

2000/
2001

DEPARTMENT OF LOCAL GOVERNMENT | ANNUAL REPORT 2000/2001



October 2001

The Hon Harry Woods MP
Minister for Local Government

Dear Minister

I am pleased to present the Annual Report of the Department of Local Government for the year ended June 2001 in accordance with the Annual Reports (Departments) Act 1985.

The Annual Report includes the operations of the NSW Local Government Boundaries Commission and the NSW Local Government Grants Commission both of which are established under the Local Government Act 1993. The operations of the Local Government Pecuniary Interest Tribunal established under the Local Government Act 1993 are also included. The Grants Commission and Tribunal also report separately.

A handwritten signature in black ink, appearing to read 'Garry Payne', written over a horizontal line.

Garry Payne
Director General
Department of Local Government

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Section

1

Director General's Report

Director General's Report

The Department's principal function is to provide a policy and legal framework for local government. This framework encourages councils to develop effective management structures and processes which reflect current community needs and expectations.

During the past year we have successfully dealt with a range of major issues and changes, both internal and external.



The Local Government Public Inquiry into the structure of local government in the inner Sydney region was conducted by Professor Kevin Sproats and inquiries into two voluntary amalgamation proposals were held. We also participated in an intergovernmental working party to develop a plan to create a joint city of Albury-Wodonga.

We have streamlined the operation of the Companion Animals legislation, set up a Pet Line call centre and developed a range of communication materials for councils, veterinarians and the general public. We have also introduced legislative amendments to the Local Government Act and developed a filming protocol for councils and filmmakers to help NSW become a premier location for the film and television industry.

A review of the Local Government Act in terms of National Competition Policy requirements was completed as well as activities associated with assessing the impact of public liability exposure in the Local Government sector and GST implementation issues.

The work we do in assessing complaints about councils has helped us to resolve specific issues and promote 'good practice' policies and procedures in all councils throughout the state. We have also monitored a number of councils in financial difficulties and given them appropriate advice and assistance.

As the key central agency for local government in NSW, our role is broad ranging and challenging and requires a high degree of professionalism and commitment from staff. I would like to thank all the staff for their continued efforts during the year in helping the department achieve its objectives and managing our planned relocation to Nowra in 2002.

Our annual report gives details of our achievements and challenges over the past year. These details are reported under the five key objectives of our Corporate Plan 1998–2001. We are currently developing a new Corporate Plan outlining our strategic directions for the future.

A handwritten signature in orange ink, appearing to read 'Garry Payne'. The signature is stylized and fluid, with a long horizontal stroke at the end.

Garry Payne
Director General
Department of Local Government

Major Achievements

July

- The new Privacy Code of Practice for Local Government came into operation on 1 July 2000.
- The newly amalgamated Pristine Waters Council commenced operations on 1 July 2000.
- We released the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places*.

August

- We launched Pet Line, a new call centre to help veterinarians and other authorised identifiers find the owners of lost and injured cats and dogs.
- The Ministers for Agriculture and Local Government jointly reported the results of the Inquiry into Beekeeping in Urban Areas to the Premier

September

- The results from Mayoral elections were updated on the Local Government Directory.
- Local Government Amendment (Filming) Act 2000 commenced and the Local Government Filming Protocol was launched.

October

- The Local Government Public Inquiry into the structure of local government in the inner Sydney region commenced with the appointment of Professor Kevin Sproats as Inquiry Commissioner.

November

- The Local Government Multicultural Forum was held at Rockdale Council.
- Public Bodies Review Committee of Parliament released its Report into Public Liability Issues Facing Local Councils.
- The Ku-ring-gai Council S430 investigation report was released.

December

- The newly amalgamated City of Canada Bay Council commenced operations.
- S263 inquiry into the amalgamation of Conargo and Windouran Shire Councils commenced
- We added the 1998/1999 Comparative Performance Information on NSW local councils to our web page.
- We upgraded the Department's internet connection to provide faster access.
- We completed our Disability Action Plan and added it to our web page.

// MAJOR ACHIEVEMENTS

January

- We released our report on *Candidates and Councillors 1999-2000*.
- We completed the Stage 1 modifications to the Companion Animals Register.
- The companion animals community education campaign was launched.

February

- We assisted in organisation of the public hearing for the Local Government Public Inquiry.
- We released *Creating Active Communities. Physical activity guidelines for local councils*.

March

- We issued a revised email and internet policy for our staff.
- Albury Wodonga merger announced and Inter-Government Working Group was established.

April

- Professor Sproats submitted his report on the Local Government Public Inquiry to the Governor.

May

- S430 investigation into Tweed Shire Council commenced.
- We released *The Easy Septic Guide*.

June

- The amendments to the Companion Animals Act about the provisions for dangerous dogs were passed by Parliament.
- We added the Code of Accounting update Number 9 to our web page.
- We upgraded all our PCs and Laptops to Windows 2000.
- An article on the Companion Animals Register was added to the Office of Information Technology's web page on 'Best Practice in Electronic Service Delivery in NSW Government'.
- Completion of Administration of Windouran Shire Council.

Section

2

Our Structure and Staff

Summary of Operations

The Department has six branches that work together to provide a policy and legislative framework for the local government sector.

Business Services

Our business services branch provides infrastructure coordination and management for human resources including EEO and training, financial services, records management and administrative services such as insurance, fleet management and accommodation.

We also:

- coordinate the department’s strategic management activities
- manage the Pensioner Concession Subsidy Scheme.

Executive Support

Our executive support branch coordinates ministerial and departmental services relating to correspondence, public enquiries, customer services, publicity and information. We also provide support services for the Director General and Deputy Director General.

Finance Management/Information Services

Our finance management branch monitors local government financial matters including the financial position of councils, rates and charges, rebates, loan borrowings and capital expenditure reviews.

We also:

- collect information and conduct research and policy development on financial and rating issues
- manage the annual allocation of loan borrowing authority between councils
- advise the Minister on rate pegging levels and applications by councils for exemption from rate limitations
- manage the development and application of the Local Government Accounting Code (AAS27)
- identify benchmarking standards to encourage councils to adopt best practice opportunities
- prepare a report each year comparing councils’ performances using key management performance indicators.

Our information services branch provides quality Information and Communications Technology (ICT) advisory and support services to internal and external clients and maintains a computer systems infrastructure to support business objectives.

We also:

- develop systems to support the department’s mission and objectives
- coordinate all data collection activities for business units
- maintain the department’s web page.

Legal Services

Our legal services branch identifies and reviews the need for changes to local government legislation and formulates legislative proposals.

We also:

- provide high level legal policy advice to the Government on a wide range of issues affecting local government
- process leases and land resumptions for councils
- prepare briefs on and present pecuniary interest matters before the Pecuniary Interest Tribunal
- provide support to the Local Government Boundaries Commission.

Investigations & Review

Our investigations and review branch assesses and investigates complaints and allegations about the conduct and activities of councils, elected members and council staff.

We also:

- complete special investigations into councils and inquiries on pecuniary interest matters
- identify areas of local government administration that need more effective control procedures
- support the Pecuniary Interest Tribunal
- provide ‘best practice’ advice and educational information for elected members and staff on a range of matters related to complaints and probity
- liaise with the Independent Commission Against Corruption and the Ombudsman’s Office in relation to the department’s investigative function.

Policy and Research

Our policy and research branch identifies critical issues in local government management, develops policy and conducts research to promote best practice in local government.

We also:

- conduct extensive interagency consultation to make sure that local government issues are considered in the relevant context
- help councils successfully implement local government legislation
- manage programs in local councils that deal with social planning, sewage management, companion animals, multicultural issues, EEO, state of the environment reports and annual reporting.

Section

3

Management Performance

Performance Statement of the Director General for 2000/2001

Name
Garry Payne

Position
Director General Level 6

Period
1/9/2000 – 31/8/2001

Key Accountability

Economic Development

- Responsible for contributing to the economic development of the State.
- Responsible for management of overall legislative and policy framework for local government in NSW.

Outcomes

- More efficient and responsive government through implementation of Government policy decisions concerning local government.
 - Assisting local government in contributing to economic development of the State through regular review of the legislative and policy framework.
-

Key Accountability

National Programs

- Ensure NSW is a participant in appropriate National programs affecting local government.

Outcomes

- NSW has continued to be represented on key issues on local government reform and practice at the national level covering such areas as National Competition Policy and implementation of the GST.
-

Key Accountability

Best Practice

- Development of best practice strategies for local government sector.

Outcomes

- Monitoring and assisting councils which have been identified as having problems in financial or management areas.
- Promotion of good management practice throughout the local government sector to maximise best use of all resources to provide for long-term viability.
- Key advisory role to Albury Wodonga One City initiative to create a regional city of national standing in cooperation with the Victorian Government.
- Continued development of a wide range of explanatory publications and guidelines for councils to assist in the implementation of legislative requirements.
- Improved access to information on local government issues for the community and local government sector through continual development and a major redesign of the Department's webpage.

Key Accountability

Monitoring & Compliance

- Monitoring and compliance with Local Government legislation.

Outcomes

- Review undertaken on local government compliance on annual reporting requirements, and new social/community planning requirements.
- Improved compliance with Local Government Act by local government.
- Investigation of complaints. 788 received compared to 738 in previous year.
- One case heard by Pecuniary Interest Tribunal.
- Investigation into Ku-ring-gai Municipal Council finalised.
- Investigation carried out into Tweed Shire Council.
- Early identification of councils experiencing financial difficulties.
- Continued liaison with a number of industry groups.

Key Accountability

Consultation & Representation

- Ensure effective relationships and consultation mechanisms are maintained with local government and relevant State and Federal agencies to assist in development of appropriate programs and strategies.

Outcomes

- Improved integration of issues affecting local government across State agencies through representation on Inter-departmental working parties and committees.
- Improved Departmental profile as the key agency on strategic issues affecting local government.
- Extensive participation by the Department in key conferences organised by major stakeholders.
- Joint publications developed with other state agencies and industry groups to facilitate improved performance in local government sector. These included publications to provide guidance on good practice in relation to: privacy management, physical activity, commercial filming, companion animals, and on-site sewage.

Key Accountability

Government Policies

- Implementation and achievement of Government's policies in relation to local government.
- Administration of the framework for local government in NSW.

Outcomes

- Rate increase for Councils limited to 2.8%. 27 applications received from councils for special rating variations. Of these 1 was withdrawn, 18 were approved (8 with lesser amount than requested) and 8 were declined.
- A major inquiry into the structure of local government in the inner Sydney region commissioned.
- Public inquiries into Concord-Drummoyne and Conargo-Windouran merger proposals.
- Input and support provided to inquiries.
- Implementation of Companion Animals legislation – upgrade of Register undertaken and Pet Line call centre established.
- Training activities for the local government sector undertaken across a range of issues including financial management, sewage management, companion animals.
- Development of amendments arising from the Local Government Act and National Competition Policy reviews.

Key Accountability

Organisational Management

- Effective management practices.
- Achieve a diverse and representative agency workforce which results from employment practices that:
 - Increase the representation, distribution, pay equity and competitiveness of EEO groups in all job types, at all levels.
 - Acknowledge and value diverse cultures and languages which are responsive to the needs of its customer base.
 - Ensure access and equity programs actively implemented.
 - Aim to improve occupational health and safety management.
 - Manage corporate credit card usage and compliance within Department.
 - Sound resource management.

Outcomes

- A safe, fair, tolerant and ethical work environment.
- A Department which is able to respond quickly to changing needs.
- Cultural diversity acknowledged and valued by staff.
- A financially responsible Department.
- Improved management of occupational health and safety issues.
- Management of relocation to Nowra.



Garry Payne
Director General



The Hon Harry Woods, MP
Minister for Local Government

Financial Overview

Total expenses of the Department for the reporting year were \$87.5 million. This was \$1.2 million below the authorised budget of \$88.7 million due mainly to lower departmental operating costs and to some project funding for the On-site Sewage Management Program being carried forward to the next financial year.

Actual expenses covered four main areas:

Salary and related payments	\$5.6 million (6.4%)
Other departmental costs	\$2.7 million (3.2%)
Payments from the Companion Animals Fund	\$6.5 million (7.3%)
Grants and Subsidies	\$72.7 million (83.1%)

Net Cost of Services

The actual amount (\$80.9 million) was lower than budget (\$82.2 million) reflecting a lower level of annual funding towards the roll out of the On-site Sewage Management Risk Assessment project and lower operating costs.

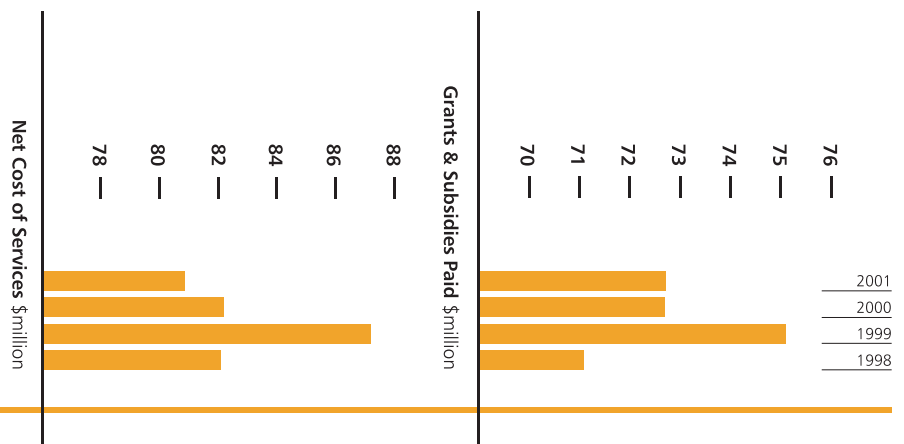
Assets and Liabilities

An increase of \$1.2 million in cash balances at year-end resulted from receipts held temporarily in the Companion Animals Fund pending payments to Councils.

The Department leases its accommodation and other than computer equipment owns no substantial assets.

Financial Assistance Grants

The total disbursed to councils during 2000/01 by way of financial assistance grants was \$427.6 million.



Performance Outputs

The Local Government Act is the principal piece of legislation under which councils operate and is kept under regular review to meet the needs of systemic change, micro economic reform, changes in the method of regulation and community expectations.

The Department's present functions relate to the policy and strategic management of the local government framework in order to meet the ongoing needs of the community and ensure accountability of the local government sector.

Table 1. Department's Performance Outputs

Outputs	1999/2000		2000/2001		2001/2002
	Target	Actual	Target	Actual	Target
Number of new and simplified amendments to legislation and regulation introduced	9	14	12	5	6
Explanatory publications available	82	120	125	97	105
Participation in educational activities	120	215	225	80	86
Complaints processed	200	650	700	840	950
Regulatory determinations made	70	157	140	92	67

Table 2. Companion Animals Performance Outputs

	1999/2000	2000/2001	2001/2002 Estimates
Number of animals registered under the Companion Animals Act 1998	110,000	238,000	190,000
Education campaigns conducted	2	4	4

Rate Rebate for Pensioners

Table 3. Rate Rebate for Pensioners

Outcomes	1998/1999	1999/2000		2000/2001		2001/2002
	Actual	Target	Actual	Target	Actual	Target
<i>Pensioner households assisted across the rating categories (000)</i>						
General	395.6	415.1	399.3	399.3	403.2	407.2
Water	126.0	132.2	127.2	127.2	128.5	129.8
Sewerage	116.7	122.4	117.8	117.8	118.9	120.1
<i>Outputs</i>						
Council pensioner rebate claims processed	388	400	381	390	410	416

Data Collection

Electronic data collection continues to be a key focus area in terms of the Department's IT strategy. Major collections undertaken during the year include distribution of grants and the financial data return.

Table 4 shows performance over the last three years.

Table 4. Data Collection Table 2000/2001

	1999		2000		2001	
	Nº	%	Nº	%	Nº	%
On Time	743	68.7%	731	67.6%	540	60.4%
<= 1 Week	139	12.8%	121	11.2%	103	11.5%
<= 2 Weeks	42	3.9%	69	6.4%	50	5.6%
<= 3 Weeks	37	3.4%	37	3.4%	30	3.4%
<= 4 Weeks	27	2.5%	37	3.4%	25	2.8%
> 4 Weeks	90	8.3%	72	6.7%	126	14.1%
Not Received	4	0.4%	15	1.4%	20	2.2%
Total	1082	100%	1082	100%	894	100%

Note: This includes the following returns:

1999 and 2000 – Comparative Information Return, Financial Data Return, Rating Return, Grants – Austroads Return, Grants – Financial & General Return, Grants – Roads Return.

2001 – Financial Data Return, Rating Return, Grants – Austroads Return, Grants – Financial & General Return, Grants – Roads Return (Due to extraction of Comparative Information Return data from other collection returns)

As fewer resources were dedicated to following up data returns, the 2001 response times were slower than previous years. Even so, 97.8% of data returns were received.

Corporate Plan

The Department's 1998-2000 Corporate Plan can be viewed on the Department's webpage.

A new Corporate Plan will be developed in late 2001 to reflect the Department's operations and focus.

A flexible approach to management will be required over the period leading up to the relocation of the Department to Nowra.

Guarantee of Service and Customer Service Initiatives

Copies of the Department's Guarantee of Service were distributed to all councils in 1999, to be made available to the public. It is also available on the Department's webpage.

The following table provides information on achievements against service standards specified in the Guarantee of Service.

Table 5. Guarantee of Service

Service Quality Measure	1999/2000		2000/2001		2001/2002
	Target	Actual	Target	Actual	Target
% of Departmental correspondence answered within 4 weeks	70%	66.50%	70%	57.20%	70%
% of Land Acquisition Notices approved within 90 days [^]	90%	100%	90%	100%	90%
% of leases and licenses for community land granted within 60 days [^]	90%	100%	90%	75%	90%
% of Annual Accounts extensions granted within 21 days	85%	85%	85%	87.50%	85%

[^] Processing time measured from full receipt of all documentation

Quality Management Progress

The Department's ongoing Quality strategy was impeded during the year and will be revisited.

Section

4

Objectives and Outcomes

Objective 1. Legislative Framework

Key Actions

To help us achieve this objective we:

- review, develop and promote legislation and regulations that apply to the local government sector
- develop strategies for local government in NSW by analysing and reviewing policy, environmental scanning, research and consultation with a range of stakeholders
- provide a framework for the application of competition policy principles to the local government sector
- give clear legislative directions about the roles and responsibilities of local government in the regulatory process.

Key Outcomes

The key outcomes of our work in this area are:

- amendments to the Local Government Act to provide legislative guidelines for conducting commercial filming activities on council property
- further legislative and policy initiatives to help councils implement the Companion Animals legislation
- increased access to all departmental information by promoting and improving our web site
- the review and amendment of existing legislation in consultation with appropriate stakeholders.

Acts

The following Acts have come into operation during 2000/2001.

Local Government Amendment (Filming) Act 2000

The Local Government Amendment (Filming) Act 2000 came into operation on 4 September 2000 and the associated Filming Protocol was launched shortly after. The Act streamlined council approvals for filming activities and allowed for the development of a Filming Protocol to help councils assess applications and set fees.

Local Government Amendment Act 2000

During 1998-99, the Minister for Local Government reviewed the Local Government Act 1993 and tabled a report in Parliament on 3 June 1999. A series of minor amendments were made as part of the Statute Law (Miscellaneous Provisions) Act 2000 and these came into operation on 29 June 2000.

More substantial amendments were also drafted during 2000/2001, following Cabinet approval in May 2000. The Local Government Amendment Bill 2000 was passed by Parliament in December 2000 and came into operation on 1 April 2001.

The amendments are primarily aimed at:

- improving the accountability of local government, particularly in relation to the expenses and facilities that councillors may claim
- refining the pecuniary interest requirements by tightening certain requirements of councillors and giving the Pecuniary Interest Tribunal greater scope to deal with complaints
- bringing local government election procedures into line with State election procedures
- improving efficiency and effectiveness in local government by miscellaneous amendments identified as part of the review of the Local Government Act 1993.

Local Government Amendment (Graffiti Removal) Act 2001

These amendments allow graffiti to be removed quickly from private land, which helps to reduce the overall incidence of graffiti attacks. The Act gives councils a framework to enter into agreements with private landowners to remove graffiti on their land as soon as it appears.

Companion Animals Amendment Act 2001

The Companion Animals Act 1998 was amended in June 2001 by the Companion Animals Amendment Act 2001. The amendments were a response to community expectations about the behaviour of companion animals as well as feedback received from councils.

The amendments included:

- imposing stronger penalties on the owner of a ‘dangerous’ dog that attacks a person because the owner has failed to comply with their obligations
- addressing a number of practical enforcement issues that have arisen since the Act came into operation.

The owner of a dangerous dog is now guilty of an offence if their dog attacks a person because they have failed to comply with the control requirements under section 51, such as keeping the dog in a childproof enclosure. This new offence carries a maximum penalty of 200 penalty units or imprisonment for two years or both. The owner can also be automatically and permanently disqualified from owning a dog. In addition, the amendment provides for more effective enforcement of the existing dangerous dog and restricted breed control requirements.

// OBJECTIVE 1. LEGISLATIVE FRAMEWORK

The amendment included a number of minor changes to improve the effectiveness of the existing legislation.

These are:

- provisions for councils to fine an owner more than once if they fail to register their animal
- ensuring that all changes of ownership and address must be notified to the register
 - this applies to animals that are identified only, as well as animals that are lifetime registered
- regulating all situations where dogs and cats are microchipped in NSW, regardless of whether microchipping is required under the Act or not
- making a person in charge of an animal guilty of an offence even if they are not the owner eg for failure to remove dog faeces

The amendment also addressed some operational difficulties with the confidentiality and misuse of information provisions of the Act, as well as bringing the legislation into line with the Privacy and Personal Information Protection Act 1998.

Regulations

The following regulations were introduced during 2000/2001.

Local Government (General) Amendment (Community Land)

Regulation 2000

This Regulation allows councils to grant leases, licences and other estates over community land for the short term transportation of building materials and equipment to private land. Councils had highlighted the specific need to allow private landowners to do this when there is no adequate road access available.

Local Government (Elections) Amendment (Political Parties and County Councils) Regulation 2000

This Regulation clarifies election procedures for the chairperson of county councils when the council's constituent local councils are affected by an amalgamation or amalgamation proposals.

Local Government (Rates and Charges) Regulation 2000

This Regulation amends the maximum amount that a council can charge as a minimum rate. This is an annual change for each rating year.

Local Government Amendment (Miscellaneous) Regulation 2001

This Regulation amends a number of individual Local Government Regulations such as the:

- Local Government (Financial Management) Regulation 1999 – transitional arrangements
- Local Government (General) Regulation 1999 – transitional arrangements and inclusion of provisions concerning written pecuniary interest returns formerly contained in Schedule 3 of the Local Government Act
- Local Government (Meetings) Regulation 1999 – requiring councillors to leave the council chamber after declaring a pecuniary interest
- Local Government (Orders) Regulation 1999 – insertion of explanatory note
- Local Government (Tendering) Regulation 1999 – facilitating council’s consideration of ‘in-house’ tenders.

Local Government (General) Amendment (Expenses and Facilities) Regulation 2001

Every council must have a fees and expenses policy that sets out the fees that councillors will be paid and the facilities that they will be provided with for their civic duties. This regulation prevents a council from providing cars for the exclusive use of a particular councillor, other than the mayor.

Bills before Parliament

In addition to these new Acts and Regulations, there are two Bills currently before Parliament.

Local Government and Environmental Planning and Assessment Amendment (Transfer of Functions) Bill 2001

This Bill was introduced into Parliament in June 2001 to transfer building-related approvals from the Local Government Act to the Environmental Planning and Assessment Act 1979 (the EP&A Act). The Bill was introduced by the Hon Andrew Refshauge MP, Minister for Urban Affairs and Planning, with the support of the Minister for Local Government. The principal approvals affected are approval to erect a temporary structure, approval to use a building as a place of public entertainment, and approval to install a domestic solid fuel heater. The Bill transfers responsibility for regulating these activities to the EP&A Act.

The Bill follows the creation of the integrated development approval scheme in 1998, when subdivision, development and building approvals were all placed within the EP&A Act. Parliament did not fully consider the Bill before rising but we expect that it will be debated again in September 2001.

We are continuing to work with the Department of Urban Affairs and Planning to transfer these regulatory provisions. Amendments to the regulations will also need to be made once the Bill is passed.

// OBJECTIVE 1. LEGISLATIVE FRAMEWORK

Local Government Amendment (Enforcement of Parking and Related Offences) Bill 2001

This Bill proposes to transfer the responsibility for enforcing street parking from the NSW Police Service to local councils. It will facilitate the transfer to councils of parking patrol officers currently employed by the Crown and the sharing of revenue from the recovery of parking fines between councils and the Crown. The proposals follow the Audit Office Report on Enforcement of Street Parking in 1999 which recommended that arrangements for enforcement should be reviewed.

The Bill was introduced into Parliament by the Hon Paul Whelan MP, Minister for Police, with the support of the Minister for Local Government. It has yet to pass through both Houses of Parliament and will be debated again in September 2001. The Police Service and other State agencies are continuing to negotiate with local councils and the Local Government and Shires Associations about the employment of parking patrol officers and the allocation of fine revenue. Amendments to the regulations will also be required.

