



INFORMATION BULLETIN

ISSUE NO. 22/2004

10 November 2004

Information Bulletin

Issue No. 22/2004

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Department of Local Government and Regional Development
Government of Western Australia

Our ref: 323-04

Cr Linton Reynolds
Mayor
City of Armadale
Locked Bag No. 2
ARMADALE WA 6112

Info bulletin please

I 83297

CITY OF ARMADALE	
REC'D - 1 NOV 2004	No.
TO: MAYOR	INIT: [Signature]
REFER/NOTE:	INIT:
FILE/S: Gov/11	

Dear Mayor Reynolds

MENTORING PROGRAM FOR WOMEN IN LOCAL GOVERNMENT

In recent months, you have received information through correspondence and the UPDATE publication about the proposed mentoring program for women in local government, the program being initiated by the Advisory Committee on Women in Local Government which is chaired by Councillor Paddi Creevey of the City of Mandurah.

The purpose of this letter is, firstly, to provide you with details of the program. An outline of the program is enclosed. As explained in the outline, the aims of the program are to:

- provide a means of professional development and support for individual women in the local government sector;
- contribute to the enhancement of knowledge and skills within local governments in this State; and to
- increase the overall effectiveness of local government management, decision making and service delivery in Western Australia.

The program will focus on women currently in management and decision making positions in local governments, along with women aspiring to such positions as the next step in their career. While the focus is on women as mentees, the program will involve both men and women across the State in various ways. These might include as a mentor, as the supervisor of a mentee, as a Chief Executive Officer of a local government where there are mentors and/or mentees, or as an elected member of a Council supporting the program. The program can therefore have benefits for everyone involved. It will be conducted over a twelve to eighteen month period.

The second purpose of the letter is to advise of the formal commencement of the program through the invitation of Expressions of Interest from those interested in either undertaking the role of mentor or participating in the program as a mentee. The broad expectations of mentors and mentees are explained in the information provided.

Dumas House
2 Havelock Street
WEST PERTH WA 6005
GPO Box R1250, PERTH WA 6844

Tel: (08) 9217 1500 Fax: (08) 9217 1555
Freecall: 1800 620 511 (Country only)
E-mail: info@dlgrd.wa.gov.au
www.dlgrd.wa.gov.au

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The support of yourself and members of Council will be an important ingredient in the success of the program. It would be appreciated if you would ensure that this information is available to all councillors so that they are aware of the program and its aims, also the benefits it can bring for your local government as a whole. Chief Executive Officers are also receiving information about the program and are being asked to circulate it to staff within their local government.

As the enclosed material indicates, staff can obtain Expressions of Interest forms from Virginia Scott, Department of Local Government and Regional Development, telephone 9217 1442, fax 9217 1480 or email vscott@dlgrd.wa.gov.au. The due date for Expressions of Interest is Friday, 19 November 2004.

Virginia would be very happy to provide further information regarding the program should you or councillors of your local government have any queries.

The mentoring program is a new and exciting initiative for the local government sector in this State and I look forward to your involvement and support for the program.

Yours sincerely



Cheryl Gwilliam
DIRECTOR GENERAL

29 October 2004

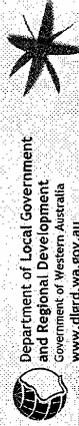
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Mentoring Program for Women in Local Government in Western Australia

An exciting new professional development opportunity in the WA local government sector



Initiated by the Advisory Committee on
Women in Local Government
and supported by the Department of Local Government
and Regional Development



IF I AM INTERESTED IN BEING A MENTOR OR MENTEE IN THE PROGRAM, WHAT DO I DO?

Contact the Program Manager at the Department of Local Government and Regional Development for further information about the program and to obtain an Expression of Interest form:

Tel 9217 1442; Fax 9217 1480;
email vscoitt@dlgrd.wa.gov.au
GPO Box R125C, PERTH WA 6844

AFTER I EXPRESS AN INTEREST, WHAT WILL HAPPEN NEXT?

- copies of expressions of interest will go to all potential mentors and mentees;
- there will be an information and training workshop. All potential mentors and mentees will be expected to participate as the workshop will cover essentials for the program and it is an opportunity for them to meet;
- following the workshop, mentees will contact prospective mentors and arrange to discuss the possibility of working together in a mentoring relationship;
- mentor/mentee arrangements will then be finalised between mentors and mentees, in consultation with the Program Manager; and
- mentors and mentees will develop a mentoring agreement and an action plan and move forward with this.

Enquire now about this new professional development program, the first of its kind for the WA local government sector.

WHAT ARE THE BENEFITS OF THE PROGRAM?

for mentees

- increased job knowledge and skills;
- increased knowledge and understanding of organisational processes;
- increased knowledge and understanding of the sector;
- increased ability to demonstrate competitiveness in selection processes;
- increased appreciation and perspective of career development processes and planning; and
- increased access to professional development opportunities and networks.

for mentors

- increased job satisfaction;
- sense of contribution to the sector and recognition of this by others;
- renewed motivation and enthusiasm;
- new learning; and a
- sense of achievement in seeing mentee(s) develop and achieve.

for local governments

- enhanced job contribution by all mentoring program participants; and
- enhanced performance within and by the local government.

for the sector

- enhanced view of the sector as one of excellence in management, decision making and service delivery and as a career choice.

WHY HAVE A MENTORING PROGRAM?

The Advisory Committee on Women in Local Government was established by the Minister for Local Government and Regional Development with the aim of encouraging and assisting women to seek employment and progress their careers in the Western Australian local government sector.

With only four female Chief Executive Officers in 144 local governments and 16.2% of managers in tier two management and decision making positions in the sector being women, the Advisory Committee decided to establish this mentoring program. The other two priorities of the Advisory Committee are the promotion of competent, equitable selection processes in local government and the promotion of the sector, including the key role it plays in the daily lives of people.

WHO IS THE PROGRAM FOR?

- women in management and decision making positions in local government, and
- women aspiring to such positions as their next career move.

WHAT IS MENTORING ABOUT?

Mentoring is a process which provides guidance to individuals in their professional development. While mentoring exists in a professional context such as the workplace, the development of the mentoring relationship takes place at a personal level. It is a relationship, not just a procedure or activity, where one person professionally assesses the career development of another, outside the manager/subordinate relationship (Mintz, 1993).

MORE ABOUT THE PROGRAM

- mentors and mentees will self select;
- there are some broad principles and protocols in place as a guide for participants and, within these, participants will make their own arrangements for such things as frequency of contact and how this will occur; and
- a Program Manager will be available to support and assist mentors and mentees as required and generally manage the program.

WHAT ARE THE CHARACTERISTICS OF EFFECTIVE MENTORS AND MENTEES?

Effective mentors will:

- have a commitment to the program;
- have job related skills, knowledge and expertise, including highly developed interpersonal skills;
- be able to see the mentoring relationship as a mutually beneficial learning process for both mentor and mentee; and
- be willing to give sufficient time to the mentoring process.

Effective mentees will:

- have a commitment to the program;
- be prepared to accept responsibility for their own growth and development;
- have the ability to identify and articulate their learning goals as part of the mentoring process; and
- be willing to give sufficient time to the mentoring process.

WHAT DOES THE PROGRAM AIM TO ACHIEVE?

The program aims to:

- provide a means of professional development and support for individual women in the local government sector;
- contribute to the enhancement of knowledge and skills within local governments in this State; and to
- increase the overall effectiveness of local government management, decision making and service delivery in Western Australia.

HOW WILL THE PROGRAM WORK?

- it will be Statewide and Expressions of Interest from potential mentors and mentees across the State are encouraged – mentors may be men or women;
- the mentoring process for participants will encompass contact by phone, email and in person and teleconferencing may also be used from time to time at key stages of the program;
- it will be of 12 to 18 months' duration, allowing time for mentor/mentee relationships to develop and for learning opportunities to occur as a gradual process; this time period is not so long that mentoring relationships which are no longer needed and have productively run their course can come to an end; ultimately, the duration of particular mentoring relationships will be determined by the mentor and mentee;
- it will be based on adult learning principles with a high level of self management by mentors and mentees and confidentiality within the mentoring relationship;



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

29 October 2004

Our Ref: 02-002-03-0001

Mr Ray Tame
Chief Executive Officer
City of Armadale
Locked Bag No 2
ARMADALE WA 6112

I 83347

CITY OF ARMADALE	
REC'D - 3 NOV 2004	No.
TO: CEO	INIT
REFERRING NOTE:	INIT
FILED/S Gou/SI	

Dear Ray

STRATEGIC PLANNING SURVEY

The Association is in the process of developing a new Strategic Plan to define the broad objectives and strategies that will be pursued over the next five years.

Local Government is at the forefront of significant opportunities and challenges. The Association has a critical role in assisting Local Government to position itself to effectively capitalise on and respond to these emerging issues.

To facilitate input from Elected Members and Chief Executive Officers into our strategic planning process, a short survey has been developed. The survey can be filled out on-line by visiting the following address:

<http://www.surveymonkey.com/s.asp?u=15554695841>

Alternatively, a hard copy of the survey is enclosed for completion and faxing back to the Association on 9322 2611.

All information obtained through the research process will be handled sensitively and remain confidential.

Please complete our on-line survey or return the hard-copy survey by **Friday 3 December 2004**.

Your contribution to our strategic planning process is greatly valued and appreciated.

Yours sincerely

Ricky Burges
Chief Executive Officer
Enclosure.

Local Government House
15 Altona Street
West Perth WA 6005
PO Box 1544
West Perth WA 6872
Telephone: (08) 9321 5055
Facsimile: (08) 9322 2611
Email: info@walgga.asn.au
Website: www.walgga.asn.au



WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

Strategic Planning Survey

START HERE

Background

The WA Local Government Association is developing a new Strategic Plan.

This survey will collect information from Member Councils and stakeholder to assist in identifying our strategic priorities for the next five years.

The Association values your input, which will help in identifying the strategic needs for Local Government and lead to the development of purposeful strategies that will advantage Member Councils in Western Australia.

All information obtained in this research will be treated **confidentially**.

a. What do you consider to be the most important opportunities and challenges (in order of priority) facing Local Government?

b. What should Local Government do to capitalise on these opportunities and respond to the challenges facing it?

c. How should the Association assist Local Government to capitalise on these opportunities and respond to the challenges facing it?

d. Over the past 20 years, Local Government has gone through a process of substantial change in terms of its roles and responsibilities.

(i) What do you believe should be the future role for Local Government in Western Australia?

(ii) Is Local Government positioned for this future role, and if not, what changes need to be made?

e. Do you believe the Association is doing enough to promote the public profile of Local Government? If not, why not?

f. How satisfied are you with the Association's political advocacy and representation? (please circle response)

Highly satisfied	Generally satisfied	Neither satisfied or dissatisfied	Generally dissatisfied	Highly satisfied
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Comments

g. How effective do you believe the Association's representational mechanisms (ie Zones, State Council, Policy Teams, Policy Forums, Annual Conference) are in involving Member Local Governments in policy development? (please circle response)

Highly effective	Generally effective	Neither effective or ineffective	Generally ineffective	Highly ineffective
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Comments

h. How satisfied are you with the range of activities currently undertaken by the Association (ie lobbying and advocacy, commercial services, workplace solutions, policy development)? (please circle response)

Highly satisfied	Generally satisfied	Neither satisfied or dissatisfied	Generally dissatisfied	Highly dissatisfied
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Comments

i. What activities undertaken by the Association do you consider to be the most important?

j. Are there any opportunities or areas of unmet need where new activities could be developed or existing activities improved?

k. What activities currently undertaken by the Association do you believe no longer provide value to Member Councils?

About You *(Details of respondents will be kept confidential)*

a. What is your name?	
b. What is your Council?	Shire/Town/City of _____
c. What is your position with your Council?	

Anything else you would like to tell us?

.....

.....

.....

.....

Thank you for completing this survey

**Please return to Nick Wood by 3 December 2004 via fax on 9322 2611 or
by mail at PO Box 1544, West Perth WA 6872**

**Alternatively, the survey can be completed on-line at the following web address:
<http://www.surveymonkey.com/s.asp?u=15554695841>**

Local Government News-Issue No.43.04

29 October 2004

HEADLINES

- FESA BRIGADE SAFETY CIRCULAR
- HANDOVER OF BUSHFIRE CONTROL
- TRAFFIC MANAGEMENT FOR EVENTS ON ROADS ADVISORY COMMITTEE
- CONGRATULATIONS
- TRAINING UPDATE
- AMA CONFERENCE – RURAL HEALTH PROBLEMS
- OBESITY & INACTIVITY – A PUBLIC HEALTH CRISIS
- GRADUATE QUALIFICATIONS IN PUBLIC SECTOR MANAGEMENT

MAILBAG

- INFO PAGE – NEW STATE ROAD FUNDS TO LOCAL GOVERNMENT AGREEMENT

ISSUES UPDATE

FESA BRIGADE SAFETY CIRCULAR 06/2004 – RIDING ON THE REAR OF APPLIANCES

Representatives from the Avon Midland Zone and the Association met with FESA Executive Directors of Fire Services and Emergency Management to discuss concerns relating to the Safety Circular *Riding on the Rear of Appliances*.

Whilst the Circular attempted to strike a balance between safety and practicability, the wording was unclear and the outcome unpractical for Local Government. The Avon Midland Zone put forward alternative recommendations for the Circular. FESA gave a commitment to look at the intent of the Circular and revise it, seeking feedback from Local Government via the Association. This will be issued to all Councils for comment shortly.

The Association took the opportunity to receive an update on other recommendations from the Coroner relating to the incident that led to the issuing of this Circular.

We were advised that FESA is developing a Local Government Resource Pack, containing Log Books, ICS forms and checklists etc. These will be available from FESA and through their website. In addition, radio propagation maps will go to all Local Governments indicating their black spots prior to the fire season.

For further information, please contact Policy Manager Community, Michelle Mackenzie, on (08) 9213 2065 or email mmackenzie@walga.asn.au.

HANDOVER OF BUSHFIRE CONTROL

The Association has been approached by a number of Councils seeking advice on a document that is being promoted by FESA called *Handover of Control of Bush Fires... from Local Government to the Fire and Emergency Services Authority of Western Australia*. The document allows the Council to sign an agreement between it and FESA for the transfer of control of bushfires in certain circumstances.

Regrettably, the Association has not been consulted on the proposals outlined in the agreement, or the Staff Manual that accompanies the document. We have asked the Acting CEO of FESA to establish a consultation process on the implementation of this proposal. In the interim, we have asked FESA to discontinue the process of approaching individual Councils, until we can have meaningful discussions.

For further information, please contact Policy Manager Governance, Bruce Wittbur, on (08) 9213 2057 or email bwittbur@walga.asn.au.

TRAFFIC MANAGEMENT FOR EVENTS ON ROADS ADVISORY COMMITTEE

Main Roads WA are coordinating a *Traffic Management for Events on Roads Advisory Committee*. The objectives of the committee are to provide stakeholders with a forum to discuss and provide advice in relation to developing and improving procedures and guidelines. Local Government is represented on the committee by one metropolitan and one rural delegate, as well as the Association's Roads Manager. The committee also has representatives from Main Roads WA, IPWEA, WA Police and event organisers.

The aims of the committee are to provide advice on developing and improving appropriate procedures and guidelines for traffic management for events on roads. Importantly, the committee will endeavour to rationalise the application process for events on roads, review the relevant legislation and clarify the role of volunteers or marshals.

It is anticipated that a simplified application process for each event category or event 'type' will be made available in late December for comment by all stakeholders. Minutes of the meeting are distributed to Regional Road Groups for information.

For further information, please contact Roads Manager, Brad Lenton, on (08) 9213 2061 or email blenton@walga.asn.au.

ENVIRONMENTAL TOXINS, METAL AND HEALTH

The State's Environmental Health Directorate will sponsor three Local Government staff to attend the *Environmental Toxins, Metals and Health Special Topic in Public Health* at UWA, from **Monday 29 November to Friday 3 December**. This five-day post graduate unit explores the origin, distribution and fate of toxins and pollutants in the environment and their impact on human health.

Please email a brief paragraph outlining how you will use this skill in your workplace to Michelle Mackenzie by **Thursday 4 November**. Information on the course is available at www.summerschool.sph.uwa.edu.au/summer_school_2004/units/toxins. The cost is \$990.00.

For further information, please contact Policy Manager Community, Michelle Mackenzie, on (08) 9213 2065 or email mmackenzie@walga.asn.au.

CONGRATULATIONS

The Association congratulates the **City of Wanneroo** for a Meritorious Certificate, awarded during the FESA Community Safety Awards 2004. The City demonstrated a proactive approach to community safety, particularly in the areas of fire prevention and preparedness.

TRAINING UPDATE

Elected Member Development Program

Module 8: Community Consultation and Participation

This module emphasises the value to Councils of active communication and genuine consultation with their communities on key decisions. It provides Elected Members with guidelines on how to facilitate communication and, in the process, provide better representation of electors', ratepayers' and residents' interests.

Date: Thursday 11 November 2004
Venue: Local Government House, 15 Altona Street, West Perth
Time: 9.00 am to 12.30 pm
Cost: \$148.50 (incl. GST) for Workplace Solutions Members
\$162.80 (incl. GST) for non-Workplace Solutions Members

Module 11: Policy Development

This module aims to enhance the ability of Elected Members to participate in the strategic management of their Local Government by focusing on policy development. The links between policy making and strategic planning will be explained.

Date: Thursday 11 November 2004
Venue: Local Government House, 15 Altona Street, West Perth
Time: 1.00 pm to 4.30 pm
Cost: \$148.50 (incl. GST) for Workplace Solutions Members
\$162.80 (incl. GST) for non-Workplace Solutions Members

Officer Training

Introduction to the Local Government Act

The course aims to enhance the ability of participants to effectively contribute their own knowledge and expertise to the Local Government industry. To ensure that managers and officers comply with their role as professional advisers under the Local Government Act. It will also enable participants to know what the Local Government Act contains and its objectives.

Date: Friday 10 December 2004
Venue: Local Government House, 14 Altona Street, West Perth
Time: 9.00 am to 4.30 pm
Cost: \$297 (incl. GST) for Workplace Solutions Members
\$324.50 (incl. GST) for non-Workplace Solutions Members

For further information, please contact Training Coordinator, Heather Bewsher, on (08) 9213 2098 or email hbewsher@walga.asn.au.

AUSTRALIAN MEDICAL ASSOCIATION CONFERENCE – RURAL HEALTH PROBLEMS

Organised by the AMA of WA, the conference brings together many of the State's leading rural health experts and will be attended by WA Health Minister, Jim McGinty.

With almost twenty guest speakers, including the Association's Chief Executive Officer, Ricky Burgess, the conference will be held in York on **Saturday 13 November**. Those involved in Local Government are urged to attend in an effort to address the array of rural health issues in WA.

For further information, please contact Christine Kane, on (08) 9237 3027.

OBESITY AND INACTIVITY A PUBLIC HEALTH CRISIS

Sports Medicine Australia, invites you to a seminar with Professor Kevin Norton of Physical Education Exercise and Sports Studies at the University of South Australia and Jennifer Riatti of the Physical Activity Task Force. The seminar will look at how social trends are impacting on our lives and leading to little or no activity, and poor activities, resulting in growing fatness and a decline in health related fitness. The seminar will be held on **Monday 15 November** at Challenge Stadium, Mt Claremont.

For further information, please contact Sports Medicine Australia (WA Branch) on (08) 9285 8033 or email info@smawa.asn.au.

GRADUATE QUALIFICATION IN PUBLIC SECTOR MANAGEMENT

For those interested in finding out more about this nationally accredited Graduate Certificate Program for middle to senior managers in the State, Commonwealth and Local Government public sectors across Australia, please visit www.psmprogram.wa.gov.au.

Next intake is scheduled for April 2005, with applications closing on **Friday 11 February 2005**.

Prior to submitting an application, participants are required to attend an one hour information session, scheduled for **Tuesday 30 November 2004**.

For further information, please contact Dawn Rybicki, on (08) 9222 9705 or email drybicki@dpc.wa.gov.au.

MEDIA RELEASE

25 October Vehicle Registration Fees Crucial to Road Funding
25 October Ratepayers Demand Council Do More Than the Basics

DIARY DATES

5 November Murchison Zone
19 November Avon Midland Zone (Gingin)
19 November Great Southern Zone
20 November Kimberley Zone (Halls Creek)
22 November Northern Country Zone
22 November South Metro Zone (Melville)
24 November South East Metro Zone (Victoria Park)
24 November Goldfields Esperance Country Zone
25 November East Metro Zone (EMRC)
25 November Central Metro Zone (Peppermint Grove)
25 November North Metro Zone (Wanneroo)
25 November Great Eastern Zone (Teleconference)
25 November Peel Zone
26 November South West Zone (Bridgetown)
26 November Central Country Zone (Teleconference)
1 December State Council

Local Government News-Issue No.44.04

5 November 2004

HEADLINES

- REPRESENTATION – CORE CONSULTATIVE COMMITTEE ON WASTE (3C)
- TRAINING UPDATE
- PUBLIC LIBRARIES OF WA INVITATION
- ENVIRONMENT HEALTH SYMPOSIUM
- TECHNOLOGY & INNOVATION EXPO
- AHI ASSET MANAGEMENT SEMINAR
- CORRUPTION & CRIME COMMISSION SEMINAR
- CATCHMENTS, CORRIDORS & COASTS
- EDUCATION UPDATE
- EQUAL OPPORTUNITY IN THE WORKPLACE

ISSUES UPDATE

REPRESENTATION – CORE CONSULTATIVE COMMITTEE ON WASTE (3C)

Minister for the Environment, Hon Dr Judy Edwards, has confirmed an additional position on the Core Consultative Committee on Waste (3C). Expressions of Interest from both Elected Members and serving officers to represent Local Government are sought.

The 3C is implementing a Stakeholder Involvement Program for siting a Hazardous / Industrial Waste Precinct. Having developed Technology Suitability Criteria and Site Selection Criteria, the committee is now planning for the implementation of the next stage of the program.

The committee meets every three weeks and sitting fees are set at \$220 for a full day or \$150 for a half day. Interested persons should address the selection criteria which can be downloaded from www.walga.asn.au. The Terms of Reference can be accessed at www.3c.org.au.

Please address your Expression of Interest to Danielle Witham, WA Local Government Association, PO Box 1544, WEST PERTH WA 6872 or email nominations@walga.asn.au by COB Friday 3 December. For further information, please contact Manager Waste and Recycling, Bernard Ryan, on (08) 9213 2037.

TRAINING UPDATE

Officer – Professional Development

Introduction to the Local Government Act

The course aims to enhance the ability of participants to effectively contribute their own knowledge and expertise to the Local Government industry. To ensure that managers and officers comply with their role as professional advisers under the Local Government Act. It will also enable participants to know what the Local Government Act contains and its objectives.

Date: Friday 10 December 2004
Venue: Local Government House, 14 Altona Street, West Perth
Time: 9.00 am to 4.30 pm
Cost: \$297 (incl. GST) for Workplace Solutions Members
\$324.50 (incl. GST) for non-Workplace Solutions Members

For further information, please contact Training Coordinator, Heather Bewsher, on (08) 9213 2098 or email hbewsher@walga.asn.au.

PUBLIC LIBRARIES OF WA INVITATION

A celebration of the way in which Public Libraries have inspired, enriched, connected and enabled the community of WA's journey of discovery over the past 50 years will be held from **10 am to 2 pm on Sunday 21 November at Fremantle Esplanade**. Come and hear celebrities and famous storytellers read their favourite stories and join in the free entertainment and activities for all the family.

Public Libraries in WA began with an opening in York during 1954. There are now 238 Public Libraries across the State, ranging from shelves in Post Offices, to state of the art facilities. Public Libraries exist in many places where there isn't even a shop, and in one town the Books on Wheels Service delivers via ambulance.

For further information, please contact Town of Cambridge Manager Library Services, Michelle Ledger, on (08) 9383 8998.

ENVIRONMENTAL HEALTH SYMPOSIUM

This Symposium will be held at Rendezvous Observation City Hotel, Scarborough, from **Wednesday 1 to Friday 3 December**. The Symposium will provide a unique opportunity to explore different concepts for Environmental Health and identify ways in which priority areas could be better delivered across Western Australia. Other key topics for discussion will be the emergence and incorporation of risk management principles into Environmental Health Law, and the development of a communication strategy for progressing the networks which presently exist between our agencies, Local Government and other Environmental Health stakeholders. Registrations close on **Thursday 18 November**.

For further information, please visit www.population.health.wa.gov.au/ehsymposium or contact Symposium Coordinator, Lindsay Gillam, on (08) 9388 4983.

TECHNOLOGY & INNOVATION EXPO (TIE)

The Local Government Association of Queensland (LGAQ) is hosting the First Local Government Technology and Innovation Expo (TIE) at the Gold Coast Convention Centre, Gold Coast, Queensland, from **Wednesday 1 to Friday 3 December**. TIE offers a state of the art technology bazaar showcase for Council leading practice, a place to foster national technology and innovation exchange for Councils, and an incubator and emporium for enhancing initiatives.

For further information, please visit www.lgag.asn.au/Events/TIE/2004, contact LGAQ Conference Assistant Coordinator, Kareen Jones, on (07) 3000 2223 or email kareen.jones@lgag.asn.au.

AUSTRALASIAN HOUSING INSTITUTE (AHI) ASSET MANAGEMENT

The AHI will be presenting a seminar aimed at Social Housing Asset Management Professionals, *Building Successful, Sustainable Partnerships with the Private Sector* to be held at Hadleys Hotel, Murray Street, Hobart, Tasmania, on **Thursday 25 November**. Registrations close on **Monday 15 November**.

