

DEPARTMENT OF LOCAL GOVERNMENT

ANNUAL REPORT

1999/2000



Access to Services

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Office Hours

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(Special arrangements may be made if these hours are unsuitable)
All offices are wheelchair accessible

Alternative Media Publications

Special arrangements can be made for our publications to be provided in large print or in an alternative media format. If you require this service please contact the publications section on (02) 9793 0711.

Our major clients

- ◆ Minister
- ◆ Local Councils
- ◆ Industry organisations representing local government
- ◆ State and Federal Agencies
- ◆ General Public

Standards of Service

We will respond to telephone enquiries immediately. We aim to reply to your correspondence by letter or by telephone within four weeks. More complex problems may take longer than four weeks to finalise but an interim response will be made within four weeks.

- ◆ Staff will be courteous and helpful in dealing with your questions or providing advice.
- ◆ We will endeavour to ensure advice provided is consistent throughout the Department.
- ◆ Streamlined data collection processes will reduce duplication of requests for information.
- ◆ A contact name and telephone number will be provided in all correspondence.
- ◆ We will consult with our clients on changes to policies or legislation affecting the local government sector.
- ◆ We will inform/educate our clients on any policy changes.

Guarantee of prompt service

- | | |
|-----------------------------------------------------------------------|---------|
| ◆ Processing of Local Approvals Policies | 30 days |
| ◆ Processing of s82 objections | 40 days |
| ◆ Approval of proposed acquisition notices under Land Acquisition Act | 90 days |
| ◆ Granting of leases/licences for community land | 60 days |
| ◆ Extension for submission of Annual Accounts | 21 days |





November, 2000



The Hon Harry Woods MP

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 2000 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.

Garry Payne
Director General
Department of Local Government



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CHARTER

*Promoting, assisting and encouraging
excellence in local government by
providing mechanisms for continuous
improvement in the sector's operation for
the benefit of the community*

DIRECTOR GENERAL'S REPORT

The Department's role is to act as the key central agency for local government in New South Wales. In performing this role, the Department's principle function is to provide a policy and legal framework for local councils which reflects current community needs and expectations and allows councils to develop effective management structures and processes to meet the needs of their residents, ratepayers and the many other people who use councils' facilities and services.



The past year has been one of internal change for the Department following the Government's decisions last year that it was to be restructured and ultimately relocated to Nowra. Many internal processes have been reorganised or redefined and the functions associated with building control have been relocated to the Department of Urban Affairs and Planning.

The Department has met the Government's targets in relation to budget savings and staff number reductions through a combination of redeployment, natural attrition and voluntary redundancy. Many functions have been reorganised to allow the Department's staff to concentrate on matters which are considered to be at the more serious end of the spectrum of the issues raised about local government.

The Department's commitment to the oversight of council financial and administrative performance has not been lessened. However, the monitoring activities associated with complaints has been refined to refer a greater proportion of complaints back to councils allowing the Department's resources to be concentrated on the most serious of complaints where it is felt that resolution will require external intervention, and of those associated with pecuniary interest, for which the Department has statutory responsibility to bring matters before the Pecuniary Interest Tribunal.

Some complainants have not accepted this approach and continue to ask the Department to take up their complaints with individual councils. Local councils are elected to represent ratepayers' and residents' interests within the administrative framework of a council and they have primary responsibility for resolving such issues.

The Department has continued to investigate issues where it believes there are serious questions about the operation of councils and during the course of the year and following Public Inquiries, Bega Valley and Windouran Councils were dismissed.

There are increasing concerns about long term viability of some councils which have not faced the issues of their cost structures in modern day terms and their capacity to deliver an effective range of services to their communities.

The voluntary amalgamation process commenced by the Government during 1999 has resulted in a small number of amalgamations but it is disappointing that a number of other councils, having reviewed their position, have not been able to progress to form a stronger and more resilient structure for the future. Those councils which did amalgamate (the first in almost 20 years) are to be congratulated not only for having realised the benefits of the amalgamation process but for carrying the process through, often in the face of some local questioning of their intent.

The Companion Animals Register became operational and the Companion Animals Regulation 1999 was commenced. Introduction of such a substantial change in the animal registration process has proved a challenge and there have been a number of issues which have now been largely resolved.



DIRECTOR GENERAL'S REPORT

The Companion Animals Advisory Board has assisted the Department in meeting a number of the challenges and particularly in the public education process surrounding the introduction and ongoing management of the new legislative requirements. A second stage community education campaign was conducted involving the production and distribution of 700,000 information brochures, stakeholder kits, targeted educational materials and translations into community languages as well as a Statewide media campaign to inform communities about responsible pet ownership.

Financial assistance provided under *Septic✓Safe* Program has also assisted in the preparation of On-site Sewage Management (OSM) Strategies. Local Government has adopted a risk-based approach to decentralised sewage management since the implementation of the on-site sewage management regulations. A total of \$1.5 million has been distributed to councils and an additional \$700,000 has been approved for distribution provided project milestones are met during the next financial year.

The Department's role also focussed on several national issues, including the implementation of national competition policy and the Goods and Services Tax.

Council elections for most councils took place in September 1999 and there are many new councillors in NSW. This report contains some statistical information on the make up of local government which may be of interest.

In conclusion, I would like to recognise the efforts of the Department's staff in what has been a year of change. It has required them to be flexible, professional and committed to the achievement of the Department's targets and responsibilities at a time when many were uncertain of their own future. I thank them for their commitment and continued concentrated effort.



GARRY PAYNE
DIRECTOR GENERAL

YEAR IN REVIEW



July

- ▶ Local Government Amendment (Amalgamations and Boundary Changes) Act 1999 No 38 passed by Parliament, allowing the September 1999 elections of 24 councils to be deferred while they developed voluntary amalgamation proposals
- ▶ NSW Companion Animals Register operational
- ▶ Companion Animals Regulation 1999 commenced
- ▶ Section 740 Inquiry into Bega Valley Shire Council hearings held in Bega

August

- ▶ Bega Valley Shire Council dismissed by Minister and Mr R G Calvert appointed as Administrator
- ▶ Boundaries Commission page added to the Department's web site to provide information on council amalgamations
- ▶ Draft *Code of Practice for the Care and Management of Dogs and Cats in NSW Pounds* distributed to councils for comment

September

- ▶ Boundaries Commission inquiry into Richmond River Shire Council and Casino Council voluntary amalgamation proposal commenced
- ▶ Ordinary elections for 151 local government areas held

October

- ▶ Director General's inquiry into Armidale City Council and Dumaresq Shire Council voluntary amalgamation proposal commenced
- ▶ Accounting and human resources systems transferred to the Department of Gaming and Racing
- ▶ Septic Safe page added to the Department's web site
- ▶ Local Government Multicultural Forum held at Ashfield Council



YEAR IN REVIEW

November

- ▶ Local Government Election Results Survey conducted

December

- ▶ Inquiries into the Richmond River/Casino and Armidale/Dumaresq voluntary amalgamation proposals finalised
- ▶ Preparations for the Year 2000 Millennium Bug finalised
- ▶ *Environmental Guidelines: State of the Environment Reporting by Local Government* revised and re-published
- ▶ Mr Stan Droder appointed as Commissioner to conduct Section 740 Inquiry into the financial position and management of Windouran Shire Council

January

- ▶ Section 740 Inquiry into Windouran Shire Council completed
- ▶ Boundaries Commission inquiry into Nymboida Shire Council and Ulmarra Shire Council voluntary amalgamation proposal commenced
- ▶ Investigation under section 430 of the Local Government Act into the conduct of the Mayor of Ku-Ring-Gai Municipal Council commenced

February

- ▶ Based on recommendations from Section 740 Inquiry, Windouran Shire Council dismissed by the Minister and Mr Tim Rogers, Deputy Director General, appointed as Administrator
- ▶ Newly merged Richmond Valley and Armidale Dumaresq councils proclaimed by the Governor and commenced operations
- ▶ Director General's inquiry into Strathfield Municipal Council and Burwood Council voluntary amalgamation proposal commenced
- ▶ *Management Planning for NSW Local Government Guidelines* published

YEAR IN REVIEW



March

- ▶ Inquiries into the Nymboida/Ulmarra and Strathfield/Burwood voluntary amalgamation proposals finalised

April

- ▶ Boundaries Commission inquiry into the Nundle Shire Council and Quirindi Shire Council voluntary amalgamation proposal commenced
- ▶ Local Government Amendment (Filming) Act 2000 passed by Parliament

May

- ▶ Newly merged Pristine Waters Council (Nymboida/Ulmarra) proclaimed to commence operations on 1 July 2000
- ▶ Director General's inquiry into the Concord Council and Drummoyne Council voluntary amalgamation proposal commenced
- ▶ *Practice Note No. 1 Public Land Management* revised and re-published
- ▶ Second stage of the Companion Animals community education campaign conducted, involving production and distribution of 700,000 information brochures; stakeholder kits; targeted education materials and translations; and statewide media campaign

June

- ▶ Report on findings from the evaluation of the Aboriginal Mentoring Program published
- ▶ Companion Animals web page updated to reflect the second stage community education campaign



SUMMARY OF OPERATIONS

We provide a policy and legislative framework for the local government sector.

This is achieved through the cohesive working relationships of the following branches:

POLICY & RESEARCH

Identifies critical issues in local government management, develops policy and conducts research to lead toward best practice in the local government sector. Conducts extensive interagency consultation to ensure local government related issues are established in the relevant context. Assists councils with the optimum implementation of local government legislation. Responsible for the Department's management of programs in local councils dealing with social planning, sewage management and companion animals, multicultural issues, EEO, State of the Environment Reports and Annual Reporting.

FINANCE MANAGEMENT & INFORMATION SERVICES

Monitors various aspects of local government financial matters including the financial position of councils, rates and charges, rebates, loan borrowings, and capital expenditure reviews. Collects information and conducts research and policy development on financial and rating issues. Manages the annual allocation of loan borrowing authority between councils. Advises the Minister on rate pegging levels and applications by councils for exemption from rate limitations. Manages the development and application of the Local Government Accounting Code (AAS27).

Provides support to the Local Government Grants Commission, which makes recommendations on the distribution of general purpose funding to local government in accordance with the Commonwealth Local Government (Financial Assistance) Act 1995.

Responsible for identifying benchmarking standards to influence councils towards best practice opportunities. Prepares a report each year comparing councils' performances using key management performance indicators.

Provides quality Information Management and Technology (IM&T) advisory and support services to internal and external clients and maintains a computer systems infrastructure to support business objectives. The Branch also develops systems to support the Departments mission and objectives, and co-ordinates all data collection activities for business units.



SUMMARY OF OPERATIONS

LEGAL SERVICES

Identifies and reviews the need for changes to local government legislation and formulates legislative proposals. Provides high level legal policy advice to the Government on a wide range of issues affecting local government. Processes leases and land resumptions for councils. Prepares briefs on and presents pecuniary interest matters before the Pecuniary Interest Tribunal. Provides support to the Local Government Boundaries Commission.

INVESTIGATIONS & REVIEW

Assesses and investigates complaints and allegations concerning the conduct and activities of councils, elected members and council staff. Completes special investigations into councils and inquiries on pecuniary interest matters. Identifies areas of local government administration which need more effective control procedures. Supports the Pecuniary Interest Tribunal. Provides advisory and educational information in relation to best practice for elected members and staff in a range of matters related to complaints and probity. Maintains liaison arrangements with the Independent Commission Against Corruption and the Ombudsman's Office in relation to the Department's investigative function.

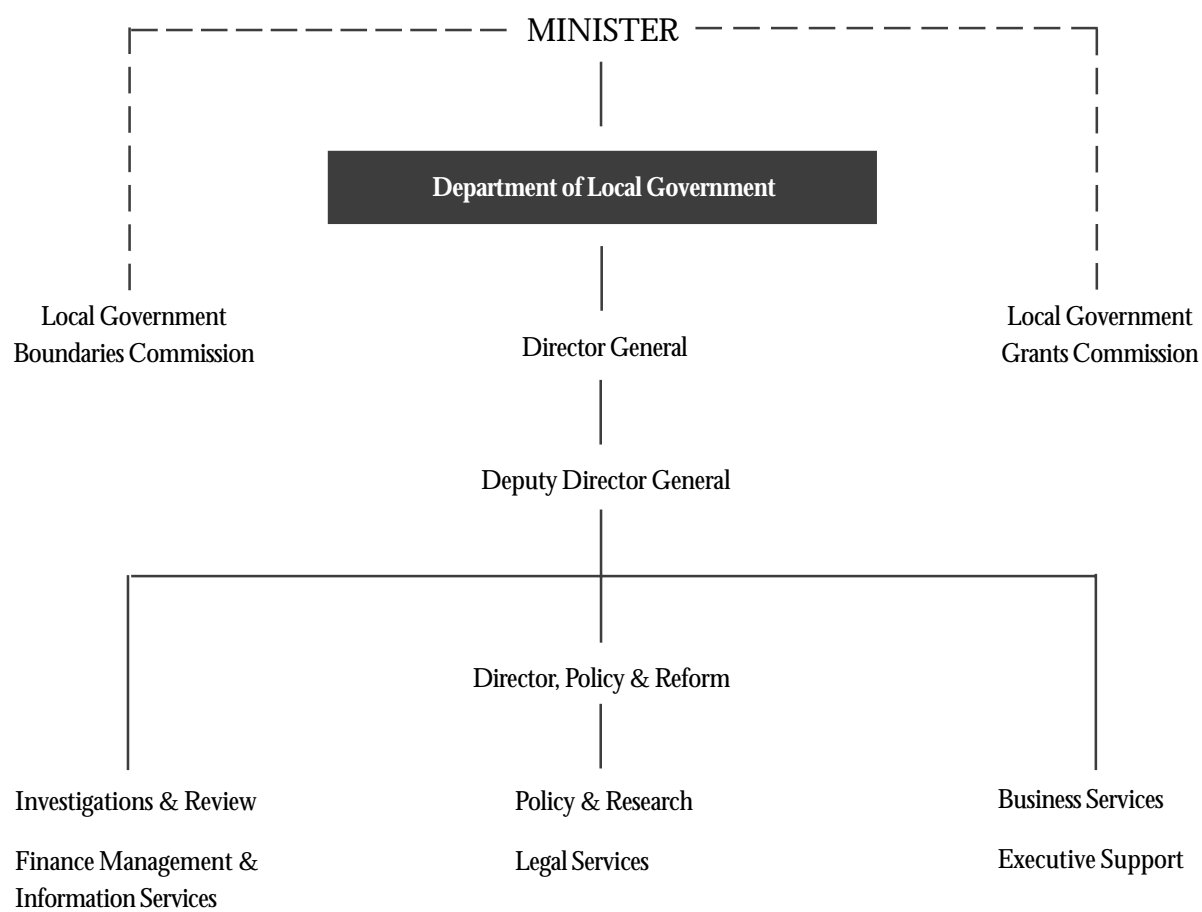
BUSINESS SERVICES

Underpins the Department's core programs through provision of infrastructure co-ordination and management for human resources, including EEO and training, financial services, records management and administrative services such as insurance, fleet management, accommodation etc. Co-ordinates the Department's strategic management activities. Manages the Pensioner Concession Subsidy Scheme which reimburses local councils for up to 50% of rebates given to pensioners as a reduction in rates.

EXECUTIVE SUPPORT

Co-ordinates Ministerial and Departmental services relating to correspondence, public enquiries, customer services, publicity and information. Provides support services for Director-General and Deputy Director-General.

ORGANISATION CHART



SENIOR STAFF

CHIEF EXECUTIVE OFFICER

Director General	Garry Payne, B. Bus., A.I.M.M.
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SENIOR STAFF

Deputy Director General	Tim Rogers, B. Ec., M.Ad
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Director Policy and Reform	John Scott, B.A., Grad Dip Mgt, MBA
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BRANCH MANAGERS

Business Services	John Hogg, B. Comm, B.A.
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Executive Support	Michelle Carnegie, B. Soc Sci (Psych), M.U.R.P. (Acting for Vicki Milne, B.A., Dip. Ed.)
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Finance Management	Grahame Gibbs, B. Bus (Acct) ASA
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Information Services	Kevin Bishop
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Legal Services	Paul Chapman, LL.B
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Investigations and Review	Fausto Sut, B. Comm., C.P.A.
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Policy and Research	Myra Craig, B.Ed., G.D.Ed., G.D.M
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PERFORMANCE STATEMENT

PERFORMANCE STATEMENT 1999/2000

Name: Garry Payne
Position: Director General Level 6
Period: 1/9/99 - 31/8/2000

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.



