

WEEKLY CIRCULAR

Number 11/02 Friday, 15 March 2002

LOCAL GOVERNMENT AND SHIRES ASSOCIATIONS OF NSW

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This circular is on the web at www.lgsa.org.au/wc/wcintro.htm

ISSUED TO THE MAYOR AND THE GENERAL MANAGER

Please distribute this circular to councillors and staff.

Cr Peter Woods OAM, President
Local Government Association

Brenton "Alby" Taylor, Executive Director
Local Government and Shires Associations

Cr Mike Montgomery, President
Shires Association

SENIORS' WEEK

17 – 24 MARCH

Latest Media Releases

- Local Government fights to get nurses back to the bush – 14 March
- Local Government supports library improvements – 12 March
- Local Government Tour addresses Northern NSW concerns – 12 March
- Local Government seeks additional funds to meet growing demands – 8 March

Media monitoring and all releases are available on the LGSA Web site:

www.lgsa.org.au

The Weekly Circular is published each Friday by the Local Government and Shires Associations of NSW

It is distributed to 172 councils in NSW.

This circular contains 13 items.

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Contact: Warren Taylor, LGSA.

COMMERCIAL SUPPLY SERVICES

Item 2: BULK PURCHASING OF CENSUS DATA

Contact: Bijai Kumar, LGFS.

The time for finalising the ordering of CDATA from ABS has been extended to 31 March 2002.

COMMUNITY PLANNING AND SERVICES

Item 3: LOCAL GOVERNMENT CRIME PREVENTION SEMINAR

The NSW Local Government Community Services Association, Manager's Division, has designed a seminar specifically for managers and practitioners of crime prevention in Local Government, entitled "Identity Crisis: Local Government Crime Prevention and Community Safety", 29 May 2002.

Contact: Noel Baum, LGSA or refer to item.

Item 4: DRUG ACTION NEWSLETTER

Copies of the summer edition of the Drug Action newsletter will be made available to councils.

Contact: Noel Baum, LGSA.

Item 5: STATE AND FEDERAL CULTURAL FUNDING GUIDELINES AVAILABLE

Information on Cultural Funding for Local Government is available from various Commonwealth and State agencies.

Contact: Michelle Hall-O'Connor, LGSA.

INDUSTRIAL RELATIONS AND EMPLOYMENT

Item 6: SALARY SACRIFICE

Councils will be aware that the provision of Clause 8, Salary Sacrifice of the Local Government (State) Award 2001 will take effect from the first pay period to commence on or after 1 April 2002.

Contact: Cal Towner, LGSA.

LEARNING AND PROFESSIONAL DEVELOPMENT

Item 7: RECOGNITION OF PRIOR LEARNING INFORMATION SESSION – TUESDAY 23 APRIL

A free Recognition of Prior Learning (RPL) information session for the Certificate 1V in Local Government (Governance and Administration) for Law Enforcement Officers will be held on Tuesday 23 April.

Contact: LGSA Learning – Comprehensive information sheet available.

Item 8: COUNCILLOR PROFESSIONAL DEVELOPMENT PROGRAM

The Effective and Fair Meeting Procedures, the half day Effective Chair in Local Government, the new Managing Change for Councillors, Getting Win/Win Outcomes and Councillor Weekends, are all featured in this item.

Contact: LGSA Learning – Comprehensive information sheets available.

Item 9: UPCOMING TRAINING COURSES

LGSA Learning's popular courses continue in March and April with Selection Skills for Local Government, Springboard 2002, Lifestyle Management, Consultative Committee Training and the new Events Management course.

Contact: LGSA Learning – comprehensive information sheets available.

Item 10: TRAINING INNOVATION CONFERENCE

The NSW Public Sector Industry Training Advisory Board (PSITAB) will be holding a Training Innovation Conference on 1 May 2002 at the Masonic Centre.

Contact: see item.

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| PLANNING AND ENVIRONMENT |
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Item 11: RAPI NSW LOCAL GOVERNMENT PLANNERS SEMINAR

The Royal Australian Planning Institute (RAPI) NSW Division will be holding a Local Government Planners Seminar on Friday 22 March 2002 at Willoughby City Council.

