



**WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION
North Metropolitan Zone**

MINUTES

Meeting Date: 18 September 2008

TABLE OF CONTENTS

1	Attendance and Apologies	1
2	Announcements	2
3	Confirmation of Minutes	4
4	Business Arising from Minutes	4
5	Deputations/Presentations	4
6	Matters referred to WALGA	5
	6.1 Status Report on Matters referred to WALGA State Council for Action.	5
7	Reports from Members Councils	11
	7.1 Convening Special Electors Meetings	11
	7.2 Draft Waste management Consultation, Communication and Education Policy Statement	12
8	WALGA State Council Agenda – Matters for Discussion	13
	Matters of Particular Interest on State Council Agenda	13
9	WALGA State Council Members' Report	14
10	General Business	15
11	Date, Time and Place of Next Meeting	15
12	Closure	15

MINUTES OF MEETING OF THE NORTH METROPOLITAN ZONE OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION HELD AT THE CITY OF JOONDALUP, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP (CONFERENCE ROOM 1) ON THURSDAY 18 SEPTEMBER 2008

1 ATTENDANCE

City of Joondalup

Committee Members: Mayor Troy Pickard (Chairperson)
Cr Mike Norman - *Deputising for Cr Russ Fishwick*
Cr Tom McLean
Officers: Mr Garry Hunt, Chief Executive Officer
Mr Ian Cowie, Director Governance & Strategy

City of Wanneroo

Committee Members: Cr Frank Cvitan (Deputy Chairperson)
Cr Tracey Roberts
Cr Bob Smithson - *Deputising for Cr Laura Gray*
Officers: Mr Daniel Simms, Chief Executive Officer
Ms Karen Caple, Director Governance & Strategy

City of Stirling

Committee Members: Cr Terry Tyzack
Cr Elizabeth Re
Officers: Mr Aaron Bowman, Manager Governance and Council Support

WALGA Mr Tim Lane, Governance and Policy Officer
Mr John Phillips, Executive Manager, Workplace Solutions

Secretariat Ms Lesley Taylor, Administrative Secretary (City of Joondalup)

APOLOGIES:

City of Joondalup Cr Russ Fishwick
Cr Trona Young

City of Wanneroo Cr Laura Gray

City of Stirling Cr David Boothman
Cr Bill Stewart
Mr Stuart Jardine, Chief Executive Officer

WALGA Cr Bill Mitchell, President

DECLARATION OF OPENING

The Chairperson declared the meeting open at 1807 hrs.

2 ANNOUNCEMENTS

- Mayor Pickard encouraged member Councils to take every opportunity to raise issues with the North Metropolitan Zone and advised it was an opportunity for the Northern Corridor to work alongside the newly elected State Government.
- The Prime Minister has announced that he would be extending an invitation to the 565 Mayors and Presidents Australia wide to attend a Local Government Meeting/Forum to be held on Friday, 28 November 2008.
- Brendan Grylls has indicated one of his priorities is to work with local government.
- To a query raised, Mayor Pickard advised the new Minister for Local Government is John Casrilli.
- The carcass of a dead whale beached at Sorrento today was removed by the City of Joondalup at a cost of approximately \$50,000. Mayor Pickard advised that on behalf of both the City and WALGA, he had called for the Department of Environment and Conservation to amend its policies in order that when a situation of this nature is identified in the future, it can be dealt with immediately.
- Mayor Pickard advised the City of Joondalup would be staging a Relay for Life at the Arena Joondalup 20-21 September 2008 to raise funds for the Cancer Council and extended an invitation to Elected Members, CEO's and Directors of the Cities of Wanneroo and Stirling to attend. To date \$114,000 has been raised.
- Cr Roberts congratulated Mayor Pickard for his tremendous effort in organising this fund-raising event.

3 CONFIRMATION OF MINUTES

MOVED Cr Cvitan, SECONDED Cr Tyzack that the Minutes of the meeting of the North Metropolitan Zone held on Thursday 24 July 2008 be confirmed as a true and accurate record of the proceedings.

The Motion was Put and

CARRIED

4 BUSINESS ARISING FROM MINUTES

Nil.

5 DEPUTATIONS/PRESENTATIONS

Nil.

6. MATTERS REFERRED TO WALGA

6.1 Status Report on Matters referred to WALGA State Council for Action.

As a means of increasing communication and providing feedback to the North Metropolitan Zone, a schedule has been prepared on matters referred to WALGA State Council for action.

24 July 2008 – State Council Agenda Item 6.1 – Planning Bulletin 90 – Planning Requirements for the Prostitution Amendment Act 2008

The newly elected State Government's approach to this issue was discussed.

29 November 2007 – Zone Agenda Item 7.4 – Reimbursement of Local Government Costs Incurred in the Administration and Operation of Citizenship Ceremonies

Reference was made to the fact that a response has not been received to letters sent in January and May 2008 pertaining to this issue. It would be appropriate to get feedback prior to the holding of the Australia Day Citizenship Ceremony in January 2009.

The Chairperson advised that individual invitations would be extended to both the Premier and Federal members of Parliament to attend the Australia Day ceremony and celebrations.

Cr Tyzack raised his concerns that no invitation would be extended to the Federal Minister for Immigration to attend the ceremony.

The Chairperson provided an overview of a meeting held between the Mayors of the Cities of Joondalup, Wanneroo and Stirling where it was agreed that the host Council would be responsible for all arrangements, including invitee/guest lists.

20 March 2008 – Zone Agenda Item 7.2 – Energy Efficient Street Lighting

Cr Norman queried whether any local government was currently undertaking trials of a reduction in lighting hours.

A response in relation to this issue will be sought from WALGA.

RECOMMENDATION

That the Status Report be RECEIVED.



