMUNITY & CORPORATE SERVICES DIRECTORATES

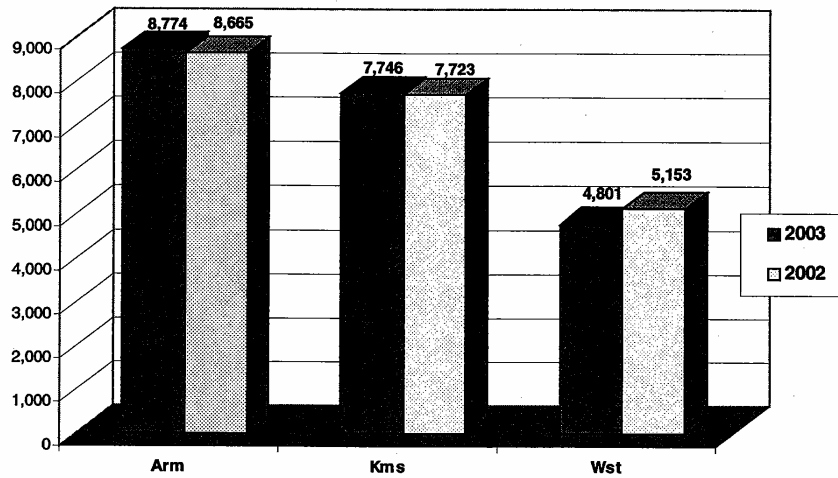
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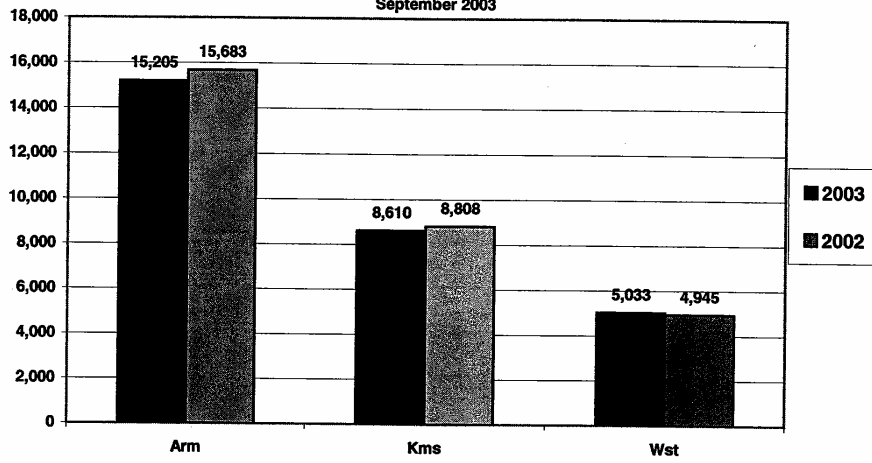
COA LIBRARIES
ISSUES/RENEWALS
SEPTEMBER 2003



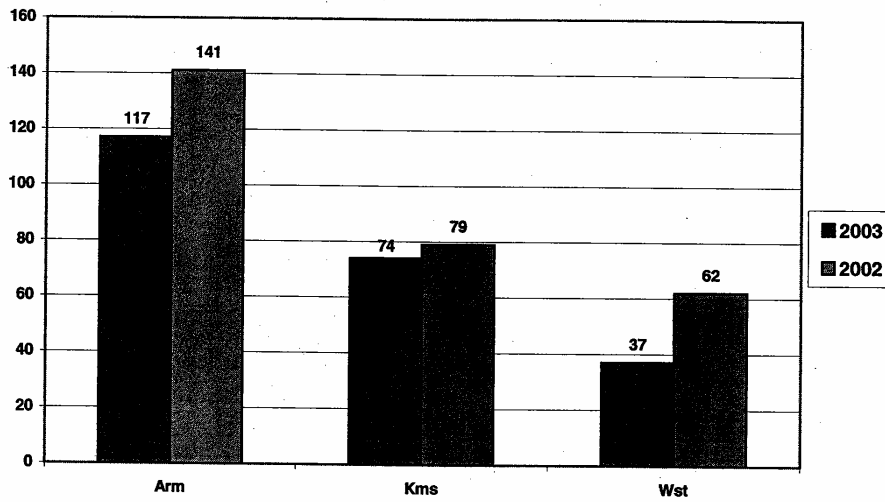
COA LIBRARIES
NUMBER OF VISITS
September 2003



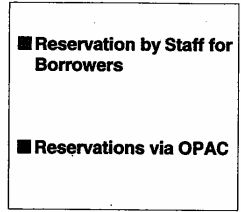
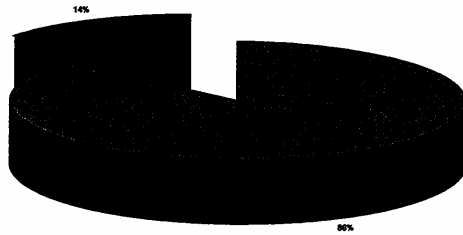
COA LIBRARIES
CURRENT BORROWERS
September 2003



COA LIBRARIES
NEW BORROWERS
SEPTEMBER 2003



COA LIBRARIES
RESERVATIONS
SEPTEMBER 2003



Memo

To: Community Services Committee
From: Accounting Services
Subject: *ACCOUNTING SERVICES REPORT DATED – 3 OCTOBER 2003*

1. INVESTMENTS

Statement of Investments by Fund & Financial Institutions – 03.10.03

FINANCIAL INSTITUTION	BROUGHT FORWARD	MOVEMENT	BALANCE AT 03 October 2003	INTEREST RATE %	MATURITY DATE
MUNICIPAL FUND					
Challenge Bank	1,000,000.00	(840,000.00)	160,000.00	4.25	11am
Challenge Bank	995,750.74	58.68	995,809.42	4.80	04.11.03
Challenge Bank	995,835.50	(26.08)	995,809.42	4.80	04.11.03
Challenge Bank	0.00	995,670.06	995,670.06	4.81	21.10.03
Challenge Bank	0.00	996,062.14	996,062.14	4.81	17.10.03
Challenge Bank	0.00	996,200.80	996,200.80	4.80	23.10.03
Challenge Bank	0.00	995,939.84	995,939.84	4.80	13.10.03
Challenge Bank	0.00	995,548.68	995,548.68	4.80	20.10.03
Challenge Bank	0.00	995,670.06	995,670.06	4.81	22.10.03
Challenge Bank	0.00	995,557.90	995,557.90	4.79	27.10.03
Challenge Bank	0.00	995,557.90	995,557.90	4.79	27.10.03
	2,991,586.24	7,126,239.98	10,117,826.22		
<i>Comparative Balance Oct 2003</i>			7,375,517.42		
RESERVE FUND					
Challenge Bank	131,000.00	0.00	131,000.00	4.25	11am
Challenge Bank	1,975,578.60	0.00	1,975,578.60	4.80	04.12.03
Challenge Bank	996,135.54	65.26	996,200.80	4.80	23.10.03
	3,102,714.14	65.26	3,102,779.40		
<i>Comparative Balance Oct 2003</i>			2,481,872.71		

FINANCIAL INSTITUTION	BROUGHT FORWARD	MOVEMENT	BALANCE AT 03 October 2003	INTEREST RATE %	MATURITY DATE
TRUST FUND					
Challenge Bank	88,000.00	5,000.00	93,000.00	4.25	11am
	88,000.00	5,000.00	93,000.00		
<i>Comparative Balance Oct 2003</i>			80,000.00		
Total	6,182,300.38	7,131,305.24	13,313,605.62		

2. DONATIONS

Balance available as at 1 September 2003 **\$16,900.00**

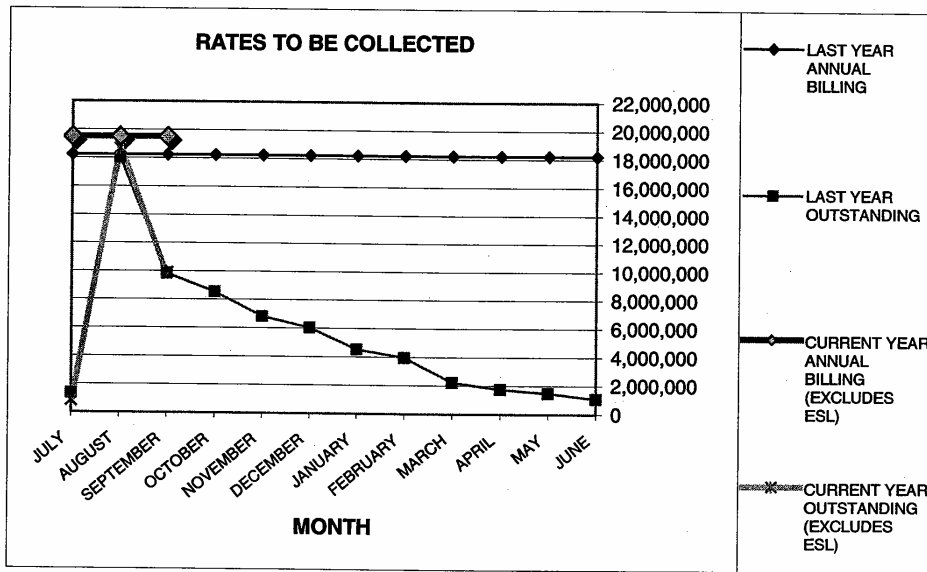
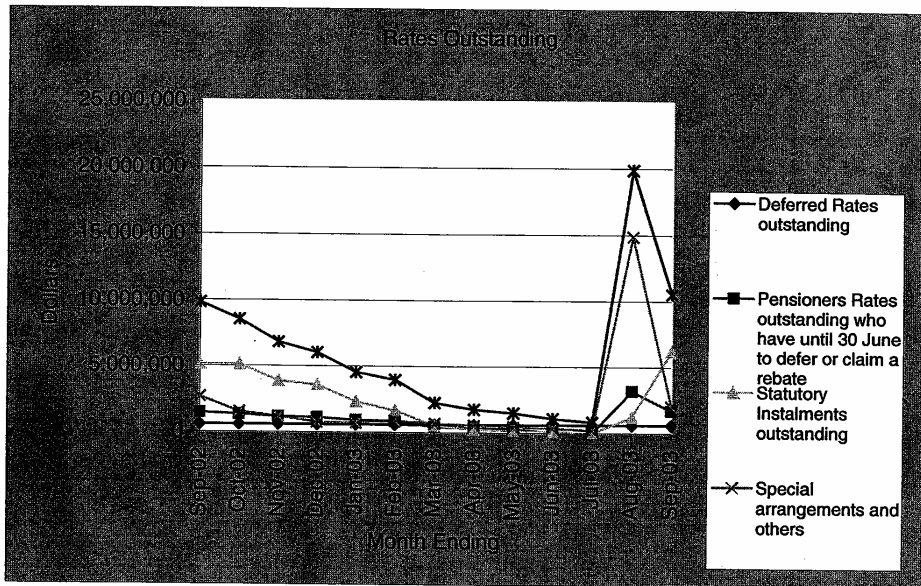
Less spent to date:

K Edwards U/18 Sport 50.00
C Edmonds U/18 Sport 50.00

Balance available as at 1 October 2003 **\$16,800.00**

3. RATES DEBTORS OUTSTANDING REPORT

YEAR ENDING 30 SEPTEMBER 2003				
	2002/03 30.9.02	2003/04 30.9.03	VARIATION %	
Annual Rate Billing (including services charges)	18,233,356	19,514,053	1,280,697	7.02%
Emergency Services Levy		1,331,067		
No of rateable properties	21,929	22,041	112	0.51%
No of properties fully paid	9,930	9,919	11	-0.11%
No of properties on instalments	7,460	7,924	464	6.22%
No of properties on special arrangements	652	1,144	492	75.46%
No of properties with Small Balances Under \$10.00	-	33	33	
No of properties Summons Issued	-	-	0	
No of properties Pensioners, Informal Recovery Action, etc..	3,887	3,021	-866	-22.28%
	\$	\$	\$	\$
Deferred Rates outstanding	584,543	601,029	16,486	2.82%
Pensioners Rates outstanding who have until 30 June to defer or claim a rebate	1,450,914	1,702,148	251,234	17.32%
Emergency Services Levy	-	616,869	616,869	
Statutory Instalments outstanding	5,137,141	6,213,635	1,076,495	20.96%
Small Balances Under \$10.00	-	41	41	
Special arrangements and others	2,660,295	1,397,669	-1,262,625	-47.46%
Recovery Action	-	-	-	
Total Rates to be collected	9,832,893	10,531,392	698,499	7.10%
Rates				
Current	8,084,427	8,527,635	443,208	5.48%
Arrears	963,839	825,675	-138,163	-14.33%
Services				
Current	583,471	488,162	-95,309	-16.33%
Arrears	78,222	54,253	-23,970	-30.64%
Area Rates (ESL)	-	616,869	616,869	
Back Rates	3,719	1,594	-2,125	-57.13%
Legal Fees	35,514	16,967	-18,547	-52.23%
Other Charges	10,342	5,457	-4,885	-47.24%
Penalty/Instalment Interest	95,238	25,472	-69,767	-73.25%
Excess Payments	-21,880	-30,692	-8,812	40.28%
Total Rates to be collected	9,832,893	10,531,392	698,499	7.10%