For further information, please email events@housinginstitute.org.

**CORRUPTION AND CRIME COMMISSION SEMINAR: RISKY BUSINESS??
PROTECTING YOUR AGENCY FROM MISCONDUCT**

Staff from the Corruption and Crime Commission will address a series of free presentations on Corruption Prevention: the risk factors that enable misconduct; obligations to report misconduct to the CCC; and practical tips and strategies for preventing misconduct. These presentations will be held at the following metropolitan locations:

- | | |
|--------------|----------------------------|
| ▪ Joondalup | Tuesday 16 November 2004 |
| ▪ Perth | Thursday 18 November 2004 |
| ▪ East Perth | Monday 22 November 2004 |
| ▪ Fremantle | Wednesday 24 November 2004 |
| ▪ Midland | Friday 26 November 2004 |

For further information, please contact Jackie Van Osta or Kelly Cunningham, on (08) 9215 4888.

CATCHMENTS, CORRIDORS AND COASTS

Registrations are now open for the Western Australian Chapter of the Australian Association for Environmental Education's Catchments, Corridors and Coasts Development Program. January 2005 will be the 11th year that this five day, popular professional development program has run in Western Australia. The program is structured so that it is highly interactive with a focus on field trips and hands-on learning.

For further information, please contact Landcare Promotions, Monica Durcan, on 9291 8249 or email mdurcan@iinet.net.au.

EDUCATION

Sustainable Development

Sustainability is rapidly growing as a profession to solve problems in a way that integrates environmental, social and economic factors. Murdoch University's Institute for Sustainability and Technology Policy is a leading educational provider for sustainability education. Masters by Coursework and Postgraduate Research options exist in City Policy, Ecologically Sustainable Development, Local Governance and Development Studies.

For further information, please contact Chair of the WA Sustainability Roundtable, Peter Newman, on (08) 9360 2913.

NEW EQUAL OPPORTUNITY IN THE WORKPLACE FIGURES

Results of the third Equal Opportunity for Women in the Workplace Agency (EOWA), Census of Women in Leadership positions, were recently released.

Women's representation in leadership positions in Top 200 companies in Australia by market capitalisation:

	2002	2003	2004
	No.	No	No.
ASX 200 CEOs	2	5	4
ASX 200 Chairs of Boards			2*
	%	%	%
ASX Highest Titles	3.2	3.2	3.1
ASX Board Directors	8.2	8.4	8.6
ASX 200 Executive Managers	8.4	8.8	10.2
Managerial & Professional Speciality Positions	42.1	43.0	44.4
Australian Labour Force	44.0	44.6	45.0

*Information available only from 2004

The EOWA Australian Census also gave an international comparison of the percentage of women Board Directors and Executive Managers.

Women Board Directors

Country	Latest Census	2 nd Census	1 st Census
Australia	8.6% (2004)	8.4% (2003)	8.2% (2002)
United States	13.6% (2003)	8.7% (1994)	8.3% (1993)
Canada	11.2% (2003)	9.8% (2001)	6.2% (1998)
South Africa	7.1% (2004)	-	-

Women Executive Managers

Country	Latest Census	2 nd Census	1 st Census
Australia	10.2% (2004)	8.3% (2003)	8.4% (2002)
United States	15.7% (2002)	10.0% (1996)	8.7% (1995)
Canada	14.0% (2002)	-	12.0% (1999)
South Africa	14.7% (2004)	-	-

For further information, please visit www.eeo.gov.au.

MEDIA RELEASES

29 October	Jeff Kennett Addresses Local Government Forum
1 November	The Future of Local Government is in Our Hands
2 November	2004 Local Government Annual Roads Forum
3 November	Best Practice in Local Government Awards

DIARY DATES

18 November	Great Southern Zone
19 November	Annual Roads Forum 2004
19 November	Avon Midland Zone (Gingin)
20 November	Kimberley Zone (Darwin)
22 November	Northern Country Zone
22 November	South Metro Zone (Melville)
24 November	South East Metro Zone (Victoria Park)
24 November	Goldfields Esperance Country Zone
25 November	East Metro Zone (EMRC)
25 November	Central Metro Zone (Peppermint Grove)
25 November	North Metro Zone (Wanneroo)
25 November	Great Eastern Zone (Teleconference)
25 November	Peel Zone
26 November	South West Zone (Bridgetown)
26 November	Central Country Zone (Teleconference)
1 December	State Council

ALGA NEWS

Australian Local Government Association

Friday 29 October 2004

ALGA News is distributed by the Australian Local Government Association free to subscribers, every Friday. It presents information and news about Local Government issues from a federal perspective. Distribution within Councils is encouraged. Ideas and suggestions for news items or advertising enquiries can be sent to the editor, Rohan Greenland at rohan.greenland@alga.asn.au.

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Maiden Speeches: Lloyd, O'Brien to address General Assembly



Jim Lloyd MP

Federal Local Government Minister, Jim Lloyd, will give a keynote address to the National General Assembly of Local Government on Wednesday 10 November while his newly appointed Labor counterpart, Senator Kerry O'Brien, will speak on Tuesday 9 November. It will be the first major address to Local Government undertaken by either parliament since their respective appointments to the Local Government portfolio. Mr Lloyd is expected to focus on the implementation of Coalition policy commitments given to Local Government during the recent Federal election campaign. The General Assembly will be closed by the Prime Minister, John Howard, on Wednesday 10 November. More than 650 delegates are expected to attend the General Assembly. Full program and registration are available on the website.

New Shadows welcomed by ALGA

ALGA has welcomed the appointment of Tasmanian Senator, Kerry O'Brien, as the Shadow Minister for Regional Services, Local Government & Territories, and Mr Kelvin Thomson MP, Member for Wills, Victoria, as the Shadow Minister for Regional Development and Roads, Housing and Urban Development. ALGA President, Cr Mike Montgomery, said the next few years will be important for Local Government and he was pleased to see the appointment of two very capable people to these portfolios.



Senator O'Brien & Mr Thomson MP

Senator O'Brien has held a range of shadow portfolios, including tourism, regional services, territories and Indigenous affairs. Mr Thomson brings with him considerable Local Government experience, having served as a Councillor with the Coburg City Council (Melbourne) from 1981 – 1988, where he also held the position of Deputy Mayor in 1983 – 1984 and 1987 – 1988. Other key appointments announced by Labor Leader, Mark Latham, this week included: Mr Stephen Smith MP (Infrastructure), Mr Anthony Albanese MP (Environment and Heritage), Senator Jan McLucas (Ageing and Disabilities) and Senator Joseph Ludwig (Citizenship and Multicultural Affairs).

Montgomery thanks Ferguson

Senior Labor frontbencher, Martin Ferguson, has been appointed as Shadow Minister for Primary Industries, Resources and Tourism. ALGA President, Cr Mike Montgomery, has thanked Mr Ferguson for his strong support for Local Government while in the transport, infrastructure and regional services portfolio over the past few years. "His contribution and commitment has been very much appreciated," Cr Montgomery said. "We also thank Daryl Melham for the part he has played as Shadow Minister for Local Government over the past ten months." Mr Ferguson was a regular speaker at key Local Government forums and was widely respected for his open and forthright approach to key issues facing Councils.

Constitutional recognition – new session at General Assembly

Like the Holy Grail, constitutional recognition is the elusive but much sought goal of many in Local Government. Over the past ten National General Assemblies, the issue has been raised by delegates seeking support from all political parties for a referendum to give effect to recognition of Local Government in the Australian Constitution. Although Labor is committed to securing constitutional recognition, the Coalition is not. A past referendum, held in 1988, failed to gain public support. A new session at the General Assembly will unpack the complexities of this issue and ask what does constitutional recognition mean for your Council? Join the discussion on Wednesday at the National General Assembly at the new session developed to encourage debate and explore options to progress this important agenda. A panel of three experts will lead the debate – Professor Dean Jaensch, of the School of Political and International Studies at Flinders University, Canberra Legislative Consultant, Kerry Corke, and Mayor John Trainer of West Torrens City Council (SA). Register for the National General Assembly (www.nga.alga.asn.au/generalAssembly) and don't miss your opportunity to seize the moment and participate in the debate!

Howard shuffles his mandarins

A reshuffle of public service secretaries has seen some significant changes to the leadership of departments of importance to Local Governments. The new administrative arrangements

(www.pm.gov.au) were announced recently by the Prime Minister, John Howard. The Secretary of the Department of Transport and Regional Services (DoTaRS), which includes the Local Government function, Ken Matthews, become the inaugural Executive Director of the National Water Commission tasked with driving the National Water Initiative. He will be replaced at DoTaRS by Mike Taylor from the Department of Agriculture, Fisheries and Forestry. DoTaRS Deputy Secretary, Lynelle Briggs, becomes the public Service Commissioner. She replaces Andrew Podger, who will head up a task force to find ways to improve health service delivery. Altogether, four new public service heads have been appointed, all of them women. They are Lynelle Briggs (Public Service Commissioner), Joanna Hewitt (Secretary, Department of Agriculture, Fisheries and Forestry), Lisa Paul (Secretary, Department of Education, Science and Training) and Patricia Scott (Secretary, Department of Human Services).

ALGA welcomes Taylor, congratulates Matthew

ALGA has welcomed the appointment of Mike Taylor as the new Secretary of the Department of Transport and Regional Services and warmly thanked out-going secretary Ken Matthews for his close and productive work with Local Government over the past few years. ALGA President, Cr Mike Montgomery, said the Association looked forward to continuing to work with Mr Matthews in his new, ground-breaking role at the National Water Commission. "The water agenda is an important one for Local Government. We look forward to continuing our good working relationship with Ken and congratulate him on his appointment," Cr Montgomery said.

Productivity Commission eyes Local Government

While national competition policy had brought substantial benefits, there was scope and need to do more, according to a *discussion draft* report (www.pc.gov.au) released by the Productivity Commission this week. The Commission has been charged with examining the scope for further competition policy reforms to provide independent input into the Council of Australian Governments' review of national competition policy, due for completion by September next year. In relation to Local Government, the draft report says there still appeared to be scope to 'improve significantly' the cost-effectiveness of Local Government's service provision through governance and other reforms. Specifically, it calls on Local Government to 'market test' the efficiency of services provided in-house and further investigate Council amalgamations and / or shared service provision arrangements. It also notes the cost of duplication and poor coordination associated with overlapping Australian, State and Territory Government responsibilities for service provision to spill into the Local Government area. While unable to comment on the continuation of competition payments after 2005, the Commission noted that these payments, in facilitating reform, "would ostensibly be no less at the Local Government level, than at the State level." Importantly, the Commission reflected recommendations contained in ALGA's submission (www.alga.asn.au) by calling on the reform framework to use the public interest test more widely and to undertake early consideration of distributional and adjustment issues including those on Local Government. The Commission will hold public hearings over the next two months in Sydney, Melbourne, Canberra and Toowoomba.

ALGA rejects PC's stand on building regulation

ALGA has rejected the draft findings of a Productivity Commission study that suggests Local Government is inappropriately eroding the national consistency of building regulation through planning regulation. ALGA's rebuttal comes in a submission lodged with the Commission in response to the release of its draft report on building regulation reform. ALGA is concerned that the Commission does not recognise the legitimate role of Local Government in the determination of planning and building outcomes that reflect community

expectation. ALGA's response to the draft report builds on an earlier submission to the Commission's inquiry. The Commission has been asked to provide a final report to the Australian Government by 17 November.

New Federal arrangements for Indigenous affairs

A new Office of Indigenous Policy Coordination (OIPC) has been established within the Federal Department of Immigration, Multicultural and Indigenous Affairs as the coordination point for a whole-of-government approach to the delivery of Federal programs and services for Indigenous Australians. The creation of OIPC follows changes in the way Indigenous affairs are managed by the Australian Government with a distribution of programs formerly administered by the Aboriginal and Torres Strait Islander Commission to the Government agencies that provide services to the wider community. OIPC has now released a publication outlining the *New Arrangement in Indigenous Affairs* (www.oipc.gov.au). This provides a quick guide to the philosophy behind the changes and a reference for the distribution of programs. The OIPC website includes a link to the Council of Australian Governments *Joined up Government* trails program (www.icc.gov.au) and an Indigenous portal (www.indigenous.gov.au).

\$10,000 prize for Indigenous governance awards

A new annual award scheme has been established to recognise best practice in governance by incorporated Indigenous organisations. The awards will highlight the benefits of good governance and help raise awareness among the wider Australian community of the high standards achieved by Indigenous organisations. The first National Indigenous Governance Award winner will receive \$10,000 and there will be two achievement awards of \$5,000 each. Application forms and nomination guidelines are available from Reconciliation Australia (www.reconciliation.org.au). The major award and achiever award winners will be announced at a special event to be held towards the end of 2005.

Optus joins ALGA as a major sponsor

ALGA is pleased to welcome Optus as the Association's principle sponsor. ALGA President, Cr Mike Montgomery, said that he was delighted that Optus had come on board, particularly as it had shown strong support for regional Australia. Optus is an Australian leader in integrated communications – serving more than six million customers each day. The company provides a broad range of communication services including mobile, national and long distance services, local telephony, international telephony, businesses network services, internet and satellite services and subscription television. Since commencing operations in 1992, Optus has invested more than \$7 billion in the construction of fixed, mobile and satellite networks, including central business district, suburban local access networks, optic fibre, national trunk, Hybrid Fibre Coaxial and international undersea cables. Optus will have a strong presence at next month's National General Assembly of Local Government and delegates are encouraged to visit their booth and discuss their needs.

Nominations open for new national heritage list

Recent changes to Commonwealth legislation have seen the creation of a new 'National Heritage List'. This list will become a collection of Australia's iconic, natural, cultural and Indigenous heritage. Anyone can nominate a place for inclusion on this new list. To qualify, it must satisfy at least one of nine national heritage criteria. Further information is available from the Australian Government Department of the Environment and Heritage website (www.deh.gov.au/heritage/national/natlaw). A national heritage advice unit co-hosted by the National Trust, WWF Australia and the Tasmanian Conservation Trust can also provide you with free and independent information about the new system. This unit will be conducting

free workshops on the new system throughout Australia in early 2005. For more information contact Tracey Rich, trich@wwf.org.au or (02) 6257 4010.

Asset management training opportunity

The Institute of Public Works Engineering, Australia (IPWEA) is presenting two-day training workshops (www.nams.com.au) on asset management planning in Sydney, Melbourne and Brisbane over the next six weeks. A key feature is that participants will receive asset management templates on CD to assist them draft their plans. The training workshops are based on the International Infrastructure Management Manual and cover the four key elements of Identifying Levels of Service, Predicting Demand, Preparing Life Cycle Management Plans and Undertaking Risk and Financial Projections. The workshops are suitable for all asset management practitioners including those working in engineering, parks, property and other key infrastructure areas.

Farmsafe seeks Council partners in child safety promotion



Growing kids on farms: A Farmsafe strategy

Farmsafe is launching a new campaign targeting the risks associated with kids and mobile farm vehicles and machinery. This is a follow up from a recent 'safe play areas on farms' promotion which was aimed at preventing drowning of toddlers in dams, irrigation ditches and other farm water sources.

One child every month is killed on Australian farms in incidents involving trucks, utilities, cars, trailers, motorbikes, tractors and other mobile farm machinery. A new booklet '*Get going! Moving kids safely on farms*', targets people who live or work on farms and rural properties and will be launched on 18 November. Farmsafe is seeking partners to help promote key campaign messages and to distribute booklets to farms and farm families. We would be happy to supply media release templates, copy to include in Council newsletters or any other communications you may have with farmers and we would also be able to supply copies of the booklet for targeted distribution. If you would like to involve your Council, please contact Laurie Stiller, at lauries@health.usyd.edu.au. More information on Farmsafe Australia's child safety on farms program (funded by the Federal Department of Health and Ageing) is available on the website (www.farmsafe.org.au).

IT: ALGA launches Local Government business processes repository

A Local Government business process repository (www.lgconnect.gov.au) has been created by ALGA to enable Councils, Local Government associations and State and Federal Government agencies to work collaboratively on projects that attempt to integrate Government operations across jurisdictions. The repository attempts to capture a standard-format representation of all of the typical processes of a typical Council. The repository contains high-level process maps and other details for common Local Government business processes, such as checking rate balances and allocating heritage grants. The repository contents were based on the national Local Government services and facilities thesaurus and supplemented by process design work conducted by various Councils and Local Government associations over time.

Good IDEA! Toolkit to improve access to Council websites

ALGA and the Local Government Association of Tasmania have developed an online discoverability toolkit (www.lgconnect.gov.au) to help make data on Council websites more

accessible to clients. Developed through the Information Discovery and Exchange Across (IDEA) Government project, the toolkit provides reports, surveys, step-by-step guidelines and specialist tools which Council staff can consult and apply to improve website accessibility. IT staff can use the toolkit to learn how to develop better business processes, create good metadata and use the national Local Government services and facilities thesaurus. Each document in the toolkit focuses on a specific aspect of website discoverability.

ALGA on transport logistics study group

ALGA is now represented on the steering committee of a study which will examine ways to maximise the efficiency of road and rail rural export logistics. This could provide important economic benefits for regional areas by boosting rural industries and the communities they support. The study is sponsored by the Rural Industries Research and Development Corporation and should be completed by May 2005.

Road safety workshops for Council engineers

ARRB Transport Research is holding workshops (www.arrb.com.au/index.php) on engineering treatments for crash locations in Canberra (6-7 December) and Lismore (9-10 December), with other locations including Wollongong, Hunter Valley, Toowoomba, Gold Coast and Perth to follow. The workshops will use the Austroads Traffic Engineering Practice and the Road Safety Audit Guide, and are credited by Engineering Australia for 32 hours towards CPD requirements. They are endorsed by ALGA, ITE and AITPM.

New environment protection guides

The Australian Government, in conjunction with the World Wildlife Fund, has released new guides to the *Environment Protection and Biodiversity Conservation Act*. The guides aim to help those with conservation programs, such as Local Governments, community groups and field workers, to understand the requirements of the Act, as well as the opportunities it presents. The guides also outline the processes required when using the Act. Further information is available from Tracey Rich at WWF on (02) 6257 4010 or trich@wwf.org.au.

News from Optus

Optus takes on Telstra in regions



Rob Parcell, Optus

Optus has announced plans to build the largest GSM network on Australia's east coast, covering Queensland, NSW and Victoria by July 2005. This project is part of Optus' ongoing strategy to boost network coverage throughout Australia to deliver an enhanced network and greater service to all Optus mobile customers. Optus also recently launched the first Optus World in Australia equipped to assist business customers as well as consumers - in regional Victoria's Bendigo. The \$250,000 centre, trading under the Optus World branch, is equipped for customers from individuals to small and medium enterprises to corporate and government organisations. Rob Parcell, Optus Director Victoria, said Optus saw huge opportunities in regional Victoria. "Bendigo has a population of more than 140,000, and by having a permanent business presence we can provide consumers and businesses with access to the same advanced level of technology and innovative thinking as metropolitan areas," Mr Parcell said.

Optus launches broadband satellite

In August, Optus launched its satellite broadband solution, Optus Broadband Satellite, registered under the Federal Government Higher Bandwidth Incentive Scheme (HIBIS). Optus Director of Corporate and Regulatory Affairs, Paul Fletcher, said Optus satellite services were fast becoming viable alternatives in the bush to services offered by the incumbent. "To date, Australians in rural and regional areas haven't had a lot of choice for their communications needs so they have tended to face poor services and inflated prices," Mr Fletcher said. "Optus now offers affordable broadband to people in the bush. The beauty of this offer is that the satellite equipment and installation costs are covered by the HIBIS subsidy for eligible customers - this means customers just pay their monthly access fees, which are comparable to those in metropolitan areas." Optus is committed to increasing its presence in regional and rural Australia - promoting healthy competition which will see better services for better prices for Australians.

Forthcoming events

- National General Assembly of Local Government (www.nga.alga.asn.au), 7 – 10 November, Canberra
- Queensland Local Government Accountants Association – 25th Annual Conference (email: gregt@stanthorpe.qld.gov.au), 16 – 19 November, Yeppoon, Queensland
- Fourth National Local Government Online Demonstration Conference (www.mav.asn.au/Brochure_2004.pdf), 26 November, Telstra Dome, Melbourne Docklands
- Fourth Pillar Conference (www.culturaldevelopment.net), 29 – 30 November, Melbourne Town Hall
- Technology and Innovation Expo (www.lgaq.asn.au), 1 – 3 December, Gold Coast Convention Centre
- Transformations: An international conference looking at global and local trends in cultural diversity and sustainable development (www.fecca.org.au/Transformations), 7 – 9 February 2005, Canberra
- Commonwealth Local Government Conference (www.clgc2005.org), 15 – 17 March 2005, Aberdeen, Scotland
- Security in Government Conference, 9 – 10 March 2005, National Convention Centre, Canberra

ALGA NEWS

Australian Local Government Association

Friday 5 November 2004

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Special Edition:

National General Assembly of Local Government
7 – 10 November, Canberra
Follow the key events via the General Assembly website:
www.nga.alga.asn.au

In This Issue...

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- [Kelvin Thomson to address Regional Forum](#)
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Cost shifting, financing key issues



Cr Montgomery at 2003 Assembly

More than 650 Mayors, Councillors and Senior Council Staff will gather in Canberra on Sunday for the 11th National General Assembly of Local Government. The Assembly will run from Sunday to Wednesday at the National Convention Centre. ALGA President, Cr Mike Montgomery, said the two most important issues would be implementation of the Fair Share report on cost shifting and the ongoing campaign to secure a fair share of national taxation revenue.

The *Fair Share Report* was tabled in Federal Parliament during last year's General Assembly. Since then, it has been discussed at Ministerial Councils and an inter-governmental roundtable. It was also the key feature of policy statements on Local Government made by the major parties during the course of the Federal Election campaign. "Local Government has done well to secure renewal of the critical *Roads to Recovery* program," Cr Montgomery said this week. "The Australian Government knows that it can work effectively with Local

Government. Opportunities now exist to press ahead on cost shifting and financing. It's up to us to seize the moment and drive the reform agenda," he said.

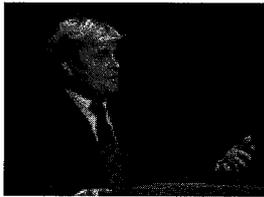
PM heads list of Federal speakers

The Prime Minister, Mr Howard, heads this year's list of Federal Politicians appearing at the National General Assembly. Mr Howard will present the closing address on Wednesday. He will be preceded by his Local Government Minister, Jim Lloyd, who will give a keynote address on Wednesday morning. Mr Lloyd is expected to focus on the implementation of Coalition policy commitments given to Local Government during the recent Federal Election campaign. Labor will be represented by the newly appointed Shadow Minister for Local Government, Senator Kerry O'Brien, who speaks on Tuesday, and the Shadow Minister for Regional Development and Roads, Mr Kelvin Thomson, who will address the Regional Cooperation and Development Forum on Sunday.



Mr Howard

Infrastructure theme for State of the Regions Report – on sale from Sunday



Dr Craig Shepherd

The influential State of the Regions Report for 2004-05 will be launched at ALGA's Regional Cooperation and Development Forum on Sunday. The report is the leading source of comparative data on the economic performance of all Australian regions. The report is commissioned by ALGA from National Economics and sponsored by Jardine Lloyd Thompson. The theme for this year's report is the role of infrastructure in regional development. The report's authors, Dr Peter Brain and Dr Craig Shepherd, will formally launch the report on Sunday morning. Access to the online report costs \$165 and is available from the ALGA website from midday Sunday.

More than 40 motions for debate

Delegates to the General Assembly will debate more than 40 motions covering issues on Local Government financing, infrastructure, population and ageing and the environment. The Knox City Council and Gannawarra Shire Council are calling for an improvement to the funding arrangements for Federal and State Governments which ensures that Local Government receives an increased share of national taxation revenue that is linked to a growth tax while the Newcastle City Council is calling for a national urban forest strategy.

Motion to condemn James Hardie Industries

The Gosford City Council will remove a motion at the National General Assembly to condemn the actions of James Hardie Industries 'in the strongest possible terms for its attempts to avoid funding the legitimate claims of asbestos victims'. The motion states that, 'until such time as James Hardie Industries convinces Local Government Associations that it has met its obligations to current asbestos victims and has provided for future asbestos victims, Australian Local Government policy be (a) all existing contractors working on Local Government projects not purchase or use James Hardie products, (b) new contractors not use any James Hardie products on Local Government products, (c) Councils not purchase any new James Hardie products, except where an existing Council contract requires the same'. The motion will be debated on Monday. The Newcastle City Council will also move a similar motion.

Kelvin Thomson to address Regional Forum

The Shadow Minister for Regional Development and Roads, Kelvin Thomson MP (Member for Wills, Victoria) will address the Regional Cooperation and Development Forum on Sunday. He will join a distinguished group of speakers, including professor Brendan Gleeson, Professor of Urban Policy and Management at Griffith University, and Drs Peter Brain and Craig Shepherd of National Economics, who will outline the key features of the 2004-05 State of the Regions report. The forum will also feature a workshop on infrastructure and a session on structural ageing – Planning and Building for Demographic Change. This session is facilitated by the Department of Health and Ageing as a *Year of the Built Environment Initiative*.



Mr Kelvin Thomson

Constitutional recognition – unpacking Pandora’s box

A special session at the General Assembly on Wednesday will unpack the complexities of constitutional recognition of Local Government and what this issue means for Australia’s 675 Councils. A panel of three experts will lead the debate and encourage delegate participation – Professor Dean Jaensch, of the School of Political and International Studies at Flinders University; Canberra Legislative Consultant, Kerry Corke; and Mayor John Trainer of West Torrens City Council (SA). Professor Jaensch will also give a keynote address on Monday titled ‘Governance, Recognition, Status, Authority: The Possibilities for Local Government’.