Regulatory Impact Statements

We did not have to prepare any Regulatory Impact Statements during 2000/2001.

Judicial Decisions

Brodie-v-Singleton Shire Council; Ghantous-v-Hawkesbury Shire Council [2001] HCA 29

The High Court of Australia recently handed down its decision in two cases involving people who were injured on roads. The cases were heard together. Ms Ghantous tripped and fell on a council footpath and Mr Brodie's truck was damaged when it fell through a wooden bridge on a council owned road.

The High Court abolished the long-standing 'highway' or 'non-feasance' rule that gave councils and other road authorities some protection from liability when injuries occurred on roads. The immunity applied when a person's injury was caused by a road authority's failure to take action to repair or maintain the road. A person could only recover damages if the injury resulted from an authority's action, such as repairing or designing a road negligently.

The High Court decided that road authorities are now subject to the general laws of liability. This means that a person may claim compensation if they can show that the authority negligently acted or failed to act to repair or maintain a road. The abolition of the immunity affects local councils, the RTA, the National Parks and Wildlife Service and other road authorities in NSW as well as similar bodies across Australia. The NSW Government is now assessing the potential impact of the decision and whether further action is needed to address liability for roads.

Director General's Orders

The Director General received three complete applications and one incomplete application for exemptions under Clause 17(c) of the Companion Animals Regulation from organisations that find homes for animals from pounds.

The applications were assessed against criteria provided by the Companion Animals Advisory Board and the Director General approved three organisations.

Legislation administered

Carlingford Drainage Improvement (Land Exchange) Act 1992

City of Sydney Act 1988

Collarenebri Water Supply Act 1968

Companion Animals Act 1998

Country Towns Water Supply and Sewerage (Debts) Act 1937

Dividing Fences Act 1991

Glen Davis Act 1939 (except part, Minister for Public Works and Services)

Grafton Water Supply Act 1956

Impounding Act 1993

Local Government Act 1993

Local Government Areas Amalgamation Act 1980

Local Government Associations Incorporation Act 1974

Local Government (City of Sydney Boundaries) Act 1967

Newcastle (Miscellaneous Lands) Act 1979

Newcastle National Park Enabling Act 1924

Queen Victoria Building Site Act 1952

Roads Act 1993 section 178(2); Division 2 of Part 3; section 175 and section 252 (remainder Minister for Roads, Minister for Land and Water Conservation and Minister for the Environment)

Swimming Pools Act 1992

Walgett Water Supply Act 1959

Objective 2. Monitoring and Development

Key Actions

To help us achieve this objective we:

- Advise councils and public as to councils' functions and responsibilities
- Evaluate and monitor performance of local government and compliance with legislative obligations
- Ensure council activities requiring Governor's/Minister's approval comply with legislative requirements
- Enhance and promote local government policy
- Provide and promote avenues for the local government sector, other government agencies, industry and the general public to communicate concerns/problems relating to all aspects of the regulatory system

Key Outcomes

The key outcomes of our work in this area are:

- 6.8% increase in complaints against councils – 788 received compared to 738 in previous year
- 4 new pecuniary interest reports submitted to the Pecuniary Interest Tribunal for determination, compared with 1 in previous year
- Investigation under section 430 of the Local Government Act into the conduct of council officers in dealing with two major developments under consideration by Tweed Shire Council commenced.
- Investigation under section 430 of the Local Government Act into the conduct of the Mayor of Ku-Ring-Gai Municipal Council finalised and Council's comments upon implementation of recommendations received.
- Continued implementation of Companion Animals legislation
- Training activities for the local government sector undertaken and inter-agency liaison on collaborative projects conducted

Monitoring

Annual Reports

We monitor the compliance of councils with the annual reporting requirements under section 428 of the Local Government Act. Annual reports, including State of the Environment reports for the year 1999/2000 are required to be submitted to the Minister within 5 months of the end of each council year, ie by 30 November. Eighty-two councils submitted their annual reports by the statutory due date of 30 November 2000, and 168 councils submitted their report by 30 June 2001. Forty-nine councils submitted the State of the Environment reporting sections of their annual reports by the statutory due date of 30 November 2000, and 150 councils submitted it by 30 June 2001. For details of councils' compliance with the requirements of section 428, please see *Comparative Information on NSW Local Government Councils – 1999/2000*.

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Community/social plans

The Local Government (General) Regulation requires all councils to develop a social/community plan or its equivalent. A review of the 153 social plans received by 30 June 2001 showed that councils generally considered the needs of all seven social justice target groups in their social/community plans. The percentage of councils addressing each of the target groups in their plans was:

- young people (100%)
- older people (100%)
- children (98%)
- women (97.5%)
- people with disabilities (97%)
- people from culturally and linguistically diverse backgrounds (96%)
- Aboriginal people (93.5%)

We contacted councils that failed to consider a particular target group in their plans and advised them of the omission.

During 2000/2001 we began a review of the *Social/Community Planning and Reporting Guidelines* originally published in 1998. These *Guidelines* were an effective aid for councils developing their social/community plans for 1999, but we wanted to make sure that they will still be relevant when councils prepare their next compulsory social/community plans in 2004.

The *Guidelines* need to be a practical 'best practice' document that helps councils carry out their social/community planning and reporting effectively and ensures that social justice principles, including access and equity, are applied.

Annual Reporting of Social/Community Activities

The Local Government Act and Local Government (General) Regulation contain a number of provisions for reporting on social/community issues.

The percentage of councils reporting on the mandatory target groups in their annual reports was:

- children (96%)
- people from culturally and linguistically diverse backgrounds (94%)
- Aboriginal people (90%).
- people with disabilities (81%)
- older people (77%)
- young people (77%)
- women (29%)

Ministerial Approvals & Concurrences

Table 6. Annual Rating Cycle/ Special Rating Variations

Year	Limit (%)
2001/2002	2.8
2000/2001	2.7
1999/2000	2.4
1998/1999	1.7
1997/1998	3.1

Table 7. Summary of Special Variation Applications

	2001/2002
Increase permitted	2.8%
Applications received	27
Applications withdrawn	1
Variations approved: at level requested	10
at lesser amount	8
Variations declined	8

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Table 8. Special Variations Approved for 2001/2002

Council	Reason	Sought	Approved
Burwood Council	Road & Footpath Maintenance	11.51%	Declined
Byron Shire Council	Community Facilities	12.8%	Declined
Canterbury City Council	Road & Footpath Maintenance	6.92%	6.92%
Cessnock City Council	Road, Bridge & Drainage works	5.97%	5.11%
Coolah Shire Council	Road works	15.18%	15.18%
Coolamon Shire Council	Mine rating	4.18%	4.18%
Culcairn Shire Council	Road & Footpath Maintenance	6.66%	5.01%
Fairfield City Council	Public works projects	9.5%	7.9%
Goulburn City Council	Operating costs	5.1%	5.1%
Great Lakes Council	Waterway environmental projects	7.8%	6.7%
Gunning Shire Council	Waste management strategies	5.19%	5.19%
Hunters Hill Council	Environmental projects	7.29%	Declined
Kempsey Shire Council	Regional development	7.39%	Declined
Kogarah Municipal Council	Waterway environmental projects	10.3%	5.8%
Ku-ring-gai Council	Road works	12.48%	7.86%
Macleay Shire Council	Increase Minimum rate	Minimum	Minimum
Merriwa Shire Council	Road maintenance	9.7%	Declined
Murrumbidgee Shire Council	Operating costs	8.85%	7.86%
Nambucca Shire Council	Increase Minimum rate	Minimum	Minimum
Randwick City Council	Road & Footpath maintenance	16%	7.8%
Rockdale City Council	Increase Minimum rate	Minimum	Minimum
South Sydney Council	Operating Costs	8.98%	Declined
Sutherland Shire Council	Special rate	2.88%	Declined
Waverley Council	Stormwater infrastructure	5.22%	5.22%
Wentworth Shire Council	Levee Bank works	7.25%	Declined
Woollahra Municipal Council	Operating costs	3.77%	3.77%

New Money Borrowings

The limit approved by State Treasury on gross new money borrowings for local government authorities for 2000/2001 was \$280 million, the same as the previous year.

The Minister approved requests totalling \$249 million from councils seeking new money borrowings. Please see Appendix 7 for more details. The actual level of new money borrowing 'taken up' by councils during the year is available in each council's annual report.

Land Acquisition Approvals

Eighty complete applications were received from councils for the Governor's approval, under section 19 of the Land Acquisition (Just Terms Compensation) Act 1991, to publish an acquisition notice for the compulsory acquisition of land or easements over land for the purposes of exercising a council function.

The Minister's approval was also sought under section 187(2) of the Local Government Act or section 178 of the Roads Act where the proposed acquisition was not exempted from the pre-acquisition procedures of the Land Acquisition

(Just Terms Compensation) Act. A complete application is one that contains all the information requested in the 'Guidelines for Compulsory Acquisition of Land by Councils' that we issued to all councils in January 1997. Preliminary applications (ie. incomplete proposals) are not included in Table 9.

Four proposals, or parts of proposals, were not recommended to the Governor as the purposes were not within the councils' powers.

In four other proposals the Minister approved, under section 13(2)(b) of the Act, a reduction in the time between giving a proposed acquisition notice and the Gazettal of an acquisition notice. In three of these cases he also approved an extension of time, under section 42 of the Act, for advising the amount of compensation.

Nine preliminary applications by councils were taken to have lapsed at the close of the reporting period. The councils had not provided the necessary additional information to enable the matters to proceed and had not pursued their proposals. Also, over twelve months had elapsed since we requested the additional information.

One other preliminary application was formally withdrawn during the reporting period. The matter completed outside the GOS period was one of the proposals which was ultimately determined to be not within power and required considerable examination.

Table 9. Guarantee of Prompt Service – Land Acquisition Approvals

Month	Received	Completed	Uncompleted at End of Month	Outside GOS period
Brought forward 1999/2000	3			
July	12	7	8	0
August	5	11	2	0
September	2	3	1	0
October	2	3	0	0
November	6	1	5	0
December	8	12	1	1
January	10	6	5	0
February	4	6	3	0
March	10	5	8	0
April	9	10	7	0
May	8	9	6	0
June	4	8	2	0

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Leasing, Licensing of or granting other estates in Community Land

Councils only need to seek the Minister's consent if the proposed granting of a lease, licence or other estate in community land is for more than five years and an objection has been received from a member of the public. However, the Minister may ask for a proposal for granting a lease, licence or other estate for less than five years to be referred to him.

During 2000/2001, eight applications were received for the Minister's consent. This included one proposal, previously examined in 1999/2000, submitting further information. There were no requests by the Minister for proposals to be referred to him.

Consent was granted for two proposals, carried over from the previous year, after amendments to the relevant plan of management. We made a preliminary examination of four of the proposals received during the year but they contained deficiencies in their plans of management and could not proceed at the time. Further details have so far not been resubmitted by the relevant councils.

Of the remaining proposals in 2000/2001, two were withdrawn as they did not need the Minister's consent and two are under preliminary examination.

Other Approvals

Pipelines Act 1967

Section 8 of the Pipelines Act 1967 requires the concurrence of several Ministers, including the Minister for Local Government, to grant a permit for pipeline operators to enter lands and carry out surveys of possible routes for proposed pipelines. We maintain a watching brief over pipeline proposals and make appropriate recommendations to the Minister.

During 2000/2001, two permit applications were received by the Minister for Energy. One was from AGL Pipelines (NSW) Pty Ltd, proposing a natural gas pipeline from the Eastern Gas Pipeline at Captains Flat to Queanbeyan and the ACT. The other was from BP Australia, jointly with Mobil Oil, for a pipeline to transport aviation turbine fuel from Banksmeadow to Sydney Airport.

Pursuant to section 8 of the Pipelines Act 1967, the Minister for Local Government concurred in the granting of permits to both applicants subject to the conditions specified in the draft permits prepared by the Minister for Energy.

Pecuniary Interest Complaints (s458)

The Minister may allow councillors to participate in council business when they have declared a pecuniary interest, if the council would otherwise lose a quorum to consider the business or if it is in the public interest to do so. During 2000/2001 the Minister issued instruments under s.458 to various councillors of two councils to enable a quorum to be formed and business to proceed. Full disclosure of the pecuniary interests and public access to the instruments containing the Minister's decision were conditions of the Minister's approval in each case.

Formation of Corporations (s358)

Councils intending to form, or participate in the formation of, certain corporations must obtain consent from the Minister under section 358 of the Local Government Act. During 2000/2001 the Minister approved three applications. One was from Blayney Shire Council to form a corporation to manage its recreation and leisure centre, one was from Bega Valley Shire Council to operate a tourism booking service, and the other was from Coffs Harbour City Council to enable it to participate in the operation of the Coffs Harbour Technology Park.

Rating Objections (s600)

The Minister is required to determine any objection by councils to rate rebates sought by certain public authorities where access and maintenance to privately leased land is provided by the public authority instead of the council.

The Minister made one determination under s.600 this year. Wollongong City Council objected to a rebate claimed by the Port Kembla Port Corporation. After considering submissions from both parties, the Minister decided that the Corporation was entitled to the rebate of 25%.

Financial monitoring

Councils' financial reports for 1999/2000 were due on 7 November 2000. 132 councils, compared to 134 in 1998/99, were able to meet the due date. Only one council received qualified audit reports.

We monitor the financial position of a number of councils. This includes those generating some level of concern in the financial area and those who have not submitted their financial reports within a reasonable period following the due date. The following councils were identified as having issues of concern with their financial operations.

Table 10. Councils identified as having financial concerns of varying degrees.

Bourke	Gunning
Brewarrina	Harden
Copmanhurst	Holbrook
Cowra	Ku-ring-gai
Deniliquin	Merriwa
Dungog	Moree
Eurobodalla	Mosman
Evans	Nundle
Goulburn	Warringah
Griffith	Yallaroi

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Council complaints

For some years, we have been helping councils to develop and take greater responsibility for dealing with complaints at the local level. We have also encouraged complainants, wherever appropriate, to raise their concerns directly with their local council.

Complaints frequently arise because of a misunderstanding or the failure of a council to properly explain its actions or decisions. If the council has a well functioning complaints system, they can usually deal with these matters satisfactorily themselves.

In recent years this approach has resulted in a significant reduction in matters raised with the Department.

We generally only investigate complaints or allegations that are of a significant nature or indicate serious malfunctions or mismanagement.

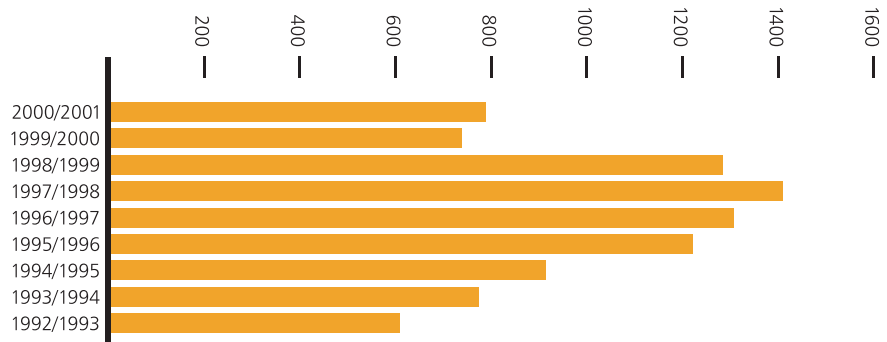
Whether or not a complaint results in an investigation, the issues raised contribute to our knowledge of council operations. During the year our liaison with both the Office of the Ombudsman and the Independent Commission Against Corruption enabled us to crosscheck information and collaborate on a range of matters.

Complaints statistics

During 2000/2001 we received a total of 788 complaints compared to 738 in 1999/2000. These were spread over 112 councils, the same number as last year. Approximately 65% of all complaints and allegations related to just 25 councils. No complaints were received for 60 councils compared with 65 last year.

Table 11 shows the number of complaints we received this year compared to the last 8 years.

Table 11. Complaints/allegations received for Financial year



Financial Year	Total Received
2000/2001	788
1999/2000	738
1998/1999	1285
1997/1998	1412
1996/1997	1307
1995/1996	1220
1994/1995	916
1993/1994	773
1992/1993	608

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Table 12 gives details of the councils generating the most complaints and our action.

Table 12. Top 25 Councils by Complaints

	Complaints Received		Declined after preliminary assessment		Declined after enquiries of Council		Proceeded to more formal enquiries	
	Nº		Nº	%	Nº	%	Nº	%
Total All	788		538	68%	161	20%	89	11%
Total Top 25	512		365	71%	97	19%	50	10%
Top 25 Councils								
Warringah	117		70	60%	34	29%	13	11%
Byron	71		65	92%	1	1%	5	7%
Shoalhaven	24		15	63%	9	38%	0	0%
Sutherland	21		17	81%	3	14%	1	5%
Greater Taree	18		15	83%	3	17%	0	0%
Pristine Waters	18		15	83%	1	6%	2	11%
Hornsby	17		11	65%	6	35%	0	0%
Tweed	16		14	88%	1	6%	1	6%
Maitland	15		10	67%	4	27%	1	7%
Maclean	15		9	60%	0	0%	6	40%
Gosford	14		7	50%	5	36%	2	14%
Ku-ring-gai	14		10	71%	3	21%	1	7%
Ballina	13		6	46%	3	23%	4	31%
Lismore	13		11	85%	2	15%	0	0%
Ryde	13		9	69%	3	23%	1	8%
Canada Bay	13		10	77%	2	15%	1	8%
Moree Plains	13		8	62%	1	8%	4	31%
Kempsey	12		7	58%	4	33%	1	8%
Mudgee	12		8	67%	2	17%	2	17%
Lake Macquarie	11		7	64%	2	18%	2	18%
Nambucca	11		9	82%	2	18%	0	0%
Eurobodalla	11		9	82%	2	18%	0	0%
South Sydney	10		8	80%	1	10%	1	10%
Singleton	10		6	60%	2	20%	2	20%
Wollongong	10		9	90%	1	10%	0	0%

The actual number of complaints is not necessarily an effective indicator of performance as some councils may be the subject of a well-organised campaign, often about a single issue. The type of complaint can distort the image of the council if it does not involve a fault in the process but relates more to concerns about the outcome of the decision. Provided the decision could legally be made and proper processes were followed, we do not investigate the merit of particular decisions.

Table 12 shows that in 2000/2001 the council with the most complaints was Warringah followed by Byron.

The complaints about Warringah Shire Council were mainly about planning and development, meeting procedures and conduct issues such as pecuniary and non pecuniary interests. Several matters are still being investigated.

Byron Shire Council continued to receive a number of complaints, particularly in the first part of the year, about planning and development and administration. We advised the council that there was a strong possibility of a formal section 430 investigation if they did not deal with a number of areas of concern. The council has been placed on a monthly reporting regime to the Department and has to continue to advise us of their progress implementing our recommendations.

Before the amalgamation of Drummoyne and Concord Councils, we received one complaint involving Concord and three involving Drummoyne. Since the amalgamation, Canada Bay has been the subject of nine complaints.

How we handle complaints

There are three critical phases in our complaints handling process.

Preliminary assessment

538 out of the total 788 complaints we received during 2000/2001 (or 68%) were declined after a preliminary assessment. This compares with 79% in the previous year.

Enquiries of council

250 of the complaints we received during 2000/2001, or 27.5% of the total, proceeded to this stage. After initial enquiries of council and a more detailed assessment, 161 complaints were declined. This brings the total number of complaints declined to 699 or 89%.

Sometimes we take no further action because a council has already clarified a matter or taken corrective action.

More formal preliminary enquiries

Eighty nine or 11% of the total complaints we received during 2000/2001 proceeded to a more formal preliminary assessment phase. This is compared to 58 or 8% last year.

We categorise the complaints we receive and use this information to help us monitor the performance of local government. Most complaints centred on the following issues:

- planning and building matters
- corruption and other conduct issues
- pecuniary and/or conflict of interest matters
- complaints handling.

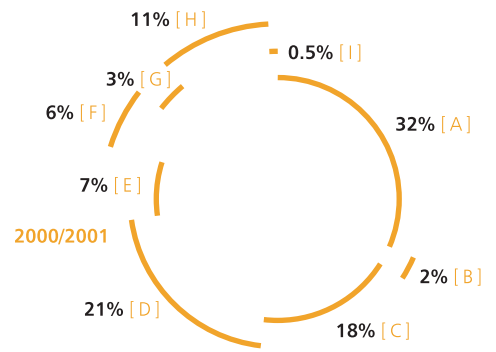
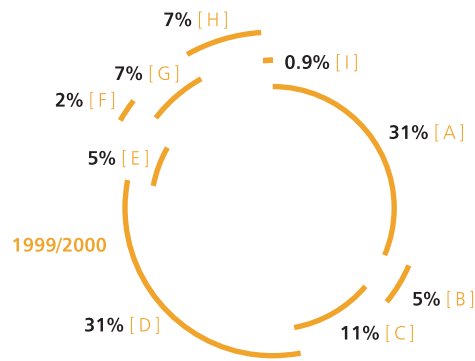
SECTION FOUR

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Table 13. Categories of complaints

Please note that a single complaint may refer to multiple categories.

Category of Complaints and Allegation	Legend	N° of complaints received	
		1999/2000	2000/2001
Planning Associated Matters	A	267	297
Building Associated Matters	B	40	23
Pecuniary/Conflict of Interest	C	95	168
Corruption/Conduct Related Matters	D	262	196
Maladministration/Mismanagement	E	45	65
Misuse/Inappropriate use of funds	F	21	55
Other Matters	G	56	31
Complaints Handling	H	62	103
Competition Policy	I	8	4



Successful outcomes of our complaints review process

During the year, we have been able to significantly improve council management practices by reviewing complaints and making preliminary enquiries. Most councils have cooperated with us to remedy shortcomings in procedures and address specific service-related complaints without the need for a formal investigation.

Some examples of the positive actions councils have taken include:

- reviewing and redrafting local codes of conduct
- implementing mediation processes to resolve disputes, particularly between councillors and council officers
- implementing or improving tendering/purchasing procedures to incorporate issues of probity, transparency and fairness
- adopting or reviewing complaints handling procedures, including establishing complaints handling centres and a council Ombudsman.
- reviewing the alleged conduct of councillors and staff against adopted codes of conduct and taking appropriate action
- Implementing policies and procedures for handling conflicts of interests, dealing with staff/councillor interaction and access to information
- negotiating with other government agencies to facilitate the processing of development applications
- investigating allegations about the conduct of council staff and taking disciplinary action where warranted
- clarifying council decisions to improve community understanding and acceptance of often-unpopular decisions
- investigating instances where orders have not been carried out or compliance not enforced and improving existing procedures
- reviewing and extending notification deadlines and giving additional time to people wishing to submit objections.

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Pecuniary Interest Complaints

The Local Government Act 1993 prescribes a framework for handling pecuniary interest complaints. Although we received 168 allegations of pecuniary or non-pecuniary conflict of interest, only nine met the criteria for a formal complaint. Only four of these resulted in a pecuniary interest complaint being made by the Director General pursuant to s460.

Three investigation reports have resulted from these complaints and have been submitted to the Pecuniary Interest Tribunal for determination. One of these matters was investigated in 1999/2000. The Pecuniary Interest Tribunal determined the matter, found it proven and counselled the councillor concerned. At this stage the Tribunal has not conducted a hearing into either of the other two matters.

Table 14 shows how pecuniary interest complaints were dealt with during 1999/2000 compared to the previous year.

Table 14. Pecuniary Interest matters

	1999/2000	2000/2001
Complaints not determined at 1 July	0	1
Complaints received in year	9	9
Complaints determined in year	9	6
Complaints not determined at 30 June	0	3
Complaints declined	8	3
Complaints to investigation	1	4
Investigations not complete at 1 July	1	1
Investigations commenced in year	1	4
Investigations finalised in year	0	4
Investigations not complete at 30 June	1	0
Reports undetermined by PIT at 1 July	0	0
Reports referred to PIT in year	1	3
Reports determined by PIT in year	1	1
Reports undetermined by PIT at 30 June	0	2
Determination by PIT – proven	1	1
Determination by PIT – not proven	0	0

Competitive Neutrality Complaints

There were no complaints made to the Department in 2000/2001 that qualified as competitive neutrality complaints.

We did receive a number of complaints alleging anti-competitive behaviour by councils, but these were found to be based on misconceptions about National Competition Policy principles and their application to local government.

Investigations under s430

While the Department receives many complaints and allegations, only a small number lead to a formal investigation under section 430 of the Local Government Act 1993. During 2000/2001, one s430 investigation continued and one new investigation was approved.

s430 investigation into Ku-ring-gai Municipal Council

On 13 January 2000 an investigation under section 430 of the Act was approved into Ku-ring-gai Municipal Council, now known as Ku-ring-gai Council.

An initial draft of the report was completed and then extracts of the report were given to anyone likely to be adversely affected by any conclusions or views expressed in the report. This was to make sure that natural justice and procedural fairness requirements were met. The people concerned were then able to provide comments or submissions on the draft. These comments were considered in preparing the final draft. The full final draft was given to the General Manager, representing the corporate body of Council, and to each of the Councillors for their comments. We considered their comments too and made appropriate amendments to the report.

On 16 November 2000, the final report was presented to the Minister and the Director General in accordance with the provisions of section 433. A copy was also given to Council. Council tabled its copy of the report at its next meeting and the Minister tabled a copy of the report in Parliament.