PERFORMANCE STATEMENT

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.
- ▶ 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 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.
- ▶ Reduction in complaints by 43% on specific issues. 738 received compared to 1285 in previous year.
- ▶ One case heard by Pecuniary Interest Tribunal.
- ▶ Public Inquiry held into Bega Valley Shire Council leading to its subsequent dismissal by the Governor.
- ▶ Public Inquiry held into Windouran Shire Council leading to its subsequent dismissal by the Governor.
- ▶ Investigation carried out into Ku-ring-gai Municipal Council.
- ▶ Early identification of councils experiencing financial difficulties.
- ▶ Continued liaison with a number of industry groups.



PERFORMANCE STATEMENT

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: council management planning, water safety, commercial filming, companion animals, national competition policy, environmental guidelines, public land management, privacy management, on-site sewage.
- ▶ Major negotiations undertaken on issues associated with voluntary amalgamations.

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 2.7%. 46 applications received from councils for special rating variations. Of these 34 were approved (15 with lesser amount than requested) and 12 were declined.
- ▶ 3 new councils proclaimed following inquiries into voluntary amalgamation proposals, and a fourth under consideration.
- ▶ Implementation of Companion Animals legislation – register established and financial reporting functions operational.
- ▶ Training activities for the local government sector undertaken across a range of issues including financial management, sewage management, companion animals.
- ▶ Government policy implemented on voluntary amalgamations, companion animals, community land, financial management of councils.
- ▶ Development of amendments arising from the Local Government Act review.

PERFORMANCE STATEMENT

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.
- ▶ Effective Year 2000 strategy developed and implemented.
- ▶ 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.
- ▶ No Year 2000 impact on operating efficiency of the Department.
- ▶ Improved management of occupational health and safety issues.
- ▶ Restructure implemented following major reduction in budget allocation.
- ▶ Management of relocation to Nowra commenced.



GARRY PAYNE
DIRECTOR GENERAL



THE HON HARRY WOODS, MP
MINISTER FOR LOCAL GOVERNMENT

FINANCIAL OVERVIEW & MANAGEMENT PERFORMANCE

FINANCIAL OVERVIEW

Total expenses for the reporting year of \$85.1 million were \$13.5 million below the Department's authorised budget of \$98.6 million. This was mainly due to payments from Councils for the registration of companion animals being nearly \$10 million less than budget forecast and to lower than budgeted grant and subsidy payments.

The Department's actual budget of \$85.1 million provided for three main areas:

Salary and related payments	\$6.8 million (8.0%)
Other Costs	\$5.6 million (6.6%)
Grants and Subsidies	\$72.7 million (85.4%)

Net Cost of Services

The actual amount (\$82.2 million) was lower than budget (\$85.9 million). There were fewer claims than estimated by councils for payments of pensioner rate rebates, a lower level of project cost funding towards the On-site Sewage Management Strategy Project and lower operating costs. The Blue Mountains Urban Run-off Control Program was transferred to the EPA budget.

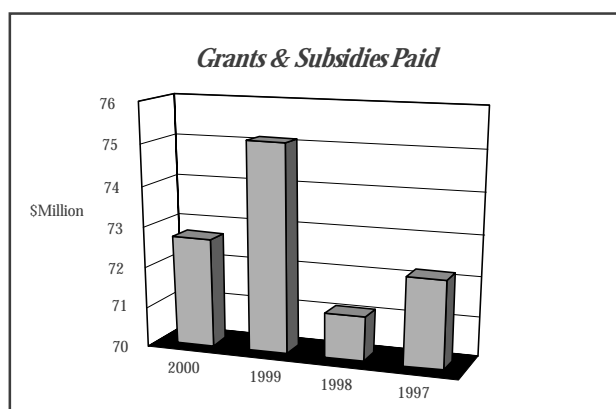
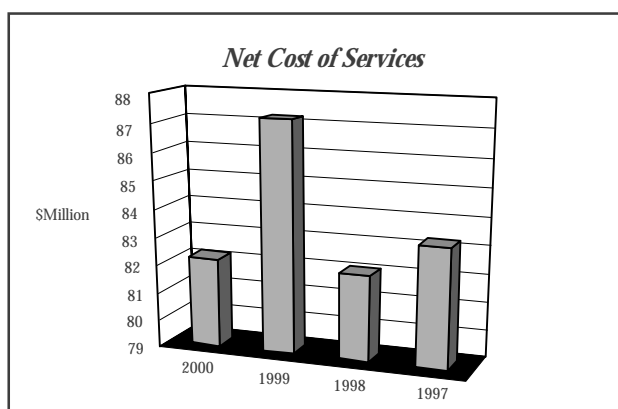
Assets and Liabilities

A lower level of spending on operating costs has resulted in an increased cash balance at year-end.

The Department is in rented accommodation and other than computer equipment owns no substantial assets.

Financial Assistance Grants

The total disbursed to councils during 1999/00 by way of financial assistance grants was \$409.1 million.



Note - movement is largely attributable to funding for the Blue Mountains Urban Run-off Control Project.

FINANCIAL OVERVIEW & MANAGEMENT PERFORMANCE

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 systematic 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 ensuring accountability of the local government sector.

Outputs	1998-99		1999-2000		2000-2001
	Target	Actual	Target	Actual	Target
Number of new and simplified amendments to legislation and regulation introduced	8	14	9	14	12
Explanatory publications available	85	108	82	120	125
Participation in education activities	245	190	120	215	225
Complaints processed	1500	1285	200	650	700
Regulatory determinations made	215	247	70	157	140

RATES REBATES FOR PENSIONERS

Outcomes	1997-98	1998-99	1999-2000	1999-2000	2000-2001
	Actual	Actual	Target	Actual	Target
Pensioner households assisted across the rating categories (000)					
General	391.9	395.6	415.1	399.3	399.3
Water	124.8	126.0	132.2	127.2	127.2
Sewerage	115.6	116.7	122.4	117.8	117.8
Outputs					
Council pensioner rebate claims processed	420	388	400	381	390

FINANCIAL OVERVIEW & MANAGEMENT PERFORMANCE

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, financial data return and preparation of comparative performance information.

The table below shows the improvement in performance over the last three years.

	1998		1999		2000	
	No.	%	No.	%	No.	%
OnTime	688	63.8%	743	68.7%	731	67.6%
<= 1 Week	172	15.9%	139	12.8%	121	11.2%
<= 2 Weeks	66	6.1%	42	3.9%	69	6.4%
<= 3 Weeks	66	6.1%	37	3.4%	37	3.4%
<= 4 Weeks	14	1.3%	27	2.5%	37	3.4%
> 4 Weeks	72	6.7%	90	8.3%	72	6.7%
Not Received	1	0.1%	4	0.4%	15	1.4%
Total	1079	100%	1082	100%	1082	100.0%

Note: This includes the following returns: Comparative Information Return, Financial Data Return, Rating Return, Grants - Austroads Return, Grants - Financial & General Return, Grants - Roads Return

CORPORATE PLAN

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

A number of significant changes to the Department's size and structure were implemented throughout the year, and a flexible approach to management will be required over the period leading up to the relocation of the Department to Nowra.

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

FINANCIAL OVERVIEW & MANAGEMENT PERFORMANCE

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 homepage.

The following table provides information on achievements against service standards specified in the Guarantee of Service for the past three years:

Service Quality Measure	1998-99		1999-2000		2000-2001
	Target	Actual	Target	Actual	Target
% of Departmental correspondence answered within 4 weeks	70%	70%	70%	66.5%	70%
% of Land Acquisition Notices approved within 90 days *	90%	98.5%	90%	100%	90%
% of leases and licences for community land granted within 60 days *	90%	0%**	90%	100%	90%
% of Annual Accounts extensions granted within 21 days	85%	94.4%	85%	85%	85%
* Processing time measured from full receipt of all documentation.					
**Only 2 applications received. Volume of other priorities did not allow matters to be dealt with in 60 days.					

QUALITY MANAGEMENT PROGRESS

The Department's ongoing Quality strategy was impeded during the year by restructure arrangements and will need to be revisited.



LEGISLATIVE FRAMEWORK

OBJECTIVE 1

Providing strategic direction and administering a framework which determines the roles and responsibilities of the local government sector

KEY ACTIONS

- ▶ Review, develop and promote legislation and regulations relating to local government sector to improve framework and application through consultative mechanisms
- ▶ Through policy analysis and review, environmental scanning, research and consultation, develop strategy options for the Government in relation to the local government sector
- ▶ Provide framework for the application of competition policy principles to the local government sector
- ▶ Provide clear legislative directions relating to the roles and responsibilities of the local government sector in the regulatory process

KEY OUTCOMES

- ▶ Amendments to the Local Government Act to facilitate the council amalgamations process
- ▶ Amendments to the Local Government Act to provide legislative guidelines for the conduct of commercial filming activities on council property
- ▶ Further legislative and policy initiatives to guide and assist councils with implementation of the Companion Animals legislation, which provides for the identification and registration of dogs and cats. Ongoing public education has improved community understanding of the legislation and promoted compliance
- ▶ Improved access to all Departmental information through improvements to and promotion of the Department's web site, which also reduces printing costs and is more environmentally sustainable
- ▶ Review and amendment of existing legislation according to requirements with appropriate public and stakeholder consultation



LEGISLATIVE FRAMEWORK

ACTS

Local Government Amendment (Amalgamations and Boundary Changes) Act 1999

The Local Government Amendment (Amalgamations and Boundary Changes) Act 1999 commenced on 23 July 1999. It expanded the procedure for amalgamating local government areas, particularly on a voluntary basis, and altering the boundaries of areas.

Local Government Amendment (Filming) Act 2000

It is intended that the Local Government Amendment (Filming) Act 2000 will commence as soon as the associated Filming Protocol has been finalised. The Act streamlines council approvals with respect to filming activities and allows for the development of a Filming Protocol to guide the consideration of such applications and the setting of fees.

Companion Animals Act 1998

The Companion Animals Act 1998 provides for the identification and registration of companion animals (dogs and cats) and for the duties and responsibilities of their owners. The provisions relating to permanent identification, lifetime registration and the seizing and holding of cats in council pounds commenced on 1 July 1999.

REGULATIONS

Repeal and Remaking of Regulations

In accordance with the Subordinate Legislation Act, the automatic repeal of eight Regulations under the Local Government Act was postponed from 1 September 1998 until 1 September 1999. The affected Regulations were the Local Government Approvals, Financial Management, General, Meetings, Orders, Rates and Charges, Tendering, and Water Sewerage and Drainage (now Water Services) Regulations.

Preliminary consultation was held with councils and other interested organisations on the Regulations and, with the aid of consultants, a Regulatory Impact Statement was prepared for each (except for the Meetings Regulation, which, because of its machinery nature, did not require an RIS). Following public consultation on drafts, each Regulation was repealed and remade with effect from 1 September 1999.

Local Government (Tendering) Regulation 1999

The 1999 Tendering Regulation essentially continued the provisions of the 1993 Regulation with some minor variations.



LEGISLATIVE FRAMEWORK

Local Government (Orders) Regulation 1999

The 1999 Orders Regulation contained amendments made as a result of various building regulation functions being transferred to the Environmental Planning and Assessment Act 1979. The Regulation has also been made more consistent with environmental legislation put in place since 1993, particularly the Protection of the Environment Operations Act 1997 and the Contaminated Land Management Act 1997. The Orders Regulation was also amended as a result of the reorganisation and updating of water, sewerage and drainage provisions within other Local Government Regulations.

Local Government (Approvals) Regulation 1999

The 1999 Approvals Regulation included a transfer and review of clauses that were previously in the Local Government (Water, Sewerage and Drainage) Regulation 1993 and which related to approvals given under Part B or item 4 of Part C in the Table to section 68 of the Local Government Act 1993. Another significant change was the creation of a schedule of standards, also referenced in the Local Government (Orders) Regulation 1999. This process has consolidated all approval-function regulatory material in the Local Government (Approvals) Regulation 1999, for better ease of use by councils in the exercise of their regulatory functions under the Local Government Act. New clauses also inserted a definition of 'environmentally sensitive areas', brought other clauses into line with the Australian Standard, and added certain clarifications made necessary by the repeal of the Clean Waters Regulation. Some minor amendments were also made with respect to the approval of amusement devices.

Local Government (Rates and Charges) Regulation 1999

The 1999 Rates and Charges Regulation remade, with minimal changes in substance, the provisions of the Local Government (Rates and Charges) Regulation 1993. The minor changes included an amendment to pensioner concessions to provide for the inclusion of persons who receive a special rate of pension or a general rate of pension adjusted for extreme disablement under the *Veterans' Entitlements Act 1986 (Cwlth)*. Another amendment related to section 501 prescribed services and the Blue Mountains City Council, altering the minimum amount of rates from the \$295 amount prescribed to \$302.

Local Government (General) Regulation 1999

The 1999 General Regulation substantially remade the 1993 Regulation, with an amendment to allow councils to grant licenses on a short-term, casual basis for the use or occupation of community land for the playing of a lawful game or sport. An amendment was also made to allow councils to prepare either a comprehensive or a supplementary State of the Environment report for the year ending 30 June 1999. The Regulation was also amended to provide for the preparation of an up-to-date list of electors for a postal survey or opinion poll seeking the views of the electors of the local government areas involved in an amalgamation proposal.

Local Government (Financial Management) Regulation 1999

The 1999 Financial Management Regulation substantially remade the 1993 Regulation, with an amendment to transfer some detail from the Regulation to the Code of Accounting Practice and the Financial Reporting and Asset Accounting Manual. Also amended were time periods in which budget review statements and revision of estimates are required.



LEGISLATIVE FRAMEWORK

Local Government (Water Services) Regulation 1999

The Local Government (Water Services) Regulation 1999 replaced the Local Government (Water, Sewerage and Drainage) Regulation 1993. The Water Services Regulation deals primarily with council functions as a water service provider under the Local Government Act 1993. The Regulation also addresses the management of flooding and urban stormwater drainage and provides a framework for regulation of other general water service functions of all councils.

In line with the procedural separation of council service and regulatory functions under the Local Government Act 1993, matters relating to council regulation of plumbing and drainage work on private premises were transferred to the Orders and Approvals regulations. Standards have been consolidated in a single schedule applicable to plumbing and drainage work that is required or authorised by council orders and approvals. This separation means that councils should consider water service objectives (including water conservation, environmental health protection, efficiency, employee safety and asset protection) when developing local policies for the regulation of plumbing and drainage work on private premises.

Local Government (Meetings) Regulation 1999

The 1999 Meetings Regulation essentially continues the same provisions as the 1993 Regulation. Specific amendments included making the code of meeting practice the primary means of determining the general order of business at a council meeting, requiring a procedure to be followed to deal with problems if proposed notices of motion contain defamatory matter or matter which could lead to disorder at a meeting, and providing for discussion of urgent business.

New regulations

Companion Animals Regulation 1999

Following a review of the Companion Animals Regulation 1998 it was repealed and replaced by the Companion Animals Regulation 1999. The Regulation sets out provisions for the permanent identification of companion animals, including how they are to be permanently identified, accreditation of persons to carry out identification, and the data that is to form the identification information. It also sets out processes for the registration of companion animals, including fees, exemptions and reductions, the data that is to form the registration, the duties of registration agents, confidentiality of information on the Register of Companion Animals, and various miscellaneous matters such as penalty notice offences.

Director General's Orders

Two Director General's Orders under the Companion Animals Regulation 1999 were issued. One was gazetted in July 1999 allowing all types of microchips currently available in NSW to be used for the permanent identification of companion animals. This was replaced in November 1999 by an Order allowing only ISO Standard microchips to be used.