Optus Joins ALGA as principal sponsor



ALGA is pleased to welcome Optus as the Association’s principal sponsor. ALGA President, Cr Mike Montgomery, said that he was delighted that Optus had come onboard, particularly as it had shown strong support for regional Australia.

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MEDIA RELEASE

29 October 2004

Jeff Kennett Addresses Local Government Forum

The Hon Jeff Kennett, former Premier of Victoria, will be a keynote speaker at the Western Australia Local Government Association's Regional Cooperation and Structural Reform Forum to be held at the Burswood Convention Centre on Monday 1 November.

Approximately 300 delegates from Local Governments across the State will attend to discuss ways to enhance the social, financial, environmental and economic development capacity of Local Government in Western Australia. The Forum includes plenary sessions and workshops, with input from guest speakers such as Brian Dollery, Director of the University of New England Centre for Local Government and an expert on regional cooperation and amalgamation models; Jeff Tate, Chief Executive Officer, City of Onkaparinga, SA; Mayor John Rich, the Corporation of the Town of Walkerville, SA; Don Ramsland, Secretary, Wellington Blaney Cabonne Strategic Alliance, NSW; and Mayor Charlie Gregorini, Chair, Local Government Advisory Board, WA.

The Program will be:

8.30 am	Registration
9.00 am	Welcome – Western Australian Local Government Association President, Cr Bill Mitchell
9.15 am	Keynote Address – Hon Jeff Kennett
10.30 am	Address – Professor Brian Dollery
11.00 am	Morning Tea
11.20 am	Presentation – Jeff Tate
11.40 am	Presentation – Mayor John Rich
12 noon	Presentation – Don Ramsland
12.20 pm	Presentation – Mayor Charlie Gregorini
12.45 pm	Lunch
1.30 pm	Workshops
3.15 pm	Afternoon Tea
3.35 pm	Panel Discussion
5.00 pm	Close – Cr Bill Mitchell

The resolution to conduct a forum was carried at the Association's Annual General Meeting in August to assist the Association and Local Government in responding to issues such as regional cooperation, structural reform processes, financial assistance grants and current State and Commonwealth services delivery structures.

MEDIA RELEASE

1 November 2004

The Future of Local Government is in our Hands

The Hon Jeff Kennett, a keynote speaker at the Western Australian Local Government Association's Regional Cooperation and Structural Reform Forum at Burswood Convention Centre, today told more than 300 delegates from 107 Local Governments that their future is in their hands.

Mr Kennett told delegates to consider where Local Government is now and what its relevance will be to the community in more than fifty years time, and from that point decide the best way to provide efficient and effective services to their communities. He advised them that Local Government must not walk away from the concept of reform, but that change shouldn't be implemented for change sake. He also recommended that if reform is pursued, to do it as quickly as possible.

Local Governments are discussing ways to enhance the social, financial, environmental and economic development capacity of Local Government in Western Australia. The Forum has included plenary sessions and workshops, with input from guest speakers such as Professor Brian Dollery, Director of the University of New England Centre for Local Government in Armidale, NSW and an expert on regional cooperation and amalgamation models; Jeff Tate, Chief Executive Officer, City of Onkaparinga, South Australia; Mayor John Rich, the Corporation of the Town of Walkerville, SA; Don Ramsland, Secretary, Wellington Blaney Cabonne Strategic Alliance, NSW and Mayor Charlie Gregorini, Chair, Local Government Advisory Board, WA.

This morning, delegates listened to the diverse opinions and experiences of our guest speakers, prior to participating in an afternoon workshop and then bringing the opportunities and challenges identified in the small working groups back to the final session.

Professor Dollery gave an overview of seven models of providing Local Government services to the community. Jeff Tate gave a positive view of his experience running a large Council in South Australia that had voluntarily been formed by a merger of three smaller Councils. Mayor John Rich then gave an overview of the reasons why his small South Australian Council has successfully resisted four attempts to merge it with larger Councils, and the resource sharing and regional cooperation initiatives that they have undertaken. Don Ramsland gave an overview of the way that a Strategic Alliance amongst three Councils of similar size and nature in the Central West of NSW is delivering efficient and better services to their community.

Western Australian Local Government Association President, Cr Bill Mitchell, said, "It was wonderful that all of today's speakers congratulated the Association and delegates on taking the initiative and leading the discussion about the future and direction of Local Government in Western Australia. They all advised us to act now and not to wait for the outcome of the next State election. Without a doubt, the future of Local Government is in our hands.

"Today's speakers have given us all a lot of food for thought and we will work through this process of finding the best way to effectively and efficiently provide services to our community. For me, the message of the day is that as a result of the diversity and size of Western Australia, a one size fits all approach will not work."

MEDIA RELEASE

3 November 2004

Best Practice in Local Government Awards

The City of Gosnells received the 2004 Alcoa Leadership Award and was recognised as the leading Local Government in Western Australia at the 2004 Local Government Best Practice Awards presentation ceremony this morning.

The Best Practice Awards were initiated by the Western Australian Local Government Association in 1998 and are run annually to promote and foster continuous improvement within the Local Government sector.

WA Local Government Association President, Cr Bill Mitchell, congratulated all Councils who had entered the Awards, for their outstanding work. In particular, he congratulated the Council and staff at the City of Gosnells on receiving the prestigious Alcoa Leadership Award for clearly demonstrating true leadership, extensive community consultation, and excellent organisational management and documented benchmarking.

Cr Bill Mitchell said, "The City's impressed with their focus and clear sense of purpose and unity between the Council, staff and community. The City's determination and tenacity in overcoming some major hurdles in the past few years truly demonstrated what can be achieved on behalf of the community through a clear vision, strong leadership, a cohesive Council and the full commitment of staff.

"Ratepayers and residents in the City of Gosnells can be extremely proud of their Council. The City's staff committed themselves above and beyond the call of duty to serve their constituents. The City of Gosnells is an excellent case study in best practice for other Local Governments."

Awards were also presented in the categories of Customer Service, Innovation and Effective Communication. The overall winners of these categories were:

- Customer Service Award: City of Stirling
- Innovation Award: City of Mandurah
- Effective Communication Award: City of Stirling

Other Councils also acknowledged for achieving best practice in these categories included:

- Customer Service Awards – Shire of Irwin; Cities of Joondalup, Rockingham and Wanneroo
- Innovation Awards – Cities of Bayswater, Belmont, Canning, Mundaring, Rockingham and Stirling
- Effective Communication Awards – Shire of Broome; Cities of Armadale, Belmont, Mandurah, Rockingham and South Perth

The Association is grateful for the generous support of our Award sponsors: Alcoa, Department of Local Government and Regional Development; WA Newspapers, Local Government Insurance Services and Main Roads WA.

MEDIA RELEASE

8 November 2004

Western Australia Shines at the National Local Government Awards

The Shires of Mount Marshall and Cue, Western Australian Local Government Association's Perth Biodiversity Project and the Town of Northam were honoured at the National Awards for Local Government presentation ceremony held in Canberra last night.

The Australian Government's National Awards for Local Government are the peak national awards that reward and highlight outstanding achievements in Local Government. They recognise Councils' resourcefulness in finding better ways to deliver service and develop local solutions to often complex and challenging problems.

WA Local Government Association President, Cr Bill Mitchell, congratulated all Western Australian Councils who won their category:

- National Special Award Winner – Shire of Mount Marshall – 'Environmental Protection Programme'
- Arts and Heritage Category Winner – Shire of Cue – 'QFest - Cue's Outback Festival'
- Integrating Biodiversity Conservation into Planning and Management Category Winner – Western Australian Local Government Association – 'Perth Biodiversity Project'
- Integrating Biodiversity Conservation into Planning and Management Rural Council or Council Under 15,00 Ratepayer Base – Shire of Mount Marshall – 'Environmental Protection Programme'

Seven Councils were also acknowledged with commendations for clearly demonstrating remarkable enterprises in delivering services and managing scarce resources in an ever changing environment.

Cr Bill Mitchell said, "This year, 250 entries were received from Local Governments across Australia and it is a credit to Western Australia that 11 Councils, including the Association, won or received commendations out of a possible 18 categories. Ratepayers and residents of these Councils can be extremely proud. The Councils were recognised for their extraordinary talent and effort to serve their constituents.

"The Association is particularly proud that our Perth Biodiversity Project was recognised for their high level commitment to conserving biodiversity through strategic planning and management processes winning the Integrating Biodiversity Conservation into Planning and Management Category.

Commendations were also presented to:

- Arts and Heritage Commendation – Capel Shire Council – 'Art in the Community'
- Health Services Commendation – City of Melville – 'The Men's Health Program'
- Local Greenhouse Action Commendation – City of Gosnells – 'Renewable Energy From a Load of Old Rubbish'
- Local Greenhouse Action Commendation – City of Subiaco – 'Subiaco Sustainable Demonstration Home'
- Social and Community Engagement Commendation – City of Geraldton – 'Swim Across Australia'
- Tourism Development Commendation – City of Mandurah – 'Mandurah Ocean Marina'
- Work and Family Balance Commendation – City of Gosnells – 'Managing Employment Trends - City of Gosnells Work Life Balance Scheme'

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1.1 EMPLOYEE MOVEMENTS

New Staff:

- *Nil*

Staff Leaving:

- *Nil*

Current Recruitment Activity:

- *Payroll Officer, CEO's Office – Cancelled.*
- *Special Projects Officer, Technical Services – applications closed, shortlisting currently underway.*
- *Casual Library Clerk, Community Services – applications close Friday 12 November.*
- *Casual CAD Operator, Technical Services – interviews completed, selection underway.*

Staff Changes:

- *Nil*

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TECHNICAL SERVICES COMMITTEE REPORT ON OUTSTANDING MATTERS			
ITEM	REPORTING COMMITTEE	COMMENTS	OFFICER RESPONSIBLE
<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.	Senior Projects Engineer
<u>Gillam Drive, Kelmscott – Verge Streetscaping</u> <i>[Refer T106/10/03 of 27 October 2003]</i>	Technical Services	Further report to future Technical Services Committee.	Manager Engineering and Design / Manager Parks
<u>Armitage Road – Temporary Road Closure/Parking arrangements</u> <i>[Refer T23/04/04 of 27 April 2004]</i>	Development Services/ Technical Services	Further report to future Development Services Committee. Future report to Technical Services Committee.	Executive Director Development Services. Manager Engineering and Design.
<u>Road Calming to Jarrah Road Roleystone and other items associated with upgrading of the Roleystone Shopping Centre</u> <i>[Refer T29/04/04 of 27 April 2004]</i>	Technical Services	Further report to future Technical Services Committee.	Manager Engineering and Design.
<u>Junk Busters Premises</u> <i>[Refer T65/06/04 of 28 June 2004]</i>	Technical Services	Progress report to Technical Services Committee, required May 2005.	Coordinator Waste Management
<u>Tomah Street, Armadale – Traffic Management, Resurfacing and Parking Petition</u> <i>[Refer T89/09/04 of 27 September 2004]</i>	Technical Services	Further report to future Technical Services Committee	Manager Engineering and Design
<u>Lack of Lighting at Cross Park Precinct, Roleystone</u> <i>[Refer T91/09/04 of 27 September 2004]</i>	Technical Services	Further report to future Technical Services Committee	Manager Engineering and Design

**Annual General Meeting
Followed by General Meeting**

AGENDA

**For the Meeting 90 to be held Wednesday October 27th 2004
6:00pm – 9:00pm, in the Committee Room
City of Gosnells**

Facilitator: Mr Cam Clay 08 9399 6406

Item No.	Agenda Item	Time	Duty
1.0	1.1.1 Welcome and Apologies	6pm	
	1.1.2 ANNUAL GENERAL MEETING		
2.0	1.1.3 Election of Committee Members (<i>Chairperson, Deputy Chair, Treasurer</i>)		
3.0	1.1.4 Acceptance of Minutes from Previous Annual General Meeting		Chair
4.0	1.1.5 Chairperson's Annual Report		
5.0	1.1.6 Treasurer's Annual Report		
6.0	1.1.7 Auditor's Annual Report		
7.0	1.1.8 Staff Annual Report		
8.0	1.1.9 Business requiring consideration by the Association		
	1.1.10 GENERAL MEETING		
9.0	1.1.11 Acceptance of Minutes Previous Meeting		Chair
10.0	1.1.12 Status of Actions Arising		<i>Chair</i>
11.0	1.1.13 Correspondence (List Attached)		Coordinator
12.0	1.1.14 Tonkin Hwy Report		Ken D
13.0	1.1.15 BREAK	7.30pm	All
14.0	1.1.16 Champion Lakes		P. Carrigg
15.0	1.1.17 B.E.A.C		B. Laurie
16.0	1.1.18 Swan Catchment Council		J. Herpen
17.0	1.1.19 General Business <ul style="list-style-type: none"> • Caring for the Canning (P. Hart) 		All
18.0	1.1.20 Staff Reports <ul style="list-style-type: none"> • A/Landcare Coordinator • Community River Rehabilitation Officer 		<i>M. Gehrman</i>
19.0	1.1.21 Close and next meeting:	9pm	Chair

MINUTES
ANNUAL GENERAL MEETING
ARMADALE GOSNELLS LANDCARE GROUP MEETING
HELD AT THE CITY OF GOSNELLS ON WEDNESDAY 22 OCTOBER 2003 AT 6PM

Meeting commenced: 6.00pm

1.0 ATTENDANCE AND APOLOGIES

PRESENT:

Mr C Clay	Bedfordale Advisory Group, Chairperson
Ms P Hart	Armadale City River Care Group, Canning
Catchment	Coordinating Group, SAICM Coordinating Group
Mr W van Lieven	Environmental Coordinator, City of Gosnells
Mr R Van Delft	Environmental Officer, City of Armadale
Cr C Matison	Councillor City of Gosnells
Mr D Gibb	River Restoration Officer
Mr S Aldersea	Friends of Carradine and Neerigen Brook
Mr A Choules	Friends of Goolamurup
Mr K Downsborough	Palomino Reserve Catchment Group
Ms B Laurie	Community Representative
Ms J Pearson	Education Officer
Ms G Watson	Armadale City River Care
Mrs L Talevski	Minute Secretary

APOLOGIES:

Mr P Carrigg	Churchman's Bushland Association
Mr J Herpen	Catchment Coordinator
Mrs C Martin	Councillor City of Armadale
Cr J Cumming	
D Sutherland	

2.0 CHAIRMAN'S ANNUAL REPORT

Tabled.

3.0 TREASURER'S ANNUAL REPORT

RECOMMENDATION

That Bill review first reconciliation report.

Moved: K Downsborough

Seconded: B Laurie

That the concerns with the Constitution, name of body and provision for Councillors be reviewed by a sub committed.

Moved: B Laurie

Seconded: K Downsborough

CARRIED

MINUTES

ARMADALE GOSNELLS LANDCARE GROUP MEETING NUMBER 89

HELD AT THE ARMADALE SETTLERS COMMON ON

WEDNESDAY 22 SEPTEMBER 2004 AT 6PM

1.0 Attendance & Apologies

Member/Deputy Member	Affiliations
Mr C Clay	Chairperson Bedfordale Volunteer Bush Fire Brigade
Cr P Hart	Councillor – City of Armadale Armadale City River Care Group Canning Catchment Coordinator SAICM Coordinating Group
Ms Corinne Gaskin	Environmental Officer – City of Armadale
Ms Gwen Watson	Armadale City River Care
Ms Natalie Kennedy	River Restoration Officer
Mr Martin Gehrman	Acting Landcare Coordinator
Mr John Herpen	Churchman Bushland Association
Mr Steven Aldersea	Friends of Neerigen Brook
Mr Adrian Choules	Friends of Goolamrup
Ms Beth Laurie	BEAC Representative
Mr Ken Downsborough	Palomino Reserve Catchment Group
Ms Gemma Schryver	Work experience student
Mrs Linda Talevski	Minute Secretary
Apologies:	
Cr Bob Tizard	Councillor – City of Armadale
Ms Regina Drummond	Friends of Brixton Street Wetlands, Kenwick
Ms Alice McLellan	Environmental Officer – City of Gosnells
Cr Carol Matison	Councillor - City of Gosnells
Ms Beatrice Franke	
Mr Peter Carrigg	Community Representative

C Clay welcomed Gemma Schryver, work experience student, to the meeting.

2.0 BUSINESS ARISING & CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Armadale Gosnells Landcare Group Meeting held Wednesday 25 August 2004 be received, with the following changes being made:-

Item 1.0 Attendance

Where it is noted Cr Carole Matison Councillor City of Armadale, change to read Cr Carol Matison, Councillor City of Gosnells.

Item 16.11 Cam Clay

Acid Sulfate Soils Conference

Where it is noted “Advised that Martin and he would be attending the Acid Sulfate Soils Conference in Mandurah, be amended to read “Advised that Martin Gehrman, Natalie Kennedy and he would be attending the Acid Sulphate Soils Conference in Mandurah.”

MOVED A CHOULES
SECONDED J HERPEN

CARRIED

3.0 Business Arising from Minutes

Nil

4.0 Guest Speakers

Nil

5.0 Correspondence In

- 5.1 Petty Cash claim for Busy Bee at Orlando Street with Armadale City Rivercare;
- 5.2 CPSM – Centre of Phytophthora Science and Management. Invitation to participate in the development of Risk Assessment & Management Systems.
- 5.3 Strategen – Mining Proposal Consultation.
- 5.4 Invitation to attend half day seminar on Mitigation and Offsets – How much is enough.
- 5.5 SGS – lab results of initial water sampling.
- 5.6 SALP Promotion – wide brimmed hat and fridge magnet.
- 5.7 Community Newspaper Group – Tax Invoice for Great Gardens advertisement.
- 5.8 Oakford Farm Trees – Invoice for seedlings for Understorey Overstorey
- 5.9 Optus Phone Bill – A/Landcare Coordinators phone.
- 5.10 Westpac – bank statement
- 5.11 Westpac – Good Business booklet
- 5.12 UBC – Membership renewal notice
- 5.13 SCCP – Action Plan Implementation August 2004
- 5.14 Million Trees Programme Newsletter – August 2004
- 5.15 Receipt for payment for A.S.S. Workshop
- 5.16 SCC Information Sheet 7 – August / September 2004
- 5.17 Volunteering WA – membership renewal;
- 5.18 City of Armadale – Friends Group Manual;
- 5.19 Change of address for LOTR recipient (AJ & BA Brickwood)

5.20 Invitation to attend launch of a Dieback Policy Publication on the 2 October 2004 at Bold Park.

MOVED P HART
SECONDED B LAURIE

CARRIED

Correspondence Out

Nil

6.0 Treasurers Report

Report circulated at meeting.

MOVED J HERPEN
SECONDED A CHOULES

CARRIED

7.0 Chairman's Report

Nil

8.0 Yellow Fish Report

60 volunteers from Riverview Community Church in Victoria Park, assisted with the planting of 2000 seedlings, spreading mulch and clearing rubbish in Ladywell Street, Beckenham. Over 42 drains were also stencilled. P Hart suggested that the volunteers be presented with a Certificate of recognition acknowledging their work.

9.0 Fishcare Report

N Kennedy advised that not a lot was happening at this stage, however Gemma Schryver has drawn up a weed map of the area at the rear of Kelmscott PS downstream 100m from Orlando St bridge.

A sedge planting day will be held on Saturday 30 October, from 9am to 12noon, at the Kelmscott fishcare site, off Orlando Street.

10.0 Tonkin Highway Report

K Downsborough was not present at the meeting at this time. C Clay advised there was nothing to report.

M Gehrman advised that a Community Reference Group meeting is to be held next Wednesday 29 September, in Brookdale. Martin also advised that he and K Downsborough visited a revegetation site at the request of Helen Best. He advised

that the Ph level of the soil needed to be checked. KD to raise this at the meeting next week.

AGLG received from John Holland McMahon Joint Venture over 1100 plants. The trees were largely grown by Men of the Trees in Hazelmere.

11.0 Champion Lakes Report

P Carrigg absent

12.0 Bushcare and Environmental Advisory Committee Report

12.1 Water Resources Statement of Planning Policy

The draft Water and Resources Statement is now available for public comment. Submissions to be received by December 1, 2004. Copies of the Statement were circulated to interested BEAC members for individual submission. The purpose of the policy is to inform the WAPC, the DPI and local government in the undertaking of planning responsibilities as relates to water resources.

12.2 Paintball Recreation Area

A planning application has been lodged with the City of Armadale, for a Paintball Recreation Area at Lot 3 Lake Road. Submissions to the City of Armadale close 6 October 2004.

12.3 Collation of Volunteer Hours

BEAC members were asked to begin calculating their volunteer hours as the information will be required soon for inclusion in the BEAC Annual Report as well as the end of year Awards Presentation.

12.4 Mitre 10 Junior Landcare Plants Programme

Grants to the value of \$500 are now available for schools and organisations involved in local landcare projects, in conjunction with local landcare groups. The closing date for this round of applications is 21 October 2004.

12.5 Press Releases

BEAC members have been requested to make suggestions for upcoming press releases. The following topics were put forward:-

- i) Bridal Creeper
- ii) Biological controls for Salvation Jane
- iii) Self-promotion of BEAC

12.6 Bob Blackburn Day

Volunteers are needed to assist with dieback treatment at Bob Blackburn Reserve on the morning of Sunday, 31 October.

12.7 Burning off Programme 2004/2005

Discussion regarding the Burning off Programme for 2004/2005 has been deferred to the October meeting of BEAC as the programme is still in development.

12.7 Public Walks

A reminder was given to members organising public walks that leaders are requested to check walk trail a day prior to the walk to check for hazards.

12.8 Bushland Scholarship

A scholarship is available to attend a bush regenerators course. Applications are available until the 12 October. Details can be obtained from Corinne Gaskin.

12.9 Kelmscott Show

BEAC to look at the possibility of sharing a stand with AGLG at the Kelmscott Show, which is to be held on the weekend of the 23 & 24th October.

12.10 Insurance for Volunteers

Contact was made with the City of Gosnells to establish what insurance was available for volunteers under the age of 16. The City advised that the cover for under 16s was restricted to broken bones. The Community Insurance Fund has been contacted to see if its insurance cover applies to under 16s and will be reported on at the next BEAC meeting.

13.0 Swan Catchment Council Report

- SALP funding applications totalled \$919,413. Amount available was \$650,000. Further assessment meeting to be held to match funds available. Attended first round of assessment to evaluate the project application.
- Natural Resource Management Strategy

John Herpen is Chair of a Structure Working Group to provide recommendations to the Swan Catchment Council on the most effective structure for the delivery of the Swan Region (NRM) Strategy.

RECOMMENDATION

That the Committee renominate John Herpen to represent the Armadale Gosnells Landcare Group on the Swan Catchment Council and that Cam Clay take-up the position as proxy.

MOVED A CHOULES
SECONDED G WATSON

CARRIED

14.0 **General Business**

14.1 B Laurie

Advised she would like to see the Government provide better drainage systems with an interest in seeing stormwater drains run into wetlands.

14.2 A Choules

The matting promised to complete the new drainage system at Goolamrup did not eventuate and as a result the overflow from the drainage is starting to erode the riverbank. Friends of Goolamrup are in the process of organising matting through the City of Armadale before any more damage can be done. This item will be placed on the Action sheet.

14.3 S Aldersea

S Aldersea has done some planting recently and next year's plant order is going in soon.

14.4 J Herpen

J Herpen was pleased to advise that Churchman's Bushland Association has been working together for approximately 5 to 6 years now.

14.5 M Gehrmann

The Bi-annual Report is now complete. Copies are available for perusal from Martin. Martin advised that approximately 80 colour copies will be printed for distribution to important bodies, with additional copies being prepared in black and white in order to keep costs to a minimum. KD suggested that copies be burnt onto CD ROMs as cost effective option. Martin to follow-up.

14.6 N Kennedy

N Kennedy circulated a flyer showing dates and locations of sedge planting days to be held from September through to November 2004.

14.7 G Watson

Raised concern regarding advice received from the Department of Planning & Infrastructure about an MRS Amendment, which affects various properties along the Canning River. The advice sent to affected property owners refers to the re-classification of certain properties to Bush Forever Sites, namely Bush Forever Site No.246, and seeks comment from landowners before the deadline of 17 November 2004. However, nowhere in the actual Amendment documentation does it refer to Bush Forever Site 246, leaving landowners questioning how this re-classification will affect them. Gwen is currently talking with concerned residents and encouraging them to seek further clarification from the DPI.

14.8 P Hart

Bridal Creeper

PH received a request from CSIRO for a list of areas where the Rust fungus has been released to eradicate Bridal Creeper. She advised that all problem areas within the City of Armadale had been covered. She also advised that the Rust had only been used in one location within the City of Gosnells, that being at Mary Carroll Park.

14.9 C Gaskin

- The City of Armadale is producing a brochure of Fletcher Park. The brochure was funded from a grant received from the Perth Biodiversity Project and details conservation values of the park. Copies of the brochure will be handed out to the Wallangarra Riding Club, whose field days take place in the Park.
- The State Environment Report is currently being reviewed.
- Anyone interested in the Friends Group Manual to contact Corinne.
- AGLG will join BEAC for this year's Christmas Function at Araluen on the 5 December, which will coincide with the Volunteer Awards Presentation. A commencement time for the event has yet to be decided. A gold coin donation for the function is required.