North Metropolitan Zone Status Report September 2008

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
North M	<p>2008 July 24 Zone Agenda Item 7.1 Extension of Northern Suburbs Railway to Brighton and Butler</p>	<p>That the Western Australian Local Government Association North Zone Committee RECOMMENDS to State Council that it:</p> <ol style="list-style-type: none"> 1. SEEKS a meeting with the Minister for Planning and Infrastructure in order to advocate the case for the construction by 2011 of the Jindalee Boulevard Railway Station as part of the first stage extension of the railway; 2. WRITES to all local Members of Parliament seeking their support for the early construction of the Jindalee Boulevard Railway Station; 3. SEEKS commitment from the Government to further staging of the railway including its extensions to Yanchep/Two Rocks by 2017. 	<p>WALGA notes the election commitment by Labour to fund an extension of the Northern train line to Butler and that, “it will be the beginning of further extension as we go out to Brighton and Yanchep”. A number of Local Governments are advocating for the extension or introduction of rail and light rail to their municipalities to ease urban congestion, support more intensive land use and facilitate passenger flows by improving access to employment and services. WALGA will:</p> <ul style="list-style-type: none"> • Write to the State Government seeking a commitment for appropriate planning and investment in metropolitan rail infrastructure. The work undertaken by Northern Zone regarding the need for early extension of the Northern Suburbs Railway and the construction of the Brighton Boulevard (Jindalee) will be used to illustrate the need for timely investment in metropolitan rail infrastructure in metropolitan Perth, including the Northern Corridor. • Seek a commitment post election from the State Government for the development of an integrated metropolitan region transport plan underpinned by rail and light rail as a transport solution. • Facilitate a State / Local Government Metropolitan Integrated Transport Planning Forum to generate discussion on regional integrated transport planning and investment. 	Sept 08	<p>Michelle Mackenzie Executive Manager Infrastructure 9213 2031 mmackenzie@walga.asn.au</p>

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
North M	2008 July 24 State Council Agenda Item 6.1 Planning Bulletin 90 – Planning Requirements For The Prostitution Amendment Act 2008	that the North Metropolitan Zone REQUESTS that a report be prepared for the next State Council Meeting in relation to Planning Bulletin 90.	A report will be included in the October 08 State Council agenda. The resolution from North Metropolitan Zone was incorporated in the State Council resolution as follows: STATE COUNCIL RESOLUTION August 2008 That a report be prepared for the next State Council Meeting in relation to Planning Bulletin 90.	Sept 08	Beryl Foster Policy Manager Planning Development 9213 2056 bfoster@walga.asn.au
North M	2008 July 24 State Council Agenda Item 4.2 Proposed Stand Down Provisions	1. the North Metropolitan Zone and the WALGA State Council not support the proposed Stand Down Provisions; 2. should further policy development occur, then the Department of Local Government and Regional Development be advised that it must involve active consultation with the Association and specific consideration of the following issue of concern to the sector: <ul style="list-style-type: none"> • That the Department of Local Government and Regional Development endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions. 	Department of Local Government and Regional Development have been informed of the State Council resolution. Part two of the resolution from North Metropolitan Zone was incorporated in the State Council resolution as follows: STATE COUNCIL RESOLUTION August 2008 That the Department of Local Government and Regional Development be informed: 1. The Stand Down Provisions are agreed to in principle; and 2. Further policy development of the Stand Down Provisions must involve active consultation with the Association and specific consideration of the following issues of concern to the Sector: <ul style="list-style-type: none"> • That the Department of Local Government and Regional Development endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and • That activities associated with the term ‘disruptive behaviour’, presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance. 	Sept 08	James McGovern Policy Manager LG Advisory Service 9213 2093 jmcgovern@walga.asn.au

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
North M	<p>2008 May 22 Zone Agenda Item 9.1 Proposed Amendment To The Local Government Act 1995 – Criminal Convictions</p>	<p>That the WALGA LOBBY for section 2.22(1) (a) of the <i>Local Government Act 1995</i> to be amended to disqualify a person from election to council if they have a conviction in relation to the Criminal Code.</p>	<p>This matter was discussed at the Governance and Strategy Policy Team Meeting on 30 July 2008, where it was resolved : <i>“That the matter of Eligibility Criteria for Candidates in Local Government Elections be the subject of consultation with the Sector in the form of a Discussion Paper and survey feedback opportunity, with the resultant information and recommendations reported to a future Governance and Strategy Policy Team meeting.”</i></p>	Sept 08	<p>James McGovern Policy Manager LG Advisory Service 9213 2093 jmcgovern@walga.asn.au</p>
North M	<p>2008 March 20 Zone Agenda Item 7.4 Amendment to the Application of s33 of the <i>Bushfires Act 1954</i></p>	<p>That North Zone refer this matter to WALGA State Council, recommending that WALGA State Council lobby the State Government for an amendment to Section 33 of the <i>Bushfires Act 1954</i> to bind the Crown, enabling Local Governments to issue notices under Section 33 to State Government instrumentalities for the clearing of firebreaks.</p>	<p>WALGA requested advice from FESA and the following information was provided:</p> <p>Sections 7(2) and 33(9) were added, with the intent of addressing the issue of Public Authorities, State Agencies and other Agents of the Crown not being bound by the <i>Bushfires Act 1954</i> Section 33(9) provided for Regulations to be drafted to prescribe those “departments of the Public Service, State agencies or instrumentalities” that would be considered “owners or occupiers of land” for the purposes of Section 33 – firebreak provisions. FESA have reported that due to negative stakeholder reaction, Regulations are yet to be prescribed under s.33 (9).</p> <p>With specific regard to Section 33 of the Act (“firebreak provisions”), FESA has raised the issue of whether these provisions are binding on Local Government with the State Solicitor’s Office. FESA will ensure that any outcomes from this exercise are communicated with the Association as soon as the myriad legal issues have been fully considered.</p> <p>With regard to agents of the Crown not being bound by the provisions of the Act, the Community Development & Justice Standing Committee, in the review of emergency services legislation, recommended the repealing of the current legislation and the drafting of a new Emergency Services Act, which should be binding on the Crown.</p> <p>The fire prevention measures of this new Act would apply to Public Authorities, State Agencies and other Agents of the Crown.</p>	Sep 08	<p>John Lane Emergency Management Project Coordinator 9213 2074 jlane@walga.asn.au</p>