LEGISLATIVE FRAMEWORK

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

MONITORING & DEVELOPMENT

OBJECTIVE 2

Encouraging improvement and development in local government performance and monitoring local government compliance within the legislative framework

KEY ACTIONS

- ▶ 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
- ▶ Foster improvements in local government financial performance and reporting
- ▶ 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

- ▶ 43% reduction in complaints against councils - 738 received compared to 1285 in previous year
- ▶ 1 new pecuniary interest report submitted to the Pecuniary Interest Tribunal for determination, compared with 5 in previous year
- ▶ Inquiry into Bega Valley Shire Council completed. On recommendation of Inquiry Commissioner, Council dismissed by Minister and administrator appointed
- ▶ Inquiry into the financial position and management of Windouran Shire Council completed. On recommendation of Inquiry Commissioner, Council dismissed by Minister and administrator appointed
- ▶ Investigation under section 430 of the Local Government Act into the conduct of the Mayor of Ku-Ring-Gai Municipal Council commenced
- ▶ Second stage public education campaign developed and conducted on Companion Animals legislation to improve community understanding and compliance
- ▶ Training activities for the local government sector undertaken and inter-agency liaison on collaborative projects conducted

MONITORING & DEVELOPMENT

MONITORING

Review of Complaints Procedures

Greater responsibility for complaints management at the local level is consistent with the principles of local autonomy and accountability central to the Local Government Act 1993.

For some years, and particularly since the restructure of mid 1999, the Department has placed greater emphasis on assisting councils in developing complaints handling systems able to deal with matters at the local level. Accordingly, the Department has encouraged complainants, wherever appropriate, to raise their concerns directly with their local council.

It's the Department's experience that frequently complaints arise because of a misunderstanding or the failure of a council to satisfactorily explain its actions or decisions in the first instance. A well functioning complaints system can deal with these matters satisfactorily.

This approach has resulted in a significant reduction in matters raised with the Department in 1999/2000, with a decrease in complaints received of 43% on the previous year.

The Department's redefined role in complaints handling has also impacted upon our investigative functions, and the number of matters made the subject of enquiries. Generally, action was restricted to those complaints or allegations that were deemed to be of a significant nature or indicated serious malfunction or mismanagement.

Whether or not a complaint results in an investigation, the issues raised contribute to a body of intelligence on council operations. During the year the Department's liaison with both the Office of the Ombudsman and the Independent Commission Against Corruption enabled the cross checking of information and collaboration.

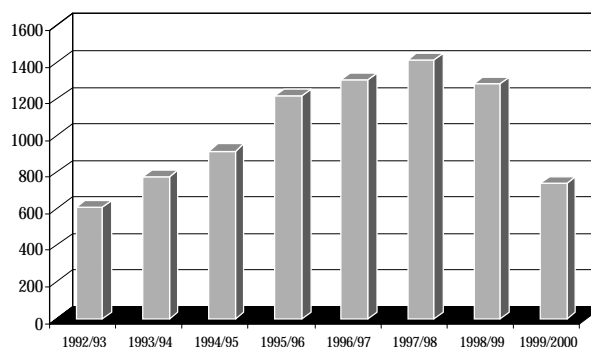
Complaint Statistics

Complaints received during 1999/2000 totalled 738 compared to 1285 during 1998/1999. These were spread over 112 councils compared to 127 councils last year. Approximately 56% of all complaints/allegations related to just 20 councils.

A table below sets out the details of councils generating the most complaints, and the Department's action. No complaints were received for 65 councils, compared to 50 last year.

Complaints/Allegations Received for Financial Year

	Financial Year	Total Received
1	1992/93	608
2	1992/93	773
3	1994/95	916
4	1995/96	1220
5	1996/97	1307
6	1997/98	1412
7	1998/99	1285
8	1999/2000	738



MONITORING & DEVELOPMENT

Top 20 Councils by Complaints

	<i>Complaints Received</i>	<i>Declined after Preliminary Assessment</i>		<i>Declined after Enquiries of Council</i>		<i>Proceeded to More Formal Enquiries</i>	
	<i>No</i>	<i>No</i>	<i>%</i>	<i>No</i>	<i>%</i>	<i>No</i>	<i>%</i>
Total All	738	585	79%	95	13%	58	8%
Total Top 20 Averages	438	365	83%	40	9%	33	8%
Byron	67	62	93%	4	6%	1	1%
Ku-ring-gai	47	43	91%	2	4%	2	4%
Warringah	43	34	79%	2	5%	7	16%
Barraba	42	42	100%	0	0%	0	0%
Kempsey	33	28	85%	2	6%	3	9%
Eurobodalla	17	14	82%	2	12%	1	6%
Pittwater	16	14	88%	2	13%	0	0%
Queanbeyan	16	14	88%	1	6%	1	6%
Kogarah	13	10	77%	1	8%	2	15%
Bellingen	12	8	67%	4	33%	0	0%
Burwood	12	8	67%	0	0%	4	33%
Hornsby	12	10	83%	1	8%	1	8%
Shoalhaven	12	10	83%	2	17%	0	0%
Tweed	12	8	67%	1	8%	3	25%
Ballina	11	8	73%	3	27%	0	0%
Gosford	11	4	36%	5	45%	2	18%
Maitland	11	8	73%	1	9%	2	18%
Nymboida	11	8	73%	2	18%	1	9%
Ashfield	10	9	90%	1	10%	0	0%
Baulkham Hills	10	8	80%	0	0%	2	20%
Waverley	10	7	70%	2	20%	1	10%
Wollongong	10	8	80%	2	20%	0	0%

The actual number of complaints is not necessarily an effective indicator as some councils are subject of well-organised campaigns usually about a single issue. This type of action can distort the image of the council when the real issue does not involve a fault in the process but relates more to concerns about the outcome of the decision. Provided the decision can legally be made and proper processes are followed merit issues are not matters which are investigated by the Department.

The above table indicates that in 1999-2000 the councils with the most complaints were Byron, Ku-ring-gai, Warringah, Barraba, and Kempsey. It also represents the action taken by the Department in respect of the complaints received for the Top 20 councils.

1. Byron Shire Council was the subject of considerable number of complaints on a number of issues, primarily concerning planning and development issues, provision of infrastructure and services, tendering and complaints handling. (See below).
 2. Ku-ring-gai Municipal Council was the subject of numerous complaints regarding the conduct issues. An investigation was ultimately commenced (see below).
 3. Warringah Shire Council was the subject of considerable number of complaints primarily concerning, planning and development, and allegations of pecuniary interest and non-pecuniary conflicts of interest.
 4. At Barraba Shire Council the issues raised related to the termination of the General Manager's contract. The issue resulted in a visit to Council.
 5. Kempsey Shire Council was the subject of considerable number of complaints on issues involving community objections to a proposal for a tavern.
- In remaining councils, issues were predominantly associated with conduct, planning, building/development and pecuniary/conflict of interest matters.



MONITORING & DEVELOPMENT

Byron Shire Council

As indicated in the top twenty by complaints table, the Department continued to receive a large number of complaints and allegations made to it about Byron Shire Council's performance in a number of key operational areas, notwithstanding the Department's 1998 investigation into Council's financial position and assurances by the General Manager that the Council's financial position had improved. Importantly, in the Department's view the high level of complaints did not diminish following the election of a new Council in September 1999.

In order to address the situation the Department wrote to Council on 31 March 2000 and advised that there was a strong possibility of its intervention by way of a section 430 formal investigation. Council was asked to outline any plans or proposals which might be in hand to address the difficulties confronting the Council and the widespread complaints.

As a result, Council accepted that deficiencies and problems existed in a wide range of Council operations and Council gave a commitment to remedy that situation. The Department indicated that a formal investigation was still likely without an immediate and sustained improvement.

The Council was asked to immediately examine each of the identified areas listed by the Department and meet the Department's reporting requirements in each. While varying timeframes were indicated for each problem area, the Department nonetheless required demonstrated improvement in several specific areas within three months. The Council has been asked to provide monthly reports to the Department so that Council's progress could be assessed.

Particular areas of concern to the Department were planning assessments and other planning matters, legal expenses, compliance issues, finance, infrastructure, tendering and complaints management.

The Department's Complaints Handling Process

The critical phases of the Department's complaints handling process are:

Preliminary Assessment

585 out of the total 738 complaints received during 1999/2000 (or 79%) were declined following preliminary assessment. This compares to 68% last year.

Enquiries of Council

153 out of the total 738 complaints received during 1999/2000 (or 21%) proceeded to this stage.

Of these, 95 complaints were declined following initial enquiries of Council and more detailed assessment, bringing the total number of complaints declined to 680 (or 92%).

Corrective action by a council or further clarification may have resulted in the Department taking no further action on a matter.

More Formal Enquiries

Approximately 58 or 8% of total complaints received proceeded to more formal enquiries compared to 162 or 12% last year.

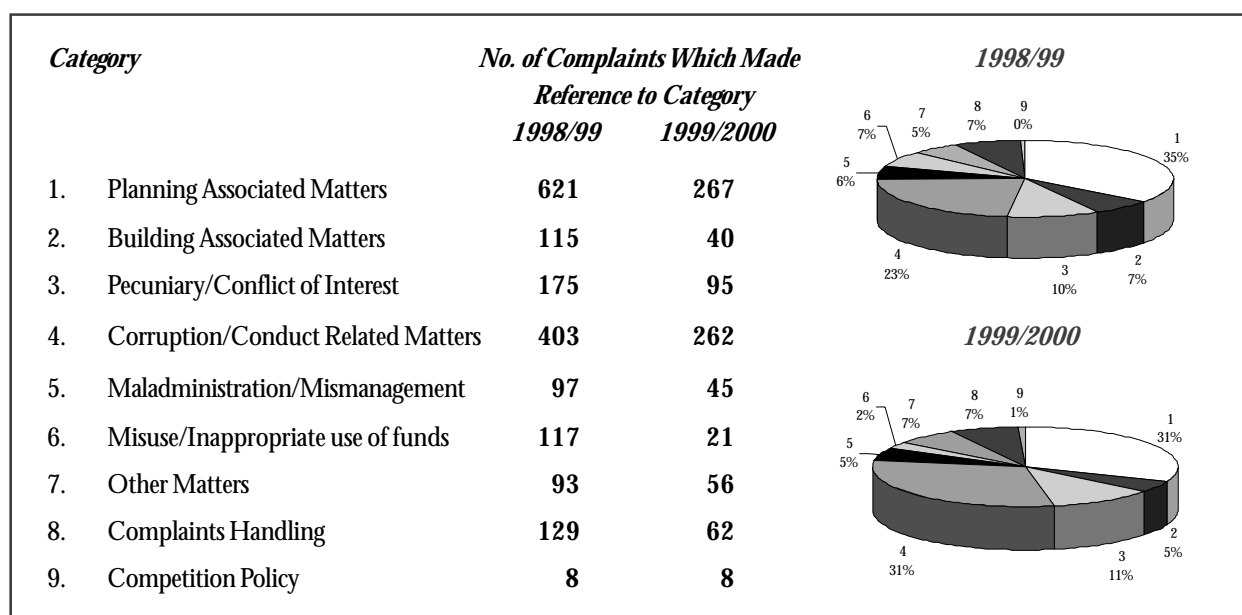
MONITORING & DEVELOPMENT

The nature of the complaints received are categorised and used as part of the Department's role of monitoring the performance of local government. These details are also given in tables below. As has been the case in previous years, most complaints centred on the following issues:

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

Categories of Complaints

Note: a single complaint may make reference to multiple categories



Successful Outcomes of Complaints Review Processes

During the year, the Department was able to achieve significant improvement to Council management and practice through its review of complaints and preliminary enquiry processes. Generally Councils have co-operated with the Department to remedy shortcomings in procedures and address specific service-related complaints without the need for the formal investigation process.



MONITORING & DEVELOPMENT

Examples of actions where Councils have responded positively include:

- ▶ Extensive review and redrafting of local codes of conduct.
- ▶ Incorporated open and transparent processes when entering into arrangements for the sale of Council land.
- ▶ Implementation of mediation processes to seek resolution of disputes
- ▶ Implementing or improving tendering processes and procedures to incorporate issues of probity, transparency and fairness.
- ▶ Adopting or reviewing complaints handling procedures including the establishment of complaints handling centres.
- ▶ Reviewing the alleged conduct of councillors and staff against adopted codes of conduct and taking appropriate action.
- ▶ Implementing policies and procedures for the handling of conflicts of interests.
- ▶ Implementing policies and procedures for dealing with staff/councillor interaction and access to information.
- ▶ Improving lodgement procedures for pecuniary interest returns and recording of declarations.
- ▶ Investigating allegations about the conduct of council officers and taking disciplinary action.
- ▶ Investigating internal complaints about areas of council operations and adopting new procedures.
- ▶ Clarifying decisions of Council thereby improving community understanding.

PECUNIARY INTEREST COMPLAINTS

The Local Government Act 1993 prescribes a framework governing the handling of pecuniary interest complaints. While the Department received 95 allegations of pecuniary or non-pecuniary conflict of interest only 9 met the criteria of a formal pecuniary interest complaint. Of these only 1 resulted in a pecuniary interest complaint being made by the Director General pursuant to s460.

The Director General determined that one matter should proceed to investigation. The Pecuniary Interest Tribunal determined this matter, found it proven and imposed a suspension from civic office for a period of four months.

One other matter commenced previously was presented to the Pecuniary Interest Tribunal for determination.

The Table below details the activity associated with pecuniary interest complaints during 1999/2000 compared to the previous year.

MONITORING & DEVELOPMENT

<i>Pecuniary Interest matters</i>		<i>1999/2000</i>	<i>1998/99</i>
1	Complaints not determined at 1 July	0	9
2	Complaints received in year	9	21
3	Complaints determined in year	9	25
4	Complaints not determined at 30 June	0	5
5	Complaints declined	8	20
6	Complaints to investigation	1	5
7	Investigations not complete at 1 June	1	1
8	Investigations commenced in year	1	5
9	Investigations finalised in year	0	5
10	Investigations not complete at 30 June	1	1
11	Reports undetermined by PIT at 1 July	0	1
12	Reports referred to PIT in year	1	5
13	Reports determined by PIT in year	1	6
14	Reports undetermined by PIT at 30 June	0	0
15	Determination by PIT – proven	1	6
16	Determination by PIT – not proven	0	0

COMPETITIVE NEUTRALITY COMPLAINTS

There were no complaints made to the Department in 1999/2000 that qualified as competitive neutrality complaints - those regarding breaches of the National Competition Policy (NCP) principles.

The Department did receive several complaints that purported to involve NCP issues, but on examination, were deemed not to qualify. These were largely the result of confusion about the operation of NCP at local government level.

INVESTIGATIONS AND INQUIRIES

While the Department receives many complaints and allegations, only a small number lead to the commencement of a formal investigation. During the year, one investigation was approved under section 430 of the Local Government Act 1993, and two inquiries were approved under section 740 of the Act.



MONITORING & DEVELOPMENT

S 430 Investigation into Ku-ring-gai Municipal Council

After a considerable number of complaints were received by Ku-ring-gai Municipal Council about the conduct of the newly elected Mayor, Clr Tony Hall, Council resolved in November 1999 to call in an independent arbitrator to undertake an inquiry. This process failed to get under way, and in December 1999 representations were made to the Department by both Clr Hall and Council urging it to undertake an investigation itself.

On 13 January 2000 an Investigation under section 430 of the Act was approved and two Departmental Representatives were appointed to conduct it. The terms of reference set were to investigate and report on the conduct of the Mayor towards the employees of Council, the Mayor's allegations about the conduct of Council's General Manager and other Council employees, the Mayor's relationship with Councillors, senior staff and other employees of Council, and any associated matter which warranted special attention.

Following the interview of a large number of witnesses and the receipt of a very considerable volume of representations and other materials, the preparation of a draft report was commenced, and at the close of the financial year this was nearing completion. In order to meet natural justice and other requirements that report will in due course be circulated to interested parties who are adversely affected by any conclusions in that draft for their comments, before the report is finalised and presented to the Director General and the Minister, and copied to Council in accordance with the Act.

S740 Inquiry into Bega Valley Shire Council

In last year's Annual Report it was noted that, following a section 430 investigation into Bega Valley Shire Council, the Minister had ordered a public inquiry under section 740 of the Act.