14.10 K Downsborough

- Paterson's Curse continues to be a problem in the public open space at the south end of Palomino Reserve. M Gehrman suggested that the area be mowed as an alternative to spraying.
- Still taking water samples out of the Wungong.
- The development at Fallon Rd has resulted in soil and sand being left on the roadway; following each rainfall event, these are washed down the drain, which flows to the Wungong River. This shouldn't occur and the issue has been raised with CoA prior with the understanding that the roadways would be swept regularly to reduce the risk of the soils being washed to the river.
- Students from John Calvin Primary School will be assisting with the tree planting at Palomino Reserve next Monday.
- Volunteers are required to manage afternoon at the stream care site. The local newspaper will be there at 3pm.

14.11 C Clay

- Work has currently been delayed on the constitution.
- The draft Acid Soil Policy is currently out. Copies can be obtained from Cr Bob Tizard or Natalie Kennedy.

15.0 A/Landcare Coordinators Report – September 2004

Outcome 1: To have 50% of public/private gardens providing wildlife habitat to reduce the reliance on water supply and fertilizer runoff within 10 years.

- 1.1 Great Gardens
 - a) Liaised with CoG staff and Landcare Solutions on matters relating to the running of the workshops commencing Wed 8th September.
- 1.2 Heavenly Hectares and Property Planning
 - a) Discussed requirements of Ag WA for the next series of workshops to be held in our catchment.
 - b) Arranged a meeting to discuss with Dept of Ag, ideas and resources available to run a workshop on Native Grasses.
- 1.3 Demonstration Gardens
 - a) Met with representatives from Landcare Solutions at SERCUL to investigate the possibility of establishing a demonstration garden on site;
 - b) Meeting with Jennifer Pidgeon – Coordinator Maddington Kenwick Sustainable Communities Project, COG to discuss opportunities to establish a demonstration garden within the new townsite;(this was to have occurred in the last reporting period, but had to be postponed)
- 1.4 Attended Seminar on Revegetation Planning for Sustainability. Hosted by RIAWA

Outcome 2: To have the living environment recognised as a focus for living and working.

- 2.1 Met with regional staff to review a proposal for input into an upcoming canoeing event for university students and members of the community, during which the environment and specifically the river was being looked at for its values as recreation and work.
- 2.2 Slab Gully site visit with River Restoration Officer to select appropriate area for Roleystone PS to undertake sedge and rush planting in November. Area selected is within Borrello Park on the western side of Billeroy Rd.
- 2.3 Participated in CoG staff tree planting along the Canning River in Pioneer Park
- 2.4 Attended a workshop on Desktop assessment at Murdoch University. Workshop presented by Greening Australia WA and is aimed at assessing potential projects using GIS data and creating linkages to nearby areas.

Outcome 3: To have all public land managers and politicians making decisions within 5 years so stormwater is clean, so weeds are eradicated, and rivers revegetated

- 3.1 Bi-annual Report
 - a) Gave out copies of draft report at last AGLG meeting and awaiting returns with comments/amendments from committee members.

- 3.2 Canning Environmental Flows Steering Committee
a) Attended meeting at Araluen Park

Outcome 4: To ensure the living environment is embedded in all curriculum within the education system.

- 4.1 Cecil Andrews Senior High School
a) Continue to liaise with teachers and Ribbons of Blue on the program that is being developed for the Yr 8 level. First field involvement will be next Tuesday at Palomino where students will undertake Macro invertebrate sampling, foreshore assessment, and walk-n-talk.

Outcome 5: to recreate the “sense of place” connection to create an ownership for protecting the living environment

- 5.1 SERCUL Open Day
a) Assisted with the preparation of events for the Open Day on September 11.
- 5.2 Armadale Volunteer Resource Service
a) Continue to liaise with the Coordinator of the Service.
- 5.3 Lumen Christi College
a) At the request of a teacher, reviewed student proposal for rehabilitation of basin within the school grounds;

Outcome 7: to have businesses recognise their environmental responsibilities and adopt cleaner/cheaper methods of production

- 7.1 Yellow Fish Program

Other activities undertaken in this reporting period that are not directly covered by the points above include:

- 1) Sent payments to creditors for various invoices received;
- 2) Met with Natalie Kennedy to provide assistance as required and to discuss any issues that may be of concern;
- 3) Attended a Policy and Strategy weekly meetings at City of Gosnells.
- 4) Attended a three day seminar on Acid Sulfate Soils in Mandurah.
- 5) Submitted financial statements and books to Bill Stevens for Auditing;

- 6) Met with Colin Burne to review annual budget and staffing structure.

Activities proposed for the next reporting period:

- 1) Place advertisement for our next AGM;
- 2) Attend workshop held by Greening Australia WA on desktop assessment for project planning and monitoring;
- 3) Attend Policy and Strategy meetings at City of Gosnells;

- 4) Attend Directorate Staff meeting at City of Armadale;

- 5) Participate in SERCUL Open Day meeting and subsequent Open Day;
- 6) Participate in the Canning Environmental Flows Steering Committee meeting at Araluen Park;
- 7) Assist in the activities at Ladywell Reserve in Gosnells in September;
- 8) Liaise with COG and SERCUL on the design and implementation of demonstration gardens;
- 9) Participate in the Great Gardens Workshops as representative of local Landcare Group;
- 10) Commence budget for the season 2004-2005;
- 11) Attend Staff Induction training at City of Gosnells;
- 12) Have the Bi-annual Report printed and sent to advocates, the two Local Governments;
- 13) Work with Pat Hart in securing new Yellow Fish coordinator;
- 14) Review Lumen Christi College student proposal for rehabilitation of basin on school grounds;
- 15) Meet with Alice McLellan and local resident to assist in forming a friends group for Pioneer Park;
- 16) Attend SERCUL Open Day;
- 17) Attend half day seminar in Fremantle on “Mitigation and Offsets – How much is enough”. Presented by the Environmental Consultants Association WA;
- 18) Give presentation to John Calvin Primary School students on the Tonkin Hwy extension and how the school can look after the remnant veg that is close to the school and links to the Bush Forever site.

16.0 River Restoration Officer Report

- 16.1 At the end of August we received approximately 350 *Kunzea ericifolia* seedlings from Helen Best (free of charge), which were planted by students at Huntingdale Foreshore.
- 16.2 August 23rd – Attended a First Aid Course
- 16.3 Natasha Baker (university student who attended the last AGLG meeting) has expressed interest in undertaking water quality monitoring for us. She will undertake the project as part of her university studies. Details of how and where are yet to be determined and we will hopefully be meeting with her sometime next week to discuss this.
- 16.4 Have been in contact with Neil Robinson from DPI regarding some weed control of various areas (Astley Street and Palomino), as well as another item with regard to Palomino.
- 16.5 Have had further liaisons with Kerrin Simmonds of SRT regarding the Wesfarmers Corporate Car Day. Details have been finalised and the day will take place on Tuesday Sept. 21st at Westfield Heron Reserve.
- 16.6 For the past two Mondays I have had a Tafe student with me, undertaking work experience. She will be with me for the next three Mondays to come and is basically undertaking a variety of field work with me.
- 16.7 August 30th I spent the day collecting another 10 water samples from various project sites. Also recorded other data such as temperature, conductivity, pH etc for our records. I intend to drop the samples off to be analysed tomorrow.
- 16.8 Attended the COSN meeting about the NRM implementation on August 31st.
- 16.9 September 1st to 3rd I attended an Acid Sulphate Soils Workshop in Mandurah.

Next Month

1. Will be attending a half-day seminar organised by the Environmental Consultants Association about Mitigation and Offsets.
2. Will be attending the next COSN meeting at Swan Catchment Centre on Sept. 23rd.
3. Will be undertaking various field work (such as planting, tree guard maintenance etc) with Gemma (the work experience student).
4. Sedge planting will get underway with the first one being the Corporate Care Day with Wesfarmers. Planting will be taking up the bulk of my time from then on.

17.0 Next Meeting – AGM Wednesday 27 October 2004 at the City of Gosnells.

**BUNGENDORE PARK MANAGEMENT COMMITTEE
MEETING No. 252, WEDNESDAY, 22nd SEPTEMBER 2004**

MINUTES

MEMBERS PRESENT

Cr Frank Green (Chairman)	Mr Ron Withnell
Mrs Irene Morcombe (Treasurer) [7:40pm]	Mr Kim Sarti
Mr Bill Ladyman	Mr Chris Raabe
Mr Don Griffiths	

APOLOGIES

Mr David Allen (Secretary)	Ms Miriam Stanborough
Mr Michael O'Neill	Mr Ian Thompson

Meeting declared meeting open at 7:37 pm; minutes of previous meeting held 25th August 2004 accepted as being correct: Griffiths/Raabe. Carried

SPECIAL BUSINESS

1. Committee's Terms of Reference – Mr Ron Van Delft has provided an amended Terms of Reference proposal (attached to previous meeting minutes). Some minor changes and Clause 11.1 (c) dealing with Committee's accounts were discussed.

Action point 1/252 – Mr Sarti to send amended copy of Committee's Terms of Reference to Mr Van Delft.

We still don't have resolution of the Finance and flowchart of payment process which was raised at the February 2003 meeting [1/234]. Crs Green and Tizard have met with Mr Lanternier [1/239] but we have no formal financial processes to be followed by Committee – budget timing (requests, notification of funds for coming year), administrative funds, forms, rollover of funds and feedback etc. Cr Green will be following up with Mr Nathan Caine of City's Finance Dept.

BUSINESS ARISING

1. Information Display Shelter refurbishment and relocation – Mr Sarti has purchased MDF board and will cut to size. Imatec will seal the boards and produce the vinyl panels.
2. Walk track and interpretive signs – Mr Sarti completed fitting the interpretive plaques and new walk track signs. Down Under Signs provided small vinyl track marker signs free of charge.
3. General maintenance – Mr Griffiths reported the Lions Club mostly completed the painting of the interpretive signs and totems on the 2 walk tracks ready for the Djilba Spring Walks.
Mr Griffiths reported the locking mechanism on Gate 'G' at Howe Street entrance is still to be repaired.

4. Damaged fence, southern boundary – Mr Thompson not at meeting to report on repair of the damaged southern boundary fence and box section opposite Track #12 [3/250]. Also replacement of the stainless steel locking loop at Gate “L”.
5. Spring Family Walks – 12th September. Melanie Green, Events Co-ordinator reported 50 people attended on the day and thanks all committee members who helped out on the day, in particular Mr Griffiths with the Lions Club and Mr Ladyman. Most feedback from walkers was positive – there were some negative comments about lack of signage and the poor map. Mrs Morcombe reported \$20 book sales and \$26.90 in donations.
6. Bungendore Bush Breakfast – 7th November. Cr Green followed up use of Bedfordale Hall for tables & chairs and in case of inclement weather [1/251]. Phone reservations by 4-11-2004. Cr Green agreed to place advertising flyers in local libraries etc.
7. Hazard reduction review –Mr Thompson not at meeting to report on hazard reduction within Bungendore Park and adjacent CALM land.
8. Fire access track – possibility from Richon Heights cul-de-sac across CALM-managed Lot 2 to link up to the western boundary track of Bungendore Park. Further meeting to be held on-site with Messrs McIntosh, Batt and Thompson – Mr Thompson not available to report
9. Erosion in gully on W3 fire access track near junction with tracks N2 and N3 – Cr Green is still to contact Mr Greg Elsegood with Committee’s recommendation that two (2) lengths of 9 inch concrete pipe be installed and covered with gravel.
10. Armadales ‘Heritage Country’ Endurance Ride – 13-11-2004. Mr Reid has not supplied a course map for discussion by Cr Green, Ms Stanborough and Mr Thompson. It was assumed the endurance ride is not proceeding.
11. Voluntary Hours – Committee members to complete the Voluntary Hours forms at the meeting.
12. Volunteer work authorisation – Bungendore Park Management Committee authorises members and volunteers to perform maintenance works and management activities as and when required.

Moved: Mr Raabe/Mr

Ladyman. Carried.

This topic was discussed with Mr Neil Price (City of Armadale) on 20-9-2004 who suggested we record past month’s activity in the Minutes and that the authorisation be reviewed no longer than 12 months. Activity since last meeting includes:

Painting	Don Griffiths & Lions Club members	8 th & 10 th Sept
Sign installation	Kim & Robyn Sarti	28 th & 30 th Aug, 8 th Sept
Walk track assessment	Frank Green	10 th Sept
Patrolling	Chris Raabe	4 th , 11 th & 18 th Sept
Djilba Walk day	Committee members, Lions Club	12 th Sept

AWAITING COMPLETION AND/OR REPLY

1. Geographical Information Systems project – Mr Sarti: no report
2. Strategic photograph locations – no action. Mr Allen will be seeking assistance in the field [2/245].

GRANT REPORTS DUE

nil

GRANTS IN PROGRESS

1. Swan Alcoa Landcare Program 2004 (04SE06) – \$1,380 [XT71]
2. Community Conservation 2003/2004 – \$900 [XT72]
3. Regional Parks Community 2004 grant – \$1,100 [XT73]
4. Swan Alcoa Landcare Program 2005 (05S08)– application pending.

CORRESPONDENCE IN

1. Swan Alcoa Landcare Program – program promotional material.
2. Mr Ron Van Delft – amendments to Terms of Reference for Bungendore Park Management Committee's purposes.
3. Mr Michael O'Neill – requesting leave of absence until end of year.

INFORMATION RECEIVED

1. Swan-Canning Cleanup Program – Action Plan Implementation: 2004 booklet.

CORRESPONDENCE OUT

1. Dennis & Barbara Brown – former lessees of Lot 196 requesting return of gate keys.

FINANCE

Details	Amount \$	Expenditure Type
Kim Sarti – photocopying and postage	32.20	XT 7
Kim Sarti – MDF for information display panels, misc sign hardware	76.60	XT 3
Heritage Tourist Association – annual membership	40.00	XT 7

Raabe/Morcombe. Carried.

BUSHCARE & ENVIRONMENTAL ADVISORY COMMITTEE REPORT

Cr Green reported from BEAC meeting 21st September –

:: Request for Voluntary Hours report from Oct 2003. Mr Sarti said that he has previously done this.

:: BBQ & picnic presentation to take place 5th December 2004 at Araluen.

GENERAL BUSINESS

1. Committee duties – Weeds Co-ordinator and Minutes Secretary. Maggie Hankinson was previously responsible for these two tasks.

:: Minutes Secretary is responsible for compiling the agenda, taking the minutes and circulating the final copy. This position is still outstanding.

:: Weeds Co-ordinator - Ms Stanborough.

2. Weedbuster Week – 16th – 24th October www.weedbusterweek.info.au/.
Ms Stanborough has proposed that Committee become involved by focussing on removal of non-indigenous species from the Admiral Road entrance along Dryandra Drive to the information shelter. Committee agreed to be involved, but recommended weed removal along Dryandra Drive be undertaken by students of Armadale Christian College under Mr Withnell's guidance. Committee members agreed to target woody weed species in Pit #3 by removing with handsaws (where small enough) or drilling and injecting with Glyphosate® (for larger trees). Ms Stanborough has the syringes and Glyphosate. Members to bring gloves, handsaws, cordless drills (if they have them), morning tea and water for washing. Busy bee from 8:00 am until 12 noon(?).
Action point 2/252 – Members to attend *Weedbuster Week* event Saturday 16th October from 8:00 am meeting at Albany Highway entrance.
3. Swan Alcoa Landcare Program promotion – wide-brimmed Program hats (5 of) and fridge magnets (10 of) are available for members at no charge; 3 members expressed interest in the hats.
Action point 3/252 – Mr Sarti to order 3 hats from Swan Alcoa Landcare Program office.
4. Community Conservation Grants 2005 – applications are being called for, closing 15th October. It was agreed to apply for a \$2,200 grant comprising: Chemical weed control & selective weed removal by hand (\$400), Fauna (inc. Cockatoo) survey work (\$200), Feral bee control (\$100) and Dieback control work (\$1,500).
Action point 4/252 – Mr Sarti to complete the Community Conservation Grant application.
5. Urban Bushland Council meeting, 5-10-2004 – guest speaker will be Hon. Colin Barnett, Opposition Leader. Groups asked to put up static displays at National Trust building, Havelock Street by 7:00pm prior to meeting start of 7:30pm.
Action point 5/252 – Mr Ladyman to set up static display at Urban Bushland Council meeting.
6. Certificates for tree planting – Mr Withnell requested three Certificates of Appreciation for Armadale Christian College students.
Action point 6/252 – Mr Sarti to provide Certificates of Appreciation and Cr Green to present certificates to Armadale Christian College students.
7. Leave of Absence – Mr O'Neill has informed committee that due to work commitments he is unable to attend meetings until the end of the year and requests leave of absence from September for 3 months. Agreed.

DIARY OF EVENTS

2004	Date	Events
JANUARY		
FEBRUARY		Pre-budget discussion
MARCH		Budget meeting
APRIL	3 & 4	Minawarra Festival – 2 days Smoke treatment/Direct seeding
MAY		
JUNE		
JULY	4 28	Community Planting Day – 1:00 to 3:00 pm. Meet at Albany Hwy entrance School Planting Days
AUGUST		
SEPTEMBER	12	Djilba Spring walk – 8:30 to 12 noon self-guided walks from Albany Hwy entrance
OCTOBER	16 - 24	Kelmscott Show – 2 days Weedbuster Week – busy bee 8 am 16 th October at Albany Hwy entrance. Students to do weed control along Dryandra Drive w/c 16 th Oct (Tagasaste removal)
NOVEMBER	7	Bungendore Bush Breakfast 7:00–8:00 followed by guided bush walk 8:30
DECEMBER	5	BEAC BBQ & presentation - Araluen

SUMMARY OF OUTSTANDING AND NEW ACTION POINTS

(Shaded Action Point Dates are only found in this Summary, not within the Minutes. Please review.)

Feb 03	01/234	Mr Lanfermier to provide a flow chart for the payments process and to supply Committee with copies of the Friends Group Manual.
Jul 03	09/239	Cr Green to speak to Mr Lanfermier to arrange a meeting after Mr Thompson and Mr Sarti have returned from leave (after 05/09/03)
Oct 03	02/242	Messrs Sarti & Raabe to relocate bridle trail welcome sign at correct boundary location.
Oct 03	03/243	Mr Thompson to replace missing chain and padlock on Gate 'K'.
Feb 04	02/245	Mr Allen to fix location of photo point sites.
Jul 04	03/250	Mr Thompson to repair damaged southern boundary fence and box section opposite Track #12.
Sep 04	01/252	Mr Sarti to send amended copy of Committee's Terms of Reference to Mr Van Delft.
Sep 04	02/252	Members to attend <i>Weedbuster Week</i> event Saturday 16 th October from 8:00 am meeting at Albany Highway entrance.
Sep 04	03/252	Mr Sarti to order 3 hats from Swan Alcoa Landcare Program office.
Sep 04	04/252	Mr Sarti to complete a \$2,200 Community Conservation Grant application.
Sep 04	05/252	Mr Ladyman to set up static display at Urban Bushland Council meeting.
Sep 04	06/252	Mr Sarti to provide Certificates of Appreciation and Cr Green to present certificates to Armadale Christian College students.

DATE OF NEXT MEETING (4th Wednesday)
7:30 p.m. Wednesday, 27th October 2004

Mr Kim Sarti, a/g Minutes Secretary
Meeting declared closed at: 9:20 pm

Signed: Date:

Chairman/Acting Chairman – Bungendore Park Management Committee

Attachment "A"

**PROPOSALS FOR INCLUSION AND AMENDMENTS TO STANDARD
TERMS OF REFERENCE**

BUNGENDORE PARK MANAGEMENT COMMITTEE

The following proposals arise out of comments made and discussions at the Bungendore Park Management Committee Meeting of 26 August 2004. Comments in italics provide additional information or detail the thoughts of the Committee. It recommended the Committee consider the following proposals at the September 2004 meeting and then provide its advice to Council through the City's Senior Environmental Planner. A copy of the proposals for the Armadale Settlers Common Committee is also attached for your interest.

1.0 INTRODUCTION

As per Standard Terms of Reference, with the name of the Committee as above.

2.0 PURPOSE

2.1 To assist in the conservation and management of Bungendore Park as a conservation reserve for low-impact usage by:

- a. Assisting with, and advising on, the preparation and review of a Management Plan for Bungendore Park for consideration by Council. The Management Plan is to be prepared with regard to the objectives of the Committee and with the benefit of public consultation.
- b. Assisting with implementation of the Management Plan for Bungendore Park.
- c. Encouraging community involvement in the management of, and appropriate use of Bungendore Park.
- d. Providing a means of communication between the City of Armadale and users of Bungendore Park.
- e. Advising Council on this Committee's opinion and attitude on matters arising in respect to Bungendore Park;
- f. Liaising with the Bushcare and Environmental Advisory Committee on matters that fall within the role of the Bushcare and Environmental Advisory Committee; and

Given comments regarding the activities of the Committee, and subsequent comments of the Armadale Settlers Common Management Committee the following suggestion is offered for inclusion:

- g. Seeking grant funds to achieve the Management Plan and Terms of Reference objectives as determined by the Committee and Manager Parks to be appropriate, having due regard to the ability of the City, Committee and volunteers to implement and administer such grants.

3.0 OBJECTIVES OF COMMITTEE

- 3.1 The objectives of the Committee are:
- Management - to protect, restore and enhance the natural bushland environment.
 - Conservation - to conserve the indigenous plant, fungi and animal species and their habitats to meet the needs and aspirations of future generations.
 - Education - to promote awareness and better understanding of the natural environment and appreciation of its views.
 - Recreation and Tourism - to facilitate public enjoyment of the natural attributes of the park without compromising conservation and Management Plan objectives.
- 3.2 To make recommendations to Council regarding budget priorities for the provision of services, activities and facilities for Bungendore Park.

(3.2 is in the Standard Terms of Reference and reflects current practice)

4.0 MEMBERSHIP

- 4.1 As per standard terms of Reference.
- 4.2 The Committee shall comprise the following membership:
- a. A Councillor of the City of Armadale; and
 - b. Up to 11 members drawn from:
 - i. individuals with a demonstrated commitment, interest or expertise in protection and rehabilitation of the natural environment;
 - ii. community groups such as volunteer bush fire organisations, resident and ratepayer groups and service clubs where they have an interest in or expertise in environmental matters.

5.0 MEETINGS

- 5.6 The Committee shall meet at least 10 times per year at a place and time to be determined by the Committee.

8.0 MINUTES

The Committee seeks to amend the Standard Terms of Reference so that only unconfirmed minutes need to be sent to Council. This is on the basis that:

- *the minutes of the following meeting confirms whether the previous minutes were a true and correct record;*
- *to require both unconfirmed and confirmed minutes increases the administrative workload on the Secretary who acts on a voluntary basis; and*
- *this would reflect current practice.*

Accordingly it is recommended that Clause 8.3 be amended as follows, and Clause 8.4 be deleted.

- 8.3 A copy of the unconfirmed Minutes shall be sent to all Committee members and to Council within 14 days of the meeting.

- ~~8.4 A copy of the confirmed Minutes shall be sent to Council within 14 days of the confirmation.~~

11.0 DELEGATED POWERS

The Committee requested delegated power in order to be able to accept and manage grant funds (e.g the Committee has applied to the Swan Alcoa Landcare Program 2004 for a project with a value of \$14,240). The following clause is suggested (Subject to the Committee's comments & further City of Armadale officer advice).

11.1 In accordance with Clause 5.16 & 5.17 of the *Local Government Act 1995* Council delegates the management of grant funds received for the proper management of Reserve A4561 to the Bungendore Park Management Committee subject to the following requirements:

- a. Grant applications to be supported by the City's Manager Parks or Environmental Officer;
- b. All expenditure to be authorised by a formal motion of Committee;
- c. Operation an account in the name of the Bungendore Park Management Committee with the Presiding Member, Secretary and Treasurer Deputy Presiding Member being joint signatories;
- d. Maintenance of the account records in a manner acceptable to the City's auditors; and
- e. Submission of the account records for annual audit.

Please note that under the Local Government Act 1995, this delegation can only take place if there is a Councillor Representative on the Committee and it can only apply to local government property (i.e. delegation can not be given for the portion of Bungendore Park owned freehold by the Western Australian Planning Commission).

11.2 – Change “Community Services Committee” to “Technical Services Committee”.

16.0 MEETINGS NOT OPEN TO THE PUBLIC

As per Standard Terms of Reference.

WASTE SERVICES QUARTERLY REPORT JULY - SEPTEMBER 2004

1. NEW SERVICES

Refuse Bins: 72 *YTD Refuse Bins:* 379 *Previous Quarter:* 76
Recycling Bins: 72 *YTD Recycling Bins:* 379 *Previous Quarter:* 76

2. DOMESTIC WASTE COLLECTION

Tonnes Collected: 4205.20 (*Previous Quarter* 3841.1)
YTD Tonnes: 4205.20
Bins Emptied: N/A

3. RECYCLING COLLECTION

Tonnes Collected: 1148.63 tonnes (*Previous Quarter* 1248.00)
YTD Tonnes: 1148.63 tonnes
Bins Emptied: 94217
Collection Days: 67

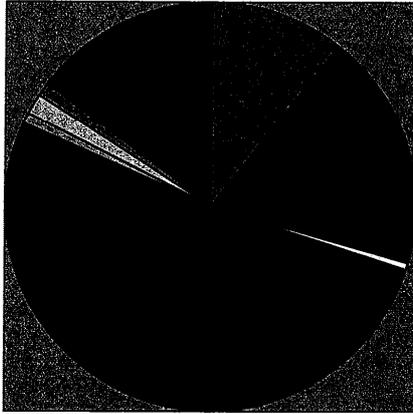
4. MATERIAL RECYCLED AT ARMADALE LANDFILL (TONNES)

Recyclable	Sept 04 Quarter	YTD	Sept 03 Quarter
Aluminium	<i>Not specified</i>	<i>Not specified</i>	6.34
Ferrous Metal	231.1	231.1	261.42
Car Batteries	4.34	4.34	22.78
Car Bodies	0	0	3.8
White Goods	0	0	24.42
Oil	6.94	6.94	4.3
Tyres	6.26	6.26	15.84
Salvage	17.88	17.88	12.1
Greenwaste	146.31	146.31	161.27
Cardboard	49.5	49.5	<i>Not collected</i>
TOTAL	462.33	462.33	512.27

5. OTHER MATTERS

- The Greenwaste Verge Collection is currently underway and should be finalised by early December.