Contact: See item.

Item 12: STATE GOVERNMENT JOINT PARLIAMENTARY INQUIRY INTO BUILDING STANDARDS AND CERTIFICATION

The State Government has set up a Joint Parliamentary Inquiry to look into building standards across NSW.

Contact: See item.

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| COMING EVENTS |
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Item 13: IPAA SUSTAINABLE PARTNERSHIPS FORUM – 21 MARCH

The Institute of Public Administration Australia (IPAA) will host a forum on sustainable government business partnerships.

Contact: See item.

BUSHFIRE AND EMERGENCY SERVICES

ITEM 1: COMPENSATION FOR LOST INCOME FOR VOLUNTEER FIREFIGHTERS
Contact: Warren Taylor, LGSA.

Details have now been released on how volunteer firefighters may receive compensation for lost income over the time of the recent bushfires.

On 8 February 2002 the Deputy Prime Minister announced that the Federal Government will provide volunteer firefighters with compensation for loss of employment income while fighting fires that raged throughout NSW over the period 24 December 2001 to 16 January 2002.

Centrelink has now arranged the process for compensation payments.

Eligible firefighters will receive a flat \$160 per day for each day within the declared period. They may also claim a maximum of 2 days compensation if they lost income while travelling to and from the fires (ie one day each way). This travel payment may be payable if it occurred outside the declared period.

To be eligible for a payment, volunteer firefighters must have:

- been a member of a recognised firefighting organisation at the time
- suffered loss of income from employment while fighting the fires
- fought the NSW fires during the declared period.

Volunteers may enquire for further details:

- by phoning 1800 053 113
- by enquiring at a local Centrelink office
- by searching on www.centrelink.gov.au in the "What's New" section.

Volunteers will complete a Declaration that s/he meets the criteria and provide a Statement from their firefighting Service to support the claim. The Statement should be completed and signed by the Fire Control Officer and include the official seal or stamp of the firefighting Service. The Declaration and Statement forms are included with the Claim Form.

Completed Claim Forms, together with Statements by the firefighter's Service should be returned as soon as possible, and prior to the cut-off date of 8 May 2002.

The return address is:

The Volunteer Firefighters Assistance Team
Centrelink
Locked Bag 6
Haymarket NSW 1239

It is absolutely essential that all volunteers eligible for such assistance be notified immediately to ensure that advantage is taken of the Commonwealth's provisions and that every volunteer firefighter eligible for such payment is informed.

The RFS released details to all councils in Circular 7/2002 on 11 March 2002.

R90/1033

COMMERCIAL SUPPLY SERVICES

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| Item 2: BULK PURCHASING OF CENSUS DATA Contact: Bijai Kumar, LGFS. |
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The time for finalising the ordering of CDATE from ABS has been extended to 31 March 2002.

Councils were recently advised of the significant savings from bulk purchase of CDATE 2001, which is being coordinated by the Associations. The bulk order can consist of a mixture of the full GIS package or Quickbuild, and will attract a maximum discount of 30 percent for 50 plus copies ordered. ABS has further advised that if the order is placed and paid for by June 2002, each council ordering CDATE will receive a FREE copy of Census Basics which is valued at \$4,800.

The Associations thank those councils which have already advised of their intention to join the buying consortium. Other councils considering buying either version of the census data should notify the Associations as soon as possible but no later than 31 March. Once the actual numbers are known we will provide a price and seek formal purchase orders councils. (Some councils have already provided order forms).

For technical details please contact Danielle Bouvier at the ABS on 9268 4636 or Bijai Kumar on 9242 4051, bkumar@lgsa.org.au.

R84/0116

COMMUNITY PLANNING AND SERVICES

Item 3: LOCAL GOVERNMENT CRIME PREVENTION SEMINAR
Contact: Noel Baum, LGSA or refer below.

The NSW Local Government Community Services Association, Manager's Division, has designed a seminar specifically for managers and practitioners of crime prevention in Local Government, entitled "Identity Crisis: Local Government Crime Prevention and Community Safety", 29 May 2002.