Hearings were held in Bega over several weeks in July 1999, after which the Inquiry Commissioner, Mr Tim Rogers, delivered a report concluding that the elected representatives had failed to meet the standards set down in the Local Government Act – in particular, those on community leadership and regard for the long term and cumulative effects of decisions. Council's attempted dismissal and continued pursuit of its General Manager demonstrated this failure, as did many other examples of unsatisfactory behaviour as an employer.

Based on recommendations from Mr Rogers, Bega Valley Shire Council was dismissed by the Minister in August, 1999 and an Administrator, Mr Rod Calvert, was appointed pending a new election.

S740 Inquiry into Windouran Shire Council

As a result of concerns identified in a financial review of Windouran Shire Council carried out in 1999, the Minister ordered a section 740 inquiry into the Council's financial position and management. The Minister appointed Mr Stan Droder, NSW Divisional Director of CPA Australia, as Commissioner.

Mr Droder completed his inquiry and presented a report in January, 2000 which questioned the long term viability of the Council due to its ageing and deteriorating assets and accumulating liabilities. The situation was made worse, the Commissioner



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noted, through council and management's apparent reluctance to seriously face the difficulties.

Based on recommendations from Mr Droder, Windouran Shire Council was dismissed by the Minister in February 2000 and an Administrator, Mr Tim Rogers, was appointed.

PROTECTED DISCLOSURES

To facilitate the implementation of the Protected Disclosures legislation, the Department has provided advice and supplementary information to the local government industry on the legislation.

The Department has continued monitoring councils' introduction of internal reporting systems to properly manage protected disclosures made within the organisation by staff and councillors. The Department has followed up the four councils that had not adopted an internal reporting system last year and they have each advised the Department that such a system is now in place.

The Department has also prepared submissions to the Parliamentary Committee on the ICAC regarding its Issues Paper entitled *Review 11: Jurisdictional Issues* and also to the Committee on the Office of the Ombudsman and the Police Integrity Commission regarding the review of the *Protected Disclosures Act 1994*.

FINANCIAL MONITORING

Councils financial reports for 1998/99 were due in on Friday 6th November 1999. 134 councils (compared to 132 in 1997/98) representing 76% were able to meet the due date. Only one council received qualified audit reports.

The DLG visited and undertook a review of the financial position of several councils as part of the process of voluntary amalgamations. These included:

- ▶ Grafton City Council
- ▶ Maclean Shire Council
- ▶ Nymboida Shire Council
- ▶ Ulmarra Shire Council
- ▶ Copmanhurst Shire Council

The Department monitors the financial position of a number of councils including some considered to be in financial difficulty and those which have not submitted their financial reports within a reasonable period following the due date.



MONITORING & DEVELOPMENT

DEVELOPMENTAL INITIATIVES

Survey of Candidates and Councillors

Following each ordinary local government election held every four years, the Department surveys all councils about the characteristics of candidates and councillors who stand for election. This is to enable the Department and local communities to monitor the representation of the community on councils. Following the September 1999 elections, 152 councils were surveyed. Not all councils were surveyed because a number were considering amalgamating with another council(s) and had elections deferred. One council had an administrator appointed.

Some of the main findings from the survey were:

- ▶ nearly three-quarters (74%) of the councillors elected were men. This compares to 84% in 1987
- ▶ more than half (61%) of the councillors were aged between 40 and 59 years
- ▶ a total of 77 Aboriginal and Torres Strait Islander people stood in 42 councils. Of these, 26 were elected to 23 councils. This represents an increase of 14 councillors on the 1995 elections
- ▶ a large majority (94%) of councillors reported English as their first language spoken. Of those who reported a language other than English as being their first language spoken, Greek was the most common (15%), followed by Italian (9%), Dutch (8%) and Chinese (7%).
- ▶ amongst Sydney councillors, the most common occupation category was Professional (42%), followed by Manager (23%). Amongst non-Sydney councillors, the most common occupation category was Primary Producer/Farmer (28%), followed by Manager (22%) and Professional (20%)
- ▶ more than one-quarter (28%) of councillors were elected for the first time and about one-quarter (27%) were elected for the second time
- ▶ the total number of candidates has increased from 3,820 in 1991 to already more than 4,500 candidates in 1999 even though this does not include all councils

An interim report on findings from the survey is available from the Department's website. A final report, which will also include findings from most of the councils which had their elections postponed because of proposed amalgamations, is expected to be available by December 2000.

Community/Social Plans

The Local Government (General) Regulation requires all councils to develop a social/community plan or its equivalent, and guidelines and seminars were provided to councils in the previous year to advise on requirements. The plans were due by November 30 1999.



MONITORING & DEVELOPMENT

To date the Department has received 125 complete social/community plans from councils, and the remaining 49 plans are works in progress due to be finalised in November 2000.

The plans received to date have been reviewed by the Department, and each council has received feedback from the Department on how successfully they complied with the essential requirements of the Regulation. The review has found almost all plans to be in the range of good to very good which means that, at the minimum, they constitute a basic workable plan.

Aboriginal Initiatives

Aboriginal Mentoring Program

The Aboriginal Mentoring Program was established by the Department in 1997. It aims to:

- ▶ encourage Aboriginal people to run for office at local government elections
- ▶ educate the Aboriginal community on the local government process and the importance of Aboriginal input into local government

More than twenty local councils have formally adopted the Program and a number of councils have implemented the Program informally. The Department evaluated the Program during 1999. The purpose of the evaluation was to determine the effectiveness of the Program, identify factors affecting the effectiveness of the Program, and improve the operation of the Program.

As well as analysing statistical data collected about candidates, the evaluation included interviews with those involved in the Program – mentees, mentors, other councillors, and council staff – at six local councils. The six councils selected were Gosford, Kempsey, Leichhardt, Maclean, Marrickville and Moree. Another 20 councils participated in a survey of councils which had not implemented the Program and which had a significant Aboriginal population.

The evaluation report concluded that the Aboriginal Mentoring Program should continue at least until the next general local government elections in 2003. The report draws a number of other conclusions which mainly concern improvements to the operation of the Program in such areas as the selection and training of mentees and mentors, encouraging Aboriginal people's participation and support, Program activities, and administrative support. Conclusions have also been drawn about assisting Aboriginal people standing for election to run an effective election campaign, and encouraging Aboriginal people to be on the electoral roll and to vote. The report is available from the Department's website.

Local Government Aboriginal Network

The Network is currently finalising a strategy so that its conferences can be held without administrative support from the Department. Successful conferences were hosted by Randwick Council in October 1999 and by Kempsey Council in March 2000 under the new arrangements. The next Network Conference is to be hosted by Shoalhaven Council in October 2000.



MONITORING & DEVELOPMENT

Information for the Aboriginal Community in NSW

This information paper, first produced by the Department in 1994, is currently being updated to reflect recent amendments to the Local Government Act 1993, including the requirement for councils to produce social/community plans and how Aboriginal people can participate in council decision making processes. It is expected that the revised publication will be distributed to councils by December 2000.

Establishment of an Aboriginal Policy Officer position at the Local Government and Shires Associations

The Department, along with Premier's Department and the Department of Aboriginal Affairs, has contributed funding to the establishment of an Aboriginal Policy Officer position at the Local Government and Shires Associations (LGSA). The LGSA is currently selecting a suitable person to fill the position.

Provision of Management Assistance

The Department had liaised with the Central Darling Shire Council's Mayor regarding a number of internal management issues facing the Council including the performance of key staff. The Council's General Manager resigned on 23 June 1999.

Given the Council's immediate need to address these management issues and provide internal stability, the Department decided to provide managerial assistance to the Council. Council appointed a senior departmental officer, Mr Glenn Schuil, to the position of General Manager for a period of time. Mr Schuil commenced duties with Council on 28 June 1999 and the arrangement was on the basis of full cost recovery to the Department.

Following the implementation of key administrative measures, a further organisational assessment concluded that Council was in a position to recruit a new General Manager. Following the appointment of a new General Manager, Mr Schuil's period of secondment to Central Darling Shire Council concluded on 10 March 2000.

Unincorporated area and adjacent areas of far west New South Wales

Following a major review by the Government of the Unincorporated Area of the State commencing in 1997, Village Committees were established at Silverton and Tibooburra after consultations with the local communities. To ensure that the Committees would qualify to receive annual financial assistance grants and other sources of funding they were incorporated under the Associations Incorporation Act 1984.

Each Committee comprises five persons (three community representatives and two other persons nominated by and representing each of the Ministers for Conservation and Land Management and Local Government). The Committees are required to meet at least four times a year under their Model Rules.

In July 1999, the State Electoral Office began preparation for elections to replace the interim Committees with duly elected Committees. These elections took place in October 1999.



MONITORING & DEVELOPMENT

While each Committee's term of office was intended to expire in September 2000 when fresh elections would be held, in early 2000 the State Electoral Office advised of the desirability of postponing elections until after the Olympics. In mid-2000 arrangements were begun to amend the Model Rules of the Committees to facilitate later elections and to change from a cycle of annual to biennial elections primarily to avoid the prohibitive costs to the local communities associated with the conduct of annual elections.

- ▶ Issues of importance to the Silverton Village Committee have included the maintenance and preservation of the heritage values of the village, and the improvement of infrastructure and amenities for both local residents and tourists.
- ▶ The focus of the Tiboburra Village Committee has been on the improvement of the local water supply, maintenance of public land for recreation purposes, infrastructure improvement, and the provision of additional public amenities. Both Committees have also had involvement in the development of control plans to provide for better land management.

EDUCATION AND TRAINING

Companion Animals

- ▶ brochures, stickers and media kits distributed to councils for second stage of the community education campaign
- ▶ information sheets for pet shops, vets, and breeders; new brochure; and pet swap cards distributed for second stage of the community education campaign
- ▶ brochure translated into 12 community languages and distributed, along with ethnic radio and print advertising
- ▶ presentations to meetings and conferences of key organisations including NSW Division of the Australian Veterinary Association, NSW Animal Welfare League, PIJAC (Pet Industry Joint Advisory Council), and Councils Unite for Pets
- ▶ visits to ten councils by department staff to provide assistance with operating the Register
- ▶ participation in curriculum development workshops with NSW TAFE to develop module on microchipping and certificates 3 and 4 in Animal Management

Financial Management

The Department hosted the annual meeting of the National Local Government Financial Management Forum held at Sydney Darling Harbour in March 2000. It included Finance representatives from all States & the Northern Territory as well as representation from the Australian Accounting Research Foundation.

The Department conducted some 12 presentations to Finance Professionals in Local Government throughout the State. Issues covered included financial reporting requirements; national competition policy; audit reports and proposed legislative amendments.



MONITORING & DEVELOPMENT

PRESENTATIONS

- ▶ *New South Wales On-site Sewage Management Reforms*, paper presented at inaugural On-site '99 Conference, July, 1999
- ▶ paper on the Companion Animals Act presented at the Urban Animal Management Conference on the Gold Coast in August 1999
- ▶ *Beyond Wallis Lake- New South Wales On-site Sewage Management Reforms - application to Coastal Zone Risk Management*, paper presented at the 9th Annual NSW Coastal Conference, Forster-Tuncurry RSL Club, Forster in September 1999
- ▶ presentation to the NSW Youth Advisory Council on social planning in November 1999
- ▶ papers on the 1999 election results survey and the evaluation of the Aboriginal Mentoring Program presented at the Local Government Aboriginal Network Conference held in Kempsey in March 2000
- ▶ papers on the introduction of and progress in implementing the Companion Animals Act presented at the 1999 and 2000 Annual Conference of AILGLEO (Australian Institute of Local Government Law Enforcement Officers)
- ▶ presentation made at the IMM Local Government Finance Professionals Annual conference held in Windsor in May 2000
- ▶ presentation made at the Local Government Auditors' Association Annual conference held in Parramatta in May 2000
- ▶ paper on community participation and social planning presented at the Australian Pacific Healthy Cities Conference held in Canberra in June 2000

PUBLICATIONS

- ▶ The Australian Accounting Research Foundation issued three accounting standards which became effective in the year ended 30th June 2000. These include standards on Accounting Policies, Leases, Interests in Joint Ventures, and an amendment was made to Financial Reporting by Local Governments.
- ▶ A number of Urgent Issues Abstracts also became effective in the same period. The more important of these being Accounting for Major Cyclical Maintenance, Depreciation of Long-Lived Physical Assets, and Accounting for Goods and Services Tax.
- ▶ The 1997/98 *Comparative Information on NSW Local Government Councils* was issued by the Department in September 1999. The comparative performance information forms part of the overall approach to provide greater transparency of operations and public accountability as well as being one mechanism to assist the local government sector gauge performance and develop best practice models.
- ▶ *Management Planning for NSW Local Government Guidelines* was published in February 2000. The Guidelines facilitate a whole of council approach to strategic management and explain the management planning-annual reporting cycle. They replace the Management Planning Guidelines of February 1994.
- ▶ The Department issued update No. 8 to the Local Government Code of Accounting Practice and Financial Reporting on 30th June 2000. This update incorporates recently promulgated standards and new policy initiatives. The updated Code can be accessed through the Department's website.

MONITORING & DEVELOPMENT

MINISTERIAL APPROVALS & CONCURRENCES

Annual Rating Cycle/ Special Rating Variations

Year	Limit (%)
2000/2001	2.7%
1999/2000	2.4%
1998/1999	1.7%
1997/1998	3.1%
1996/1997	2.7%

Summary of Special Variation Applications

2000/2001

Increase permitted	2.7%
Applications received:	46
Applications withdrawn	0
Variations approved:	
at level requested	19
at lesser amount	15
Variations declined:	12

Special Variations Approved for 2000/2001

<i>Council</i>	<i>Reason</i>	<i>Sought</i>	<i>Approved</i>
Ashfield	Footpath, road & drainage infrastructure renewal	12.51%	7.52%
Ballina	Infrastructure renewal for stormwater & road reconstruction	7.70%	Declined
Baulkham Hills	Recurrent operating costs.	4.50%	Declined
Bega Valley	Mainstreet special and Tourism infrastructure	6.47%	6.35%
Broken Hill	Rate income adjustment following mine closure.	3.84%	3.84%
Campbelltown	Infrastructure renewal	5.30%	4.35%
Cobar Shire	Road infrastructure works	9.13%	7.70%
Coffs Harbour	Mainstreet capital works	5.00%	5.00%
Cootamundra	Maintain infrastructure	12.70%	Declined

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<i>Council</i>	<i>Reason</i>	<i>Sought</i>	<i>Approved</i>
Cowra Shire	Recovery of legal costs	3.23%	Declined
Drummoyne	Rate structure review	Min Only	Min Only
Eurobodalla	Tourism	3.62%	3.62%
Gilgandra	Waste facility & cultural centre	7.54%	7.54%
Goulburn	Stormwater management	3.70%	3.70%
Great Lakes	Roads and bridges infrastructure maintenance	5.67%	3.66%
Hastings	Infrastructure maintenance & mainstreet levy	9.28%	7.44%
Hunters Hill	Environmental levy and operating costs	8.56%	Declined
Kempsey	Road infrastructure	9.70%	Declined
Kyogle	Infrastructure renewal	10.20%	7.70%
Lake Macquarie	Belmont Mainstreet Special Rates	2.93%	2.93%
Leichhardt	Infrastructure works	10.70%	7.70%
Lismore	Flood levy bank.	3.36%	Declined
Macleay	Environment & stormwater management	7.70%	Min Only
Maitland	Special rates for CBD Capital works	5.07%	5.07%
Marrickville	Infrastructure restoration & mainstreet	7.59%	7.59%
Moree Plains	Community security	5.50%	Declined
Mosman	Environment & infrastructure works.	8.50%	7.70%
Murray	Moama levee loan repayments	5.10%	5.10%
Nambucca	Infrastructure maintenance	14.70%	7.55%
North Sydney	Mainstreet & environmental special rates	6.62%	6.53%
Orange	Stormwater management & airport upgrade	5.05%	5.05%
Parramatta	Infrastructure special rates.	9.37%	7.70%
Pittwater	Environmental land purchase	7.70%	7.70%
Port Stephens	Nelson Bay CBD special rate	5.54%	5.54%
Rockdale	Rate structure review	Min Only	Min Only
Scone	Bridge, roads & drainage infrastructure renewal; airport & sale yards	12.70%	8.63%
Shoalhaven	Environmental projects	6.30%	Declined

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Sutherland	Caringbah special rate	2.75%	Declined
Tamworth	Urban stormwater management	9.60%	Declined
Tenterfield	Funding costs of rural transfer stations	5.64%	5.64%
Waverley	Stormwater project ongoing costs	4.90%	Declined
Willoughby	Environmental projects	9.84%	7.47%
Windouran	Operating costs and infrastructure	15.00%	15.00%
Wingecarribee	Environmental projects	7.20%	7.20%
Wollondilly	Aquatic centre and roads	7.80%	7.80%
Wyong	CBD special rate adjustment	3.10%	2.93%

New Money Borrowings

The limit approved by State Treasury on gross new money borrowings for local government authorities for 1999/2000 was \$280 million, the same as the previous year.