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
North M	2008 March 20 Zone Agenda Item 7.2 Energy Efficient Street Lighting	(New from 24 July 08 Meeting) Information is sought on the length of the street lighting trial being undertaken by Western Power, and whether the City of Armadale currently has all-night lighting. Ms Burges undertook to investigate and raise the matter with Mr Mark Batty, Executive Manager – Environment and Waste of WALGA.	The Western Power Street lighting trial in the City of Armadale is scheduled to be a two-year project. Discussion with the City of Armadale confirms that the City has an all-night street lighting regime. Updates on the trial will be reported through the Environment and Waste Key Activity Report, as they come to hand.	Sept 08	Mark Batty Executive Manager Environment and Waste 9213 2078 mbatty@walga.asn.au
North M	2008 January 31 Zone Agenda Item 8.1 Review of Fire & Emergency Services Levy Administration Fee	1. That WALGA make representation to the Minister for Emergency Services to establish a reasonable ongoing basis for the calculation of the administrative fee paid to local authorities to collect the FESA levy. 2. That the administrative fee be based on a fee per property, which is increased annually in line with some accepted index, e.g. CPI, Local Government Cost Index or a percentage of amounts raised by the levy.	WALGA met with FESA CEO and Staff and discussed a range of issues and advised that WALGA would be seeking member council feedback on the ESL levy. On 30 July 08 WALGA circulated a Faxback to all Councils requesting feedback on a number of questions posed around the ESL Fee structure that will be the basis of a submission to the Minister for Emergency Services. The faxback asks other questions about the ESL that will be useful in our negotiations with FESA and the Minister.	Sep 08	John Lane Policy Manager Community 9213 2044 jlane@walga.asn.au
North M	2007 November 29 Zone Agenda Item 7.4 Reimbursement of Local Government Costs Incurred in the Administration and Operation of Citizenship Ceremonies.	That the North Metropolitan Zone Committee REQUEST WALGA to again raise the issue of funding citizenship ceremonies with ALGA, with the objective of further lobbying the Commonwealth Government to change its position on this matter.	WALGA contacted ALGA on 19 August 08 concerned that a response has not been received to the letters sent in January and May 08 respectively. The Ministerial Council on Immigration and Multicultural Affairs (the Council) met in Perth on 4 July 2008, hosted by the Government of Western Australia. The meeting was chaired by the Minister for Immigration and Citizenship, Senator Chris Evans, and was attended by ministerial representatives from the State Governments. They discussed focus on post-arrival settlement services; services and entitlements available to temporary and provisional visa holders and their dependants; access to housing, particularly by humanitarian entrants; and work by the Commonwealth-State Working Party on Skilled Migration on improving employment outcomes for skilled migrants. The Ministerial Communiqué can be downloaded http://www.chrisevans.alp.org.au/news/0708/immimediarelease04-02.php	Sept 08	Jodie Holbrook Policy Manager Community 9213 2044 jholbrook@walga.asn.au

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
North M	2007 November 29 Zone Agenda Item 7.3 Use of Differential Rating to Discourage the Holding of Undeveloped Land	That the North Metropolitan Zone Committee seeks the Western Australian Local Government Association's support to lobby the State Government to amend the current legislative provisions in relation to differential rating to enable a differential rate to be applied on the basis of the length of time a property has remained in an undeveloped state.	This matter has been considered by the Governance & Strategy Policy Team with the following resolution: "That the Governance and Strategy Policy Team develop a Discussion Paper and/or InfoPage survey canvassing opportunities to introduce flexibility in the differential rating system for distribution to the sector for comment, with resultant feedback to be considered by the Governance and Strategy Policy Team for a recommendation to be prepared to the State Council meeting in October 2008."	Sept 08	Tony Brown Executive Manager Governance & Strategy 9213 2051 tbrown@walga.asn.au

7. REPORTS FROM MEMBER COUNCILS

7.1 CONVENING SPECIAL ELECTORS MEETINGS

Report submitted by City of Joondalup

IN BRIEF

This report seeks the support of the North Zone to lobby for an increase to the number of electors required to call special electors meetings.

BACKGROUND

Section 5.28(1) of the *Local Government Act 1995* requires a special meeting of electors to be held if requested by either 100 electors or 5% of the number of electors whichever is the lesser number. This number and percentage has not changed since the Act was first introduced well over 10 years ago.

COMMENT

It is the 100 elector requirement which presents issues for large local governments. This occurs for two reasons. First, populations have increased significantly since the Act was introduced, while there has been no commensurate increase in the number of electors required to call a special electors meeting. Second, in large local governments, an hour at a shopping centre is likely to garner 100 signatures despite many being unlikely to have commitment to the issue itself.

The idea of a special electors meeting is considered a valuable and important opportunity for enabling significant issues of general importance to the community to be aired formally. However, it should not provide an avenue for small numbers of people to generate operational inefficiencies and force a local government to incur costs in staging such a meeting.

There are many avenues available for small numbers of people who wish to bring an issue before Council. These include public question time, the opportunity to petition, the opportunity to raise matters at public statement time (held by a number of local governments although not a legislative requirement), ward surgeries (held by a number of local governments although not a legislative requirement), together with the traditional approaches of letters and phone calls.

Consequently, special electors meetings do not provide a unique avenue for small numbers of people to bring matters before a local government.

There are two distinct approaches the Department could take in responding positively to a request to increase the number required to convene special electors meetings. The first option is just to increase the number significantly from 100 to at least 500 or ideally 1,000.

The second would be to further acknowledge that local governments are of many different sizes (as is currently identified in Section 5.28(1)(a)) and introduce further categories which establish the benchmark for calling a special electors meeting. For councils of over 100,000 people, the benchmark could be 1,000. For local governments of between 50,000 and 100,000 people a benchmark of 500 people could be set while local governments of less than 50,000 could retain the 100 person benchmark.

MOVED Cr McLean, SECONDED Cr Norman that the North Metropolitan Zone SEEKS the support of WALGA to lobby the State Government to increase the number of residents required to call a special electors meeting.

Discussion ensued.

AMENDMENT MOVED Cr Cvitan, SECONDED Cr Roberts that the following words be added at the end of the Motion:

“.....to 500 or 5% of the number of electors, whichever is the lesser number.”