The seminar will interest councillors, general managers and anyone concerned with making communities safe to enjoy.

This seminar will provide opportunities for delegates to obtain current, practical information on the issues that crime prevention and community safety are presenting in their workplaces and how these are being addressed in different areas across NSW.

Presenters include:

- Cr Kayee Griffin – Mayor of Canterbury City Council
- Rod Oxley – National President LGMA and General Manager, Wollongong City Council
- Patrick Shepherdson – Senior Projects Officer, Attorney General's Dept
- Tony Jenkins – Senior Programs Officer, Community Safety & Crime Prevention, NSW Police Dept
- Cath Sefton – Senior Evaluation Research Officer, NSW SafeComm and University of Sydney
- Bronwyn Richards – Safe Community Action team Officer, Wollongong City Council
- David Ackroyd – Manager, Strategic Planning Unit, Sutherland Shire Council
- Joanne Karcz – Program Coordinator, NSW SafeComm
- David Dwyer, Director Community Services, Dubbo City Council
- Sgt John Klepczarek – Safer by Design Project team, NSW Police
- Martin Millgate – Safer City Coordinator, Shellharbour City Council

The design of the program aims to provide a range of views on each topic with opportunity for facilitated discussion at the conclusion of each session.

Venue: Burwood Council Committee Rooms, 1st Floor, 2 Condor St, Burwood

For further information about registrations contact the LGCSA Office on 9911 9803, or lgcsa@lgcsa.org.au or visit the LGSA Web site at www.lgcsa.org.au.

For information about the Seminar Program contact Craig Milburn, Manager Community & Cultural Development at Hastings Council on 6581 8634 or craigm@hastings.nsw.gov.au

R90/0125

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COMMUNITY PLANNING AND SERVICES

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| Item 4: DRUG ACTION NEWSLETTER Contact: Noel Baum, LGSA. |
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Copies of the summer edition of the Drug Action newsletter will be made available to councils.

The Summer 2002 edition of *Drug Action NSW Community Drug Strategies Newsletter* will be in the next bulk mail for councils.

The Community Drugs Strategy Unit of the Premier's Department produces the quarterly newsletter.

For further information, contact Noel Baum, Senior Policy Officer, LGSA Community Planning and Services on 9242 4000 or nbaum@lgsa.org.au.

R90/1075

COMMUNITY PLANNING AND SERVICES

Item 5: STATE AND FEDERAL CULTURAL FUNDING GUIDELINES AVAILABLE
Contact: Michelle Hall-O'Connor, LGSA.

Information on Cultural Funding for local government is available from various Commonwealth and State agencies.

The **NSW Government** provides financial assistance for local government, arts and cultural organisations through the Cultural Grants Program, administered by the Ministry for the Arts.

The Cultural Grants Program is divided into the following art form programs or funds:

Capital Infrastructure Program
Community Cultural Development Program
Dance Program
Indigenous Arts Fund
International Program
Literature and History Program
Museums Program
Music (including Contemporary Music) Program
Performing Arts Touring Program
Theatre Program
Visual Arts and Crafts Program
Western Sydney Local Government Arts Incentive Fund
Fifth City of the Arts Program

NSW Ministry Grant Deadlines are available on the NSW Ministry Website www.arts.nsw.gov.au. Applicants for the 2002-2003 program are requested to read the general information on the grant page before submitting an application form. Applicants should also refer to the Ministry's policies and principles.

The **Federal Government** provides financial assistance for local government, arts and cultural organisations through the Grants Program, administered by the Australia Council for the Arts.

The Grants Program is divided into the following art form programs or funds:

Aboriginal and Torres Strait Islander Arts
Audience and Market Development
Community Cultural Development
Dance
Major Performing Arts
Music
New Media Arts
Theatre Visual Arts

Australia Council Grant Deadlines are now available from the Australia Council web site www.ozco.gov.au.