SCHEDULE M1 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 MEMBERS ADMINISTRATION
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
MEMBERS ADMINISTRATION					
OPERATING INCOME					
OPERATING EXPENDITURE					
30252	SALARIES MEMBERS ADMIN		11000.00		2605.30
32232	VOL SUPER MEMBERS ADMIN		400.00		
32712	SGC SUPER MEMBERS ADMIN		1000.00		225.59
33172	COMP PREMIUM MEMBERS ADM		400.00		36.00
50032	INSURANCE MEMBERS		43000.00		5660.69
50212	PROMOTIONAL MATERIAL-MEMB		3500.00		
50702	FUNCTIONS		113000.00		18635.06
50802	MAYOR & DEPUTY ALLOWANCE		33000.00		8187.50
50812	ELECTION EXPENSES				-7977.28
50822	TRAVELLING EXP MEMBERS		9000.00		1275.63
50832	TELECOMMUNICATIONS ALLOW		11200.00		2800.00
50842	CITIZENSHIP CEREMONIES		4600.00		1864.54
50852	MEMBERS TRAIN & DEVELOP'T		25000.00		12241.37
50882	SUNDRY EXPENSES MEMBERS		5000.00		-285.10
50942	PHOTOCOPIER (FIRST FLOOR)		1800.00		16.55
50952	COMMUNICATIONS ALLOWANCE				239.09
51902	COUNCIL PRESENTATION GIFT		3000.00		2540.00
52052	MEMBERS ANNUAL FEES		90000.00		22500.00
54262	STATIONERY/PAPER-MEMBERS		800.00		
63522	INFORMATION TECHNOL ALLOW		7000.00		
70274	PROMO HIGH RES CAMERA		3000.00		2477.26
SUB TOTAL OPERATING			365700.00		73042.20
TOTAL MEMBERS ADMINISTRATION			365700.00		73042.20

SCHEDULE M3 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ADMINISTRATION & GOVERNANCE SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
ADMINISTRATION & GOVERNANCE SE					
OPERATING INCOME					
00773	JULL ST - STALL RENTALS	-500.00			
01573	PUBLIC TRADERS PERMIT	-500.00			
03453	WALGA- ADVERTISING REBATE	-12000.00		-12617.05	
06973	"FOI" APPLICATION FEES	-200.00		-200.00	
08343	SALE OF COUNCIL MINUTES	-400.00			
OPERATING EXPENDITURE					
30012	SALARIES ADMIN/GOVERN		320000.00		77796.25
32012	VOL SUPER ADMIN/GOVERN		10900.00		2114.32
32562	SGC SUPER ADMIN/GOVERN		27000.00		6972.53
33012	COMP PREMIUM ADMIN/GOVERN		10200.00		1190.00
35822	PROFESSIONAL SERVICES-ADM		30000.00		
38012	POSTAGES ADMIN		55000.00		14228.46
38032	STATIONERY/PRINTING-ADMIN		6000.00		813.65
38052	ADVERTISING ADMIN		38000.00		3082.03
38212	LEGAL EXPENSES ADMIN		15000.00		590.80
38312	REFRESHMENTS		8000.00		2059.05
38322	TELEPHONE SERVICES AD/GOV		70000.00		19932.69
38352	STAFF MEDICALS- ADMIN/GOV		500.00		156.00
38502	COURIER EXPENSES-ADM/GOV		1000.00		57.29
38952	PHOTOCOPYING-ADMIN/GOVERN		65000.00		6085.22
42332	RENTAL OF MAILING SYSTEM		4500.00		1784.18
46012	VEHICLE OPERATING ADM/GOV		6800.00		592.04
48012	OFFICE EQUIP EXES ADM/GOV		9000.00		800.68
50012	INSURANCE ADMIN/GOVERN		47300.00		33898.68
50402	SUBSCRIPTION & PUBLICATION		9000.00		668.82
52382	ANNUAL REPORT/PROD DIST		18000.00		
53392	RECORDS SCANNING PROJECT		6000.00		
54272	STATIONERY/PAPER-GOVERN		25000.00		4235.16
54292	SUNDRY EXPENSES - ADMIN		500.00		168.32
54322	AFTER HOURS PHONE SERVICE		17000.00		1424.89
54332	MOBILE PHONE - ADMIN		500.00		
54802	RECORDS MANAGEMENT PLAN		33700.00		1247.80
SUB TOTAL OPERATING		-13600.00	833900.00	-12817.05	179898.86
CAPITAL EXPENDITURE					
69954	OFFICE FURN & EQUIP-A & G		1000.00		512.64
70254	T/F TO FAX UPGD/MTCR RES		8000.00		
SUB TOTAL CAPITAL			9000.00		512.64
TOTAL ADMIN & GOVERNANCE SERVI		-13600.00	842900.00	-12817.05	180411.50

SCHEDULE M4 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 INFORMATION SYSTEM SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
INFORMATION SYSTEM SERVICES					
=====					
OPERATING INCOME					

OPERATING EXPENDITURE					

30022	SALARIES INFO SYSTEM SERV		200000.00		53710.02
32022	VOL SUPER INFO SYSTEM SER		5800.00		1225.03
32572	SGC SUPER INFO SYSTEM SER		17700.00		3642.85
33022	COMP PREMIUM INFO SYS SER		6600.00		760.00
38492	CONSUMABLES		3600.00		116.42
38992	PRINTER CONSUMABLES		16000.00		6173.06
39002	MAGNETIC MEDIA		2000.00		
42822	IT TRAINING		7000.00		7.00
42842	SYSTEM SUPPORT SERVICES		20000.00		3027.46
46242	VEHICLE OP INFO SYS SERV		9000.00		807.79
46802	LEASE OF IT EQUIPMENT		234900.00		74753.30
48022	HARDWARE MICE CORP SYSTEM				331.00
48072	HARDWARE MICE PC & PERIPHERAL		3500.00		120.00
48122	HARDWARE MICE NETWORK		7700.00		
50132	INSURANCE INFO SYSTEM SER		3300.00		5360.00
50282	LIBRARY SYSTEM LEASE-ISS		40000.00		6465.94
50442	SUBSCRIPTION/PUBLICATIONS		500.00		
50722	SOFTWARE/MAINT/SUPP CORP		40000.00		38719.55
50732	SOFTWARE/MAINT/SUPP LIB		13500.00		12800.00
50742	SOFTWARE/MAINT/SUPP PC'S		8100.00		1367.59
50752	COMMUNICATIONS CORPORATE		7200.00		5896.45
50762	COMMUNICATIONS LIBRARY		8200.00		1883.23
53922	SPECIALIST SOFTWARE		6200.00		1541.00
54182	STATIONERY/PAPER-ISS		300.00		411.06
54202	MOBILE PHONE-ISS		300.00		78.05
54682	VIRUS/SECURITY		4000.00		2975.00
55502	COMPUTER SYSTEM PURCHASE		800000.00		
55512	NEW CORP SYS LICENCE PART		60000.00		
55522	ADDITIONAL RESOURCES IS		40000.00		
70234	INTERNET CONNECTIONS-ISS		8800.00		2340.36
54722	CORP SYSTEM PT 1 PAYMENT		20000.00		
SUB TOTAL OPERATING			1594200.00		224512.16

CAPITAL INCOME					

CAPITAL EXPENDITURE					

69934	COLOUR PRINTER		3900.00		

SCHEDULE M4 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 INFORMATION SYSTEM SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
	SUB TOTAL CAPITAL		3900.00		
	TOTAL INFORMATION SYSTEM SERVI		1598100.00		224512.16

SCHEDULE M5 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 HUMAN RESOURCES SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
HUMAN RESOURCES SERVICES					
=====					
OPERATING INCOME					

08883	CONTRIB'N STAFF UNIFORMS	-8000.00		-3302.07	
OPERATING EXPENDITURE					

30602	SALARIES HUMAN RESOURCES		208000.00		58611.84
32392	VOL SUPER HUMAN RESOURCES		8800.00		1792.26
32892	SGC SUPER HUMAN RESOURCES		17700.00		4766.91
33382	COMP PREMIUM H/RESOURCES		6700.00		776.00
35522	TRAINING - CORPORATE PROG		50000.00		523.09
36212	STAFF UNIFORMS		16000.00		8687.28
37052	OCCUPATIONAL HLTH& SAFETY		10000.00		996.41
38612	SUNDRY EXPENSES-HUM RES		500.00		178.55
38622	SUBSCRIPTIONS		13000.00		10658.41
38682	TRAINING-DEFENSIVE DRIVER		17827.00		7500.00
42632	MOBILE PHONE EXPENSES		300.00		
42682	STATIONERY/PAPER		800.00		27.33
42702	STAFF TRAINING HR		2000.00		
SUB TOTAL OPERATING		-8000.00	351627.00	-3302.07	94518.08
TOTAL HUMAN RESOURCES SERVICES		-8000.00	351627.00	-3302.07	94518.08

SCHEDULE M11 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 CHIEF EXECUTIVE'S OFFICE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
CHIEF EXECUTIVE'S OFFICE					
=====					
OPERATING INCOME					

OPERATING EXPENDITURE					

30642	SALARIES - CEO		255000.00		70443.02
32002	VOL SUPER CEO		8500.00		2265.70
34362	SGC SUPER - CEO		25000.00		5995.82
34402	COMP PREMIUM - CEO		8500.00		872.00
36992	VEHICLE OPERATING - CEO		10300.00		732.57
37002	STRATEGIC PLAN REVIEW		8500.00		
38752	TRAINING - EXEC DEVELOP		10300.00		727.73
50412	SUBSCRIPTIONS - CEO		28300.00		24535.36
50522	CONSULTING-PUBLIC RELTNS.		137700.00		9234.23
52242	ECONOMIC DEVELOPMENT		115000.00		
53132	PROFESSIONAL DEVELOPMENT		5200.00		177.27
54232	PASSENGER VEHICLE REPLACE		6100.00		
54242	STATIONERY/PAPER-CEO		1500.00		1373.58
54252	MOBILE PHONE-CEO		2100.00		334.95
54282	STRATEGIC INITIATIVES		180000.00		
55052	SUNDRY EXPENSES CEO		1500.00		
	SUB TOTAL OPERATING		803500.00		116692.23
	TOTAL CHIEF EXECUTIVE'S OFFICE		803500.00		116692.23

SCHEDULE M12 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 PROPERTY LEASES AND RENTALS
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
PROPERTY LEASES & RENTALS					
=====					
OPERATING INCOME					

RESERVES (ONLY)					

04213	GOLF COURSE LEASE	-6000.00		-1136.37	
04233	LOT 1 SECOND RD (P & C)	-50.00			
04263	SCOUTS RES 33493 BARELLEN	-50.00		-50.00	
04273	RIFLE CLUB RESERVE 23592	-10.00			
04293	HILLDALE HOMES	-20.00		-20.00	
04303	WALLANGARRA PONY CLUB	-50.00			
04333	AQUA SLIDE LEASE	-8500.00			
04363	KELMSCOTT SPORTSMAN CLUB	-50.00			
04413	TELSTRA LEASE AT DEPOT	-3700.00			
04433	GWYNNE PARK W.A.F.B.LEASE	-25.00		-25.00	
04443	FORRESTDAL SPORTING ASSO	-50.00			
04453	ROBERTA JULL CHILD CARE	-50.00			
04473	OPTUS LEASE AT DEPOT	-12500.00		-12733.88	
04483	EDUCATION MINISTRY R31604	-3100.00			
04563	A'DALE K'SCOTT APEX CLUB	-50.00			
BUILDINGS					

03263	ROLEYSTONE THEATRE	-25.00		-25.00	
04243	FORMER ADMIN BLDG (FCS)	-66700.00		-21614.16	
04253	ROLEYSTONE TENNIS CLUB	-25.00			
04323	A/DALE POOL KIOSK LEASE	-2500.00			
04353	SCOUTS RES 43120 CLIFTON	-50.00		-50.00	
04373	ROLEYSTONE GUIDE HALL	-10.00			
04403	5TH SUBURBAN BADMINTON AS	-50.00			
04423	TOURIST INFORMATION CFR	-10.00		-116.27	
04493	ROBERTA JULL MINN HOUSE	-25.00		-25.00	
04503	FRIES PARK - RUGBY CLUB	-500.00			
04513	ARMADALE SPORTSMAN CLUB	-500.00		-500.00	
05213	ROLEYSTONE SENIOR CENTRE	-50.00			
05223	FORRESTDAL PRE SCHOOL	-220.00		-220.00	
05233	NEERIGEN PRE-PRIMARY	-5380.00			
05243	FORMER ADMIN BLD (TAFE)	-38600.00		-9825.27	
05313	KELMSCOTT TENNIS CLUB	-50.00		-55.00	
05323	CYRIL RUSHTON CENTRE	-50.00			
05393	HERITAGE FM RADIO	-500.00			
06263	TOURIST REST CENTRE	-10000.00			
06283	SPRINGDALE PARK PAVILION	-500.00			
06343	ARMADALE PARK SOCCER CLUB	-500.00		-500.00	
06353	ARMADALE BOWLING CLUB	-50.00		-50.00	
06363	ARMADALE TENNIS CLUB	-50.00		-50.00	
06373	SCOUTS - SAN JACINTA	-50.00			
OPERATING EXPENDITURE					