Recyclable Items removed from the Landfill Site



- Greenwaste
- Mulch
- Firewood
- Logs
- Fire Wood No Charge
- Aluminium
- Metal
- ▣ Batteries
- White Goods
- Car Bodies
- ▣ Oil
- Public Salvage
- Dale Salvage
- Rubble
- Western Tyre Recycling
- Cardboard / Paper

**PARKS AND RESERVES REPORT
MAJOR LANDSCAPING PROJECTS**

Update: 9/11/04

Champion Drive Stage 1 (Gillam Drive to Lake Rd)

- Reticulation completed
- Grassing of median islands completed
- Planting of roundabouts completed
- Final stages of median island tree planting in progress
- Painting of supersix fences planned for December 2004-11-09

Gateway Project (Armadale Rd/Sth Western Hwy)

- Drinking fountain installed
- Park seats installed
- Mulching of bank near doctors' surgery completed
- New path bollard installed
- Extra Brachychiton tree planting near McDonalds completed
- Extra stone pitching in progress on Armadale Rd bank
- Still coming: extend reticulation into sandy/weedy bank on Armadale Rd

Commerce Ave

- Planting in the median island in front of train station completed for opening

Corfield St (Lake Rd to Tonkin Hwy)

- Landscape Architectural Services have submitted a concept plan for Council's consideration – item to be put to Tech Svcs Committee in November 2004

Kuhl Park Redevelopment

- Site signs installed
- Detailed landscape design completed
- Electrical design completed (Anrob)
- Purchase Orders issued for gazebo and light towers
- Gazebo to be installed January 05
- Concrete paths to be installed January 05
- Light towers to be installed February 05
- Planting to be installed March 05

Cross Park Cricket Nets

- New concrete pads completed
- New nets completed
- Re-turfing of run-ups completed
- New synthetic turf will be completed 12/1//04

NIP

- Grovelands Way landscaping works commenced, due to be completed by end November 2004
- Abingdon Reserve footpath due to be completed by end November 2004
- Bernice Hargraves lighting completed

ROUNABOUTS

Hesketh/Fallon

- Civil Works have now finished construction
- Landscape and irrigation design completed
- Water meter has been ordered, waiting for Watercorp to install
- Plants are in nursery, planting by Parks staff as soon as water meter in
- Retic to be installed by Council staff in conjunction with panting

Lake/Camillo

- Landscape budget being sought from Civil Works
- Landscape and irrigation plans will follow

Dale Cottages (AK Seniors)

- Landscaping of front and side areas due to be completed by 17th November
- Landscaping of rear scheduled for December 2004-11-09

SWITCH YOUR THINKING! ADVERTISING ON CITY'S 15 BUS SHELTERS

As part of on-going marketing conducted as part of the *Switch your thinking!* programme, the South East Regional Energy Group proposes to use the City of Armadale's 15 bus shelters scattered across the City to advertise the regional initiative.

Proposed advertising on the 15 bus shelters will complement other advertising associated with the programme, including a 6-month "tidy-bin" advertising campaign, 12-week press series, and billboard advertising on Albany Hwy.

The proposed posters will be generic, and carry the *Switch your thinking!* logo, the website address (www.switchyourthinking.com) and sponsor's logos (same as 'tidy-bin' posters).

The South East Regional Energy Group proposes to run the bus shelter advertising campaign for 6-months – from December 2004 to May / June 2005.



MUNICIPAL WASTE ADVISORY COUNCIL

INFORMATION BULLETIN

Issue 70

October 2004

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THE RIGHT DIRECTION?

At the Waste & Recycle 2004 Conference the Minister for the Environment, Hon. Judy Edwards, launched the *Statement of Strategic Direction for Waste Management in Western Australia*.

The Statement is composed of two documents. The first

is the *Vision and Priorities* which identifies the general approach, with emphasis on reducing the generation of waste.

The second is the *2004-2005 Priorities*. This document identifies the priority waste products that are to be tackled by the State Government.

The main focus areas are where waste products are:

- accumulating;
- are not being prevented;
- have few options for recovery; and
- are potentially harmful on disposal.

For more information visit www.wastewa.com

THE BIG CHEESE

As part of the Strategic Direction, two new grant schemes have been launched. They are the *Strategic Waste Incentives Scheme (SWIS)* and the *Community Grants Scheme*.

SWIS aims to provide support and encouragement

for business and industry, local government, community groups and individuals. SWIS offers both funding and non financial support.

The Community Grants Scheme aims to support local community scale

projects "that improve the management of waste in Western Australia".

Application kits can be downloaded from www.wastewa.com



NOT AS BAG?

Plastic bags are the issue of the moment. But the question has been asked how much damage do they really do?

In a submission to the Environmental Protection and Heritage Council, the Municipal Waste Advisory Council states that "the humble plastic bag has acquired an iconic status among waste types which elevates its profile above

other arguably more damaging, waste types and materials".

Cr Deb Hopper, Chair of the Municipal Waste Advisory Council, addressed the media on 8th of October to convey the message that, although a litter management issue, plastic bags were not a major part of the waste stream in Western Australia.

One reason suggested by industry as to why plastic bags have received such coverage is they are "an easy and emotive target that panders to our guilt about general environmental irresponsibility".

To access the Municipal Waste Advisory Council submission visit www.wastenet.net.au (Source : New Scientist, 11 September, 2004)



AU REVIOR WASTE & RECYCLE

Waste & Recycle 2004 was a four-day event drawing speakers (and attendees) from around Australia and the world.

The transcripts of the keynote speaker's



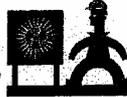
presentations and photos of the conference will be available from www.wasteandrecycle.com.au in the near future.

Planning for next years conference has already commenced.

Information on the date and venue will soon be available from the Waste & Recycle web page.

ARE YOU A GOOD HOST?

If your local government is interested in hosting a Hazardous/Industrial Waste Precinct, a nomination package is available from the Core



Consultation Committee (3C) website.

The nomination package provides background

information and details on assessing site suitability.

To download the nomination package visit www.3c.org.au

One of the most common problems with weighbridges is lightning.



(Source: *Insidewaste*, September 2004)

CHEQUERED PAST

The recently released cheques for Period 11 of the Resource Recovery Rebate Scheme (RRRS) distributed a total of \$1,335,267 to 67 Local Governments in Western Australia.

Period 12 of the Scheme is currently being processed. Period 13 application forms are due out at the end of December 2004.

If you are the Officer who completes the RRRS

application and would like to have the form emailed directly to you, please send an email to rrrs@walga.asn.au with 'email Period 13' in the subject line and include your contact details and job title.

TALKING DIRTY

The draft *Contaminated Sites Regulations 2004* have been released for a six-week public comment period.

These Regulations will underpin the *Contaminated Sites Act 2003*.

The Regulations are administrative guidelines and

will include notes on the definition of 'contaminated' and how suspected contaminated sites can be reported.

Two public information sessions will be held in Perth on Tuesday 26 and Thursday 28 October.

For more information, please contact Nicole Hartog on 9222 7000.

Submissions on the Regulations close on Monday 22 November 2004.

The Regulations can be downloaded from www.environment.wa.gov.au



BLUE/GREEN ALGA

In a document entitled *Blueprint for Building Better Communities*, the Australian Local Government Association (ALGA) has outlined some of its priorities.

In the area of waste management, the document

calls for the major political parties to commit to working with local government to address concerns with the National Packaging Covenant.

ALGA is also seeking a commitment to "ensure local government is not financially

disadvantaged by its enthusiastic participation in the recycling process".

To access the document visit www.alga.asn.au/2004FederalElection/blueprint.php



GOOD BUY!

A report entitled *2004 - The State of Green Procurement in Australia* is now available.

This Report gives a picture of green procurement activities in both Australia's institutions

and the preference of everyday Australians. To download the Report visit www.greenprocurement.org.au

The Western Australian Local Government Association has

prepared a guide to green procurement which will be released this year.

Visit the Association at www.walga.asn.au and the *Information Bulletin* for further information.

WELL LUBRICATED

The Municipal Waste Advisory Council would like to congratulate Mr Bob Sutton, City of Armadale, the winner



of the Used Oil Program prize at Waste & Recycle 2004 Conference.

Phase Three of the Used Oil Program is still open.

For more information about the program, please contact Danielle Witham on 9213 2062 or email dwitham@walga.asn.au

WMAA GOES TO THE DEEP SOUTH

Following a successful technical seminar on Contaminated Sites, an Interest Group of the Waste Management Association of Australia (WMAA) has been formed in the South West of Western Australia.

Committee members include representatives from industry and local government.

The first Committee meeting was held in early October.

A series of technical seminars has been prepared for the remainder of this year and next year. These seminars will be held every two months and commence in November.

Forthcoming seminars will cover topics such as

composting, alternative waste technologies and the management of problematic wastes.

For details of the seminars, please contact Lia Barnett by emailing lbarnett@skm.com.au or Allan Mortimer by emailing allan@dardanup.wa.gov.au

LOVE ME TENDER

The Mandarie Regional Council (MRC) has short listed six companies to present submissions to build its Resource Recovery Facility.

The style of contract used was described as "a 'first' for the Australian waste

management industry for a plant capable of treating up to 100,000 tonnes of waste each year".

The contract allows for traditional plant performance standards while being flexible enough to respond to changing conditions over time.

Tenders will be invited shortly and it is expected the MRC will award the contract to the successful company in April 2005.

For more information visit www.mrc.wa.gov.au

WHO YOU GONNA CALL?

The City of Armadale has entered into an agreement with community group, Junkbusters.

The partnership will see a Resource Recovery Centre (RRC) established at Hopkinson Road Landfill and Recycling Facility in Brookdale.

The material recovered at the RRC will be offered for sale to the public.

The money raised will be put back into the operation of the RRC and further recycling initiatives.

The City of Armadale's Mayor, Cr Linton Reynolds, said

"Armadale Council will invest around \$100,000 to develop and operate the RRC."

For more information, visit the City of Armadale website www.armadale.wa.gov.au



A grocery chain in the UK has introduced the first 100% biodegradable bread bags.

(Source: www.co-op.co.uk)



The New Zealand Ministry for the Environment has reduced the waste it sends to landfill by 80% through the introduction of an employee education program.



(Source: Inside Waste, September/October, 2004)

PROMISES PROMISES

In the weeks before the Federal election, the Liberal Party promised to invest \$300,000, over the next three years, to set up a hotline together with Planet Ark, local government and the recycling industry.

This hotline allows members of the public to find out which products can be recycled and where their nearest recycling facility is located.

The service appears to be similar to one currently offered on the Planet Ark website.

By typing in your post code, the nearest recycling facility or specific material recycling locations can be found.

For more information visit www.planetark.com

For more election promises visit www.liberal.org.au

CAN(S) HARDLY CONTAIN THEMSELVES

A survey on Container Deposit Legislation (CDL) was recently conducted by the Environmental Protection Authority (EPA) in South Australia.

The EPA found that 60% of respondents returned their beverage containers to collection recycling depots. A further 32% used kerbside recycling crates.



Of the respondents, 92% supported the expansion of the scheme to cover more containers.

For more information please visit www.environment.sa.gov.au/epa/

TYRE POWERED JET

A Queensland inventor, Mr John Dobozy, has developed an industrial process which converts old tyres into a variety of products.

The products include oil, carbon, activated carbon and jet and diesel fuel. Plans are

being finalised by Mr Dobozy's company for the construction of a commercial facility.

In 2003, Mr Dobozy received the Engineers Australia Eureka Prize for Engineering Innovation for his achievements.

For more information visit www.abc.net.au/catalyst

(Source: www.emonline.net.au/eureka/)



2029 : A CONFERENCE ODYSSEY

The Western Australian Twenty-Nine: A Shared Journey Conference is being held from Wednesday 17 to Friday 19 November 2004.

The Conference is one of the events being held to mark the

175th Anniversary of the founding of the Swan River Colony.

Themes which will be explored at the conference include history, indigenous, heritage, built environment, sustainable

futures, resources and technology and citizenship.

For more information visit www.175anniversary.wa.gov.au

WASTIES WEEK

National Recycling Week is from the Monday 8 to Sunday 14 November 2004.

The initiative, run by Planet Ark, may be of interest to local

government. The Planet Ark website offers information to local government on how they can be involved.



For more information visit www.planetark.com



FAT FREE LANDFILL

Grease from grease interceptor traps in restaurants is considered a high volume prescribed waste stream in Victoria.

now classified this waste stream for reuse and recycling.

It is estimated that this will divert 5,000 tonnes from landfill.

For more information visit www.epa.vic.gov.au/Waste/grease.asp

(Source: WME Weekly Email News 11 August, 2004)

The Victorian Environmental Protection Authority (EPA) has

WHAT A WASTE!

Nolan ITU estimate the annual environmental cost of landfilling putrescibles in Western Australia is \$90 million.

Australia wide, Nolan ITU estimate the environmental costs in excess of \$640 million annually.

To put this in perspective, the cost of salinity amounts to

\$243 million per year. Nolan ITU's methodology involved using triple bottom line cost/benefit analysis.

For more information visit www.nolanitu.com.au

Waste Website of the Week : www.wastewa.com



HIGHWAY TO HELL

The Resource Recovery Forum (RRF) has released a report titled *The Impact of increasing road transport costs on waste recovery and recycling.*

The Report outlines the various factors which are likely



to affect the future of waste transport by road in the UK.

For more information visit www.resourcesnotwaste.org

CRATE RECYCLING EFFORT

EcoRecycle Victoria has conducted a waste management survey of local government for the 2002-2003 financial year.

This is the third year that a survey has been conducted.

The report on this survey is *Local Government Data*

Collection 2002- 2003 Waste Management Services.

Highlights from the Report include:

- Average decrease in the tonnes collected per household by 6.9% between 2001-2002 and 2002-2003;
- An increase in the average

tonnage of recycling by 7.5%; and

- An average contamination rate of 6.3% (38% of local governments surveyed used a crate service).

For a copy of the Report visit www.ecorecycle.vic.gov.au

REDUCE YOUR WEIGHT

In Ireland, the effect of pay-as-you-throw charging for householders has been an increase in the amount of glass recycling by approximately 24%, when compared to 2003.

Local authorities are introducing a charging system for household waste collection services based on

the weight of waste generated by households.

Local authorities have until January 2005 to introduce these systems.

Since glass is heavy, it is expected that the public will take this material to recycling centres.



Cork County Council has seen the amount of waste sent to landfill decrease from 137,000t in 2002 to 93,000t in 2003 since the introduction of a pay-as-you-throw charging system.

(Source : www.letsrecycle.com)

MUNICIPAL WASTE ADVISORY COUNCIL

Next Meeting
Date: 15th December, 2004
Time: 4.00pm
Venue: Local Government House

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



Visit WasteNet www.wastenet.net.au

CONTACT DETAILS

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Office: Local Government House
15 Altona Street, WEST PERTH WA 6005

Postal Address: PO Box 1544,
WEST PERTH WA 6872

2004 CALENDAR OF EVENTS

- 26 and 28 October 2004** **Public information session on Contaminated Site Regulations 2004**
For more information contact Nicole Hartog 9222 7000
- 25-29 October 2004** **Inaugural Global Sustainable Development Conference**
Melbourne, Partnerships and Pathways to implementation.
For more information visit www.minerals.org.au
- 6-7 November 2004** **Kimberley Kleanup**
Gibb River Road, Kimberley
For more information visit www.kimberleycleanup.com.au
- 10-12 November 2004** **Buying Green Conference**
Sydney, Australia
For more information visit www.impactenviro.com.au/buyinggreen2004
- 8-14 November 2004** **National Recycling Week**
For more information visit www.planetark.com
- 9-10 November 2004** **13th IFPM Asia-Pacific Conference**
Perth Convention Exhibition Centre, Western Australia
Bringing together the key decision-makers in the Purchasing and Supply arena in the Asia-Pacific region.
For more information visit www.ifpm2004.com
- 17-19 November 2004** **Western Australian Twenty Twenty-Nine: A Shared Journey**
Perth Convention Exhibition Centre, Western Australia
For more information visit www.175anniversary.wa.gov.au
- 19-26 November 2004** **ArtRage**
The Bakery, 233-239 James Street, Northbridge
For more information visit www.artrage.com.au
- 24-25 November 2004** **Sustainable Waste Management...how are we going?**
Carlton Crest Hotel, Melbourne
For more information visit www.wmaa.asn.au

2004 CALENDAR OF SUBMISSIONS

- 22 November 2004** **Contaminated Sites Regulations 2004**
For more information visit www.environment.wa.gov.au



MUNICIPAL WASTE ADVISORY COUNCIL
"Doing the Environment Right"

WHAT IS THE MUNICIPAL WASTE ADVISORY COUNCIL?

WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION

The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association that deals with waste management issues. Importantly, MWAC also has as members major regional waste management councils. Regional Councils are not members of the 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, Mindarie Regional Council and Geraldton Greenough Regional Council, in addition to Local Government representation from the metropolitan and country zones of the WA Local Government Association.

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



Information Bulletin

Issue No. 22/2004

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OUTSTANDING REPORT

COMMUNITY SERVICES COMMITTEE REPORT ON OUTSTANDING MATTERS – OCTOBER 2004		
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	Draft Management Agreement has been prepared. Negotiations underway with Golf Club. Agreement expected to be finalised by the end of November.
<p><i>Armadale Kelmscott Senior Citizens' Centre (October 2003)</i></p> <p>That Council:</p> <p>b. be provided with an update report on the outcomes of the negotiations with Dale Cottages Inc. (C143/10/03)</p>	Community Development	Subject to workloads and available resources, matter to be reported to the November 2004 Community Services Committee Meeting.
<p><i>Kelmscott Soccer Club – Proposal to Use Pries Park (February 2004)</i> <i>(August 2004)</i></p> <p>That a report to the October 2004 Community Services Committee meeting be prepared that identifies the issues associated with the Kelmscott Soccer Club's future, canvassing possible options for Council's consideration and recommending a strategy for the future use and development of both Frye Park, Pries Park and other relevant alternatives. (C120/8/04)</p>	Recreation Services	Subject to workloads and available resources, matter to be reported to the December Community Services Committee meeting..
<p><i>Armadale Soccer Club – Debt Repayment Plan (April 2004)</i></p> <p>That a further report be submitted to the Community Services Committee in December 2004 analysing the progress of the Armadale Soccer Club's debt repayments. (C63/4/04)</p>	Corporate Services	Matter to be reported to the December 2004 Community Services Committee meeting.
<p><i>Armadale Sporting Club – Debt Restructure & Management Agreement (May 2004)</i></p> <p>That a further report be submitted to Committee at the conclusion of the first six months of the new Agreement in January 2005 on the progress and success of the new Management Agreement and debt repayments. (C81/5/04)</p>	Corporate Services	Matter to be reported to the February 2005 Community Services Committee Meeting.
<p><i>Lease – Bedforddale Hall – Sunshine Welfare Action Mission WA Inc (September 2004)</i></p> <p>2. That Council (following the survey referred to in part (1) of this recommendation) be provided with a further report on the proposal, such report to</p>	Corporate Services & Community Development	<ul style="list-style-type: none"> ▪ Community Development to develop and conduct community survey over the next 2 months. ▪ Joint Community Development & Corporate Services report to January 2005 Community Services Committee meeting

OUTSTANDING REPORT

COMMUNITY SERVICES COMMITTEE REPORT ON OUTSTANDING MATTERS – OCTOBER 2004		
ITEM	DEPT.	ACTION/STATUS
include but not be limited to, the feedback from the community survey and details of matters previously resolved for further investigation and report – prior resolution C110/7/04 (d) refers. (C138/9/04)		re survey results and other facility use lease aspects.
<i>Dogs on Reserves (October 2004)</i> That Council recommit the report 'Dogs on Reserves' to a future Community Services Committee meeting. (C155/10/04)	Ranger & Emergency Services	Subject to workloads and available resources, matter to be reported to the January 2005 Community Services Committee meeting.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

LIBRARY & HERITAGE SERVICES GENERAL MONTHLY REPORT – OCTOBER 2004

1. LIBRARY SERVICES

1.1 Statistical Performance Indicators

The Library Department's statistical performance indicators for the month of October 2004 are attached. (Refer to Attachment "CA-1".)

1.2 Library Extension Activities

1.2.1 Water Wise Community Information Talk

(Report prepared by Janet Deegan, Branch Librarian)

Sue Leighton, of "Garden Gossip" conducted a public talk at the Armadale Library on "Designing your garden for water efficiency". The talk was very well received by the small but enthusiastic audience.

Sue has been described as a designer, advisor and educator. She has worked in the horticultural field for over 25 years. Sue was well known for her display work at Garden Week and Aherns City Store. Sue now operates a garden design advisory service called "Garden Gossip".

During the talk Sue discussed the importance of understanding your environment, including factors such as soil type, wind conditions and position. She also talked about the importance of planning, in order that each area has a function. The talk also covered irrigation, the importance of mulching, and suggested studying your local area to determine which plants are doing well.

At the conclusion of the talk Sue took questions from the audience. Sue's photo albums were on display and proved very popular, aptly demonstrating many of the topics she had discussed. A display of garden books was also available for attendees to borrow if they wished. Afternoon tea was served at the conclusion of the talk, and the participants took the opportunity to stay and exchange information.

1.2.2 Fitball Community Information Talk

(Report prepared by Clare Snowball, Librarian)

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

Brenda Roberts, who has a background in yoga, joined us for another workshop at Kelmscott Library. She discussed and demonstrated yogic exercises using a fitball. These exercises can help everyone, particularly people with back or spine problems or arthritis. The body is exercised and strengthened using her program.

She discussed the history of using a fitball in exercise and the background to its current popularity. Brenda stressed the importance of exercise and the quality of fitballs available for purchase.

Brenda demonstrated some of the simple exercises and then invited participants to try for themselves. Library resources about using a fitball are in demand but most people attending the session had never used a fitball and were apprehensive about falling off. They quickly became confident and enjoyed the experience.

Attendees thoroughly enjoyed the session and some of their comments included:

“The talk was informative and I am going home to pump up my ball and give it a go”

“Great presentation”

“Very informative and inspiring”

“Thank you for organising this talk”

An article advertising the session was printed in both local newspapers. Collaboration with the local press is very helpful in promoting library events.

1.3 School Holiday Activity Report

(Report prepared by Rita Lennon, Young People’s Services Librarian)

Theme: Music at your Library
Dates: Wed 6 October, Tues 12 October, Wed 13 October
Venues: Armadale, Westfield and Kelmscott Libraries.

On a rainy day at Armadale Library, we made musical rainsticks using shortened cardboard poster tubes, aluminium foil and an assortment of borlotti beans and split peas to create the tinkling sound of rain falling. The children covered their rainsticks with coloured paper and decorated them with pictures of lizards, leaves, rainbows, flowers, etc. To introduce the session we attempted to make sounds to represent rain falling onto different surfaces. This was followed by a story about rain, featuring these sounds. Other books about

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

making musical instruments were on display nearby. The children created some wonderful rainsticks, and with different mixtures of beans and peas they achieved some very pleasant rain sound effects, without anyone getting wet.

At Westfield Library the children were introduced to the concept of how to create their own rhythm by Specialist Music Teacher Maree Milne, using rhythm cards which they cut out and then put together to make a personal tune. To practice these, xylophones were made with shoeboxes, elastic bands and metal rods and then decorated. Everyone made merry tinkling music in the library and had lots of fun.

Drum making at Kelmscott Library was great fun for everyone. Large tin cans and small pots were used to make the drums. From the collection of different sized drums we had an orchestra of percussion. The children decorated their drums in many imaginative ways. After our creative exertions we had to try out our drums and the Kelmscott Drummers could be heard far and wide. A Grimm's fairytale, The Bremer Musicians, finished the session and was accompanied by our newly made drums. This was a fitting end to a thoroughly enjoyable holiday activity.

Each library produced a display promoting the upcoming activities and these included library items relating to the musical theme. The displays were very effective and encouraged children to borrow and read the fiction and non fiction books, CDs and cassettes at the three libraries.

1.4 Family Reading Centre Launch – City of Mandurah

On Tuesday, 26 October, the Manager Libraries & Heritage and four other librarians attended the launch of the Family Reading Centre at the Mandurah Public Library. It was considered appropriate to attend the launch as the City's Family Reading Centre is currently being established at the Westfield Library.

It was reported to Council in the July General Report that Library Department had submitted a grant application to the Department of Community Development to establish a Family Reading Centre in the Westfield Library. An amount of \$24,322 was requested and the grant application was successful.

The grant will fund a librarian to work an extra day a week for one year to establish and then promote the Family Reading Centre to pre schools, play groups, and other such groups in the community. The grant money will purchase the resources for the Family Reading Centre including:

- large size books suitable for reading to groups,

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

- toys, games and puzzles,
- shelving and display stands to house the collection,
- computer with trackball and appropriate software,
- floor mat and sofa,
- magnetic felt board kits with easel and whiteboard,
- hand puppets,
- friezes and signage,
- books on literacy aimed at parents and professionals,
- suitable children's books,
- children's furniture.