NSW Heritage Office

In 2002-2004 priority will be given to projects that:

- Link heritage with cultural tourism or with the revitalisation, enhancement, interpretation and/ or promotion of whole precincts, towns, villages or areas
- Assist Aboriginal or ethnic communities to identify, assess and manage places, objects and collections they value
- Conserve and present non-residential heritage items in rural and regional areas

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- Undertake comparative and thematic studies of categories of movable items based on significance assessment.

The NSW Heritage Incentives Program supports the community's identification, assessment, management and interpretation of NSW heritage.

Funding is available for:

Site Works and Presentation Projects

Heritage Study and Promotion Projects

Aboriginal Heritage Projects

Conservation Management Plans

Emergency Small Grants

Local Government Heritage Management

Heritage Organisations

Local History and Archive Projects

Closing date is 22 March 2002.

For more information go to www.heritage.nsw.gov.au or call 9635 6155.

R90/0413-08

INDUSTRIAL RELATIONS AND EMPLOYMENT

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| Item 6: SALARY SACRIFICE Contact: Cal Towner, LGSA. |
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Councils will be aware that the provision of Clause 8, Salary Sacrifice of the Local Government (State) Award 2001 will take effect from the first pay period to commence on or after 1 April 2002.

To assist councils and their employees, Super Plus Financial Services in conjunction with the LGSA and the unions have developed a booklet explaining salary sacrifice options in respect of motor vehicles under council leaseback arrangements, child care and superannuation.

LGSA will forward a copy of the book to councils in next week's Bulk Mail.

Contact Cal Towner on 9242 400 or ire@lgsa.org.au.

I00/00030

LEARNING AND PROFESSIONAL DEVELOPMENT

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| <p>Item 7: RECOGNITION OF PRIOR LEARNING INFORMATION SESSION – TUESDAY 23 APRIL Contact: LGSA Learning – Comprehensive information sheet available.</p> |
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A free Recognition of Prior Learning (RPL) information session for the Certificate 1V in Local Government (Governance and Administration) for Law Enforcement Officers will be held on Tuesday 23 April from 9 am to 12 noon at LGSA, Level 5, 215 Clarence Street Sydney.

Participants will learn about the benefits of RPL, how to compare their prior learning experiences with the modules of the course and how to organise an RPL application.

For bookings or more information, contact Kate Whitton at LGSA Learning on 9242 4183.

Visit our web site at www.lgsa.org.au/training

I02/0012

LEARNING AND PROFESSIONAL DEVELOPMENT

Item 8: COUNCILLOR PROFESSIONAL DEVELOPMENT PROGRAM

Contact: LGSA Learning – Comprehensive information sheets available.

Effective and Fair Meeting Procedures, a half day Effective Chair in Local Government, new Managing Change for Councillors, Getting Win/Win Outcomes and Councillor Weekends, are all featured below.

Effective and Fair Meeting Procedures

This is one of the most popular workshops for elected members and councillors should consider attending it to hone their meeting skills at least once during their term of office.

Date: 8 April

Location: West Wyalong

Cost: \$297 inclusive of GST.

Effective Chair in Local Government (half day)

This is the first time this half day councillor program has been presented in the West Wyalong area. The workshop provides councillors with techniques to be skilled, confident and effective chairs.

Date: 9 April

Location: West Wyalong

Cost: \$209 inclusive of GST.

Managing Change for Councillors (NEW)

This is a new program developed specifically for councillors and senior managers who are the initiators and managers of change in a continuously changing global environment. It will assist you to understand change and its affect on you, why change is increasing, your role as an initiator and manager of change, causes of resistance to the changes you are initiating and strategies to handle them.

Date: 10 April

Location: LGSA Sydney

Cost: \$297 inclusive of GST.

Councillor Weekends (NEW)

Many councillors have expressed interest in attending shortened professional development modules over a weekend or Friday/ Saturday period. Therefore we have scheduled three Councillor Weekends in 2002. The programs will include, among others, elements of managing time and stress, handling difficult people, executive leadership, presentation skills and how to connect with the community.

Even though you may have attended other CPDP programs in past years, the Councillor Weekends will be a great refresher, and also an opportunity to network and update on contemporary issues in Local Government.