SCHEDULE M12 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 PROPERTY LEASES AND RENTALS
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
44792	KELMSCOTT LIBRARY LEASE		8500.00		2441.80
44902	RENT REVIEW VALUATIONS		1500.00		
	SUB TOTAL OPERATING	-160600.00	10000.00	-46995.95	2441.80
	TOTAL PROPERTY LEASES & RENTAL				

SCHEDULE M13 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ACCOUNTING SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
ACCOUNTING SERVICES					
=====					
OPERATING INCOME					
=====					
06843	PROPERTY ENQUIRY FEES	-82400.00		-20298.00	
06913	ADMINISTRATION FEES	-4600.00		414.55	
07823	SALE OF ELECTORAL ROLLS	-20.00			
08353	SUNDRY INCOME-ACCTG SVCS	-880.00		-8.64	
OPERATING EXPENDITURE					

37972	SALARIES - ACCOUNTING SVC		442000.00		112630.92
37982	VOL SUPER - ACCOUNTING		19000.00		3684.68
37992	SGC SUPER - ACCOUNTING		41000.00		9278.58
38002	COMP PREMIUM - ACCOUNTING		15000.00		1746.00
38042	RATE BILLING PROCESSING		30000.00		22222.97
38062	AUDIT FEES		20000.00		-1105.82
38262	LEGAL EXPENSES RATES		6000.00		
38402	SUNDRY OFFICE EXP-ACCTG		5000.00		1485.13
38632	BANK FEES - EFT		45000.00		18211.49
38712	BANK FEES - GENERAL		31000.00		86.67
50312	VALUATIONS		15000.00		6629.86
50372	RATES COMMISSION AUSTPOST		63000.00		4234.04
50612	CASH SECURITY SERVICES		15000.00		2763.36
50912	STATIONERY/PAPER-ACCTG		5000.00		963.36
	SUB TOTAL OPERATING	-87900.00	752000.00	-19892.09	182831.24
CAPITAL INCOME					

CAPITAL EXPENDITURE					

69964	OFFICE FURN & EQUIP-ACCTG		2900.00		
	SUB TOTAL CAPITAL		2900.00		

	TOTAL ACCOUNTING SERVICES	-87900.00	754900.00	-19892.09	182831.24

SCHEDULE M14 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 CORPORATE REVENUES AND EXPENDITURES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
CORPORATE REVENUES & EXPENDITURE					
OPERATING INCOME					
RATING					
00063	LATE PAYMENT INTEREST PEN	-125000.00		-5466.84	
00083	RATES WRITTEN OFF	20000.00		85.26	
00113	INTERIM RATES	-193100.00		-363.89	
00123	BACK RATING 02/03	-13000.00		-1622.27	
00263	INSTALMENT INTEREST FEES	-61800.00		-91000.56	
00273	INSTALMENT ADMIN CHARGES	-111200.00		-119641.40	
00283	SPEC ARRANGMT ADMIN CHGES	-25700.00		-407.50	
00513	GRANTS COMMISSION	-1957000.00		-489393.42	
00593	GRV RATES 02/03	-16032730.00		-16060304.89	
00613	UV RATES 02/03	-584797.00		-580156.46	
06133	RATE REVENUE CONCESSION	10000.00		-193.60	
66623	ESL COMMISSION	-50000.00			
12233	LEGAL COSTS - RATES	-20000.00		-3913.54	
12243	FIREBREAKS/SDY CHGS RATES			128.00	
66613	INCREASE IN PENSIONER DEFERMENT	72000.00			
OTHER INCOME					
00533	INTEREST ON PENSIONER DEF	-35000.00			
08323	INTEREST ON INVESTMENTS	-323300.00		-55235.94	
08333	SALE OF LAND REVENUE	-40000.00		-43090.91	
OPERATING EXPENDITURE					
50162	SALE OF LAND EXPENSES				3939.90
51782	DOUBTFUL DEBTS		20000.00		
51492	BAD DEBTS		80000.00		6713.78
51702	PRIOR PERIOD ADJUSTMENTS	10000.00			
66542	LEGAL COSTS - RATES		20000.00		3275.85
67082	TRANSFER TO POS LAND		40000.00		
71762	CORP INSURANCE ADJ		106000.00		
SUB TOTAL OPERATING		-19460627.00	266000.00	-17450577.96	13929.53
CAPITAL INCOME					
15435	SALE OF LAND (COA)	-31500.00		-31363.64	
CAPITAL EXPENDITURE					

SCHEDULE M14 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 CORPORATE REVENUES AND EXPENDITURES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
70934	T/F TO LAND ACQUIS. RES		31500.00		
	SUB TOTAL CAPITAL	-31500.00	31500.00	-31363.64	
	TOTAL CORPORATE REVENUES & EXP	-19492127.00	297500.00	-17481941.60	13929.53

SCHEDULE M15 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 CORPORATE DEBT SERVICING
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
CORPORATE DEBT SERVICING					
=====					
OPERATING INCOME					

10513	LOAN-COMPUTER SYSTEM	-800000.00			
11393	INTEREST - HILLS ORCHARD	-100.00		-103.88	
11403	INTEREST - ARM.SPORT CLUB	-3500.00		-1829.91	
11433	INTEREST - HERITAGE FM	-300.00		-127.69	
OPERATING EXPENDITURE					

65492	LOAN INT-REPAYMENTS (COM)		7200.00		-2546.37
65502	LOAN INT.REPAYMENTS (REC)		23300.00		1904.35
65512	LOAN INT.REPAYMENTS (TRAN)				3553.85
72012	LOAN INTEREST-COMPUTER		70000.00		
65522	OVERDRAFT INTEREST		1000.00		
SUB TOTAL OPERATING		-803900.00	101500.00	-2061.48	2911.83
CAPITAL INCOME					

22095	PRINCIPAL - HILLS ORCHARD	-4000.00		-3964.99	
22105	PRINCIPAL - ARM.SPORT CLUB	-8800.00		-4314.81	
22115	PRINCIPAL - HERITAGE FM	-5500.00		-1791.03	
CAPITAL EXPENDITURE					

87514	LOAN PRINCIPAL PAYMENTS		96500.00		13991.74
90014	LOAN PRINCIPAL-COMPUTER		35000.00		
SUB TOTAL CAPITAL		-18300.00	131500.00	-10070.83	13991.74
TOTAL CORPORATE DEBT SERVICING		-822200.00	233000.00	-12132.31	16903.57

SCHEDULE M16 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 BUSINESS SERVICES ADMINISTRATION
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
BUSINESS SERVICES ADMINISTRATI					
=====					
OPERATING INCOME					

OPERATING EXPENDITURE					

30652	SALARIES - BSA		190070.00		54051.62
31992	VOL SUPER - BSA		11000.00		1976.79
34372	SGC SUPER - BSA		17000.00		5061.41
34412	COMP PREMIUM - BSA		6400.00		628.00
34452	STATIONERY/PAPER - BSA		400.00		
34462	REFRESHMENTS - BSA		1500.00		301.82
34472	SUNDRY EXPENSES - BSA		2600.00		1367.28
34482	CONFERENCES - BSA		6000.00		2575.00
34492	PASS VEHICLE REPLACE-BSA		17529.00		
34512	VEHICLE OPERATING -BSA		17600.00		2963.83
35022	STAFF TELEPHONE - BSA		4900.00		589.11
			-----	-----	-----
	SUB TOTAL OPERATING		274999.00		69514.86
CAPITAL INCOME					

CAPITAL EXPENDITURE					

	SUB TOTAL CAPITAL		-----		-----
	TOTAL BUSINESS SERVICES ADMINI		-----		-----
			274999.00		69514.86

SCHEDULES M1,M3,M4,M5,M11 TO M16 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 SUMMARY - CORPORATE SERVICES DIRECTORATE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
	INCOME	EXPEND	INCOME	EXPEND
OPERATING				
MEMBERS ADMINISTRATION		365700.00		73042.20
ADMIN & GOVERN SERVICES	-13600.00	833900.00	-12817.05	179898.86
INFORMATION SYSTEM SERVICES		1594200.00		224512.16
HUMAN RESOURCES SERVICES	-8000.00	351627.00	-3302.07	94518.08
CHIEF EXECUTIVE OFFICER		803500.00		116692.23
PROPERTY LEASES & RENTALS	-160600.00	10000.00	-46995.95	2441.80
ACCOUNTING SERVICES	-87900.00	752000.00	-19892.09	182831.24
CORPORATE REVENUES & EXPEND	-19460627.00	266000.00	-17450577.96	13929.53
CORPORATE DEBT SERVICING	-803900.00	101500.00	-2061.48	2911.83
BUSINESS SERVICES ADMINISTRATI		274999.00		69514.86
SUB TOTAL OPERATING	-20534627.00	5353426.00	-17535646.60	960292.79
CAPITAL				
ADMIN & GOVERN SERVICES		9000.00		512.64
INFORMATION SYSTEM SERVICES		3900.00		
CORPORATE REVENUE & EXPEND	-31500.00	31500.00	-31363.64	
CORPORATE DEBT SERVICING	-18300.00	131500.00	-10070.83	13991.74
ACCOUNTING SERVICES		2900.00		
SUB TOTAL CAPITAL	-49800.00	178800.00	-41434.47	14504.38
TOTAL	-20584427.00	5532226.00	-17577081.07	974797.17

SCHEDULE M6 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 DOG CONTROL SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
DOG CONTROL SERVICES					
=====					
OPERATING INCOME					

01583	DOG LICENCES	-120000.00		-5795.50	
01593	KENNEL LICENCES	-1050.00			
06113	IMPOUNDING DOG FEES	-21000.00		-8314.00	
06143	ANIMAL DISPOSAL FEES	-13000.00		-3911.84	
06163	OTHER DOG FEES	-10000.00		-109.09	
06543	FINES AND PENALTIES DOGS	-42000.00		-20939.41	

OPERATING EXPENDITURE					

30032	SALARIES DOG CONTROL		188300.00		45200.61
32032	VOL SUPERANNUATION DOGS		3200.00		501.61
32582	SGC SUPERANNUATION DOGS		17000.00		3927.33
33032	COMP PREMIUM DOG CONTROL		6300.00		702.00
36182	POUND REPAIRS & MTCE		2000.00		1798.00
38362	POSTAGES - DOG CONTROL		2500.00		
38702	LEGAL EXPENSES - DOGS		3000.00		167.27
38922	ADVERTISING DOG CONTROL		6999.00		64.21
46022	VEHICLE OP. DOG CONTROL		19300.00		3505.67
48452	ANIMAL DISPOSAL EXPENSES		10500.00		5526.13
51602	SUNDRY EXPENSES DOGS		13000.00		3810.41
51862	STATIONERY/PAPER-DOGS		500.00		231.07
51872	MOBILE PHONE-DOGS		5000.00		496.36
51882	DOG REGIST.TV CAMPAIGN		800.00		
51992	RANGER TRAINING		3000.00		751.50
52262	TFR TO M121 VEH PURCHASE		19250.00		

SUB TOTAL OPERATING		-207050.00	300649.00	-39069.84	66682.17

CAPITAL EXPENDITURE					

SUB TOTAL CAPITAL					

TOTAL DOG CONTROL SERVICES		-207050.00	300649.00	-39069.84	66682.17

SCHEDULE M7 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 STOCK (ANIMAL) CONTROL SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
STOCK (ANIMAL) CONTROL SERVICE					
=====					
OPERATING INCOME					

06123	STOCK POUND FEES	-1000.00		-360.00	
06173	STOCK SUSTEMANCE	-500.00			
OPERATING EXPENDITURE					

30042	SALARIES STOCK CONTROL		37300.00		9518.64
32042	VOL SUPERANNUATION STOCK		1500.00		129.76
32592	SGC SUPERANNUATION STOCK		3400.00		724.08
33042	COMP PREMIUM STOCK		1300.00		136.00
46032	VEHICLE OF STOCK CONTROL		10000.00		2058.98
51612	SUNDRY EXPENSES STOCK		1800.00		281.54
51892	STATIONERY/PAPER-STOCK		400.00		55.39
52152	MOBILE PHONE-STOCK		3800.00		496.36
SUB TOTAL OPERATING		-1500.00	59500.00	-360.00	13400.75
TOTAL STOCK (ANIMAL) CONTROL S		-1500.00	59500.00	-360.00	13400.75