It was useful to see the finished product at the Mandurah Library, and even though the floor space occupied by their Family Reading Centre is somewhat larger than we will have at Westfield, we hope to be able to offer the same quality and level of service.

2. HERITAGE SERVICES

2.1 Oral History Report

The following statistics provide an update on the activities of the Oral History volunteers during the month of October.

Letters sent inviting participation for an oral history to be conducted – 4
Oral Histories completed – 1
Transcripts completed - 0
Interviews in progress – 5
Transcripts in progress – 7

The Oral History group is continuing with the work of gathering histories. The task of doing the transcripts following the interview remains the most challenging role for which to find volunteers.

2.2 Bedfordale Centenary

On 15 October a small function was held in the History House Museum to launch the Bedfordale Centenary exhibition. The intent of the exhibition is to raise the awareness of the centenary of Bedfordale that will be celebrated in 2005.

The Museum does not have an extensive collection of Bedfordale memorabilia, and neither is there a large collection of written or photographic materials in the Birtwistle Local Studies Library.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

There has been a positive response from long time Bedfordale residents, most of whom were invited to attend the launch of the current exhibition, with several attendees having agreed to either loan or donate items for the major 2005 celebration.

3. Armadale Visitor Centre Report

3.1 Visitor Statistics

- 923 people visited the Armadale Tourist Information Centre during September 2004
- 417 enquiries from the local community
- 205 enquiries from the wider metropolitan area
- 33 enquiries from people living intrastate
- 136 enquiries from people living interstate – including Queensland, New South Wales, Victoria, South Australia and Tasmania
- 129 enquiries from people living overseas – including Holland, USA, Guam, Malaysia, Japan, Singapore, UK, Germany, Ireland, Switzerland, New Zealand, Scotland, Poland, Canada and South Africa

ACCOUNTING SERVICES REPORT – 1 NOVEMBER 2004

Accounting Services Report is attached. (Refer to Attachment “CA-2”.)

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

MANAGER RANGER & EMERGENCY SERVICES MONTHLY REPORT FOR OCTOBER 2004

1. Animal Control

1.1 Dogs

Ranger Services received four hundred and eighteen (418) requests for assistance during the October report period. The number of dogs reported to be wandering has increased significantly from the corresponding period in October 2003, however remains consistent with the previous report period.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

1.2 Livestock

Ranger Services attended to seven (7) requests for assistance in dealing with stock wandering stock during October the overall number of incidents involving wandering stock is slightly down from the previous report period.

1.3 Court Action

The following information relates to legal action taken by Ranger Services. This matter was heard and determined in the Armadale Magistrates Court during the report period.

NAME	OFFENCE	FINDING OF COURT	PENALTY \$	COSTS \$	TOTAL \$
Alexander Veskovich	Attack on Person	Guilty	1,500	65	1,565

2. Vehicles

2.1 Parking

Ranger Services attended to forty three (43) general enquires relating to the unlawful parking of vehicles during this report period.

2.2 Commercial Vehicles (Trucks)

There has been a definite reduction in the number of reports received in relation to trucks being parked in residential areas for extended periods. Rangers will continue to be vigilant in this area of operations.

2.3 Control of Vehicles (Off Road Areas)

Ranger Services attended to six (6) reports of vehicles (motorcycles) being driven in prohibited areas, during the report period.

3. Fire Services

Rangers continue a high profile in relation to hazardous blocks and offer advice to landowners with regard to fuel reduction and ongoing maintenance of firebreaks.

Ranger Services attended to one hundred and twelve (112) enquires, during this report period, mainly associated with alternative style firebreaks and advice regarding general fire safety.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

4. General

CORONER'S INQUEST - DEATH OF VOLUNTEER FIREFIGHTER

Recently, the State Coroner, Alistair Hope delivered his findings into the tragic and unfortunate death of a Volunteer Firefighter who died as a result of the fire appliance he was travelling on colliding with other vehicles. There are both implications and challenges for FESA and local government contained within the Coroner's findings.

Detailed below is each of the Coroner's recommendations and a brief overview of the measures FESA has already implemented to address the issues. In addition, FESA has outlined proposed future actions, they would like to work with local government in partnership to implement and finalise the matters raised.

Incident Reviews

The Coroner is supportive of the conducting of incident reviews, particularly in cases where a fire has burnt out of control and caused loss of life.

Context: This recommendation is from the section in the report "The need for post incident analysis" where the Coroner details the importance of having analysis conducted with the view to determining whether mistakes had been made.

FESA has conducted a comprehensive review of this incident and has already implemented many of the recommendations made in this report.

In line with the FESA value to "Continuously Improve our Service", FESA actively promotes the completion of post incident reviews of all significant emergencies. It is also FESA's desire to continue to encourage and support local government to analyse and review emergencies that were under their control. These reviews should be conducted post incident, in a 'no-blame' context, with a view to improving bushfire management.

This review process is vitally important as it enables FESA to assist local government by coordinating the sharing of information, communicate lessons learnt and valuable experience, between all local governments throughout Western Australia.

Incident Records

The Coroner recommends that the use of a log of events or running sheet should be encouraged in fire fighting in Western Australia and that a running sheet or log form or booklet should be printed and provided to all

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

Incident Controllers in Western Australia through arrangements made involving local government and FESA. This would facilitate the amount of effort required.

FESA endorse the use of a log of events or running sheets be implemented at all levels. This is an integral part of the nationally accepted Incident Control System (ICS) and has been reinforced through Standing Operational Procedures, training and communication to all stakeholders.

FESA has issued a Brigade Circular requiring key decision makers to maintain a “Personal Fire/Incident Diary” at all major incidents. In accordance with the Coroner’s findings, FESA recommends that local government also embrace this requirement. In support of this initiative, log books as used by FESA are available to local government.

Resource Pack

The Coroner recommends that FESA liaise with local government with a view to preparation of an appropriate pack, which could be retained by potential Incident Controllers and which would contain the materials necessary to perform the role of Incident Controller as detailed in the operations checklists and the Australian Interservice Management System (AIMS). Among other items which could be included in such a pack would be a clipboard, paper and pens, draft running sheets or log forms already prepared and ruled up with suitable headings to minimize the effort required to record this important information as well as a resource register which should be regularly updated. The pack could also contain a simplified version of the operations checklists document (which is not ideal for use in an emergency situation). This document could provide guidance as to when consideration might be given to the appointment of various positions of responsibility at the fire scene such as Operations Officer, Sector Commander and Planning Officer (while one individual can perform a number of these roles in respect of a very small fire, as the size of a fire increases and the quantity of resources deployed also increases, consideration needs to be given to separating the roles and responsibilities of the fire control operation).

FESA through the established consultation mechanisms (Consultative Committees and District Operations Advisory Committees) will provide advice to local government on the contents of an Incident Control Pack.

It is the intention of the Coroner that each local government maintains a regularly updated resource register for the procurement of support equipment at emergencies. From a FESA perspective, we would like to compile these

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

resource registers into a consolidated regional register to ensure consistent regional operational planning. This will enable FESA to support local government in the procurement of resources in major emergencies, when the resources of a local area may be totally committed.

Control at Incidents

The Coroner recommends that the provisions of the Bushfires Act 1954 be reviewed and that FESA and local government work together with a view to determining with some precision how and when a change in control should take place in the circumstances where a relatively small fire develops into a larger fire requiring increased resources, particularly when lives and property are threatened, and there is an increasing need for control by a full-time professional officer and one is available.

FESA agrees with the recommendation of the Coroner and will work with local government to develop protocols and procedures that will facilitate timely and effective handover of major incidents when required. FESA will be reviewing all of its legislation in the coming twelve months with the aim of improving fire emergency management arrangements. FESA will be consulting with local government and other key stakeholders when conducting this review to address the Coroner's concerns.

FESA is totally committed to supporting local governments and Volunteer Brigades during and following significant bushfires.

This support and assistance can include FESA taking charge of the emergency if necessary.

Radio Repeater Maintenance

The Coroner recommends that FESA, if it has not already done so, puts in place a maintenance program which would involve the checking of the effectiveness and reliability of such batteries.

Context: This recommendation is from the section in the report "Radio Communications" where the Coroner highlights the importance of ensuring radio repeaters and their batteries are adequately checked.

FESA has an established annual maintenance program for all FESA owned or managed repeaters. In support of this recommendation, FESA will shortly be contacting local government with guidelines for the routine testing and maintenance of repeaters and the associated infrastructure including backup batteries.

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

Communication Planning

The Coroner recommends that in order to assist local government with communication plans, CALM and FESA provide information as to any alternative channels, which can be used at various locations in the event of an emergency. If there is an alternative repeater channel, which would be available throughout a Shire, then this fact needs to be known and communicated to all those charged with responsibility at the fire scene.

FESA and CALM are working together to develop radio channel coverage maps to be included in an emergency service atlas. This information is currently with many local governments in a table format. As radio channel coverage maps become available within a local government District, FESA will ensure they are available to local government and Volunteer Brigades.

FESA will also support local government in identifying alternative channels available (if any) within a local government District to provide an alternative radio channel(s) if a repeater fails during an emergency. FESA will also recommend to local government that alternative channels are to be included in communication planning and should be included in briefings provided to crews prior to their deployment into firefighting operations.

Slip On Unit Design

The incident has highlighted the importance of ensuring that slip-on water tanks are well secured to the trays of the vehicles on which they are secured. Such tanks must be secured by more than just bolts attached to the tray of the vehicle, there needs to be a substantial skid frame welded to the tray or a similar strong and reliable mechanism to prevent movement of the water tanks.

FESA has improved engineering specifications and implemented improvements for securing slip on units to vehicles. FESA is also aware that many slip on units still exist in the community and are recommending to local government recognition that any slip on units are well secured to the trays of vehicles. FESA is alerting local government to review the engineering specifications of their slip on units.

Safety Concerns Riding on Fire Appliance

The Coroner recommends that the practice of firefighters travelling in the rear of a vehicle when not directly involved in fire suppression be reviewed and the importance of firefighters staying within a vehicle cab when being

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

transported on a fire scene and not actually involved in fighting the fire be emphasized in the training provided by FESA.

FESA agrees with the recommendation of the Coroner. On 24 February 2004 an advice was conveyed to local government to alert them to the potential dangers of this practice. FESA has already revised its Standing Operational Procedure (SOP 37) following the Post Incident Analysis into this incident, and request local government endorse this practice for their firefighters. A copy of both the Brigade Safety Circular and SOP 37 is enclosed.

In addition to the Coroner's findings, the Office of the Auditor General has also been conducting a review of bushfire management in the South West land division. The report was tabled in State Parliament in mid-August 2004. The Auditor General's report is also likely to contain a number of far-reaching recommendations and their implementation will undoubtedly require FESA and local government to work cooperatively in achieving improved outcomes for volunteers and the community.

5. October Statistics

<i>DOGS</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Wandering	56	21	208	177
Dogs for Pick Up	27	11	106	71
Barking	24	3	105	82
Attacks	11	16	62	33
Lost & Found	60	55	149	202
General	8	6	31	35
Office Phone Enquiries	232	383	539	651
Total	418	495	1200	1251

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>PARKING / VEHICLES</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
General Parking	12	6	57	36
Trucks	3	0	25	21
School Parking	3	0	18	6
Abandoned Vehicles	8	7	34	33
Off Road Vehicles	6	1	29	8
Office Phone Enquiries	11	11	51	34
Total	43	25	214	158

<i>LIVESTOCK</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Lost & Found	1	4	8	16
General	6	2	35	14
Office Phone Enquiries	0	11	15	20
Total	7	17	58	50

<i>LITTER</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
General Information	0	1	2	2
Private Property	0	0	4	1
Roadside / Reserve	7	2	16	8
Verge	1	2	8	6
Office Phone Enquiries	2	0	8	2
Total	10	5	38	19

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>FIRE</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Burning Off / General	7	1	8	5
Firebreak / Hazard	15	12	23	17
Office Phone Enquiries	90	157	172	211
Total	112	170	203	233

<i>GENERAL</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
General Information	5	2	15	31
Office Phone Enquiries	11	14	116	54
Total	16	16	131	85

<i>TOTAL</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Total Reports / Complaints	606	728	1844	1776

<i>WARNINGS</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Dogs	22	22	82	115
Parking	21	17	59	74
Off Road Vehicles	0	2	0	3
Litter	0	2	0	2
Fire & Fire Orders	0	71	0	71
Other	0	1	0	4
Total	43	115	141	169

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

<i>INFRINGEMENTS</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Dogs	17	43	121	123
Parking	13	31	92	84
Off Road Vehicles	0	0	0	3
Litter	1	0	13	2
Fire	0	6	0	6
Other	0	0	0	0
Total	31	80	226	218

<i>IMPOUNDED DOGS</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Claimed	28	36	140	132
Sold	7	3	15	29
Destroyed	17	8	52	67
Vet / Rescue	2	12	35	33
Stolen	0	0	0	0
Total	54	59	242	261

<i>IMPOUNDED LIVESTOCK</i>	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Sheep	0	2	4	2
Horses	0	0	0	0
Cows	0	0	0	0
Goats	0	0	0	0
Pigs	0	0	0	0
Deer	0	0	0	0
Other	0	0	0	0
Total	0	2	4	2

MONTHLY/QUARTERLY DEPARTMENTAL REPORTS

IMPOUNDED VEHICLES	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Vehicles	2	3	11	24
Motor Cycles	0	0	4	0
Total	2	3	15	24

COURT PROSECUTIONS	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Dog	1	5	17	22
Fire	0	0	0	0
Parking	0	0	0	0
Litter	0	0	0	0
Off Road Vehicles	0	0	0	0
No. of Guilty Verdicts	1	4	17	21
Total	1	5	17	22

FINES ENFORCEMENT	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Infringements sent to FER	0	0	37	112

PHONES CALLS	October 2004	October 2003	2004/2005 Progressive Total	2003/2004 Progressive Total
Office – Rangers calling Office	24	25	127	113
Office – Messages for Staff	46	44	208	202
Office – Referred to Other	12	9	62	43
Calls to Rangers' Private Residences via Diverter	9	19	125	52
TOTAL	91	97	522	410

MISCELLANEOUS

BETTER PRACTICE – THE AGED CARE STANDARDS & ACCREDITATION AGENCY LTD

Councillors' attention is drawn to the Better Practice event being held by The Aged Care Standards and Accreditation Agency Ltd on the 18 - 19 November 2004 at the Novotel Langley Hotel, Perth.

This event will provide participants with the opportunity to learn from a variety of better practice examples and hear speakers who will inspire, challenge and motivate.

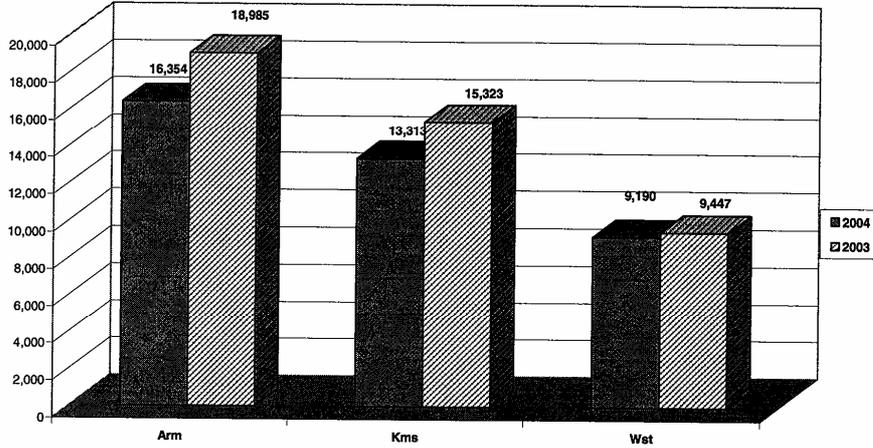
A copy of the registration details are attached. **(Refer to Attachment "CA-3" – Summary of Attachments.)**

MINUTES FROM OCCASIONAL/ADVISORY COMMITTEES

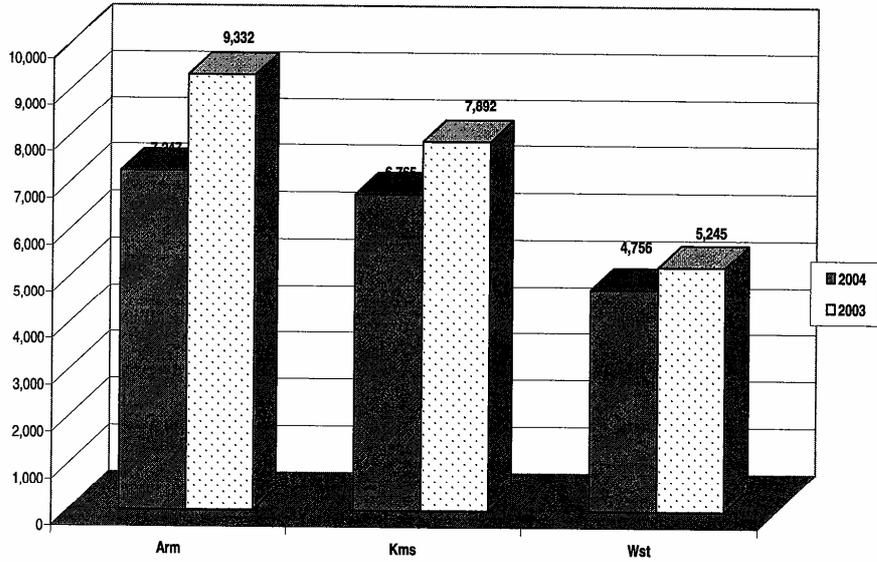
Armadale Youth Advisory Committee Meeting Minutes of 18 October 2004. **(Refer to Attachment "CA-4".)**

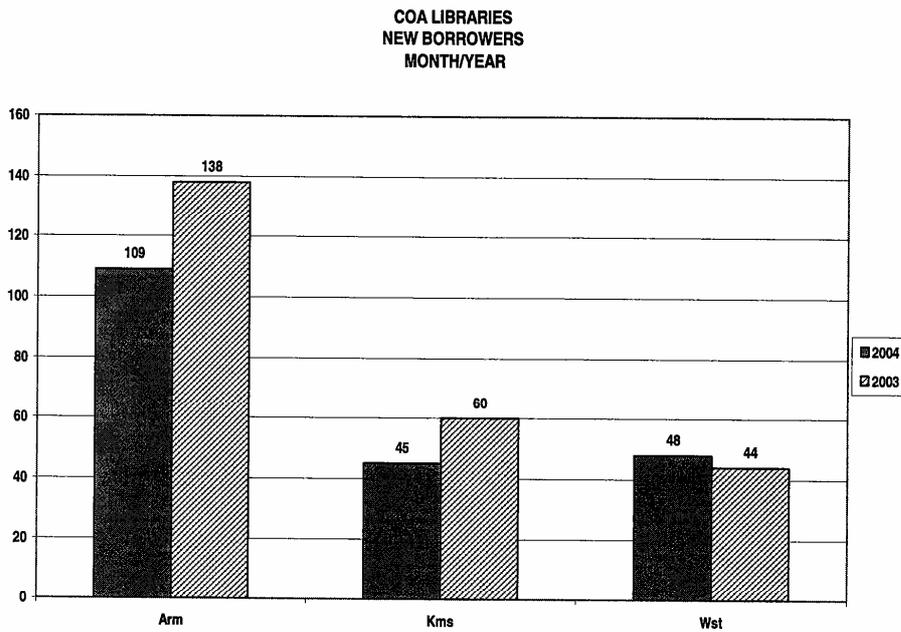
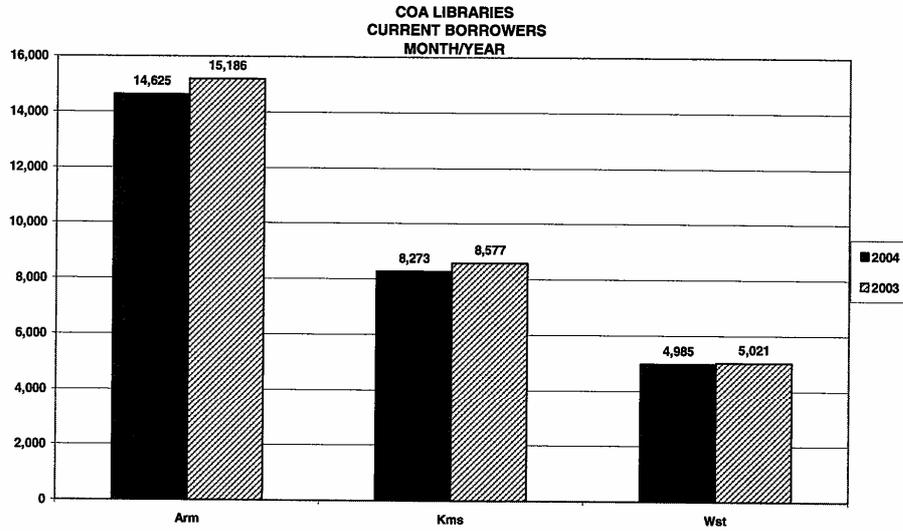
Armadale Highland Gathering Committee Meeting Minutes of 19 October 2004. **(Refer to Attachment "CA-5".)**

COA LIBRARIES
ISSUES/RENEWALS
MONTH/YEAR

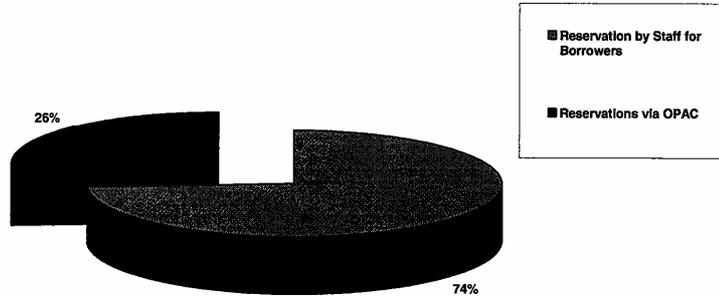


COA LIBRARIES
NUMBER OF VISITS
MONTH/YEAR





COA LIBRARIES
RESERVATIONS
MONTH/YEAR



Memo

To: Community Services Committee
From: Accounting Services
Subject: ACCOUNTING SERVICES REPORT DATED – 1 NOVEMBER 2004

1. INVESTMENTS

Statement of Investments by Fund & Financial Institutions – 01.11.04

FINANCIAL INSTITUTION	BROUGHT FORWARD	MOVEMENT	BALANCE AT 1 November 2004	INTEREST RATE %	MATURITY DATE
MUNICIPAL FUND					
Challenge Bank	1,850,000.00	330,000.00	2,180,000.00	4.75	11.00 am
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
Challenge Bank	995,204.21	26.86	995,231.07	5.30	22.11.04
Challenge Bank	995,493.55	(995,493.55)	0.00	5.33	11.10.04
Challenge Bank	995,646.43	(415.36)	995,231.07	5.30	22.11.04
Challenge Bank	995,213.16	297.22	995,510.38	5.31	25.11.04
Challenge Bank	995,357.54	152.84	995,510.38	5.31	25.11.04
Challenge Bank	995,501.97	8.41	995,510.38	5.31	25.11.04
Challenge Bank	995,654.58	(995,654.58)	0.00	5.31	27.10.04
Challenge Bank	995,654.58	(995,654.58)	0.00	5.31	28.10.04
	14,789,070.12	(2,656,732.74)	12,132,337.38		
<i>Comparative Balance Nov 2003</i>			8,022,117.42		
RESERVE FUND					

FINANCIAL INSTITUTION	BROUGHT FORWARD	MOVEMENT	BALANCE AT 1 November 2004	INTEREST RATE %	MATURITY DATE
Challenge Bank	220,000.00	0.00	220,000.00	4.75	11.00 am
Challenge Bank	1,990,137.64	0.00	1,990,137.64	5.32	11.11.04
Challenge Bank	995,068.82	0.00	995,068.82	5.32	11.11.04
	3,205,206.46	0.00	3,205,206.46		
<i>Comparative Balance Nov 2003</i>			2,483,965.71		
TRUST FUND					
Challenge Bank	73,000.00	0.00	73,000.00	4.75	11.00 am
	73,000.00	0.00	73,000.00		
<i>Comparative Balance Nov 2003</i>			80,000.00		
Total	18,067,276.58	(2,656,732.74)	15,410,543.84		

2. DONATIONS

Balance available as at 1 September 2004

\$14,860.00

J Faranda	Donation U/18 event	\$ 100.00
T Richards	Donation U/18 event	\$ 100.00
A Tobal	Donation U/18 event	\$ 100.00
S Newlands	Donation U/18 event	\$ 100.00
A Foakes	Donation U/18 event	\$ 100.00
F Blakie	Donation U/18 event	\$ 100.00
C Passmore	Donation U/18 event	\$ 100.00
S Hukin	Donation U/18 event	\$ 100.00