Discussion ensued.

The Amendment was Put and

CARRIED

The Original Motion as amended, being:

That the North Metropolitan Zone SEEKS the support of WALGA to lobby the State Government to increase the number of residents required to call a special electors meeting to 500 or 5% of the number of electors, whichever is the lesser number.

Was Put and

CARRIED

7.2 DRAFT WASTE MANAGEMENT CONSULTATION, COMMUNICATION AND EDUCATION POLICY STATEMENT

Report submitted by WALGA

IN BRIEF

A draft Waste Management Consultation, Communication and Education Policy Statement has been prepared. The draft Policy Statement is currently out for comment (comments close 30 September 2008.)

BACKGROUND

In February 2008, the development of the Waste Management Consultation, Communication and Education Policy Statement commenced. In early March, a telephone survey of Elected Members and Officers from Metropolitan and Non-Metropolitan local governments, Regional Councils and VROCs was conducted. The telephone survey covered a wide range of issues regarding waste management consultation, communication and education. Many of the comments received were incorporated into the Policy

Statement, which then went to all local governments for comment. Due to a low level of response it was decided that an online survey would be conducted to gather further feedback. Several comments were received regarding:

- WALGA to make available opportunities to speak with individual local governments on recycling issues (Zone meetings); and
- Include zones into the comment process for Policy Statements.

This draft Policy Statement relates only to the consultation, communication and education associated with the waste management activities of the WA Local Government Association.

COMMENT

During the process of formulating the Policy Statement and the identification of key stakeholders, the need for direct communication with Zones was noted.

The draft Policy Statement is attached.

MOVED Cr Cvitan, SECONDED Cr Tyzack that the North Metropolitan Zone NOTES the progress of the draft Waste Management Consultation, Communication and Education Policy Statement.

Discussion ensued.

The Motion was Put and

CARRIED

Appendix 1 refers

8 WALGA STATE COUNCIL AGENDA – MATTERS FOR DISCUSSION

(Zone delegates to consider the Matters for Decision contained in the WALGA State Council Agenda and put forward resolutions to Zone Representatives on State Council).

Matters of Particular Interest on State Council Agenda

5.2 - REVIEW OF THE OPERATION AND EFFECTIVENESS OF THE BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND AND LEVY COLLECTION ACT

A query was raised in relation to the method of collection of the Building and Construction Industry Training Fund levy and the amounts collected by individual Councils.

Discussion ensued. It was suggested that an additional point to the recommendation be added as follows:

MOVED Cr Tyzack, SECONDED Cr Re that the Building and Construction Industry Training Fund ESTABLISH improved reporting mechanisms to local governments on the expenditure and outcomes of the funds received.

The Motion was Put and

CARRIED

5.6 - PROPOSED AMENDMENTS TO LOCAL GOVERNMENT ACT – ELECTORS’ GENERAL MEETINGS

Discussion ensued with respect to the requirements for the conducting of Electors’ meetings between metropolitan and country areas. The meeting was of the opinion that the current system works well.

MOVED Cr Tyzack, SECONDED Cr Re that the North Metropolitan Zone SUPPORTS the retention of compulsory Electors’ General Meetings.

The Motion was Put and

CARRIED

5.8 - REVIEW OF THE CLEARING OF NATIVE VEGETATION LEGISLATION AND PROCESSES

Discussion ensued in relation to this Item, with the suggestion that an additional Point 19 being added to the Schedule of Specific Recommended Legislative Amendment in the WALGA Consolidated Submission on the ‘Review of the Clearing of Native Vegetation Legislation and Processes’ as follows.

MOVED Cr Cvitan, SECONDED Cr Roberts that an additional recommendation be added to the Schedule of Specific Recommended Legislative Amendment in the WALGA Consolidated Submission on the ‘Review of the Clearing of Native Vegetation Legislation and Processes’:

“19 That a provision be included for Roads Reserved for Public Purposes in the Metropolitan Region Scheme be exempt from seeking the clearing permits or not be required to provide environmental offsets where development is sought.”

The Motion was Put and

CARRIED

9 WALGA STATE COUNCIL MEMBERS’ REPORTS

The WALGA President’s Report for September/October 2008 was tabled – Appendix 2 refers.

The Chairperson outlined key elements of the President’s Report relevant to the North Metropolitan Zone pertaining to the following:

- Local Government Convention
- Constitutional Recognition – Introduction of a preamble to the Australian Constitution
- Budget Submission
- SSS Special Forum
- Training – Mr Phillips, Executive Manager, Workplace Solutions provided an overview of WALGA’s submission in relation to being recognised as an official training institute.
- Strategic Procurement – Individual local governments are encouraged to obtain a copy of the directory listing products and services available.

It was requested that confirmation be sought from WALGA as to whether the President’s Report was sent to the Secretariat.

10 GENERAL BUSINESS

Cr Tyzack raised the issue of forced annexures. It was suggested the City of Stirling presents a report to its Council, referring the matter to the North Metropolitan Zone.

11 DATE, TIME & PLACE OF NEXT MEETING

The next meeting of the North Metropolitan Zone will be held at the City of Wanneroo on Thursday 20 November 2008, commencing at 6.00 pm.

12 CLOSURE

The Chairperson declared the meeting closed at 1946 hrs.



WALGA

Draft
WASTE MANAGEMENT
CONSULTATION,
COMMUNICATION AND
EDUCATION
POLICY STATEMENT

PREPARED BY THE



MUNICIPAL WASTE ADVISORY COUNCIL
"Getting the Environment Right"

September 2008

Status of this Policy Statement

This Policy Statement has been prepared by the Municipal Waste Advisory Council and adopted by the Western Australian Local Government Association. The Municipal Waste Advisory Council is a standing committee of the WA Local Government Association with delegated authority to represent the Association in all matters relating to solid waste management.

The Municipal Waste Advisory Council has been formed through collaboration with Regional Councils who are not ordinary members of the WA Local Government Association. The resulting body effectively represents the views of all Local Government bodies responsible for waste management in Western Australia.