The report found that the complaints against Clr Hall regarding his conduct were proven. His conduct towards staff was inappropriate and not consistent with either his statutory roles and responsibilities as Mayor or a councillor, nor with the standards of behaviour demanded by Council's Code of Conduct.

Conversely, the report found that the allegations by Clr Hall against Council's General Manager, Ms Rhonda Bignell, were unsubstantiated, groundless and mischievous. The report also found that the relationship between Clr Hall and his fellow Councillors had changed considerably since his initial election as Mayor in September 1999. This change had contributed to or caused a number of problems and issues of concern at Council and these were examined in some detail in the report.

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

The report made a number of recommendations for improvement and change. As required by section 434, council provided an initial response to the Minister about implementing those recommendations. This occurred in late December, and at that stage, Council merely advised an intention to address many of the recommendations in early 2001. Council's response in following up these recommendations has been disappointingly slow and, despite several reminders, we did not receive a progress report from them until 27 June 2001. We are still evaluating this response.

s430 Investigation into Tweed Shire Council

Following representations from the General Manager and Mayor of the Tweed Shire Council, on 23 May 2001 the Director General authorised an investigation under section 430 into Tweed Shire Council. The terms of reference of the investigation were to investigate and report on planning processes and procedures at Council in respect of two contentious coastal development projects. These projects were at the Kings Forest Estate and nearby Seaside City areas between Kingscliff and Pottsville.

Our representative began his investigation a few days later and spent a number of weeks at council inspecting relevant files and documents and interviewing a number of witnesses. The investigation is still continuing.

Protected Disclosures

We provide advice and information to local councils to help them implement Protected Disclosures legislation. The Department is a member of the Protected Disclosures Steering Committee and we also work with the Ombudsman and the ICAC to provide training for councillors and council staff.

An important step in helping councils improve their financial management was achieved through our submission to the Committee on the Office of the Ombudsman and the Police Integrity Commission about the review of the *Protected Disclosures Act 1994*. The Parliamentary Committee supported the Department seeking recognition under the Act and recommended that the protections under the Act be available to public officials making disclosures to us about serious and substantial waste. We are now in the process of seeking to have this recommendation implemented.

Administration of Windouran Shire Council

Following a public inquiry into its finances, in February 2000 Mr Tim Rogers, the Deputy Director General of the Department, was appointed as Administrator of Windouran Shire Council to restore the Council to a reasonable financial position and enter into merger negotiations with Conargo or Deniliquin Shires or both.

Mr Rogers served as Administrator until 30 June 2001, restored the council's finances to a reasonable position and assisted in the negotiations that led to a merger of Windouran and Conargo Shire Councils.

Initiatives to improve and develop local government performance

Aboriginal initiatives

Information Paper for Aboriginal Communities

Our Information Paper No.4 *Local Government in NSW: Issues and Information for Aboriginal Communities* (formerly called *Information for the Aboriginal Community in NSW*) has been revised to incorporate a number of amendments to the Local Government Act made since the paper was first published in 1994. An accompanying brochure *Local Government and You: Information for Aboriginal People in NSW* has also been produced. Both the information paper and the brochure have been distributed to local councils and are available on our website.

Aboriginal Policy Officer at the Local Government and Shires Association

The Department has, along with Premier's Department and the Department of Aboriginal Affairs, contributed funding to establish an Aboriginal Policy Officer position at the Local Government and Shires Association (LGSA). The position was filled in March 2001.

Village committees

After consultations with local communities, village committees were established at Silverton and Tibooburra. The committees are incorporated under the Associations Incorporation Act 1984.

Each committee is made up of five people. Three are community representatives and two are people nominated by and representing the Minister for Conservation and Land Management and the Minister for Local Government. The Committees are required to meet at least four times a year under their Model Rules.

During 2000/2001, both committees have implemented changes to their Rules of Association to enable local representatives to be elected by postal voting. This will simplify and streamline the election process and generate large cost savings for each committee.

The Committees have made significant progress in involving their local communities in assessing local infrastructure and services improvement goals, and establishing strategies to meet those needs.

They continue to receive Local Government Financial Assistance Grants and have also made a number of successful funding applications for local improvement works under key State and Commonwealth programs. For example, in October 2000 the Tibooburra Village Committee was able to secure National Heritage Trust funding totalling \$37,400 for much needed Arid Zone Community Revegetation works in Tibooburra.

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

The NSW Department of Land and Water Conservation has also provided substantial financial and other forms of assistance towards local improvement works being undertaken by the Village Committees. In turn, the Committees have been able to sponsor a range of local projects including improvements to local community facilities and services, the establishment of an internet capable multi-purpose centre in Tibooburra, upgrading of tourism facilities and the garbage service in Silverton, and the provision of assistance towards local sporting and cultural activities.

Improving domestic water supplies remains a prime objective of both Committees. In May 2001, the Tibooburra Village Committee secured a Commonwealth Local Government Improvement Program grant of \$100,000 towards upgrading its water supply. The Committee has also applied for another \$500,000 under the Commonwealth Regional Solutions Program. The Silverton Village Committee has begun water supply improvement planning and as at 30 June 2001 was finalising the details of how to achieve a qualitative and quantitative upgrading of their water supply, initially targeting the public facilities in the village.

Companion animals community education campaign

The second stage of this campaign was launched in August 2000 and included:

- brochures, stickers and media kits distributed to councils
- information sheets for pet shops, vets and breeders
- a new brochure for members of the public
- a pet swap cards brochure translated into 12 community languages and distributed along with ethnic radio and print advertising
- regular articles in the New South Wales Veterinary Surgeons Board and Australian Veterinary Association's NSW Division newsletters
- participation with Councils Unite for Pets at Pet Expo 2000 and Scruffs Fun Day 2001
- a program of 10 regional information sessions for councils on the modifications to the NSW Companion Animals Register – held at Armidale, Ballina, Bankstown (2), Dubbo, Newcastle, Nowra, Rockdale (2), and Wagga Wagga
- visits to NSW council pounds with members of the Pounds Committee of the Companion Animals Advisory Board – at Ballina, Campbelltown, Gosford, Kyogle, Lismore, Richmond Valley, Ryde, Tweed, Wingecarribee, Wollondilly, and St George Animal Shelter which services nine southern Sydney councils.

Training

We take part in on-site council training, presenting sessions on topics such as tendering and procurement, conduct and conflict of interest, and the proper interaction of staff and councillors.

Some of the presentations we have done during 2000/2001 include:

- presentations to meetings and conferences of key organisations including Royal NSW Canine Council, Councils Unite for Pets, Fairfield Council law enforcement seminar and Customer Service Officers Group of the Hunter Regional Organisation of Councils
- presentations on companion animals legislation to the Australian Institute of Law Enforcement Officers in July, Young Lawyers Seminar for Law Week 2001 in May, and the NSW Animal Welfare League's Annual Conference of Branches in October 2000
- a presentation in February 2001 to the Social Planners Division of the Local Government Community Services Association about social/community planning and other social policy issues
- a paper on *Creating Active Communities. Physical activity guidelines for local councils* presented at Active Australia Local Government Network Conference at Taree in March 2001
- a presentation at the LGMA Local Government Finance Professionals Annual Conference held in Windsor in May 2001
- a presentation at the Local Government Auditor's Association Annual Conference held at Mascot in May 2001.
- We attended the annual meeting of the National Local Government Financial Management Forum held in Adelaide in June 2001. It included finance representatives from all States and the Northern Territory as well as representatives from the Australian Accounting Standards Board.
- We also conducted 11 presentations to finance professionals in local government throughout the State. Issues covered included financial reporting requirements, changes in Australian Accounting Standards, audit reports and proposed legislative amendments.

// OBJECTIVE 2. MONITORING AND DEVELOPMENT

Publications

During 2000/2001 we have prepared and published a range of documents including:

- The *Local Government Filming Protocol* to help councils assess applications and set fees for commercial filming.
- A series of Urgent Issues Abstracts on topics such as Accounting for Major Cyclical Maintenance, Depreciation of Long-Lived Physical Assets, and Accounting for Goods and Services Tax.
- A report called *Candidates and Councillors 1999-2000* that was released in January 2001. This report presents findings from a survey of the demographic and other characteristics of councillors and candidates who stand for election. The survey covers all councils and is done every four years after local government elections. It enables the Department and local communities to monitor the representation of different community groups on councils.
- An *Easy Septic Guide* released in May 2001. It provides general information and guidance for owners on the safe operation and maintenance of septic systems. It will be distributed by councils and has been designed to allow them to incorporate local information.
- An Information Paper No.4 *Local Government in NSW: Issues and Information for Aboriginal Communities* that was released in July 2001. It includes information about the activities carried out by councils, rates and charges, how to have a say in council activities, building work and urban planning, regulatory activities and initiatives for Aboriginal people. An accompanying brochure *Local Government and You: Information for Aboriginal People in NSW* was released at the same time.
- The 1998/99 *Comparative Information on NSW Local Government Councils* issued in 2000. The comparative performance information forms part of an overall approach to provide greater transparency of operations and public accountability and help local councils gauge their performance and develop best practice models.
- An update No. 9 to the *Local Government Code of Accounting Practice and Financial Reporting* issued on 1 June 2001. This update incorporates new standards and policy initiatives and is available on our website.

Objective 3. Advice to Government

Key Actions

To help us achieve this objective we:

- act as a major link between State and local government
- coordinate and provide timely and accurate advice on issues affecting local government to the Minister, State government and other relevant agencies
- review issues concerning local government boundaries.

Key Outcomes

The key outcomes of our work in this area are:

- the development of policy advice and initiatives on a range of key issues
- ongoing support of the work of the Companion Animals Advisory Board
- two new councils proclaimed following section 263 inquiries into voluntary amalgamation proposals
- advice provided on 89 matters before Cabinet that impact on the local government sector
- ongoing support of the operations of the Boundaries Commission.

Implementing national competition policy

Since the Competition Principles Agreement was signed in 1995, we have been developing policy and helping councils implement competition policy in local government. We are responsible for reporting to the NSW Government and they, in turn, are accountable to the Federal Government through its reports to the National Competition Council.

Under the Competition Principles Agreement, each State has an obligation to review its legislation. An Issues Paper on the Review of the Local Government Act under National Competition Policy was completed in July 2000. It examined the effect on competition of parts of the Local Government Act and asked for comment on these or any other sections. It aimed to tease out the costs and benefits, both economic and social, of the existing provisions and whether they still remained justified in the light of competition policy. The specific issues the paper examined included:

- the effect of the Act on non-council businesses, such as approvals to operate mortuary or undertakers' business
- the effect of the Act on councils that carried out business activities
- the ability of councils and county councils to provide goods, services and facilities under s.24 of the Act
- general competitive neutrality issues.



A reference group was set up to guide the consultation process on the issues paper and contribute to the final report. The issues paper was widely advertised in the press, including the non-English press, and copies were sent to local councils and related organisations. We received 43 submissions, mostly from local government with a few from private individuals. The final report of the Review of the Local Government Act is nearing completion and will be submitted to the government shortly.

Companion Animals

Companion Animals Advisory Board

The Companion Animals Advisory Board was established in October 1998 to provide advice to the Minister.

At the end of the reporting period, six board meetings had been held and a number of subcommittees established to examine specific issues. The ongoing subcommittees are concerned with pounds, community education, and training. Committees which are time limited are concerned with developing guidelines for authorised identifiers, microchip implantation training, suggestions for managing cat colonies, codes of care for cats and dogs, euthanasia training, and education resources for councils.

The Board held one of its meetings at Liverpool City Council and visited the council's pound facilities. Pounds subcommittee members have also visited Blacktown, Dubbo, Orange and Sutherland pounds. The Board has been addressed at meetings by the Hon Harry Woods MP, Minister for Local Government, as well as Liverpool and Ryde Councils, the NSW Division of the Australian Veterinary Association, NSW TAFE, the Local Government and Shires Association, Standards Australia and Councils Unite for Pets. A number of observers have been appointed to subcommittees, including representatives from Councils Unite for Pets, the Australian Institute of Local Government Law Enforcement Officers and the NSW Division of the Australian Veterinary Association.

The main activities of the Board and its subcommittees have been:

- providing input into the community education campaign
- defining best practice and developing minimum standards for the operation of NSW pounds – the standards are currently being re-drafted following consultation with NSW councils
- producing a series of nine information sheets for pounds dealing with the identification, handling and housing of cats
- developing codes of care for cat and dog owners
- preparing suggestions for managing colonies of cats and distributing a discussion paper to stakeholders for comment

// OBJECTIVE 3. ADVICE TO GOVERNMENT

- providing input into guidelines for authorised identifiers and the system of authorisation for identifiers other than vets
- providing input into NSW TAFE animal care courses including a microchip implanting course developed following a request from the Board
- developing the Companion Animals homepage which is hosted by the department's website and includes material from the community education campaign and information about resources that councils and others can access.

The Board has also provided advice to the Minister on a number of issues including statistics that need to be collected by councils about their pound functions, off leash exercise areas, criteria for organisations applying for an exemption under clause 17 of the Regulation and guidelines for authorised identifiers.

NSW Companion Animals Register

The NSW Companion Animals Register has been operating since July 1999 and records the two-stage registration process. The first stage is microchipping from 12 weeks of age or at point of sale and the second stage is lifetime registration from 6 months of age for cats and dogs. The register is used by local councils, police and other authorised officers to enforce the Companion Animals Act 1998.

As a result of reviews of the register's operation and feedback from councils, we began an enhancement program in July 2000. The main aim of this program was to improve data entry and provide greater access to data.

The upgrade to the register was done in three stages. Stage 1 was implemented in September 2000, Stage 2 in October 2000 and Stage 3 in January 2001. Stage 1 provided the basic groundwork for the major developments in Stage 2 and Stage 3. It included an introduction page containing information on the purpose of the register and gave users the ability to perform multiple transactions within a single log-on session. Stage 2 was designed to give council users more flexibility when working with the register and introduced significant modifications. These included:

- the ability to move from one register function to another without having to return to the main menu
- reducing the number of steps and screens in completing transactions
- a limited look-up function as the first step for all transactions
- the ability to search by exact street address or street name and breed of animal as well as by microchip number.

Stage 3 enhanced existing report functions and gave an expanded range of report options.

Pet Line Call Centre

The Minister for Local Government launched the Pet Line on Monday 7 August 2000. This call centre is intended to help veterinarians implement the Companion Animals Act. In particular, it allows owners of an animal to be notified if the animal has been found injured and delivered to the vet.

Vets now have 24 hour, 7 day access to the NSW Companion Animals Register so that they can reunite found animals with their owners. When the vet has supplied details of where an animal is being held, the Pet Line notifies the owner so that the animal can be retrieved.

Pet Line is not intended for use by members of the public and is only accessible by people already authorised to access the register. For example, vets have to provide their username to get access. Councils are able to access the NSW Companion Animals Register directly 24 hours a day, 7 days a week.

During 2000/2001, the Pet Line received an average of 100 to 150 calls per month. About 250 calls were received in January 2001.

Focus groups with local councils

During 2001 we started a series of Companion Animals Focus Groups to involve councils directly in policy development. Having several small groups developing individual issues and then distributing materials to all councils for comment enables us to address more issues and means that all councils benefit from the work done.

The following focus groups were held during the year:

- dangerous dogs and child-proof enclosures (February 2001)
- injured strays (March 2001)
- preventing dog attacks (April 2001)
- dealing with pet shops and markets (June 2001).

We expect that these focus groups will continue in 2001/2002.

Advice on implementation

We provide advice to councils and other stakeholders to help them implement the Companion Animals Act 1998.

For example, we have:

- issued 16 circulars to councils about topics such as registration, permanent identification, and the operation of the register
- distributed 'Frequently Asked Questions - Stray and Injured Animals' to councils and other stakeholders in March 2001

// OBJECTIVE 3. ADVICE TO GOVERNMENT

- written a practice note for councils about preparing a local companion animals management plan – this is currently being finalised and should be issued by December 2001
- held regular meetings with microchip distributors, operators of private animal registers, Australian Veterinary Association, Veterinary Surgeons Board, RSPCA and other key stakeholders.

Liaison with other states

Liaison with other states on companion animal issues was formalised by the establishment of a state government coordinators group which held its first meeting at the Urban Animal Management Conference in Hobart in November. The issues discussed included pooling of education resources and a national dangerous dogs register. The need for a national approach to companion animal management issues was also raised at a presentation to the National Consultative Committee on Animal Welfare (NCCAW), a committee that advises the Federal Minister for Agriculture. In principle agreement was reached that NCCAW would establish a committee specifically for companion animal issues with input from each of the states and territories. This has ramifications for NSW with regard to a national microchip standard, NSW having led the way with the adoption of the ISO standard.

Policy issues & initiatives

Commercial filming approvals

The Local Government Amendment (Filming) Act 2000 provides a streamlined application process for council approvals under the Local Government Act.

After continuing consultation, the Local Government Filming Protocol was launched in September 2000 to support the provisions of the Act. The Protocol is an essential reference point for councils and filmmakers about legislation that might apply to a filming project and how approvals may be sought. It provides guidance on how the legislation may be applied sensibly, fairly and efficiently, and sets out a suggested fee structure for approvals. It particularly helps councils to understand the unique nature of filming projects. The aim is to ensure that NSW is a premier location for the film and television industry and receives the economic and creative benefits that flow from this.

Privacy issues

During 2000/2001 we continued to work closely with Privacy NSW to implement the Privacy and Personal Information Protection Act 1999 (PPIP Act) in local government.

- We provided advice on the application of the Privacy Code of Practice for Local Government which came into operation on 1 July 2000. The code was developed in consultation with Privacy NSW and a Local Government Working Party and modifies some of the provisions of the PPIP Act as they apply to councils.

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- We provided advice to councils and others on the adoption of councils' privacy management plan required under the Act.
 - We gave detailed advice to councils, organisations and members of the public on various issues raised by the PPIP Act.
 - We issued a number of circulars to councils explaining some of the interactions between the PPIP Act and the Local Government Act and provided information on 'frequently asked questions' about privacy laws and councils.

We also prepared a submission to the Parliamentary Committee on the Office of the Ombudsman and the Police Integrity Commission's Inquiry into Access to Information. Our submission dealt with the inter-relationship between the Local Government Act, the PPIP Act and the Freedom of Information Act and the potential for streamlining and need for consistency.

Public liability

The Public Bodies Review Committee of Parliament released its Report into Public Liability Issues Facing Local Councils in November. The committee examined the current exposure to liability of local and county councils and highlighted the increasing number of claims, particularly small claims involving injuries on footpaths. It made a number of recommendations including some legislative immunity being provided to councils for accidents on footpaths, but only if the council had acted in 'good faith'. We have been assessing the committee's findings and are continuing to monitor developments. A balance must be maintained between the position of councils, with their increasing exposure to liability and legal costs, and the needs of injured parties to be compensated for negligent actions.

The Minister referred additional matters to the committee in June as a result of the High Court's judgment in March to abolish the non-feasance rule for road authorities. The cases of Brodie and Ghantous are discussed in more details on page 30 of this report. The committee is now examining the impact of the court's decision for councils and other road authorities such as the RTA and is considering any options that may be available to address the issues raised.

Crime prevention

The Children (Protection and Parental Responsibility) Act 1997, administered by the Attorney General, provides for councils to develop local crime prevention plans and to have them approved as safer community compacts by the Attorney General. We are represented on the Evaluation and Coordination Committee which managed the review of the Act undertaken during 2001. As part of the review, we surveyed all local councils about their crime prevention planning and initiatives. 138 councils responded to this survey which is a response rate of 80%.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

Of these 138 councils:

- 43 councils have adopted a local crime prevention plan
- 26 councils are currently developing a local crime prevention plan
- 42 councils have adopted at least one crime-specific plan, for example in relation to graffiti/vandalism and/or alcohol-related crime
- 75 councils have adopted a management plan between 1997/98 and 2000/01 and/or are likely to adopt a management plan in 2001/02 which mentions crime
- 68 councils have developed a social/community plan for 1999-2003 which mentions crime
- 24 councils have adopted a crime-related Development Control Plan.

We expect to release a report on our findings from the survey by the end of 2001.

Graffiti

The Department is represented on the Graffiti Strategy Taskforce by the Deputy Director General and on the Graffiti Solutions Taskforce at officer level. These taskforces have been established to help implement the NSW Government's Graffiti Solutions Program. We have assisted in the implementation of the following initiatives.

- The Beat Graffiti Grants Scheme provides grants to local councils, schools, Police Community Youth Clubs and community organisations for projects aimed at reducing young people's involvement in illegal graffiti by providing positive alternatives such as legal walls, recreational activities and training programs. Twenty-five councils were funded under this Scheme in 2000/01.
- Under the Graffiti Blasters Initiative, 13 local councils identified as having a significant graffiti problem have been given graffiti blaster equipment to remove graffiti. At June 2001, all councils had been given grant payments to purchase the equipment under a State Government contract. These councils are also required to develop graffiti management plans.
- The Community Service Order Scheme involves young and adult offenders on Community Service Orders being made available to local councils to clean up graffiti.
- The Graffiti Information Line will enable members of the public to report graffiti incidents and obtain information about graffiti initiatives in their local area.
- An amendment of the Local Government Act 1993 to give councils the power to enter into agreements with private property owners to remove graffiti.

Closed circuit television (CCTV) in public places

We are represented on an inter-departmental committee which developed the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places*.

This document was produced to assist agencies, particularly local councils, considering CCTV as a possible response to local community safety concerns. It was distributed to councils in July 2000 and is available on our website.

An evaluation of the policy statement and guidelines and the effectiveness of CCTV as a crime prevention strategy began in March 2001 and is due to be completed in July 2001. As part of the evaluation, we distributed a survey to all councils about the use of CCTV in 2001. A report on findings from the evaluation is expected to be released by December 2001.

Bushfire hazard reduction

We are represented on an inter-departmental committee on Environmental Assessments for Hazard Reduction Proposals. This committee is developing a report for the Minister for the Environment which investigates and recommends an environmental decision making process for hazard reduction.

Physical activity

The NSW Physical Activity Strategic Plan 1997-2002 aims to increase the participation of the people of NSW in physical activity. It emphasises collaboration between NSW government agencies, local government, non-government organisations and the private sector. We are represented on the NSW Physical Activity Task Force and helped develop the strategic plan. We are currently represented on the Physical Activity Lead Agency committee which has been established to oversee the implementation of the strategic plan.

We are the lead agency for developing guidelines to help local councils encourage their communities to participate in physical activity. NSW Health and NSW Sport and Recreation contributed \$25,000 and \$5,000 respectively to the project. A project team, chaired by the Department of Local Government and made up of representatives from NSW Health, Department of Sport and Recreation, National Heart Foundation, Illawarra Regional Organisation of Councils and Baulkham Hills, Ku-ring-gai, Tamworth and Warringah Councils, was established to oversee the project.

The publication *Creating Active Communities: Physical Activity Guidelines for Local Councils* was completed and distributed to all councils in February 2001. It is also available on our website. It identifies principles and guidelines to help local councils develop strategies to achieve increased physical activity in their local communities, particularly amongst groups less likely to participate in such activity.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

More than 45 councils contributed examples of current physical activity initiatives for inclusion in the document. It also provides information about resources, including funding, and a training package that can be delivered in house by councils. There has been considerable interest in the publication from other States, particularly Victoria who intend distributing it to all their councils.

The publication is now being evaluated. A survey of all councils to collect baseline data about their involvement in encouraging participation in physical activity was completed in 2001 and a report on findings from the survey was released in July. The *Report on Physical Activity Survey* is available on our website. We intend to do a follow-up survey early in 2002.

Healthy ageing

To help implement the NSW Government Healthy Ageing Framework 1998-2003 we have:

- Provided information to local councils on how to meet the needs and issues of older people in social planning processes. We have continued to review council social plans and advise councils if they have not included older people. Our social/community planning guidelines are currently being reviewed to improve the quality of plans, especially in relation to meeting the needs of older people.
- Included information for and about older people in an update of the publication *Information for the Aboriginal Community in NSW*. The publication, now called *Local Government in NSW: Issues and Information for Aboriginal Communities* has been completed and was distributed to local councils in July 2001. It is also available on our website.
- Developed a checklist and resource material for our staff to make sure that they take the needs of older people into account when developing policy and dealing with the public.

Water safety

We are represented on the NSW Water Safety Taskforce which recently developed the NSW Water Safety Plan 2001-2003 and will oversee its implementation.

We chair the Standards sub-committee of the taskforce. Following a request to Standards Australia, Australian Standard 2416 – *Design and application of water safety signs* has been reviewed. Local councils are required to comply with this standard under the Local Government (General) Regulation. A draft standard, which includes a number of new signs relating to pool and beach safety, has been released for public comment and we expect that a revised standard will be issued by December 2001.

Hands Up for Women in Local Government Project

We are represented on a steering committee, established by the Department for Women, which oversees a project to encourage more women councillors to re-stand at local government elections. The project arose from concerns expressed by women councillors that they faced a number of issues which deterred them from re-standing. These included a lack of access to information and training, significant business and family commitments, lack of childcare and the behaviour of other councillors. An issues paper, which included a range of proposed strategies, was released in March 2001 for public comment. A number of women councillors made submissions and these are currently being analysed.

