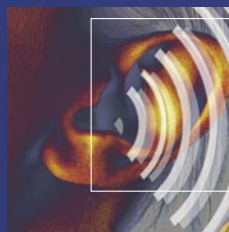
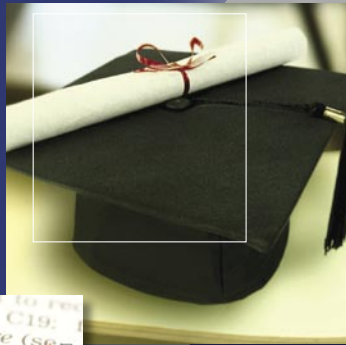




Australian Institute of Environmental Health  
Annual Report 2005



# Annual Report 2004-2005

Australian Institute of Environmental Health

ABN 58 000 031 998

## CONTENTS

Directors of the Australian Institute of Environmental Health.....	2
Management and Staff of the Australian Institute of Environmental Health.....	6
■ Board Governance Advisor	
■ Branch Presidents	
■ Chief Executive Officer and Company Secretary	
■ Executive Committee	
■ Audit Committee	
■ National Finance Officer	
■ Executive Officers	
■ <i>Environmental Health</i> Editor	
Australian Institute of Environmental Health Registered Office .....	9
■ National Office	
■ <i>Environmental Health</i> Journal Office	
■ Branch Offices	
Letter from the National President .....	10
Letter from the CEO.....	11
Constitution and By-laws .....	12
Audit Committee Report .....	13
Financial Statements of the Australian Institute of Environmental Health 2004-2005.....	14
■ Directors' Reports	
■ Financial Reports	
Awards and Membership Advancements.....	29
Branch Presidents' Reports.....	30
■ New South Wales / ACT	
■ Queensland	
■ South Australia	
■ Tasmania	
■ Victoria	
■ Western Australia / Northern Territory	
Initiatives of the Australian Institute of Environmental Health.....	42
■ Food Safety Standard of Practice and AFSA	
■ FoodSafe®	
■ <i>Environmental Health</i> Journal	
■ AIEH Course Accreditation	
■ International Federation of Environmental Health	

# Directors

## Australian Institute of Environmental Health



*National President*

**Graham Pares, MAIEH**

Graham has been a Director on the AIEH Board since October 2002 and President of the NSW Branch for the same period. During that time he has served in positions on the Finance Management Committee and assisted the executive in many of the achievements of the past years.

Presently engaged as the Senior Environmental Health Policy Officer at Penrith City Council, Graham's career has included working in some of the largest metropolitan Council's in NSW. A country boy born and bred, Graham benefited from entering the profession through a traineeship with the local Council and is a keen advocate for the blending of educational and practical experiences.

Having previously spent several years as an environmental health consultant to local government, Graham is aware of the challenges that the shortage of qualified Environmental Health Practitioners presents and is focused on ensuring that the AIEH is capable of providing the leadership necessary to address these challenges.



*Senior Vice President*

**Bruce Morton, MAIEH**

Bruce holds a Master of Health Science, Graduate Diploma in Health Promotion and a Bachelor of Applied Science (Environmental Health).

Currently employed as the Assistant Director, Environmental Health Services, Brisbane Southside Public Health Unit, Bruce has worked in both local and state governments as an Environmental Health Officer and with the Heart Foundation as a Regional Health Manager. He joined the AIEH as a student member in 1990 and has been a full member since 1994. Bruce was elected to the Queensland Branch in 1997 and is currently Vice President. He has been a National Board Director since 2002 and Senior Vice President since October 2003.

Bruce has been National Treasurer of the AIEH and Chairperson of the Finance Management Committee.

Bruce's background includes management, policy development and University and TAFE lecturing.



*Vice President*

**Fleur Cousins, MAIEH**

Fleur has been working in the area of Environmental Health for 9 years within local government and is currently employed by Knox City Council in the role of Co-ordinator Health Services.

Fleur has been actively involved with the Victorian Branch of the AIEH since 1997 and has held the positions of Associate State Councilor, State Councilor, State Conference committee member and secretary of the Food Safety Special Interest Group. Most recently Fleur has been in the role of Branch President since August 2003 and joined the Board of Directors at the same time.

During her time on the Board, Fleur has held the position of Chair of the Finance Management Committee, Convener of the 2004 National Conference held in Melbourne and is currently National Vice President.

Fleur has a real passion for the Environmental Health profession and is committed to enhancing the role of the AIEH to support Environmental Health Practitioners.

# Directors

## Australian Institute of Environmental Health



*Director*

**Michael Livori, FAIEH**

Michael has been in the Environmental Health profession for 22 years.

He holds an Associate Diploma in Health Surveying, a Certificate in Management and Organisational Leadership, a Graduate Certificate of Management, and is currently enrolled in a MBA at Deakin University.

His current position is Chief Executive Officer of the Eastern Health Authority. The Authority is a "Regional Subsidiary" which provides Environmental Health Services to six local government authorities in metropolitan Adelaide.

Michael has represented the AIEH on various groups and committees including ministerial appointments to the Food Reform Taskforce and Public & Environmental Health Council and held the position of Branch President for 5 years.



*Director*

**Joseph Zappavigna, MAIEH**

In 1992 Joseph Zappavigna completed his Bachelor of Science (Environmental Health) at Curtin University in WA and in 1997 completed his Graduate Diploma (Environmental Science) at Murdoch University also in WA. In the same year Joseph was awarded, jointly with a current colleague, the 1992 Harold Salter Award for students showing the highest level of professional potential during the study of environmental health.

Joseph has just completed his tenth year as an Environmental Health Officer at the City of Fremantle in Western Australia. Between 1992 and 1995 Joseph has worked for the City of Perth (three years) and the Town of Victoria Park (four months).

Since 1992 Joseph has been a member of AIEH from a third year Student status and progressing his membership from Associate to Member status with AIEH in 1994.

Since 1998 Joseph has consistently been elected to WA/NT Branch Council. During his time on Branch Council Joseph has been involved in various committees, including legislation review and food safety. Particularly Joseph's interests are in the environmental management field of the Environmental Health profession and he continues to coordinate the WA/NT Branch Environmental Management Special Interest Group.

Since June 2004 Joseph has been elected as a Director on the Board of AIEH and has most recently participated with the CEO and the other Directors in the strategic plan review of AIEH.

Joseph plans to remain with AIEH as a member, a Branch Councilor and a Director for as long as possible.

Joseph urges those Environmental Health Practitioners considering becoming an AIEH member to act now to make their contribution to the worthwhile profession of environmental health.

# Directors

## Australian Institute of Environmental Health



*Director*

**Philip Swain, FAIEH**

Philip initially completed a Bachelor of Applied Science (Environmental Health) Degree at Curtin University of Technology in 1987. He also holds a Graduate Diploma in Public Sector Management from that Institution and is currently studying Environmental Design at the University of Western Australia.

Philip is currently the Director Community Services at the City of Nedlands in Perth. He has worked in various local governments, initially as a trainee for four years, and as an Environmental Health Officer for over 17 years. Philip was first elected as a State Councilor in 1989 and was appointed Vice President in 1991. He has worked on numerous working parties and Committees, on a variety of subjects, for the AIEH since that time. Formerly a Director from 1992 to 1994, Philip rejoined the Board in 2004. Originally joining the membership in 1988 as an Associate Member, Philip was advanced to the status of Fellow in 2004.



*Director*

**Ron Fry, MAIEH**

Ron has been an Environmental Health Officer since 1986 and is employed by the Hobart City Council. He joined the AIEH in 1987 and was elected on the Tasmanian Branch Council in 2003. He holds a Diploma of Applied Science (Environmental Health) awarded by the Institute of TAFE Tasmania in 1996.

Ron has gained experience in the profession working with other councils in the greater Hobart area, the North West coast of Tasmania and for a short period with the Department of Health and Human Services in the area of food safety. In 1995 he joined the Institute of TAFE Tasmania where he taught a number of subjects in the current Advanced Diploma of Environmental Health course for eight years. During this time he was awarded a Bachelor of Adult Vocation and Education from the University of Tasmania. He also delivers food handler training to food business operators for the Hobart City Council.

Ron is Senior Vice President of the Tasmanian Branch of the AIEH.



*Vice President  
(July 1, 2004 to  
February 1, 2005)*

**Cathy Isbester, FAIEH**

Cathy has been a committed and active State Councilor of the South Australian Branch since 1995 and has held the position of Vice President from 1996 to 2004 and most recently was elected to the role of Branch President. She has represented the AIEH and profession on numerous committees including a ministerial appointment to the Public and Environmental Health Council. Her current activities are focused on her role as National Vice President and Chairperson of the Food Management Working Group, responsible for the Food Safety Standard of Practice and AFSA.

Cathy has been employed in the environmental health profession for 13 years gaining broad experience while working individually and in a team setting in the disciplines of environmental health. She has also led several strategic planning projects and been involved in the development of public and environmental health management plans for three Councils. Currently appointed by the City of Mitcham, Cathy is employed as an Environmental Health Officer and recently completed a pilot project to demonstrate the potential for community emergency risk management in a metropolitan setting.

Cathy was awarded Fellow membership of the AIEH in 2001.

# Directors

---

## Australian Institute of Environmental Health



*Vice President  
(July 1, 2004 to  
February 1, 2005)*

**Peter Davey, MAIEH**

Peter is Vice President of the Queensland Branch and currently lectures at Griffith University. He has been engaged with environmental health teaching, consulting and research for some 15 years in university and community settings, and has wide experience with environmental health issues associated with developing nations.

Peter has been engaged particularly with local governments to create healthy, and more sustainable communities by defining health needs and planning solutions.

Peter holds a Masters in Environmental and Community Health (MECH), a Bachelor of Business – Health Administration (B.B Hlth Admin), an Associate Diploma in Health Surveying (Ass Dip Hlth Surv) and is currently enrolled in a PhD at Griffith University.

Peter is a member of the Editorial Committee for Environmental Health, the peer review journal of the Australian Institute of Environmental Health; the Queensland Public Health Forum (QPHF); the National Public Health Partnership's Non-Government Advisory Group (NPHP AG); and the NPHP's Public Health Workforce Project.

Peter has worked as a WHO Consultant in food safety, water and waste management, has developed capacity building programs for Ausaid, and developed teaching programs for the Asian Development Bank in the Asia-Pacific Region, including partnerships with Indonesian Health Agencies. Peter is a registered international food safety trainer.



*Director  
(July 1, 2004 to  
February 1, 2005)*

**John Murrhly, FAIEH**

John has over fifteen years as a practicing Environmental Health Officer including seven years in local government senior management positions. John is currently employed at Stonnington City Council, a Local Government Authority located 5 kms from Melbourne's CBD.

John, a fellow of the AIEH, has been a National Director and Vice President of the Victorian Branch. He is also the Municipal Association of Victoria representative on the Ministerial Food Safety Council and AIEH representative on the Environmental Health Officer Qualifications Review Panel.

John continues to act as an advisor to and represent local government and the AIEH on various national committees and taskforces in areas of public health and environmental health, and writes in the areas of local government management and environmental health planning.

John has been an interim Executive Director of the Australian Institute of Environmental Health.



*Director  
(July 1, 2004 to  
February 1, 2005)*

**Linda Finch, MAIEH**

Linda Finch has worked in local government for eight years, starting as a Laboratory Technician with Launceston City Council and is now employed as an Environmental Health Officer with the West Tamar Council. She has experienced many of the different streams of environmental health work, which comes from working in a smaller and partly rural municipality.

Linda joined the AIEH as a student member in 1999 whilst studying the Advanced Diploma of Health Services (Environmental Health) and was elected to the Tasmanian Branch Council in 2001. A highlight of her position as a Branch Councilor has been working with her fellow councilors in organising and hosting the 30th Annual National Conference in Hobart in 2003.

Linda stepped into the acting Tasmanian Branch President position in June 2004 and was subsequently elected as the Branch President for 2004-2005. Linda also served as a Director on the board during 2004. Linda has been heavily involved with organising and coordinating field days, training sessions and quarterly seminars for Tasmanian members.

Linda is committed to a fitness lifestyle and has numerous state and national titles in the sport of bodybuilding. She is currently working towards a qualification in Fitness and has recently become a volunteer firefighter.

"I'm looking forward to this next year, as there will be some very exciting advancements happening with the AIEH in the near future. I believe our National President and Branch Presidents are committed and passionate about the future of the AIEH."

# Management and Staff

Australian Institute of Environmental Health as at June 2005



*Board Policy and  
Governance Advisor*

**Jim Smith, LFAIEH**

Jim was the Chief Environmental Health Officer, Victorian Department of Health (1989-92) and is active in public health policy development and implementation, particularly food safety and the public health role of local government. He is also a public health management consultant to several local government authorities including the development of strategic local public health plans, stakeholder management and community development. In the industry sector Jim has been consultant on food safety policy to a number of industry peak organisations and provides food safety management services to many individual businesses.

Jim is a Director of the Infocus Management Group Pty Ltd and has been providing public health management services for fifteen years to government, industry and the community sectors. Jim's background includes nursing, environmental health, management, university teaching and research, and business management.

Jim, a life fellow of the AIEH, has been President of the Victorian Branch, a National Board Director (1999-2003) & National Vice President (2000-2003).