The Minister approved requests from councils seeking new money borrowings to the extent of \$260 million. Details are listed in Appendix 9. (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

85 complete applications were received from councils for the Governor's approval, under section 19 of the Land Acquisition (Just Terms Compensation) Act 1991, to the publication of an acquisition notice in respect of the compulsory acquisition of land or easements over land for the purposes of exercising a council function. The Minister's approval was also sought in terms of 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. Preliminary applications (ie. incomplete proposals) are not included in the table which follows.

One proposal was declined to be recommended to the Governor as it was determined not to be within the council's power and one proposal was returned by the Governor for further examination. The Governor also approved the rescission of an acquisition notice due to an incorrect description.

Seven preliminary applications by councils were taken to have lapsed at the close of the reporting period. In those cases the councils failed to provide necessary additional information to enable the matters to proceed and have not pursued the proposals. In those cases also over twelve months had elapsed since the information was requested from the councils.

One other preliminary application was formally withdrawn during the reporting period.

The matters completed outside the Guarantee of Service period (except in one case) were the result of industrial action.

MONITORING & DEVELOPMENT

Guarantee of Prompt Service – Land Acquisition Approvals

<i>Month</i>	<i>Received</i>	<i>Completed</i>	<i>Uncompleted at End of Month</i>	<i>Outside GOS Period</i>
July	4	0	13	0
August	8	0	21	0
September	4	18	7	8
October	3	8	2	2
November	15	2	15	0
December	5	7	13	0
January	4	7	10	0
February	9	9	10	1
March	12	7	15	0
April	6	13	8	0
May	10	15	3	0
June	5	5	3	0

Leasing, Licensing of or Granting Other Estates in Community Land

The Minister's consent is only required to be sought by councils where the proposed granting of a lease, licence or other estate in community land is for a period in excess of five years and any submission in the form of an objection has been received in respect of public notice of the proposal. However, the Minister may request the referral to him of any proposal for the granting of a lease, licence or other estate not exceeding a period of five years.

During the reporting period five applications were received for the Minister's consent. There were no requests by the Minister for proposals to be referred to him.

Consent was granted in respect of one proposal received during the reporting year. Two "brought forward" proposals from 1998/99 and one proposal received during the year underwent preliminary examination but contained insufficient details to proceed at the time and have not been resubmitted by the relevant council at this time.

In respect of the remaining proposals in 1999/00, one was withdrawn as the council decided not to proceed, one was withdrawn as it was determined the proposal was not one requiring the Minister's consent and two were under preliminary examination.



MONITORING & DEVELOPMENT

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 the granting of a permit for pipeline operators to enter lands and carry out surveys of possible routes for proposed pipelines. To facilitate the requirement, the Department maintains a watching brief over pipeline proposals and makes recommendations to the Minister accordingly.

During 1999/2000, permit applications were received by the Minister for Energy from AGL Pipelines (NSW) Pty Ltd, proposing the extension of the Marsden to Dubbo natural gas pipeline to Tamworth, and from Great Southern Energy for a pipeline to transport natural gas from Illabo to Tumut to service the proposed Visy Pulp and Paper Plant.

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 forwarded by the Minister for Energy.

Pecuniary Interest Exemptions (s458)

The Minister issued instruments under section 458 to various councillors of six councils to enable business to proceed notwithstanding pecuniary interests. 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 the Minister's prior consent under section 358 of the Local Government Act. The Minister approved an application from Blue Mountains City Council to form a corporation to manage its aquatic and indoor sporting facilities.

Rating Objections (s600)

The Minister is required to determine any objections by councils to rate rebates sought by certain public authorities where access and maintenance to privately leased parcels of land is provided by those public authorities. There were no objections during the reporting period.



ADVICE TO GOVERNMENT

OBJECTIVE 3

Providing strategic advice to the Minister and facilitate effective decision making for the local government sector

KEY ACTIONS

- ▶ Act as a major link between State and local government.
- ▶ Co-ordinate and provide timely and accurate advice on issues affecting local government to the Minister, Government and other relevant agencies.
- ▶ Review issues concerning local government boundaries.

KEY OUTCOMES

- ▶ Development of policy advice and initiatives on a range of key issues
- ▶ Ongoing support of the operations of the Companion Animals Advisory Board
- ▶ Companion Animals Regulation 1999 commenced
- ▶ Ongoing support of the operations of the Boundaries Commission
- ▶ 3 new councils proclaimed following section 263 inquiries into voluntary amalgamation proposals, with a fourth under consideration at the end of the reporting year
- ▶ Advice provided on 76 matters before Cabinet impacting on local government sector or Department

NATIONAL COMPETITION POLICY IMPLEMENTATION

The Local Government Act 1993 has been reviewed pursuant to section 747 of the Act, and the Report of that Review was tabled in Parliament in 1999. Although it was not a National Competition Policy (NCP) review, it did address a number of competitive neutrality issues arising as a result of the 1993 Act.



ADVICE TO GOVERNMENT

As outlined earlier, eight regulations made under the Local Government Act in 1993 were reviewed and remade with amendments in 1999. Substantial amendments were made in the area of water supply and sewerage activities, to better clarify the different roles for councils as suppliers as opposed to regulators. The resulting Local Government (Water Services) Regulation 1999 better sets out the roles and responsibilities of councils' business activities in this regard, which assists councils to more easily adopt and maintain the corporatisation model appropriate under NCP.

The Department is currently conducting a separate NCP review of the Local Government Act 1993 in accordance with the Competition Principles Agreement - that is, a review of legislation that restricts competition. A full report on this process will be provided in next year's Annual Report.

The review will examine possible restrictions on competition imposed by the Act, including:

- ▶ approvals to operate businesses, such as a mortuary or an undertaker's business,
- ▶ the ability of councils and county councils to provide goods, services and other facilities pursuant to section 24 of the Act, and
- ▶ competitive neutrality issues.

The review will focus on those sections of the Local Government Act 1993 that have not already been fully reviewed as part of the broader review of the Act conducted in 1999, and that may be considered to have anti-competitive effects or restrictions. Related clauses of regulations under the Act will also be covered.

An Issues Paper intended to identify the major issues, stimulate discussion and invite responses has been circulated for comment.

REVIEW OF MANAGEMENT PLANNING GUIDELINES

Management Planning for NSW Local Government Guidelines was published in February 2000. The Guidelines facilitate a whole of council approach to strategic management and explain the management planning-annual reporting cycle. They replace the Management Planning Guidelines of February 1994.

The Guidelines were drafted in consultation with an Industry Steering Committee which included representatives from the Department of Local Government, the Local Government and Shires Associations, the Institute of Municipal Management, the Municipal Employees Union, the Health and Building Surveyors Association, the Local Government Community Services Association, the Local Community Services Association and the Institute of Municipal Engineering Australia.



ADVICE TO GOVERNMENT

COMPANION ANIMALS

NSW Companion Animals Advisory Board

The Companion Animals Advisory Board was established in October 1998 to provide advice to the Minister. The Board is supported by an Executive Officer and was also supported by a Secretary during part of 1999.

At the end of the reporting period, six Board meetings had been held. A number of subcommittees established to examine specific issues have continued. Committees which are ongoing 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; Liverpool and Ryde Councils; NSW Division of the Australian Veterinary Association; NSW TAFE; Local Government and Shires Associations; 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.

Main Board and Subcommittee activities have been:

- ▶ continuing to provide input into the community education campaign
- ▶ defining best practice and developing minimum standards for the operation of NSW pounds. This is currently being re-drafted following consultation with NSW councils. A series of nine information sheets for pounds have been produced dealing with the identification, handling and housing of cats
- ▶ developing a code of care for cat owners and a code of care for dog owners
- ▶ preparing suggestions for managing colonies of cats. A discussion paper was prepared and distributed to stakeholders for comment
- ▶ providing input into guidelines for authorised identifiers and the system of authorisation for identifiers other than vets
- ▶ providing input into the development of the NSW TAFE course for microchip implanting following a request from the Board for the introduction of such a course; and input into other NSW TAFE animal care courses
- ▶ developing the Companion Animals homepage hosted by the Department's website. The homepage includes material from the community education campaign and information about resources that councils and others can access and add to

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.



ADVICE TO GOVERNMENT

NSW Companion Animals Register

The NSW Companion Animals Register has been operating since July 1999, and now holds the ownership details for approximately 250,000 pets. The register records the two-stage registration process comprising (1) microchipping from 12 weeks of age or at point of sale, and (2) lifetime registration from 6 months of age for cats and dogs. It is used by local councils, police and other authorised officers for the enforcement of the Companion Animals Act 1998.

The operation of the Register has been contracted out to Standards Australia. Following a number of initial problems, the Department has worked with the contractor to resolve these.

The financial reporting functions of the Register became operational in January 2000. The first interim payment to councils for the period ended 30 June 2000 was made in June 2000.

Advice on Implementation

Advice to councils and other stakeholders to assist in the implementation of the Companion Animals Act 1998 includes the following Departmental initiatives:

- ▶ a number of circulars were issued to councils in relation to registration, permanent identification, and the operation of the Register
- ▶ a number of circulars were issued to authorised identifiers and veterinary surgeons concerning their responsibilities
- ▶ Frequently Asked Questions – Working Dogs was issued to councils and other stakeholders in February 2000
- ▶ A Practice Note for councils in relation to preparing a local companion animals management plan is currently being prepared. It is expected to be issued by December 2000
- ▶ Frequently Asked Questions – Stray Animals is being drafted and is expected to be issued by December 2000

POLICY ISSUES & INITIATIVES

Review of Public Land Management

As a result of changes to the Local Government Act 1993 in 1998, and a number of judicial decisions relating to councils' categorisation and use of public land, the *Practice Note No. 1 Public Land Management* was revised and reissued in May 2000. The Practice Note assists councils in their management of public land under the Local Government Act 1993.

Application of Privacy Legislation to Local Government

Much of the Privacy and Personal Information Protection Act 1998 was due to commence on 1 July 2000. Councils, council staff and councillors are all bound in different ways by the Act. The Act establishes a number of 'information protection principles' that apply to the way State and local governments manage personal information.



ADVICE TO GOVERNMENT

The Department was involved during the year in working with Privacy NSW, the State agency responsible for the administration of the Privacy and Personal Information Protection Act, to ensure the successful implementation of the Act as it applies to local government. Following release of an Issues Paper and a request for submissions from councils, a Working Party was formed to consider implementation of the Act in councils. The Local Government Privacy Working Party comprised staff from the Department, Privacy NSW, the Local Government & Shires Associations and a number of local government industry representatives.

Following consideration of submissions made to the Issues Paper, the Working Party oversaw the drafting of a model 'privacy management plan' for councils. A consultant was engaged to assist in this task. The model 'privacy management plan' was prepared so that it could be adopted by each council. The intention was to develop a single, consistent, framework that deals with the core issues common to all councils, so that it would not be necessary for each council to develop their own plan from 'scratch'. The model 'privacy management plan' was released to councils in June 2000.

A Privacy Code of Practice for Local Government was also prepared, and approved by the Attorney General on 30 June 2000. The Code of Practice operates to modify some of the provisions of the Privacy and Personal Information Protection Act 1998 as they apply to local government, in certain circumstances.

Environmental Guidelines

Environmental Guidelines: State of the Environment Reporting by Local Government Promoting Ecologically Sustainable Development, was published in December 1999. The Guidelines update the Environmental Guidelines of April 1998. The focus of the 1999 edition is on the integration of the State of the Environment report with the council's management plan.

The Environmental Guidelines were revised with the assistance of a Working Party which included representatives from the Environment Protection Authority, the Department of Land and Water Conservation, the National Parks and Wildlife Service, NSW Fisheries, State Forests of NSW and the Local Government and Shires Associations.

A workshop was also conducted with representatives from 9 voluntary regional organisations of councils, the Hawkesbury Nepean Catchment Management Trust, the Sydney Coastal Councils Group and the Local Government and Shires Associations on 30 July 1999 to determine key indicators that may be used by councils when preparing their State of the Environment reports. This list was incorporated as an appendix to the Guidelines.

Coastal Council Inquiry

A Departmental Officer represents the Minister on the Coastal Council of New South Wales. In that capacity, the representative is participating in the conduct of a dual purpose Inquiry relating to the emergency management of beaches and the appropriateness of current procedures for determining property boundary changes in accordance with the principle of "slow and imperceptible change under natural processes".

The Inquiry's report on both issues was submitted to the Hon R Amery MP, Minister for Land and Water Conservation in February 2000 and was before Cabinet for consideration at the end of the reporting period.



ADVICE TO GOVERNMENT

Filming Activities

In recognition of the valuable contribution made by the filming industry to the New South Wales economy measures have been introduced via legislative amendments to streamline the council approval process for filmmakers. Greater consistency, clarity, simplicity of process and predictability is essential to foster the continued growth of this industry.

The Local Government (Filming) Amendment Act responds to concerns from the film industry that regulatory processes can be time consuming and differently applied in each council area. This invites loss of opportunity. The Act also seeks to ensure protection of the community interest by keeping inconvenience to a minimum and maintaining amenity at acceptable levels.

The Act provides a single application system for existing approvals that may be granted by councils. However, the discretion of councils in granting approvals is unchanged. The Act preserves the obligation of council to consider all the relevant issues under the legislation, and provides for the development of a Filming Protocol.

The Filming Protocol is an integral part of the scheme, and is being developed in consultation with stakeholders including local government, other government agencies, and the film industry. It will assist filmmakers, councils and the community in applying the legislative provisions sensibly, fairly, and efficiently. It will provide guidance to councils in exercising their discretion in dealing with approvals for filming projects. This will be achieved by providing councils and applicants with an overview of the application process, the legislative framework governing approvals, matters for consideration in determining approvals, suggested model fees framework, industry definitions and sample documents.

It is intended that the Protocol will provide a detailed guide to all aspects of the process of obtaining council approvals in order to facilitate time and resource efficient determinations of applications for filming related activities. It seeks to outline the expectations of the parties concerned and to provide a guide for both filmmakers and the community about the approval process involved in considering filming proposals.

The Protocol will enhance the ability of the council to strike a proper balance between community expectations, environmental protection and economic development. Once it has been finalised the Act will be commenced.

Graffiti

The Department is represented on the Graffiti Strategy Taskforce and on the Graffiti Solutions Taskforce. These Taskforces have been established to assist in the implementation of the NSW Government's Graffiti Solutions Program. The Department has assisted in the implementation of the following Program initiatives:

- ▶ Beat Graffiti Grants Scheme which provides grants to local councils 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
- ▶ Graffiti Blasters Initiative which involves 12 local councils identified as having a significant graffiti problem being provided with graffiti blasters equipment to remove graffiti



ADVICE TO GOVERNMENT

- ▶ Community Service Order Scheme which involves young and adult offenders on Community Service Orders being made available to local councils to clean up graffiti
- ▶ Graffiti Information Line which will enable members of the public to report graffiti incidents and obtain information about graffiti initiatives in their local area

Closed Circuit Television (CCTV) in Public Places

The Department is represented on an Inter-departmental Committee which developed *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed Circuit Television (CCTV) in Public Places*. The document was produced to assist agencies, particularly local councils, considering CCTV as a possible response to local community safety concerns. The document was distributed to local councils in July 2000 and is available from the Department's website.

Bushfire Hazard Reduction

The Department is represented on an Inter-departmental Committee on Environmental Assessments for Hazard Reduction Proposals which 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, and emphasises collaboration between NSW Government agencies, local government, non-government organisations and the private sector. The Department, through being represented on the NSW Physical Activity Task Force, assisted in the development of the Strategic Plan. The Department is currently represented on the Physical Activity Lead Agency Committee which has been established to oversee the implementation of the Strategic Plan.