Balance available as at 1st October 2004

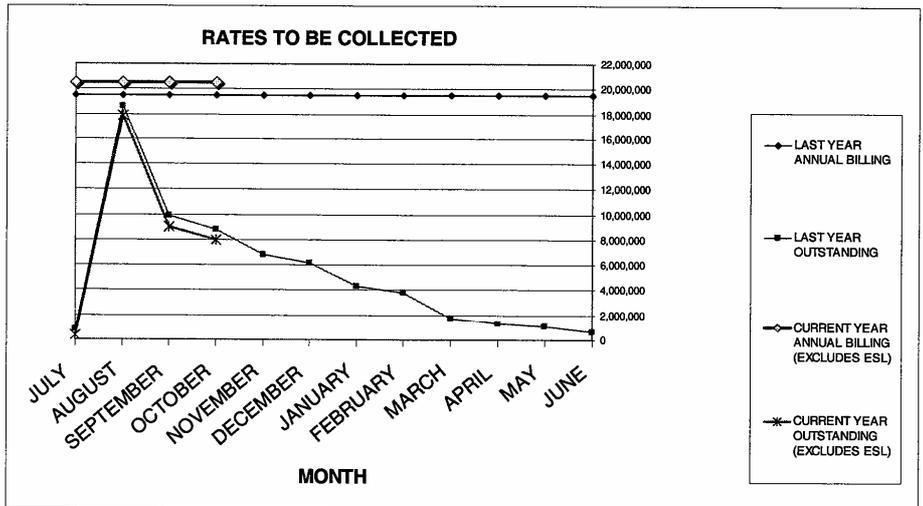
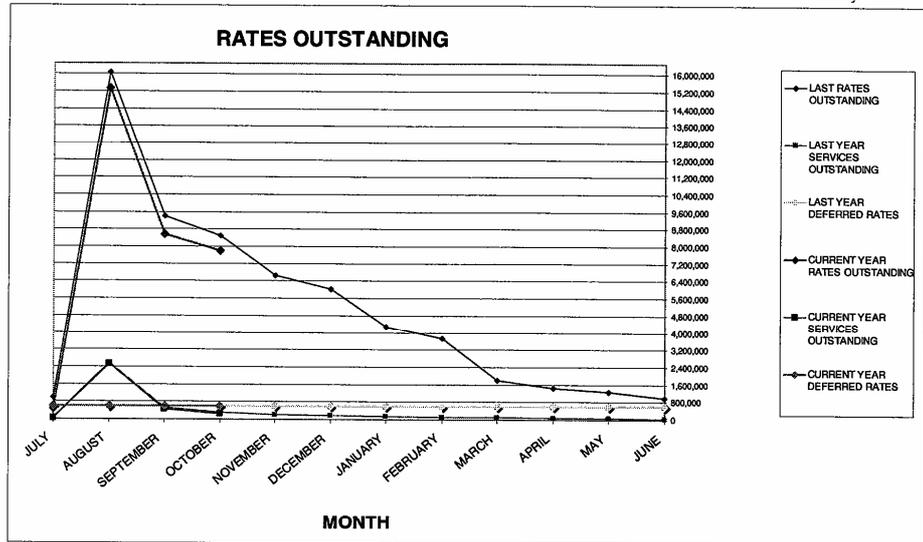
\$ 14,060.00

B Bloomfield	Donation U/18 event	\$ 100.00
A Franklin	Donation U/18 event	\$ 100.00
L Balfour	Donation U/18 event	\$ 100.00
J Richardson	Donation U/18 event	\$ 100.00
M Haywood	Donation U/18 event	\$ 100.00
G Howe	Donation U/18 event	\$ 100.00
R Thomas	Donation U/18 event	\$ 100.00
Kelmscott Over 55's	Donation Hall Booking	\$ 55.00
	Donation Hall Booking	\$ 60.00

Balance available as at 1st November 2004

\$ 13,245.00

3. RATES DEBTORS OUTSTANDING REPORT



Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
771	110 Wilson St, Wungong	-\$1.97
1868	8 Brookdale Dr, Armadale	-\$3.14
4189	3143 Albany Hwy, Armadale	-\$1.41
4436	3209 Albany Hwy, Armadale	-\$4.75
5523	36 Ophelia Gr, Mt Nasura	-\$3.99
5640	8 Valencia Gr, Mt Nasura	-\$3.85
6232	0 Allen Rd, Forrestdale	-\$1.57
6480	30 Amaroo Ct, Armadale	-\$3.00
7527	38 Angorra Rd, Mt Nasura	-\$1.83
8092	76 Anstey Rd, Forrestdale	-\$3.41
8371	7 Ash Ct, Armadale	-\$2.14
9238	16 Barranduna Dr, Mt Nasura	-\$1.68
10471	7 Binburra Wy, Mt Nasura	-\$1.42
11699	7 Broome St, Forrestdale	-\$2.40
11815	23 Brumby Pl, Armadale	-\$3.58
13279	10 Cabarita Rd, Armadale	-\$0.54
13378	4A Cabarita Rd, Armadale	-\$6.17
13382	4B Cabarita Rd, Armadale	-\$1.41
15386	70 Challis Rd, Armadale	-\$0.82
15548	59 Challis Rd, Armadale	-\$0.20
16324	2 Phylma St, Armadale	-\$4.46
16766	39 Cohuna Dr, Armadale	-\$2.15
17295	25 Kootingal Rd, Armadale	-\$1.77
17588	21 Cordelia Rd, Armadale	-\$0.73
17673	20 Cordelia Rd, Armadale	-\$3.03
19320	39 Dawson St, Armadale	-\$3.34
19906	15 Deerness Wy, Armadale	-\$2.07
22143	6 Dower Ct, Armadale	-\$1.26
22387	9 Dumsday Dr, Forrestdale	-\$2.45
22404	13 Dumsday Dr, Forrestdale	-\$2.76
22468	27 Dumsday Dr, Forrestdale	-\$3.50
23735	53 Gribble Av, Armadale	-\$0.01
24589	11 Gribble Av, Armadale	-\$4.41
25072	85 Eighth Rd, Armadale	-\$3.89
25379	36 Elanora Rd, Armadale	-\$1.77
26119	17 Emerald Pl, Mt Richon	-\$2.46
26137	13 Emerald Pl, Mt Richon	-\$3.82
27652	0 Armadale Rd, Armadale	-\$4.73
27729	680 Armadale Rd, Armadale	-\$2.97
27832	540 Forrest Rd, Armadale	-\$2.80
28325	429 Armadale Rd, Armadale	-\$3.72
28573	332 Forrest Rd, Armadale	-\$0.93

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
28834	32A Forrest Rd, Armadale	-\$2.55
28848	32 Forrest Rd, Armadale	-\$2.55
29246	784 Forrest Rd, Forrestdale	-\$0.50
29804	15 Fountains Ct, Armadale	-\$1.31
29818	11 Fountains Ct, Armadale	-\$1.11
30001	4/5 Fourth Rd, Armadale	-\$1.39
30592	10 Friar Rd, Armadale	-\$2.53
30619	23 Friar Rd, Armadale	-\$1.38
31021	12 Girraween St, Armadale	-\$3.91
31116	113 Girraween St, Armadale	-\$1.01
31625	16 Gladstone Rd, Armadale	-\$1.40
31904	1 Grealis St, Armadale	-\$0.08
32055	31 Gynea Ct, Armadale	-\$1.48
32154	9 Gynea Ct, Armadale	-\$2.42
32348	6 Hambledon Cr, Armadale	-\$2.24
32794	43 Harrison Rd, Mt Richon	-\$0.01
32992	24 Haslemere Dr, Mt Nasura	-\$2.95
33633	0 Hilbert Rd, Brookdale	-\$5.04
34158	3 Jade St, Mt Richon	-\$0.20
34653	26 Jannali Wy, Armadale	-\$1.66
35128	29 John St, Armadale	-\$2.50
35871	0 Keane Rd, Forrestdale	-\$1.57
36445	27 Kyabram Rd, Armadale	-\$1.36
37398	4 Leumeah St, Armadale	-\$3.22
38629	21 Lofties St, Forrestdale	-\$1.75
39225	65 Lowanna Wy, Armadale	-\$0.31
40553	13 Mirria Wy, Mt Nasura	-\$1.42
41159	13 Morningson St, Armadale	-\$1.83
41820	14 Nattai Ct, Armadale	-\$2.82
44957	105 Paterson Rd, Kelmscott	-\$0.64
45698	10 Pigott St, Armadale	-\$1.30
45828	25 Prospect Rd, Armadale	-\$0.33
46393	77 Church Av, Armadale	-\$0.23
46456	413 Railway Av, Armadale	-\$1.38
46622	481 Green Av, Armadale	-\$2.00
46703	91 Church Av, Armadale	-\$4.10
46898	291A Railway Av, Armadale	-\$2.56
47200	9/88 Church Av, Armadale	-\$5.35
47610	21 Redross Ct, Armadale	-\$3.00
48595	515 Rowley Rd, Brookdale	-\$1.97
49335	18 Scotia Pl, Armadale	-\$1.37
51629	37 Sixty St, Armadale	-\$1.22

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
52162	74 Church Av, Armadale	-\$3.66
53849	129 South Western Hwy, Armadale	-\$2.72
55320	22 Tarrawan Rd, Armadale	-\$0.01
56192	18 Thomas St, Armadale	-\$2.51
56340	18 Tijuana Rd, Armadale	-\$1.88
57978	21 Tuck St, Armadale	-\$2.30
58227	40 Galliers Av, Armadale	-\$2.45
59706	14 Wallangarra Dr, Bedfordale	-\$3.12
60395	22 Wangoola Tce, Mt Nasura	-\$0.89
63288	7 Windarra Wy, Armadale	-\$3.12
64000	107 Wungong Rd, Armadale	-\$0.01
64410	22 Lake Rd, Armadale	-\$3.36
64852	17 Adelina Ct, Westfield	-\$1.24
65525	2900 Albany Hwy, Armadale	-\$0.87
66694	2793 Albany Hwy, Armadale	-\$0.05
66919	64B Amanda Dr, Westfield	-\$4.48
68094	63 Ashley Dr, Kelmscott	-\$0.88
68373	3 Ashley Dr, Kelmscott	-\$3.38
68670	7 Bamlett St, Mt Nasura	-\$1.22
68698	12 Bamlett St, Mt Nasura	-\$3.90
69177	16 Baxendale Wy, Westfield	-\$1.44
69375	24 Belaire Tce, Kelmscott	-\$1.32
70720	10 Brookside Av, Kelmscott	-\$2.98
71150	138 Brookton Hwy, Bedfordale	-\$2.74
71538	197 Brookton Hwy, Bedfordale	-\$2.78
72116	9 Buckingham Rd, Kelmscott	-\$2.66
72251	0 Buckingham Rd, Kelmscott	-\$3.84
72530	11 Buckingham Rd, Kelmscott	-\$1.95
72819	2 Bulida Ct, Kelmscott	-\$2.87
73564	122 Roberts Rd, Kelmscott	-\$2.08
74566	1 Cherry Wy, Westfield	-\$2.78
74570	356 Canning Mills Rd, Kelmscott	-\$1.46
76209	11 Connell Av, Kelmscott	-\$3.56
76853	67 Coventry Rd, Roleystone	-\$4.30
77134	6 David St, Kelmscott	-\$3.22
77215	5 Deakin Ct, Kelmscott	-\$0.83
77837	18A Dixie Rd, Kelmscott	-\$0.34
77841	18 Dixie Rd, Kelmscott	-\$0.34
78140	5 Drayton Ct, Kelmscott	-\$1.61
80137	25 Banyard Av, Kelmscott	-\$2.56
80452	40B Banyard Av, Kelmscott	-\$3.02
80501	42A Banyard Av, Kelmscott	-\$2.15

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
80830	5 Flinn Av, Kelmscott	-\$2.31
81779	11 Gertrude Av, Champion Lakes	-\$1.69
82226	19 Glenhurst Ct, Westfield	-\$3.29
82541	20 Grade Rd, Kelmscott	-\$0.24
82735	27 Grasmere Wy, Kelmscott	-\$3.14
83002	7 Clenham Wy, Kelmscott	-\$0.13
83052	6 Greendale Pl, Kelmscott	-\$1.95
83723	36 Grovelands Dr, Westfield	-\$4.48
85385	10 Huxley Ct, Westfield	-\$1.27
85731	7 Katrina Tce, Kelmscott	-\$2.83
86355	9 Kurrajong Wy, Westfield	-\$0.11
87753	22 Lindy Wy, Westfield	-\$1.26
89248	3 Melanda St, Kelmscott	-\$1.31
89450	36 Merilee Tce, Kelmscott	-\$1.57
90215	12 Millen St, Mt Nasura	-\$2.87
90283	46 Millen St, Mt Nasura	-\$3.17
90819	12 Morrison Dr, Kelmscott	-\$4.75
91122	58 Morundah Pl, Kelmscott	-\$3.62
91172	51 Morundah Pl, Kelmscott	-\$2.02
91352	21 Morundah Pl, Kelmscott	-\$2.79
92485	6 Nookawarra Pl, Kelmscott	-\$2.11
92552	10 Nookawarra Pl, Kelmscott	-\$2.76
93130	6 O'Sullivan Dr, Westfield	-\$1.74
97520	96 Roberts Rd, Kelmscott	-\$2.09
97665	8 Rowley St, Kelmscott	-\$0.93
98392	53 Blackwood Dr, Mt Nasura	-\$4.46
99308	88 Schruth St N, Kelmscott	-\$4.52
99669	36 Scott Rd, Kelmscott	-\$1.86
99920	42 Merrifield Av, Kelmscott	-\$3.29
100470	15 Selsdon Rd, Westfield	-\$2.00
100830	20 Sidcup Wy, Kelmscott	-\$0.74
100911	36 Sidcup Wy, Kelmscott	-\$2.82
101715	6 Spencer Rd, Kelmscott	-\$0.71
102668	126 Streich Av, Armadale	-\$0.69
103066	15 Tewson Rd, Westfield	-\$1.59
103313	0 Seville Dr, Seville Grove	-\$3.72
103377	130 Third Av, Kelmscott	-\$0.02
103462	21 Third Av, Kelmscott	-\$2.98
103822	30 Third Av, Kelmscott	-\$0.92
104301	40 Regina Rd, Kelmscott	-\$4.28
104612	53 Ravenscroft Wy, Kelmscott	-\$0.76
105006	22 Kidbroke Pl, Kelmscott	-\$1.80

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
105222	12 Regina Rd, Kelmscott	-\$3.29
107050	248 Urch Rd, Roleystone	-\$3.68
107456	6 Vistula Tce, Kelmscott	-\$3.39
107541	24 Vistula Tce, Kelmscott	-\$3.97
108787	36 Waratah Dr, Westfield	-\$1.69
109450	228 Westfield Rd, Kelmscott	-\$0.71
109464	0 Westfield Rd, Kelmscott	-\$2.14
109919	15 Cressida Wy, Westfield	-\$0.24
110116	23 Cressida Wy, Westfield	-\$0.74
110788	0 Westfield Rd, Kelmscott	-\$0.71
111235	139 Cammillo Rd, Champion Lakes	-\$1.85
111762	11 Silver Mallee Cl, Westfield	-\$4.37
111794	12 Silver Mallee Cl, Westfield	-\$4.30
112318	26 Westfield Rd, Kelmscott	-\$1.92
112322	24 Westfield Rd, Kelmscott	-\$1.72
113847	27 O'Sullivan Dr, Westfield	-\$1.53
114065	15 Boronia Cl, Westfield	-\$4.05
115049	28 Ypres Rd, Champion Lakes	-\$0.18
116695	4 Bettenay Rd, Roleystone	-\$0.48
116744	78 Peet Rd, Roleystone	-\$2.13
118504	565 Brookton Hwy, Bedfordale	-\$2.25
119740	10 Contour Rd, Roleystone	-\$1.82
119952	46 Contour Rd, Roleystone	-\$1.59
120929	4 Eskdale St, Roleystone	-\$1.81
121890	12 Glebe Rd, Roleystone	-\$2.00
122018	10 Grevillea Av, Roleystone	-\$3.62
122036	7 Grevillea Av, Roleystone	-\$1.76
122577	42 Hawkstone Rd, Roleystone	-\$3.98
123123	154 Heath Rd, Roleystone	-\$2.81
123501	0 High Rd, Roleystone	-\$2.62
125082	77 Jarrah Rd, Roleystone	-\$0.88
125244	9 Kurrajong St, Roleystone	-\$1.41
125294	32 Lenore St, Roleystone	-\$2.84
125591	12 Leschenaultia St, Roleystone	-\$3.30
125848	7 Lobelia St, Roleystone	-\$4.16
126480	2 Merton Rd, Roleystone	-\$1.64
126610	9 Michael Rd, Roleystone	-\$3.38
126822	4 Mirfield St, Roleystone	-\$1.46
127121	7 Northward Rd, Roleystone	-\$3.39
127298	6 Orana Wy, Roleystone	-\$1.15
128349	199 Peet Rd, Roleystone	-\$2.94
128907	8 Pound Pl, Roleystone	-\$2.42

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
129026	105 Raeburn Rd, Roleystone	-\$2.02
129553	93 Raeburn Rd, Roleystone	-\$3.52
129751	89 Hill Rd, Roleystone	-\$2.70
129783	38 Rokewood Wy, Karragullen	-\$1.04
131261	103 Wymond Rd, Roleystone	-\$2.73
132803	96 Urch Rd, Roleystone	-\$3.25
133184	58 Valley View Rd, Roleystone	-\$0.39
134758	19 Henrietta Av, Mt Nasura	-\$0.77
134843	30 Henrietta Av, Mt Nasura	-\$3.48
135061	5 Cabernet Ct, Mt Nasura	-\$1.36
136081	14 Bullockbush Rd, Kelmscott	-\$2.76
136928	7 Knott Ct, Westfield	-\$1.48
139140	14 Kundyl Ct, Kelmscott	-\$0.41
139825	28 Wakehurst Pl, Kelmscott	-\$1.32
141367	7/64 Fifth Rd, Armadale	-\$0.92
141470	18/64 Fifth Rd, Armadale	-\$2.32
143244	70 Girraween St, Armadale	-\$3.16
143870	4 Lateritia Ct, Kelmscott	-\$2.62
144278	550 Lake Rd, Armadale	-\$4.49
144345	175 McNeill Rd, Champion Lakes	-\$2.33
144381	9 Dollis Wy, Westfield	-\$2.87
145036	15 Onyx Rd, Mt Richon	-\$2.64
145739	16 Dollis Wy, Westfield	-\$1.83
146353	1 Ruby Ct, Mt Richon	-\$2.00
147238	7 Galahad Pl, Westfield	-\$0.26
147341	31 Guinivere Wy, Westfield	-\$1.90
147648	60 Owtram Rd, Armadale	-\$0.33
148159	32 Duri St, Armadale	-\$2.61
148541	22 Duri St, Armadale	-\$2.78
149052	6B Clements Gr, Armadale	-\$1.68
149282	167 Coventry Rd, Roleystone	-\$1.82
149494	84 Cammillo Rd, Champion Lakes	-\$1.49
149854	15 Inverness Cir, Westfield	-\$3.02
149872	9 Inverness Cir, Westfield	-\$2.91
150196	2 Tweed Cl, Westfield	-\$1.28
150493	11/103 Seventh Rd, Armadale	-\$1.05
151229	12 Croasdale Rd, Roleystone	-\$1.86
152073	27 Rails Cr, Wungong	-\$2.57
152695	42 Butcher Rd, Roleystone	-\$4.23
153629	6 Brant Rd, Kelmscott	-\$3.75
154108	10 Robe Pl, Armadale	-\$0.04
154162	27B Robin Hood Av, Armadale	-\$2.18

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
154879	59 Brant Rd, Kelmscott	-\$0.43
155407	73 Westfield Rd, Kelmscott	-\$1.06
156576	11 Simons Dr, Roleystone	-\$2.24
158287	19 Excalibur Cir, Westfield	-\$4.40
158322	8 Lancelot Cl, Westfield	-\$2.55
159928	3/14 Mogo St, Armadale	-\$1.39
161208	0 Admiral Rd, Bedfordale	-\$4.96
162200	8 Pollitt Cl, Armadale	-\$4.89
163072	38 Canns Rd, Armadale	-\$3.18
163531	10 Cygnet Pl, Forrestdale	-\$2.95
163806	8 Pries Pl, Kelmscott	-\$2.98
163842	95 Carawatha Av, Mt Nasura	-\$4.61
165224	16 Morrell Wy, Armadale	-\$0.29
165373	15 Harber Dr, Armadale	-\$2.65
167787	3/3021 Albany Hwy, Armadale	-\$2.01
167886	7 Wilcannia Wy, Armadale	-\$2.61
167953	3 Taronga Dr, Kelmscott	-\$1.62
168414	5A Wattle Cl, Kelmscott	-\$4.05
169268	18 Chardonnay Gr, Mt Nasura	-\$0.80
169600	9 San Jacinta Rd, Seville Grove	-\$1.95
169696	10 Pomelo Wy, Seville Grove	-\$2.53
170168	7/1 Brant Rd, Kelmscott	-\$1.70
170500	1/316 Streich Av, Armadale	-\$1.01
170532	4/316 Streich Av, Armadale	-\$1.01
170582	9/68 Owtram Rd, Armadale	-\$1.01
170627	13/316 Streich Av, Armadale	-\$1.01
170695	20/68 Owtram Rd, Armadale	-\$1.01
170726	23/68 Owtram Rd, Armadale	-\$1.01
171340	48 Powell Cr, Brookdale	-\$1.17
172031	1 Cosgrove Ct, Seville Grove	-\$2.62
172162	1 Chidzey Dr, Seville Grove	-\$1.26
173740	6A Peet Rd, Roleystone	-\$2.82
173966	49 San Jacinta Rd, Seville Grove	-\$3.14
174427	66 Carawatha Av, Mt Nasura	-\$0.63
174855	11 Morgan Rd, Seville Grove	-\$4.41
176255	8 Lemon Gr, Seville Grove	-\$0.89
176318	28 Lemon Gr, Seville Grove	-\$3.63
176863	18 Abernethy Gr, Seville Grove	-\$3.48
177342	9 Snook Pl, Seville Grove	-\$1.19
178394	55A Third Av, Kelmscott	-\$0.69
180133	34 Cockatoo Pl, Brookdale	-\$4.10
180331	16 Magpie Pl, Brookdale	-\$0.77

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
180525	4 Echidna Ct, Brookdale	-\$2.01
184636	Westfield Rd, Kelmscott	-\$2.90
185953	1 Denning Ct, Seville Grove	-\$2.68
186040	19 Denning Ct, Seville Grove	-\$3.93
186153	17 Sutcliffe Cl, Seville Grove	-\$2.35
186234	30 Sutcliffe Cl, Seville Grove	-\$0.28
186400	41 Chidzey Dr, Seville Grove	-\$3.78
187074	378 Nicholson Rd, Forrestdale	-\$1.19
187088	362 Nicholson Rd, Forrestdale	-\$1.64
187254	11 Hansen Rd, Seville Grove	-\$2.45
188620	3 Gecko Rd, Brookdale	-\$4.36
189276	6 Whistler Grn, Brookdale	-\$3.14
189799	10 Lyrebird Loop, Seville Grove	-\$1.19
190130	37 Henderson Dr, Seville Grove	-\$0.80
190289	20 McGrath Pl, Seville Grove	-\$4.05
190469	9 McGrath Pl, Seville Grove	-\$1.48
190667	43 Farmer Av, Brookdale	-\$0.78
191722	6 Quail Ct, Brookdale	-\$2.06
191902	1 Wattlebird Pl, Brookdale	-\$2.06
192805	26 Candish Gr, Seville Grove	-\$2.87
193172	56 Riverside L, Seville Grove	-\$1.24
193235	32A Waratah Dr, Westfield	-\$2.45
193663	7/44 Seventh Rd, Armadale	-\$3.74
193839	292 Albany Hwy, Armadale	-\$4.13
194714	3/15 Murray Ct, Armadale	-\$1.01
194877	19/15 Murray Ct, Armadale	-\$1.00
194881	20/15 Murray Ct, Armadale	-\$1.00
194980	30/15 Murray Ct, Armadale	-\$1.00
195275	25 Hickson Av, Armadale	-\$2.15
195671	13 Timbarra St, Armadale	-\$3.07
195748	38 Hickson Av, Armadale	-\$1.68
195964	74 Brown Cr, Seville Grove	-\$1.82
196588	20 Taronga Dr, Kelmscott	-\$1.77
197071	73 Morgan Rd, Seville Grove	-\$3.67
197427	24 Hemingway Dr, Westfield	-\$2.73
197760	3 Troon Pl, Westfield	-\$3.14
198433	47 Morgan Rd, Seville Grove	-\$2.90
199156	98 Riverside L, Seville Grove	-\$1.64
199697	16 Hamersley St, Kelmscott	-\$3.90
199895	1/12 Owen Rd, Kelmscott	-\$4.63
200250	17/312 Streich Av, Armadale	-\$1.00
200458	2/130 South Western Hwy, Armadale	-\$2.78

Rates Written Off
 1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
200818	0 Albany Hwy, Armadale	-\$4.70
201103	11 Avarad Pl, Armadale	-\$2.91
201838	14/25 Dale Rd, Armadale	-\$3.10
202515	112B Holden Rd, Roleystone	-\$4.38
202533	222 Peet Rd, Roleystone	-\$4.14
202579	30 Paterson Rd, Kelmscott	-\$1.38
203981	1/11 Gaze Ct, Armadale	-\$3.98
204307	87 Strawberry Dr, Seville Grove	-\$3.58
204410	14 Navel Cl, Seville Grove	-\$1.33
207006	55 Mackie Rd, Roleystone	-\$3.50
208945	85 Seminole Gdns, Seville Grove	-\$1.84
210275	3 Lund Ct, Roleystone	-\$4.14
210338	34 Norman Rd, Roleystone	-\$0.73
211493	75 Riverside L, Seville Grove	-\$2.11
212427	50 Chisholm Cir, Seville Grove	-\$2.99
213299	225 Peet Rd, Roleystone	-\$1.13
214435	5 Jaffa Cl, Seville Grove	-\$2.00
214697	7 Sanctuary Ct, Roleystone	-\$3.09
215900	10 Buchanan Rd, Roleystone	-\$3.87
215982	16 Reveley Cl, Seville Grove	-\$3.40
217120	98 Gillam Dr, Armadale	-\$2.87
217508	408 Carradine Rd, Armadale	-\$4.29
217562	22A Haynes Ct, Armadale	-\$3.44
217792	16 Shaw Pl, Mt Nasura	-\$2.61
218483	4 Fahey Ct, Brookdale	-\$1.00
219499	14 Rise Ct, Mt Richon	-\$2.65
219651	3 Summit View, Mt Richon	-\$2.00
220006	22 Jaffa Cl, Seville Grove	-\$2.02
221319	18/4 Page Rd, Kelmscott	-\$1.17
221535	3 Kirkpatrick Ct, Seville Grove	-\$3.25
221553	0 Westfield Rd, Kelmscott	-\$4.82
222749	10 Horsemans View, Roleystone	-\$3.82
223200	12 McCubbin Loop, Seville Grove	-\$0.56
223363	0 Starlight Pass, Seville Grove	-\$4.80
223377	0 Starlight Pass, Seville Grove	-\$4.92
223462	4 Gell Ct, Kelmscott	-\$1.85
223886	140 Heritage Dr, Roleystone	-\$3.81
224185	13 Country Club Av, Roleystone	-\$0.49
224414	64 Heritage Dr, Roleystone	-\$2.86
224545	24 Henty Lkt, Roleystone	-\$0.01
224775	101 Challis Rd, Armadale	-\$1.17
225466	79 Hawkstone Rd, Roleystone	-\$3.06