Policy Statements adopted by the WA Local Government Association represent a consolidated viewpoint from local government and may differ from the positions adopted by individual member organisations. The Municipal Waste Advisory Council and the WA Local Government Association will strive to promote this Policy Statement and to act consistently with its contents. Individual Local Governments and Regional Councils are encouraged to support them in this but are not bound by the document.

Policy Statements adopted by the WA Local Government Association are reviewed and new Policy Statements are developed regularly. The latest WA Local Government Association Policy Statements can be obtained from the website: www.wastenet.net.au

In-line with standard MWAC policy, this policy statement will be reviewed 6-months after its endorsement by the State Council. It will be reviewed again at least every 2-years subsequent to this; with any significant developments acting to instigate an earlier review.

The Municipal Waste Advisory Council's member organisations are:



WESTERN METROPOLITAN REGIONAL COUNCIL



SOUTHERN METROPOLITAN REGIONAL COUNCIL
REGIONAL RESOURCE RECOVERY CENTRE



City of Geraldton-Greenough
Climate of Opportunity



MUNICIPAL WASTE ADVISORY COUNCIL

Draft Policy Statement on WASTE MANAGEMENT CONSULTATION, COMMUNICATION AND EDUCATION

Title:	WA Local Government Association Policy Statement on Waste Management Consultation, Communication and Education – September 2008
Scope of Policy:	<p>This Policy Statement is intended to outline the Western Australian Local Government Associations position on the key principles, stakeholders and methods to ensure comprehensive Consultation and Communication, as well as, clearly identifying the roles and responsibilities of Local, State and Federal Government with regard to Waste Education.</p> <p>It is intended that this Policy Statement should:</p> <ul style="list-style-type: none"> • Identify key principles on which to base consultation and communication with stakeholders; • Provide a list of primary and secondary stakeholders; • Provide commitments to stakeholders from WALGA regarding consultation and communication on waste management issues; • Provide a clear set of test parameters to determine the level of consultation and communication needed when assessing the significance of major and minor issues; • Identify appropriate methods of consultation and communication for WALGA; • Identify the roles and responsibilities of Local, State and Federal Government regarding Waste Education; and • Clarify what other roles Local Government has in terms of consultation, communication and education. <p>This Policy Statement does not focus on local government engagement with its local community however, the key principles outlined in the Policy Statement are common to all communication/consultation processes.</p>
Background of Policy:	<p>The Association, as the peak body for Local Government, considers that the development of the Waste Management Consultation, Communication and Education Policy Statement will highlight the importance of its strengthening commitment to improving the relationship between Local, State and Federal Government.</p> <p>One of the drivers in the development of this policy statement has been the need for clear communication between Local, State and Federal Government with regard to Waste Education. Due to unclear roles and responsibilities there is the potential for conflicting messages from the different spheres of government.</p> <p>Local Government has developed this Policy with reference to its twin roles as a representative of the community and as a service provider. Local Government must represent community values since these are the fundamental basis for undertaking new challenges and continuing past work. Local Government must also apply its service provider expertise when considering means by which to achieve community benefits.</p> <p>State and Local Government have committed to the <i>Partnership Agreement on Communication and Consultation</i>, this document outlines:</p> <ul style="list-style-type: none"> • That the benefits of partnering include better decision making; • That partnering promotes the achievement of mutual objectives;



MUNICIPAL WASTE ADVISORY COUNCIL

	<ul style="list-style-type: none"> • That the Agreement facilitates the most effective use of State and Local Government resources; and • That the Agreement enables the provision of a greater range of services. <p>WALGA acknowledges that a number of Local Governments have developed their own Community Engagement Policies to help guide them in the implementation of programs they undertake.</p>																						
<p>Statement of Policy:</p>	<p>1. Principles of Consultation and Communication The WA Local Government Association has identified the following key principles on which to base consultation and communication with stakeholders, these include:</p> <ul style="list-style-type: none"> • Democratic principles – based on the principle that anyone from all stakeholder groups have a right to input into issues that affect them; • Transparency – the process will be open and transparent and aim to achieve clear outcomes; • Equity – an equal opportunity to participate in the Consultation and Communication process be given to all stakeholders; and • Access – ensure that participants from all stakeholder groups can be involved. <p>Local Governments Consultation and Communication with local communities is an integral part of community engagement. Integration of the democratic, equity and access principles is needed to ensure equal access for all members of the community. The principles of equity and access advocate the provision of information and dialogue opportunities to accommodate people for whom English is a second language, people with vision-impairment or people with health issues</p> <p>2. Key Stakeholders The WA Local Government Association recognises that the identification of its stakeholders is imperative to the process of seeking input and expertise throughout the course of Consultation and Communication.</p> <p>Primary stakeholders are those that are directly affected or represented by the activities of the Association (these include both internal Association staff and external stakeholders). Secondary stakeholders are those indirectly affected by the activities of the Association. The identification of Primary and Secondary Stakeholders assists in ensuring appropriate communication and consultation is undertaken.</p> <table border="0"> <tr> <td data-bbox="363 1346 619 1377">Primary Stakeholders</td> <td data-bbox="916 1346 1324 1411">Key methods of communication and consultation</td> </tr> <tr> <td data-bbox="363 1413 887 1444">MWAC Members (elected members and officers);</td> <td data-bbox="916 1413 1377 1476">Regular meetings, provision of Agendas and Minutes</td> </tr> <tr> <td data-bbox="363 1476 778 1507">WALGA Policy Team and Internal Staff</td> <td data-bbox="916 1476 1099 1507">Regular meetings</td> </tr> <tr> <td data-bbox="363 1509 568 1541">Regional Councils;</td> <td data-bbox="916 1509 1286 1541">Through MWAC Members, updates</td> </tr> <tr> <td data-bbox="363 1543 767 1574">WA Local Governments – Councillors;</td> <td data-bbox="916 1543 1345 1606">LG News, Information Bulletin, WasteNet Updates</td> </tr> <tr> <td data-bbox="363 1608 730 1639">WA Local Governments – Officers;</td> <td data-bbox="916 1608 1335 1671">Information Bulletin, direct email, ad hoc consultation, WasteNet Updates</td> </tr> <tr> <td data-bbox="363 1673 754 1704">Forum of Regional Councils (FORC);</td> <td data-bbox="916 1673 1187 1704">Through Executive Officer</td> </tr> <tr> <td data-bbox="363 1706 708 1738">WALGA Zones and Secretariats.</td> <td data-bbox="916 1706 1230 1738">State Council Agenda process</td> </tr> <tr> <td data-bbox="363 1771 644 1803">Secondary Stakeholders</td> <td data-bbox="916 1771 1324 1836">Key methods of communication and consultation</td> </tr> <tr> <td data-bbox="363 1839 568 1870">State Government;</td> <td data-bbox="916 1839 1323 1870">Regular meetings, Letters, Newsletters</td> </tr> <tr> <td data-bbox="363 1872 671 1904">Minister for the Environment;</td> <td data-bbox="916 1872 1187 1904">Regular meetings, Letters</td> </tr> </table>	Primary Stakeholders	Key methods of communication and consultation	MWAC Members (elected members and officers);	Regular meetings, provision of Agendas and Minutes	WALGA Policy Team and Internal Staff	Regular meetings	Regional Councils;	Through MWAC Members, updates	WA Local Governments – Councillors;	LG News, Information Bulletin, WasteNet Updates	WA Local Governments – Officers;	Information Bulletin, direct email, ad hoc consultation, WasteNet Updates	Forum of Regional Councils (FORC);	Through Executive Officer	WALGA Zones and Secretariats.	State Council Agenda process	Secondary Stakeholders	Key methods of communication and consultation	State Government;	Regular meetings, Letters, Newsletters	Minister for the Environment;	Regular meetings, Letters
Primary Stakeholders	Key methods of communication and consultation																						
MWAC Members (elected members and officers);	Regular meetings, provision of Agendas and Minutes																						
WALGA Policy Team and Internal Staff	Regular meetings																						
Regional Councils;	Through MWAC Members, updates																						
WA Local Governments – Councillors;	LG News, Information Bulletin, WasteNet Updates																						
WA Local Governments – Officers;	Information Bulletin, direct email, ad hoc consultation, WasteNet Updates																						
Forum of Regional Councils (FORC);	Through Executive Officer																						
WALGA Zones and Secretariats.	State Council Agenda process																						
Secondary Stakeholders	Key methods of communication and consultation																						
State Government;	Regular meetings, Letters, Newsletters																						
Minister for the Environment;	Regular meetings, Letters																						