The Department is the lead agency for the development of guidelines to assist local councils in encouraging their communities to participate in physical activity. NSW Health Department and NSW Sport and Recreation contributed a total of \$30,000 to the project. A project team, chaired by the Department of Local Government and comprising representatives from NSW Health Department, 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 draft *Creating Active Communities. Physical Activity Guidelines for Local Councils* has been completed.

Creating Active Communities identifies principles and guidelines which provide local councils with strategic direction for contributing towards achieving increased physical activity in their local communities. More than 45 councils contributed examples of current physical activity initiatives for inclusion in the document. A number of councils also participated in workshops held in Sydney and Orange to obtain feedback on the draft document. The document is expected to be completed by December 2000.



ADVICE TO GOVERNMENT

Healthy Ageing

The NSW Government Healthy Ageing Framework 1998-2003 includes the following initiatives for which the Department is responsible:

- ▶ provide information to local councils on how to meet the needs and issues of older people in social planning processes. The Department has provided information to councils through Circulars. It has reviewed council social plans and advised councils if they have not included older people
- ▶ include information for and about older people in an update of the publication *Information for the Aboriginal Community in NSW*. A draft update of the publication has been completed. It is expected that the final version will be distributed to local councils by December 2000

Other healthy ageing initiatives which the Department implemented during the reporting period included the following:

- ▶ a Circular to councils encouraging them to use *Mature Workforce: Policy and Guidelines* produced by the NSW Premier's Department
- ▶ the inclusion of a section specifically about older people in *Creating Active Communities. Physical Activity Guidelines for Local Councils*
- ▶ the inclusion of a section specifically about the characteristics of older people in the report on the characteristics of candidates and councillors who stood at the local government elections held in September 1999
- ▶ organising workshops about issues related to older people as part of the Local Government Aboriginal Network Conference hosted by Randwick Council in October 1999 and the Local Government Multicultural Forum hosted by Ashfield Council in October 1999

Water Safety

The Department is represented on the NSW Water Safety Taskforce. This Taskforce replaced the Premier's Water Safety Taskforce Sub-committee and the NSW Water Safety Council. The Taskforce is currently developing the NSW Water Safety Plan which is due for completion by March 2001.

The Department chairs the Standards Sub-committee of the Taskforce. Following the distribution of a Best Practice Signage Manual for local councils, *Information Signs as Remote Supervision*, in January 1999, the Sub-committee has been providing advice in relation to the review of Australian Standard 2416 – *Design and application of water safety signs*. The Manual includes a number of signs which are not currently included in the Australian Standard which local councils are required to comply with under the Local Government (General) Regulation. The new signs are currently being tested. It is expected that a revised Standard will be issued by Standards Australia in 2001.



ADVICE TO GOVERNMENT

Local Government Multicultural Forum

The 1999 Local Government Multicultural Forum, *Beyond the Talk – Including and Valuing the Whole Community*, was held on 25 October 1999 and was hosted by Ashfield Council. The focus of this year's forum was on improving opportunities for people of diverse cultural and linguistic backgrounds to participate and be informed about local council activities, services and facilities.

The format for the 1999 Forum was altered to previous years to give it a more practical emphasis. The morning plenary session dealt with the importance of cross-cultural understanding as a key to the effective inclusion of ethnic communities in the affairs of council. Participants could choose from four workshops held in the afternoon which provided an opportunity to identify issues and strategies to address these issues. The workshops covered issues in relation to older people, urban planning, ecological sustainable development, and citizenship ceremonies.

The total number of participants and councils who attended the 1999 Forum was comparable with the 1998 Forum (ie a total of 104 people and about 39 councils, in addition to other guests).

The next Forum is to be held in November 2000, hosted by Rockdale Council. It is anticipated that this Forum will follow a similar format to last year's Forum (ie a plenary session in the morning and workshops in the afternoon), and will consider strategies to assist councils with accessing ethnic communities and developing cross-cultural partnerships.

Beekeeping

In early March 2000, the Premier announced that an inquiry would be conducted into the practice of beekeeping in densely populated areas, and that this would be carried out by the Ministers for Agriculture and Local Government. The Inquiry was prompted by the death of Mrs Mary Ann Savor a resident of Stanmore, Sydney, who had suffered a fatal attack from bees kept on her premises.

The terms of reference for the Inquiry were as follows:

1. Identify the extent to which bees are kept in urban areas of New South Wales.
2. Assess the level of risk to humans posed by keeping of bees in these areas.
3. Identify the benefits of the current level of apiary activity in this area.
4. Identify and assess the adequacy of existing regulatory and non-regulatory measures.
5. 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.



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The Inquiry, including its terms of reference, was subsequently given extensive publicity primarily via advertisements that appeared in the *Sydney Morning Herald* and the *Daily Telegraph* on 25 March 2000.

The death of Mary Ann Savor became the subject of a coronial review conducted by the Deputy State Coroner, Dr. Elms. This review ran in parallel with, but entirely separate from, the Inquiry. On 16 May 2000, the Coroner furnished a recommendation to the Minister for Local Government that there be a regulation limiting the number of bees which can be kept or housed in suburban or residential areas.

A total of 166 submissions were received by the Inquiry by email, facsimile and letter from all stakeholder groups including commercial and amateur beekeepers or their associations, persons who were not beekeepers, pest controllers, and both rural and metropolitan local government authorities. As at 30 June 2000, the Inquiry team had held four meetings in Goulburn, Orange and Sydney, and had begun drafting a comprehensive report on its findings and recommendations. It is anticipated that the report will be submitted to the Ministers for Agriculture and Local Government, for their consideration, during July 2000.

TRIBUNALS

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal determines the maximum and minimum amounts of fees to be paid to mayors and councillors in various categories. The term of the Hon C L Cullen QC as the Tribunal was extended for three years until 30 May 2003.

In its April 2000 determination, the Tribunal continued the minimum fees set by the 1996 determination and the maximum fees set by the 1999 determination. After submissions had been considered by the Tribunal, the individual categorisation of Randwick was amended to category 1 and Cudgegong was added to category S4.

Local Government Pecuniary Interest Tribunal

The Local Government Act provides for the Local Government Pecuniary Interest Tribunal whose role is to consider reports from the Department on alleged breaches of the pecuniary interest provisions and to determine the matters by hearing where appropriate. The Hon K J Holland QC was appointed as the Member of the Tribunal until 8 February 2000 but indicated that he did not wish to be reappointed. Mr P D McClellan, QC, was subsequently appointed as the Member of the Tribunal for a period of five years. The Department conducts initial investigations, and provides administrative support and assistance to the Tribunal, including preparing briefs of evidence, issuing process and engaging counsel to present matters before the Tribunal.

During the reporting year the Tribunal heard one matter. The Tribunal publishes a separate report of its activities, which is available on the Department's website.



ADVICE TO GOVERNMENT

COMMISSIONS

Local Government Boundaries Commission

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

Membership

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

Membership of the Commission in 1999/2000 included 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). The Members have each been appointed for a term of 5 years.

Local Government Amendment (Amalgamations and Boundary Changes) Act 1999

In July 1999 legislative changes were introduced within the Local Government Amendment (Amalgamations and Boundary Changes) Act 1999 to facilitate voluntary reform. In relation to voluntary amalgamation proposals, these changes enabled:

- ▶ Deferment of elections to allow councils to concentrate on the reform process (the maximum extensions being up to the end of the following calendar year)
- ▶ Greater consideration of impacts of proposals and gauging of community views via postal surveys of electors, and
- ▶ Equitable arrangements to be made for the assessment of rates in areas which have been the subject of an amalgamation.

In August 1999 the Boundaries Commission issued guidelines to assist with development of proposals and provide information of the inquiry process, and established a homepage on the internet at www.dlg.nsw.gov.au/boundary.htm.

Deferral of Elections

The Minister received requests from 24 councils seeking deferral of their September 1999 elections to commence preparation of 8 voluntary amalgamation proposals. These were as follows:

- ▶ Richmond River/Casino
- ▶ Armidale/Dumaresq



ADVICE TO GOVERNMENT

- ▶ Grafton/Maclean/Ulmarra/Nymboida/Copmanhurst
- ▶ Burwood/Strathfield
- ▶ Windouran/Conargo
- ▶ Concord/Drummoyne
- ▶ South Sydney/Botany Bay/Randwick
- ▶ Tamworth/Parry/Walcha/Manilla/Nundle/Quirindi

Of these, following conduct of inquiries 3 amalgamations proceeded, resulting in the establishment of 3 new councils by proclamation. At the close of the reporting period, the inquiry report on a fourth amalgamation (Concord/Drummoyne) was still under consideration.

The Minister also received 10 requests from councils seeking to develop unilateral amalgamation proposals. In these situations elections were not deferred, and none of these proposals were referred to inquiry during the reporting period.

SECTION 263 INQUIRIES

Following receipt of voluntary amalgamation proposals a number of inquiries were conducted in accordance with the requirements of section 263 of the Local Government Act 1993. The inquiry process comprises receipt of 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).

Richmond River Shire Council and Casino Council

Richmond River Shire Council and Casino Council initially submitted the 'Richmond Valley Council' voluntary amalgamation proposal in August 1998, however consideration of this matter was delayed until 1999.

The Boundaries Commission inquiry commenced on 28 September 1999, and public hearings were held in Casino and Evans Head on 14-15 December 1999. A total of 32 written submissions were received, 15 persons spoke at the hearings, and 48.24% of electors indicated their view on the proposal in response to the postal survey. The Boundaries Commission inquiry report was submitted to the Minister on 22 December 1999 and recommended that the merger proceed.

The new Richmond Valley Council was proclaimed on 18 February 2000 and commenced operations on 21 February 2000. The first election was held on 3 June 2000.

Richmond Valley Council comprises 10 councillors and serves a population of approximately 20,722.



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Armidale City Council and Dumaresq Shire Council

Armidale City Council and Dumaresq Shire Council submitted their voluntary amalgamation proposal in September 1999, and the Minister referred it to the Director General for examination and report.

The Director General appointed Mr Tim Rogers as Inquiry Commissioner, and the inquiry commenced on 6 October 1999. A public hearing was held in Armidale on 7 December 2000. A total of 17 written submissions were received, 10 persons spoke at the hearing, and 33.74% of electors indicated their view on the proposal in response to the postal survey. Mr Rogers' inquiry report was submitted to the Boundaries Commission for review on 21 December 1999. The Boundaries Commission supported Mr Rogers' recommendation that the merger proceed and forwarded the report to the Minister.

The new Armidale Dumaresq Council was proclaimed on 18 February 2000 and commenced operations on 21 February 2000. The first election was held on 27 May 2000.

Armidale Dumaresq Council comprises 9 councillors and serves a population of approximately 24,811.

Nymboida Shire Council and Ulmarra Shire Council

Nymboida Shire Council and Ulmarra Shire Council submitted their voluntary amalgamation proposal in November 1999, following fragmentation of merger discussions amongst Clarence Valley councils.

The Boundaries Commission inquiry commenced on 18 January 2000, and a public hearing was held in South Grafton on 14 March 2000. A total of 37 written submissions were received, 13 persons spoke at the hearings, and 45.22% of electors indicated their view on the proposal in response to the postal survey. The Boundaries Commission inquiry report was submitted to the Minister on 31 March 2000 and recommended that the merger proceed. The Commission also recommended that further consideration be given to local government reform in the Clarence Valley.

The new Pristine Waters Council was proclaimed on 24 May 2000 and commenced operations on 1 July 2000. The first election was set for 29 July 2000.

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

Strathfield Municipal Council and Burwood Council

Strathfield Municipal Council and Burwood Council submitted their voluntary amalgamation proposal in December 1999, and the Minister referred it to the Director General for examination and report.

The Director General appointed Mr John Scott as Inquiry Commissioner, and the inquiry commenced on 1 February 2000. A public hearing was held in Strathfield and Burwood on 21-22 March 2000. A total of 130 written submissions were received, 14 persons spoke at the hearing, and 38.45% of electors indicated their view on the proposal in response to the postal survey. Mr Scott's inquiry report was submitted to the Boundaries Commission for review on 31 March 2000. The Boundaries Commission supported Mr Scott's recommendation that the merger proceed and forwarded the report to the Minister.

Strathfield Municipal Council resolved to withdraw from the amalgamation prior to considering the report, and both councils were sent to election accordingly, on 15 July 2000.



ADVICE TO GOVERNMENT

Nundle Shire Council and Quirindi Shire Council

Nundle Shire Council and Quirindi Shire Council submitted their voluntary amalgamation proposal in March 2000, following fragmentation of merger discussions amongst councils in the region surrounding Tamworth.

The Boundaries Commission inquiry commenced on 11 April 2000. A total of 39 written submissions were received, and 51.20% of electors indicated their view on the proposal in response to the postal survey.

Following Nundle Shire Council's resolution not to proceed with the merger, but to instead recommence negotiations with Tamworth City Council and Parry Shire Council, the Boundaries Commission cancelled the public hearing set for 22 June 2000 and terminated the inquiry.

Subsequent to this, councils in the Tamworth region were unable to resolve on an agreed voluntary amalgamation proposal and the Minister ordered them to election accordingly.

Following the close of the reporting period, confirmed election dates were 4 November 2000 (for Nundle and Quirindi) and 2 September 2000 (for Tamworth and Parry).

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 commenced on 2 May 2000. A total of 74 written submissions were received, and 40.49% of electors indicated their view on the proposal in response to the postal survey.

Following the close of the reporting period, 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.

OTHER BOUNDARY MATTERS

Boundary Alterations

The Waverley/Woollahra and Botany/Randwick boundary alteration proposals are yet to be considered following completion of inquiries into voluntary amalgamation proposals.

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

Councils were advised that voluntary amalgamation proposals and boundary alterations would only be considered within the same inquiry process if supported by all affected councils. No such combined proposals were submitted.



ADVICE TO GOVERNMENT

Other Proposals

The Local Government Act 1993 enables the Minister to refer boundary alteration or variation proposals of a minor nature to the Director General for examination and report.

Five other proposals involving minor adjustments to rationalise existing boundaries were determined on the recommendation of the Director General. The proposals included:

- ▶ Rationalisation of the boundary between Cowra and Cabonne areas to locate one property wholly within one area.
- ▶ Rationalisation of the boundary between the Crookwell and Mulwaree areas to locate one property wholly within one area.
- ▶ Rationalisation of boundary between Harden and Yass areas to locate a property wholly within one area.
- ▶ Alteration of the boundary between the Dumaresq, Guyra, Uralla and Walcha areas involving the transfer of four unrelated parcels of land so that they would be wholly within one of the various local government areas.
- ▶ Rationalisation of the boundary between the Mulwaree Shire Council and Gunning Shire Council areas to locate a property wholly in one council area.

A further owner-initiated proposal to alter the boundary between Narrandera Shire Council area and Wagga Wagga City Council was considered but declined on the basis that it was not sufficiently justified or established that there was a need for change.

CONSTITUTION - COUNTY COUNCILS

During the reporting year the Governor amended the constitution of the New England (Noxious Plants) County Council and the Rous (Water Supply) County Council by varying the number of persons that comprise the county councils' governing bodies.

New England County Council's governing body was reduced from ten to five with each of the five constituent councils having one delegate each in place of the previous two on the county council.

Rous County Council's governing body was reduced from nine to eight with each of the constituent councils having two delegates each on the county council. The reduction only affected one of the four constituent councils being Lismore City Council whose representation was reduced from three to two.

The Far North Coast (Noxious Weeds) County Council proposal to vary the number of persons that comprise the County Council's governing body from ten to seven was unfinished at the close of the reporting period. The proposal only affects three of the seven constituent councils being Lismore City, Richmond Valley and Tweed Shire Councils who have agreed to reduce the number of their delegates from two to one each.