Local Government Multicultural Forum

The 2000 Local Government Forum: *The What, Why and How of Planning Delivery for a Culturally Diverse Community* was held on 6 November 2000, hosted by Rockdale City Council. The focus of this year's forum was on accessing ethnic communities and developing cross-cultural partnerships.

The morning plenary session dealt with the 'what and the why' in relation to cross-cultural training. Participants could choose from four workshops in the afternoon which dealt with the 'how' of planning service delivery – negotiating and planning developments in relation to social and religious needs, creating public spaces which reflect the ethnic diversity of local communities, working with local service providers to plan and deliver culturally appropriate services, and involving culturally and linguistically diverse families in the development and delivery of children's services.

The total number of participants who attended the 2000 Forum was 101, which was similar to the 1999 Forum. Although the number of councils who attended was slightly less than last year, there was an increase in the number of multiple representatives from councils. For example this year 19 councils sent more than one representative. There was also a higher representation of community organisations at this year's forum.

The next forum is to be held on 8 November 2001, hosted by Holroyd City Council. The theme will be 'Building Bridges' and will focus on improving service delivery to residents from culturally and linguistically diverse backgrounds.

NSW salinity strategy

We are represented on the salinity strategy officers group and contribute to the development of state and local salinity management programs, including the local government salinity initiative.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

Water conservation

We contributed to the development of the NSW Water Conservation Strategy which sets policy direction for water conservation initiatives in urban and rural areas.

Stormwater management

The NSW Stormwater Trust administers the Urban Stormwater Program. It provides grant funds for innovative projects to improve urban stormwater quality, a state wide education initiative and support for the implementation of stormwater management plans. The Director General of the Department of Local Government is a director of the Stormwater Trust. We monitor council stormwater revenue and expenditure and support the development and implementation of stormwater management plans. During 2000/2001, we prepared a discussion paper *Management Planning and Funding Issues for Better Stormwater Management* for the Stormwater Trust.

Local government urban water services

The Department of Land and Water Conservation (DLWC) provides policy direction and administers funding programs and technical services for local government water supply and sewerage services administered under the Local Government Act 1993. We work closely with the DLWC to coordinate regulation and service development programs. We monitor council water service revenue and expenditure and provide direction to councils regarding water service revenue policy. During the past year, we have also helped to develop streamlined arrangements for trade waste discharge to council sewerage schemes.

Other environmental initiatives

We have worked on a range of environmental initiatives and projects including the National Greenhouse Strategy and impacts of climate change as well as initiatives to address acid sulphate soils and conserve native vegetation. We have also contributed to the NSW Biodiversity Strategy which produced the Biodiversity Planning Guide for NSW Local Government. We have also been involved in the review of environmental legislation such as the Water Reform Package and the review of the waste legislation.

Beekeeping

In August 2000, the Ministers for Agriculture and Local Government jointly reported the results of the Inquiry into Beekeeping in Urban Areas to the Premier. The inquiry had been prompted by the earlier fatality from bee attack of a person keeping hives in a residential area of Sydney.

The terms of reference for the inquiry were to:

- identify the extent to which bees are kept in urban areas of New South Wales
- assess the level of risk to humans posed by keeping bees in these areas
- identify the benefits of the current level of apiary activity in this area

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- identify and assess the adequacy of existing regulatory and non-regulatory measures
 - make recommendations on any additional measures which should be taken by State government, local government and/or industry and, if regulatory measures are recommended, an appropriate process for public consultation and development of the regulatory scheme.

The inquiry report was the culmination of an extensive consultative process involving key stakeholders. It contained a number of key recommendations to minimise the risk from managed bees for people in densely built up areas. After receiving the report, the Premier requested the Ministers to prepare a joint submission for consideration by Cabinet. This submission is still being finalised.

Tribunals

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal determines the maximum and minimum amounts of annual fees to be paid to mayors, councillors and chairpersons of county councils in various categories. The Hon C L Cullen QC is the sole Tribunal Member assisted by two Assessors.

In April 2001, the Tribunal increased all minimum and maximum fees for councils by approximately seven percent for councillors and ten percent for mayors and chairpersons of county councils. Special considerations applied to the office of Lord Mayor of the City of Sydney and a higher determination of annual fee was made. Five councils and one county council were reclassified and Blacktown City Council was placed in the newly created category 1A.

Local Government Pecuniary Interest Tribunal

The role of the Local Government Pecuniary Interest Tribunal is to consider reports from the department on alleged breaches of the pecuniary interest provisions and to determine the matters by hearing where appropriate.

Mr P D McClellan QC was appointed as the Member of the Tribunal until 25 January 2001 when he was appointed to the Supreme Court. Mr D P F Officer QC was subsequently appointed as the Member of the Tribunal for a period of five years. We conduct initial investigations and provide administrative support and assistance to the Tribunal, including preparing briefs of evidence, issuing process and engaging counsel to present matters before the Tribunal.

The Tribunal heard and determined one matter during 2000/2001. The Tribunal publishes a separate report of its activities which is available on our website. The Tribunal's decisions and orders in matters coming before it are also on the website.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

Local Government Boundaries Commission

The Local Government Boundaries Commission examines and reports on any matter referred to it by the Minister regarding the boundaries of local government areas and the areas of operation of county councils.

The Commission has four members appointed by the Governor. The Chairperson is nominated by the Minister, one member is an officer of the Department nominated by the Director General, and two members are appointed from the panel constituted under section 262(1) of the Local Government Act.

In 1999/2000 the members of the Commission were Ms Edith Hall (Chairperson), Councillor Leo Kelly and Councillor Bill Bott (members referred to in section 261(2)(c) of the Local Government Act) and Ms Michelle Carnegie (representative of the Department). These members have each been appointed for a term of 5 years.

Section 263 Inquiries

After receiving voluntary amalgamation proposals, the Commission conducted a number of inquiries in accordance with the requirements of section 263 of the Local Government Act 1993. The inquiry process includes receiving written submissions, a postal survey of electors and a public hearing over a period of not less than 40 days.

The Act also requires the Boundaries Commission to consider a range of factors specified in section 263(3).

Pristine Waters Council

The new Pristine Waters Council was proclaimed on 24 May 2000 and began operations on 1 July 2000. The first election was held on 29 July 2000.

Pristine Waters Council has 9 councillors and serves a population of approximately 10,676.

Concord Council and Drummoyne Council

Concord Council and Drummoyne Council submitted their voluntary amalgamation proposal in April 2000 and the Minister referred it to the Director General for examination and report.

The Director General appointed Mr Bill Gillooly as Inquiry Commissioner and the inquiry started on 2 May 2000. A total of 74 written submissions were received and 40.49% of electors responded to the postal survey.

A public hearing was held in Concord and Drummoyne on 4-5 July 2000 and Mr Gillooly's inquiry report was submitted to the Boundaries Commission for review in August 2000. The Boundaries Commission supported his recommendation that the merger proceed and the Minister sought the final agreement of the councils.

The new City of Canada Bay Council was proclaimed on 27 September 2000 and started operations on 1 December 2000. The first election was held on 12 December 2000.

The new council has 9 councillors and serves a population of approximately 60,926.

Windouran Shire Council and Conargo Shire Council

After a public inquiry into its finances, an Administrator was appointed to Windouran Shire Council in February 2000 to restore the council to a reasonable financial position and enter into merger negotiations with Conargo or Deniliquin Shires or both.

Windouran Shire Council and Conargo Shire Council submitted their voluntary amalgamation proposal in November 2000 and the Minister referred it to the Director General for examination and report.

The Director General appointed Ms Michelle Carnegie as Inquiry Commissioner and the inquiry started on 6 December 2000. A total of 7 written submissions were received and 39.97% of electors responded to the postal survey. The postal survey results showed a large level of support for the merger from residents, with 93.48% of Windouran respondents and 74.87% of Conargo respondents indicating their support.

A public hearing was held in Deniliquin on 15 March 2001 and Ms Carnegie's inquiry report was submitted to the Boundaries Commission for review in late March 2001. The Boundaries Commission supported her recommendation that the merger proceed and the Minister sought the final agreement of the councils.

The new Conargo Shire Council was proclaimed on 18 April 2001 and started operations on 1 July 2001. The first ordinary election of the new council will be held in September 2003. Until then, the councillors of the former Conargo Shire Council will continue in office on the new council. A postal ballot has been held to select councillors to represent the Windouran ward of the new council. The Windouran Administrator's term ended on 30 June 2001.

The new Conargo Shire Council has 9 councillors and serves a population of approximately 1,826.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

Inner Sydney Inquiry

In October 2000 His Excellency the Honourable Gordon Samuels AC, CVO, Governor of the State of New South Wales appointed Professor Kevin Sproats to conduct an inquiry to:

- evaluate the structure of local government in the areas of Botany Bay, Leichhardt, Marrickville, Randwick, South Sydney, Sydney, Waverley and Woollahra
- report on whether the current structures of these local government areas support the provision of efficient local government services and facilities
- recommend, if the current structures are found not to support the efficient provision of services and facilities, what changes should be made to improve the capacity of the councils of these areas to meet the current and future needs of their communities
- take into account any relevant factors referred to in section 263(3) of the Local Government Act 1993 when formulating any recommendations.

Professor Sproats received 472 written submissions and held public hearings in Sydney from 19 February to 1 March 2001. 89 speakers presented material at the hearings.

Professor Sproats presented his report to the Governor in April 2001. His primary recommendation was that the structure of local government in this region be recast by creating four new councils.

Council N° 1 – An enhanced City of Sydney

Council N° 2 – A mixed residential/industrial city

Council N° 3 – A beachside/harbourside residential city

Council N° 4 – An Inner West residential gateway city

Professor Sproats' alternate recommendations were for a series of boundary alterations throughout the region.

No decision has yet been made on the implementation of these recommendations. The Minister for Local Government has received formal responses to the report from the eight affected councils and the government will shortly consider the recommendations.

Albury Wodonga – One Vision One Future

In March 2001, the New South Wales and Victorian Governments announced a proposal to create one city of Albury and Wodonga.

It is envisaged that the new city of Albury Wodonga will:

- harmonise local government processes
- create a single vision and leadership for the region
- boost investment opportunities and investment attraction
- improve the co-ordination of town planning
- provide co-ordinated delivery of community services

The Director General of the Department is a member of the Inter-Governmental Working Group which was established to deal with issues of service delivery in the region and to develop a plan for creating a single cross-border city in Albury-Wodonga.

The Governments have set up a detailed consultation process to provide for a thorough evaluation of the proposal to create a single Council for Albury-Wodonga. The Inter-Governmental Working Group is developing a consultation paper which will canvass the benefits, opportunities and any concerns and issues associated with the creation of a single city. The paper will also set out a detailed model for the creation of a single city, including a range of legal, administrative and financial options. The consultation paper will be released during October 2001.

It is anticipated that final advice will be provided to both Governments, based on the results of the extensive community consultation being undertaken by the Rt Hon Ian Sinclair, early in 2002.

Further information on Albury Wodonga is available on the website www.alburywodonga.gov.au.

// OBJECTIVE 3. ADVICE TO GOVERNMENT

Other Boundary Matters

Boundary Alterations

The Waverley/Woollahra and Botany/Randwick boundary alteration proposals are yet to be considered following the government's consideration of Professor Sproats' recommendations.

A number of councils and resident groups contacted us expressing interest in boundary alterations, but no formal proposals were submitted.

Other Proposals

The Local Government Act 1993 enables the Minister to refer minor boundary alteration or variation proposals to the Director General.

During 2000/2001 the Director General has examined:

- A proposal involving a minor adjustment between the Inverell and Guyra areas. This proposal was to rationalise existing boundaries by consolidating land in one ownership in one area. The proposal was recommended by the Director General and gazetted on 27 April 2001.
- A proposal involving a minor boundary alteration between the City of Goulburn and the Area of Mulwaree. This proposal has been recommended by the Director General but has not received the Governor's consent.
- A proposal involving a minor alteration of the boundary between the City of Gosford and the Area of Wyong. This proposal is currently being examined and has been sent for the appropriate descriptions to be prepared.

Constitution – County Councils

During 2000/2001 the Governor issued a proclamation amending the constitution of Lower Clarence County Council to clarify and consolidate the functions of the County Council for reticulated and bulk water supply within its area of operations.

Objective 4. Corporate Issues

Key Actions

To help us achieve this objective we:

- provide a strategic management framework which supports implementation of government reforms, initiatives and accountability requirements
- provide a human resources framework which promotes ethical behaviour, employment equity and the principles of cultural diversity, supports staff in achieving their full career potential, and enhances the department's operations
- facilitate decision making through equitable allocation of resources, integrated planning and management practices and reporting structures
- provide an effective financial management system to align strategic operational and financial decision making.
- provide and maintain an information technology infrastructure in accordance with industry standards, government policies and strategies and make optimum use of technology.

Key Outcomes

The key outcomes of our work in this area are:

- Disability Action Plan 2001–2003 developed and substantial progress made on a number of strategies.
- redevelopment and redesign of the department's website
- development of a spokeswoman's homepage on our intranet
- implementation of new Privacy legislation
- commencement of significant training initiatives

Corporate Planning

Our plans for 2000/2001 were significantly impacted by a number of external factors including the Sydney Olympic Games, inquiries into voluntary amalgamations of councils, the Inner Sydney Inquiry, the Administration of Windouran Shire Council and the management and financial difficulties of a small number of councils.

We have started to develop a new three year Corporate Plan to set the strategic framework for the Department from 2002 and directions for our scheduled relocation to Nowra towards the end of 2002.

Corporate Services Reform

The Department of Gaming and Racing continued to provide us with financial processing, human resources and payroll services for a second year under an annual service agreement. A direct link to enhance remote access to the accounting system has been installed and we are currently investigating electronic self serve options for human resources. Senior staff from both departments met bi-monthly during the year to monitor performance and discuss service delivery issues.

Employee Relations

A key issue for staff during the year has been planning for our scheduled relocation to Nowra in 2002. This has been a consultative process using the Joint Consultative Committee and a series of direct briefings to staff by the Director General.

Workplace reform and flexible work practices

We continued to endorse workplace reform and flexible work practices in line with the government's workplace reform agenda.

A number of requests for part time work arrangements were granted to meet individual family and/or carer needs.

We extended flexible work practices during the Olympic and Paralympic Games including broadening of bandwidths, core times, flexible leave provisions and working from home.

Industrial relations

The Crown Employees (Public Sector – Salaries January 2000) Award provided for a further 2% pay increase in January 2001 following the 2% in January 2000 for all staff covered by the award.

No formal grievances were lodged during the year. One appeal, which was subsequently upheld, was lodged with the Government and Related Employees Appeals Tribunal.

The average sick leave for 2000/2001 was 5.0 days compared to 6.2 days in the previous year.

Code of conduct

We made a few minor changes to our code of conduct during the year to clarify new privacy requirements.

Equal employment opportunity

Our EEO management planning focuses on mainstreaming EEO responsibility to provide broader accountability for developing and implementing EEO initiatives across the department. Equity issues are incorporated into our corporate and branch planning and performance agreements.

During 2000/2001 we have:

- included information on human resources and equity initiatives on the human resources section intranet homepage
- discussed workplace and public sector reform issues at the Joint Consultative Committee and specifically appointed one member of the committee as a representative of EEO groups
- conducted a survey of staff on harassment in the workplace and scheduled an in-house education program for next year.

// OBJECTIVE 4. CORPORATE ISSUES

The Department is a corporate member of the Employment Equity Specialist Association. Ms Virginia Dryden, a policy and research officer with the Department, is the President of this Association. During the year other members of staff attended a series of themed meetings on topics such as carer's responsibilities, bullying and grievances, a review of the spokeswomen's program, and the role of the Office of the Director of Equal Opportunity in Public Employment (ODEOPE).

Spokeswomen's program

The Department is committed to the vision and purpose of the spokeswomen's program. The program is currently managed by two spokeswomen and is an integral part of our equal employment opportunity program.

We have regular seminars, newsletters and information sessions for female staff. Significant initiatives have included:

- a presentation by a woman councillor about her experiences as a mayor and how this impacted on her as a wife and mother
- the development of a spokeswomen's homepage on the department's intranet which includes information about training courses, women's organisations, and useful publications and websites.

The most significant issue currently being addressed by the spokeswomen is workplace change, including the relocation to Nowra and the potential impact on careers and lifestyle.

Training

We maintain a link to the Australian Training Register on our intranet to help managers, supervisors and staff identify suitable training courses to meet identified needs.

During 2000/2001 we spent a total of \$32,300 on external training and study assistance programs for staff. We also completed a comprehensive in-house training program to familiarise all staff with the conversion to Office 2000.

In the coming year training initiatives will provide opportunities for staff, particularly those not relocating to Nowra, to broaden and improve their skills and include retraining programs under the Job Assistance Scheme.

Government Action Plan For Women

The Department is committed to the principles of equity and access for all members of the community. In our work, we try to promote a greater focus on women's interests and strategies to help remove the barriers that many women face in achieving full participation in all aspects of society.

We are an active participant in a range of inter-agency liaison groups that are taking a whole of government approach to implementing the Action Plan for Women. These include the Employment Equity Specialists' Association, the Local Government Privacy Working Party, the Graffiti Strategy Taskforce and the Inter-Departmental Committee on Closed Circuit Television (CCTV). We recently agreed to participate in an email network to be established by the Department for Women for sharing information and discussing issues in relation to women's safety.

We are currently developing a social justice checklist to help our staff take into account the needs of social justice groups, including women, in policy development.

We also provide local councils with legislative and policy direction on women's issues. For example, our *Creating Active Communities: Physical Activity Guidelines for Local Councils* includes a section on women which provides information about their needs, opportunities for their participation, and examples of how some councils are encouraging women to participate in physical activity.

The Aboriginal mentoring program aims to encourage Aboriginal people, including women, to stand for election as local government councillors. More than half the participants in the scheme have been women

Ethnic Affairs Priority Statement

Our 2000/2001 Ethnic Affairs Priority Statement (EAPS) continued to reflect our emphasis on:

- encouraging ethnic affairs principles and practices to be adopted in day to day activities
- fully integrating ethnic affairs considerations in all management practices and planning processes, both at departmental level and within the local government sector.

Progress made in implementing EAPS during 2000/2001

Some of our departmental initiatives include:

- preparing our EAPS in consultation with branch managers so that we achieved a broader allocation of ethnic affairs responsibility across the department
- adding a statement on the availability of interpreter and translator services to our website plus a statement that publications can be provided in large print or alternative media format

// OBJECTIVE 4. CORPORATE ISSUES

- including people with ethnic backgrounds on focus groups held to discuss issues relating to companion animals
- reviewing our policy on short term absences to make sure that leave is available to staff who wish to practice their religious beliefs.

Some of our initiatives with local councils include:

- establishing a user group for the Companion Animal register which includes representatives from councils that have well developed communication practices with their ethnic communities
- community awareness campaigns about the companion animals legislation, with special emphasis on making sure information is accessible to ethnic communities
- the Local Government Multicultural Forum which was successfully organised by Rockdale City Council in November 2000.

We have also monitored the ethnic affairs initiatives undertaken by councils as part of our review of council's annual reports for 1999/2000. We found that 96% of council's reported on people from culturally and linguistically diverse backgrounds in their annual reports.

Key ethnic affairs strategies proposed for the coming year

Some of our departmental initiatives will be:

- developing a social justice checklist and other resource material to help branch managers and staff take the needs of people from culturally and linguistically diverse backgrounds into account when providing advice about local government issues
- providing cross cultural training sessions for staff who have not received training in this area in the past
- investigating the feasibility of making our library services more accessible for people from a culturally and linguistically diverse background.

Some local council initiatives will be:

- continuing our strategies to increase awareness of cultural diversity issues and promote ethnic affairs to local councils
- establishing a Companion Animal community education grants program to help councils develop resource material, with one of the funding criteria being for councils to target people from culturally and linguistically diverse backgrounds
- improving the system for managing arts and cultural funding provided to local councils by the NSW Ministry of Arts so that community needs can be clearly identified, achievements measured and outcomes clearly monitored – one of the community groups councils will be asked to target will be people from culturally and linguistically diverse backgrounds.

Disability Planning Activities

We completed our Disability Action Plan 2001-2003 in December 2000, in accordance with the requirements of the NSW Government Disability Policy Framework, and advised councils that the plan was available on our website.

During 2000/2001, we have made the following progress in implementing our strategies.

Physical access

The design of our new building in Nowra will provide access for people with disabilities including lifts, car parking and toilet facilities.

Positive community attitudes

Creating Active Communities: physical activity guidelines for local councils included a photo of wheelchair basketball and examples of initiatives involving people with disabilities.

Information about services

New departmental publications, such as *Local Government in NSW: Issues and Information for Aboriginal Communities* and *The Easy Septic Guide*, have been produced in plain English and are available in electronic format on our website. We have reviewed and revised our website to make sure that it complies with HREOC's guidelines on accessibility and have started to develop a communications policy about providing publications in alternative formats.

Provision of advice

We are developing a checklist and other resource material to help staff take the needs of people with disabilities into account when providing advice about local government issues.

Advice to local councils

Our review of council social/community plans showed that most (149 out of 153 or 97%) identify issues and strategies in relation to people with disabilities. We are also working on a survey of councils to collect baseline data about their disability action plans and disability access committees.

In the coming year we will be focusing on training of staff, employment in the public sector and complaints procedures.

// OBJECTIVE 4. CORPORATE ISSUES

Government Energy Management Plan

The Department is committed to achieving lower and sustainable levels of energy use and greenhouse gas emissions.

To help us achieve these aims we have:

- promoted energy conservation with staff
- rationalised the size of motor vehicles in the department's fleet
- liaised with the other tenants and the property services manager to improve system efficiencies at our head office in Bankstown.

Our new premises to be built at Nowra will have a 5 star energy efficiency rating with SEDA and the fitout committee has agreed to have a 5 star energy rating for the fitout as long as the cost is not prohibitive.

Implementation of Privacy Legislation

The Privacy and Personal Information Protection Act 1998 (the PPIP Act) established a number of information protection principles (IPPs) that apply to the way public sector agencies manage personal information.

We are committed to privacy protection and have adopted a privacy management plan that includes our policies and practices for dealing with privacy and personal information.

During 2000/2001 we have:

- distributed copies of the privacy management plan to all staff
- published the plan on our website
- formed an internal ethics committee to review each of our research projects to ensure compliance with the IPPs
- restricted access within the department to certain files that are likely to contain personal information, such as files about pecuniary interest matters
- incorporated a notification clause in the pensioner concession application forms used by councils explaining the information set out in section 10 of the PPIP Act.

An individual can apply for a review of our conduct if they feel we have contravened an applicable IPP, contravened our privacy code of practice or disclosed personal information from a public register kept by the department. We did not receive any applications for review during 2000/2001.

Risk Management

Risk management involves identifying the factors that may impact on our ability to meet corporate objectives and putting in place strategies to help manage those factors.

We take an integrated risk management approach with risk assessments being considered a critical part of the strategic and operational decisions made by management.

The benefits of incorporating risk management and internal control into the way we work has many advantages including:

- better information for decision making
- increased productivity
- reduced risk to business reputation
- safer work environment
- increased probability of achieving objectives.

During 2000/2001 our activities have focussed on plans to manage potential risks associated with our relocation to Nowra. This will also be a prime concern in the coming year.

The department is a member of the Treasury Managed Fund administered by the GIO. This fund provides us with insurance coverage for workers compensation, public liability, motor vehicles, property and miscellaneous.

Y2K

The Y2K project was officially wound up by the Office of Information Technology in March 2001 – Premier’s Memorandum 01-04.

There were no activities this financial year.

Internal Control

The Internal Audit Bureau conducted reviews of our CHRIS personnel/payroll processing and the Sun system accounting processing by the Department of Gaming and Racing.

In both cases, the reviewing officer reported that the system of internal control and procedures currently in place was satisfactory.

We are currently considering some minor recommendations to improve control of the transfer of information and documents between the two departments.

// OBJECTIVE 4. CORPORATE ISSUES

Information and Communications Technology

Electronic Service Delivery (ESD)

We are committed to the government's strategy for all appropriate services to be available electronically by December 2001. Electronic communication between the department and councils has been in place since 1994. This includes the distribution of information to councils, the collection of data from councils and a council mailing list service that we host.

Premier's Memorandum 2000-12 outlined an ESD reporting framework to monitor agency ESD progress against key target areas. Agencies have to include status reporting on the delivery of electronic services in their annual reports.

Our progress against these key target areas is:

Target area	Due date	% Complete
ESD survey completed	9 June 2000	100
ESD assessment completed	31 July 2000	100
Tender information on internet	31 December 2000	N/A
All appropriate government publications on the internet	31 December 2000	100
All appropriate high volume transactions on the internet	20 September 2001	100
All other appropriate transactions on the internet	31 December 2001	100
Services delivered on other appropriate electronic delivery channels	On-going	N/A

The internet-based Companion Animals register, which came into operation in July 1999, was supplemented by a call centre in July 2000. The call centre was contracted out and allows veterinary surgeons to locate the owners of missing and injured animals. We completed a major upgrade of register software during the last quarter of 2000 and representatives from NSW councils were involved in testing this software before it was implemented.