SCHEDULE M8 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 FIRE CONTROL SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
FIRE CONTROL SERVICES					
=====					
OPERATING INCOME					

06533	FINES/PENALTIES BUSHFIRES	-7200.00		-451.50	
10383	SALE-BRIG. FIRE APPLIANCE	-55000.00			
10403	SG GRANT-BUSHFIRE SERVICE			100450.00	
10433	GRANT-B/FIRE BRIGADES ESL	-92000.00		-22250.00	
15045	T/F EK PLANT & EQUIP RES	-86000.00			
15055	SALE - TOYOTA CAB CHASSIS	-27500.00		-27272.73	
15115	SALE - TOYOTA CAB CHASSIS	-27500.00		-27272.72	
OPERATING EXPENDITURE					

30052	SALARIES FIRE CONTROL		118300.00		30558.78
32052	VOL SUPERANNUATION FIRE		4100.00		587.15
32602	SGC SUPERANNUATION FIRE		10700.00		2687.85
33052	COMP PREMIUM FIRE		4000.00		440.00
38072	ADVERTISING FIRE CONTROL		2100.00		200.70
38082	STATIONERY/PRINT FIRE CTL		6400.00		2865.22
46042	VEHICLE OP. FIRE CONTROL		25800.00		2692.10
48402	EQUIPT MICE FIRE CONTROL		2600.00		
50042	INSURANCE FIRE CONTROL		1500.00		4280.95
50712	REFRESHMENTS FIRE CONTROL		1500.00		
51102	SUBSIDIES FIRE BRIGADES		7200.00		1494.67
51112	COMMUNICATION EXP B'GADES		3100.00		2441.35
51122	AERIAL SURVEYS FIRE CTRL.		1500.00		
51132	FIREBREAKS/BURN-OFFS		15000.00		
51152	HYDRANT REPAIRS		1000.00		241.46
51162	SUNDRY EXPENSES FIRE CTRL		7400.00		681.99
51172	FIRE CONTROL SERVICES		2100.00		2610.00
51672	HYDRANT PROGRAMME		50419.00		
51682	TRAINING COMMITTEE		8856.00		4681.82
52112	DARLING SCARP-EDUC PROG		1000.00		
52342	CONTRIBUTION - F.R.S.				800.00
52412	COMMUNICATION EQUIPMENT		3000.00		
52802	STATIONERY/PAPER-FIRE				55.39
52812	MOBILE PHONE-FIRE		600.00		546.66
52822	VOLUNTEER SUPPORT		2100.00		
52832	BUSHFIRE AWARENESS		1100.00		
53002	B/FIRE OPERATIONAL ESL		92000.00		9961.11
87074	T/F TO P & E RESERVE FIRE		10000.00		
SUB TOTAL OPERATING		-295200.00	383375.00	23203.05	67827.20
CAPITAL EXPENDITURE					

71804	FIRE APPLIANCE		206900.00		
72564	TOYOTA CAB CHASSIS P615		40000.00		39960.81

SCHEDULE M8 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 FIRE CONTROL SERVICES
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
72574	TOYOTA CAB CHASSIS P616		40000.00		39960.81
	SUB TOTAL CAPITAL		286900.00		79921.62
	TOTAL FIRE CONTROL SERVICES	-295200.00	670275.00	23203.05	147748.82

SCHEDULE M9 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 OTHER LAW AND ORDER
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
OTHER LAW AND ORDER					
=====					
OPERATING INCOME					

06583	PARKING FINES	-10000.00		-2014.10	
06593	LITTER FINES	-1500.00		-220.00	
06603	OFF ROAD VEHICLES FINES	-500.00		-550.00	
07843	SALE OF IMPOUNDED VEH	-1200.00		-1058.73	
07863	IMPOUNDED VEHICLES	-1000.00		-64.00	
OPERATING EXPENDITURE					

30372	SALARIES OTHER LAW		55200.00		13665.51
32332	VOL SUPER OTHER LAW		1400.00		252.44
32862	SGC SUPER OTHER		4900.00		840.92
33362	COMP PREMIUM OTHER LAW		1900.00		200.00
38692	LEGAL EXPENSES-OTHER LAW		500.00		
38982	STATIONERY & VEH. SEARCHE		1500.00		1943.29
51832	SUNDRY EXPENSES-OTHER LAW		1000.00		166.84
54082	IMPOUNDED VEHICLE EXPENSE		7700.00		2555.58
55412	TFR TO ML21 VEH PURCHASE		19250.00		
55422	STATIONERY/PAPER-OTHERLAW		400.00		54.54
55432	MOBILE PHONE-OTHER LAW		3800.00		496.36
SUB TOTAL OPERATING		-14200.00	97550.00	-3906.83	20175.48
TOTAL OTHER LAW AND ORDER		-14200.00	97550.00	-3906.83	20175.48

SCHEDULE M10 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 STATE EMERGENCY SERVICE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
STATE EMERGENCY SERVICE					
OPERATING INCOME					
08943	GRANT - SES OPERATIONS	-50500.00		-12625.00	
OPERATING EXPENDITURE					
52212	CONTRIBUTION S.E.S		6567.00		11497.02
72132	SES OPERATIONS ESL		50500.00		2245.29
SUB TOTAL OPERATING		-50500.00	57067.00	-12625.00	13742.31
CAPITAL INCOME					
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
TOTAL STATE EMERGENCY SERVICE		-50500.00	57067.00	-12625.00	13742.31

SCHEDULE M47 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 RECREATION ADMINISTRATION
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
RECREATION ADMINISTRATION					
OPERATING INCOME					
00953	CANOE HIRE FEES	-1100.00		-260.00	
04523	SALE OF HERITAGE C/TRAILS	-500.00		-154.55	
08593	GRANT - SERRAG	-12000.00			
08743	CONTRIBUTIONS -SERRAG	-18000.00			
OPERATING EXPENDITURE					
30082	SALARIES RECREATION		109500.00		43306.47
32082	VOL SUPER RECREATION		3700.00		611.61
32632	SGC SUPER RECREATION		9500.00		2859.18
33082	COMP PREMIUM RECREATION		3800.00		402.00
35032	STAFF TELEPHONE REC ADMIN		600.00		86.76
46082	VEHICLE OP RECREATION		8000.00		201.09
46462	STATIONERY/PAPER-REC ADM		3000.00		814.60
46472	MOBILE PHONE-REC ADMIN		1000.00		92.91
46482	BANNERS IN TERRACE		500.00		475.37
50682	OFFICE EQUIPT-RECREATION		500.00		
50962	LEGAL EXPENSES - REC		2000.00		24.32
51312	MARKETING/PROMOTION		7000.00		
51802	SUNDRY EXP REC. ADMIN.		2500.00		155.50
52442	CANOE MAINTENANCE-REC ADM		800.00		
71912	RECREATION TRAINING		3000.00		330.00
72082	CLUB DEVELOPMENT SCHEME				-43.18
72182	CONTRIBUTION TO SERRAG		33000.00		
72192	K/POOL FUTURE USE CONSULT		10000.00		909.09
72202	NEEDS ASSESSMENT STUDY		20000.00		
SUB TOTAL OPERATING		-31600.00	218400.00	-414.55	50225.72
CAPITAL INCOME					
CAPITAL EXPENDITURE					
70444	T/F TO RECREATION RESERVE		50300.00		
SUB TOTAL CAPITAL			50300.00		
TOTAL RECREATION ADMIN		-31600.00	268700.00	-414.55	50225.72

SCHEDULE M48 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE RECREATION & EARTH DISCOVERY SCHEME
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
	A'DALE RECREATION & EARTH DISC				
	=====				
	OPERATING INCOME				

09043	SPRING FAMILY BUSHWALKS	-200.00			
09053	ACTIVE IN ARMADALE	-4000.00			
	OPERATING EXPENDITURE				

38852	SPRING FAMILY BUSHWALKS		2500.00		213.12
38872	ACTIVE IN ARMADALE		7500.00		
44562	PROMOTION/ADVERTISING		2200.00		360.00
	SUB TOTAL OPERATING	-4200.00	12200.00		573.12

	TOTAL A'DALE RECREATION & EART	-4200.00	12200.00		573.12

SCHEDULE M49 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE AQUATIC CENTRE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
ARMADALE AQUATIC CENTRE					
=====					
OPERATING INCOME					

00543	ARMADALE POOL SUBSIDY	-3000.00			
05333	PROGRAM ACTIVITIES	-30000.00			
05343	BLUE PHONE	-900.00			
05353	HIRE OF MEETING ROOM	-400.00			
05373	LOST PROP COLLECTION FEE	-200.00			
05413	EQUIPMENT HIRE	-1200.00			
05433	SALES -SWIMMING AIDS	-3000.00			
05443	CONCESSION BOOKS - ADULTS	-13000.00			
05453	CONCESSION BOOKS - CHLD	-18000.00			
05463	CONCESSION ADM - SENIORS	-10800.00			
05473	CONCESS.ADM.- SPECTATORS	-9800.00			
05483	CASUAL ADM. - ADULTS	-42000.00			
05493	CASUAL ADMISS - CHILDREN	-41000.00			
05503	SCHOOL ADMISSIONS	-70100.00		-499.95	
05513	SUNDR INCOME - ARM POOL	-800.00			
05713	CASUAL ADMISSIONS-FAMILY	-21000.00			
08873	KIOSK SALES ARM AQUA CTE	-70000.00			

OPERATING EXPENDITURE					

30092	SALARIES A/DALE POOL		218400.00		21569.94
32092	VOL SUPER ARMADALE POOL		1900.00		688.15
32642	SGC SUPER ARMADALE POOL		17900.00		2009.57
33092	COMP PREMIUM A/DALE POOL		6600.00		
35702	STAFF UNIFORMS A/DALE PL		1800.00		147.27
36122	VEHICLE OF ARM/POOL		300.00		30.54
36222	STAFF MEDICALS ARM POOL		2200.00		1610.00
38202	ADVERTISING A/DALE POOL		5000.00		190.00
38472	SUNDRY OFFICE EXP A/DALE		2000.00		52.39
38902	TELEPHONE A/DALE POOL		2500.00		344.96
38912	BLUE PHONE ARMADALE POOL		1000.00		95.31
42362	POOL HEATING GAS EXPENSES		35000.00		
42392	SECURITY EXPENSES		10000.00		
43032	WATER CHARGES A'DALE POOL		18000.00		8298.60
43042	ELECTRICITY A/DALE POOL		16000.00		698.95
43292	CONSULTANCY FEES - A/POOL		2000.00		1000.00
48432	PLANT MICE ARMADALE POOL		29000.00		10118.01
48442	POOL MICE ARMADALE POOL		63000.00		5774.56
50072	INSURANCE ARMADALE POOL		6800.00		
51532	PROGRAM ACTIVITIES A/POOL		20000.00		
51542	SUNDRY EXP ARMADALE POOL		4000.00		545.46
51552	CHEMICALS ARMADALE POOL		8000.00		314.90
58032	GROUNDS MICE A/DALE POOL		18000.00		430.10
58152	PURCHASES SWIMMING AIDS		2000.00		
71892	CLEANING		14000.00		

SCHEDULE M49 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE AQUATIC CENTRE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
71902	VANDAL DAMAGE - ARM POOL		10000.00		1278.00
72002	KIOSK EXPENSES-A/AQUATIC		60000.00		2000.00
	SUB TOTAL OPERATING	-335200.00	575400.00	-499.95	57196.71
	CAPITAL EXPENDITURE				
71984	SHADE STRUCTURE-A/POOL		5000.00		
72124	REPLACE FENCING-A/AQUATIC		15000.00		
72584	HOT SHOWERS - ARM POOL		8000.00		
	SUB TOTAL CAPITAL		28000.00		
	TOTAL ARMADALE AQUATIC CENTRE	-335200.00	603400.00	-499.95	57196.71

SCHEDULE M50 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 KELMSCOTT POOL
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
KELMSCOTT POOL					
OPERATING INCOME					
OPERATING EXPENDITURE					
30102	SALARIES K/SCOTT POOL			2843.52	
32102	VOL SUPER KELMSCOTT POOL			79.96	
32652	SGC SUPER KELMSCOTT POOL			164.17	
38192	TELEPHONE KELMSCOTT POOL			69.82	
43012	WATER CHARGES KELM POOL			743.85	
43022	ELECTRICITY K/SCOTT POOL			461.69	
50082	INSURANCE KELMSCOTT POOL			4108.00	
SUB TOTAL OPERATING					8471.01
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
TOTAL KELMSCOTT POOL					8471.01

SCHEDULE M51 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE LIBRARY
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
ARMADALE LIBRARY					
=====					
OPERATING INCOME					