*Queensland Branch President*

**Alison Bray, MAIEH**

Alison graduated from Queensland Institute of Technology in 1982 and worked as a Health Inspector with Queensland Health for 2 years. Since then she has worked for Pine Rivers Shire Council in a range of environmental health roles and moved into an environmental health management position in 1995. She is currently the Manager – Community Response. Alison recently completed a six month secondment as Acting Manager of Customer Service & Marketing. She is active in providing representation for the Local Government Association of

Queensland on a number of working parties and actively contribute to the South East Queensland Regional Organisation of Council's Environmental Health Networking Group. Alison also the Vice President of the Queensland Cemetery and Crematoria Association.

On the home front, Alison is married and has two teenage children. Her vision for the AIEH is to enhance the status of our organisation within the broader environmental health community and to work in partnership with the national executive to establish the AIEH as the premier professional body for Environmental Health Practitioners.

*Queensland Branch President*

*(July 2004 to November 2004)*

**Peter Davey, MAIEH**

*South Australian Branch President*

**Cathy Isbester, FAIEH**

*Tasmanian Branch President*

*(July 1, 2004 to May 24, 2005)*

**Linda Finch, MAIEH**

*Tasmanian Branch President (Acting)*

**Mark Dwyer, MAIEH**

Mark commenced his public health career in 1978 as a cadet health inspector with the Hobart City Council. Twenty seven years later he is now the Manager Environmental Health at the same council and continues to find the job exciting, challenging and stimulating. The transformation of local government in Tasmania from a sleeping dinosaur into a vibrant and competitive business over this period has certainly fuelled his enthusiasm to remain an active public health professional at 'the coalface'.

Mark's other professional interests include presiding over the AIEH's Branch activities in Tasmania. Mark believes that there is much to accomplish and achieve for the members and EHOs alike, and it is very gratifying to be working on Branch Council with such a keen, motivated and dedicated group of people that share the same goal. His final career-orientated academic challenge is to study and qualify for the new Bachelor of Environmental

Health that will soon be offered at the University of Tasmania. Mark's ambitions at this stage of his career is to maintain good health, a trim waistline, a sense of humour and the current level of enthusiasm for his career and the AIEH.

*Victorian Branch President*

**Fleur Cousins, MAIEH**

*Western Australian and Northern Territory Branch President*

**Philip Swain, FAIEH**



*Chief Executive  
Officer and  
Company Secretary*

**Waikay Lau,  
MAIEH**

Prior to joining AIEH Waikay was recruited by Dow Jones to manage the circulation marketing of The Asian Wall Street Journal in Asia-Pacific. Based in Hong Kong his role included the development of regional and country-specific marketing programs as well as establishing partnership agreements with multi-national corporations. Waikay advanced quickly to become The Asian Wall Street Journal's Country Manager for Taiwan where he establish and headed the country's business operations. Soon after he was promoted to Regional Circulation Manager overseeing the sales and marketing of the business daily in Greater China; China, Hong Kong and Taiwan. In 1999 Waikay joined WSJ.com (Wall Street Journal Online) as the Marketing & Circulation Director for the Asia-Pacific region, reporting directly to the Dow Jones headquarters in New York. His responsibility included brand building, marketing, promotions, and product sales in over 13 Asia-Pacific countries.

In 2001 Waikay and his family returned to Australia for a quieter life after their first daughter was born. Waikay has a BSc. Environmental Studies from Griffith University and an MBA in International Management and enjoys his volunteer work with WWF, the Heart Foundation and his daughter's kindergarten association.

# Management and Staff

---

Australian Institute of Environmental Health as at June 2005

## Executive Committee

---

*Graham Pares (Chair)*  
*Bruce Morton*  
*Fleur Cousins*  
*Cathy Isbester (July 1, 2004 to February 1, 2005)*  
*Peter Davey (July 1, 2004 to February 1, 2005)*

## Audit Committee *(succeeds Financial Management Committee)*

---

*Michael Livori (Chair)*  
*Fleur Cousins*  
*Joe Zappavigna*

## Financial Management Committee *(July 1, 2004 – April 2, 2005)*

---

*Fleur Cousins (Chair)*  
*Graham Pares*  
*Michael Livori*

## National Finance Officer

---

*Bernadet Ferraro*

## Executive Officers

---

*Margaret Hind, New South Wales*  
*Jo Rolls, Queensland*  
*Danielle Rippins, South Australia*  
*Yvonne McClaren, South Australia (since September 2005)*  
*Bernadet Ferraro, Victoria*  
*Michelle Deards, Western Australia & Northern Territory*

## AIEH Course Accreditation Subcommittee

---

*Jim Smith, Chair*  
*Bruce Morton*  
*Owen Ashby*  
*Waikay Lau*  
*Thomas Tenkate*  
*Peter Davey (July 1, 2004 to February 1, 2005)*

## IFEH World Congress Committee

---

*Peter Davey, Chair*  
*Bruce Morton*  
*Alison Bray*  
*Waikay Lau*

## AIEH 2008 World Congress Regional Asia Pacific Group Committee

---

*IFEH Representative from environmental health associations in Malaysia, New Zealand, Singapore and Indonesia*



# Management and Staff

Australian Institute of Environmental Health as at June 2005

---

## Environmental Health Advisory Board

---

Mr Bruce Morton, Vice President, Australian Institute of Environmental Health  
Mr Jim Smith, Australian Institute of Environmental Health  
Mr Waikay Lau, Chief Executive Officer, Australian Institute of Environmental Health  
Associate Professor Nancy Cromar, Flinders University  
Dr Thomas Tenkate, Queensland University of Technology  
Ms Jan Bowman, Department of Human Services, Victoria  
Professor Valerie A. Brown AO, University of Western Sydney and School of Resources, Environment and Society, Australian National University  
Dr Ron Pickett, Curtin University

## Editorial Team

---

Mr Jim Smith, Editor  
Associate Professor Heather Gardner, Associate Editor  
Ms Jaclyn Huntley, Editorial Assistant

## Editorial Committee

---

Dr Ross Bailie, Menzies School of Health Research  
Dr Dean Bertolatti, Curtin University of Technology  
Mr Hudson H. Birden, Northern Rivers University Department of Rural Health, Faculty of Medicine, University of Sydney  
Dr Helen A. Cameron, Department of Health and Ageing, Canberra  
Mr Peter Davey, Griffith University  
Dr Chris Derry, University of Western Sydney  
Ms Louise Dunn, Swinburne University  
Professor Howard Fallowfield, Flinders University  
Mr Ian Foulkes, The Chartered Institute of Environmental Health, London  
Mr Stuart Heggie, Tropical Public Health Unit, Cairns  
Ms Jane Heyworth, University of Western Australia  
Professor Steve Hrudehy, University of Alberta, Canada  
Professor Michael Jackson, University of Strathclyde, Scotland  
Mr Ross Jackson, Maddocks, Melbourne  
Mr Steve Jeffes, TAFE Tasmania  
Mr George Kupfer, Underwriters Laboratories Inc, Illinois, USA  
Professor Vivian Lin, La Trobe University  
Dr Bruce Macler, U.S. Environment Protection Agency  
Dr Anne Neller, University of the Sunshine Coast  
Professor Peter Newman, Murdoch University  
Dr Eric Noji, National Center for Infectious Diseases, Atlanta, USA  
Dr Dino Pisaniello, Adelaide University  
Dr Scott Ritchie, Tropical Public Health Unit, Cairns  
Professor Rod Simpson, University of the Sunshine Coast  
Mr Jim Smith, Australian Institute of Environmental Health, Victoria  
Dr Peter Stephenson, Batchelor Institute, NT  
Dr Melissa Stoneham, Australian Institute of Environmental Health, WA  
Ms Isobel Stout, Christchurch City Council, New Zealand  
Ms Glenda Verrinder, La Trobe University Bendigo  
Dr James M. Wilson, ISIS Center, Georgetown University Medical Center, Washington, USA  
Dr Amanda E. Young, Center for Disability Research, Massachusetts, USA

# Registered Office

Australian Institute of Environmental Health as at June 2005

## National Office

---

Local Government House  
Level 1, 25 Evelyn Street  
Newstead Brisbane QLD 4006  
Tel: 07 3711 3308  
Fax: 07 3252 9084

Postal Address  
PO Box 2222  
Fortitude Valley BC QLD 4006

Email: [national@aieh.org.au](mailto:national@aieh.org.au)  
Internet site: [www.aieh.org.au](http://www.aieh.org.au)

## Environmental Health Journal Office

---

Environmental Health Journal  
Level 3, 17-27 Cotham Road  
Kew VIC 3101  
Tel: 03 9855 2444  
Fax: 03 9855 2442  
Email: [jim.smith@aieh.org.au](mailto:jim.smith@aieh.org.au)

## Branch Offices

---

### New South Wales / ACT Branch

---

PO Box 2222  
Fortitude Valley BC QLD 4006  
Phone: 07 3000 2299  
Fax: 07 3252 9084  
Email: [nsw@aieh.org.au](mailto:nsw@aieh.org.au)

### Queensland Branch

---

PO Box 2222  
Fortitude Valley BC QLD 4006  
Phone: 07 3000 2299  
Fax: 07 3252 9084  
Email: [aiehqld@lgaq.asn.au](mailto:aiehqld@lgaq.asn.au)

## Branch Offices

---

### South Australian Branch

---

PO Box 168  
Unley SA 5061  
Phone: 08 8373 0676  
Fax: 08 8373 0692

PO Box 2528  
Kent Town SA 5071  
Phone: 08 8331 1051  
Fax: 08 8331 1051  
Email: [sa@aieh.org.au](mailto:sa@aieh.org.au)  
(since September 2005)

### Tasmanian Branch

---

PO Box 172  
Launceston TAS 7250  
Phone: 03 9438 5960  
Fax: 03 9438 5955  
Email: [tas@aieh.org.au](mailto:tas@aieh.org.au)

### Victorian Branch

---

PO Box 378  
Diamond Creek VIC 3089  
Phone: 03 9438 5960  
Fax: 03 9438 5955  
Email: [aiehvict@ozemail.com.au](mailto:aiehvict@ozemail.com.au)

### Western Australian & Northern Territory Branch

---

PO Box 186  
Victoria Park WA 6100  
Phone: 08 9361 3112  
Fax: 08 9361 2198  
Email: [wa@aieh.org.au](mailto:wa@aieh.org.au)

For a current listing of AIEH Directors, management and staff, and current contact details please refer to [www.aieh.org.au](http://www.aieh.org.au)

# Letter from the National President

## Australian Institute of Environmental Health

Dear Members,

Welcome to the Annual report for the period July 2004 – June 2005. As you read through this report it will be evident that the AIEH has performed strongly in respect of responsible fiscal management and delivery of the strategic goals of the organisation. The adoption of the new constitution during the year heralded a change in operational focus for the AIEH, providing a solid platform that can be used to take advantage of the sensible trading of the organisation that will result in an increase in the range and style of member services.

The AIEH has always benefited from the commitment of its members to advancing the profession of environmental health. Whilst the annual report contains the details of events held, it is impossible to summarise the intangible benefits that a professional body brings. Opportunities to network, to share and contribute to improvement in professional practice and to extend the boundaries of environmental health are all available to members. Through involvement on Branch Council, contribution at Special Interest groups or simply supporting Institute training courses and workshops you are participating in a profession that is becoming more in demand as the environmental health issues continue to emerge.

The recent disasters within the world, combined with the continuing emergence of complex diseases associated with the manner in which we live our lives ensures that the need for a thorough appreciation for all that environmental health entails is never more prevalent. Environmental Health Practitioners are increasingly required to revisit the delivery methods of

their work as they wrestle with the multi-faceted nature of their role as facilitator, regulator and educator.

The AIEH has worked hard to match these demands with a range of professional tools tailored for the Environmental Health Officer working to 'best practice'. AFSA and FoodSafe are world-class tools, increasingly becoming utilised by international professional organisations. This recognition supports the AIEH's position that members within this organisation compare favourably within the global professional community. I would like to take this opportunity to thank all the committee members involved with the production and refinement of these tools.

I would like to also thank the Board of Directors that took the AIEH through the introduction of the new Constitution, especially Bruce Morton who lead the organisation through that change as Acting National President.

With the 2008 hosting of the International Federation of Environmental Health World Congress in Brisbane looming, AIEH is gearing up for the introduction of some positive initiatives to recognise professional development and build upon the quality base provided by members. I look forward to hopefully meeting you at one of the many conferences or workshops held throughout the country and thank you for your valuable contribution to the environmental health profession.

Graham Pares MAIEH  
NATIONAL PRESIDENT

# Letter from the CEO

## Australian Institute of Environmental Health

Dear Members,

I am pleased to report that in the 2004-2005 fiscal year, the Australian Institute of Environmental Health (AIEH) has returned a profit for the second consecutive year. As CEO, I am particularly pleased with this result; it could not have been achieved without the time, effort, and dedication of our members and employees.

In our second year of returning to profitability under the current consolidation phase, we have achieved numerous milestones. Revenue from ordinary operation for fiscal 2005 was \$1.2 million, a drop of approximately \$200,000 from fiscal 2004. Notwithstanding, our operating expenditure was reduced to \$1.1 million, representing a \$200,000 decrease from fiscal 2004. This efficiency resulted in an overall net profit of over \$142,000.

I am particularly pleased with our cash flow growth and our solid balance sheet. As AIEH is a not-for-profit organisation that exists for the benefits of our members the profit that we generate is returned to our members. Reinvestment in membership benefits and services are always top of mind. It is anticipated that at the end of fiscal 2006 there will be sufficient cash in reserve to take the organisation into the next phase of growth and redevelopment.