The Companion Animals register was one of four government online services acknowledged by the Office of Information Technology (OIT) on their website as 'Best Practice in Electronic Service Delivery in NSW Government'.

We are represented on a Local Government and Shires Associations (LGSA) online services reference group. The LGSA gained Networking the Nation Funding to help local councils with electronic service delivery.

We are currently redeveloping our website. The new site will have maps of all local government areas in the state and a list of towns/suburbs within each area. A search engine will be added together with the facility for clients to enter an address and check the local government area for that address. A new file server has been purchased to run the website which will be hosted by our internet service provider.

In 2001/2002 we will be investigating the provision of electronic self service for personnel and payroll transactions. This project will be carried out with the Department of Gaming and Racing as our human resources functions are contracted out to them.

Due to the increasing use of email and the internet for business purposes, we had to upgrade our internet connection in December 2000 to provide increased bandwidth to 128 Kbps.

Upgrade to Windows 2000, Office 2000 and Windows 2000 Server

This year we started a project to upgrade all personal computers and laptops to Windows 2000 and Office 2000 and to upgrade file servers to Windows 2000 Server. The Windows 2000 component for desktops and laptops has been completed.

The upgrade to Office 2000, together with staff training, will begin in August 2001. Upgrading of the file servers to Windows 2000 will start in September 2001.

Occupational Health And Safety

We have a strong commitment to promoting and ensuring relevant health and safety policies and practices for all staff and visitors to our premises. We value our staff as our most significant asset and are committed to providing a safe working environment.

Our OH&S committee held five meetings during 2000/2001. They also regularly inspected the Bankstown premises and our first aid equipment and supplies.

In-house VDU eye testing was conducted for all staff in October 2000.

Two members of staff completed first aid training with St John Ambulance in March 2001 and were appointed as new first aid officers when they received their certificates.

Two claims for compensation were reported in 2000/2001 compared to two and three in the two previous years.

// OBJECTIVE 4. CORPORATE ISSUES

Recycling Program

Waste reduction and purchasing policy (WRAPP) principles are included in the operational policies and practices established in our corporate plan. This plan is currently being updated for the next three years and there will be a particular emphasis on WRAPP strategies.

Recycling systems and improving waste avoidance will be specified as fitout requirements for our new premises in Nowra.

We have sustained waste reduction mainly by using technology to reduce paper usage both internally and in our external communications.

Our main strategies have included:

- electronic distribution and collection of council information via email
- using email and our intranet to distribute information to and between staff
- recycling office paper and other products, including printer toner cartridges
- encouraging staff to use water glasses which has allowed us to stop purchasing plastic cups.

Major Assets

The Department of Local Government holds no major assets.

Objective 5. Funding Programs

Key Results

- Provide an equitable framework for allocating Federal financial assistance grants.
- Maintain a regular education and information program for councils on the work of the Grants Commission.
- Manage, maintain and evaluate Pensioner Rebate Payment System by providing internal management information.
- Manage administrative arrangements for the Septic Safe program.

The NSW Local Government Grants Commission

The NSW Local Government Grants Commission operates under sections 613 to 618 of the Local Government Act 1993. It makes recommendations on the distribution of general purpose funding to local government in accordance with the Commonwealth Local Government (Financial Assistance) Act 1995.

This funding has two components: a general purpose equalisation component and a local roads component. However the total funds are paid to councils as an untied, general purpose grant.

The total national entitlement for 2000/2001 was \$1,328,012,772. The general purpose component was \$919,848,793 and the local roads component was \$408,163,979. These amounts have been adjusted to take into account the actual changes in the annual CPI to March 2001 and the share of the national population to December 2000, compared to those forecast by the Commonwealth.

The NSW share of the national entitlements was \$310,670,281 for the general purpose component and \$118,421,178 for the local roads component – a total of \$429,091,459. This represents a 4.3% increase in entitlements for NSW compared to the 1999/2000 CPI/population adjusted amount.

The grant funds are passed on to councils each quarter by electronic transfer on the first business day after they are received by the State.

Grant allocations

The general purpose component of the grant aims to equalise the financial capacity of councils. The objective is to make sure that each council is able to function, by reasonable effort, at a standard not lower than the average standard of other local councils in NSW. The calculations take into account the council's expenditure needs for the provision of services and their relative capacity to raise revenue. A minimum grant 'safety net' applies.

The local roads component is based on a formula involving population, road length and bridge length.

The grant entitlements of individual councils are shown in Appendix 8.

Membership

The Commission has three part-time members and a Director/Deputy Chairperson who is a full-time officer of the Department of Local Government. The Director/Deputy Chairperson is responsible for the Commission staff of two.

The membership to 30 June 2001 is:

- Barbara Armitage, Chairperson
- Tim Rogers, Director/Deputy Chairperson
- Councillor Patricia Dixon, Member
- Emeritus Professor Maurice Daly, Member

During 2000/2001 the Commission has:

- Visited 38 councils to explain the work of the Commission and give councils the opportunity to raise issues about the grant process. The Commission usually holds its business meetings in conjunction with these visits.
- Hosted the National Conference of Grants Commissions in Sydney in November 2000.
- Undertaken three council audits of road and bridge lengths to check the validity of data used in the grant calculations.
- Participated in the review of the legislation as required by the Commonwealth Act. The Commonwealth Grants Commission (CGC) conducted the review, which involved submissions from local government and peak organisations, as well as a series of capital city and regional meetings around Australia. The CGC's final report was released at the end of June 2001.

The report's recommendations include a change of language, for example, replacing the term "horizontal fiscal equalisation" with "relative needs" and introducing a separate "per capita" pool of funds.

The Commonwealth is yet to decide on a response to the CGC's recommendations. The NSW Grants Commission is not expecting significant changes to the current intrastate distribution as a result of the review.

Future Directions

- Review of the methodology in light of the CGC's review of the Commonwealth legislation.
- Continuation of the road and bridge audit program.

For more information about the Commission's work, please see their Annual Report on the Department's website.

// OBJECTIVE 5. FUNDING PROGRAMS



On site sewage management

Access to sewerage services is often taken for granted in urban areas but it is not such a simple matter for about 300,000 NSW households who have to operate their own septic systems. In 1998 the NSW Government introduced regulatory reforms and guidelines to more effectively regulate and supervise the performance of small sewage management facilities. The Department of Local Government introduced the *septic✓safe* Program to help landowners and councils fulfil their on-site sewage management responsibilities in a more systematic and sustainable way.

The Department of Local Government, under the auspices of the *septic✓safe* Program, has provided funding of \$3.8 million over 4 years. The Program is administered by the Department of Local Government in conjunction with NSW Health, the Department of Land and Water Conservation and the Environment Protection Authority. The Program is one facet of a whole of government response to water quality and related public health issues. For more information, please see the *septic✓safe* web site at www.dlg.nsw.gov.au/septic.htm.

A *septic✓safe* implementation strategy was developed in consultation with the Department of Health, the Environment Protection Authority, and the Department of Land and Water Conservation and The Treasury. The strategy provides for the allocation of administrative funds to develop guidelines and other resources to assist councils with community information management, risk assessment and training.

On-Site Sewage Management (OSM) Strategy Grants

Councils have received a dollar for dollar subsidy totalling \$2.1 million over a 3 year period to help them identify the nature and location of septic systems in their area and develop and implement a sewage management strategy and minimise pollution risks. Funding was allocated for 142 on-site sewage management strategy projects in proportion to each council's share of total septic systems. This represented a subsidy of \$7.40 for each septic system. Two grant payments have been made totalling \$1,501,018 and the final payment is currently being made subject to reporting and performance review.

OSM Communication, Enhancement and Research Project Grants

Special grants of up to \$500,000 over 3 years have been provided for specific research projects and the development of a communication kit and media announcements for projects to enhance council sewage management strategies. Subsidy funding was provided for 19 projects to enhance the monitoring and management of sewage pollution in environmentally sensitive areas and for 5 research projects investigating critical knowledge gaps. Information about the research results will be posted on the *septic✓safe* web site.

OSM Sewage Pollution Risk Assessment

Funding up to \$1.2 million will be provided over the next eighteen months to complete a sewage pollution risk assessment of sensitive coastal waterways. The main objectives are to develop the capacity of councils and their staff to implement a standardised sewage pollution risk assessment system and to use outputs to support local and regional planning and service management decision making. Three major regional projects are proposed covering south coast, mid-coast and north coast areas. Tasks will be contracted to state agencies, councils and consultants under a project management plan.

On-Site Sewage Management Course – TAFE NSW

Funding was provided for the development of a short course in on-site sewage management practice to be delivered by NSW TAFE in conjunction with local councils. It will be included in the NSW TAFE program from first semester 2002. The course will be a staff development opportunity for council rangers and staff responsible for maintaining council owned septic systems. It will be useful for septic system service providers, plumbers, septic pumpers and other tradespeople who service septic systems or want accreditation with local councils to certifying septic system performance. It will also be relevant for landowners, especially corporate landowners, who want to be able to service and certify their own septic systems.

Guidelines and Technical Sheets

We are preparing technical sheets to complement the *Environment and Health Protection Guidelines: On-site Sewage Management for Single Households* that we produced in 1998. These guidelines outline a strategic management approach to ecologically sustainable sewage management in settlement planning and site assessment, the selection and management of waste treatment systems, and the selection of best practice options for the re-use of treated bio-solids and effluent on residential land. The technical sheets will contain 'state of the art' information about the design, installation and management of on-site sewage facilities.

septic✓safe Information Management System (SSIMS) Handbook

Cost-effective data management is crucial for affordable and effective council supervision of on-site sewage management systems. The SSIMS Handbook provides platform independent specifications for a data management system to help councils develop a sewage management module within their existing corporate data management scheme. The handbook includes generic specifications for a sewage management information and decision support system capable of being linked to a geographic information system.

// OBJECTIVE 5. FUNDING PROGRAMS

On-site Sewage Risk Assessment System (OSRAS) Handbook

The On-site Sewage Risk Assessment System (OSRAS) Handbook outlines a knowledge-based risk assessment system to help councils develop and implement cost-effective sewage pollution risk management strategies. The management of sewage pollution risks requires a good understanding of both the site-related and cumulative aspects of on-site facility hazards, the probability of transmission and the sensitivity of, or consequences for, the receiving environment. OSRAS takes a systematic, spatial analysis approach. Data relating to septic systems is integrated with other spatial and built environment data overlays allowing risks to be modelled cumulatively on a defined area such as a sub-catchment. This allows complex data to be transformed into readily understandable 'big picture' information to inform council strategy development and operational processes. OSRAS can be applied at different levels of sensitivity or complexity according to relevant public health, socio-economic, natural resource management and civic values. It will be further developed depending on the availability and cost of reliable data and new knowledge.

The Easy Septic Guide

Community education is an integral part of any on-site sewage management strategy. 'The Easy Septic Guide' is a plain language septic system owner's manual. It provides general information and guidance on safely operating and maintaining septic systems. The guide will be distributed by councils and has been designed to allow them to incorporate local information.

Copies of the OSM Guidelines, technical sheets and other publications are available on the *septic✓safe* website at www.dlg.nsw.gov.au/ssfpub.htm.

Pensioner Concession Subsidies

Under State legislation some pensioners are eligible for mandatory concessions.

The subsidies provided to councils meet half the cost of pensioner rebates applicable to council rates and fully subsidises the entitlement to rate rebates for the Commonwealth 'extension' group of pensioners.

In 2000/2001 the Department paid \$72 million to councils in pensioner concession subsidies.

Local councils are able to provide further information for people interested in making an application.



Section

5

Appendices

Appendix 1. Financial Statements

Department of Local Government
Year ending 30 June, 2001

Statement by Department Head

Pursuant to section 45F of the Public Finance and Audit Act 1983, I state that:

- (a) the accompanying financial statements have been prepared in accordance with provisions of the Public Finance and Audit Act 1983, the Financial Reporting Code for Budget Dependent General Government Sector Agencies, the applicable clauses of the Public Finance and Audit (General) Regulation 1995 and the Treasurer's Directions;
- (b) the statements exhibit a true and fair view of the financial position and transactions of the Department of Local Government; and
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Garry Payne
Director General
10 August 2001



Box 12 GPO
Sydney NSW 2001

INDEPENDENT AUDIT REPORT DEPARTMENT OF LOCAL GOVERNMENT

To Members of the New South Wales Parliament and the Director-General Department of Local Government

Scope

I have audited the accounts of the Department of Local Government for the year ended 30 June 2001. The Director-General is responsible for the financial report consisting of the statement of financial performance, statement of financial position, statement of cash flows, program statement – expenses and revenues and summary of compliance with financial directives, together with the notes thereto, and information contained therein. My responsibility is to express an opinion on the financial report to Members of the New South Wales Parliament and the Director-General based on my audit as required by sections 34 and 45F(1) of the *Public Finance and Audit Act 1983* (the Act). My responsibility does not extend to an assessment of the assumptions used in formulating budget figures disclosed in the financial report.

My audit has been conducted in accordance with the provisions of the Act Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the requirements of the Act, Accounting Standards and other mandatory professional reporting requirements, in Australia, so as to present a view which is consistent with my understanding of the Department's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial report of the Department of Local Government complies with section 45E of the Act and presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Department of Local Government as at 30 June 2001 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in orange ink that reads 'David A Jones'.

D A Jones FCPA
Director of Audit

(duly authorised by the Auditor-General of New South Wales under section 45F(1A) of the Act)

Sydney 21 August 2001

// APPENDIX 1. FINANCIAL STATEMENTS

Statement of Financial Performance for the Year Ended 30 June 2001

		Actual	Budget	Actual
	Notes	2001 \$'000	2001 \$'000	2000 \$'000
Expenses				
Operating expenses				
– Employee related	2 (a)	5,563	5,623	6,757
– Other operating expenses	2 (b)	8,983	9,570	5,263
Maintenance	2 (c)	61	46	35
Depreciation and amortisation	2 (d)	173	180	309
Grants and subsidies	2 (e)	72,739	73,265	72,717
Total Expenses		87,519	88,684	85,081
Less:				
Retained Revenue				
Sale of goods and services	3 (a)	84	24	59
Investment Income	3 (b)	218	65	101
Retained taxes, fees and fines	3 (c)	6,184	6,406	2,798
Other revenue	3 (d)	123	–	7
Total Retained Revenue		6,609	6,495	2,965
Gain/(Loss) on disposal of non-current assets	4	8	–	(46)
Net cost of services	21	80,902	82,189	82,162
Government Contributions				
Recurrent appropriation (net of transfers)	5	81,020	80,921	81,944
Capital appropriation		50	50	50
Acceptance by the Crown Entity of employee entitlements and other liabilities	6	638	670	650
Total Government Contributions		81,708	81,641	82,644
Surplus/(deficit) for the year	13	806	(548)	482
Total revenue, expenses and valuation adjustments recognised directly in equity				
		–	–	–
Total changes in equity other than those resulting from transactions with owners as owners				
		806	(548)	482

The accompanying notes form part of these statements.

Statement of Financial Position as at 30 June 2001

	Notes	Actual 2001 \$'000	Budget 2001 \$'000	Actual 2000 \$'000
Assets				
<i>Current Assets</i>				
Cash	7 & 20	3,247	1,513	2,034
Receivables	8	260	145	161
Total Current Assets		3,507	1,658	2,195
<i>Non Current Assets</i>				
Property, Plant and Equipment	9			
– Plant and Equipment		361	216	346
Total Property, Plant and Equipment		361	216	346
Total Non Current Assets		361	216	346
Total Assets		3,868	1,874	2,541
Liabilities				
<i>Current Liabilities</i>				
Payables	10	799	192	310
Employee entitlements	11	839	806	807
Total Current Liabilities		1,638	998	1,117
Total Liabilities		1,638	998	1,117
Net Assets		2,230	876	1,424
Equity				
Accumulated Funds	13	2,230	876	1,424
Total Equity		2,230	876	1,424

The accompanying notes form part of these statements.

// APPENDIX 1. FINANCIAL STATEMENTS

Statement of Cash Flows for the Year Ended 30 June 2001

	Notes	Actual 2001 \$'000	Budget 2001 \$'000	Actual 2000 \$'000
Cash flows from operating activities				
<i>Payments</i>				
Employee related		(5,027)	(5,004)	(6,994)
Grants and subsidies		(72,729)	(73,265)	(72,717)
Other		(8,622)	(9,734)	(5,389)
Total Payments		(86,378)	(88,003)	(85,100)
<i>Receipts</i>				
Sale of goods and services		62	24	29
Retained taxes, fees and fines		6,184	6,406	2,798
Interest		196	81	76
Other		102	–	7
Total Receipts		6,544	6,511	2,910
<i>Cash flows from Government</i>				
Recurrent appropriations (net of transfers)	5	81,020	80,921	81,944
Capital appropriation	5	50	50	50
Cash reimbursements from the Crown Entity		157	50	655
Net Cash Flows from Government		81,227	81,021	82,649
Net cash flows from operating activities	21	1,393	(471)	459
Cash flows from investing activities				
Proceeds from sale of Plant and Equipment		13	–	9
Purchases of Plant & Equipment		(193)	(50)	(145)
Net cash flows from investing activities		(180)	(50)	(136)
Net increase/ (decrease) in cash		1,213	(521)	323
Opening Cash and Cash Equivalents		2,034	2,034	1,711
Closing cash and cash equivalents	7 & 20	3,247	1,513	2,034

The accompanying notes form part of these statements.

Program Statement – Expenses and Revenues for the Year Ended 30 June 2001

Department's expenses & revenues	Program 1		Program 2		Program 3		Not Attributable		Total	
	2001 \$'000	2000 \$'000	2001 \$'000	2000 \$'000	2001 \$'000	2000 \$'000	2001 \$'000	2000 \$'000	2001 \$'000	2000 \$'000
<i>Expenses</i>										
Operating expenses										
– Employee related	5,295	6,546	68	–	200	211	–	–	5,563	6,757
– Other operating expenses	2,721	2,951	–	–	6,262	2,312	–	–	8,983	5,263
Maintenance	61	35	–	–	–	–	–	–	61	35
Depreciation and amortisation	173	309	–	–	–	–	–	–	173	309
Grants & Subsidies	687	1,771	72,052	70,946	–	–	–	–	72,739	72,717
Other expenses	–	–	–	–	–	–	–	–	–	–
Total Expenses	8,937	11,612	72,120	70,946	6,462	2,523	–	–	87,519	85,081
<i>Retained Revenue</i>										
Sale of goods and services	84	59	–	–	–	–	–	–	84	59
Investment income	218	101	–	–	–	–	–	–	218	101
Retained taxes, fees and fines	–	–	–	–	6,184	2,798	–	–	6,184	2,798
Other revenue	113	7	–	–	10	–	–	–	123	7
Total Retained Revenue	415	167	–	–	6,194	2,798	–	–	6,609	2,965
Gain/(Loss) on sale of plant and equipment	8	(46)	–	–	–	–	–	–	8	(46)
Net cost of services	8,514	11,491	72,120	70,946	268	(275)	–	–	80,902	82,162
Government contributions	–	–	–	–	–	–	81,708	82,644	81,708	82,644
Net expenditure/(revenue)	8,514	11,491	72,120	70,946	268	(275)	(81,708)	(82,644)	(806)	(482)
Administered expenses & revenues										
<i>Administered Expenses</i>										
Transfer payments (Note 18)	0	0	0	0	0	0	(427,659)	(409,065)	(427,659)	(409,065)
Total Administered Expenses	0	0	0	0	0	0	(427,659)	(409,065)	(427,659)	(409,065)
<i>Administered Revenues</i>										
Transfer receipts (Note 18)	0	0	0	0	0	0	427,659	409,065	427,659	409,065
Consolidated Fund	0	0	0	0	0	0	0	0	0	0
Taxes, fees and fines	0	0	0	0	0	0	0	0	0	0
Total Administered Revenues	0	0	0	0	0	0	427,659	409,065	427,659	409,065
Administered Revenues less Expenses	0	0	0	0	0	0	0	0	0	0

Note:

- The name and purpose of each program is summarised in Note 17
- Appropriations are made on an agency basis and not to individual programs. Consequently, government contributions must be included in the 'Not Attributable' column.

SECTION FIVE

// APPENDIX 1. FINANCIAL STATEMENTS

Summary of Compliance with Financial Directives For Year End 30 June 2001

	2001				2000			
	Recurrent Appropriation	Expenditure/Net Claim on Consolidated Fund	Capital Appropriation	Expenditure/Net Claim on Consolidated Fund	Recurrent Appropriation	Expenditure	Capital Appropriation	Expenditure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Original Budget Appropriation/Expenditure								
Appropriation Act	80,921	80,720	50	50	84,970	82,392	50	50
s21A PF&AA special appropriation	-	-	-	-	-	-	-	-
s24 PF&AA – transfer of functions between departments					(1,723)	(1,723)		
s26 PF&AA – Commonwealth specific purpose payments	427,659	427,659	-	-	409,065	409,065	-	-
	508,580	508,379	50	50	492,312	489,734	50	50
Other Appropriations/Expenditure								
Treasurer's Advance	450	300			411	411		
s22 – expenditure for certain works and services					33	33		
Transfers from another agency (s26 of the Appropriation Act)					831	831		
	450	300	-	-	1,275	1,275	-	-
Total Appropriations/Expenditure (includes transfer payments)	509,030	508,679	50	50	493,587	491,009	50	50
Drawdowns from Treasury		508,679		50		491,009		50
Total Unspent Appropriations		-		-		-		-

The Summary of Compliance is based on the assumption that Consolidated Fund moneys are spent first (except where otherwise identified or prescribed)

Notes to the Financial Statements



Summary Of Significant Accounting Policies

(a) Reporting Entity

The Department of Local Government as a reporting entity comprises all the entities under its control.

The reporting entity is consolidated as part of the NSW Total State Sector and as part of the NSW Public Accounts.

(b) Basis of Accounting

The Department's financial statements are a general purpose financial report which has been prepared on an accruals basis and in accordance with:

- applicable Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- Urgent Issues Group (UIG) Consensus Views;
- the requirements of the Public Finance and Audit Act and Regulations; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for certain plant and equipment, which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

(c) Administered Activities

The Department administers Commonwealth transfer payments through the Local Government Grants Commission (refer Note 18).

(d) Revenue recognition

Revenue is recognised when the Department has control of the good or right to receive, it is probable that the economic benefits will flow to the Department and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

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// NOTES TO THE FINANCIAL STATEMENTS

- (i) *Parliamentary Appropriations and Contributions from Other Bodies*
Parliamentary appropriations and contributions from other bodies (including grants and donations) are generally recognised as revenues when the Department obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year-end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The Department had no unspent appropriations and no liability in respect of transfer payments at year end.

- (ii) *Sale of Goods and Services*
Revenue from the sale of goods and services comprises revenue from the provision of products or services ie user charges. User charges are recognised as revenue when the Department obtains control over the assets that result from them.

- (iii) *Investment income*
Interest revenue is recognised as it accrues.

- (iv) *Companion Animals*
Under the Guidelines sent out to Councils with DLG Circular 00/09, there is a requirement that Councils pay to the Department monthly the total amount of Registration fees for transactions that have been successfully entered on the Companion Animals Register. Collections recorded in the Register by Councils at year end totalled \$4.9m (\$4.2m in 2000). Amounts actually paid by the Councils to the Department during the year totalled \$6.2m (\$2.8m in 2000) which is recorded as retained taxes, fees and fines. The Department does not control these funds until actually received therefore no amounts are recognised as receivable or payable at year end in the Statement of Financial Position (other than payables for reimbursements due to Councils for funds already received).

A quarterly reimbursement is made to the Councils based on Register Reports for the quarter. A total of \$6.5m (\$2.5m in 2000) in expenses are recorded as operating expenses in the Statement of Financial Performance.

(e) Employee Entitlements

- (i) *Wages and Salaries, Annual Leave, Sick Leave and On-costs*
Liabilities for wages and salaries and annual leave are recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the entitlements accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee entitlements to which they relate have been recognised.

(ii) Long Service Leave and Superannuation

The Department's liabilities for long service leave and superannuation are assumed by the Crown Entity. The Department accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of employee entitlements and other liabilities".

Long service leave is measured on a nominal basis. The nominal method is based on the remuneration rates at year-end for all employees with five or more years of service. It is considered that this measurement technique produces results not materially different from the estimate determined by using the present value basis of measurement.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

(f) Insurance

The Department's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

(g) Accounting for Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except:

- the amount of GST incurred by the Department as a purchaser that is not recoverable from the Australian Taxation Office which is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- receivables and payables which are stated with the amount of GST included.

(h) Acquisitions of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Department. Cost is determined as the fair value of assets given as consideration plus the costs incidental to the acquisition.

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Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate, being the rate at which a similar borrowing could be obtained.

(i) Plant and Equipment

Plant and equipment costing \$5,000 and above individually are capitalised. The costs of assets, which form part of a network (computers), have been aggregated together when applying the capitalisation threshold.

(j) Revaluation of Physical Non-Current Assets

Plant and equipment are valued based on the estimated written down replacement cost of the most appropriate modern equivalent replacement facility having a similar service potential to the existing asset.

Each class of physical non-current assets is revalued every 5 years. The last such revaluation was completed on 30 June 2001.