06863	PHOTOCOPIING A/DALE LIB	-6200.00		-1563.18	
06883	LOST/DAMAGED BOOKS A/DALE	-4000.00		-1084.82	
06903	LOST/DAMAGE BOOKS PRE GST			-117.70	
08433	SUNDRY REVENUE - ARM LIB	-2000.00		-489.53	
08483	INTERNET PRINTING	-300.00		-229.06	
08853	FINES & PENALTIES A/LIB	-10000.00			
OPERATING EXPENDITURE					

30112	SALARIES A/DALE LIBRARY		274400.00		77417.18
32112	VOL SUPER A/DALE LIBRARY		5700.00		1038.37
32662	SGC SUPER A'DALE LIBRARY		25300.00		6621.09
33112	COMP PREMIUM A/DALE LIB.		9300.00		1066.00
38092	STAT/PRINT A/DALE LIB.		6200.00		587.51
38102	PHOTOCOPIING A/DALE LIB		4100.00		672.50
38112	ADVERTISING A/DALE LIB.		2000.00		
38122	POSTAGES ARMADALE LIBRARY		8200.00		1808.16
38132	TELEPHONE ARMADALE LIB.		2500.00		349.27
38442	SUNDRY OFFICE EXP A/DALE		2500.00		991.31
38932	OFFICE MATERIALS A/DALE		2600.00		118.14
50092	INSURANCE ARMADALE LIB.		4500.00		2782.00
50422	LIBRARY RESOURCES A/DALE		8600.00		1415.12
51402	LOST/DAMAGED BOOKS A/DALE		6700.00		1412.95
51432	PROMOTIONAL ACTIVITY A/D		5100.00		1871.44
51562	COURIER		2100.00		488.10
51752	MUSIC CD COLLECTION-A/LIB		1000.00		
52162	STATIONERY/PAPER-ARM LIB		200.00		
52402	EQUIPMENT MTCE - A/LIB		1000.00		
SUB TOTAL OPERATING		-22500.00	372000.00	-3484.29	98639.14
TOTAL ARMADALE LIBRARY		-22500.00	372000.00	-3484.29	98639.14

SCHEDULE M52 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 KELMSCOTT LIBRARY
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
KELMSCOTT LIBRARY					
OPERATING INCOME					
06873	PHOTOCOPIING K/SCOTT LIB	-3000.00		-878.18	
06893	LOST/DAMAGED BOOKS K/SCOT	-500.00		-290.09	
08443	SUNDRY REVENUE - KELM LIB	-1500.00		-394.14	
08493	INTERNET PRINTING-K/LIB	-200.00		-127.65	
08863	FINES & PENALTIES - K/LIB	-5000.00			
OPERATING EXPENDITURE					
30122	SALARIES K/SCOTT LIBRARY		250100.00		58667.89
32122	VOL SUPER K/SCOTT LIBRARY		6500.00		994.05
32672	SGC SUPER KELMSCOTT LIB		22500.00		5599.83
33122	COMP PREMIUM K/SCOTT LIB.		8500.00		924.00
38142	STAT/PRINT KELMSCOTT LIB.		5700.00		454.17
38152	PHOTOCOPIING K/SCOTT LIB		3900.00		707.86
38162	ADVERTISING K/SCOTT LIB.		2100.00		
38172	POSTAGES KELMSCOTT LIB		6200.00		1217.59
38182	TELEPHONE KELMSCOTT LIB		4500.00		883.77
38452	SUNDRY OFFICE EXP K/SCOTT		2500.00		1086.46
38942	OFFICE MATERIALS K/SCOTT		2500.00		
39042	COURIER-KELM LIB		2000.00		487.95
50102	INSURANCE KELMSCOTT LIB.		4400.00		2728.00
50432	LIBRARY RESOURCES K/SCOTT		8000.00		3856.48
51422	LOST/DAMAGED BOOKS K/SCOT		6700.00		1047.78
51442	PROMOTIONAL ACTIVITY K/S		4500.00		1398.42
52172	STATIONERY/PAPER-K/LIB		100.00		
52642	EQUIPMENT MICE - K/LIB		1000.00		
SUB TOTAL OPERATING		-10200.00	341700.00	-1690.06	80054.25
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
TOTAL KELMSCOTT LIBRARY		-10200.00	341700.00	-1690.06	80054.25

SCHEDULE M53 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 WESTFIELD LIBRARY
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
WESTFIELD LIBRARY					
OPERATING INCOME					
07003	PHOTOCOPIYING -W/FIELD LIB	-2200.00		-476.16	
07013	LOST/DAMAGED BOOKS WF LIB	-500.00		-516.40	
08473	SUNDRY INCOME W/FIELD LIB	-1500.00		-405.63	
08923	INTERNET PRINTING	-200.00		-114.71	
09333	FINES & PENALTIES - W/LIB	-5000.00			
OPERATING EXPENDITURE					
30262	SALARIES WESTFIELD LIB		207900.00		45299.29
32252	VOL SUPER W/FIELD LIBRARY		5900.00		1325.90
32722	SGC SUPER WESTFIELD LIB		18300.00		3949.22
33242	COMP PREMIUM W/FIELD LIB		6900.00		766.00
38372	STAT/PRINT WESTFIELD LIB		5100.00		350.16
38382	PHOTOCOPIYING W/FIELD LIB		3900.00		702.79
38392	ADVERTISING - W/FIELD LIB		2100.00		
38552	POSTAGES - W/FIELD LIB		4300.00		491.75
38562	TELEPHONE - W/FIELD LIB		8800.00		787.63
38572	SUNDRY OFFICE EXES WF LIB		3100.00		1007.41
38972	OFFICE MATERIALS W/FIELD		2500.00		979.67
39052	COURIER-W/LIB		2500.00		487.95
50152	INSURANCE WESTFIELD LIB		2400.00		1800.00
50452	LIBRARY RESOURCES W/F LIB		8200.00		1533.66
51452	PROMOTIONAL ACTIVITY W/F		5200.00		1520.07
51462	LOST/DAMAGED BOOKS W/F LB		5700.00		782.18
51772	SENIOR'S GROUP ACTIVITIES		1000.00		50.00
52182	STATIONERY/PAPER-W/LIB		200.00		
52312	HOMEWORK SUPPORT W/FIELD		2600.00		
52692	EQUIP/BLDG MTCE MINOR WLB		2000.00		
SUB TOTAL OPERATING		-9400.00	298600.00	-1512.90	61833.68
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
TOTAL WESTFIELD LIBRARY		-9400.00	298600.00	-1512.90	61833.68

SCHEDULE M54 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 CULTURAL EVENTS
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
CULTURAL EVENTS					
OPERATING INCOME					
00153	SALE OF CENTENARY GOODS			-40.00	
00753	LC GRANT AUSTRALIA DAY	-13000.00			
04343	HIGH SCHOOL ART AWARD	-1500.00			
07033	CONCERTS IN THE PARK	-5000.00			
07063	MINNAWARRA FESTIVAL SITE FEES	-7000.00			
07103	MINNAWARRA FESTIVAL	-3000.00			
07893	HIGHLAND GATHER SITE FEES	-2200.00		-367.05	
07903	HIGHLAND GATHERING	-1400.00			
07933	AUSTRALIA DAY SITE FEES	-5000.00			
07943	CONCERTS IN PARK SITE FEE	-100.00			
07953	CAROLS BY CANDLE SITE FEE	-100.00			
07963	CAROLS BY CANDLELIGHT	-1000.00			
08003	CONF-JULL ST MALL CONCERT	-1000.00			
08313	MINNAWARRA ART EXHIBITION	-4000.00		200.00	
OPERATING EXPENDITURE					
30162	SALARIES CULTURAL EVENTS		50000.00		13822.69
31972	VOL SUPER CULTURAL EVENTS		1900.00		508.63
32942	SGC SUPER CULTURAL EVENTS		4200.00		1081.49
33422	COMP PREMIUM CULT EVENT		1700.00		190.00
50862	HIGH SCHOOL ART AWARD		8000.00		6980.74
50922	VEHICLE OPERATING-CULT EV		9500.00		1439.22
50992	MINNAWARRA FESTIVAL		42400.00		390.00
52322	SPONSORSHIP - CONCERT BAND		5000.00		5000.00
52452	ART ACQUISITIONS		3000.00		
52462	SPONSORSHIP PIPE BAND		5000.00		
53322	AUSTRALIA DAY		42000.00		9.09
53362	SPECIAL EVENTS SUPPORT				14.90
58432	HIGHLAND GATHERING		35000.00		
58442	CAROLS BY CANDLELIGHT		7000.00		
58472	FEATURE WEEKS		500.00		
58542	CONCERTS IN THE PARK		12000.00		
58622	JULL ST MALL CONCERTS		4000.00		
58642	MINNAWARRA ART EXHIBITION		18500.00		
58662	SIGNAGE & BANNERS		4000.00		
SUB TOTAL OPERATING		-44300.00	253700.00	-207.05	29436.76
TOTAL CULTURAL EVENTS		-44300.00	253700.00	-207.05	29436.76

SCHEDULE M55 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE-KELMSCOTT SENIOR CITIZENS CENTRE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
ARMADALE-KELMSCOTT SENIOR CITI					
=====					
OPERATING INCOME					

08953	PODIATRY-AKSCC	-8100.00		-2970.00	
09083	HAIRDRESSERS RENT AKSCC	-2600.00		-800.00	
09103	PODIATRY SUBSIDY-AKSCC	-800.00		-3250.00	
10453	HALL HIRE-AKSCC	-3200.00		-953.50	
10473	HALL BONDS-AKSCC	-400.00			
OPERATING EXPENDITURE					

50332	TELEPHONE-AKSCC		600.00		190.41
50552	PODIATRY-AKSCC		9200.00		4705.00
51192	SUNDRY EXPENSES-AKSCC		5400.00		17.14
51852	HALL BONDS-AKSCC		400.00		
SUB TOTAL OPERATING		-15100.00	15600.00	-7973.50	4912.55
CAPITAL INCOME					

CAPITAL EXPENDITURE					

SUB TOTAL CAPITAL					
ARMADALE-KELMSCOTT SENIOR CITI		-15100.00	15600.00	-7973.50	4912.55
=====					

SCHEDULE M56 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 HISTORY HOUSE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
HISTORY HOUSE					
=====					
OPERATING EXPENDITURE					

51382	SALARIES-H/HOUSE		49400.00		11564.66
34382	SGC SUPER - HISTORY HOUSE		4100.00		1031.10
34422	COMP PREMIUM - HIST/HOUSE		1500.00		174.00
54342	SUNDRY OFFICE EXPENSES-HH		2500.00		201.23
54572	TELEPHONE-HISTORY HOUSE		2000.00		189.63
54582	INSURANCE-HISTORY HOUSE		1100.00		176.00
54602	CONSERVATION-HIST HOUSE		4938.00		1253.54
54612	STAT & PRINT-HIST HOUSE		3000.00		
54622	DISPLAYS-HISTORY HOUSE		4100.00		22.00
54632	PUBLIC PROG-HISTORY HOUSE		1000.00		
54652	ADVERTISING-HISTORY HOUSE		1000.00		
54732	PHOTOCOPYING HIST/HOUSE		2100.00		
54742	OFFICE REQ (SCHOOL ROOM)		3000.00		
54772	STORAGE MODIFICATIONS		7117.00		3638.53
55262	PRESERVATION ASSIST PROJ		4700.00		
SUB TOTAL OPERATING			91555.00		18250.69

CAPITAL INCOME					

15133	SUNDRY INCOME HIST HOUSE	-1000.00			
15163	SG GRANT-LIB/MUSEUMS H/H	-2350.00			
15173	CONT - HISTORICAL SOCIETY	-2350.00		-2134.26	