MUNICIPAL WASTE ADVISORY COUNCIL

Waste Authority;	Meetings, Letters
Waste Management Association Australia;	Ongoing Liaisons, Letters
Interstate Waste Management Industry;	Email, Sporadic Meetings
Local Communities;	Media release, Newsletters
Education Sector;	Media release, Newsletters
The Media.	Media release Via WALGA

3. Commitment to Stakeholders

As the representative organisation for local government, the WA Local Government Association has a strong commitment to its stakeholders regarding Consultation and Communication. The Association aims to actively seek stakeholder input and expertise. The level of this commitment includes:

- Identifying Primary and Secondary stakeholders;
- Keeping all stakeholders informed;
- Utilising the most appropriate form of consultation when seeking stakeholder input;
- Ensuring the aims, scope and purposes of any consultation processes are clear;
- Providing adequate and timely feedback on what stakeholder information was used from surveys or emails received; and
- Documenting and evaluating consultation and communication processes.

4. Test Parameters for Major and Minor Issues

When an issue arises, the appropriate level of consultation and communication needs to be identified. The level of consultation and communication needed will depend on the significance of the issues; therefore, a set of test parameters for issues has been developed. These parameters will assist in identifying whether an issue is of minor or major significance.

When prioritising an issue, the following test parameters should be considered:

Major Issues	Minor Issues
Cause significant health, social or environmental impacts	Do not cause significant health, social or environmental impacts
Have long term, wide spread impact	Short term, localised impact
Cause significant community concern	Are not a major concern for the community
Severely impact on local governments ability to provide a service	Do not impact on local government service provision
Affect most or all local governments	Low number of local governments impacted
Significant financial impact on Local Government	Financial impact insignificant
Relate to a significant proportion of the waste stream	Only localised impact on waste stream
Require State or Federal Government involvement	Don't require State or Federal Government involvement
Require involvement of primary stakeholders	Only require involvement of secondary stakeholders

5. Methods of Consultation

WALGA recognises that regular consultation with stakeholders is vital to ensure important issues are identified and addressed appropriately. Depending upon the depth of feedback and the complexity of responses required, consultation with stakeholders may occur in different ways.

The matrix below provides a tool for assessing the appropriate method of consultation, based on whether the issue is minor or major and the level of complexity of the issues (and response required)



MUNICIPAL WASTE ADVISORY COUNCIL

		Level of complexity and detail required	
		Low	High
Significance of issue	Major	Surveys (web, email, fax back) Telephone polls/conversations Conferences	Workshops and seminars Focus groups Regional meetings Face to face consultation Conferences
	Minor	Online forums Mail outs and direct emails	Mail outs and direct emails Telephone conversation

6. Methods of Communication

Communication with stakeholders on a regular basis is vital. It may take several forms, depending on the type of information which needs to be conveyed and the target audience receiving this information.

This communication could be in the form of:

- Regular newsletters and information brochures – via email and/or mail out
- Minutes of meetings and annual reports
- Waste & Recycle Conference and Local Government Week to facilitate networking opportunities
- Workshops, seminars and site visits
- Internal communications and media releases
- Liaison with Educational Officers within Local Government

7. Roles of Local Government in Waste Education

Local Government has an important role in waste education. Effective waste education is vital, as without the active support and participation of the community new programs will be difficult to establish and implement. In order to best suit the needs of their local communities, Local Government has developed various waste management systems, necessitating the development of a range of educational materials. Equally in its role of educator, Local Government has developed a variety of methods by which to deliver information to its target audience.