In addition to our financial accomplishment, we invested over \$35,000 in training, software and hardware equipment for our staff to better service the needs of our membership. Our new accounting and customer relationship management software is now housed in a central server, allowing all our Executive Officers the ability to service and assist membership inquires Australia wide. In preparation for the hosting of the 2008 International Federation of Environmental Health (IFEH) World Congress, \$50,000 has been earmarked for this world event. Concurrently, AIEH is in discussions with various stakeholders in the joint development of an Environmental Health Marketing Committee to examine how the profession can be better marketed and promoted.

The AIEH Course Accreditation Program has finalised its undergraduate course accreditation and it is expected that a majority of all universities in Australia with an environmental health related degree course will be accredited. The next phase of the Accreditation

Subcommittee will be examining the course accreditation for postgraduate studies.

Since the revamp of the AIEH website over 12 months ago, it is continually setting new records on number of visits. With the *Environmental Health Journal* now an exclusive online Journal, we have just recently redesigned the Online Journal to provide an even more rewarding user experience.

The foundation work in ultimately launching the Certified Environmental Health Practitioner Program has been extensively researched and a roll out schedule for implementation is currently being finalised.

Looking ahead, we have a continued focus on both the business operation of the organisation and the continual improvement and delivery of membership benefit and services; a symbiotic relationship that energizes the organisation.

The Australian Institute of Environmental Health is the peak environmental health organisation in Australia, but it is not immune to market forces. Competition, economic factors and political decisions play a role in shaping our organisation. Like all not-for-profit organisations, it has limited resources and relies largely on the valuable time, effort and input of its members. It is our members that make our organisation great, and I would like to close by calling on all members to be active. Voice your expertise by becoming a member of your Branch Council, Regional Group or Special Interest Group. It is through this building of networks and joining together in the betterment of environmental health that AIEH, your organisation, will prosper.

Finally, I want to take this opportunity to acknowledge and thank our members who provide invaluable support, affirming our strategic goals and objectives; our employees for their energy and for their commitment to serving our members and our advertisers and sponsors who provide valuable resources in assisting us to achieve our goals.

I look forward the exciting year ahead.

Yours sincerely,

Waikay Lau MAIEH  
Chief Executive Officer

# Constitution and By-laws

## Australian Institute of Environmental Health

The Australian Institute of Environmental Health entered a new era of administration and management with the adoption and enactment of the new AIEH Constitution on October 18, 2004 and February 1, 2005, respectively. In the 70 years of our organisation's history this is only the second review our Constitution, the most important document governing our organisation.

The need for the review was clear. As AIEH grew and expanded over the years the old Memorandum and Articles of Association (M&AA), which was largely based on the 1935 document when AIEH was first formed, restricted and did not accurately reflect how our organisation functioned today. With the new Constitution, Accountability for all members, staff, volunteers, directors and stakeholders was clearly addressed. Consistency and alignment across all Branches and election to the Board became uniformed. Appropriateness of representation and structure for the Executive to operate was formally recognised. Progress and advancement of the organisation along with opportunity for members' active participation was reinforced.

Specifically, the major changes in the new Constitution include:

1. The definition of financial member has been included to provide much needed clarity and it is proposed that such a member is one who has paid their membership subscription on or before the 1st July each year.
2. The definition of 'notice' has been expanded to include electronic means reflecting today's available technology.
3. Part 3 now includes the promotion of the policies and practices of the profession.
4. Part 4 specifically includes the allowance for a corporate member with the specific requirements to be defined in the By Laws.
5. Clause 11 now allows a member to be expelled if they do not comply with the requirements of the Constitution or relevant codes of conduct and so on.
6. Clause 12 relates to how investigations of allegations about members will be conducted and this includes the right of appeal under Clause 13. Essentially the processes have been made more detailed and transparent.
7. Clause 14 allows members a total of 60 days, reduced from 90 days, to pay annual subscriptions before they are removed from the members' register.
8. Clause 19 specifies the functions and duties of the Board which are primarily to administer the

Constitution and manage the AIEH on behalf of the membership.

9. Clause 32 is one of the major changes from the previous M&AA. This clause essentially provides for a Director to be elected from the membership of each Branch and three from the general membership. This provides for direct accountability to the membership.
10. Clause 34 provides for the election of a Board Executive which does not exist under the current Articles and provision for the appointment or election of Executive Directors. Executive Directors primarily carry out specific roles and may be paid an honorarium for undertaking work not normally associated with voluntary Board Directors. A significant change is the extension of a Director's term from one year to two year terms.
11. Clause 36 specifically recognises the position of Chief Executive Officer and outlines the major role and accountabilities of this position.
12. Part 8 provides for a change in name of Divisions (something divided) to branches (something that is part of a larger structure).
13. Part 9 provides for General Meetings of the AIEH i.e. the AGM of the organisation. General meetings of Branches will be detailed in the By Laws to avoid confusion around meetings and to allow for flexibility in processes within each Branch. Establishment of Branches, Committees, Groups and so on have been removed as they are essentially operational issues and these will be addressed in the By Laws.

The review of our Constitution represented many hours of work by our dedicated members, and the Australian Institute of Environmental Health would like to thank Jim Smith and Cathy Isbester for their leadership role in recognising the necessity for the review and in facilitating the Constitution change process. AIEH would also like to thank Steve Davidson and Nicholas Lund for their support role.

The Australian Institute of Environmental Health Bylaws are now currently under review and are being redrafted for the Board's consideration following consultation with Branch Councils. The previous Bylaws remain current under the new Constitution and where conflict between the Constitution and the old Bylaws exists, the Constitution takes precedence.

*Cathy Isbester FAIEH  
Branch President (South Australia)*

*Waikay Lau MAIEH  
Chief Executive Officer*

# Audit Committee Report

---

## Australian Institute of Environmental Health

As the organisation returns to financial stability the Financial Management Committee, originally created to oversee and monitor the financial performance of the company, was succeeded by the Audit Committee in April 2005.

The role of the Audit Committee now takes on a Corporate Governance role in providing the important checks and balances through the continual monitoring of the organisation's processes. The objective is to remove the risk of financial and operational mismanagement of the organisation.

The role of financial management is now a task split between the Chief Executive Officer overseeing the organisation's business and financial operation, the Branch Presidents in overseeing their respective Branch budget, and the Executive Committee providing guidance to the Board on financial policies.

The implementation of these new procedures is the continual effort by the Board to ensure Corporate Governance is maintained at its highest level with accountability and responsibility to all members paramount.

Michael Livori FAIEH  
*Audit Committee, Chair*

# Report of the Directors

## Australian Institute of Environmental Health

Your directors present their report on the company for the financial year ended 30 June 2005.

### DIRECTORS

The following persons are directors of the company at the date of this report:

B. D. W. Morton, G. Pares, F. Cousins, M. Livori, J. Zappavigna, P. Swain, R. Fry.

During the financial year, nine (9) meetings of directors were held. Set out below are details of each person that was a director during the financial year, the number of meetings attended by each director and number of meetings each director was eligible to attend (shown in brackets).

<i>Directors during the Financial Year 2004-2005</i>	<i>Attendance</i>
B. Morton	(9/9)
C. Isbester	(5/5)
G. Pares	(8/9)
F. Cousins	(9/9)
M. Livori	(8/9)
P. Davey	(3/5)
J. Murrhly	(4/5)
L. Finch	(2/5)
J. Zappavigna	(6/9)
P. Swain	(8/9)
R. Fry	(4/4)

### ACTIVITIES

The principal activities of the company were to promote and encourage the interest and practice of environmental health, to disseminate knowledge regarding environmental health and to uphold the status and protect the interest of those persons entitled under law to occupy the position of Environmental Health Officer.

### RESULTS

The net result of operations of the company was an operating surplus after tax of \$142,660 (2004 \$52,755).

### REVIEW OF OPERATIONS

The operating surplus represents the second consecutive year that the Australian Institute of Environmental Health (AIEH) has returned a profit. The improved financial and operations structure implemented in 2003 coupled with the newly formed Audit Committee are examples of the Board's commitment to its members in ensuring corporate governance is maintained alongside accountability and responsibility.

The adoption of the new AIEH Constitution allowing Board representation detached from Branch activities and responsibilities provides a strong platform for the organisation to simultaneously concentrate on the company's long term strategy and annual business plans.

The 2005-2006 financial year is once again projected to return a profit thereby providing the reserve required to expand and pursue professional development for all our members.

### DIVIDENDS

The company is limited by guarantee and is prohibited by its objects from distributing its surplus to the members. Accordingly no dividend has been paid or declared for the year by the company since the end of the previous financial year and up to the date of this report.

### DIRECTORS' BENEFITS

Since the end of the previous financial year, no director has received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of emoluments received or due and receivable by directors shown in the financial report (Note 20) or the fixed salary of a full-time employee of the company) by reason of a contract made by the company or a related corporation with the director or with a firm of which he/she is a member, or with a company in which he/she has a substantial financial interest.

# Report of the Directors

## Australian Institute of Environmental Health

### INDEMNIFICATION OF OFFICERS OR AUDITORS

The company has not, during or since the close of the financial year, in respect of any person who is or has been an officer or auditor of the company or a related corporate entity:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer or auditor including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer or auditor for the costs or expenses to defend legal proceedings.

Signed at Brisbane this 20th day of October 2005 in accordance with a resolution of the Directors.



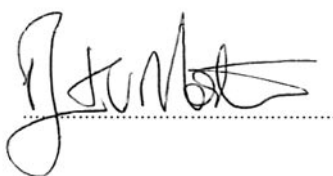
Director

### DIRECTORS' DECLARATION

The directors of the company declare that:

1. the financial statements and notes, as set out in this report are in accordance with the Corporations Act 2001 and
  - (a) comply with Accounting Standards and the Corporations Regulations 2001; and
  - (b) give a true and fair view of the financial position as at 30th June 2005 and of the performance for the year ended on that date of the company;
2. the Chief Executive Officer and Chief Finance Officer have each declared that:
  - (a) the financial records of the company for the financial year have been properly maintained in accordance with Section 286 of the Corporations Act 2001;
  - (b) the financial statements and notes for the financial year comply with the Accounting Standards; and
  - (c) the financial statements and notes for the financial year give a true and fair view;
3. in the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.



Director

Dated this 20th day of October 2005.



# Independent Audit Report

## Australian Institute of Environmental Health

To the Members  
Australian Institute of Environmental Health Limited

### Scope

#### *The financial report and directors' responsibility*

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the directors' declaration for the Australian Institute of Environmental Health Limited (the company), for the year ended 30th June 2005.

The directors of the company are responsible for the preparation and true and fair presentation of the financial report in accordance with the Corporations Act 2001. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

#### *Audit approach*

We conducted an independent audit in order to express an opinion to the members of the company. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Corporations Act 2001, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the company's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Corporations Act 2001.

### Audit Opinion

In our opinion, the financial report of the Australian Institute of Environmental Health Limited is in accordance with:

- (a) the Corporations Act 2001, including:
  - (i) giving a true and fair view of the company's financial position as at 30th June 2005 and of its performance for the year ended on that date, and
  - (ii) complying with Accounting Standards in Australia and the Corporations Regulations 2001, and
- (b) other mandatory financial reporting requirements in Australia.

E. F. McPHAIL AND PARTNERS



Partner

Dated 20<sup>th</sup> October 2005

# Statement of Financial Position

## Australian Institute of Environmental Health

Statement of Financial Position as 30 June 2005

	Note	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash Assets	6	249,013	143,079
Receivables	7	67,183	44,757
Inventories	8	32,834	30,433
Other financial assets	9	11,666	10,375
Other assets	10	24,241	3,182
<b>TOTAL CURRENT ASSETS</b>		<b><u>384,937</u></b>	<b><u>231,826</u></b>
<b>NON-CURRENT ASSETS</b>			
Other assets	10	2,701	2,701
Property, plant and equipment	11	110,502	110,020
<b>TOTAL NON-CURRENT ASSETS</b>		<b><u>113,203</u></b>	<b><u>112,721</u></b>
<b>TOTAL ASSETS</b>		<b><u>498,140</u></b>	<b><u>344,547</u></b>
<b>CURRENT LIABILITIES</b>			
Payables	12	88,035	67,157
Provisions	13	21,773	27,909
Unearned revenue	14	84,190	87,337
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>193,998</u></b>	<b><u>182,403</u></b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	13	10,030	10,692
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b><u>10,030</u></b>	<b><u>10,692</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>204,028</u></b>	<b><u>193,095</u></b>
<b>NET ASSETS</b>		<b><u>\$294,112</u></b>	<b><u>\$151,452</u></b>
<b>EQUITY</b>			
Reserves	16	40,000	40,000
Retained profits	17	254,112	111,452
<b>TOTAL EQUITY</b>		<b><u>\$294,112</u></b>	<b><u>\$151,452</u></b>

The accompanying notes form part of these financial statements.

# Statement of Financial Position

## Australian Institute of Environmental Health

### Statement of Financial Performance for the year ended 30 June 2005

	Note	2005 \$	2004 \$
Revenue from ordinary operations	2	1,269,887	1,281,778
Staffing costs		(271,926)	(359,718)
Occupancy costs		(26,457)	(43,379)
Administrative costs		(293,378)	(312,858)
Conferences, seminars and workshop costs		(424,946)	(377,079)
Cost of goods sold	3(a)	(35,092)	(46,907)
Depreciation and amortisation	3(a)	(19,546)	(21,135)
Write down of assets	3(a)	(55,882)	(67,947)
<b>Profit from ordinary activities before income tax expense</b>		<b>142,660</b>	<b>52,755</b>
Income tax expense relating to ordinary activities	4	-	-
		142,660	52,755
<b>Net profit</b>		<b>142,660</b>	<b>52,755</b>
<b>Total changes in equity</b>	<b>17</b>	<b>\$142,660</b>	<b>\$52,755</b>

The accompanying notes form part of these financial statements.