CAPITAL EXPENDITURE					

82304	AIRCOND (SCHOOL ROOM)		2000.00		
SUB TOTAL CAPITAL		-5700.00	2000.00	-2134.26	

TOTAL HISTORY HOUSE		-5700.00	93555.00	-2134.26	18250.69

SCHEDULE M57 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 COMMUNITY DEVELOPMENT
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
COMMUNITY DEVELOPMENT					
OPERATING INCOME					
15125	SG GRANT-SENIORS PROJECT			-20000.00	
20973	SUNDRY INCOME	-1000.00		-462.00	
21103	CAREER EXPO SITE RENTALS	-5000.00			
21113	SG GRANT -VOL RESOURC CTE	-15000.00		-500.00	
21133	INCOME YAC CONCERT/EVENTS	-3000.00		-186.36	
21573	SG GRANT - ABORIGINAL SUP	-100000.00			
21973	GRANT-INDIG YOUTH ARTS	-39950.00		-19975.00	
22013	SG GRANT - MENS GROUP	-5000.00		-5000.00	
OPERATING EXPENDITURE					
30402	SALARIES COMMUNITY DEVEL		239100.00		63036.94
32342	VOL SUPER COMM.SERVICES		5500.00		576.38
32902	SGC SUPER COMM DEVELOP		21500.00		4791.94
33392	COMP PREMIUM COMM DEVELOP		8100.00		908.00
42372	YAC CONCERTS/EVENTS		14000.00		1901.18
42462	RECONCILIATION		14870.00		2691.89
42482	SENIOR'S ON LINE PROJECT		3501.00		
46372	VEHICLE OP COMM DEVELOP		9000.00		1566.52
46892	CONTRIB TO STARRICK HOUSE		4800.00		4090.91
52202	CONTRIBN SCHOOL GROUNDS		1200.00		550.64
52232	DONATIONS GENERAL		17000.00		200.00
52472	CONTRIBUTION - A.I.R.S.		3000.00		
52592	LEASE-COMMUN SECURITY VEH		7200.00		1254.18
52622	VEH OP COMMUNITY SECURITY		5100.00		278.27
53852	SUNDRY EXPENSES		2500.00		1097.69
54142	AGED SECURITY WORKSHOPS				72.73
54352	PASS VEHICLE REPLACE-CDEV		12000.00		
54362	STATIONERY/PAPER-COMM DEV		3000.00		453.63
54372	MOBILE PHONE-COMM/DEV		1000.00		61.41
54382	ABORIGINAL SUPPORT		205798.00		22225.43
54792	ABORIGINAL LEADERS PROG		4128.00		1141.38
54812	MENS GROUP		5000.00		2751.90
55372	SENIORS CO-ORD PROJECT		49564.00		8677.51
63552	CONTRIB NEIGHBOURHD WATCHE		4000.00		4000.00
63652	ADVERTISING/PROMOTION		21539.00		2485.99
63662	ALTERNATIVE FORMATS PRODN		1000.00		
63682	DISABILITY AWARE TRAINING		2000.00		
63742	YOUTH ADVISORY COUNCIL		3000.00		40.23
71522	CONT-ESCAPE TO THE HILLS		4600.00		
71582	CONT-CHAPLAINCY PROGRAMME		10000.00		10000.00
72072	SAFER WA N/WATCH CO-ORD		9704.00		6463.97
72092	COMM SVCES NEEDS FRAMEWK		10000.00		
72102	CULT REVIEW & ACTION PLAN		43658.00		16865.82
72112	VOLUNTEER RESOURCE CENTRE		47148.00		8129.15

SCHEDULE M57 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 COMMUNITY DEVELOPMENT
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
72142	STAFF TRAINING		3000.00		197.00
72152	COMMUNITY SAFETY PLAN		45000.00		17500.00
72162	CAREERS EXPO		14000.00		
72172	CULTURAL PROGRAMMES		10000.00		
72212	DSP-DISAB SVCES PLAN REVW		3000.00		
72222	INDIGENOUS YOUTH ARTS		39950.00		
70244	OFFICE FURN & EQUIP-C/DEV		1200.00		
	SUB TOTAL OPERATING	-168950.00	909660.00	-46123.36	184010.69
	TOTAL COMMUNITY DEVELOPMENT	-168950.00	909660.00	-46123.36	184010.69

SCHEDULE M58 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 NEIGHBOURHOOD IMPROVEMENT PROGRAM
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
NEIGHBOURHOOD IMPROVEMENT PROG					
OPERATING INCOME					
11413	SG GRANT NIP - KEYSTART	-75000.00		-16958.00	
20843	GRANT-A/DALE REDEVELOP	-50000.00			
20853	SG GRANT-WATERWISE GARDEN	-3200.00			
20863	SG GRANT- SEDO	-19300.00			
OPERATING EXPENDITURE					
34342	SALARIES-NIP			6898.85	
34352	SGC SUPER-NIP			599.77	
34432	COMP PREMUM - NIP			94.00	
44782	CONSULTANT FEES-NIP		2765.00		
51932	PROJECTS-NIP		210419.00	8888.45	
52632	WATERWISE GARDENING PROJ		3200.00	272.73	
53842	REGIONAL HOUSING PROJECT		19300.00		
SUB TOTAL OPERATING		-147500.00	235684.00	-16958.00	16753.80
CAPITAL INCOME					
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
NEIGHBOURHOOD IMPROVEMENT PROG		-147500.00	235684.00	-16958.00	16753.80

SCHEDULE M59 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 COMMUNITY SERVICES ADMINISTRATION
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
COMMUNITY SERVICES ADMINISTRAT					
OPERATING INCOME					
07833	FIRST STAGE SOUTH SALES	-200.00		-20.00	
OPERATING EXPENDITURE					
30662	SALARIES - CSA		105000.00		26441.39
31982	VOL SUPER - CSA		4100.00		1097.37
34392	SGC SUPER - CSA		9100.00		2333.65
34442	COMP PREMIUM - CSA		3500.00		508.00
38792	CONFERENCES - COMM SVCS		6000.00		2213.60
54392	PASS VEHICLE REPLACE-CSA		12000.00		
54402	STATIONERY/PAPER-CSA		300.00		144.99
54412	VEHICLE OPERATING-CSA		9600.00		917.43
54422	REFRESHMENTS-CSA		1000.00		36.36
54432	SUNDRY EXPENSES-CSA		2200.00		457.50
54442	STAFF TELEPHONE - CSA		2300.00		197.93
SUB TOTAL OPERATING		-200.00	155100.00	-20.00	34348.22
CAPITAL INCOME					
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
TOTAL COMMUNITY SERVICES ADMIN		-200.00	155100.00	-20.00	34348.22

SCHEDULE M60 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 ARMADALE RECREATION CENTRE
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
=====					
ARMADALE RECREATION CENTRE					
=====					
OPERATING INCOME					

01023	BASKETBALL FEES			-76.37	
01033	NETBALL FEES			-1162.55	
01053	SOCCER FEES			-883.37	
01063	SKATING FEES			-5.09	
01103	VACATION PROGRAMMES			-16093.65	
01123	TEAM NOMINATIONS			-119.00	
01143	CONTRIBUTION- UMPIRE FEES			-34.09	
01153	GYM CASUAL			-852.00	
01163	GYM MEMBERSHIP FEES			-5269.18	
01173	GYM SPECIALS INCOME			-270.00	
01183	CLASSES INCOME - CASUAL			-186.00	
01193	GYM HIRE FEES			-300.37	
01203	SUNDRY INCOME - REC CTE			-1455.68	
01213	STADIUM HIRE FEES - SPORT			-402.00	
01243	CRECEE			-92.95	
01253	KIOSK INCOME- REC CTE			-73.09	
OPERATING EXPENDITURE					

43692	CONSULTANCY - CTE MANAGER				8680.00
43702	SALARIES - PERMANENTS				7875.64
43712	WAGES CASUAL INSTRUCTORS				4310.42
43722	WAGES - CASUALS				10755.45
43732	SGC SUPER - REC CTE				1813.59
43752	EVENT EXPENSES				796.00
43772	RUBBISH REMOVAL REC CTE				1009.10
43792	SUNDRY OFFICE EXPENSES				689.05
43822	CLEANING EXPENSES				404.13
43832	ELECTRICITY CHARGES				2610.67
43842	PROPERTY MAINTENANCE		14000.00		27696.52
43852	WATER CHARGES - REC CTE				2312.25
43862	SUNDRY EXPENSES - REC CTE				5048.70
43882	VACATION PROGRAMS				3317.99
43892	TELEPHONE EXPENSES				1319.10
43902	OPERATIONAL SUBSIDY REC C		50000.00		22685.00
SUB TOTAL OPERATING			64000.00	-27275.39	101323.61

TOTAL ARMADALE RECREATION CENT			64000.00	-27275.39	101323.61

SCHEDULE M61 Printed at 08:18 on 01 OCT 2003
 CITY OF ARMADALE
 LIBRARY ADMINISTRATION
 FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

A/C	PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
		INCOME	EXPEND	INCOME	EXPEND
LIBRARY ADMINISTRATION					
OPERATING INCOME					
07113	PIENET INCOME	-3500.00		-1051.35	
20873	SG GRANT-CHILDRENS BK CNL	-1000.00		-1000.00	
20933	LOST & DAMAGED BKS S/DRS				-4249.24
OPERATING EXPENDITURE					
30002	SALARIES - LIB ADMIN		154000.00		46785.40
31962	VOL SUPER LIB ADMIN		6200.00		1271.70
32912	SGC SUPER LIB ADMIN		13400.00		4084.43
33832	COMP PREMIUM - LIB ADMIN		5000.00		514.00
37222	STATIONERY & PRINTING		1800.00		463.76
37232	SUNDRY OFFICE EXES		1000.00		194.91
37242	OFFICE MATERIALS LIB ADM		1500.00		45.00
37252	LIBRARY RESOURCES LIB ADM		4000.00		17.98
37262	STAFF TRAINING LIB ADM		4500.00		63.64
46282	VEHICLE OP ARM/LIBRARY		8000.00		975.95
51412	MARY DURACK AWARD		1000.00		509.09
52272	CONTRIB'N TOURISM GROUPS		40000.00		3000.00
53902	CHILDRENS BOOK WEEK		1000.00		1030.00
65402	PIENET		6000.00		1683.52
65412	SQL DATABASE SOFTWARE		10000.00		
71384	LOCAL HISTORY COLLECT-LIB		13538.00		6053.08
SUB TOTAL OPERATING		-4500.00	270938.00	-6300.59	66692.46
CAPITAL INCOME					
CAPITAL EXPENDITURE					
SUB TOTAL CAPITAL					
LIBRARY ADMINISTRATION		-4500.00	270938.00	-6300.59	66692.46

SCHEDULES M6-M10, M47 TO M61 08:18 on 01 OCT 2003
CITY OF ARMADALE
SUMMARY - COMMUNITY SERVICES DIRECTORATE
FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 SEP 2003

PARTICULARS	BUDGET 2003/04		ACTUAL 2003/04	
	INCOME	EXPEND	INCOME	EXPEND
OPERATING				
DOG CONTROL SERVICES	-207050.00	300649.00	-39069.84	66682.17
STOCK (ANIMAL) CONTROL SERVICE	-1500.00	59500.00	-360.00	13400.75
FIRE CONTROL SERVICES	-295200.00	383375.00	23203.05	67827.20
OTHER LAW AND ORDER	-14200.00	97550.00	-3906.83	20175.48
STATE EMERGENCY SERVICE	-50500.00	57067.00	-12625.00	13742.31
RECREATION ADMINISTRATION	-31600.00	218400.00	-414.55	50225.72
ARM RECREAT EARTH DISCOVERY	-4200.00	12200.00		573.12
ARMADALE AQUATIC CENTRE	-335200.00	575400.00	-499.95	57196.71
KELMSCOTT POOL				8471.01
ARMADALE LIBRARY	-22500.00	372000.00	-3484.29	98639.14
KELMSCOTT LIBRARY	-10200.00	341700.00	-1690.06	80054.25
WESTFIELD LIBRARY	-9400.00	298600.00	-1512.90	61833.68
CULTURAL EVENTS	-44300.00	253700.00	-207.05	29436.76
A-R SENIORS CENTRE MANAGEMENT	-15100.00	15600.00	-7973.50	4912.55
HISTORY HOUSE		91555.00		18250.69
COMMUNITY DEVELOPMENT	-168950.00	909660.00	-46123.36	184010.69
NEIGHBOURHOOD IMPROVEMENT PROG	-147500.00	235684.00	-16958.00	16753.80
COMMUNITY SERVICES ADMINISTRATION	-200.00	155100.00	-20.00	34348.22
ARMADALE RECREATION CENTRE		64000.00	-27275.39	101323.61
LIBRARY ADMINISTRATION	-4500.00	270938.00	-6300.59	66692.46
SUB TOTAL OPERATING	-1362100.00	4712678.00	-145218.26	994550.32
CAPITAL				
FIRE CONTROL SERVICES		286900.00		79921.62
RECREATION ADMINISTRATION		50300.00		
ARMADALE AQUATIC CENTRE		28000.00		
HISTORY HOUSE	-5700.00	2000.00	-2134.26	
SUB TOTAL CAPITAL	-5700.00	367200.00	-2134.26	79921.62
TOTAL	-1367800.00	5079878.00	-147352.52	1074471.94



ARMADALE HIGHLAND GATHERING

MINUTES

MINUTES OF THE MEETING HELD ON TUESDAY, 9 SEPTEMBER 2003 AT THE CITY OF
ARMADALE ADMINISTRATION CENTRE, COMMENCING AT 6.08 PM

1. ATTENDANCE AND APOLOGIES

Present

Cr Jim Stewart - (Chair)	City of Armadale
Henk Vogels	Individual Member
Andy Giglia	Individual Member
Margaret Dunne	Southern Districts Cycling Club
Mike Dunne	Southern Districts Cycling Club
Thelma Dry	Royal Scottish Country Dance Society
Barbara Ross	Caledonian Society of WA
Barbara Ewing	Australian Pipe Band Association WA
Madge McCollum	Lions Club
Peter Andrews	Western Australian Metropolitan Regional Committee of Highland Dancing
Melanie Green	City of Armadale

Apologies

Ken Manolas	Australian Pipe Band Association WA
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2. CONFIRMATION OF PREVIOUS MINUTES

Correction:

- 5.1 **Entertainment**
Replace with “Stage should be level with no gaps”.
- 5.8 **Cycling Event Coordinator**
Should read “Margaret and Mike Dunne suggested that three Scottish Dancing children be invited to present the flowers to the runner up winners of the main race”.