The role of Local Government in waste education has primarily been seen as the 'behavioural change' role which helps to:

- Inform the community about waste and recycling services available;
- Inform the community on appropriate types of waste that can/cannot be recycled;
- Show the community that Local Government is leading by example with an active role in recycling and waste education programs;
- Keep the local community informed on waste management issues; and
- Through active community participation and support, achieve waste diversion from landfill.

8. Roles of State and Federal Government in Waste Education

Local Governments' expertise is in tailoring its services and messages to the needs of local communities. However, for State and Federal Government a more strategic role is required. This entails messages relating to the 'Why' of a particular action relating to waste management. For



MUNICIPAL WASTE ADVISORY COUNCIL

	<p>example: why you should recycle and the environmental benefits associated with waste avoidance. This type of waste education is attitudinal, rather than behavioural.</p> <p>The roles of State and Federal Government should endeavour to provide Local Governments and their local communities with the appropriate information to:</p> <ul style="list-style-type: none"> • Evaluate behaviour changes with regard to waste avoidance and recycling; • Improve their perception of the overall environmental benefits associated with waste avoidance and recycling; • Show leadership in waste avoidance; • Show the community that State Government is leading by example with an active role in waste education programs; • Provide assistance with funding for recycling and waste education programs; • Create waste education and recycling programs that can be utilised co-operatively between Local and State Governments; and • Promote community awareness of the environmental impacts of waste and help provide ways for the community, with appropriate strategies to minimise their waste impacts.
Date of Adoption:	DRAFT COPY ONLY
Associated Policies and Documents:	WA Department of Local Government and Regional Development, WA Local Government Association and Local Government Managers Australia (2004) <i>Partnership Agreement on Communication and Consultation</i> Policy Statement on Extended Producer Responsibility (June 2008)
Definitions:	<p>Consultation: the act or procedure of consulting, a conference for discussion or the seeking of advice. A discussion aimed at ascertaining opinions or reaching an agreement.</p> <p>Communication: The exchange of information ideas or feelings between people by means of speaking or writing.</p> <p>Waste Education: Conveying information and awareness on waste issues and building an understanding of technical matters regarding waste types, contamination and processing technologies.</p> <p>Attitudinal: Relating to or involving personal attitudes towards specific issues or things in general.</p> <p>Behavioural: The way in which a person, organism, or group responds to a specific set of conditions.</p> <p>Stakeholder: A person or group with a direct interest, involvement, or investment in something.</p> <p>Principles: A principle is the underlying part (or spirit) of the basis for an evolutionary normative or formative development, which is the object of subjective experience and/or interpretation Consultation and Communication.</p> <p>Reference: HarperCollins Publishers Australia Pty Ltd (2003) <i>Collins Australian Dictionary 5th Edition</i>.</p>
	End of Policy Statement



MUNICIPAL WASTE ADVISORY COUNCIL



WALGA PRESIDENT'S REPORT

September/October 2008

State Election

The much anticipated State election has been one of the closest and most memorable in recent history.

It was surprisingly close, in that whilst every opinion poll and political commentator in the land predicted a swing to the Conservatives, nobody anticipated that a week after polling day we would still be waiting on the Electoral Commission to declare the result.

Sadly, it was memorable for the appalling election advertising, the smear campaigns and the character flaws of our MPs, rather than for a focus on the issues that matter to people's lives.

Perhaps most surprising of all was the emergence of regional communities as the critical focus of attention when the electoral redistribution had appeared to remove any representational advantage for rural WA.

WALGA's focus now is to establish a new working relationship with the new government and Minister and to ensure government support for the sector in accordance with the commitments given by the parties to our State Election Platform.

Local Government Convention

The feedback on this year's Convention has been extremely positive, particularly in relation to the new venue. The Convention centre proved itself to be convenient, functional and comfortable for delegates and presenters alike.

The new electronic keypad voting system for the AGM made for very clear decision outcomes and saved time on the previous labour intensive counting process.

This year's speakers were both popular and occasionally controversial, providing a good mix of challenge and reinforcement in their presentations.

One continuing concern is the low level of metropolitan delegates participating in the convention, and this will be a point of focus for next year's organising committee.

Planning is already underway for next year's Convention as we attempt to improve on 2008 and offer a program of relevance to the wide range of delegate interests that exist.

Constitutional Recognition

The ALGA Experts Forum was held in Canberra on 21 and 22 August. It sought to build on the outcomes of the special sessions run in all States and Territories to establish local perspectives on Constitutional recognition.

The WA special session was run as part of the 2008 LGW Convention and established a WA position based on seeking both Financial and Institutional recognition in the Constitution.

WA delegates to the Experts Forum included:

- WALGA President Cr Bill Mitchell (Murchison)
- WALGA Deputy President Cr Troy Pickard (Joondalup)
- Governance Policy Team Leader Cr Paul Kelly (Claremont)
- State Councillor, Shire President Cr Kevin Forbes (Plantagenet)
- Shire President Cr Wes Hartley (Busselton)
- Cr Jon Strachan (Fremantle)
- Cr Anita Jarvis (Gingin)
- WALGA DCEO Wayne Scheggia

The Forum was addressed by a range of Constitutional Experts and the task of the delegates was to identify the “For and Against” arguments for a range of propositions around the type of recognition that Local Government might wish to seek.

This task proved more difficult than might be anticipated, as a number of delegates attempted to argue in support of a particular preference, rather than explore the arguments for each option.

However, in the end Forum focussed on its task and ALGA is now compiling the business papers for the Melbourne Convention based on the identified arguments.

My thanks is extended to those Councils that supported their delegates to participate in the Experts Forum and I encourage all Councils to remain engaged in the debate.

State Budget Submission

Our Economist, Ian Duncan, is compiling the 2009/10 State Budget Submission, which will be presented to the State Government in November in accordance with the State-Local Government Partnership Agreement.

Despite a request to Local Governments for input in LG News on August 11, only one response was received, so the Draft Submission has been developed based on the continuing funding priorities of the sector identified in last year’s submission, adjusted for the State Election Platform and any recent State Council decisions.

A copy of the Draft Submission has been sent to all Local Governments for review.