In accordance with Treasury policy, the Department has applied the AAS38 "Revaluation of Non-Current Assets" transitional provisions for the public sector and has elected to apply the same revaluation basis as the preceding reporting period while the relationship between fair value and the existing valuation basis in the NSW public sector is further examined. It is expected, however, that in most instances the current valuation methodology will approximate fair value.

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Conversely, where assets are revalued to market value, and not by reference to current prices for assets newer than those being revalued, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset account to which they relate. The net asset accounts are increased or decreased by the revaluation increments or decrements.

The recoverable amount test has not been applied as the Department is a not-for-profit entity whose service potential is not related to the ability to generate net cash inflows.

Revaluation increments are directly credited to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as an expense in the surplus/deficit, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

(k) Depreciation of Physical Non Current Assets

Depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Department.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.

The following useful lives have been determined for each class of assets.

	2000	1999
	Years	Years
Office Furniture	10	10
Plant & Equipment	7	7
Computer	3	3
Software	3	3
Leasehold improvements	5	5

(l) Maintenance and repairs

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

(m) Leased Assets

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

(n) Receivables

Receivables are recognised and carried at the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

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(o) Payables

These amounts represent liabilities for goods and services provided to the Department and other amounts, including interest. Interest is accrued over the period it becomes due.

(p) Reclassification of financial information

As a result of applying AAS1 “Statement of Financial Performance” and AAS36 “Statement of Financial Position”, the format of the Statement of Financial Performance (previously referred to as the Operating Statement) and the Statement of Financial Position has been amended. As a result of applying these Accounting Standards, a number of comparative amounts were represented or reclassified to ensure comparability with the current reporting period.

(q) Budgeted amounts

The budgeted amounts are drawn from the budgets as formulated at the beginning of the financial year and with any adjustments for the effects of additional appropriations under s 21A, s 24 and/or s 26 of the Public Finance and Audit Act 1983.

The budgeted amounts in the Statement of Financial Performance and the Statement of Cash Flows are generally based on the amounts disclosed in the NSW Budget Papers (as adjusted above). However, in the Statement of Financial Position, the amounts vary from the Budget papers, as the opening balances of the budgeted amounts are based on carried forward actual amounts i.e. per the audited financial statements (rather than carried forward estimates).

Expenses

(a) Employee related expenses comprise the following specific items

	2001 \$'000	2000 \$'000
Salaries and wages (including recreation leave)	4,585	5,700
Superannuation	395	396
Long service leave	218	229
Workers' compensation insurance	31	46
Payroll tax and fringe benefits tax	331	372
Overtime and meal allowance	3	14
	5,563	6,757

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(b) Other operating expenses

	2001 \$'000	2000 \$'000
Operating lease rental expense	989	1,264
Auditors Remuneration – audit or review of the financial reports	32	31
Travelling and Subsistence	150	198
Motor Vehicle Expenses	82	93
Advertising and Publicity	80	54
Fees for Services (excl. Consultants)	365	202
Contractors	294	179
Consultants	100	286
Insurance	18	17
Postal and Telephones	189	185
Printing	85	88
Retainers and Fees	128	109
Companion Animals Payments	6,263	2,312
Other	208	245
	8,983	5,263

(c) Maintenance

	2001 \$'000	2000 \$'000
Repairs and maintenance	61	35
	61	35

(d) Depreciation and amortisation expense

	2001 \$'000	2000 \$'000
Depreciation – Plant and Equipment		
Office Furniture	29	110
Other Plant and Equipment	98	41
Computer Equipment	41	145
	168	296
Amortisation		
Leasehold improvements	5	13
	5	13
Total depreciation and amortisation	173	309

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(e) Grants & Subsidies

	2001 \$'000	2000 \$'000
Blue Mountains – Storm water run off project	–	1,067
Sewage Management Program	615	694
Pensioner Rebate Subsidies	72,052	70,946
Western Division Grant	67	–
Community Service Obligation – Guarantee and Credit rating	5	10
	72,739	72,717

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Revenues

(a) Sale of goods and services

	2001 \$'000	2000 \$'000
Sale of goods		
Sale of Publications	1	3
	1	3
Rendering of services		
User Charges	8	8
Sub lease Macquarie Street Office	75	48
	83	56
Total sale of goods and services	84	59

(b) Investment Income

Interest	218	101
	218	101

(c) Retained Taxes, fees and fines

Companion Animals registration fees	6,184	2,798
	6,184	2,798

(d) Other income

Expenses recouped from local councils	97	6
Other	26	1
	123	7

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Gain/(Loss) on Disposal of Non Current Assets

	2001 \$'000	2000 \$'000
Gain/(loss) on disposal of plant and equipment		
Proceeds from disposal	13	8
Written down value of assets disposed	5	54
Gain/(loss) on disposal of plant and equipment	8	(46)
Gain/(loss) on disposal of non current assets	8	(46)

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Appropriations

Recurrent appropriations

	2001 \$'000	2000 \$'000
Total recurrent drawdowns from Treasury (per Summary of Compliance)	508,679	491,009
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
Total	508,679	491,009

Comprising:

Recurrent appropriations (per Statement of Financial Performance)	81,020	81,944
Transfer payments (refer Note 18)	427,659	409,065
Total	508,679	491,009

Capital appropriations

Total capital drawdowns from Treasury (per Summary of Compliance)	50	50
Less: Liability to Consolidated Fund (per Summary of Compliance)	-	-
Total	50	50

Comprising:

Capital appropriations (per Statement of Financial Performance)	50	50
Transfer payments	-	-
Total	50	50

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Acceptance by the Crown Entity of Employee Entitlements and other Liabilities

The following liabilities and/or expenses have been assumed by the Crown Entity or other government agencies:

	2001 \$'000	2000 \$'000
Superannuation	395	396
Payroll tax	25	25
Long Service Leave	218	229
	638	650

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Cash

	2001 \$'000	2000 \$'000
Cash on hand	3	3
Cash at bank	3,244	2,031
	3,247	2,034

For the purpose of the Statement of Cash Flows, cash includes cash on hand and cash at bank. Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	3,247	2,034
Closing Cash and Cash Equivalents	3,247	2,034

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Current Assets-Receivables

	2001 \$'000	2000 \$'000
Interest receivable from Crown Entity	83	61
Other receivables	177	100
	260	161

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Non Current Assets – Property, Plant and Equipment

	2001 \$'000	2000 \$'000
Plant and Equipment		
At Cost	–	1,898
At Valuation	2,026	99
	2,026	1,997
Accumulated Depreciation at Cost	–	1,569
Accumulated Depreciation at Valuation	1,665	82
	1,665	1,651
Total Property, Plant and Equipment at Net Book Value	361	346

Reconciliations

Reconciliations of the carrying amounts of plant and equipment at the beginning and end of the current and previous financial year are set out below (the Department does not own any property):

	Plant and Equipment \$'000
	2001
Carrying amount at start of year	346
Additions	193
Disposals	(5)
Depreciation expense	(173)
Carrying amount at end of year	361
	Plant and Equipment \$'000
	2000
Carrying amount at start of year	564
Additions	145
Disposals	(54)
Depreciation expense	(309)
Carrying amount at end of year	346

Plant and Equipment was revalued in accordance with AAS38 (Accounting for the revaluation of Non-Current Assets) as at 30 June 2001. Written down current replacement cost was the basis of revaluation, which was determined by senior officers of the Department.

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Current Liabilities – Payables

	2001 \$'000	2000 \$'000
Creditors	799	310
	799	310

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Current Liabilities – Employee entitlements and other provisions

	2001 \$'000	2000 \$'000
Recreation leave and annual leave loading	542	527
Accrued salaries and wages	114	147
Payroll tax	183	133
Total employee entitlements and other provisions	839	807
Aggregate employee entitlements	839	807

The amount of recreation leave paid has been charged directly to the Statement of Financial Performance. In addition to this the Department has a total liability of \$1.5m (\$1.6m in 2000) for long service leave for which the Crown assumes liability.

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Restricted Assets

The Department has no assets over which any externally imposed restrictions on usage apply.

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Changes in Equity

	Accumulated Funds		Total Equity	
	2001 \$'000	2000 \$'000	2001 \$'000	2000 \$'000
Balance at the beginning of the financial year	1,424	942	1,424	942
Changes in equity – other than transactions with owners as owners				
Surplus/(deficit) for the year	806	482	806	482
Total	806	482	806	482
Balance at the end of the financial year	2,230	1,424	2,230	1,424

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Contingent Liabilities

There are no known contingent liabilities as at 30 June 2001.

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Commitments for Expenditure

There are no capital commitments or other expenditure commitments at 30 June 2001 (NIL 2000).

Operating Lease Commitments

	2001 \$'000	2000 \$'000
Future non-cancellable operating leases not provided for and payable:		
Not later than one year	636	1,024
Later than one year and not later than 2 years	86	439
Total (including GST)	722	1,463

Contingent Assets

The total 'operating lease commitments' above includes input tax credits of \$65,569 (\$133,000 in 2000) that are expected to be recoverable from the Australian Taxation Office.

The Department has long term operating leases for the rental of office accommodation and motor vehicles. Details of these lease arrangements are:

Office Accommodation

The estimated total cost is based on current rentals continuing for the entire term of the lease.

Motor Vehicles

The operating lease is the standard Government arrangement for leasing motor vehicles from StateFleet Services. At 30 June 2001 this arrangement applied to the entire departmental fleet of 8 vehicles.

These operating lease commitments are not recognised in the Financial Statements as liabilities.

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Budget Review

(a) Net Cost of Services

The net cost of services was lower than budget by \$1.3m. This was primarily due to the lower level of project funding for the On-Site Sewage Management Program and lower Departmental operating costs, partially offset by higher than estimated payments of pensioner rate rebates to Councils.

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(b) Assets and Liabilities

Cash

The year end cash balance is \$1.7m over budget. This is primarily due to cash held in respect of the Companion Animal Fund.

Creditors

The level of creditors is \$0.6m over budget due to the accrual of reimbursements due to Councils from the Companion Animals Fund.

(c) Cashflows

The net cashflow on operating activities is \$1.8m better than budget primarily due to the lower level of project payments for the On-Site Sewage Management Program and lower Departmental operating payments.

17

Program Information

a) *Program 1*

Development, oversight of and assistance to Local Government

Objective

To develop a framework for local government which facilitates high quality local government services for New South Wales citizens.

b) *Program 2*

Rate rebates for pensioners

Objective

To provide relief to eligible pensioners from council rates.

c) *Program 3*

Companion Animals

Objective

To improve companion animal welfare and to reduce the environmental impact of companion animals.

18

Transfer Payments

Financial assistance grants are provided to municipalities and shires under the Local Government (Financial Assistance) Act, 1995. The Department administers Commonwealth transfer payments through the Local Government Grants Commission.

The total amount disbursed to councils by way of financial assistance grants was \$427.7m (\$409.1m in 2000).

19

Material Assistance Provided

The Department has received no material assistance free of charge from any other party for the period ending 30 June 2001.

20

Financial Instruments

Financial Instruments give rise to positions that are financial assets or liabilities of the Department or its counterparties. For the Department these financial instruments include cash, receivables, and trade creditors and accruals.

Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury. The interest rate on bank balances at balance date (refer Note 7) was 4.00% (5.00% in 2000) and during the year the average interest rate was 4.83% (4.03% in 2000). The Department does not have any bank overdraft facility.

Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales of goods and services are made on 14 day terms.

For other receivables the credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on other receivables. The carrying amount approximates net fair value.

The Department does not have any significant exposure to any individual customer or counterparty.

Trade Creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the Treasurer's requirements. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. In accordance with the Treasurer's requirements the Minister is able to award interest for late payment. No interest was awarded during the year.

// APPENDIX 1. FINANCIAL STATEMENTS
// NOTES TO THE FINANCIAL STATEMENTS

21

Reconciliation of cash flows from operating activities to the net cost of services

	2001 \$'000	2000 \$'000
Net Cash Flows from Operating Activities	(1,393)	(459)
Cash Flows from Government/Appropriations	81,070	81,994
Acceptance by Crown Entity of employee entitlements and other liabilities	638	650
Depreciation	173	309
Provision for employee entitlements	32	(232)
Increase/(decrease) in payables	489	(90)
Decrease/(increase) in receivables	(99)	(56)
Net loss/(gain) on sale of plant and equipment	(8)	46
Net Cost of Services	80,902	82,162

22

2000 Sydney Olympic Games

(a) Staff employed by the Department on initiatives directly and specifically related to the Games

	2001	2000
Numbers of staff directly allocated to Games activities	–	–
Total Staff costs (\$'000)	–	–

(b) Staff seconded to other agencies on initiatives directly and specifically related to the Games

	2001	2000
Numbers of staff seconded	1	–
Total Staff costs (\$'000)	3	–

End of Audited Financial Statements

Appendix 2. Boards, Commissions & Committees

Boards, Commissions & Committees established
by the Department as at the 30th June, 2001

Companion Animals Advisory Board

Chair
Cl P Arnold

Members
Mr Wheatley (until January 2001), Ms M Craig,
Dr R Burton, Ms S Chaseling, Mr K Edwards,
Ms D Ford, Ms J Hughes, Dr T Straede (resigned
Feb 2001), Ms Karen Thorne (from Oct 2000),
Mr B Wilton, Dr R Zammit.

Joint Consultative Committee

Chair
T Rogers

Members
K Butson, G Gibbs, J Hogg, J Webb, T Garbin,
J Smith

Local Government Accounting Advisory Group

Chair
F Portelli

Members
S Sloan, B Jenkins, C Hannus, C Millington,
J Spencer, J Gordon, D Jones, W Taylor, S Samra

Local Government Boundaries Commission

Chair
E Hall

Member
L Kelly, W Bott, M Carnegie

Local Government Grants Commission

Chair
B Armitage

Members
T Rogers, M Daly, P Dixon

Local Government Pecuniary Interest Tribunal

Member
David Officer QC

Local Government Remuneration Tribunal

Member
Justice C Cullen

Assessors
M Deaham, G Payne

Occupational Health & Safety Committee

Chair
R Cicchiello

Members
J Hogg, T Winder

On-Site Sewage Management (OSM) Program – Enhancement and Research Project Grants – Technical Advisory Panel

Chair
Clr M Tuck

Members
R Irvine (until November 2000), N Shaw, P Yates,
Dr C Essery, S McOrrie, Dr K Jackson, M Tunks,
B McRae, D Hale, C Mitchell, Dr T Lustig

Pool Fencing Advisory Committee

Members
P Collins, P Ley, V Carey, P Corr, D Lyle

Rate Pegging – Committee Of Advice

Members
G Gibbs, T Rogers, H Harmstorf

Septic Safe Technical Advisory Panel

Chair
M Tuck

Members
R Irvine, P Hood, N Shaw, L Huxedurp, S McOrrie,
K Jackson, M Tunks, B McRae, D Hale, C Mitchell,
T Lustig

Appendix 3: External Boards, Commissions & Committees

External Boards, Commissions & committees as at the 30 June 2001

Name	Member
Acid Sulphate Soils Financial Instruments Working Group	J Sparks
State Government Urban Animal Management Coordinators	R Larkin
Beekeeping Industry Consultative Committee (Department of Agriculture)	A Garbin
Bushfires Hazard Reduction Inter-departmental Committee (National Parks and Wildlife Service)	M Craig
Central Sydney Operations Group (Premiers)	J Scott
Chief Executives Committee	G Payne
Children (Protection and Parental Responsibility) Act Coordination and Evaluation Committee (Attorney General's)	K Paterson
Coastal Council of NSW	L Barbour
Country Towns Low Cost Sewerage Program (Department of Land and Water Conservation)	R Irvine
Department of Transport Committee	M Gleeson
Employment Equity Specialists' Association (EESA)	V Dryden
Environment Protection and Biodiversity Conservation Act Inter-Agency Taskforce	N Smith
EPA Local Government Forum	R Irvine
Filming Protocol Working Group	J Scott
Frost Committee Review of Safe Food Production Legislation	J Scott
Government Agencies' Road Safety Council	G Payne
Graffiti Solutions Taskforce (Attorney General's)	K Paterson
Graffiti Strategy Taskforce (Premier's)	T Rogers
Inquiry into Beekeeping in Densely Populated Areas (Joint DLG/NSW Agriculture)	A Garbin
Inter-Departmental Committee on Closed Circuit Television (Attorney General's Department)	K Paterson
Inter-Departmental Committee on Parking Enforcement (NSW Police Service)	R Wilmot
Inter-Departmental Working Party on Camps at Lightning Ridge (Mineral Resources)	A Garbin
Land and Environment Court Review Working Party	P Chapman
Land and Water Management Plan Assessment (Dept of Land and Water Conservation)	J Scott, R Irvine
Law Society Planning and Development Sub Committee	P Chapman
Local Government Joint Officers Group (LOGJOG)	T Rogers
Local Government Liaison Committee	T Rogers
Local Government Primary Working Party	J Smith
Local Government Road Safety Program Steering Committee	K Paterson
Local Government Salinity Program Working Group (DLWC)	R Irvine
Local Government Strategic Liaison Group (Health)	J Scott

Major Hazards Inter-Agency Committee (DUAP)	J Scott
National Greenhouse Response Strategy (Cabinet Office)	M.Craig
NSW Biodiversity Strategy Implementation Group	J Scott, J Sparks
NSW Inter-Departmental Committee on Migrant Settlement	V Dryden
NSW Physical Activity Lead Agency Committee (Health)	K Paterson
NSW Shooting Clubs Departmental Liaison Committee	J Scott
NSW Sport and Recreation Safety Council (Sport and Recreation)	K Paterson
NSW Stormwater Trust	G Payne
NSW Water Safety Taskforce (Sport and Recreation)	K Paterson
Online Services Reference Group	K Bishop
Plumbing Regulation Review Inter-Departmental Committee (Cabinet Office)	J Scott
Protected Disclosures Act Implementation Steering Committee	M Drinan
Public Health Act Strategic Review Committee	J Scott
Public Sector Management Course Local Government Management Committee	J Scott, M Craig
Salinity Strategy Working Group (Cabinet Office)	R Irvine
Sewage Management and Re-use Inter-Departmental Committee (EPA)	J Scott
Sewage Management Policy Committee (EPA)	J Scott, R Irvine
Silverton Village Committee Inc	A Garbin
State Contracts Control Board	T Rogers
State Emergency Management Committee	T Rogers
State Road Traffic Noise Committee	N Smith
State Stormwater Advisory Committee (EPA)	R Irvine
Steering Committee on the Application of Competitive Neutrality Principles to Local Government (Cabinet Office)	T Rogers
Stormwater Trust Sustainable Funding Working Group (NSW Stormwater Trust)	G Payne, R Irvine
Strategic Action Committee (Coastal Council)	L Barbour
Sustainable Development Network	N Smith
Trade Waste Sewage Working Group (DLWC)	R Irvine
Taskforce on the Regulation of Brothels	P Chapman
Tibooburra Village Committee Inc	A Garbin
Urban Development Industry Liaison Committee (Department of Urban Affairs and Planning)	M Craig
UTS Centre for Local Government Board of Management	M Craig
Waste Management Advisory Committee (Health)	R Irvine
Working Group on the Application of Competitive Neutrality to Local Government (Treasury)	T Rogers

Appendix 4. Consultants engaged by the Department

The Department engaged 7 consultants during the reporting year at a total cost of \$99,917.

One consultant exceeding \$30,000 comprised:

Consultant	Project	Amount
Brown & Root Services Asia Pacific Pty. Ltd.	Sewage Management Risk Assessment System Handbook	\$40,045
		\$40,045

An amount of \$59,872 was spent on 6 consultancies of less than \$30,000.

Appendix 5. Payments to Non-Government Organisations

In the reporting year the Department made the following payments to non-government community organisations under the program titles Development, Oversight and Assistance to Local Government.

Organisation	Amount	Purpose
Law Society of NSW	\$2,000.00	Alternative Dispute Resolution Conference
Councils Unite for Pets	\$1,500.00	Pet Expo
Total	\$3,500.00	

Appendix 6. Freedom Of Information Statistics

During 2000/2001 Freedom of Information (FOI) procedures had no significant impact on the Department's administration and no major FOI compliance issues or problems arose. Since the introduction of the Freedom of Information Act on 1 July 1989 the Department has received a total of 158 FOI applications.

Fourteen applications, including two applications for internal review of decisions, were received in the reporting period. This represents a 75% increase on the number of applications received in 1999/2000 and is approximately the average of FOI applications received annually since 1989. One application was brought forward from 1999/2000.

Of the applications on hand in the reporting period, three were granted access in full, six were granted partial access, two were refused, one was transferred and two were carried forward at the close of the reporting period. During 2000/2001 there was one appeal to the NSW Ombudsman in regard to a determination made by the Department but there has been no decision made. There were no appeals/complaints to or decisions made by the Administrative Decisions Tribunal during the reporting period.

The Department's policy and procedures are aligned with the objectives of the FOI Act and the Ombudsman's policies and guidelines. The Department is committed to assisting those wishing to exercise their rights under that Act. In addition, the Department's philosophy towards its affairs is one of openness. Any request for access to the documents held by the Department will be favourably considered and wherever possible access to the documents will be arranged informally and free of charge. However, there are inhibiting factors and these include; the time and resources which may be involved in providing access; the political and sensitivity of the material; and the rights to privacy of others who may be affected by the disclosure of the information. There continues to be a significant number of telephone enquiries made by the public about councils and their administrative procedures, both in relation to information and documents that are required to be publicly available under the Local Government Act 1993 and that which is accessible under the FOI Act.

Section A – Number of FOI Requests

FOI requests	Personal [^]	Other [^]	Total [^]
A1 New (including transferred in)	3 (2)	11 (6)	14 (8)
A2 Brought forward	0 (1)	1 (0)	1 (1)
A3 Total to be processed	3 (3)	12 (6)	15 (9)
A4 Completed	3 (3)	9 (5)	12 (8)
A5 Transferred out	0 (0)	1 (0)	1 (0)
A6 Withdrawn	0 (0)	0 (0)	0 (0)
A7 Total processed	3 (3)	10 (5)	13 (8)
A8 Unfinished (carried forward)	0 (0)	2 (1)	0 (1)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Section B – What happened to completed requests

Completed requests are those in line A4 above.

Result of FOI Request	Personal [^]	Other [^]
B1 Granted in full	0 (2)	3 (4)
B2 Granted in part	3 (1)	4 (0)
B3 Refused	0 (0)	2 (1)
B4 Deferred	0 (0)	0 (0)
B5 Completed [^]	3 (3)	9 (5)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Note: The figures on line B5 are the same as the corresponding ones on A4.

Section C – Ministerial Certificates

Nil in the last three years

Section D – Formal Consultations

Number of requests completed during the period which required a formal consultation(s).

Issued	Total
D1 Number of requests requiring formal consultation(s)	4 (7) [‡] 6 (10) [‡]

[‡] Figures in brackets are 1999/2000 statistics for comparison purposes. 6 third party consultations occurred over 4 requests.

// APPENDIX 6. FREEDOM OF INFORMATION STATISTICS

Section E – Amendment of Personal Records

Number of requests for amendment processed during the last three periods – nil

Section F – Notation of Personal Records

Nil in last three years

Section G – FOI Requests Granted in Part or Refused

Basis of disallowing access – number of times each reason cited in relation to completed requests which are granted or refused.

Basis of disallowing or restricting access	Personal [^]	Other [^]
G1 Section 13 (information obtained in confidence)	0 (0)	0 (0)
G2 Section 19 (application incomplete, wrongly directed)	0 (0)	0 (1)
G3 Section 22 (deposit not paid)	0 (0)	1 (0)
G4 Section 25(1)(a1) {diversion of resources}	0 (1)	0 (0)
G5 Section 25(1) (a) exempt	3 (0)	5 (0)
G6 Section 25 (1) (b), (c), (d) (otherwise available)	0 (0)	0 (0)
G7 Section 28(1) (b) {documents not held}	0 (0)	0 (0)
G8 Section 24(2)–deemed refused, over 21 days	0 (0)	0 (0)
G9 Section 31(4) {released to Medical Practitioner}	0 (0)	0 (0)
G8 Totals	3 (1)	6 (1)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Section H – Costs and fees of requests processed during the period

(Does not include costs and fees for unfinished requests)

	Assessed Costs [^]	FOI Fees Received [^]
H1 All completed requests	\$2262 (\$1530)	\$1005 (\$260)

[^] Figures in brackets are 1999/00 statistics for comparison purposes.

Section I – Discounts allowed in the last two years.

Type of discount allowed	Personal [^]	Other [^]
Public interest	0 (0)	0 (0)
Financial hardship–Pensioner/Child	1 (0)	0 (0)
Financial hardship–Non profit organisation	0 (0)	0 (0)
Total	1 (0)	0 (0)
Significant correction of personal records	0 (0)	0 (0)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Section J – Days to process

Number of completed requests by calendar days (elapsed time) taken to process.

Elapsed Time	Personal [^]	Other [^]
J1 0–21 days	1 (1)	3 (1)
J2 22–35 days	2 (1)	2 (1)
J3 Over 35 days	0 (1)	4 (3)
J4 Total	3 (3)	9 (5)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Section K – Processing time

Number of completed requests by hours taken to process.