Date: 17-18 May

Location: Broken Hill

Cost: \$693 inclusive of GST (includes comprehensive training manuals, e-learning tools, refreshments during the workshops, and dinner on 17 May).

Getting Win/ Win Outcomes

On completion of the workshop, participants will be able to resolve conflicts or differing perspectives that occur in council meetings, with senior management, other staff or the general community in an assertive, empathic and problem-solving manner, using a win-win approach.

Date: 25 March (hurry, places still available) Location: Parramatta

Date: 17 April Location: Port Macquarie

Cost: \$297 inclusive of GST.

For bookings or more information, contact Emma Parsons or Kate Whitton at LGSA Learning on 9242 4181/3 or eparsons@lgsa.org.au.

Visit our web site at www.lgsa.org.au/training.

R95/0084-03

LEARNING AND PROFESSIONAL DEVELOPMENT

Item 9: UPCOMING TRAINING COURSES

Contact: LGSA Learning – comprehensive information sheets available.

LGSA Learning's popular courses continue with Selection Skills for Local Government, Springboard 2002, Lifestyle Management, Consultative Committee Training and Events Management course.**Selection Skills for Local Government**

This program will assist you with developing job descriptions, advertisements; an understanding of merit based selection and EEO, how to communicate and appropriate questioning techniques, and post interview procedures.

Date: 27-28 March

Location: LGSA Sydney

Cost: \$495 inclusive of GST.

Springboard 2002

Springboard is a personal development program for women in non-management positions and includes three workshops for the participant, a workshop for the mentors, guest speakers, networking and a mentoring strategy.

Dates: 12 April, 31 May and 12 June for the participants and 11 April for training the mentors.

Location: LGSA Sydney

Cost: \$682 inclusive of GST.

Lifestyle Management

Many people do not notice the warning signs of accumulated stress until the problem manifests itself in physical symptoms. This workshop aims to help participants identify and manage stressors early to minimise future health problems and interpersonal conflicts.

Date: 11 April

Location: LGSA Sydney

Cost: \$264 inclusive of GST.

Events Management (New)

In Local Government event management can assume a number of guises, from a relatively simple naturalisation ceremony to a more complex New Years Eve fireworks spectacular. This new program has been developed to provide people working in Local Government with a simple “how to” approach to effective event planning, management and coordination.

Date: 16 April

Location: Wagga Wagga

Cost: \$275 inclusive of GST.

Consultative Committee Training for New Members

This two day program introduces participants to their roles, provides an understanding of the Award, and skills participants to be effective meeting attendees and representatives of their particular areas.

Date: 29-30 April

Location: Ballina

Cost: \$462 inclusive of GST.

For bookings or more information, contact Emma Parsons or Kate Whitton at LGSA Learning on 9242 4181/3 or eparsons@lgsa.org.au. Managers should note that any of these programs can be provided “in house” with significant benefits and savings. Contact Darryl Rubiolo on 02 9242 4182 or drubiolo@lgsa.org.au. Visit our web site at www.lgsa.org.au/training.
198/0012

LEARNING AND PROFESSIONAL DEVELOPMENT

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| Item 10: TRAINING INNOVATION CONFERENCE Contact: see below. |
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The NSW Public Sector Industry Training Advisory Board (PSITAB) will be holding a Training Innovation Conference on 1 May 2002 at the Masonic Centre.

The theme this year will be innovation relating to assessment of competence (eg workplace assessment, recognition of current competence) as well as on other aspects of learning relevant to the public sector.

The conference will include a range of speakers in the morning, a series of practical workshops/ case studies in the afternoon and a trade exhibition.

For more information about the conference please contact Rod Vinten, Executive Officer, NSW Public Sector ITAB on 9440 7630 or RVinten@msn.com.au. He will send out further information and a registration form.

I95/0046

PLANNING AND ENVIRONMENT

Item 11: RAPI NSW LOCAL GOVERNMENT PLANNERS SEMINAR
Contact: See below.

The Royal Australian Planning Institute (RAPI) NSW Division will be holding a Local Government Planners Seminar on Friday 22 March 2002 at Willoughby City Council.