RESOLVED

The minutes of the meeting held on 12 August 2003, subject to the above corrections, be confirmed.

3. BUSINESS ARISING

3.1 Millennium Kids

At the last meeting, Committee asked the Events Coordinator to obtain the prices for printed Balloons, which are listed below:

- Initial cost for setting up of plates \$60.00
- Printing balloons:
 - 250 – 500 \$25.00 per 100
 - up to 1,000 \$23.00 per 100
 - 1,000 – 2,500 \$21.00 per 100
- Helium gas cylinders:
 - D size (approx 100 balloons) \$88.00
 - DL size (approx 50 balloons) \$66.00
- Curling ribbon 500m \$6.50
- Clips .03c each if required. \$30.00 per 100

This activity would also require someone to fill, clip, tie ribbon and hand the balloons out. Attachment would need to be tested to ensure it fits.

Total cost for 500 balloons \$781.50 or 1,000 balloons \$1,483.00, which is an unbudgeted expense.

The Committee discussed this suggestion and decided that it was unable to proceed due to financial constraints.

RESOLVED

That the suggestions of providing free printed balloons at the forthcoming gathering not proceed due to the prohibitive cost.

3.2 Fremantle Burns Club

The club is unable to assist with the Addressing of the Haggis even if they could be listed under the City of Armadale’s volunteer policy. Does anyone have any suggestions for a replacement of this activity?

Barbara Ross advised that her son may be able to carry out this activity and he will contact the Events Coordinator to discuss.

RESOLVED

That the Event Coordinator discuss with Barbara Ross’s son to ascertain if he is able to “Address the Haggis” as part of the 2003 Gathering.

3.3 Pipe Band Association Trophies

At the previous meeting the Committee resolved: *The Events Coordinator to liaise with the History House Curator to further investigate the storage of trophies at the City of Armadale.* The proposal is currently being investigated and a report will be presented for Council’s consideration via the September Community Services Committee Meeting.

RESOLVED

That the information be received.

3.4 Train Ride

The Events Coordinator and train ride provider have discussed the safety issue, the provider has agreed to continually beep his horn whilst moving, travel at 4 kmph along one side of the park and not cross the bridge. He will charge \$2.00 for adults, \$1.00 for children and second ride is \$1.00.

There was considerable discussion regarding this activity to ensure safety of event attendees.

RESOLVED

That the train ride operator be given a safe route on the day by event organisers that does not cross the bridge and does not weave between current activities.

3.5 Entertainment Program

Rockingham Pipe Band has kindly agreed to lead the mayoral procession, which finalises the entertainment program apart from the Addressing of the Haggis.

The draft program was endorsed at a previous meeting and the final version was discussed at the Committee meeting. Committee endorsed the final version of the entertainment program for the 2003 Armadale Highland Gathering subject to minor alterations.

RESOLVED

1. **That Committee extend its thanks to the Rockingham Pipe Band for agreeing to lead the mayoral procession and to Ken Manolas for making the arrangements.**
2. **That the Entertainment program be endorsed subject to any further minor amendments.**

3.6 Frog Hollow

At the previous meeting, Committee resolved *that the Events Coordinator contact the Shire of Northam regarding hot air ballooning. The Hot Air balloons could be located over at Frog Hollow as a promotional tool for the event.* An invitation was sent to Windward Ballooning however, the company is not interested in participating due to being otherwise engaged on weekends.

RESOLVED

That the information be received.

4. CORRESPONDENCE

Inwards

Letters declining invitation to participate.
Emails from Police Pipe band re main stage entertainment.
Emails from Coastal Scottish Pipe Band WA, libraries and museum staff re displays
Emails from Health Dept re donation of prizes to be used at dancing workshop
Emails from hot air balloon providers

Outwards

Invitations and registration forms sent to craft vendors and displays
Emails to Police Pipe band re main stage entertainment.
Letter to Dale Cottage Care Foundation accepting their proposal to run the bar
Letter to Scottish Freemasons declining their proposal to run the bar
Emails to Coastal Scottish Pipe Band WA, libraries and museum staff re displays
Email to Rockingham Pipe Band re loan of merchandise
Emails to Health Dept re donation of prizes to be used at dancing workshop
Emails to hot air balloon providers

RESOLVED

That correspondence be received.

5. PORTFOLIO REPORTS

5.1 Entertainment – Cr Jim Stewart, Events Coordinator

With the inclusion of the Police Pipe Band and the other quality entertainment that we have on offer, the main stage will be a busy area.

5.2 Heavy Events - Jay Waller

The Events Coordinator to contact Jay Waller to ascertain how the Heavy Events programme is proceeding.

5.3 Ceilidh – Alister Wilson, Events Coordinator

After considerable discussions with the Police pipe band re timings, they have agreed to the attached program. It will be a great draw card to have the Police Pipe Band appear in the Ceilidh but it has meant significant juggling of the program.

Further discussions regarding the Scottish Country Dancing in the Ceilidh will take place to ensure a prominent and effective performance.

Alistair Wilson to contact those regulars who may not be able to participate this year due to the program restructuring.

5.4 Highland Dancing Competition – Peter Andrews

Discussions took place regarding inviting three young Scottish Dancing girls to present flowers at 4.45 pm. One of these organisations to liaise with the cycle club to ensure this proceeds.

5.5 Royal Scottish Country Dancing Displays – Thelma Dry

Discussions took place regarding inviting three young Scottish Dancing girls to present flowers at 4.45 pm. One of these organisations to liaise with the cycle club to ensure this proceeds.

The Event Coordinator tabled the prizes that the Health Department had donated to the City of Armadale to be used for the Country Dancing Workshop.

Thelma Dry advised that the Royal Scottish Country Dancing are unable to dance on the grass due to lack of insurance.

5.6 Site Layout & Vending Management – Andy Giglia, Events Coordinator

5.7 Pipe Band Competition – Ken Manolas

The Pipe Band competition is proceeding along smoothly.

5.8 Marketing & Sponsorship – Events Coordinator

The Event Coordinator advised that the cost of putting the posters on the train is prohibitive. Committee suggested that a letter be written to Alannah MacTiernan to see if she was able to help in this regard.

The Event Coordinator to contact Max Kay from Curtin radio who has a Scottish show on Friday and Saturday regarding promoting the Gathering.

The Committee discussed TV versus newspaper marketing and endorsed the Events Coordinator to carry on with a similar marketing schedule as used last year.

5.9 Cycling Event – Henk Vogels, Michael and Margaret Dunne

Portfolio holders advised that all was going to schedule and gave the events coordinator computer discs with printed literature that they require administrative assistance with.

5.10 Food and Craft Vending – Events Coordinator

The Armadale Rotary Club, which sold Scottish food at last year’s event, do not want to participate this year. The Clansman restaurant has been approached but they are too busy at this time of the year. The Events Coordinator has contacted Aristocrat Foods and Britannia but neither is able to sell their products at the event but both are happy to provide merchandise to an on-seller at a reduced price. We require a group who wish to use this opportunity to fundraise, do any Committee members have any suggestions?

The Committee suggested the Events Coordinator approach the Grand Lodge of Scottish Freemasons who previously applied to run the bar, to see if they are interested in selling Scottish foods.

Andy Giglia to give the Events Coordinator a contact who may be interested in selling the Scottish food.

Barbara Ewing to let the Events Coordinator know if the Scottish Heritage Society are interested in having a craft stall at this year’s Gathering.

It was also suggested that Woolworths may be interested in providing a discount system on liquor purchases for the bar.

5.11 Finance

The Events Coordinator tabled a draft budget for the event and the Chairman asked Committee members to peruse this. This budget is only a draft because it is still not known if Woolworths will be sponsoring the event.

RESOLVED

That the information be received.

6. GENERAL BUSINESS

6.1 Church Group

Barbara Ewing advised that the church group still wish to attend the event but will not be providing tents hence they can be treated like any other visitor. Their bus arrives at 11am and the site manager will ensure they are able to access the council car park via Jull Street and park near the museum entrance to the park. The church group will be bringing their own chairs.

RESOLVED

That the information be received.

6.2 November meeting

The Events Coordinator was asked to book the Sun Hing for the 11th November immediately following the committee meeting.

RESOLVED

That the information be received.

7. NEXT MEETING

The forthcoming meetings will be held on:

- **Tuesday 14 October, 2003**
- **Tuesday 11 November, 2003 (Dinner at Sun Hing after meeting.)**
- **Tuesday 9 December, 2003 (debrief)**

8. CLOSURE

The meeting closed at 7.30pm.

**ARMADALE POLICE AND CITIZEN'S YOUTH CLUB
MANAGEMENT COMMITTEE MEETING**

DATE: WEDNESDAY 20th August 2003

VENUE: ARMADALE P.C.Y.C

MEETING OPENED: 5:30pm

CHAIR PERSON: Ivan Bullich

MINUTE TAKER: Ian Lannary

PRESENT: Ivan Bullich
Pam Walker
Colin Parker
Christine Heinz
John Landwher
1st Class Const Gordon Musulin
APLO Kylie Stack
S/Const Rod Gittos
Ian Lannary

GUESTS: NIL

APOLOGIES: S/Sgt K. Fergusson
Pat Quinlivan
Carl Askew

CONFIRMATION OF MINUTES OF PREVIOUS:

Moved Rod Gittos / Christine Heinz that the Minutes of the previous meeting held on the 23/07/03 were a true and correct record of that meeting and should be signed as such.

CARRIED

BUSINESS ARISING FROM MINUTES:

- Weights continue to attract large numbers.
- \$170,000.00 funding for second stage to be used to build bus extension and weight room at rear present premises.
- Health department currently looking at revamping old premises at 78 Champion Drive.

CORRESPONDENCE INWARD:

As per attached list.

CORRESPONDENCE OUTWARDS:

As per attached list.

Moved Christine Heniz / John Landwher that inward correspondence be accepted and outward confirmed, as tabled.

TREASURERS' REPORT:

The Financial Report for July 2003 was presented and tabled.

- As expected large payout as all bills are finalised at old club.
- Disco equipment alone cost \$11,500.00.

Moved by John Landwher / Rod Gittos that the Financial Report are received and accounts as tabled for payment and that accounts be ratified.

CARRIED

MANAGER'S REPORT:

See General Business.

GENERAL BUSINESS:

- **Gym promotion.** Currently running at approximately \$17,500.00 loss each year. The Manager proposes a promotion to improve membership and increase funding. Looking at new Gym equipment to lease and upgrade our current Gym.
- **Aerobics.** Currently assessing number of classes with the view to pruning staff hours and practices.
- **Security and Monitoring.** New call out lists for security purposes and codes for staff are locked into the systems. Currently looking at laser mounted beams for front doors, sensors for all exit doors on court one, two and three and also black and white TV monitor to observe the front counter front within the office. Costings and available equipment are being looked at currently.
- **Staff Work Experience.** We presently have two work experience people giving us a hand, J Bennet who is in the process of completing a degree in Sport and Recreation will be giving us 160 hours and helping out with marketing and other fields regarding Recreation centres. C Hedlam is currently doing a Structured Workplace Learning program through Armadale High School. In the near future we will have five Work for the Dole people helping around the club, these young people will be supplied to us through Westnet.
- **Risk Assessment.** Constable Musulin has written a Risk Assessment Plan to be used in conjunction with the Induction Day program – John Landwher will assist by reviewing the risk management involved.
- **Budget request for funding.** Gordon Musulin address the Committee on the estimated budget for the running of the Armadale PCYC/Rec Centre 2003/2004 anticipated loss of \$40,00.00 for the first years trading (See

attached budget). Discussion ensued regarding budget. Motion passed that the budget be accepted in principal.

- **Cleaning** Constable Musulin investigated the cost of cleaning the new premises and has come to the conclusion that we will continue to use the present cleaner as a permanent part-time employee. we will also continue to use Fresh Start Cleaning for Disco nights and other major events. Committee agreed that this was the Manager's role to decide.
- **Holly Ann Vending Machines.** After discussion it was decided that we would go ahead with two ride machines, one Police Vehicle and one Fire Engine for the front foyer.
- **Fundraising Quiz Night.** Rotary has agreed to contribute \$15,00.00 towards our Climbing Wall. It was discussed if it would be viable whether we should go into partnership with either Federation or another Club in ownership of the Climbing Wall. The Committee decided it would be a better idea for Armadale PCYC to purchase the Wall independently. Other Clubs could then have the option to lease the Wall at a nominal cost for their own Fundraising. Looking at Quiz Night similar to the one held by Cannington Police prizes from local businesses/ looking for Community involvement. John Landwher and Constable Musulin are to approach local big businesses in the area in the way of sponsorship.
- **Naming of Premises.** After much discussion the Committee rejected the Spectrum name for the Club (Total dislike). The Committee agreed that we need to come up with a fresh and vibrant name we have asked for help from anyone who can maybe come up with a suitable name.
- **Maintenance List.** Ivan suggested he could obtain a cherry picker over a nominated weekend and maybe with a working bee around the club we could attend to some of the items that need mounting in court three, i.e.: Disco equipment, Trampoline gear and Roman Rings.