Process Hours	Personal [^]	Other [^]
K1 0–10 hours	3 (2)	8 (4)
K2 11–20 hours	0 (0)	0 (1)
K3 21–40 hours	0 (0)	1 (0)
K4 Over 40 hours	0 (1)	0 (0)
K5 Totals	3 (3)	9 (5)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Section L – Reviews and appeals

Number finalised during the period

	Number finalised ^o
L1 Number of internal reviews finalised	2 (0)
L2 Number of Ombudsman reviews finalised	0 (0)
L3 Number of District Court appeals finalised	0 (0)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Details of internal review results

In relation to internal reviews finalised during the period

Bases of Internal Review

Grounds on which internal review requested	Personal [^]		Other [^]	
	Upheld	Varied	Upheld	Varied
L4 Access Refused	0 (0)	0 (0)	0 (0)	0 (0)
L5 Deferred	0 (1)	0 (0)	0 (0)	0 (0)
L6 Exempt matter	0 (0)	1 (0)	0 (0)	1 (0)
L7 Unreasonable charges	0 (0)	0 (0)	0 (0)	0 (0)
L8 Charge unreasonably incurred	0 (0)	0 (0)	0 (0)	0 (0)
L9 Amendment refused	0 (0)	0 (0)	0 (0)	0 (0)
L10 Totals	0 (0)	1 (0)	0 (0)	1 (0)

[^] Figures in brackets are 1999/2000 statistics for comparison purposes.

Appendix 7. Approved Borrowing Allocations

Council	1998/99 (\$'000)	1999/00 (\$'000)	2000/01 (\$'000)
Albury City	7,600	3,200	–
Armidale Dumaresq	–	6,400	5,278
Ashfield Municipal	–	–	–
Auburn	9,000	6,000	–
Ballina Shire	550	835	1,735
Balranald Shire	505	250	654
Bankstown City	4,000	4,000	8,000
Barraba Shire	170	140	–
Bathurst City	3,350	2,800	4,000
Baulkham Hills Shire	4,100	6,500	–
Bega Valley Shire	1,000	2,063	3,440
Bellingen Shire	–	200	377
Berrigan Shire	1,800	–	–
Bingara Shire	50	100	50
Blacktown City	–	–	–
Bland Shire	–	–	–
Blayney Shire	–	2,100	165
Blue Mountains City	7,300	–	2,000
Bogan Shire	1,515	200	122
Bombala	50	230	505
Boorowa	–	200	600
Botany Bay City	–	–	–
Bourke Shire	676	996	500
Brewarrina Shire	100	1,555	350
Broken Hill City	–	–	–
Burwood	800	1,400	2,000
Byron Shire	4,650	3,030	7,448
Cabonne	2,500	200	495
Camden	1,320	1,320	2,300
Campbelltown City	9,300	5,500	2,500
Canterbury City	3,000	–	–
Carrathool Shire	260	275	450
Castlereagh-Macquarie County	–	–	–
Central Darling Shire	400	–	–
Central Murray County	–	–	–
Central Northern County	–	–	–
Central Tablelands County	–	500	–
Cessnock City	2,100	–	3,675
Clarence River County	431	421	437
Cobar Shire	–	700	535
Coffs Harbour City	7,500	21,192	30,714
Conargo Shire	–	–	–

Council	1998/99 (\$'000)	1999/00 (\$'000)	2000/01 (\$'000)
Concord	–	3,000	–
Coolah Shire	200	500	244
Coolamon Shire	–	–	–
Cooma-Monaro Shire	–	1,100	–
Coonabarabran Shire	300	–	905
Coonamble Shire	–	–	300
Cootamundra Shire	500	500	940
Copmanhurst Shire	233	–	–
Corowa Shire	2,000	2,110	–
Cowra Shire	700	200	688
Crookwell Shire	200	400	850
Cudgegong (Abattoir) County	2,247	2	1,000
Culcairn Shire	35	28	400
Deniliquin	914	540	–
Drummoyne	420	–	–
Dubbo City	–	2,400	–
Dungog Shire	423	420	85
Eurobodalla Shire	3,123	8,130	4,904
Evans Shire	–	120	–
Fairfield City	3,830	2,450	2,600
Far North Coast County	40	–	–
Forbes Shire	1,779	2,200	1,308
Gilgandra Shire	–	–	200
Glen Innes Municipal	–	–	–
Gloucester Shire	–	–	–
Goldfields Water County	–	–	–
Gosford City	32,342	5,030	–
Goulburn City	1,393	2,715	3,270
Grafton City	1,459	1,070	–
Great Lakes	2,210	1,450	2,210
Greater Taree City	4,398	3,641	900
Griffith City	500	–	1,800
Gundagai Shire	–	–	–
Gunnedah Shire	660	450	600
Gunning Shire	100	100	70
Guyra Shire	1,500	1,500	225
Harden Shire	200	450	300
Hastings	4,685	3,133	6,400
Hawkesbury City	–	–	1,000
Hawkesbury River County	–	–	–
Hay Shire	–	–	33
Holbrook Shire	140	125	200

SECTION FIVE

// APPENDIX 7. APPROVED BORROWING ALLOCATIONS

Council	1998/99 (\$'000)	1999/00 (\$'000)	2000/01 (\$'000)
Holroyd City	–	–	300
Hornsby Shire	2,000	–	1,000
Hume Shire	–	–	–
Hunter's Hill Municipal	–	–	–
Hurstville City	–	–	–
Inverell Shire	460	–	–
Jerilderie Shire	–	300	–
Junee Shire	115	–	500
Kempsey Shire	2,170	6,355	1,900
Kiama Municipal	500	4,500	500
Kogarah Municipal	–	–	–
Ku-ring-gai	2,600	2,600	2,600
Kyogle	400	717	1,588
Lachlan Shire	–	–	–
Lake Macquarie City	3,250	4,000	3,250
Lane Cove	–	1,000	–
Leeton Shire	450	4,480	102
Leichhardt Municipal	4,500	4,500	5,000
Lismore City	4,000	3,701	541
Lithgow City	–	250	55
Liverpool City	5,000	6,500	6,000
Lockhart Shire	404	194	267
Lower Clarence County	–	–	4,400
Macleay Shire	620	1,141	1,178
Maitland City	808	665	1,804
Manilla Shire	90	–	120
Manly	800	1,000	1,000
Marrickville	1,408	1,742	1,686
Merriwa Shire	200	300	990
Midcoast County	6,500	7,250	500
Mid-Western County	–	–	–
Moree Plains Shire	2,371	4,955	3,375
Mosman Municipal	1,000	500	880
Mudgee Shire	5,030	6,115	5,179
Mulwaree Shire	1,650	167	150
Murray Shire	250	350	350
Murrumbidgee Shire	–	–	–
Murrurundi Shire	–	–	325
Muswellbrook Shire	283	280	100
Nambucca Shire	4,250	770	460
Narrabri Shire	679	429	222
Narrandera Shire	300	670	633

Council	1998/99 (\$'000)	1999/00 (\$'000)	2000/01 (\$'000)
Narromine Shire	620	1,050	22
Newcastle City	-	-	-
New England Tablelands County	-	-	-
North Sydney	-	650	-
North West Weeds County	-	-	-
Nundle Shire	-	-	-
Nymboida Shire	500	845	500
Oberon	300	700	400
Orange City	849	1,230	4,990
Parkes Shire	1,000	1,500	830
Parramatta City	5,620	4,579	3,600
Parry Shire	320	100	-
Penrith City	4,085	3,200	3,400
Pittwater	300	-	-
Port Stephens	1,000	1,000	13,000
Queanbeyan City	500	-	2,050
Quirindi Shire	490	-	-
Randwick City	1,600	-	-
Richmond River County	500	500	1,000
Richmond Valley	380	1,100	1,387
Riverina Water County	-	-	-
Rockdale City	1,100	-	1,100
Rous County	-	-	-
Ryde City	4,600	3,500	-
Rylstone Shire	-	-	-
Scone Shire	600	200	500
Severn Shire	742	155	472
Shellharbour City	2,320	482	1,583
Shoalhaven City	8,700	16,711	2,650
Singleton Shire	350	219	135
Snowy River Shire	360	-	-
South Sydney City	-	-	-
Southern Slopes County	-	-	-
Strathfield Municipal	1,000	1,000	1,000
Sutherland Shire	4,124	4,400	6,270
Sydney City	-	-	-
Tallaganda Shire	-	-	-
Tamworth City	3,000	3,300	4,090
Temora Shire	-	250	450
Tenterfield Shire	250	400	350
Tumbarumba Shire	-	-	-
Tumut Shire	-	4,505	105

SECTION FIVE

// APPENDIX 7. APPROVED BORROWING ALLOCATIONS

Council	1998/99 (\$'000)	1999/00 (\$'000)	2000/01 (\$'000)
Tweed Shire	6,825	2,491	3,057
Ulmarra Shire	–	–	–
Upper Hunter County	–	–	–
Upper Macquarie County	–	–	–
Uralla Shire	200	311	971
Urana Shire	–	100	200
Wagga Wagga City	4,920	–	–
Wakool Shire	750	450	650
Walcha	–	350	–
Walgett Shire	560	–	200
Warren Shire	660	1,050	1,198
Warringah	3,000	–	1,015
Waverley	1,000	1,000	1,000
Weddin Shire	–	–	–
Wellington	2,000	–	1,216
Wentworth Shire	280	450	1,425
Willoughby City	1,000	1,000	–
Windouran Shire	–	–	–
Wingecarribee Shire	600	2,000	16,800
Wollondilly Shire	–	1,500	2,250
Wollongong City	3,787	4,550	3,831
Woollahra Municipal	–	–	–
Wyong Shire	4,000	7,622	7,000
Yallaroi Shire	380	971	793
Yarrowlumla Shire	180	1,976	110
Yass Shire	250	250	380
Young Shire	923	415	200
Total	269,171	259,564	248,896

Appendix 8. Financial Assistance Grant Entitlements

Local Governing Body	1998/1999	1999/2000	2000/2001
Albury City	2,970,888	3,083,476	3,282,644
Armidale City	1,563,104	n.a.	n.a.
Armidale Dumaresq	n.a.	2,454,616	2,555,748
Ashfield Municipal	1,077,692	1,047,460	1,076,244
Auburn	1,369,224	1,492,224	1,608,392
Ballina Shire	2,152,848	2,231,824	2,376,088
Balranald Shire	1,548,444	1,634,928	1,712,608
Bankstown City	3,794,388	4,069,680	4,412,400
Barraba Shire	915,688	995,836	1,060,656
Bathurst City	1,877,700	1,952,716	2,066,228
Baulkham Hills Shire	2,632,296	2,752,260	2,918,244
Bega Valley Shire	3,324,428	3,484,476	3,664,772
Bellingen Shire	1,772,036	1,819,112	1,889,796
Berrigan Shire	2,036,644	2,153,544	2,268,360
Bingara Shire	752,232	774,508	797,332
Blacktown City	10,280,201	10,582,786	11,233,345
Bland Shire	3,181,628	3,393,892	3,596,852
Blayney Shire	1,316,160	1,334,524	1,351,768
Blue Mountains City	5,551,384	5,543,700	5,675,780
Bogan Shire	1,774,412	1,858,000	1,932,564
Bombala	1,035,284	1,054,396	1,061,320
Boorowa	866,016	889,916	910,292
Botany Bay City	938,624	912,476	994,696
Bourke Shire	2,408,752	2,539,420	2,666,968
Brewarrina Shire	1,619,560	1,695,388	1,775,416
Broken Hill City	2,577,836	2,595,008	2,707,196
Burwood	570,976	585,716	611,212
Byron Shire	1,847,168	1,859,168	1,962,096
Cabonne	2,518,496	2,579,396	2,649,412
Camden	1,476,148	1,588,344	1,733,132
Campbelltown City	8,082,892	7,830,748	7,807,360
Canada Bay City	n.a.	n.a.	1,181,852
Canterbury City	3,677,640	3,757,284	3,913,328
Carrathool Shire	2,443,184	2,612,824	2,802,252
Casino	1,164,716	n.a.	n.a.
Central Darling Shire	2,160,404	2,298,052	2,426,120
Cessnock City	3,617,928	3,749,480	3,908,392
Cobar Shire	2,417,836	2,517,796	2,609,560
Coffs Harbour City	3,516,868	3,671,600	3,904,724
Conargo Shire	838,832	892,220	937,676
Concord	473,780	490,788	n.a.
Coolah Shire	1,415,508	1,477,292	1,533,820
Coolamon Shire	1,651,296	1,742,984	1,827,320

SECTION FIVE

// APPENDIX 8. FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1998/1999	1999/2000	2000/2001
Cooma-Monaro Shire	1,991,624	1,986,912	1,994,492
Coonabarabran Shire	2,033,784	2,099,232	2,159,656
Coonamble Shire	1,928,756	1,986,580	2,051,528
Cootamundra Shire	1,391,572	1,411,672	1,433,196
Copmanhurst Shire	1,106,304	1,125,736	1,145,028
Corowa Shire	1,880,456	2,013,908	2,135,664
Cowra Shire	2,285,816	2,351,228	2,440,884
Crookwell Shire	1,172,420	1,200,404	1,208,252
Culcairn Shire	1,281,908	1,310,980	1,340,700
Deniliquin	1,299,304	1,297,324	1,309,612
Drummoyne	609,380	631,340	n.a.
Dubbo City	3,351,352	3,465,500	3,640,460
Dumaresq Shire	817,412	n.a.	n.a.
Dungog Shire	1,381,352	1,439,296	1,473,352
Eurobodalla Shire	3,853,676	4,016,968	4,196,028
Evans Shire	1,221,728	1,256,952	1,285,392
Fairfield City	7,245,828	7,495,520	7,840,004
Forbes Shire	2,751,768	2,869,944	2,992,316
Gilgandra Shire	1,687,044	1,744,588	1,789,116
Glen Innes Municipal	933,896	917,596	916,836
Gloucester Shire	1,173,396	1,209,584	1,225,984
Gosford City	6,882,020	7,197,000	7,368,568
Goulburn City	1,398,556	1,450,476	1,531,732
Grafton City	1,482,400	1,482,060	1,497,968
Great Lakes	3,539,292	3,711,496	3,970,336
Greater Taree City	3,549,588	3,700,408	3,928,852
Griffith City	2,073,136	2,213,016	2,316,664
Gundagai Shire	984,420	1,001,680	1,026,600
Gunnedah Shire	2,311,956	2,425,604	2,363,632
Gunning Shire	673,968	710,568	723,672
Guyra Shire	1,201,880	1,245,384	1,293,188
Harden Shire	1,281,076	1,374,916	1,448,224
Hastings	4,134,380	4,380,336	4,693,160
Hawkesbury City	3,181,492	3,302,184	3,487,904
Hay Shire	1,342,920	1,382,280	1,417,304
Holbrook Shire	695,608	757,676	775,108
Holroyd City	2,284,988	2,465,124	2,660,000
Hornsby Shire	2,859,148	2,953,368	3,076,408
Hume Shire	1,225,148	1,247,356	1,261,548
Hunters Hill Municipal	258,524	269,248	287,700
Hurstville City	1,306,804	1,336,752	1,383,208
Inverell Shire	2,802,104	2,928,996	3,064,768
Jerilderie Shire	1,145,924	1,210,240	1,270,600

Local Governing Body	1998/1999	1999/2000	2000/2001
Junee Shire	1,479,224	1,517,700	1,554,796
Kempsey Shire	2,973,084	3,046,932	3,212,928
Kiama Municipal	1,012,780	1,049,440	1,111,532
Kogarah Municipal	970,232	997,040	1,034,544
Ku-ring-gai	2,088,500	2,136,300	2,223,028
Kyogle	2,180,960	2,131,944	2,226,044
Lachlan Shire	3,931,247	4,121,122	4,315,162
Lake Macquarie City	9,796,892	9,855,584	10,218,860
Lane Cove	599,712	615,572	637,760
Leeton Shire	1,777,732	1,839,440	1,902,988
Leichhardt Municipal	1,763,692	1,712,280	1,671,796
Lismore City	3,616,828	3,759,892	4,006,504
Lithgow City	2,323,148	2,372,688	2,452,116
Liverpool City	4,853,808	5,268,996	5,687,768
Lockhart Shire	1,786,708	1,919,676	2,039,288
Lord Howe Island Board	100,292	103,420	108,052
Maclean Shire	2,229,392	2,231,048	2,296,508
Maitland City	3,176,640	3,232,700	3,392,540
Manilla Shire	904,616	917,812	936,516
Manly	703,424	717,360	743,368
Marrickville	3,412,016	3,336,296	3,424,604
Merriwa Shire	736,960	749,328	753,624
Moree Plains Shire	3,466,260	3,588,260	3,663,008
Mosman Municipal	517,936	534,212	553,628
Mudgee Shire	2,421,264	2,468,212	2,539,496
Mulwaree Shire	1,456,304	1,504,944	1,631,568
Murray Shire	1,634,132	1,682,896	1,751,888
Murrumbidgee Shire	867,096	898,444	928,212
Murrurundi Shire	639,168	654,320	662,792
Muswellbrook Shire	1,843,336	1,853,148	1,890,780
Nambucca Shire	2,046,704	2,129,816	2,202,388
Narrabri Shire	3,283,700	3,371,304	3,455,532
Narrandera Shire	2,115,528	2,207,556	2,300,692
Narromine Shire	2,087,040	2,174,240	2,258,860
Newcastle City	8,513,144	8,630,136	9,145,404
North Sydney	1,042,244	1,079,932	1,124,396
Nundle Shire	419,340	433,960	440,040
Nymboida Shire	1,028,824	1,028,740	n.a.
Oberon	1,038,720	1,098,344	1,148,792
Orange City	2,217,196	2,267,408	2,392,200
Parkes Shire	2,866,324	2,963,860	3,077,164
Parramatta City	4,167,500	4,152,072	4,316,256
Parry Shire	2,073,452	2,093,460	2,146,856

SECTION FIVE

// APPENDIX 8. FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1998/1999	1999/2000	2000/2001
Penrith City	7,587,888	7,480,928	7,804,504
Pittwater	1,103,256	1,137,168	1,175,816
Port Stephens	3,073,940	3,215,252	3,448,220
Pristine Waters	n.a.	n.a.	2,497,920
Queanbeyan City	1,714,592	1,753,072	1,796,748
Quirindi Shire	1,229,320	1,256,244	1,289,480
Randwick City	2,271,008	2,303,072	2,400,160
Richmond River Shire	1,848,980	n.a.	n.a.
Richmond Valley	n.a.	3,034,228	3,084,152
Rockdale City	1,861,828	1,823,552	1,895,264
Ryde City	1,848,776	1,891,596	1,953,976
Rylstone Shire	1,053,568	1,069,952	1,080,536
Scone Shire	1,583,600	1,567,696	1,598,492
Severn Shire	1,140,520	1,190,564	1,251,548
Shellharbour City	2,241,748	2,424,048	2,628,720
Shoalhaven City	7,194,840	7,358,520	7,665,468
Silverton Village Committee	17,324	17,884	18,636
Singleton Shire	1,780,580	1,808,664	1,867,952
Snowy River Shire	1,595,292	1,623,728	1,647,096
South Sydney City	2,816,352	2,751,828	2,759,408
Strathfield Municipal	526,396	547,152	572,964
Sutherland Shire	3,983,752	4,113,340	4,288,180
Sydney City	318,768	393,240	450,972
Tallaganda Shire	901,608	937,996	944,372
Tamworth City	2,332,980	2,413,008	2,541,680
Temora Shire	1,685,924	1,738,220	1,791,692
Tenterfield Shire	2,038,820	2,101,400	2,176,844
Tibooburra Village Committee	37,040	38,236	39,844
Tumbarumba Shire	973,856	998,064	1,024,700
Tumut Shire	1,716,444	1,732,828	1,778,136
Tweed Shire	4,770,540	5,012,512	5,367,804
Ulmarra Shire	1,428,460	1,451,536	n.a.
Uralla Shire	1,238,676	1,279,112	1,326,276
Urana Shire	1,059,284	1,121,568	1,175,712
Wagga Wagga City	4,540,188	4,757,988	5,043,324
Wakool Shire	1,872,980	1,881,752	1,954,884
Walcha	897,924	925,492	968,824
Walgett Shire	2,804,780	2,878,268	2,984,460
Warren Shire	1,367,472	1,388,084	1,404,916
Warringah	2,528,044	2,590,924	2,722,416
Waverley	1,860,292	1,800,872	1,754,672
Weddin Shire	1,339,708	1,397,924	1,452,516
Wellington	2,186,328	2,231,964	2,270,340

Local Governing Body	1998/1999	1999/2000	2000/2001
Wentworth Shire	2,769,552	2,897,596	3,021,100
Willoughby City	1,098,136	1,132,228	1,214,912
Windouran Shire	475,748	507,244	545,772
Wingecarribee Shire	2,704,020	2,921,440	3,116,520
Wollondilly Shire	2,039,452	2,159,080	2,325,192
Wollongong City	8,713,700	9,285,604	10,175,828
Woollahra Municipal	980,056	1,000,424	1,048,860
Wyong Shire	6,454,448	6,635,120	6,991,920
Yallaroi Shire	1,440,744	1,492,436	1,537,304
Yarrowlumla Shire	1,080,820	1,106,792	1,109,820
Yass Shire	1,686,132	1,723,540	1,708,084
Young Shire	1,885,188	1,932,664	1,986,636
Total Entitlements	399,090,020	411,258,768	429,091,459

Note: Actual grants entitlements have been adjusted for variations in the estimates of CPI and the States' shares of the national population.

Appendix 9. Pensioner Rebate Payments

Council	Oct 2000 \$	Feb 2001 \$	Jun 2001 \$	Total \$
Albury	711,038	0	0	711,038
Armidale Dumaresq	240,126	36,176	34,147	310,448
Ashfield	328,319	0	7,716	336,036
Auburn	448,739	12,734	0	461,473
Ballina	741,635	1,234	6,673	749,541
Balranald	66,472	0	0	66,472
Bankstown	1,785,906	0	35,027	1,820,933
Barraba	58,465	0	541	59,005
Bathurst	431,518	9,157	6,130	446,805
Baulkham Hills	588,360	9,054	10,510	607,923
Bega Valley	612,103	0	8,950	621,053
Bellingen	0	263,138	3,581	266,720
Berrigan	175,933	3,579	1,647	181,159
Bingara	53,535	0	1,197	54,733
Blacktown	1,563,855	24,205	16,422	1,604,482
Bland	79,486	1,919	991	82,396
Blayney	77,938	0	0	77,938
Blue Mountains	797,295	0	17,492	814,787
Bogan	37,351	399	291	38,041
Bombala	42,582	353	0	42,935
Boorowa	30,962	584	69	31,616
Botany Bay	337,022	0	0	337,022
Bourke	26,589	0	3,289	29,878
Brewarrina	9,407	0	426	9,834
Broken Hill	469,460	2,669	0	472,129
Burwood	254,092	0	0	254,092
Byron	433,277	9,131	57,046	499,454
Cabonne	169,947	2,238	1,133	173,318
Camden	197,802	5,002	5,476	208,280
Campbelltown	734,452	18,901	8,730	762,082
Canada Bay	0	4,250	0	4,250
Canterbury	1,284,465	41,158	9,377	1,335,000
Carrathool	25,388	0	0	25,388
Central Darling	0	12,174	0	12,174
Central Tablelands County	27,059	14,334	14,645	56,038
Cessnock	658,820	0	32,332	691,152
Cobar	49,890	1,983	1,447	53,320
Coffs Harbour	1,103,583	32,492	15,879	1,151,954
Conargo	0	1,395	0	1,395
Concord	266,737	0	0	266,737
Coolah	57,622	479	476	58,576
Coolamon	49,800	458	739	50,997
Cooma-Monaro	167,288	0	10,774	178,061

Council	Oct 2000 \$	Feb 2001 \$	Jun 2001 \$	Total \$
Coonabarabran	121,207	1,546	842	123,594
Coonamble	60,238	1,954	704	62,896
Cootamundra	170,122	0	0	170,122
Copmanhurst	48,117	0	2,364	50,481
Corowa	193,068	1,333	1,536	195,936
Cowra	253,343	0	0	253,343
Crookwell	66,979	0	298	67,278
Culcairn	59,537	0	0	59,537
Deniliquin	168,854	0	1,506	170,359
Drummoyne	353,251	0	0	353,251
Dubbo	440,564	4,608	6,558	451,730
Dungog	0	130,464	0	130,464
Eurobodalla	869,396	8,556	2,251	880,202
Evans	23,857	0	723	24,580
Fairfield	1,379,068	45,918	14,705	1,439,691
Forbes	178,094	0	0	178,094
Gilgandra	65,604	0	0	65,604
Glen Innes	0	167,790	0	167,790
Gloucester	99,605	335	687	100,626
Goldenfields Water County	47,629	24,356	24,325	96,310
Gosford	2,513,168	6,438	261,084	2,780,690
Goulburn	395,254	5,856	560	401,670
Grafton	386,109	0	31,595	417,704
Great Lakes	614,669	20,660	4,734	640,063
Greater Taree	833,280	17,323	10,042	860,645
Griffith	320,109	7,957	0	328,066
Gundagai	0	167,146	0	167,146
Gunnedah	200,014	2,887	3,594	206,495
Gunning	15,869	2,097	110	18,076
Guyra	0	0	69,440	69,440
Harden	83,956	0	536	84,492
Hastings	1,473,380	90,717	9,224	1,573,320
Hawkesbury	364,383	2,672	0	367,055
Hay	52,429	0	1,570	53,999
Holbrook	38,671	0	255	38,926
Holroyd	806,962	0	0	806,962
Hornsby	827,187	4,179	7,026	838,392
Hume	73,452	2,552	0	76,004
Hunters Hill	71,507	0	0	71,507
Hurstville	762,718	10,444	2,615	775,778
Inverell	320,925	0	4,511	325,436
Jerilderie	0	15,901	0	15,901
Junee	70,230	0	1,111	71,340