### Statement of Cash Flows for the year ended 30 June 2005

	Note	2005 \$	2004 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members and others		1,236,539	1,318,666
Interest received		7,775	4,393
Payments to suppliers and employees		(1,118,352)	(1,269,473)
<b>Net cash provided by/(used in) operating activities</b>	<b>22</b>	<b>125,962</b>	<b>53,586</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payments for acquisition of equipment		(20,028)	(2,885)
Proceeds from the sale of investments		-	37,239
<b>Net cash provided by/(used in) investing activities</b>		<b>(20,028)</b>	<b>34,354</b>
Net increase/(decrease) in cash held		105,934	87,940
Cash at beginning of financial year		143,079	55,139
<b>Cash at end of financial year</b>	<b>6</b>	<b>\$249,013</b>	<b>\$143,079</b>

The accompanying notes form part of these financial statements.

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to and forming part of the report for the year ended 30 June 2005

### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

The financial report covers the operations of the Australian Institute of Environmental Health Limited as an individual entity. The Australian Institute of Environmental Health Limited is a company limited by guarantee, incorporated and domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the company in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

#### (a) Income Tax

The company is not liable for taxation on items of member income and expenditure which are not subject to tax consistent with the doctrine of mutuality.

The company adopts the liability method of tax-effect accounting whereby the income tax expense shown in the statement of financial performance is based on the operating surplus before income tax adjusted for any permanent differences. The adoption of this policy normally results in the existence of a deferred income tax liability or a future income tax benefit.

In addition, future income tax benefits relating to timing differences have not been included in the financial report because realisation of those benefits is not virtually certain. The value of future income tax benefits not brought to account relating to timing differences has not been quantified as the value of the future benefit is dependent upon the proportion of future non-member activities undertaken by the company.

#### (b) Inventories

Inventories are valued at the lower of cost and net realizable value.

#### (c) Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

The carrying amount of all fixed assets is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets.

##### Depreciation

The depreciable amount of all fixed assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to the company commencing from the time the asset is held ready for use.

The depreciation rates and methods used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate	Depreciation Method
Office Premises	2.5%	Straight Line
Office Equipment	11% to 40%	Diminishing & Straight Line
Leased Office Equipment	33%	Straight Line

#### (d) Cash Flows

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in at call deposits with banks or financial institutions, and investments in market instruments with less than 14 days to maturity.

#### (e) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Long service leave benefits expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Long service leave benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. Contributions are made by the company to an employee superannuation fund and are charged as expenses when incurred.

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to and forming part of the report for the year ended 30 June 2005

### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (f) Revenue recognition

##### *Membership Income*

Revenue from membership fees is recognised progressively over the period to which the membership relates. Membership fees are levied on a financial year basis. The portion of membership fees received that relates to the following financial year is brought to account at balance date as membership fees received in advance (unearned revenue liability).

##### *Conference and Seminars Income*

Conference and seminars income are recognised as income and expenditure when the event is held. Any income received and expenditure incurred prior to the holding of the event are brought to account as income in advance (unearned revenue liability) and prepayments (other assets) respectively.

##### *Grant Income*

Grant income is brought to account as income in the year in which the grant is received or receivable to the extent of the expenditure which occurred during the year towards the purpose of the grant. Unexpended grant monies for grant income received or receivable during the year, including interest thereon where required under terms of the grant, are carried forward as unexpended grants (unearned revenue liability).

##### *Sales and Other Revenue*

Sales and other revenue is measured at the fair value of the consideration or contributions received or receivable and is recognized when the related goods or services have been provided and the income earned.

#### (g) Investments

Investments are measured on the cost basis. The carrying amount of investments is reviewed annually by directors to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for listed investments or the underlying net assets for other non-listed investments.

#### (h) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### (i) Goods and Services Tax (GST)

Revenues, expenses, commitments and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

#### (j) Comparative Figures

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

#### (k) Impact of Adoption of Australian Equivalents to International Financial Reporting Standards

The company is preparing and managing the transition to Australian Equivalents to International Financial Reporting Standards (AIFRS) effective for the financial years commencing from 1st January 2005. The adoption of AIFRS will be reflected in the company's financial statements for the year ending 30th June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30th June 2005 are required to be restated. The majority of the AIFRS transitional adjustments will be made retrospectively against retained earnings at 1st July 2004.

The company's management, along with its auditors has assessed the significance of the expected changes and is preparing for their implementation. The impact of the alternative treatments and elections under AASB 1: First time Adoption of Australian Equivalents to International Financial Reporting Standards has been considered where applicable.

The directors are of the opinion that there are no key material differences in the economic entity's accounting policies on conversion to AIFRS. Users of the financial statements should note, however, that this could change if there are any amendments by standard-setters to the current AIFRS or interpretation of the AIFRS requirements changes due to the continuing work of the company directors.

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>2. REVENUE</b>		
<i>Operating activities:</i>		
Sales revenue	150,865	199,011
Annual subscriptions and fees	313,177	323,108
Grant income	51,364	81,533
Conferences and seminars	719,798	618,319
Other	-	-
	<u>1,235,204</u>	<u>1,221,971</u>
<i>Non-operating activities:</i>		
Interest received	7,775	4,393
Proceeds from disposal of investments	-	37,239
Distributions received	426	1,101
Other	26,482	17,074
	<u>34,683</u>	<u>59,807</u>
<b>TOTAL REVENUE</b>	<b>\$1,269,887</b>	<b>\$1,281,778</b>
<b>3. PROFIT FROM ORDINARY ACTIVITIES</b>		
<i>Profit from ordinary activities before income tax has been determined after:</i>		
<i>a) Expenses</i>		
<b>Cost of Sales</b>	<u>35,092</u>	<u>46,907</u>
Depreciation and amortisation of non-current assets:		
- Office premises	2,500	2,500
- Office equipment	17,046	18,635
<b>Total depreciation and amortisation</b>	<u>19,546</u>	<u>21,135</u>
Rental expense on operating leases:		
- Minimum lease payments	5,417	23,382
Write down of assets:		
- Carrying amount of uncollectible receivables	56,747	32,172
- Diminution of investments	(865)	(694)
- Carrying amount of investments disposed of	-	29,676
- Carrying amount of plant and equipment written off	-	6,793
<b>Total write down of assets</b>	<u>\$55,882</u>	<u>\$67,947</u>
<i>(b) Revenue and Net Gains (Losses)</i>		
Net gain on disposal of non-current assets		
- Investments	-	7,563
<i>(c) Significant Revenues and Expenses</i>		
The following significant revenues and expenses are relevant in explaining the financial performance for the year:		
Conference and seminar activities:		
- Revenue	719,798	618,319
- Expenditure	(424,946)	(377,079)
<b>Contribution to operating profit</b>	<u>\$294,852</u>	<u>\$241,240</u>

# Statement of Financial Position

## Australian Institute of Environmental Health

### Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>4. INCOME TAX EXPENSE</b>		
<i>(a) Income tax expense</i>		
Operating surplus/(deficit) before income tax	142,660	52,755
Prima facie tax expense/(benefit) thereon at 30% (2004: 30%)	42,798	15,827
Add/(Subtract) tax effect of:		
- Member expenses not deductible	200,061	209,397
- Other non-deductible expenditure items	5,863	6,557
- Member income not assessable	(227,421)	(208,339)
- Other deductible expenditure items	(8,183)	(10,189)
- Prior year tax losses brought to account	(13,118)	(13,253)
<b>Income tax expense attributable to operating result</b>	<u>-</u>	<u>-</u>
<b>5. AUDITORS' REMUNERATION</b>		
Remuneration of the auditor for:		
- Auditing or reviewing the financial report	9,650	9,316
- Other services		
- acquittals and workers compensation	694	5,999
- preparation of annual financial report	1,500	1,500
- income tax services	390	648
<b>6. CASH ASSETS</b>		
Cash at bank and on hand	123,617	121,298
Short term deposits and other cash at call	125,396	21,781
	<u>\$249,013</u>	<u>\$143,079</u>
<b>7. RECEIVABLES</b>		
<b>CURRENT</b>		
Debtors	71,042	48,616
Allowance for doubtful debts	(3,859)	(3,859)
	<u>\$67,183</u>	<u>\$44,747</u>
<b>8. INVENTORIES</b>		
<b>CURRENT</b>		
Merchandise held for resale	<u>\$32,834</u>	<u>\$30,433</u>
<b>9. OTHER FINANCIAL ASSETS</b>		
Unlisted investments:		
Macquarie Investment Management Limited	11,666	10,375
	<u>\$11,666</u>	<u>\$10,375</u>

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>10. OTHER ASSETS</b>		
<b>CURRENT</b>		
Conference prepayments	17,268	3,182
Prepayments	6,973	-
	<u>24,241</u>	<u>3,182</u>
<b>NON CURRENT</b>		
Conference prepayments	2,701	2,701
<b>Total prepayments</b>	<u>\$26,942</u>	<u>\$5,883</u>
<b>11. PROPERTY, PLANT AND EQUIPMENT</b>		
Office premises – at deemed cost (note 11b)	100,000	100,000
Less: Accumulated depreciation	(15,000)	(12,500)
	<u>85,000</u>	<u>87,500</u>
Office equipment – at cost	129,538	109,509
Less: Accumulated depreciation	(104,036)	(86,989)
	<u>25,502</u>	<u>22,520</u>
Leased office equipment – at cost	4,627	4,627
Less: Accumulated amortisation	(4,627)	(4,627)
	-	-
<b>Total Property, Plant and Equipment</b>	<u>\$110,502</u>	<u>\$110,020</u>

*(a) Movements in carrying amounts*

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	2005 Leased office equipment \$	2005 Office premises \$	2005 Office equipment \$	2005 TOTAL \$
Balance at beginning of year	-	87,500	22,520	110,020
Additions	-	-	20,028	20,028
Disposals/write-offs	-	-	-	-
Depreciation expense	-	(2,500)	(17,046)	(19,546)
<b>Closing balance</b>	<u>-</u>	<u>85,000</u>	<u>25,502</u>	<u>110,502</u>

*(b) Office premises valuation*

A directors' valuation of office premises was undertaken as at 30 June 2004. The valuation was based on the market value of similar office premises within the area. The valuation has been disclosed for information purposes only. Office premises continue to be recognised in the financial report at deemed cost. The directors valuation as at 30 June 2004 is \$102,500.



# Statement of Financial Position

## Australian Institute of Environmental Health

### Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>12. PAYABLES</b>		
<b>CURRENT</b>		
<i>Unsecured liabilities:</i>		
Trade creditors and accrued expenses	83,888	45,324
Employee benefits	4,147	21,833
	<u>\$88,035</u>	<u>\$67,157</u>
<b>13. PROVISIONS</b>		
<b>CURRENT</b>		
Annual leave	15,631	21,361
Long service leave	6,142	6,548
	<u>21,773</u>	<u>27,909</u>
<b>NON-CURRENT</b>		
Long service leave	10,030	10,692
	<u>10,030</u>	<u>10,692</u>
<b>Total provisions</b>	<u>\$31,803</u>	<u>\$38,601</u>
<b>14. UNEARNED REVENUE</b>		
<b>CURRENT</b>		
Member subscriptions received in advance	13,292	10,181
Conference and other income in advance	70,898	77,156
	<u>\$84,190</u>	<u>\$87,337</u>
<b>15. EMPLOYEE BENEFITS LIABILITY</b>		
<i>(a) The aggregate employee benefit liability recognised and included in the financial statements is as follows:</i>		
<b>CURRENT</b>		
Provisions (note 13)	21,773	27,909
Employee benefits payable (note 12)	4,147	21,833
	<u>25,920</u>	<u>49,742</u>
<b>NON CURRENT</b>		
Provisions (note 13)	10,030	10,692
	<u>10,030</u>	<u>10,692</u>
<b>Aggregate employee benefit liability</b>	<u>\$35,950</u>	<u>\$60,434</u>
<b>(b) Number of employees at year end</b>	<u>6</u>	<u>7</u>

# Statement of Financial Position

## Australian Institute of Environmental Health

### Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>16. RESERVES</b>		
Asset Revaluation Reserve	40,000	40,000
<b>(a) MOVEMENTS IN RESERVE ACCOUNTS</b>		
<b>ASSET REVALUATION RESERVE</b>		
Balance at the beginning of the year	40,000	40,000
Movements to/(from) the reserve	-	-
<b>Balance at end of financial year</b>	<b>40,000</b>	<b>40,000</b>
The asset revaluation reserve records revaluations of non-current assets		
<b>17. RETAINED SURPLUS</b>		
Retained surplus at the beginning of the year	111,452	58,697
Net surplus/(deficit) attributable to members	142,660	52,755
<b>Retained surplus at the end of the financial year</b>	<b>\$254,112</b>	<b>\$111,452</b>
<b>18. LEASING COMMITMENTS</b>		
<i>Operating leases</i>		
Operating leases commitments payable:		
- not later than 1 year	4,036	4,036
- later than 1 year but not later than 5 years	1,009	5,045
<b>Minimum lease payments</b>	<b>\$5,045</b>	<b>\$9,081</b>

#### *General description of leasing arrangements:*

The company has non-cancel able operating lease arrangement in respect of a photocopier in the Perth branch which expires November 2007.