The purpose will be to discuss the future of Local Government Planning and that of the planning profession in this industry.

RAPI is concerned at their performance in representing Local Government planners and at the difficulty in getting planners to not only be involved in the Institute and its affairs, but also at the lack of planners from Local Government who are members of the Institute.

RAPI hopes that this day will provide a real impetus to get things moving in Local Government planning. There will be a morning session of speakers followed by break out groups in the afternoon, culminating in a final panel session.

RAPI invite planners in management from across the state to attend. If you have enquiries contact Steve Leathley at Cessnock Council on 4993 4181 or Steve Murray at Eurobodalla Shire Council on 4474 1304.

R90/1257

PLANNING AND ENVIRONMENT

Item 12: STATE GOVERNMENT JOINT PARLIAMENTARY INQUIRY INTO BUILDING STANDARDS AND CERTIFICATION
Contact: See below.

The State Government has set up a Joint Parliamentary Inquiry to look into building standards across NSW.

The Minister for Planning, Dr Andrew Refshauge, announced the setting up of a Joint Parliamentary Inquiry to look into building standards across NSW, to be held on 12 March 2002.

This Inquiry has been established following recent reports that identify serious flaws in a number of major buildings. The Joint Parliamentary Select Committee will look at the role that building certifiers should or should not be playing in ensuring the quality of workmanship in buildings across the State, will examine what checks and balances exist to ensure consumers are protected and will carry out an examination of the builders' licensing scheme.

The committee will consist of nine members:

- Five from the government – four from the Legislative Assembly and one from the Legislative Council
- Three non government members – two from the Legislative Assembly and one from the Legislative Council
- A cross bench member of the Legislative Council

The terms of reference of the committee are as follows:

1. The Committee inquire generally into the quality of buildings in NSW to determine whether enough checks and balances exist to ensure consumers are guaranteed that their new homes are safe, properly certified and built to satisfactory standards.
2. The committee inquire into and report on the certification process created under the Environmental Planning and Assessment Act 1979 and in operation since July 1998, including, but not limited to:
 - (a) What changes, if any, need to be made to tighten the certification process
 - (b) What sort of qualifications, experience and conduct is expected of the people who certify buildings and how should their certification be monitored.
 - (c) Is there enough regulatory power in the certification system to deal with buildings that do not comply with the approval or codes and standards.
3. The Committee inquire into and report on the builders' licensing scheme, as established under the Home Building Act 1989, including but not limited to:
 - (a) The qualifications, experience and conduct required for the licensing of the people who build our residential buildings;
 - (b) The adequacy of the checks and balances in the builders' licensing scheme; and
 - (c) The role of the Department of Fair Trading and the Consumer, Trader and Tenancy Tribunal in dispute resolution under the Act.

The Minister has advised that the committee will be reporting back with its recommendations by 19 July 2002.

R91/0181

COMING EVENTS

Item 13: IPAA SUSTAINABLE PARTNERSHIPS FORUM – 21 MARCH
Contact: See below.

The Institute of Public Administration Australia (IPAA) will host a forum on sustainable government business partnerships.

Established in 1935, IPAA NSW is the association for professionals in the public sector.

The forum in a new format includes a discussion facilitated by Greg Masters, Nexus Management Consulting, with Brian Scarsbrick, Chief Executive, Landcare Australia Ltd; David Roman, Divisional Manager, Business Development, National Parks and Wildlife Service; and Dr Tony O'Hara, General Manager, Investment Services, State Forests of NSW.

Topics are:

- driving forces or issues behind partnerships
- outcomes sought
- issues raised
- performance monitoring and reporting
- successes and lessons learnt.

Forum details are:

Date: Friday, 21 March

Time: 5.30-7.30pm

Venue: Dixon Room, State Library of NSW, Macquarie Street, Sydney.

Cost: Free for IPAA members and \$38.50 for non members.

For further information, contact IPAA on 9228 5225, info@nsw.ipaa.org.au or www.nsw.ipaa.org.au.

R96/0035