Rates Written Off

1/10/2004 to 31/10/2004

Assess#	Property Address	Amount
226472	7 Albany Hwy, Armadale	-\$2.71
226616	16 Ensign Dale, Kelmscott	-\$3.54
226909	11 Bolger Gdns, Kelmscott	-\$4.31
227488	37 Ecko Rd, Mt Nasura	-\$1.68
227721	3 Ardmain Cl, Seville Grove	-\$2.44
227898	1 Crowlin Gdns, Seville Grove	-\$3.52
228282	145 Jull St, Armadale	-\$1.43
228723	57 Bromfield Dr, Kelmscott	-\$2.03
228755	63 Bromfield Dr, Kelmscott	-\$2.82
228890	12 Paterson Rd, Kelmscott	-\$3.44
229199	19 Rubida Rise, Roleystone	-\$2.28
229266	16 Kobus Hts, Roleystone	-\$4.05
229860	47 Richon Hts, Mt Richon	-\$2.97
229888	51 Richon Hts, Mt Richon	-\$2.95
230756	7 Rason Ct, Seville Grove	-\$2.11
230990	34 Brant Rd, Kelmscott	-\$1.75
231320	40 Brown Cr, Seville Grove	-\$1.98
231794	6A Kendal Ct, Westfield	-\$0.99
232156	6 Sharach Rtt, Brookdale	-\$4.59
232174	19 Allwood Av, Brookdale	-\$4.36
232827	0 Hobbs Dr, Armadale	-\$22.41
232877	122 Derry Av, Mt Nasura	-\$3.00
233423	2/25 Gillam Dr, Armadale	-\$1.18
235099	3 Dickens Pl, Armadale	-\$4.78
236370	31 Rubida Rise, Roleystone	-\$3.86
236762	14/80 Fifth Rd, Armadale	-\$1.36
237269	10 Pine Tree Cl, Armadale	-\$2.32
237467	0 Brookton Hwy, Bedfordale	-\$2.59
238289	16 Dixie Rd, Kelmscott	-\$1.37
238568	40 Contour Rd, Roleystone	-\$4.00
239330	35 Dumas Dr, Bedfordale	-\$2.36
239542	255 Irymple Rd, Karragullen	-\$2.23
239772	3 Kimber Rise, Bedfordale	-\$1.66
241557	1/47 Brant Rd, Kelmscott	-\$0.34
242004	4 Purdy Ct, Seville Grove	-\$3.40
242301	18 Savage Rd, Kelmscott	-\$1.40
242775	33/14 Coralie Ct, Armadale	-\$0.71
242806	36/14 Coralie Ct, Armadale	-\$0.57
243501	37 Waterwheel Rd N, Bedfordale	-\$3.42
243632	8/14 Tinga Pl, Kelmscott	-\$4.45
243664	11/14 Tinga Pl, Kelmscott	-\$3.36
243862	276 Croyden Rd, Roleystone	-\$4.15

Rates Written Off

1/10/2004 to 31/10/2004

<i>Assess#</i>	<i>Property Address</i>	<i>Amount</i>
243907	26 Barnes Rd, Roleystone	-\$0.71
243911	28 Barnes Rd, Roleystone	-\$1.16
Total Written Off		<u>-\$994.89</u>

Pursuant to Council Resolution Number C1117/04 (July 2004) and the subsequent on-delegation by the Chief Executive Office number 10 (July 2004) pertaining to debt write off the aforementioned debts, following investigation, have been written off.



N Cain
Executive Manager Business Services
01-November-2004

BetterPractice

WESTERN AUSTRALIA
Novotel Langley, Perth
18–19 November 2004



BetterPractice

This event will provide participants with the opportunity to learn from a variety of better practice examples and hear speakers who will *inspire, challenge and motivate*

PROGRAM

THURSDAY 18 NOVEMBER

- 9.00 **Setting the scene**
Paul Richards, State Manager – The Aged Care Standards and Accreditation Agency Ltd
- 9.10 **Welcome to Nyoongar Land**
Shirley and Harry Thome – Nyoongar Elders
- 9.20 **Beyond round 2: looking ahead**
Jim Hanowell, Chairman – The Aged Care Standards and Accreditation Agency Ltd
- 9.40 **The plan for aged care**
Dr Penny Flett, Chief Executive Officer – Brightwater Care Group Inc
- 10.20 **Creating a positive workplace culture**
Dianne Adamson, Principal Consultant – Dianne Adamson and Associates

11.00 Morning tea

CONCURRENT SESSIONS

11.30 Session 1a – Risk management in aged care

Better corporate health and safety outcomes
Jackie Madeley, Manager, Injury Risk Management Services – Uniting Church Homes

New initiatives in aged care emergency planning and procedures
Bernadette Seston, Executive Manager – Craigmont Nursing Home, and Elaine Hirst, Manager, Community Services – City of Baywater

Session 1b – Food for thought

Using a modified mini nutritional assessment (MNA)
Danielle Gallegos, Consultant Nutritionist

Purée to perfection
Robert Malekin, Coordinator of Nutrition and Dietetics – Department of Nutrition and Dietetics, Osborne Park Hospital

Session 1c – Quality dementia care

Enhancing the meal time experience for people with dementia
Jenny Perkins, Dementia Care Coordinator, and Deb Patterson, Regional Manager South Region – Uniting Church Homes

Better practice in dementia specific care

Jennifer Griev, Executive Manager – Clarence Estate Residential Health and Aged Care Home

12.30 Lunch

1.30 Session 2a – Effective organisational management

Corporate governance – better practice in leadership
Jim Hanowell – Parone, Hunt and Hunt Legal Group

Building systems, staffing and organisational development in a changing environment
William Marshall, Chief Executive Officer – Swan Village of Care, and Barbara Horner, Director – Centre for Research into Aged Care Services, Curtin University of Technology

Fun in leadership
Mike Siers, Chief Executive Officer – Mirinjani Hostel and Eabral Lodge Special Care Hostel, Uniting Care, Merit Awards, ACT

Session 2b – Aged care across the community

Residential and community interface – transitional care
Lesley Pearson, Manager – Albany Silver Chain Integrated Health and Community Care

Enhanced primary care in residential aged care homes
Dr Scott Blackwell, Deputy Chair – Osborne Division of General Practice

The laugh frontier
Jenny Goss, Physiotherapist and Educator

Session 2c – Lifestyle in a multicultural environment

Buon appetito! Meeting the challenge of food and culture
Danielle Gallegos, Consultant Nutritionist

Lifestyle matters

Lynette Gibb, Joint Chief Executive Officer and Yvonne Goldman, Quality Assurance Coordinator – Perth Jewish Aged Home Society (Inc)

Providing multicultural care
Fabia Mays, Manager – St Georges Aged Care Facility, Merit Awards, VIC

3.00 Afternoon tea

3.30 Successful ageing: what does the research say?

Rhonda Parker, Chief Executive – The Positive Ageing Foundation of Australia (Inc)

4.10 Look at me... Look at me

Mike Siers, Chief Executive Officer – Mirinjani Hostel and Eabral Lodge Special Care Hostel, Uniting Care, Merit Awards, ACT

5.00 Close day 1

FRIDAY 19 NOVEMBER

9.00 Introduction to day 2

Paul Richards, State Manager – The Aged Care Standards and Accreditation Agency Ltd

9.10 Relational care: The forgotten 'quality' in aged care

Associate Professor Ruth Marquis, Head of School of Occupational Therapy – Curtin University of Technology

9.50 Raising the bar

David Julian Price, Corporate Educator – Walk Tall International

10.30 Morning tea

CONCURRENT SESSIONS

11.00 Session 3a – Meeting residents' needs through education

Staff awareness of standards: an innovative system of education delivery
Flora Munro, Nurse Manager – Craigwood Nursing Home

We're not fancy but we're great
Evelyn Bullock, Human Resources/Staff Development/Quality Coordinator – St Michael's Aged Care Centre

Training partnerships for aged care
Maree Gaffney, Aged Care Training Coordinator – Kimberley Aged and Community Services

Session 3b – Personhood: a philosophy

Personhood in practice
Virginia Moore, Dementia Care Consultant – Brightwater Care Group Inc

Practical personhood – dementia care mapping
Rejane Botha, Care Manager – Brightwater Village Facility, and Cheryl Hahn, Care Manager – Brightwater Redcliffe Facility

Dysphagia management, promoting personhood
Helen Dawson, Speech Pathologist – Brightwater Village Facility

Session 3c – Medication management vs time management

Introduction of bedside medication using an automated medication system in high care
Glenda Cooper, Facility Manager, and Rosemary Murray, Clinical Nurse Manager – Sandstrom Nursing Home

Medication management in residential aged care: a descriptive, observational study
Associate Professor Jill Downie, Research Fellow, and Dr Beverley Scott, Research Associate and Barbara Horner, Director – Centre for Research into Aged Care Services, Curtin University of Technology

A quality pharmacy service: a great start
Tonla Zeeman, Clinical and Community Services Manager – Brightwater Care Group Inc

12.30 Lunch

Program Director

The speakers' topics and times are correct at the time of publishing. The Aged Care Standards and Accreditation Agency Ltd reserves the right to alter or delete items due to unforeseen circumstances. Opinions and views expressed by speakers are not necessarily those of The Aged Care Standards and Accreditation Agency Ltd.

celebrate • participate • innovate

EVENT INFORMATION

Novotel Langley Perth - Cnr Adelaide Terrace & Hill Street Perth. Telephone (08) 9221 1200

The Novotel Langley offers superb four star accommodation in the heart of Perth's Central Business District, with magnificent views across the Swan River, Kings Park and the city.

Accommodation rates are available from \$145 per room per night (single/double/twin). A full buffet breakfast (for up to two people per room) can be included in the accommodation rate for an additional \$18. Participants should book accommodation directly with the hotel. To book, contact hotel reservations on (08) 9221 1200 and use the reference "Better Practice" at the time of booking to receive the accommodation rate above.

The hotel has ramp access and wheelchair accessible toilets and accommodation.

The Aged Care Standards and Accreditation Agency Ltd does not accept responsibility for personal accidents, theft and/or damage to the property of participants. Travel insurance is recommended for travel within Australia.

The Aged Care Standards and Accreditation Agency Ltd will not accept liability or responsibility for changes to personal or organisational circumstances. The Agency policy is that there will be no refunds for non-attendance, however, written advice (fax accepted) of cancellations will be considered on the following conditions:

On or before 12 November 2004: Full refund less \$50 administration fee.
After 12 November 2004: No refund.

Participants are not permitted to share registrations, each person must be separately registered for one or both days of desired participation.

Transfers will be accepted if they are advised in writing five days prior to the event. One transfer per participant is permissible. Subsequent transfers will incur a fee of \$44.

- 1.30 Session 4a – How to meet residents' needs**
Incorporating residents' views into quality management systems
Linda Grenade, Research Fellow – Centre for Research into Aged Care Services, Curtin University of Technology
Going the extra mile to provide communities of care
Heather Day, Facility Manager – Lakeside Aged Care, and Associate Professor Ruth Monique, Head of School of Occupational Therapy – Curtin University of Technology
Innovations in technology: improving outcomes of documentation
William Marshall, Chief Executive Officer – Swan Village of Care, and Barbara Homer, Director – Centre for Research into Aged Care Services, Curtin University of Technology
Session 4b – Confronting challenging behaviour
Remaining resident focused with challenging clients
Lynne Evans, Chief Executive Officer – St Bartholomew's House Inc
Mutual respect: a consultative approach to workplace aggression
Ann Hughes, Manager, Risk Management – Craicare
Managing workplace aggression and violence – an overview
Dr Phillip Della, Chief Nursing Officer – Department of Health, WA
Session 4c – Managing accidents and incidents effectively
Implementing better practice in falls prevention for elderly patients in an acute care hospital
Heather Guyas, Nurse Co-Director – Osborne Park Hospital
Clinical incidents – using information to the residents' advantage
Isnette Leslie, Clinical Systems Analyst – Brighwater Care Group Inc
Behavioural response training and effects on resident and staff wellbeing
Andrew Welt, Safety and Health Coordinator, and Tonia Zeeman, Clinical and Community Services Manager – Brighwater Care Group Inc
- 3.00 Afternoon tea**
- 3.30 The role of research in better practice**
Barbara Homer, Director – Centre for Research into Aged Care Services, Curtin University of Technology
- 4.00 The Importance of Integrated and holistic aged care**
Professor Joseph Ibrahim, Director Aged Care Medicine – Penfolds Health
- 4.30 Summary and closing remarks**
Mark Brendon, Chief Executive Officer – The Aged Care Standards and Accreditation Agency Ltd
- 4.45 Farewell refreshments**

register now!

Early bird registration closes 5 November 2004

REGISTRATION FEES	
Early bird registration received by 5 November 2004	\$479 (incl.gst)
Full registration 6 November – 12 November 2004	\$519 (incl.gst)
Day registration	\$275 (incl.gst)

Full payment must be received with a completed registration form by 12 November 2004.

BetterPractice

WESTERN AUSTRALIA

REGISTRATION FORM AND TAX INVOICE

Please print. Forms may be photocopied.

Please return with payment to:
Better Practice – Western Australia
Aged Care Standards and Accreditation Agency Ltd
PO Box 773 Parramatta NSW 2124
ABN 64 079 618 652

INQUIRIES
Telephone 02 8831 1028
Facsimile 02 9633 2422
Email betterpractice@accreditation.aust.com
Website www.accreditation.aust.com

Title	First name	Surname
Preferred name for badge		
Position title		
Organisation		
Mailing address		
Suburb	State	Postcode
Telephone ()	Fax ()	Mobile
Email		
Special requirements (eg dietary)		

Payment

Early bird registration \$479 [] or Full registration \$519 [] or Day registration \$275: Day one [] Day two []
(prices include GST)

My cheque for \$ is attached made payable to The Aged Care Standards and Accreditation Agency Ltd.

A tax invoice will be issued in the name of the participant unless otherwise specified.

I have read and accepted the registration conditions. []

Preferences for concurrent sessions

Please tick your preference for each concurrent session

DAY ONE

11.30 – 12.30 1a [] 1b [] 1c []
1.30 – 3.00 2a [] 2b [] 2c []

DAY TWO

11.00 – 12.30 3a [] 3b [] 3c []
1.30 – 3.00 4a [] 4b [] 4c []

Privacy

A participant list will be produced including names and email addresses to promote networking. Please indicate below if you would prefer your details not be included on this list or if you do not want to be included on the Agency's mailing list for information about future education events.

I do not want my name to be included on the participant list []
I do not want to receive information from the Agency about future education events []

ARMADALE YOUTH ADVISORY COMMITTEE

MINUTES

**OF THE MEETING HELD IN THE CITY OF ARMADALE FUNCTION ROOM ON
MONDAY 18th OCTOBER 2004, COMMENCING AT 5:00PM**

1. ATTENDANCE AND APOLOGIES

Present:

Ms Katie Hully	Community Member
Ms Melissa Northcott	Cecil Andrews Senior High School
Mr David Thoomes	Community Member
Ms Katelyn Ryken-Rapp	Carey Baptist College
Mr Jye Scantlebury	Armada Senior High School
Ms Carol Surgeon	Community Member
Ms Megan Farr	Youth Development Officer

Apologies:

Ms Nikki Castaldini	Community Member
Cr Trudi Hodges	Councillor
Ms Alison Lau	John Wollaston Anglican Community School

2. CONFIRMATION OF MINUTES

No minutes from last meeting – quorum not achieved

3. GUEST SPEAKER

Jo Campion Coordinator Support Services City of Armadale

\$4500 has been secured to support City of Armadale YAC Youth Road Safety Initiative

Jo Campion discussed the Youth Road Safety Project with the YAC. The YAC will be involved with the project through the following;

- Attend Kelmscott Show
 - Assist with supervising Road Wise display
 - Distribute YAC Youth Road Safety survey to young people at the show
 - Hand out giveaways – YAC stickers, Youth Services Calendar, Road Wise merchandise

Timetable for attendance at Kelmscott Show:

Friday Night: Jye Scantlebury, Katelyn Ryken-Rapp, David Thoomes, Carol Surgeon

Saturday: Jye Scantlebury, Katelyn Ryken-Rapp, David Thoomes, Katie Hully, Melissa Northcott

- Distribute Youth Road Safety Survey throughout local High Schools
 - YAC School Representatives will be responsible for the distribution of surveys within their school

- Participate in ‘Don’t Turn Your Break Into a Wake’ Road Safety Event in December. T-shirts, banners, bumper stickers and drink bottles will be produced and used as giveaways. The merchandise will feature the YAC logo as well as road safety slogans. Road safety messages from past YAC programs – ‘Is this your last 15 minutes of fame?’ and ‘Smacked, Whacked, High, Die’ will feature on the merchandise
 - YAC members will be involved in a sausage sizzle on the launch of the ‘Don’t Turn Your Break Into a Wake’ event
 - YAC members will participate in the vehicle cavalry which will leave from Council after the sausage sizzle. The cavalry will include police cars, fire engines, a hearse, ambulances, motorbikes etc
 - YAC members will present results from the Youth Road Safety surveys at luncheon (following the cavalry trip). Results will form a draft City of Armadale Youth Road Safety Policy

4. BUSINESS OF THE MEETING

4.1 Welcome Carol Surgeon

Carol introduced herself to other YAC members. Everyone looks forward to having her on the committee!

4.2 Skate Park in the CBD

Megan, Jye, David and Katelyn reported the results of the Skate Park presentation to Council to the committee.

- Presentation went well. Feedback from Council was positive – likely that Council will support the concept
- Jye, Katelyn and David were congratulated on their presentation delivery
- Further investigation into the feasibility of a central skate park will now commence. Megan to action;
 - Consult with ARA
 - Research funding options (Dept of Sport and Recreation, Office of Children and Youth, Corporate Volunteering/Sponsorship etc)
 - Identify suitable site – contact skate company (SKAWA) to assist with site assessment
 - Consult with community groups – local business

- Group discussed potential locations for central skate park. Megan advised group that, due to development plans in Armadale, the only realistic options for a skate park is the area of land behind McDonalds and the land across Armadale Road (behind BP)
 - Group do not like the idea of having a skate park on the BP side of Armadale Road – too dangerous for young people to cross road, no access

to amenities, poor passive surveillance (may be hidden by trees), surrounding residents will not like the idea

- o Group also does not like the idea of having a skate park behind McDonalds (too dangerous – near busy road). Megan explained to group that these are the only options available and that the area behind McDonalds would probably be suitable. YAC decided to walk over to the site behind McDonalds and have a look for themselves;
 - Group changed their minds after visiting the site! YAC members agree that this site would be suitable for a skate park (larger than they thought) - provided that a fence was installed to ensure that skate boards wouldn't end up on Armadale Road. YAC keen to see a skate park installed here

4.2 Structure of YAC Meetings

Megan requested feedback from the group regarding the structure of YAC meetings

- Group feel that current meeting structure of meetings is appropriate
- Several members have experienced ‘formal’ meetings and do not feel that they are appropriate for the YAC
- Group agree that if the meetings become overly formal then they would lose interest and stop attending meetings

Overall, group report that they enjoy the YAC meetings and feel comfortable with current structure

5. FURTHER BUSINESS

No further business

6. NEXT MEETING

TBC

7. CLOSURE

There being no further business the meeting was declared closed at 6.40pm



ARMADALE HIGHLAND GATHERING

MINUTES

**OF THE MEETING HELD ON TUESDAY, 19 OCTOBER 2004 AT THE CITY OF
ARMADALE ADMINISTRATION CENTRE, COMMENCING AT 6.10 PM**

1. ATTENDANCE AND APOLOGIES

Present

Ken Manolas (Chair)	Australian Pipe Band Association WA
Barbara Ross	Caledonian Society of WA
Barbara Ewing	Australian Pipe Band Association WA
Audrey Emmett	Scottish Country Dancers
Madge McCallum	Armadale/Kelmscott Lions Club
Henk Vogels	Individual Member
Melanie Green	Events Coordinator - City of Armadale

Apologies

Cr Jim Stewart	City of Armadale
Margaret Dunn	Southern Districts Cycling Club
Mike Dunn	Southern Districts Cycling Club
Peter Andrews	Western Australian Metropolitan Regional Committee of Highland Dancing
Jay Waller	Individual Member
Alister Wilson	Individual Member

2. DECLARATION OF MEMBER'S INTERESTS

Nil

3. CONFIRMATION OF PREVIOUS MINUTES

RESOLVED

That the minutes of the meeting held on 14 September 2004 be confirmed.

4. BUSINESS ARISING

Nil

5. CORRESPONDENCE

Inwards

- Registration forms for attendance at Armadale Highland Gathering.
- Letter declining participation from the Police Pipe band

Outwards

- Registration forms for attendance at Armadale Highland Gathering.
- Stories and marketing material.
- *Confirmation letters to entertainers.*

RESOLVED

That the correspondence be received.

6. PORTFOLIO REPORTS

6.1 Entertainment – Cr Jim Stewart, Events Coordinator

By the next Committee meeting, confirmation letters would have been sent to all entertainers listed on the entertainment program.

The Fremantle Burns Club will be holding the Toast to the Haggis on the main stage. The Events Coordinator discussed with the Health Department the opportunity of giving attendees a taste of the Haggis after the Toast. The Fremantle Burns Club does not want to pursue this activity any further.

The Events Co-ordinator advised that the Clan are unable to participate and that a replacement band is being sought.

6.2 Heavy Events - Jay Waller *In hand*

6.3 Ceilidh – Alister Wilson, Events Coordinator *In hand*

6.4 Highland Dancing Competition – Peter Andrews *In Peter Andrews' absence, the Events Co-ordinator explained that she had finalised a new location for the dance competition that should ensure that attendees are able to view the competition in allocated seating and also give room for dancers to set up*

their tents. Peter Andrews has been made aware that there will be gun firing and that he needs to pause the competition while this is happening.

6.5 Royal Scottish Country Dancing Displays – Audrey Emmett
In hand.

6.6 Site Layout & Vending Management – Andy Giglia, Events Coordinator
The Events Co-ordinator was advised by Henk Vogels that he was unable to connect the toilets and that a replacement plumber will have to be sought. Everything else is in hand.

6.7 Pipe Band Competition – Ken Manolas
Ken Manolas advised that fourteen bands will be participating in the Gathering. These are:

- Shadow Highlanders (1)*
- Coastal Scottish (5)*
- Army (1)*
- Cockburn (3)*
- Peel (2)*
- Perth Highlander (2)*

The Peel band will be providing pipers to pipe the Mayor and the official party in, departing from the church at 11:50 a.m. Ken Manolas to liaise with the Peel Pipe Band to ensure they know to meet at the Church and be ready to depart at this time. The Events Co-ordinator to include in the programme the bands that will be participating.

6.8 Marketing & Sponsorship – Events Coordinator
The Events Co-ordinator outlined the various marketing that had been organised to date including web sites, RAC magazine article, posters and larger posters to be placed on the trains, stories, etc.

6.9 Cycling Event – Henk Vogels, Michael and Margaret Dunne

Rotary Club of Armadale has advised that they will not be holding the Gopher Races around the park.

Henk Vogels discussed the need for an extra twelve volunteers to assist with crowd control between the hours of 1:00 p.m. and 4:30 p.m. They need to be 16 years and over. The Events Co-ordinator to see if an article promoting this can be organised in the local paper.

6.10 Food and Craft Vending – Events Coordinator
In hand.

6.11 Finance
In hand.

RESOLVED

That the portfolio holders’ reports be received.

7. GENERAL BUSINESS

7.1 Flags

It was suggested that Scottish flags be tied to the bridge to help build a festive atmosphere. It was agreed that this would not occur because of the opportunity for these to be stolen or damaged, however kite flags will be placed along Armadale Road.

RESOLVED

That the information be received.

7.2 Police

The Committee asked if the police had been invited to participate and the Events Co-ordinator advised that they had.

RESOLVED

That the information be received.

7.3 Committee Dinner

The wind-up Committee dinner will be held at the Sun Hing on Tuesday, 9 November 2004 after the Committee meeting. The Events Co-ordinator asked if those attending could advise as soon as possible so the booking can be made.

RESOLVED

That the information be received.

8. NEXT MEETING

The forthcoming meetings will be held on:

- **Tuesday 9 November 2004**
- **Tuesday 30 November 2004 (debrief)**

9. CLOSURE

The meeting closed at 7:00 p.m.