### **19. COMPANY DETAILS**

#### *(a) Members' guarantee*

The company is limited by guarantee. Every member undertakes to contribute to the assets of the company in the event of it being wound up while a member or within one year after ceasing to be a member, for payments of the debts and liabilities of the company and of the costs, charges and expenses of winding up and for adjustment of the rights of contributories among themselves, such amount as may be required, not exceeding \$2.10.

#### *(b) Locations*

The registered office of the company and principal place of business of the national office is:

Local Government House  
125 Evelyn Street  
Newstead Brisbane QLD 4006

The company also has branch offices in the capital city of each state of Australia

#### *(c) Activities*

The company operates in the health industry where it promotes and encourages the interest and practice of environmental health.

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to the financial report for the year ended 30 June 2005

### 20. RELATED PARTIES

#### (a) Directors

The names of the directors who have held office during the financial year are:

Graham Pares	John Murrhiy
Peter Davey	Linda Finch
Bruce Morton	Joe Zappavigna
Cathryn Isbester	Phil Swain
Michael Livori	Ron Fry
Fleur Cousins	

#### (b) Directors' remuneration

The aggregate of income paid or payable, including retirement benefits, or otherwise made available, in respect of the financial year, to all directors of the company, directly or indirectly, by the company or by a related party

The number of directors whose aggregate income paid or payable falls within the following \$10,000 bands:

\$0 – \$9,999

\$40,000 – \$49,999

	2005	2004
	\$	\$
	-	-
	<u>No</u>	<u>No</u>
	11	14
	-	-

### 21. EVENTS SUBSEQUENT TO REPORTING DATE

After balance date, on 8 September 2004 the full bench of the Federal Court upheld a previous decision that the principle of mutuality, whereby income from members is not subject to income tax, did not apply to the Coleambally Irrigation Mutual Co-operative as members could not share in any surplus in the event that the Co-operative was wound up. As a company limited by guarantee, the Australian Institute of Environmental Health Limited is also prohibited from distributing its surplus assets to its members in the event that it is wound up and calculates income tax payable by applying the principle of mutuality.

In response to this outcome the Australian Taxation Office stated that it will not be changing its approach to tax administration regarding the principle of mutuality until it has fully considered the Court's decision. Any future financial effect of this decision has not been brought into account in the 2005 financial report.

# Statement of Financial Position

## Australian Institute of Environmental Health

Notes to the financial report for the year ended 30 June 2005

	2005 \$	2004 \$
<b>22. CASH FLOW INFORMATION</b>		
<i>(a) Reconciliation of cash flow from operations with profit from ordinary activities after income tax</i>		
Net surplus attributable to members	142,660	52,755
Non-cash flows in operating surplus:		
- Net loss on disposal of plant and equipment	-	6,793
- Depreciation	19,546	21,135
- Diminution of investments	(865)	(694)
- Distributions reinvested	(426)	(1,101)
- Gain on disposal of investments	-	(7,563)
- Bad debts	56,747	32,172
Changes in assets and liabilities:		
- Receivables	(79,173)	(21,103)
- Inventories	(2,401)	10,798
- Other assets	(21,059)	7,026
- Payables	20,878	(38,495)
- Provisions	(6,798)	17,739
- Unearned revenue	(3,147)	(25,876)
<b>Cash flow from operating activities</b>	<b>\$125,962</b>	<b>\$53,586</b>
<i>(b) Unused credit facilities</i>		
The company has the following credit card facilities:		
Credit facility	5,000	5,000
Amount utilised	-	(697)
<b>Unused credit facility</b>	<b>5,000</b>	<b>\$4,303</b>

# Statement of Financial Position

## Australian Institute of Environmental Health

### Notes to the financial report for the year ended 30 June 2005

			2005 \$	2004 \$
<b>23. FINANCIAL INSTRUMENTS</b>				
<i>(a) Interest rate risk</i>				
The company's exposure to interest rate risk, which is the risk that a financial instrument will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:				
	Weighted Average Effective Interest Rate			
	2005	2004	2005	2004
<i>Financial assets:</i>	%	%	\$	\$
- Variable rate cash deposits	4.03	2.45	239,344	132,569
- Fixed rate deposits maturing within one year	3.09	0.94	8,468	9,380
- Receivables (non-interest bearing)	n/a	n/a	67,183	44,757
- Other financial assets – unit trust (non-interest bearing)	n/a	n/a	11,666	10,375
<i>Total financial assets:</i>			<b>\$326,661</b>	<b>\$197,081</b>
<i>Financial liabilities:</i>				
- Payables (non-interest bearing)	n/a	n/a	88,035	67,157
<i>Total financial liabilities:</i>			<b>\$88,035</b>	<b>\$67,157</b>

#### *(b) Credit risk*

The maximum exposure to credit risk of the company at balance date to recognised financial assets is the carrying amount as disclosed in the statement of financial position of the company and notes thereto. With the exception of cash deposits with the Commonwealth Bank of Australia totalling \$234,861 (2004: \$129,549) the company does not have any material credit risk exposure to any single debtor or group of debtors.

#### *(c) Net fair values*

The net fair value of financial assets and liabilities approximates the values shown in the statement of financial position and the notes thereto.

# Awards and Membership Advancements

## Australian Institute of Environmental Health

### Queensland Branch Awards

---

Environmental Health Professional of the Year  
*Gavin Hammond*

Young Environmental Health Professional of the Year  
*John McDougall*  
*Melissa McKeown (highly commended)*

Environmental Health Management Award  
*Greg Blumke*

Environment & Waste Management Award  
*Todd Summerville*  
*Ian Kuhle (highly commended)*

Food Safety Award  
*Paula Seal*

Disaster Management Award  
*Paul Endres*  
*Ian Fanning and the Vector Control Unit*  
*at Hervey Bay City Council*

Indigenous Health Award  
*Ronald Williams*  
*Alex Hickton (highly commended)*

### Queensland Branch Advancements

---

Membership advancement to Life Fellow:  
*Greg Merry*

Membership advancements to Fellow:  
*Mike Gerlach*  
*Rick Williams*

Membership advancements to Full Membership:  
*Chris Vakas*  
*Ben Ryan*  
*Lindsay Renfrew*  
*Luke Forster*  
*Rose Longley*

### South Australian Branch Advancement

---

Membership advancement to Fellow:  
*Michael Livori*

### Tasmanian Branch Award

---

AIEH Tasmanian Branch Gold Medal Award for  
the best Academic Achievement 2004  
*Abylene Dobson*

### Tasmanian Branch Advancement

---

Membership advancement to Life Fellow:  
*Jeff McNamara*

### Victorian Branch Awards

---

Professional Excellence Award  
*Seona North*  
*Kirsten Jenkins*

Professional Encouragement Award  
*Nicholas Lund*

Group Research Award  
*South Gippsland Shire Council*

TGO Jordan Memorial Award  
*Jamie Landwehr*

Keith W Magee Award  
*Hayley Werner*

### Victorian Branch Advancements

---

Membership advancement to Fellow:  
*Alex Serrurier*

Membership advancement to Honorary Life Fellow:  
*Heather Gardner*

### Western Australian/NT Branch Awards

---

Harold Salter Award for 2004  
*Daniella Dagostino*  
*Kelly Fewster*

Gold Medal Award for 2004  
*Kerry Fleming*

### Western Australian/NT Branch Advancement

---

Membership advancement to Fellow:  
*Philip Swain*

# Branch Presidents' Report

## NSW Branch

The NSW Branch had a mixed year, with plenty of work being carried out during the year in many facets of our profession. It was disappointing that there were not enough nominations from members to form a Council for the Branch, however this did not deter the many members who become involved in representation on behalf of the membership.

One of the key achievements for the year was the successful accreditation of the University of Western Sydney Hawkesbury for the Environmental Health degree. As a part of the Accreditation Committee it was a fantastic opportunity to return to the Hawkesbury grounds and speak with both the academic staff and present students. The process really highlighted the importance of maintaining the links between Environmental Health Practitioners and our academic colleagues to maintain the relevance of the educational process.

Our work on the NSW Food Liaison Group assisted with the delivery of both the discussion paper on the transition associated with the formation of the NSW Food Authority and the role of local government in food safety management. In conjunction with the DEPA representative, Tony Gleeson (also an AIEH member), your representative Dennis McKeon was able to ensure that appropriate options for consideration were presented in the resultant Blueprint that has opened a pathway for greater involvement by local government EHO's in food safety management.

Despite not hosting an annual conference within the year, regional members had the opportunity to network at conferences hosted by the Riverina group and the ever popular Conference hosted by EDAP, formerly the AIEH's Western Group. There is a specific challenge for the NSW branch to build upon the fantastic opportunities to learn from colleagues that these events provide, and the return of a State conference is eagerly awaited by all.

Despite the setbacks of the past years, the Branch is poised to return to the leading role for the environmental health profession that it has provided previously. There are many opportunities for members to contribute to this re-growth and the future looks very positive.

### **Graham Pares MAIEH**

*Branch President (NSW)*

## Queensland Branch

As the new incoming President from November 2004, I am on a very exciting and enjoyable journey. Fortunately for me the Branch Councilors are old hands and have been extremely supportive and have got on with the business in an effective and efficient way. In April I had the opportunity to meet in person all the Branch Presidents and the newly formed National Board. This meeting was extremely fruitful and has set the stage for a new era for the Australian Institute of Environmental Health.

As I indicated above the Branch Councilors have been busy getting on with the business. Prior to my arrival they planned and delivered the very successful Annual Conference, which was held on the Gold Coast. With the planning and delivering of any conference, the Branch Council would like to acknowledge the Gold Coast City Council who were our hosts for the event. As part of the conference in 2004 the Branch Council introduced 'The Environmental Health Excellence Awards'. This initiative saw the presentation of some six awards to enterprising Environmental Health Officers. The awards were presented during the opening session of the Annual Branch Conference.

Since November, the Branch Council has been active across a number of areas:

- Providing significant input into current legislative reform processes (eg. Public Health Act, Food Act), including meeting one on one with representatives of the Legislative Services Branch of the Queensland Health Department as well as participating in working groups;

# Branch Presidents' Report

## Queensland Branch (continued)

- Representing the AIEH on a number of committees, forums etc;
- Preparing and presenting submissions to the National Board of the AIEH with respect to the Environmental Health Journal and CPD – Pathway to Progression;
- Finalising the 'Mentor Scheme' for Queensland Members;
- Awards criteria are being finalised and sponsors are being sort. Given the success of last year's 'Environmental Health Excellence Awards', planning for the 2005 awards;
- Drafting a paper with respect to Sponsorship Opportunities.

### Conference/s and Training

- Delivery of the popular *Disaster Management for Public Health course 2004*;
- Successful delivery of the Annual Branch Conference November 2004;
- Delivery of the Certificate IV in Health (food safety programs and auditing for authorised officers) in Brisbane and Townsville;
- Planning is well under way for the AIEH (Qld Branch) *Annual State Conference* that will be held in Brisbane between 20 and 24 November 2005. The conference looks set to be the highlight of our year once again;
- Planning for the *Disaster Management for Public Health course* which is to be held in Cairns in August 2005;
- Planning for the delivery of a noise training course in a number of locations throughout Queensland;
- Working in consultation with key stakeholders to develop a 'Modern Food Surveillance' training package;
- Planning for the development of a Waste Management Course.

### SIG Reports

The Food SIG group has been the most active though out the 2004-2005 period. This being mainly due to the legislative reforms currently driven by Queensland Health.

The Conveners of the remaining groups have been monitoring the key issues and providing update and feedback to SIG members accordingly.

### Regional Group Reports

Throughout the 2004-2005 year, three regional groups being South West Group, Central Group and the Northern Group have met at least twice during the year, some three times, depending on scheduling. These meetings are highly regarded by the profession and are generally well attended. As we all know, the Queensland Northern group have a reputation for putting together a well balanced agenda that incorporates professional development and social networking.

The South East group has been inactive for some time due to the overlapping of the South East Regional Organisational of Councils (SEQROC) Environmental Health Networking Group. However due to restructuring of SEQROC, planning is underway to reactivate the South East Group.

### Professional Tools / Products and Services

During the Branch Council meeting held 3&4 June 2005, the matter of professional tools/products and services was discussed. The outcome was that Queensland Branch will implement strategies to enhance the awareness and use of our Professional Tools; FoodSafe and AFSA, that are developed by colleagues in other Branches, and would include the identification, sourcing and delivery of training for its members in these areas.

Finally, I would like to thank Jo Rolls, Executive Officer, for her assistance and hard work managing conferences and workshops for members and Branch Council.

### Alison Bray MAIEH

Branch President (Queensland)



# Branch Presidents' Report

## South Australian Branch

---

2004-2005 could be summarised as a year of change for the AIEH in South Australia. Not only have we had more than 50% turnover of State Councilors (or Branch Councilors as now known under the new AIEH Constitution) as a result of the elections last December, four out of the five Special Interest Groups (SIGs) have a new Convener and the editorial committee for EH News has two new editors. I sincerely thank all of those members who have actively contributed to the AIEH in these roles in the past and congratulate those members who've made the commitment to assist in the betterment of the profession. I sense as a result of these changes a renewed enthusiasm which is transpiring through the level of activity of the SIGs and new services from Branch Council.