OTHER GENERAL BUSINES:

- Federation AGM was well-received and big thanks to the Trampolinists and other performers on the night.
- Rod Gittos commented he had been receiving a lot of queries about our next disco from the many schools he attends. Gordon suggested the next disco would be at the end of September, as we have not installed our Disco lighting.
- The Committee discussed the possibility of changing the day for the Committee meetings but decided that the Wednesday night was most suited to the Committee members present.
- It was brought up by one of the Committee members that the stairs were an occupational health and safety issue also the floor.
- The subject of Polo Shorts for the staff to present a better image was discussed and agreed to by the Committee. Suggested we look at Work Clobber for Polo shirts.

ITEMS TO BE CARRIED FORWARD TO NEXT MEETING:

Nil

CLOSURE: There being no further General Business, the meeting is declared closed at 7:00pm.

NEXT MEETING:

17/09/2003 at 5.30 PM

**ARMADALE POLICE AND CITIZEN'S YOUTH CLUB
MANAGEMENT COMMITTEE MEETING**

DATE: WEDNESDAY 17th September 2003

VENUE: ARMADALE P.C.Y.C

MEETING OPENED: 5:30pm

CHAIR PERSON: S/Sgt Kim Fergusson

MINUTE TAKER: Ian Lannary

PRESENT: S/Sgt Fergusson
Ivan Bulich
Pam Walker
Colin Parker
1st Class Const Gordon Musulin
APLO Kylie Stack
S/Const Rod Gittos
John Knezevich
Alexandra Lewis
Pat Quinlivan
Carl Askew
Ian Lannary

GUESTS: Jamie Bennett

APOLOGIES: Christine Heinz
John Landwehr
Hans Mengel

CONFIRMATION OF MINUTES OF PREVIOUS:

Moved Rod Gittos / Ivan Bulich that the previous meeting held on the 20 / 08 / 03 were a true and correct record of that meeting and should be signed as such.

CARRIED

BUSINESS ARISING FROM MINUTES:

Nil

CORRESPONDENCE INWARD:

As per attached list.

CORRESPONDENCE OUTWARDS:

As per attached list.

Moved Ivan Bulich / Pam Walker that the inward correspondence be accepted and outward confirmed, as tabled.

TREASURERS' REPORT:

The Financial Report for the month of August 2003 was presented and tabled. Pat Quinlivan raised the question of a cash flow.

Moved Alexandra Lewis / Ivan Bulich that the Financial Report be received and accounts as tabled be passed for payment and that accounts be ratified.

CARRIED

MANAGER'S REPORT:

- Gordon suggested that the community response so far has been fantastic and the club has been gaining momentum.
- Basketball competition was actually down on numbers, this is only to be expected as Foxy's has been marketing vigorously while the revamping of the Recreation Centre has been progressing. Currently looking at advertising to increase basketball/volley ball competitions.
- Currently looking at installing new disco equipment in court three, we feel we will have the capacity to hold the best discos in Perth.
- Jamie Bennett from Edith Cowan University is as part of his course in Centre Management helping the club greatly by working on our staff inductions, Occupational Health and Safety and Incident Reports. Jamie is also in the process of setting up a training manual for our Work for the Dole, Tafe and work experience students. Another project Jamie is involved in is the operations manual.
- Storage in the new centre is a major problem; the solution seems to be the building of a new storage area off the back of court three.
- The Southern Districts Support Association are currently looking at taking over the old premises at Champion Drive, with an initial investment of \$400,000 being spent to refurbish the old club.
- All staff currently very busy with meetings and generally setting the new premises up for business.

GENERAL BUSINESS:

- **Confirmation of A/Managers Position:** Ian Lannary has been appointed to the position of A/Manager Armadale PCYC after a public service selection board.
- **Trampoline:** Trampoline rig to be suspended from the roof.
- **Gym:** The Roman Rings also require to be installed.
- **Quiz Night:** Committee currently looking at Quiz Night similar to the one held by Cannington Police. Prizes and any other help from local businesses. Looking for Community involvement. Fundraising quiz nights will begin late February 2004, Alexandra Lewis to organise booking.

- **Naming of Premises:** After much discussion the suggested names so far are: ARC Fitness, SPECTRUM, Armadale Arena and The Richard Shepard Centre. *Note, Richard Shepard was a well known and influential indigenous person within the Armadale community did much for the community in terms of both indigenous and sport related activities, he was also chairperson for the Aboriginal Torres Strait Islanders Committee who past away on the 8th July 2003.* Other names include Trackers, The Dale Centre, Armadale Rec, The Gym and the ARC. All suggestions are to be forwarded to Gordon Musulin by this Tuesday 23rd September 2003 to be short-listed.
- **Crime Prevention.** S/Const. Rod Gittos and APLO Kylie Stack have a group of 6 girls attending a 3-day camp and 6-week program, also Drug Arm workshop. John Knezevich will assist in program by looking at accessing funds for the program.
- **Discos.** Unfortunately the Disco has been cancelled again this month due to the fact that we are still waiting to have the equipment installed. Currently a structural engineer looking at loading and stress involved in installing equipment from roof. The discos will begin late October. We will have a big promotion including having some major prizes such as bikes. Once the junior discos are up and running again it has been suggested that the club looks at running some High School discos.
- **Open Day.** Once the name for the club is finalised, the Committee will set a date for early November for an open day. The open day will publicise the partnership between the City of Armadale and the Federation of PCYC. It envisaged that the open day will attract many local people and it will greatly enhance the profile of the new club, with a corresponding increase in business.

ITEMS TO BE CARRIED FORWARD TO NEXT MEETING:

Nil

CLOSURE: They're being no further General Business, the meeting was declared closed at 6:45pm.

NEXT MEETING:
15/10/2003 at 4:00pm.

**HISTORY HOUSE MUSEUM
MANAGEMENT COMMITTEE**

MINUTES

**THURSDAY 7th AUGUST – 7:00PM
BIRTWISTLE LOCAL STUDIES LIBRARY**

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1 **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE & DISCLAIMER**

Member /Deputy Member	Affiliations
Cr. Linton Reynolds	Mayor, City of Armadale
Mr Kim Fletcher	Armadale Wildflower Society
Ms Hazel James	Community Representative
Mr Terry Holton	Community Representative
Mrs Colleen Fancote	Western Australian Genealogical Society
Mrs Beth Blair	Community Representative
Ms Kristie Jenkins	Heritage Country Tourist Association
Mrs Faye Clay	Friends of History House Volunteer Group
Vacant	Community Representative
Vacant	Community Representative
Vacant	Community Representative
Staff	
Ms Maureen Chew	City of Armadale, Manager Library & Heritage (Acting)
Mrs Chantal Gurney-Pringle	City of Armadale, Historian/Museum Curator

APOLOGIES

Member /Deputy Member	Affiliations
Mr David Allen	Armadale and Districts Brickworks Preservation Group Inc.

2 **DISCLOSURES OF FINANCIAL INTEREST**

Members and employees must disclose any financial interest in matters to be discussed at the meeting (Sections 5.65 & 5.70 of the *Local Government Act 1995*). Sections 5.65 & 5.70 do not apply if an interest arises only because the person is a member of a body with non-profit making objects.

3 **PUBLIC QUESTION TIME**

If members of the public are present, Council's disclaimer should be read before questions are invited.

4 **DEPUTATIONS**

Non-member groups or individuals who wish to comment on items raised in this Agenda or to raise other matters of concern can do so at this time. Please contact the City's Museum Curator – Chantal Gurney-Pringle who can be reached by telephone on 9399 0641 or by e-mail on CPringle@armadale.wa.gov.au

5 CONFIRMATION OF MINUTES AND RECOMMENDATIONS

Moved : Terry Holton Seconded : Linton Reynolds

That the Minutes of the History House Museum Management Committee held on Thursday, 3rd April 2003 be confirmed.

6 CORRESPONDENCE, INFORMATION AND PROJECTS FOR COUNCILS NOTICE

(i) Correspondence In

Janine Druce - Resignation from HHMMC.
Committee moved that the resignation be received and that a letter of thanks be sent to Ms. Druce.

(ii) Correspondence Out

Nil

(iii) Information and Projects for Councils Notice

(i) COA – History House Museum and Local History Library Budget.

(ii) Visitor Attendance Figures:
Accumulative Total 07/01 – 07/02- 2574
Accumulative Total 07/02 – 07/03- 3056

Monthly summary

April 2002 - 590
April 2003 – 742

May 2002 - 181
May 2003 - 266

June 2002 - 166
June 2003 – 198

7 BUSINESS ARISING (From Previous Minutes)

Presiding Chair Mr. Kim Fletcher congratulated Patricia Walker and Chantal Gurney-Pringle on the successful organisation of the Museum and Local Studies Library dedication event that was very well received and enjoyed. Mr. Fletcher also commented that the Heritage Marker unveiled for the Birtwistle Local Studies Library would be the forerunner for future heritage sites in the City.

7.1 *Election of Committee Positions*

Nomination forms for the vacated positions of Chair and Deputy Chair of the HHMMC were received and the following positions filled:

Kim Fletcher – Chair
Terry Holton - Deputy Chair

7.2 Development of Friends Group / Volunteer Agreement

Chantal Gurney-Pringle reported that an afternoon tea was held on 17th July for all History House Museum and Birtwistle Local Studies Library volunteers. The purpose of this meeting was for volunteers to meet City of Armadale Human Resources Manager Marka Haasnoot to discuss human resource matters and volunteer insurance obligations.

Volunteers were presented with a copy of the Friends of History House pack that was finalized by the HHMMC. To date the feedback seems positive with no volunteer refusing to sign.

7.2 History House Museum Storeroom extensions

Following the previous HHMMC recommendation approving a temporary storeroom at History House Museum, the initial stage of construction has been completed with panelling installed and painted. The second phase of the project, which is to purchase appropriate shelving and finalise the internal fit out, will take place following the approval of the current budget.

7.3 Ray White Photographic Request

Following the initial request from Ray White Armadale for the HHMMC to consider a request to provide 6 images for use as a scrolling computer backdrop on its computer used for people searching for property to purchase or rent within the Armadale area, the Curator is still to finalise details regarding this matter.

8 GENERAL BUSINESS

8.1 Around the table

Kim Fletcher

Reported that there has been a second meeting of the Westfield Pioneer Residents Groups. At this stage the emphasis of the group is on collecting photographs, ephemeral and map/plan archival material for the Curator to copy for the Birtwistle Local Studies Library collection.

It is also hoped that some oral histories of members of this group will be carried out in the future. The prospect of further oral history training for willing volunteers was discussed and the Curator commented that such training would depend on the availability and cost of appropriate course run by the OHAA WA Branch.

The Museum has also committed to present a display on early Westfield as part of the project and the theme will be added to the next Display Schedule.

Kim asked Linton to clarify the current status of the Bert Tyler Museum by outlining Councils commitment. Linton commented that at present negotiations are in a lull until Patricia returns from holidays.

Faye Clay

No report

Beth Blair

No Report

Colleen Fancote

No report

Linton Reynolds

Outside the Frame Art exhibition currently running in the Council Function Room. In the four years that the exhibition has been running it has established credibility. Our Kids Exhibition runs at the Shopping Centre Yrs 8-10 in conjunction with Outside the Frame.

Tabled the COA Access and Facility Guide available from Council.

Maureen Chew

Reported on the Mary Durack Award that COA is associated with.

Also mentioned that Betty Rushton commented on the “Tales of Times Past” project that is a Council initiative. Betty commented that there was a need for more Oral Histories to be collected to capture these rich stories.

Chantal Gurney-Pringle

Reported that both Cr. Bob Tizard and herself have undergone training for the new archival quality Digital Camera purchased for the Local Studies Library.

Hazel James

No report

Terry Holton

Terry asked for clarification on the status of the off-site storage located at the Council Depot. Chantal commented that an artefact made of asbestos had been removed from

the site some time ago and although a full clean up of the site has not occurred Council has concluded that the storeroom is safe to use.

Kristie Jenkins

Asked for clarification on the role of the committee. Terry Holton as previous HCTA representative provided clarification of the HHMMC role.

9 NEXT MEETING

The next meeting is scheduled for 2nd October 2003.

CLOSURE 7:55PM