CORPORATE ISSUES

OBJECTIVE 4

Providing an organisational climate which promotes excellence in performance through professional and personal development of our staff and the optimum use of resources

KEY ACTIONS

- ▶ Provide a strategic management framework which supports implementation of government reforms, initiatives and accountability requirements in a manner appropriate to the Department's operations.
- ▶ 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 supports/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

- ▶ a range of initiatives to encourage ethnic affairs principles and practices in the local government sector
- ▶ progress on Department's Disability Action Plan
- ▶ report on councils Y2K readiness and contingency planning published
- ▶ expansion of electronic service delivery
- ▶ Average staff sick leave for reporting period was 6.2 days compared to 5.5 in last reporting period.

CORPORATE PLANNING

During the reporting period the Department revised strategic plans to take into account the transfer of functions to the Department of Urban Affairs and Planning and a significant reduction in staff numbers. A new Corporate Plan will incorporate changes arising from the Department's planned relocation to Nowra.



CORPORATE ISSUES

CORPORATE SERVICES REFORM

The Department contracted out the delivery of its financial processing, human resources and payroll services for provision by the Department of Gaming and Racing in accordance with a Service Agreement commencing 1 October 1999. Senior staff from both departments meet regularly to monitor performance and discuss service delivery issues. Negotiations to renew the agreement for a further term are underway.

EMPLOYEE RELATIONS

The Department has implemented a range of public sector wide and organisational employee relations initiatives through a consultative approach, utilising the Joint Consultative Committee.

Workplace Reform and Flexible Work Practices

The Department continued to introduce workplace reform and flexible work practices in line with the Government's workplace reform agenda.

The "Flexible Working Hours Agreement" was also renewed for a period of three years commencing on Monday 27 March 2000. The Agreement provides mutual benefits for both the Department and its staff, including: greater flexibility in working hours to assist meeting workloads and deadlines, without increasing costs; a fair recognition of time worked; and an appropriate balance between work and other responsibilities (such as family obligations, study, personal health etc.).

Industrial Relations

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

No formal grievances were lodged during the year. Average sick leave for the reporting period was 6.2 days compared to 5.5 days in the previous year.

Code of Conduct

No changes to the Department's Code of Conduct were made during the reporting year.

Equal Employment Opportunity

The Department's EEO Management Plan reflects the continued focus on mainstreaming EEO responsibility and for providing a broader accountability for developing and implementing EEO initiatives across the Department.



CORPORATE ISSUES

Equity issues are incorporated into the Department's corporate and Branch planning and performance agreements.

Staff are provided with access to information on a range of human resources initiatives including equity information via the Human Resources Section Intranet Homepage.

Information sessions are held to seek feedback and provide comments on all workplace reform and public sector reform issues discussed at the Joint Consultative Committee.

With the outsourcing of human resources processing EEO statistics in the format supplied by the Office of the Director of Equal Opportunity in Public Employment (ODEOPE) are now compiled by the Department of Gaming and Racing.

Spokeswomen's Program

The Department is committed to the vision and purpose of the Spokeswomen's Program. The Program is an integral activity of the Department's equal employment opportunity program with regular seminars, newsletters and information sessions being provided for female staff. The Program is currently managed by two Spokeswomen.

Significant initiatives included information sessions about sexual discrimination and harassment, and dealing with potentially dangerous situations in public places.

Training

In view of the Department undergoing a major restructure the core training emphasis during the reporting year tended to focus on workplace reform and workforce management issues including retraining programs under the Job Assistance Program.

In the coming year the Department will explore opportunities to collaborate and participate in joint training courses with the Department of Gaming and Racing.

GOVERNMENT ACTION PLAN FOR WOMEN

The Department of Local Government is committed to the principles of equity and access for all members of the community, and is an active participant in inter-agency efforts to address women's issues and concerns. The Department plays a key role in providing local councils with legislative and policy direction on women's issues, promoting a greater focus on women's interests and strategies to remove the barriers that many women may face in achieving full participation in all aspects of society.

Many councils have now finalised their Social/Community Plans, as required by the Local Government (General) Amendment (Community and Social Plans) Regulation, which identifies women as one of the mandatory target groups that councils must report on in their Social/Community Plans. This Regulation was designed to promote a fair and equitable distribution of resources among target groups and to give people better opportunities for genuine participation and consultation about decisions affecting their lives.



CORPORATE ISSUES

The policy guidelines produced by the Department on social/community planning and reporting requirements stressed the importance of access and equity activity statements that record progress on improving services for women. The role and importance of these reports was emphasised recently in the Department's publication, *Management Planning for NSW Local Government Guidelines*, released in February, 2000.

Policy projects include the Aboriginal Mentoring Program, an initiative 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 and one, Sue Bulger, was recently elected in a by-election at Tumut Council.

The Department participates in a range of inter-agency liaison groups which are actively pursuing a whole of Government approach to implementing the Action Plan for Women. These currently include the Employment Equity Specialists' Association, the Privacy and Local Government Working Group and the Inter-Departmental Committee on Closed Circuit Television (CCTV). The latter was established by the NSW Council on Crime Prevention to develop a NSW Government policy on the use of CCTV in public places to improve public safety.

ETHNIC AFFAIRS PRIORITY STATEMENT

The Department's 1999/2000 Ethnic Affairs Priority Statement (EAPS), continued to reflect its emphasis on encouraging ethnic affairs principles and practices to be adopted into day to day activities, and for 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 in the Past Year

Initiatives with a Focus on Local Councils

- ▶ A community awareness campaign was undertaken to raise awareness of the requirements of dog and cat owners to identify and register their animals, with special emphasis being placed on ethnic communities. In this respect, consultation occurred with peak ethnic bodies, ethnic workers in councils, and those council staff who had experience in community education. As part of the campaign, companion animal brochures in twelve community languages were distributed across the state by local councils, vets, pet shops and breeders. These brochures are also available on the Department's website. In addition, the Department advertised statewide through ethnic radio stations and in major ethnic newspapers.
- ▶ The Local Government Multicultural Forum was successfully organised by Ashfield Council in October 1999.
- ▶ Cultural diversity issues were incorporated into workshops held in December 1999 and April 2000 on Protected Disclosures legislation.
- ▶ The Department has reviewed all Social/Community Plans received from councils to check compliance with the requirements of the Local Government (General) Regulation 1999. Part of those requirements is that councils must identify and address the needs of seven mandatory target groups, including people from culturally and linguistically diverse backgrounds. Councils were provided with feedback following this review.

CORPORATE ISSUES

- ▶ The Department provided input into guidelines developed by the Ombudsman's Office on complaints handling by local councils, and also assisted in a corruption prevention initiative with the ICAC relating to health and building matters. In both instances, the Department discussed cultural diversity issues which should be considered by those agencies when preparing these publications for council use.

Initiatives with a Departmental or Public Focus

- ▶ The Department's EAPS was prepared in consultation with Branch Managers so a broader allocation of ethnic affairs responsibility across the Department was achieved.
- ▶ The Department's procedures for accessing language services were revised and re-issued to all staff in November 1999.
- ▶ a brochure about the Companion Animals Act specifically targeted to ethnic communities was developed, and translated into twelve community languages.
- ▶ An inquiry into a voluntary amalgamation proposals from Burwood and Strathfield Councils was advertised in the Italian and Arabic press.

Key Ethnic Affairs Strategies Proposed for the Coming Year

Initiatives with a Focus on Local Councils

- ▶ Establish a user group which includes ethnic representation, to assess the ongoing functioning of the Companion Animal Register.
- ▶ When reviewing householder information brochures on septic system maintenance, consideration will be given to cultural diversity issues.
- ▶ The Department will continue with strategies to increase awareness of cultural diversity issues and promote ethnic affairs to local councils.

Initiatives with a Departmental or Public Focus

Following the restructure of the Department and outsourcing of the Human Resources function, some of the initiatives planned in the 1999/2000 EAPS were not carried out, and ongoing programs became inactive.

It is proposed to:

- ▶ Review the Department's website to ensure information is available to the community about the availability of translation services.
- ▶ Re-activate participation in such programs as the Skillmax Program and Migrant Work Experience Program.



CORPORATE ISSUES

- ▶ Review the Department's policy on short term absences to ensure its availability to staff who wish to practise their religious beliefs.
- ▶ Re-commence monitoring the composition of selection committees in relation to their racial, ethnic, and ethno-religious characteristics.
- ▶ Provide cross-cultural training sessions for staff of the Department who have not received training in this area.

DISABILITY PLANNING ACTIVITIES

The Department was unable to complete the development of its Disability Action Plan by November 1999 as required by the NSW Government Disability Policy Framework due to restructuring of the Department. Work has re-commenced on its development which will include a survey of peak disability organisations, a survey of all staff about their knowledge and attitudes towards disability issues, a survey of Branch Managers about the extent to which the needs of people with disabilities are taken into account in relation to key areas of work carried out by the Department, and focus groups with staff to identify barriers to people with disabilities accessing the Department's services and strategies to address these barriers. The Plan is due to be completed by November 2000.

GOVERNMENT ENERGY MANAGEMENT PLAN

The Department is committed to achieving lower and sustainable levels of energy use and greenhouse gas emissions and has implemented a range of measures to assist meeting these aims. So far these have included staff education initiatives to promote energy conservation, changes to the size of motor vehicles in the Departments fleet and working with the other tenants and the property services manager to improve system efficiencies at the Department's Head Office at Bankstown.

RISK MANAGEMENT

Year 2000 (Millennium Bug)

A rectification plan was completed in July 1998, followed by a contingency and disaster recovery plan in September 1998. An independent certification of the compliance strategies was provided by Axis Technology Pty Ltd, Year 2000 Business Risk Analysts on State Government contract.

Legislative, insurance policy and legal exposure reviews were completed in November 1998 and a compliance warranty was adopted in October 1998.

CORPORATE ISSUES

The rectification process and testing was completed by 31 August 1999. An independent certification of the rectification and testing processes was provided by Axis Technology Pty Ltd.

The Office of Information Technology established several Functional Area Forums in December 1999 to co-ordinate agency activities, end to end testing, contingency planning and sharing of resources on a sector wide level. The Department was represented on the Water & Sewerage and Environmental Functional Area Forums. Also, the Deputy Director General is a member of the State Emergency Management Committee

A public report on individual councils year 2000 readiness and contingency planning was placed on the Department's web page and updated monthly.

Information Services Branch staff tested all equipment on 1 January 2000 and no problems were detected. Councils provided reports on the first working day following the public holidays and no major problems were encountered.

INTERNAL CONTROL

Internal audit work during the year was directed towards ensuring that the arrangements for the contracting out of corporate support processing contained adequate control mechanisms. This objective was addressed by commissioning the Internal Audit Bureau, the Department's contractor for internal audit services, to develop the Service Agreement with the Department of Gaming and Racing.

The Internal Audit Bureau also conducted progress reviews on the Department's GST Implementation Plan.

INFORMATION TECHNOLOGY

The following activities were included in the IT Strategic Plan for 1999/2000:

Electronic Service Delivery (ESD)

The Council Mailing List service is continuing to provide an effective means of communication between the Department and NSW Councils. It is also widely used by other government agencies, both state and federal.

The Internet based Companion Animals Registry commenced operation in July 1999. Information Services Branch provided considerable technical assistance and advice to the Department, the contractors and Councils throughout the year.

The Department's web page was updated to include specific pages for the Boundaries Commission to provide information on council amalgamations and for the Septic Safe program. The Companion Animals page was redesigned to take into account a second education campaign, and includes brochures in eleven languages.



CORPORATE ISSUES

Remote access to the Department's network was provided for staff with portable computers and e-mail monitoring software was installed on the network.

The Department's Internet home page and Intranet were regularly updated as information became available.

The Government's strategic direction for information and communications technology includes a strategy that all appropriate government services are available electronically by December 2001. Premier's Memorandum 2000-12 outlined an ESD Reporting Framework to monitor agency ESD progress against key target areas and requires agencies to include status reporting on the delivery of electronic services in annual reports. The Department's progress against the key target areas follows:

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	50
Services delivered on other appropriate electronic delivery channels	On-going	On-going

Full Conversion to 32 Bit Architecture.

It was proposed to upgrade all applications to 32 bit architecture in the 1998/1999 and 1999/2000 financial years, however due to limited resources no applications were upgraded in 1999/2000.

Other Activities

The restructure of the Department announced in May 1999 resulted in the Building Codes and Standards Branch being transferred to the Department of Urban Affairs and Planning (DUAP) and the accounting and human resources functions being contracted out to the Department of Gaming and Racing (DGR). Information Services Branch provided technical assistance in transferring equipment and applications software to both DUAP and DGR.

CORPORATE ISSUES

Privacy Legislation

Much of the Privacy and Personal Information Protection Act 1998 ("the PPIP Act") was due to commence on 1 July 2000. The PPIP Act provides, amongst other things, for the protection of personal information, and for the protection of the privacy of individuals generally. The PPIP Act establishes a number of 'information protection principles' that apply to the way public sector agencies manage personal information.

The Department is committed to privacy protection and, as required by the PPIP Act, has adopted a privacy management plan relating to the Department's policies and practices for dealing with privacy and personal information. The implementation of the plan will be monitored and the plan is to be reviewed by 31 December 2000.

OCCUPATIONAL HEALTH AND SAFETY

The Department maintains a strong commitment to promoting and ensuring relevant health and safety policies and practices for all staff and visitors to its premises.

The OH&S Committee held 2 meetings during the period and undertook regular inspections of the Bankstown premises and of first aid equipment and supplies. Quarterly meetings of the Committee will resume in 2000-2001.

In-house VDU eye testing, deferred during the Departmental restructure, has been scheduled for October 2000.

The Department values staff as its most significant asset, and is committed to providing a safe working environment.

During the reporting year a new policy, and information sheet, covering the Injury Management Program was issued to staff and posted on the Intranet. Only two minor incidents were reported compared to three in the previous year.

RECYCLING PROGRAM

Waste reduction is sustained principally through use of technology to reduce paper usage, both internally and in the Department's external communications. The program's main strategies include –

- ▶ Electronic distribution and collection of council information via e-mail.
- ▶ Utilisation of e-mail and Internal homepage for distribution of information to and between staff.
- ▶ Recycling of office paper and other products including printer toner cartridges
- ▶ Encouragement of staff to use water glasses which has allowed the purchase of plastic cups to be discontinued.

FUNDING PROGRAMS

OBJECTIVE 5

Managing funding programs in relation to financial arrangements for local government

KEY RESULTS

- ▶ Provide an equitable framework for allocation of 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 through provision of 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 section 613 to 618 of the Local Government Act 1993.

The Commission makes recommendations on the distribution of general purpose funding to local government in accordance with the Commonwealth Local Government (Financial Assistance) Act 1995.

The funding consists of two identified 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.

Financial Assistance Grants

The total national entitlement for 1999-00 was \$1,271,312,246. This comprised of \$880,575,142 for the general purpose component and \$390,737,103 for the local roads components. These amounts have been adjusted to take into account the actual changes in the annual CPI to March 2000, and the share of the national population to December 1999, compared to those forecast by the Commonwealth.

The NSW share of the national entitlements was \$297,893,674 for the general purpose component and \$113,365,094 for the local roads component - a total of \$411,258,768. This represents a 3.0% increase in entitlements to NSW compared to the 1998-99 CPI/population adjusted amount.

Grant entitlements to individual councils are shown in Appendix 10.

Payment of Financial Assistance Grants

The Commonwealth Act provides for quarterly grant payments.

The grant funds are passed on to councils by electronic transfer on the first business day following their receipt by the State.



FUNDING PROGRAMS

Grant Allocations

The general purpose component of the grants aims to equalise the financial capacity of councils. The objective of the allocation of funds is to ensure that each council is able to function, by reasonable effort, at a standard not lower than the average standard of other local governing bodies in the State. The calculations take into account councils' 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. Further information and details of the Commission's approach are contained in the Grants Commission's Annual Report.

Membership

The Commission consists of three part-time members and the 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 three.

The membership to 30 June 2000 is:

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

Activities

- ▶ The Commission visited thirty-seven councils during the year. The visits provided an opportunity for the Commission to explain the methodology used and for councils to raise issues relevant to the grant process. Commission business meetings were generally held in conjunction with these visits.
- ▶ Commission and local government delegates attended the National Conference of Grants Commissions hosted by the Northern Territory Grants Commission.
- ▶ Six council audits of road and bridge lengths were undertaken to check the validity of data used in the grant calculations.

Future Directions

- ▶ Ongoing review and enhancement of data capture and the methodology.
- ▶ Continuation of the road and bridge audit program.