The recently finalised Business Plan, developed following consultation with members and stakeholders, has affirmed the priorities for Branch Council and guides how we focus our energies. To achieve our goals it is impossible to work in isolation and a key feature of the business plan is the need to build and improve partnerships. As such, meetings have been held with the Department of Health, Environment Protection Agency and Flinders University. Already the benefits are evident with all three organisations sponsoring the National Conference, communication is improving, assistance has been offered to promote AIEH membership and written support provided for an AIEH grant application.

Invitations are regularly received inviting comment or representation and in addition to the representation provided by the SIGs:

- Suggestion was offered on the Department of Health's survey on food business inspection fees.
- I attended the EPA round table conference which focused on the role of the EPA in attaining sustainability.
- Feedback was provided on the development of the Local Government Education and Training Strategic Plan.

### Conference/s and Training

While a state conference wasn't held during 2004-2005, a great deal of work goes on in the background to plan the upcoming National Conference. Having secured a deluxe venue, ample sponsorship and highly respected keynote speakers, members can be confident that the conference will be a first-rate event.

Three well attended and informative training events were provided for members including:

- Swimming Pool Seminar – a two day, accredited training course presented in conjunction with Aquatic Operation and Development Australasia.
- Cooling Tower Training Course – held at Regency TAFE providing participants with a variety of guest speakers and site visits of operational cooling towers.
- EPA Day 2005 – kindly sponsored and supported by the EPA with speakers delivering valuable legal interpretation of the Environment Protection Act and information on current topics of interest.

### Special Interest Groups

The SIGs (including the reconvened Disease Control and Environmental Management SIGs) have played an active role in environmental health reform. For example, the AIEH was represented on working groups dealing with food safety programs, cleaning & sanitising, food safety issues related to small bakeries, draft Code of Practice for onsite waste water systems, food-borne illness guidelines and workforce review. Local members have also volunteered to represent the AIEH on national committees working on Food Safety Programs for Vulnerable Populations and Catering Operations, and AS 4674 – Australian Standard for the Design, Construction and Fit-out of Food Premises.

Comment on proposals that influence standards of public and environmental health are also an important role of the SIGs. The Disease Control SIG made submission to the Parliamentary Select Committee addressing tattooing and body piercing industries. The Food Safety SIG co-ordinated the national submission on food safety programs for vulnerable populations. And the influence of the Waste Control SIG has resulted in SA Water introducing Certificates of Compliance which can be requested of plumbers installing approved waste control systems.

A survey of members investigated the potential impact on EHOs arising from local government 'opting in' as proposed by the Environment Protection Bill, confirming it will likely impact on the workforce and further contribute to a shortfall in suitably qualified and experienced officers in future years. Workforce issues are currently a critical issue for the profession and prompted the proposed Professional Development SIG,

# Branch Presidents' Report

## South Australian Branch (continued)

as presented by Past-President Michael Livori at the Annual General Meeting. At this point in time a willing member hasn't come forth to convene the SIG but the need remains to address future directions for the profession, potential opportunities and professional profile.

### **Professional Tools/Products/Services**

The SA Branch has excelled in innovative delivery of professional tools, products and services and these continue to be well organised and utilised by SA members.

Two educational editions of South Australia Food Handler Update (SAFHU) were produced and delivered by participating councils to approximately 9000 food businesses. An electronic version of SAFHU was also made available upon request to subscribing Councils who wish to display it on their website.

The Food Safety Standard of Practice and Australian Food Safety Assessment (AFSA) have been adopted by the majority of Councils for some time now in SA. For an update on the developments of AFSA co-ordinated by the Food Management Working Group, please refer to the AFSA Report.

The current status of FoodSafe and implementation of the revision kit has been discussed by Branch Council and Food Safety SIG with the intent to survey members.

While leadership can be provided by Branch Council and the SIG conveners, the strength of the AIEH is in the members who actively participate. Membership has remained stable during 2004-2005, which in combination with training and professional initiatives have produced a modest profit for the Branch this financial year. I am confident that we will continue to advance with the forward planning members who have contributed and I look forward to your continued involvement during 2005-2006.

### **Cathy Isbester FAIEH**

*Branch President (South Australia)*

## Tasmanian Branch

I am pleased to report that the Tasmanian Branch has had another industrious year and we have worked on a number of significant issues over the last 12 months. The main focus of the AIEH over the last year has been on increasing membership involvement and providing excellent services to members.

### **Tasmanian Branch Council Positions**

At the last AIEH Poll, the Branch Council comprised of:

Linda Finch – Branch President, Ron Fry – Snr Vice President, Mark Dwyer, Michael Stretton, Doug Doherty, Adele Gliddon – Branch Councilors, Abyilene Dobson – Student rep. The Vice President and a Branch Councilor position remained vacant.

Expressions of interest were received from Eric Johnson and Abyilene Dobson to fill the Branch Councilor positions and Mark Dwyer to fill the Vice President position. Megan Whalley was appointed the student representative.

In April '05, I had the great pleasure in meeting with the Branch Presidents and our National President, Graham Pares who has the additional role as NSW Branch President. Graham and I shared a similar experience in taking on the role of State President where taking control of the reigns meant virtually starting from scratch. Taking on a position when there was much change occurring was difficult, yet it provided for positive development. I believe the new face of Branch Councilors has enabled the AIEH nationally to move forward without being tied to the past.

# Branch Presidents' Report

## Tasmanian Branch (continued)

### **EH Degree**

The preceding year has proven to be a challenging one, however the Branch Council has addressed some major issues. First and foremost, we are closer than ever to having a degree up and running for future EHOs. There is no question that a degree for Tasmania is imperative and a certainty. It is envisaged that the Environmental Health Degree will become a reality in 2007. In the interests of keeping members updated and the lines of communication open on the progress, the Branch Council has set up the Degree Bulletin for Tasmanian Branch members.

### **Tasmanian Branch Conference**

The 2004 Annual Branch Conference was a great success, where delegates were treated to some highly regarded speakers. The speakers focused on the conference theme 'Winds of Change' and topics covered included places of assembly, special plumbing permits, environmental law enforcement, noise regulation, noise measurement, air quality, tourist accommodation, EHOs in emergencies and more. Overall, the event was a success and I would like to thank all of the Branch Council, especially Mark Dwyer and Ron Fry for heading up another fantastic conference.

### **SIG contacts**

Food Safety – Mark Dwyer

Disease Control – Linda Finch

Emergency Management – Linda Finch

Indigenous Health – Eric Johnson

Environmental Management – Michael Stretton

Water & Wastewater – Greg Robertson

### **Committees & Representations**

State Council and members represent the AIEH on the following committees:

Building Regulation Advisory Committee and the Building Act Reference Group, Plumbing Advisory Committee, State Immunisation Reference Group, EMPCA review, Healthy Options Tasmania Group & Cool Canteens for Kids, Seafood Primary Production and Processing Standard Review, Food Safety Forum, Public Health Advisory Committee, National Environmental Health Strategy Review, Industry Advisory Committee.

### **Seminars and Training**

#### *Field Days*

Four field days were held over the past year. These days have proved popular with members and non-members alike. The days provide an alternative to seminars, which can sometimes feel like a 'talkfest'. Members are able to experience and gain an understanding of various industrial sites relevant to environmental health around the state. Attendees are able to have an interactive, personalised and memorable experience. Field days have been held at Tioxide Rehabilitation site, ABM Savage River Mine site, Cadbury's Factory and Bryn Estyn Water Treatment Plant. We look forward to providing more of these interesting and educational opportunities in years to come.

#### *Quarterly Seminars*

After the successful turnout for the December Quarterly Seminar, it was disappointing to have to cancel the April seminar due to lack of numbers. However, the Branch Council is taking all comments on board and will revamp the quarterly seminar format to cater to the membership in 2005-2006.

#### *Food Auditing Course*

After a year of work getting the Certificate IV Food Auditor's course organised it was extremely disappointing to be told that it could not go ahead. Nevertheless, this setback has confirmed our resolve to run an equivalent course in the new year. Branch Council and DHHS representatives are looking at several opportunities for funding both one-off and recurrent professional training and development programs in Tasmania. Work is now underway to identify the best means of providing a relevant professional development program and to obtaining the necessary funds to establish this as a permanent feature in Tasmania.

### **Newsletters**

The Tasmanian Branch Newsletter has been issued quarterly in an electronic format, which has been well received by members. Members are encouraged to provide input and comments regarding the newsletters are always welcome.

# Branch Presidents' Report

---

## Tasmanian Branch (continued)

### **The Future**

The AIEH Tasmania participated in a strategic development forum in Launceston this year. The forum provided a starting point for the AIEH to network with other relevant associations such as the EIANZ and AWA. The Tasmanian Branch Council is looking to the future and is working towards a number of benefits and improvements for all members. Of note, investigations are continuing into CPD and benefit/reward programs for members.

The Tasmanian Branch Council looks forward to another exciting year in 2005-2006 to progress more issues of environmental health concern and to further advance the profession in conjunction with the National Team.

### **Linda Finch MAIEH**

*Branch President (Tasmania)*

## Victorian Branch

The past 12 months have been extremely busy for the Victorian Branch and has proved to be a very exciting and successful year.

With the release of a discussion paper on the review of the Victorian Health Act, State Council in partnership with Department Human Services hosted a half day information session on the content of the discussion paper. This session was followed by a member only workshop to seek feedback on the proposed reforms while at the same time providing input into the formulation of a response to the discussion paper.

Following the very successful National Conference held in Melbourne the newly elected Branch Council decided to hit the road and take Branch Council meetings to the regions. In November Branch Council visited the Gippsland Regional Group at Traralgon and in April Branch Council visited the Central Highlands Group in Ballarat. This has been very rewarding for Branch Council and has assisted the opening up of communication between our groups and Branch Council.

Our Special Interest Groups have continued to provide input to and representation on a range of state committees and working groups relevant to the specific practice areas while at the same time running a range of workshops or seminars. More details of the SIG activities can be found below.

The Healthline Committee continues to produce 4 quality editions of our newsletter which is distributed to the Victorian Branch membership. The Healthline Committee works tirelessly to source suitable and relevant articles for inclusion in each edition and I would like to thank them for their ongoing contribution in this role.

The Marketing Committee has commenced working on a number of initiatives to enhance the profile of Environmental Health and support Environmental Health Officers. Over the next 12 months there will be the printing of AIEH Officer Folders for use in the field as well as the roll out of a pilot mentoring program for new graduates. The Marketing Committee will also be working closely with the Board to assist with some national marketing objectives.

The past 12 months have also seen an increase to the Victorian Branch membership and I would like to welcome all new members to the Branch and look forward to meeting them at future events.

As I have said many a time, the success and achievements of the AIEH Victorian Branch are due to the many members that give their time and expertise. I would like to thank all the members that have made a contribution over the past 12 months and thank the members' employers for their support. I encourage all members to become involved and participate in the many opportunities that are available throughout the coming year.

# Branch Presidents' Report

## Victorian Branch (continued)

At this time I would like to recognise Bernadet Ferraro the Victorian Executive Officer for all her assistance and support she provides to the membership and the numerous groups that exist. Without Bernadet's ongoing support and work we would not be able to achieve what we do.

### Conferences & Training

The following calendar of events provides a list of courses, workshops and information sessions conducted and hosted by the AIEH Victorian Branch. Each of the events was co-ordinated by members with the assistance of our Victorian Executive Officer. Thank you to everyone involved with the co-ordination and running of these professional development opportunities.

- **July** Emergency Management Course for Public Health Professionals  
(5 day residential course at Mt Macedon)
- **September** Health Act Review Information Session (1/2 day session held in partnership with DHS)  
Health Act Review AIEH Submission Workshop (1/2 day session for members only)
- **October** National Conference (3 day conference at Melbourne Park Function Centre)
- **April** Health Guidelines for the Body Art Industries Workshop (1 day workshop)
- **May** Noise Management Forum (1 day forum)

### SIGs & Regional Groups

#### Special Interest Groups

This past year each of the Special Interest Groups have been meeting regularly and providing great networks for the members within Victoria.

An overview of the SIG activities is described below. Thank you to the SIG conveners and secretaries for their continued commitment and leadership of these groups as well as all the members for their time, expertise and enthusiasm in promoting and enhancing the practice areas they are involved with.

#### Food SIG

- Participation in the review and development of a new Memorandum of Understanding between Department of Human Services, Primesafe, Dairy Food Safety, Municipal Association of Victoria and AIEH.
- Representation on a range of Department Human Services Project Reference Groups including projects on Workforce Review, Professional Development needs of EHOs, Food Safety Compliance Assessment and Food Safety Supervisor review.
- Representation on the MAV / DHS Food Safety Legislation Review working group.
- Planning for a Food Safety Information Day in November 2005.

#### Emergency Management SIG

- Successful co-ordination and delivery of the 20th nationally accredited Emergency Management Training for Public Health Professionals.
- Preparation of the Municipal Public Health Emergency Management Guidelines for printing and distribution to all Victorian Local Governments in October 2005.
- Representation on a range of committees including State Health & Medical subcommittee, Influenza Pandemic working group and State Catering subcommittee (chaired by Red Cross).
- Reporting on outcomes of the Municipal Emergency Management Enhancement Group chaired by the Office of the Emergency Services Commissioner.

#### Environmental Management SIG

- Preparation and delivery of the Noise Management Forum for Local Government.
- Representation on a range of committees and meetings including the MAV stakeholder meeting on the topic of water reform, MAV/DSE steering committee for the Smart Septics Program and Domestic Wastewater Management key stakeholder working group recently established by the MAV.
- Review of the Grey-water Reuse Policy.