SSS Special Forum

The WALGA AGM resolved to hold a Special Forum to facilitate final debate on the SSS report, and this was conducted on September 15th at the City of Stirling.

The Forum was attended by nearly 300 delegates from across the state who considered 24 different questions relating to the content of the draft final report.

The Forum endorsed the report, making some specific comments on the text which the State Council included in its adoption and endorsement of the report.

The real work now begins as we develop resources to assist Local Governments in developing new approaches to their service delivery challenges.

Training

All necessary paperwork has now been submitted as part of our application to achieve Registered Training Organisation (RTO) status. This will now be assessed and hopefully result in a successful outcome, enabling WALGA developed course material to be accredited.

Schools Career Promotions Week - September 22-26

17 local Governments have taken up the challenge of promoting Local Government careers to their schools. WALGA has provided the Councils with materials to support their presentations including copies of the Get on Board packs and brochures and a slide presentation.

Local Government Advertising Service

WALGA has recently succeeded in establishing its long standing Group Advertising Services as an independent arrangement for Local Government that will operate separate to the State Government Common Use Agreement for Advertising Services. WALGA has independently tested the stand alone collective advertising spend of Local Government, and has been able to secure media rates that are commensurate to the State Government by way of a new independent Contract. The new Contract has been structured to accommodate the needs and requirements of individual Local Governments.

WALGA's new Advertising Contract has been signed with our existing Preferred Supplier for Creative Advertising, Marketforce exPress. As part of the new contractual arrangements, I am pleased to confirm that independent media contracts have been finalised between WALGA and The West Australian Newspaper, all Community and Regional Newspapers and The Sunday Times. The transition to the new arrangement was undertaken on 1 September and has by all reports been a seamless process. If you have any questions or require additional information in relation to the new arrangement, please contact Nick Wood, Executive Manager Corporate Business Solutions, on 9213 2020.

New Energy Contract

For the past year WALGA has been undertaking an extensive project to meet the future energy procurement needs of the Local Government sector. This process has

entailed research and price cycle analysis, policy development and advocacy, technical consultancy, data collection and processing, tender and contract negotiations. Across Local Government in Western Australia there is an approximate spend of \$15 million on the contestable load, and I am pleased to announce that WALGA has established Local Government contracts with Synergy, Perth Energy, Landfill Gas & Power and CO Zero that will deliver savings to the Local Government sector estimated at nearly **\$2.0 million**. Information packs have been sent out to participating Local Governments which includes an analysis of their current contestable energy spend and recommendations in relation to the best options for individual Members.

New Travel Service

WALGA has awarded Preferred Supplier Status for Travel Services to CTM (Corporate Travel Management) which will deliver significant cost savings for Local Governments. CTM provides an online Self Booking Tool that directly interfaces with the airlines, accommodation and car rental providers to obtain a combination of retail specials, government rates and corporate rates thereby ensuring the best rates in the market are available. For Members that do not wish to use the online system, a travel consultant can still be contacted in the traditional manner. Local Governments can access the generic WALGA booking site and make bookings with this facility at no implementation cost. Alternatively, Members can customise and brand their own website on a fee-for-service basis.

Strategic Procurement

WALGA's Tender Bureau Service has been extremely active assisting Members with their specific procurement requirements. Given that many Local Governments are facing challenges attracting and retaining quality staff, the ability to access procurement professionals that understand Local Government procurement processes on a competitive fee-for-service basis has been beneficial to many Members. The Tender Bureau Service provides a wide range of specialised services that are tailored to the needs and requirements of Members. These services include document and specification preparation, tendering, procurement training and workshops, provision of "locum" procurement professionals, contract management, project management, probity auditing and system reviews.

As each procurement process undertaken by a Local Government exposes it to a variety of risks, ranging from increased costs through to litigation, the capacity to access a professional procurement service significantly aids in mitigating against these procurement risks, at the same time as providing high quality services and exceptional value for money.

Business Development

A new Products and Services Directory has been prepared for WALGA Members outlining a comprehensive range of Business Services and Preferred Supplier Contracts. The new resource will incorporate supplier details for the recently launched Energy Contract, and the upcoming new Plant and Equipment Contract. WALGA will enhance its suite of Preferred Supplier arrangements in the coming months with tenders for Print Management, as well as technology and facilities supply contracts. Research into the structure and contract methodology applied to Local Government use of consultancies is currently being undertaken, with the intention of developing a sourcing and contracting facility to meet the broad consulting needs of the sector.

President's Contacts

During the August – September 2008 period, contacts that have occurred or are scheduled to take place prior to the October 2008 State Council meeting are as follows:

State Government Relations

Meetings with:

- State Advisory & Main Roads/WALGA Liaison Committee

Local Government Relations

Meetings with:

- Mayor Simon Withers, Mr Jason Buckley, CEO, Town of Cambridge
- Cr Denyse Needham Shire President, Ms Joanne Abbiss, CEO, Shire of Serpentine Jarrahdale
- ALGA Board Meeting, Canberra
- ALGA Constitutional Recognition Forum, Canberra
- NEWROC/WE-ROC Councils Forum, Bencubbin
- LGIS Board
- Mr Greg Copley, Director, Future Directions International
- Mr Roger Barson, State Manager, Dept for Families, Housing, Community Services and Indigenous Affairs FaHCSIA
- SSS Statewide Forum
- Visit to Shire of Esperance, CEO Mr Mal Osborne, Shire President Ian Mickel
- Visit to Shire of Ravensthorpe, CEO Mr Paul Richards, Deputy Shire President Don Lansdown
- Visit to Shire of Dundas, CEO Mr Richard Brookes, Shire President Paul Ryan
- Gascoyne Regional Road Group Meeting

Conferences / Workshops / Public Relations

- Towards Zero: Getting there together 2008 – 2020
- LandCorp Breakfast
- LGAQ Conference, Cairns
- Mr Kenji Ikeda, Director, CLAIR, Mr Ken McBride, Research Coordinator, Council of Local Authorities for International Relations (CLAIR)
- LGIS Planning Day
- Shire of Mundaring President's Dinner

Zone

- Northern Country Zone
- Great Southern Country Zone
- Gascoyne Country Zone