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// APPENDIX 9. PENSIONER REBATE PAYMENTS

Council	Oct 2000 \$	Feb 2001 \$	Jun 2001 \$	Total \$
Kempsey	606,574	12,178	0	618,752
Kiama	212,523	2,929	656	216,108
Kogarah	498,811	5,735	0	504,546
Ku-ring-gai	447,516	19,468	0	466,984
Kyogle	153,740	6,438	0	160,178
Lachlan	88,979	0	4,386	93,365
Lake Macquarie	2,280,694	75,552	0	2,356,247
Lane Cove	166,831	0	0	166,831
Leeton	165,289	1,146	921	167,357
Leichhardt	0	365,548	3,233	368,781
Lismore	552,763	93,899	35,285	681,947
Lithgow	422,273	0	2,534	424,808
Liverpool	730,157	0	21,993	752,149
Lockhart	33,116	0	474	33,590
Lower Clarence County	28,707	28,556	57,779	115,042
Macleay	371,303	6,004	4,579	381,887
Maitland	558,967	0	0	558,967
Manilla	83,837	0	2,248	86,085
Manly	0	252,172	638	252,810
Marrickville	587,199	11,000	5,655	603,853
Merrima	37,978	0	0	37,978
MidCoast County	0	184,148	399,788	583,936
Moree Plains	117,441	0	0	117,441
Mosman	105,996	6,343	535	112,874
Mudgee	286,762	4,793	2,667	294,222
Mulwaree	37,819	0	4,243	42,062
Murray	109,192	719	340	110,252
Murrumbidgee	22,453	0	0	22,453
Murrumbidgee	35,150	0	0	35,150
Muswellbrook	160,742	13,364	2,465	176,572
Nambucca	405,790	11,299	3,889	420,979
Narrabri	165,633	3,627	0	169,260
Narrandera	124,662	0	0	124,662
Narromine	82,997	225	906	84,128
Newcastle	2,004,184	4,673	10,562	2,019,419
North Sydney	187,162	2,395	0	189,557
Nundle	10,408	415	0	10,823
Oberon	45,586	0	1,035	46,621
Orange	592,874	0	12,528	605,402
Parkes	255,189	1,224	2,721	259,135
Parramatta	1,121,050	0	0	1,121,050
Parry	0	146,556	0	146,556
Penrith	1,082,782	23,369	0	1,106,151

Council	Oct 2000	Feb 2001	Jun 2001	Total
	\$	\$	\$	\$
Pittwater	353,383	3,333	0	356,716
Port Stephens	0	625,398	12,467	637,865
Pristine Waters	149,978	1,930	3,405	155,313
Queanbeyan	0	0	0	0
Quirindi	83,586	0	2,857	86,443
Randwick	827,350	0	8,240	835,590
Richmond Valley	421,962	10,911	6,677	439,550
Riverina Water County	64,627	62,729	57,532	184,888
Rockdale	1,056,416	32,610	7,969	1,096,995
Rous County	0	10,369	0	10,369
Ryde	838,059	7,431	5,478	850,968
Rylstone	78,343	0	2,467	80,809
Scone	112,433	13,862	12,075	138,370
Severn	27,185	0	0	27,185
Shellharbour	574,192	0	0	574,192
Shoalhaven	2,298,809	0	104,398	2,403,207
Singleton	185,926	5,678	1,356	192,960
Snowy River	35,460	0	19,650	55,110
South Sydney	0	0	300,881	300,881
Strathfield	0	169,093	0	169,093
Sutherland	1,648,839	31,891	9,446	1,690,177
Sydney	0	18,323	1,633	19,956
Tallaganda	36,567	657	247	37,470
Tamworth	647,863	39,262	4,277	691,402
Temora	91,094	0	1,317	92,411
Tenterfield	109,219	1,034	503	110,756
Tumbarumba	53,613	0	0	53,613
Tumut	208,021	11,590	1,426	221,037
Tweed	1,695,271	36,722	15,775	1,747,768
Uralla	79,978	0	0	79,978
Urana	0	0	13,557	13,557
Wagga Wagga	580,859	3,037	2,152	586,047
Wakool	59,326	0	0	59,326
Walcha	39,957	0	0	39,957
Walgett	0	74,184	0	74,184
Warren	29,659	0	1,035	30,693
Warringah	1,006,697	12,207	4,792	1,023,697
Waverley	425,998	3,199	338	429,535
Weddin	53,556	2,908	1,214	57,678
Wellington	179,400	0	0	179,400
Wentworth	0	84,721	0	84,721
Willoughby	321,744	0	21,285	343,029
Windouran	0	1,028	258	1286

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// APPENDIX 9. PENSIONER REBATE PAYMENTS

Council	Oct 2000	Feb 2001	Jun 2001	Total
	\$	\$	\$	\$
Wingecarribee	77,866	517,313	85,340	680,519
Wollondilly	251,598	0	17,113	268,710
Wollongong	2,121,892	11,448	10,384	2,143,723
Woollahra	181,827	2,288	3,150	187,265
Wyong	2,929,885	92,674	134,600	3,157,159
Yallaroi	39,632	42,453	0	82,084
Yarrowlumla	46,758	0	0	46,758
Yass	110,943	4,622	0	115,565
Young	209,013	0	2,304	211,317
Total	65,343,037	4,471,566	2,237,311	72,051,914

Appendix 10. Circulars to Councils

00-34	Report on Findings from the Evaluation of the Aboriginal Mentoring Program
00-35	Privacy and Personal Information Protection Act – Privacy Management Plans
00-36	Mayoral Elections and Olympic Games
00-37	Workshops on the Amendments for Filming Projects
00-38	Companion Animals – Changes to Regulations – Companion Animals Regulation 1999
00-39	Working With Children Check
00-40	National Awards for Innovation in Local Government
00-41	Privacy and Personal Information Protection Act 1998 Model Privacy Management Plan
00-42	Companion Animals – Guidelines on the Exercise of Functions Under the Act
00-43	The Use of Closed Circuit Television in Public Places
00-44	Privacy and Personal Information Protection Act 1998 – Privacy Code of Practice for Local Government
00-45	Implementation of the Privacy and Personal Information Protection Act 1998
00-46	Financial Reporting – Code of Accounting Practice & Financial Reporting Update No.8
00-47	National Competition Policy – Review of the Local Government Act 1993
00-48	Information Regarding Pensioner Concession Applications for 2000/01
00-49	Council Claims for Payment of Pensioner Concession Subsidies
00-50	Companion Animals – Use of Planning Instruments for Animal Control
00-51	Companion Animals – Pet Line
00-52	Companion Animals – Community Education Material August 2000
00-53	Election of County Council Chairperson
00-54	Commencement of the Local Government Amendment (Filming) Act 2000, and the Filming Protocol
00-55	Companion Animals – Information Update – Modifications to the Companion Animals Register
00-56	Filming Activities and the Olympics
00-57	Strategic Tasks Guide for Councils
00-58	Matters to be Included in Annual Reports for 1999-2000
00-59	2000 Local Government Multicultural Forum
00-60	Aboriginal Initiatives Survey
00-61	Children and Youth Participation Project
00-62	Walk to Work Day – Pedestrian Council of Australia Ltd
00-63	Companion Animals – General Information
00-64	Companion Animals Register – October 2000 Update
00-65	2000/01 Rating Return Comprising: The Statement of Compliance and Rates; And Certain Comparative Information. Due – 30 November 2000
00-66	Crime Prevention
00-67	Local Government Aboriginal Employment and Career Development Program

SECTION FIVE

// APPENDIX 10. CIRCULARS TO COUNCILS

00-68	Competition Policy & Community Services – Stage 2 Survey
00-69	Companion Animals Regional Information Sessions
00-70	Australian Bureau of Statistics Regional Statistics Seminar & Survey
00-71	Forms of Investment – Minister’s Order
00-72	Disability Action Plan
00-73	Physical Activity Survey
00-74	Companion Animals Registration Fees
00-75	Privacy and Personal Information Protection Act 1998 – Is Council’s Rate Record a Public Register?
00-76	Local Government Amendment Bill 2000
01-01	Council Claims for Payment of Pensioner Concession Subsidies
01-02	Flood Damage Repair Information
01-03	Financial Reports
01-04	Clean up Australia Day
01-05	Local Government (General) Amendment (Community Land) Regulation 2000
01-06	1999-2000 Local Government Election Results Survey Report
01-07	Physical Activity Guidelines for Local Councils
01-08	Companion Animals Regulation Exemption Under Clause 17
01-09	Companion Animals Focus Groups
01-10	Development & Environmental Dispute Management Conference
01-11	Index of Companion Animals Circulars
01-12	Local Government Amendment Act 2000
01-13	Tendering – Amendments to the Local Government Act
01-14	Public Access to Council Documents
01-15	Local Government Amendment Act 2000
01-16	Companion Animals Register – Change of Details Not Notified
01-17	Advertising of Staff Positions by Local Government
01-18	Companion Animals – Stray and Injured Animals Frequently Asked Questions
01-19	Surveys Regarding Closed Circuit Television and Crime Prevention Planning and Initiatives
01-20	Queries from the General Public Regarding Companion Animals
01-21	Misbehaviour by Councillors
01-22	Variation of General Income for 2001/2002
01-23	Requested Borrowing Allocations for 2001/2002 – Amounts Sought
01-24	Community Land Amendments – Commencing 1 April 2001
01-25	Australian Bureau of Statistics Census of Population and Housing
01-26	Rates and Charges/Management Plan Reporting – Local Government Amendment Act 2000
01-27	Electronic Reporting by Local Government

01-28	Adjustments to Notional Income in 2001 for Newly Rateable Crown Land
01-29	Application for Ministerial Approval for Special Variation to General Income
01-30	Appointment of Auditors
01-31	Companion Animals Collection of Statistics From Pounds
01-32	Information About Rating for 2001/2002
01-33	Determinations of the Local Government Remuneration Tribunal
01-34	Reviews of Social Plans, Annual Reports and Social Planning Guidelines
01-35	Foot and Mouth Disease Prevention
01-36	Council Claims for Payment of Pensioner Concession Subsidies
01-37	Collapse of HIH Insurance
01-38	On-Site Sewerage Management "The Easy Septic Guide"
01-39	Local Orders Policies and Limiting the Number of Animals Kept
01-40	Financial Reporting – Code of Accounting Practice & Financial Reporting (Code) Update No. 9
01-41	Maximum Amount of Minimum Rates
01-42	Companion Animals – Injured Stray Animals Survey
01-43	Local Government Amendment (Graffiti Removal) Act 2001

Appendix 11. Publications

Information Papers

Information Paper 1	Strategic Tasks for Councils (revised September 2000)
Information Paper 2	Index for Local Government Act 1993 & Regs
Information Paper 3	Chapter Summary of the Local Government Act
Information Paper 4	Information for the Aboriginal Community in NSW
Information Paper 6	So you're thinking of becoming a Local Government Councillor

Practice Notes

Practice Note 1	Public Land Management (revised May 2000)
Practice Note 2	Approval of Caravan Parks & Manufactured Home Estates
Practice Note 3a	Building Notification (revised)
Practice Note 4	Mine Rating
Practice Note 5	Recruitment of the General Manager & Senior Staff
Practice Note 6	Code of Conduct
Practice Note 7	Freedom of Information
Practice Note 8a	Tendering in the Construction Industry (revised)
Practice Note 9	Complaints management in Councils
Practice Note 12	Resource Sharing for Local Government
Practice Note 13	State of the Environment Reporting
Practice Note 14	Local Approvals Policies (LAPs)
Practice Note 15	Water Safety (an update of Practice Notes 10 & 11)

Publications

The publications listed have been prepared by the Department of Local Government and are available on the internet at www.dlg.nsw.gov.au and from our Bankstown office. Unless otherwise stated, publications are free.

- Are Vehicles Trespassing On Your Land Or Blocking Your Driveway, August 1998 (home page only)
- Asset Accounting Manual Update No 4 (home page only)
- Candidates and Councillors 1995 – The 1995 Survey of Local Government Elected Members and Candidates (home page only)
- Candidates and Councillors 1999-2000 – Report on the Survey of Local Government Elected Members and Candidates for Elections held between September 1999 and August 2000
- ‘Chip In - So Your Pet Can Dial Home’, Your Rights and Responsibilities Under the Companion Animals Act 1998 - brochures
- Companion Animals Regulation 1999 (home page only)
- Comparative Information on NSW Local Government Councils – 1995/96, 1996/97, 1997/98, 1998/99 (home page only)
- Council Staff and Councillor’s Views About Youth Consultation, May 1999 (home page only)
- Competitive Tendering Guidelines, January 1997
- Department of Local Government Annual Report 1999/2000
- Department of Local Government Corporate Plan
- Disability Action Plan 2001-2003
- Dividing Fences Law
- Dog and Cat Owners, Things You Need to Know About the Companion Animals Act
- EEO in Local Government Implementation Kit
- Environmental & Health Protection Guidelines – On-site Sewage Management for Single Households (home page only)
- Environmental Guidelines – State of the Environment Reporting by Local Government, December 1999
- 2000/2001 Ethnic Affairs Priorities Statement (EAPS)
- Fair Go Fair Say – Proceedings of the 1997 Local Government Multicultural Forum
- Free Parking Area Agreements, August 1998 (home page only)

// APPENDIX 11. PUBLICATIONS

- Freedom of Information Statement of Affairs December 2000
- Freedom of Information Summary of Affairs December 2000
- Guarantee of Service
- Guidelines for Preparing Amalgamation Proposals, Local Government Boundaries Commission, August 1999 (home page only)
- Guidelines and Code of Practice for Dance Parties, April 1998
- Guidelines for the Compulsory Acquisition of Land by Councils
- Guidelines on the Management of Competitive Neutrality Complaints, October 1997
- How Local Councils Consult With Young People, October 1997 (home page only)
- How Young People Would Like to be Consulted, December 1998 (home page only)
- Local Government Act brochures: (also available translated into community languages)
- Do I need approval for building work?, Why do you pay rates?, How to have your say in council, Your Council – brochures (home page only)
- Local Government Code of Accounting Practice & Financial Reporting (home page only)
- Local Government (Approvals) Regulation 1999 (home page only)
- Local Government (Financial Management) Regulation 1999 (home page only)
- Local Government (General) Regulation 1999 (home page only)
- Local Government (Meetings) Regulation 1999 (home page only)
- Local Government (Orders) Regulation 1999 (home page only)
- Local Government (Rates and Charges) Regulation 1999 (home page only)
- Local Government (Tendering) Regulation 1999 (home page only)
- Local Government (Water Services) Regulation 1999 (home page only)
- Local Government Filming Protocol, September 2000
- Local Government Pecuniary Interest Tribunal – Procedure, November 1998 (home page only)
- Local Government Pecuniary Interest Tribunal Annual Report 2000 (home page only)
- Major and Special Events Planning – A Guide for Promoters and Council, October 1997 (home page only)

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- Management Planning for NSW Local Government, Guidelines – January 2000
 - Ministerial Guidelines on Alcohol-Free-Zones, November 1998 (home page only)
 - Multiculturalism & Local Governance - A National Perspective, November 1998
 - NSW Local Government Directory (home page only)
 - NSW Local Government Grants Commission Annual Report 1999/2000
 - Perspectives (Local Government Newsletter) Issues 1–20
 - Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, July 1997
 - Privacy Management Plan (home page only)
 - Privacy, You and Your Local Council (home page only)
 - Proposals To Encourage Regional Co-operation Between Local Government Authorities in NSW, January 1997 (home page only)
 - Report of an Investigation Under Section 430 of the Local Government Act 1993 Re: Ku-Ring-Gai Council (home page only)
 - Review of the Local Government Act 1993 – Report on the Act Review, June 1999 (home page only)
 - Social/Community Planning and Reporting Guidelines/Manual, June 1998
 - Swimming Pool Laws brochure, August 2000
 - The Unintended Impact of National Competition Policy on Non Government Organisations Preliminary Report, December 1997 (home page only)
 - Under Careful Consideration: Key Issues for Local Government. Guidelines to Reduce Conflicts of Interest in Councils, March 1997 (home page only)
 - Youth Consultation Checklist, May 1999 (home page only)

// APPENDIX 11. PUBLICATIONS

Publications Produced During 2000/2001

- 2000/2001 Ethnic Affairs Priorities Statement (EAPS)
- Candidates and Councillors 1999-2000 - Report on the Survey of Local Government Elected Members and Candidates for Elections held between September 1999 and August 2000
- Code of Accounting Practice & Financial Reporting (Code) Update No. 9
- Creating Active Communities - Physical Activity Guidelines for Local Councils
- Disability Action Plan 2001-2003
- Dividing Fences Law
- Freedom of Information Statement of Affairs - December 2000
- Freedom of Information Summary of Affairs - December 2000
- Guideline 2000/Gen1 – Guideline on the Exercise of Functions under the Companion Animals Act
- Local Government Filming Protocol
- Minister’s Second Reading Speech - Local Government Amendment Bill 2000
- Multicultural Forum Notes -held on Monday 6 November, 2000 at Rockdale City Council
- NCP Review of the Local Government Act 1993 – Issues Paper
- On-Site Sewage Management “The Easy Septic Guide”
- Physical Activity Guidelines for Local Councils
- Privacy Management Plan
- Privacy, You and Your Local Council
- Report of an Investigation Under Section 430 of the Local Government Act 1993 Re: Ku-ring-gai Council
- Report on Physical Activity Survey, June 2001
- Section 263 Inquiry into Proposed Voluntary Amalgamation of Concord and Drummoyne Councils, July 2000
- Section 263 Inquiry Report into Proposed Voluntary Amalgamation of Conargo and Windouran Shire Councils, March 2001
- Strategic Tasks Guide for Councils
- Swimming Pool Laws – Brochure (revised and reissued)

Appendix 12. Payment Performance

1. Accounts Payable Performance

Quarter Ending	Current	30 Days	60 Days	90 Days
At 30 September 2000	\$1,510,741	\$37,865	\$5,278	\$9,680
At 31 December 2000	\$1,521,492	\$36,531	\$5,943	\$1,644
At 31 March 2001	\$1,605,357	\$93,192	\$13,459	\$36,749
At 30 June 2001	\$2,242,140	\$30,326	\$4,527	\$2,165

This table shows accounts payable at the end of each quarter as extracted from the Department's accounting system.

2. Payments on Time

Quarter Ending	Accounts Paid on Time		Amount Paid On Time	Amount Paid
	Target	Actual		
At 30 September 2000	85%	95%	\$1,510,741	\$1,574,673
At 31 December 2000	85%	97%	\$1,521,492	\$1,567,968
At 31 March 2001	85%	92%	\$1,605,357	\$1,752,463
At 30 June 2001	85%	98%	\$2,242,140	\$2,293,700

Appendix 13. Staffing Statistics

Staff structure as at 30 June 2001

Branch	Est	Filled	Male	Female	P/T
Executive	3	3	3	–	–
Executive Support	6	5		5	–
Business Services	5	4	2	2	–
Financial Management	11	11	9	2	–
Information Services	3	3	3		–
Investigations & Review	9	8	5	3	–
Legal Services	11	10	3	7	3
Policy & Research	17	14	4	10	2
Minister's Office	14	12	6	6	–
Total	79	70	35	35	5

This table includes permanent, temporary, and part-time staff, Minister's Office staff and externally funded staff. The table does not include staff on unpaid leave, staff on temporary appointments outside the Department or casuals.

Senior Executive Service

Name of agency	Department of Local Government		
Name of position	Director General	Deputy Director General	Director, Policy & Reform
Name of officer	Garry Payne	Tim Rogers	John Scott
Current level of remuneration	\$219,510	\$169,420	\$137,145
Performance payment made in 2000/2001	nil	nil	nil

Level	1997/1998	1998/1999	1999/2000	2000/2001
1				
2		1	1	1
3				
4		1	1	1
5				
6		1	1	1
7				
8				
Totals		3	3	3

No SES positions were held by women in the years reported.

Staff employed in various categories

Category	30.6.99	30.6.00	30.6.01
Senior Executive Service	3	3	3
Clerks	99	58	58
Clerical Officers	13	2	4
Special Projects Officer	5	–	–
Legal Officers	4	3	3
Architect	2	–	–
Technical Officer	1	–	–
Senior Ministerial Staff	2	2	2
Totals	129	68	70

Representation and recruitment of Aboriginal employees and employees with a disability

	1998–1999			1999–2000			2000–2001		
	Total	Aboriginal People	People with Disabilities	Total	Aboriginal People	People with Disabilities	Total	Aboriginal People	People with Disabilities
Total employees	129	1 0.8%	10 7.8%	68	0 0%	5 7.4%	70	0 0%	3 4.29%
Recruited in year	25	0 0%	1 4%	4	0 0%	0 0%	12	1 1.4%	0 0%

Representation of EEO groups within levels

	1998–1999			1999–2000			2000–2001		
	Total	Women	NESB	Total	Women	NESB	Total	Women	NESB
Below CO1	–	–	–	–	–	–	–	–	–
CO Grade 1–2	10	9 90%	6 60%	–	–	–	–	–	–
A&C Grades 3–5	10	9 90%	3 30%	4	4 100%	3 75%	7	7 100	4 57.1%
A&C Grades 6–9	50	17 34%	11 22%	29	10 24.5%	3 10.3%	26	10 38.5%	3 11.5%
A&C Grades 10–12	34	13 38.2%	4 11.8%	24	9 37.5%	4 16.7%	28	15 53.6%	1 3.6%
Above A&C Grade 12	5	–	–	5	–	1 20%	5	–	1 20%
Totals	129	61 47.3%	28 21.7%	68	29 42.6%	11 16.2%	70	35 50%	11 16.2%

This table includes permanent, temporary and part-time staff, Minister's Office staff and externally funded staff. The table does not include staff on unpaid leave, staff on temporary appointments outside the Department or casuals.

// APPENDIX 13. STAFFING STATISTICS

Contractors

The Department paid \$294,000 for contracted services during the reporting year to individuals or organisations.

Payments under a major contract with the Department of Gaming and Racing for the provision of corporate support services totalled \$224,000.

Percentage of total staff by level

Level	< \$26,802	\$26,802–\$39,354	\$39,354–\$49,799	\$49,799–\$64,400	> \$64,400 (non SES)	SES	Total	Estimated Subgroup Totals
Total Staff (Number)		5	3	19	25	3	55	
Staff responding to EEO data form (Respondents)		100%	67%	100%	100%	100%	98%	54
Men				63%	52%	100%	51%	28
Women		100%	100%	37%	48%		49%	27
Aboriginal & Torres Strait Islander People								
People from Racial, Ethnic, Ethno-Religious Minority Groups		80%	50%	5%	4%		14%	8
People whose language first spoken as a child was not English		60%	50%	5%	4%		12%	7
People with a disability		20%		5%			4%	2
People with a disability requiring adjustment at work								

- Subgroup as % of Total Staff at each Level
- Subgroup as Estimated % of Total Staff at each Level

This table does not include casual staff.

Figures for EEO groups other than women have been adjusted to compensate for the effects of non-response to the EEO data collection. EEO statistics reported in years prior to 1998 may not be comparable due to a change in the method of estimating EEO group representation.

Percentage of total staff
by employment basis

Level	Permanent Full-time	Permanent Part-time	Temporary Full-time	Temporary Part-time	Contract SES	Contract Non SES	Casual	Total	Estimated Subgroup Totals
Total Staff (Number)	45	4	2	1	3		7	62	
Staff responding to EEO data form (Respondents)	100%	100%	100%		100%	0%	87%		54
Men	53%		50%		100%		29%	48%	30
Women	47%	100%	50%	100%	0%		71%	52%	32
Aboriginal & Torres Strait Islander People									
People from Racial, Ethnic, Ethno-Religious Minority Groups	13%		50%					11%	7
People whose language first spoken as a child was not English	11%		50%					10%	6
People with a disability	4%							3%	2
People with a disability requiring adjustment at work									

- Subgroup as % of Total Staff in each Category
- Subgroup as Estimated % of Total Staff in each Employment Category

Figures for EEO groups other than women have been adjusted to compensate for the effects of non-response to the EEO data collection. EEO statistics reported in years prior to 1998 may not be comparable due to a change in the method of estimating EEO group representation.

Overseas Travel

Officers of the Department undertook no overseas travel during the reporting year.

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Key

ARDA	Annual Reports (Departments) Act 1985
ARDR	Annual Reports (Departments) Regulation
DSP	NSW Disability Strategic Plan
PL	Premier’s Letter
PM	Premier’s Memorandum
TC	Treasury Circular
TD	Treasurer’s Direction
TM	Treasurer’s Memorandum

Note: Reporting on recommendations of the Royal Commission into Aboriginal Deaths in Custody has been completed – see 1996/97 Annual Report.