#### Communicable Diseases & Immunisation SIG

- Review of the Beauty & Body Art assessment tool.

# Branch Presidents' Report

## Victorian Branch (continued)

- Development of a draft Policy for the Implementation of the Health Guidelines for Beauty & Body Art industries.
- Preparation and delivery of the Health Guidelines for Body Art Industries workshop.
- Representation on a range of committees including Influenza Pandemic working group and Australian Childhood Immunisation Register Management Committee.

### Regional Groups

The seven Regional Groups continue to meet regularly throughout the year, providing great networks for all members within the area and facilitating a range of guest speakers to talk on a range of topics specific to the area. In addition to State Council visiting the Gippsland and Central Highlands Regional Groups, I was delighted to have an opportunity to attend the Barwon South Western Regional Group, Eastern / Southern Metropolitan Regional Group and North Western EHO Network meetings throughout the year. Thank you to all the Regional Group secretaries that continue to support these group's meetings.

I have just about come to the end of my final term as President of the AIEH Victorian Branch. It has been a pleasure and a privilege representing members over the past two years. To those people I have worked with on Branch Council over the years and to others who have represented the AIEH in other ways such as SIGs, Regional Groups, Conference committees, Marketing, Healthline and other committees / working groups, thank you for your dedication to the AIEH and your support.

My best wishes to the next President and Branch Councilors and I encourage all members to support these people to further the AIEH's aims.

### Fleur Cousins, MAIEH

*Branch President (Victoria)*

## Western Australian / Northern Territory Branch

2004-2005 has been a year of consolidation for the Western Australian and Northern Territory Branch after the recent turmoil. The commitment of members that have stayed with the organisation through a difficult time is greatly appreciated. The Branch volunteers including Regional Group Coordinators, Branch Councilors, Committee Members, SIG Conveners and fellow Director Joe Zappavigna have all made a contribution to the efficient operation of the Branch which has seen our first Branch profit since the removal of Branch based capitation fees several years ago. The turnaround achieved in such a short period is a credit to all who have assisted over the reporting period, assisted by the tighter financial management instituted by the Board in the preparation of the Branch budget. The Branch result of 2003-2004 was a net operating loss of \$24,700 after the allocation of National Office Costs. Preliminary figures suggest that the Branch result for 2004-2005 will be a modest profit in the vicinity of \$8000 (To be confirmed in the audited accounts) after the allocation of National Office Costs. This is extremely pleasing in the circumstances and I thank all those that have contributed to the organisation over the reporting period to help achieve it. The tireless work of Branch Executive Officer, Michelle Deards in trimming administrative costs and maintaining member services through this difficult period is a credit to her and all the organisation's committed staff.

There is however, no room for complacency. The need to enhance and build the extensive membership capacity of the organisation is fundamental to our success and I encourage members to be involved, and encourage fellow members to follow their lead, in maintaining and improving membership services. You may have the skills that some of us are lacking that can improve your Institute.

# Branch Presidents' Report

## Western Australian / Northern Territory Branch

May and June 2004 saw the departure of several long standing members of Branch Council. I thank those people for their efforts and those who stayed committed to the organisation through that difficult period. Budgeting for the 2004-2005 year finalized and the new Branch Council, elected in September 2004, has continued to work with those responsible constraints. The Annual General Meeting in September 2004 saw a number of new Members on Branch Council. The Council operated for the shortened period (September 2004-June 2005) between Annual General Meetings with the following:

Philip Swain – Branch President  
Joseph Zappavigna – Vice President  
Sebastian Camillo – Vice President  
Toni Hannelly – Branch Councilor  
Vic Andrich – Branch Councilor  
Owen Ashby – Branch Councilor  
Jillian Whitfield – Branch Councilor  
Mr Darren Ponton – Branch Councilor  
Mr Maurice Ferialdi – Branch Councilor  
Mr Colin Dent – Branch Councilor  
Mr Ross Wells – Branch Councilor

Early in the new year Branch Council resolved to appoint two (2) student representatives (Non Voting) to the Branch Council and Mr Peter Stevens and Ms Cassandra Quinn were elected by the student body at Curtin University of Technology to those positions. We are keen to see the continued involvement and increased liaison that the student representatives bring to the Branch Council.

There has been a refocusing of the organisation since September 2004 and I believe Australia wide we are continuing to move toward a healthier state of affairs. Priorities at the national level include the strategic plan review, improved Governance with the development of the bylaws and establishment of business systems. And all are progressing well at this time.

The AIEH is a national organisation with a company structure and it is important that we retain the benefits of a National focus whilst maintaining the delivery of Member services at the local level. The following is a brief summary of activities undertaken by the WA/NT Branch during the reporting period.

### **Conferences and Training**

The conduct of the Health Impact Assessment (HIA) workshop in September 2004 was the first event for the year and brought members together to work on the development and implementation possibilities for HIA in Western Australia. This workshop led to the establishment of the Branch's Health Impact Assessment Special Interest Group which continues to evaluate progress in this area. The workshop was well attended and was followed by the Branch's Annual General Meeting.

The Branch Council did make the first moves to reinvigorating the Branch by unanimously proposing that the 59th State Conference be held in May 2005, to provide a positive outcome for the AIEH Board and members within WA and NT. This timing, later in the financial year, will become a regular feature of the Branch timetable and will improve the transition of annual elections and the annual planning processes in a manner that will be more conducive and compatible for the Board of AIEH.

The Western Australian State Government initiative to introduce the State Administrative Tribunal (SAT) gave the Branch an opportunity to run an information session on the changes in conjunction with the General Meeting called by the membership for March. The Branch is indebted to Lawyer David Nadebaum of McLeod's Solicitors for his presentation at that forum and his follow-up documentation which has been produced as an information booklet on the SAT.

The 2005 Branch Conference was held at the Hotel Grand Chancellor in Perth on 1-3 June and was an overwhelming success. Based on the theme "Sustainability, the way forward" the program, over two (2) days, addressed a diverse range of issues and explored their relevance to the sustainability debate. The conference encouraged delegates to take the issues raised at this conference and to pursue better outcomes for their local communities into the future. Various papers proposed divergent views that all recognised the complex interaction of factors such as planning, waste, transport infrastructure emerging health issues and resource constraints and the

# Branch Presidents' Report

## Western Australian / Northern Territory Branch (continued)

implications for Environmental Health. The event was extremely well run through the dedication of the Conference Committee led by Toni Hannelly and assisted by Executive Officer Michelle Deards.

The launching of the Australian Food Safety Assessment (AFSA) by the AIEH created the opportunity during the year for the Branch to run a series of workshops. These were conducted as training for Environmental Health Professionals to use the product and promote its uptake and the membership is indebted to Mr Darren Ponton for his leadership and voluntary contribution to the training program. Four (4) Metropolitan and two (2) Regional AFSA Training Workshops (Australian Food Safety Assessment & Food Safety Standard of Practice) were conducted during the period.

Additionally, in conjunction with the Branch Conference a training forum on the launch of the Western Australian Household Chemical Waste (HCW) Program and a separate forum on Risk Communication were also conducted. The HCW program by the Department of Environment with training for delegates and feedback to the Department for the introduction of this important initiative was well attended and received. Similarly the Risk Communication workshop gave delegates the opportunity to develop important skills to establish and maintain communication and consultation mechanisms when health concerns are raised in their communities.

The Branch Council is working to produce a further series of contemporary and informative conference and training forums for the 2005-2006 year.

### Special Interest Group Reports

Special Interest Groups currently active for the Branch are Food Safety, Environmental Management, Indigenous Health, Emergency Management, Disease Control/Health Promotion, Waste Management, Planning & Building Control, International and Health Impact Assessment.

#### Food Safety SIG

*"Consumption of food is one of the most intimate relationships mankind has with the Environment. Food Safety worldwide remains a major public health concern, receives considerable media attention, influences political policy and is at the forefront of public awareness".*

Environmental Health is concerned with creating and maintaining environments that promote good public health by addressing those aspects of human health determined by physical, chemical, biological and social factors in the environment.

The WA Branch Food Special Interest Group has, during the year, been involved in the development of positions in respect of the proposed introduction of the model Food Act within this state.

#### Membership of the SIG

In 2004-2005 there were 99 members of the Food Safety SIG. The SIG has provided regular liaison between members and comment on various proposals throughout the year. A total of 23 e-mail messages were sent to SIG members since October 2004.

Achievements for 2004-2005:

- AFSA Training Workshops (Australian Food Safety Assessment & Food Safety Standard of Practice) 4 Metropolitan, 2 Regional workshops,
- AIEH food safety initiatives at a meeting with State Compliance Manager of major supermarket Chain
- Contributed to Australian Food and Grocery Council (AFGC) Nutrition Strategy workshop

#### Darren Ponton

*Food Safety SIG Convener*

#### WA/NT Branch Disease Control/Health Promotion SIG 2004-2005

The Disease Control/Health Promotion Special Interest Group was established to provide an email forum for exchange of information and related issues for members of the AIEH. Its structure links into the AIEH National SIG structure enabling national issues to be quickly disseminated to members and providing an avenue for a prompt response.

Disease control and health promotion are playing an increasing role in an EHO's professional activities. Health promotion strategies of program planning, implementation and evaluation are useful for all EHO's when designing programs which may not be directly contained within the definition of 'health promotion'.



# Branch Presidents' Report

## Western Australian / Northern Territory Branch (continued)

Communicable diseases are on the increase worldwide, with both existing and emerging diseases claiming lives on almost every continent. SARS, vCJD, Avian Influenza and Marburg Haemorrhagic Fever are causing increasing concern for health authorities in the twenty-first century, with the more recognisable diseases of Poliomyelitis, Ebola and Cholera also of continuing concern.

Jillian Whitfield coordinated this SIG in the WA/NT Branch during the year. The SIG has steadily increased its membership with the addition of student members. SIG members aim to communicate regularly by email, with interaction between members generally via the Coordinator. All communication is designed to be two-way participation.

The number of members of the SIG as at 1 May 2005 was 64. Membership lists are maintained through the AIEH WA Branch Office and if members are not receiving emails from the SIG Coordinator they should contact the Branch Office.

SIG members who have ideas for amendments and review of the aims and objectives of the group should communicate them in writing, by email, to the SIG Coordinator. The Coordinator will ensure that the group is aware of the proposal and seek comment for change so that the SIG continues to be relevant to its members.

### **Toni Hannelly**

*Disease Control/Health Promotion SIG Convener*

### **Environmental Management SIG**

Environmental management is an integrated and interdisciplinary approach to sustainably manage and protect our natural, built and social environments.

Reductionism and fragmentation are no longer valid scientific approaches to management of natural and built environments. Natural and manufactured objects are interconnected. Thus, the human observer cannot be separated from the environment, or view any part of the environment as being inferior or less significant. Environmental management must, therefore, aim to integrate all components, including the human species, into one system.

Environmental management is a key responsibility of Environmental Health Practitioners. The Environmental Management Special Interest Group (EM-SIG) has developed positions in respect of environmental management. (<http://www.aieh.org.au/sigs/environman.php>)

Where AIEH Members have a special interest or can access industry and professional information for the group, then they are encouraged to join this SIG and to participate. The SIG provides a forum and connection to its members to share information relevant to its purpose and objectives. This SIG also incorporates catchments management issues.

Joseph Zappavigna coordinates the WA/NT SIG. The SIG has steadily increased its membership with the addition of student and associate members. SIG members aim to communicate regularly by e-mail. Interaction between members is generally via the coordinator and is designed to be two-way participation for members.

SIG Members who have ideas for amendment and review of the purpose and objectives of the group should communicate this in writing (i.e. by e-mail) to the SIG coordinator. The SIG coordinator ensures that the group is aware of the proposal and seeks comments for change so that the WA / NT Branch SIG continues to be relevant to its Members. The SIG coordinator recommends to the AIEH's Legislation Review Committee of the position that the AIEH could adopt in relation to environmental management issues.

### **Joseph Zappavigna**

*Environmental Management SIG Convener*

### **Indigenous Environmental Health SIG**

*"Good environmental health conditions are an essential requirement for maintaining and improving the health and wellbeing of Aboriginal and Torres Strait Islander peoples and communities".*

Environmental Health is concerned with creating and maintaining environments that promote good public health by addressing those aspects of human health determined by physical, chemical, biological and social factors in the environment.

# Branch Presidents' Report

## Western Australian / Northern Territory Branch (continued)

Whilst a long and healthy life is an achievable goal for most Australians, Aboriginal and Torres Strait Islander communities suffer higher than average levels of morbidity and mortality. There is evidence that these populations suffer disproportionate impact from both increased exposures to environmental hazards and decreased access to services.

The environments in which Aboriginal and Torres Strait Islander peoples live are recognised as having a strong impact on health. Addressing the environmental risks can play an important part in enhancing the health of Aboriginal and Torres Strait Islanders.

The Branch Indigenous Environmental Health Special Interest Groups have been working to highlight and address issues relevant to improving the environmental health conditions for Indigenous persons.

The AIEH was a major sponsor at the 5th National Indigenous Environmental Health Conference, held in Terrigal New South Wales, 3-4 November 2004. AIEH was a member of the Conference Coordinating committee.

### **Membership of the SIG**

During the year there were 85 members of the Indigenous SIG. The SIG has provided regular liaison between members and comment on various proposals throughout the year. A total of 45 messages were sent the SIG members in 2004-2005 compared to 140 in 2003-2004, taking into consideration the reduced period between State Council elections.

The AIEH is a member of enHealth Council, the peak body of environmental health in Australia. The enHealth Council has made Indigenous Environmental Health a priority that must be addressed by all governments.

### **Owen J Ashby**

*Indigenous Environmental Health SIG Convener*

### **Regional Group Reports**

The WA/NT Branch has continued to support a Regional Group network during the year however several groups have elected not to be part of the AIEH and hence bound by its Constitution and Bylaws. The groups currently associated with the AIEH are the Northwest Group, Great Southern Group, South West Group, Eastern Goldfields Group and the Northern Territory Group. All groups have met during the year with the exception of the Northern Territory Group. Groups have continued to provide an opportunity for professional networking and updates on a variety of issues during the reporting period. The Northwest Group is currently assisting in the coordination of the Emergency Management Course to be conducted in Broome in November 2005.

The Branch Council is continuing to provide reports and where possible an attendee at meetings of Regional Groups that have left the organisation, although all financial support of these has ceased.

### **Phil Swain FAIEH**

*Branch President (WA/NT Branch)*

# Initiatives

## Food Safety Standard of Practice and AFSA

The AIEH's Food Safety Standard of Practice and the Australian Food Safety Assessment (AFSA) forms were launched in September 2003. Jointly developed by the South Australia and Victoria Food Management Working Group, these tools have been developed to promote accountability and consistency in the monitoring of food safety standards by Environmental Health Practitioners.

The 2004-2005 year has seen advancement of a variety of AFSA related initiatives. A review of the Marketing Plan was conducted which enabled the revision of existing marketing and promotional strategies and the development of new strategies. In an aim to increase the level of awareness and understanding of the Standard of Practice and AFSA, the primary focus during the year has been the development of promotional and training materials.

A graphic designer was engaged to develop branding for AFSA and a high quality, professional range of promotional materials.

The AFSA component of the AIEH's website was totally revamped to include information on the full range of AFSA products. Additionally, a training presentation is now on the website to demonstrate the functionality and versatility of AFSA.

Training workshops in the Standard of Practice and AFSA took place at the AIEH's National Conference in Melbourne during October 2004 and a series of sessions were delivered by the Western Australian/Northern Territory Branch early in 2005.

In response to member demands, an electronic version of AFSA has been pursued. For use in conjunction with a PDA, eAFSA offers all of the benefits of the standard AFSA tool. Open Office has signed on as the first provider of eAFSA which will be incorporated into their 'Health Manager System'. The AIEH welcomes partnerships with additional software providers who wish to enter into a licensing agreement.

The Food Management Working Group has farewellled two of its members, Kerry Keley and Amo Fioravanti. I would like to thank them both for their dedication and effort over the span of their membership to the Food Management Working Group. The commitment and effort of members who contribute for the benefit of the profession as demonstrated by this project is greatly appreciated, and I thank all members who've assisted in the promotion of the Food Safety Standard of Practice and AFSA.

### **Cathy Isbester**

*Chairperson, Food Management Working Group*

*(Members of the Food Management Working Group include Mark Hoyne, Darren Ponton, Adele Nazzari, Al Ioakim, Michaela Hobby and Melinda Coleshill)*

## AIEH Course Accreditation

The role of the AIEH Course Accreditation Subcommittee is, on behalf of the Board, to receive and assess applications for accreditation of Environmental Health Officer qualification courses.

The Subcommittee had four meetings either face to face or by teleconference. The Educator's Forum was held in Melbourne in 2004 as part of the National Conference, the draft accreditation policy being the main topic of discussion. The accreditation policy is now being developed into its final draft before being submitted to the Board for adoption in October 2005.

Members of the Sub-Committee in 2004-2005 were: Jim Smith (Chair); Owen Ashby; Bruce Morton; Ron Fry; Thomas Tenkate; and Waikay Lau.

### **Jim Smith**

*Chair, AIEH Course Accreditation Subcommittee*

# Initiatives

---

## FoodSafe<sup>®</sup>

### About FoodSafe<sup>®</sup> and FoodSafe<sup>®</sup> Plus

**FoodSafe<sup>®</sup>** was developed in 1996 by AIEH's WA Food Safety SIG. **FoodSafe<sup>®</sup>** is a simple idea designed as an in-house food hygiene training program, its target audiences are busy food handlers and small food business operations who otherwise do not have time or the money for a comprehensive course. **FoodSafe<sup>®</sup> Plus**, the next stage up from FoodSafe is a toolkit for proprietors to learn about **HACCP** allowing them to build their own food safety program. **FoodSafe<sup>®</sup> Plus** come in five easy-to-follow modules it shows proprietors how to implement and monitor practices essential to reduce hazards associated with their own food processes.

**FoodSafe<sup>®</sup>** has performed reasonably well under the revised version although budget targets were not met in terms of sales. The profit for FoodSafe fell approximately \$18,000 short of expectations which has highlighted the need for the organisation to invest in the product to ensure its future viability.

The product was produced in a VCD format for the first time during the year and progress toward an interactive DVD format is progressing. The revision and added features have been well received by practitioners and proprietors alike. I urge you to consider referring this effective tool as an important addition for any food business proprietor who may be considering improvements to their food handling and safety practices.

Methods to gain exposure of this product to the Victorian market are a priority for the working group in the 2005-2006 year.

#### **Darren Poton**

*Chair, FoodSafe Committee*

## *Environmental Health Journal*

There were a number of changes associated with the journal this year. This last year saw *Environmental Health* move from hard copy to an electronic format. Members and subscribers can now access and search all issues of the journal on-line. There was also a change in editor with Jim Smith taking on the job and Heather Gardner taking the role of Assistant Editor. Jaclyn Huntley, as Editorial Assistant, manages the large task of day to day operational administration and liaison with contributors and reviewers. This year saw the publication of four issues as required by the agreement with the Commonwealth, however, this agreement after five years has now ended and the AIEH is fully funding the journal.

There is much positive feedback received on the journal which is reflected in the growing subscriber base and this includes international interest. The coming year will see the development of the journal's own website and other initiatives to promote the journal.

#### **Jim Smith**

*Environmental Health Journal Editor*

# Representations

## The International Federation of Environmental Health (IFEH)

### **What is the International Federation of Environmental Health?**

Amongst other things, the Federation seeks to provide means of exchanging information and experience on environmental health, to hold Congresses and meetings to discuss subjects relevant to environmental health science and administration, to represent the interests of environmental health to state agencies, national governments and international organisations and to promote field studies of environmental health control.

### **Come to Ireland 2006 and then Brisbane 2008**

In 2008 the AIEH will host the 10th IFEH World Congress on Environmental Health in Brisbane at the Brisbane Convention Centre near Southbank. The World Congress will be integrated with the Annual AIEH Qld State and National Conferences. The AIEH has established a 2008 EH World Congress Regional and Local Committee to plan the event. Members of the Committee include the AIEH National Board and Qld Branch Council, the Singapore Society of Environmental Health, the Malaysian Health Inspection Association and the New Zealand Institute of Environmental Health. Peter Davey as one of the National AIEH – IFEH Directors is the Chair of this Committee. The Committee has met to commence planning the event including the professional program and seeking sponsorship.

The 9th World Congress on Environmental Health is scheduled for 18-23 June 2006 hosted in Dublin by the Environmental Health Officers Association of Ireland. At this event AIEH is hosting an AIEH – Asia Pacific Regional Group Dinner for participants where we will promote our 'down under' event in 2008.

### **Invitation to AIEH Group Travel Package to Ireland**

COME TO IRELAND FOR 2 WEEKS or more, ATTEND THE CONFERENCE and have a HOLIDAY – STAY IN IRELAND or explore the UK or EUROPE.

*Further details of the group package can be obtained by registering interest with the AIEH National CEO Mr Waikay Lau. The package will include return airfares, hotel accommodation and transfers in Dublin. Our Travel agent will assist with other individual travel plans pre or post conference.*

### **Support the Federation**

The Federation works to disseminate knowledge concerning environmental health and promote co-operation between countries where environmental health issues are "transboundary". It promotes the interchange of people working in this sector and the exchange of Member's publications of a scientific and technical nature.

The Federation is an organisation whose full members are national associations representing the interests of environmental health professionals throughout the World. The AIEH is a Member of IFEH and has three Directors from AIEH on the IFEH Council with 3 votes on all decisions of the IFEH.

Other organisations with an interest in environmental health may become associate members. Organisations, which are involved in the educational field (for instance Universities training environmental health professionals) are eligible to become Academic Associate Members. Other bodies with an interest in environmental health (such as regional associations, NGOs, etc) may become Associate Members. Individual persons may show their support for the Federation by becoming an Individual Associate Member. Persons who are successful in applying to join this category of associate membership will be kept up to date with IFEH news and will receive periodically any documents issued by the Federation. Individual Associate Members may participate in Federation activities but have no voting rights.

The annual subscription for full membership is related to the relative wealth of the country where the organisation is based. Organisations from the "developing world" pay a nominal GB£25.00, while organisations located in other countries pay according to the number of individual members they have. The current subscription is calculated at GB£0.30 per individual member. Academic Associate Members and institutions that are Associate Members pay GB£60.00 per year.

Individual Associate Members are invited to pay a minimum annual fee of GB£15.00.

### **Peter Davey**

*IFEH Council and Chair of the IFEH 10th World Congress on Environmental Health in Brisbane 2008*

Environmental Health Office  
Association Ireland

in co-operation with the

International Federation of  
Environmental Health



THE INTERNATIONAL FEDERATION OF  
ENVIRONMENTAL HEALTH

## 9th World Congress on Environmental Health



# IFEH 2006 Ireland World Congress Update

Dear Members,

Welcome to the first IFEH 2006 Ireland World Congress update.

Firstly, thank you to all members who have submitted their expression of interest in forming a delegation to travel to Ireland on June 18-23, 2006 as a lead up to the IFEH 2008 Brisbane World Congress. The importance of your presence cannot be underestimated. As AIEH is hosting the Brisbane 2008 IFEH World Congress a strong delegation from Australia attending the Ireland 2006 IFEH World Congress will send a positive message to our international colleagues.

To begin, I am pleased to inform you that Mr. Peter Davey; past AIEH Director and Qld Branch President and AIEH's representative on IFEH for the past 6 years, has been selected by our Board of Directors as the Chair for the IFEH 2008 World Congress. He is supported by the IFEH Committee; Waikay Lau, AIEH CEO, Bruce Morton, AIEH Director, Alison Bray, Qld Branch President and Jo Rolls, AIEH Executive Officer (Qld).

Currently, we have approximately 30 people who have expressed interest in joining the AIEH contingent to Ireland in June 2006. It is also great to see that we have many partners joining our delegation. As always, partners, children, family and friends are welcome to join the delegation. We understand that cost is a big issue given the distance of travel, and the committee has put together a few ideas (see below) that may assist in reducing this cost.

1. The more people we have traveling together as a group, the cheaper it is and we need a minimum of 20 people to get the best price. What that means is we all travel on the same day (or within a day of each other) with the same airline company and we all stay at the recommended accommodations, and most importantly, we all book with one travel agency – who can offer us the most competitive price. It is OK for you to return at a different date as many of you may like to take a holiday around Europe after the conference, but it is essential that we all book as a group to get the best fare and accommodation rates.

To assist us in organizing our travels, the Committee will be appointing a travel agency to handle all airfare and accommodation bookings. We are still working with these agencies for the best deal. However, you should be budgeting for approximately \$2,800 to \$3,000 (includes all taxes) for one return airfare, and the accommodation cost per night is approx. \$140 twin share.

What you need to do now:

- Please make sure that your membership fee is current.
- Please make sure your passport is current with at least 6 months validity from June 2006.
- To better assist us in planning, can you please email me the likelihood of your attending at your earliest convenience.
- Or if you know you will be attending, please let me know ASAP.

The Committee is currently developing the theme for 2006 and more information will be circulated very soon so that we can all participate to promote the World Congress in Brisbane in 2008.

Please do not hesitate to contact me if you have any questions and we look forward to your participation at the 2006 World Congress

Regards,

Waikay Lau

CEO, Australian Institute of Environmental Health

PO Box 2222

Fortitude Valley BC 4006

Tel: 07 3711 3308

Mob: 0412 628 500

We will also ask our travel agency to prepare a travel itinerary for 4-5 days if there is interest. We could even arrange for meetings with fellow EH professionals and arrange for site visits.

2. The Ireland 2006 World Congress registration fee based on past congresses will be approximately \$800 per person (yet to be confirmed). You may like to speak with your employer to gain their financial support in providing you with a subsidy for this travel. This Congress is classified as a professional development event. AIEH will be pleased to forward a personalized letter to you in support of your application with your employer for support.
3. As this is a professional development event you may like to consult with your tax agent in the ability to earmark the travel and accommodation expense as a potential tax break.
4. To assist in 2 or 3, you may like to consider giving a paper at the Conference. Not only will this enhance your career, but also your professional standing among EH colleagues around the world. More information can be found at: <http://www.ifeh2006.org/>

# Food Handler Training Program

Your **Future** is in Your **Hands**



Food Handler Training Program



Australian Institute of  
Environmental Health



Australian food safety assessment

...promoting consistency in the practice of food safety assessment



A tool for  
Environmental  
Health Practitioners  
that can be used  
Australia wide

[www.aieh.org.au](http://www.aieh.org.au)



A fresh approach to **food safety**