FUNDING PROGRAMS

ON-SITE SEWAGE MANAGEMENT

Local Government has adopted a risk-based approach to decentralised sewage management since the implementation of the on-site sewage management regulations gazetted in March 1998. Councils were required to develop a sewage management strategy to support the sewage management component of the Council Management Plan for the period to 1 July 1999.

All councils with responsibility for over 200 septic systems in their local area have prepared On-site Sewage Management (OSM) Strategies with financial assistance under the *Septic✓Safe* Program. A total of \$1.5 million has been distributed to councils and an additional \$700,000 has been approved for distribution provided project milestones are met during 00/01 financial year.

The supporting reference document for the regulation: the *“Environment and Health Protection Guidelines: On-site Sewage Management for Single Households”* issued by the Department in 1998 has been well received by councils and other stakeholders, and the document has been ‘downloaded’ from the Department’s web site approximately 36,000 times. The Guidelines are being reviewed to reflect current industry standards and to include Technical Notes to assist councils with the assessment and regulation of decentralised sewage management systems.

Additional funding of up to \$1.4 million has been allocated in the program for Enhancement projects. Calls for project applications from councils were announced in October 1999. Funding is being provided on a 1:1 matching basis for projects which extend the scope of OSM strategies by developing risk-based action plans which address the ongoing monitoring and management of sewage pollution from on-site sewage systems, particularly in shellfish food production estuaries, drinking water catchments and vulnerable groundwater catchments.

A total of up to \$200,000 has been allocated to OSM Research projects for up to 30 projects to clarify current on-site sewage management issues, particularly relevant to councils in New South Wales. Academic, industry and local government groups were invited to apply.

A 13 member Technical Advisory Panel was appointed in 1999 to provide integrated assessment of the applications for enhancement and research projects, including government and non-government participants.

A total of 28 applications were received for enhancement projects, for which only councils or groups of councils were deemed eligible. A total of 17 applications were received for research projects from councils and other organisations and individuals. Of these applications, 18 enhancement projects were successful in being granted a total of \$277,576. The total value of the projects including contributions from councils and other funding sources is \$533,266. A total of 6 research projects were successful in being granted a total of \$133,506 for projects worth a total of \$218,580. The allocation of the remaining funds for enhancement and research projects will occur during the 2000/2001 financial year.

A Communications Strategy was developed to assist councils with the dissemination of information regarding the *Septic✓Safe* Program and a Communications Kit was distributed to councils to assist with the organisation of information evenings, trade seminars, press releases and community meetings. Radio and Television Community Service Announcements were also produced and aired in regional areas.



FUNDING PROGRAMS

A number of handbooks are being developed to assist councils and householders with management of on-site sewage systems. The handbooks will be available on the Department's website and will be issued to councils. The handbooks include:

- ▶ On-site Sewage Management Strategy Development Handbook;
- ▶ On-site Sewage Management Information Management System Handbook;
- ▶ On-site Sewage Risk Assessment System Handbook; and
- ▶ Householders Handbook regarding septic system management and maintenance.

These handbooks will be released in late 2000 to assist councils and householders with management of on-site sewage facilities in local areas.

A TAFE course is being developed about on-site sewage management for council officers, consultants and other professionals working in the industry such as service agents. The course will provide formal instruction specifically addressing the various on-site systems available in New South Wales, which has not been addressed by training institutions in Australia to date.

PENSIONER CONCESSION SUBSIDIES

In 1999/2000 the Department paid \$70.9 million to councils in pensioner concession subsidies. 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.





APPENDICES

Department of Local Government

Our Reference: AF99/0027

Your Reference:

Contact: Praveen Swarup

DEPARTMENT OF LOCAL GOVERNMENT

11 AUG 2000

YEAR ENDING JUNE, 2000

STATEMENT BY DEPARTMENT HEAD

"Pursuant to section 45F of the Public Finance and Audit 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; and*
- (c) there are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate."*



Praveen Swarup CPA
Accountant

Garry Payne
Director General

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New South Wales Government



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 of the Department of Local Government

Scope

I have audited the accounts of the Department of Local Government for the year ended 30 June 2000. The Director-General is responsible for the financial report consisting of the statement of financial position, operating statement, 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 and 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.

In addition, other legislative and policy requirements, which could have an impact on the Department's financial report, have been reviewed on a cyclical basis. For this year, the requirements examined comprised compliance with:

- core business activities being in accordance with approved program descriptions;
- the *Public Sector Management Act 1988* and *Public Sector Management (General) Regulation 1996*;
- operation of Special Deposits Account in accordance with the *Companion Animals Act 1998*; and
- the Premier's Department, SES Guidelines in respect of the Director-General's contract.

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 as at 30 June 2000 and the results of its operations and its cash flows for the year then ended.

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
11 August 2000
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PRIMARY FINANCIAL STATEMENTS

OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2000

	NOTES	ACTUAL 1999/2000 \$'000	BUDGET 1999/2000 \$'000	ACTUAL 1999 \$'000
EXPENSES				
<i>Operating expenses</i>				
Employee related	2(a)	6,757	5,322	8,484
Other operating expenses	2(b)	5,263	16,108	3,348
Maintenance	2(c)	35	45	37
Depreciation and Amortisation	2(d)	309	237	366
Grants and subsidies	2(e)	72,717	76,897	75,129
Total Expenses		85,081	98,609	87,364
Less:				
<i>Retained Revenue</i>				
Sale of goods and services	3 (a)	66	23	66
Investment Income	3 (b)	101	73	70
Retained taxes, fees and fines	3 (c)	2,798	12,628	0
Total Retained Revenue		2,965	12,724	136
Gain/(Loss) on sale of non-current assets	4	(46)	0	7
NET COST OF SERVICES	23	82,162	85,885	87,221
<i>Government Contributions</i>				
Recurrent appropriation	5	81,944	84,970	85,700
<i>Capital appropriation</i>		50	50	70
Acceptance by the Crown	6	650	508	897
Entity of employee entitlements and other liabilities				
Total Government Contributions		82,644	85,528	86,667
SURPLUS/(DEFICIT)				
FOR THE YEAR	7	482	(357)	(554)

The accompanying notes form part of these statements.

PRIMARY FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2000

	NOTES	ACTUAL 1999/2000 \$'000	BUDGET 1999/2000 \$'000	ACTUAL 1999 \$'000
ASSETS				
<i>Current Assets</i>				
Cash	21	2,034	920	1,711
Receivables	8	161	45	131
Total Current Assets		2,195	965	1,842
<i>Non Current Assets</i>				
Plant & equipment	9	346	408	566
Total Non Current Assets		346	408	566
Total Assets		2,541	1,373	2,408
LIABILITIES				
<i>Current Liabilities</i>				
Accounts payable	10	457	313	587
Employee entitlements	11	660	891	879
Total Current Liabilities		1,117	1,204	1,466
Total Liabilities		1,117	1,204	1,466
Net Assets		1,424	169	942
EQUITY				
Accumulated Funds	7	1,424	169	942
Total Equity		1,424	169	942

The accompanying notes form part of these statements.

PRIMARY FINANCIAL STATEMENTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2000

	NOTES	ACTUAL 1999/2000 \$'000	BUDGET 1999/2000 \$'000	ACTUAL 1999 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
<i>Payments</i>				
Employee related		(6,994)	(4,810)	(7,370)
Grants and subsidies		(72,717)	(76,897)	(75,119)
Other		(5,389)	(16,159)	(3,503)
Total Payments		(85,100)	(97,866)	(85,992)
<i>Receipts</i>				
Sale of goods and services		36	23	66
Other Receipts		2,798	12,731	0
Interest		76	0	130
Total Receipts		2,910	12,754	196
<i>Cash flows from Government</i>				
Recurrent appropriations	5	81,944	84,970	85,700
Capital Appropriation	5	50	50	70
Cash reimbursements from the Crown Entity		655	49	140
Net Cash Flows from Government		82,649	85,069	85,910
NET CASH FLOWS FROM OPERATING ACTIVITIES	23	459	(43)	114
CASH FLOWS FROM INVESTING ACTIVITIES				
Purchases of plant & equipment		(145)	(50)	(131)
Proceeds on sale of non current assets		9	0	9
NET CASH FLOWS FROM INVESTING ACTIVITIES		(136)	(50)	(122)
NET INCREASE/ (DECREASE) IN CASH				
		323	(93)	(8)
Opening Cash and Cash Equivalents		1,711	1,013	1,719
CLOSING CASH AND CASH EQUIVALENTS	21 & 22	2,034	920	1,711

The accompanying notes form part of these statements.

PRIMARY FINANCIAL STATEMENTS

Program Statement - Expenses and Revenues for the Year Ended 30 June 2000

DEPARTMENT'S EXPENSES & REVENUES	Program 1*		Program 2*		Program 3*		Not Attributable		Total	
	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000	2000 \$'000	1999 \$'000
Expenses										
Operating expenses										
Employee related	6,546	8,484	0	0	211	0	0	0	6,757	8,484
Other operating expenses	2,951	3,348	0	0	2,312	0	0	0	5,263	3,348
Maintenance	35	37	0	0	0	0	0	0	35	37
Depreciation and amortisation	309	366	0	0	0	0	0	0	309	366
Grants & Subsidies	1,771	4,540	70,946	70,589	0	0	0	0	72,717	75,129
Total Expenses	11,612	16,775	70,946	70,589	2,523	0	0	0	85,081	87,364
Retained Revenue										
Sale of goods and services	66	66	0	0	0	0	0	0	66	66
Investment income	101	70	0	0	0	0	0	0	101	70
Retained taxes fees & fines	0	0	0	0	2,798	0	0	0	2,798	0
Total Retained Revenue	167	136	0	0	2,798	0	0	0	2,965	136
Gain/(Loss) on sale of non current assets	(46)	7	0	0	0	0	0	0	(46)	7
NET COST OF SERVICES	11,491	16,632	70,946	70,589	(275)	0	0	0	82,162	87,221
Government contributions **							82,644	86,667	82,644	86,667
NET Expenditure /(Revenue)	11,491	16,632	70,946	70,589	(275)	0	(82,644)	(86,667)	482	(554)
ADMINISTERED EXPENSES & REVENUES										
Administered Expenses										
Transfer payments (Note 18)	0	0	0	0	0	0	(409,065)	(397,386)	(409,065)	(397,386)
Total Administered Expenses	0	0	0	0	0	0	(409,065)	(397,386)	(409,065)	(397,386)
Administered Revenues										
Transfer receipts (Note 18)	0	0	0	0	0	0	409,065	397,386	409,065	397,386
Consolidated Fund - taxes, fees and fines	0	0	0	0	0	0	0	305	0	305
Total Administered Revenues	0	0	0	0	0	0	409,065	397,691	409,065	397,691
Administered Revenues less Expenses	0	0	0	0	0	0	0	305	0	305

* 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 are included in the "Not Attributable" column.

Summary of Compliance with Financial Directives For Year End 30 June 2000

	2000				1999			
	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	84,970	82,480	50	50	87,386	87,364	70	70
s21A PF&AA special appropriation	0	0	0	0	1,745	0	0	0
s24 PF&AA - transfers of functions between departments	(1,723)	(1,723)	0	0	0	0	0	0
s26 PF&AA - Commonwealth specific purpose payments	409,065	409,065	0	0	397,386	397,386	0	0
	492,312	489,822	50	50	486,517	484,750	70	70
Other Appropriations / Expenditure								
Treasurer's Advance	411	411	0	0	0	0	0	0
s22 - expenditure for certain works and services	33	33	0	0	0	0	0	0
Transfers from another agency (s26 of the Appropriation Act)	831	831	0	0	0	0	0	0
	1,275	1,275	0	0	0	0	0	0
Total Appropriations / Expenditure / Net Claim on Consolidated Fund (includes transfer payments)	493,587	491,097	50	50	486,517	484,750	70	70
Amount drawn down against Appropriation		491,097		50		484,750		70
Liability to Consolidated Fund		0		0				

ACCOMPANYING NOTES

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

1. Summary of Significant Accounting Policies

(a) Reporting Entity

The Department of Local Government comprises all the operating activities and entities under the control of the Department.

(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. The accounting policies adopted are consistent with those of the previous year.

(c) Administered Activities

There were no administered activities on behalf of the Crown Entity during the year-ended 30/6/2000.

(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.

(i) Parliamentary Appropriations and Contributions from Other Bodies

From this financial year there is a change in accounting policy for the recognition of parliamentary appropriations. Parliamentary appropriations are generally recognised as revenues when the agency 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 now accounted for as liabilities rather than revenue.

The effect of this change for the year ending 30 June 2000 is nil.

It is impracticable to restate the comparatives for this change in accounting policy, as agencies were not required to determine any final amount owed to the Consolidated Fund for the year ending 30 June 1999.

(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.

ACCOMPANYING NOTES

(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 at year-end totalled \$4.2m. Amounts actually paid by the Councils to the Department during the year totalled \$2.8m 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.

A quarterly reimbursement is made to the Councils based on Register Reports for the quarter. A total of \$2.5m payments are recorded as employee related and other payments in the Operating Statement.

(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) 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.

ACCOMPANYING NOTES

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.

(h) 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.

(i) 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 30/6/96.

Where assets are revalued upward or downward as a result of a revaluation of a class of non-current physical assets, the Department restates separately the gross amount and the related accumulated depreciation of that class of assets.

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.

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

	1999/2000 Years	1998/1999 Years
Office Furniture	10	10
Plant & Equipment	7	7
Computer	3	3
Software	3	3
Leasehold improvements	5	5

(l) Leased Assets

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

(m) Accounts payable

Accounts payable, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services.

Accounts payable are generally settled in 30 days. The Department considers the carrying amount of trade and other accounts payable to approximate their net fair values.

(n) Transfer of staff

The Building Branch of the Department with 23 staff were transferred to the Department of Urban Affairs and Planning (DUAP) from 1 July 1999. An amount of \$107k was paid to DUAP to cover the employee leave entitlements. This is not considered to be an administrative restructure as defined in the Financial Reporting Code for Budget Dependent General Government Sector Agencies.

ACCOMPANYING NOTES

2. Expenses

(a) Employee related expenses comprise the following specific items

	1999/2000	1998/1999
	\$'000	\$'000
Salaries & wages (including recreation leave)	5,699	7,016
Superannuation	396	573
Long service leave	229	284
Workers compensation	46	40
Payroll & fringe benefits tax	372	545
Overtime and meal allowance	14	26
Total	6,756	8,484

(b) Other operating expenses

	1999/2000	1998/1999
	\$'000	\$'000
Rental Expenses relating to operating leases	1,264	1,126
Auditors Remuneration (refer to note 19)	42	66
Building Services	8	17
Travelling and Subsistence	198	157
Travelling and Subsistence	198	157
Motor Vehicle Expenses	93	83
Advertising & Publicity	54	49
Books, Periodicals & Papers	40	62
Fees for Services (excl. Consultants)	191	191
Contractors	179	66
Consultants	286	237
Gas & Electricity	37	24
Other Insurance	17	18
Postal & Telephones	185	191
Printing	88	139
Stores & Provisions	37	55
Out of Pocket Expenses	9	1
Study Assistance	6	13
Minor Plant	29	37
Contributions to Organisations	11	459
Bank Fees	2	2
Conferences	8	7
Retainers and Fees	109	272
Training	28	26
Computer Software	30	50
Companion Animals payments	2,312	0
Total	5,263	3,348

ACCOMPANYING NOTES

(c) Maintenance

	1999/2000	1998/1999
	\$'000	\$'000
Repairs and routine maintenance	35	37
Total	35	37

(d) Depreciation and amortisation expense

	1999/2000	1998/1999
	\$'000	\$'000
Depreciation - Plant and Equipment		
Office Furniture	110	113
Other Plant & Equipment	41	34
Computer Equipment	145	206
Total	296	353
Amortisation		
Leasehold improvements	13	13

(e) Grants & Subsidies

	1999/2000	1998/1999
	\$'000	\$'000
Blue Mountains - Storm water run off project	1,067	3,710
Sewage Management Program	694	820
Pensioner Rebate Subsidies	70,946	70,589
Community Service Obligation - Guarantee & Credit Rating	10	10
Total	72,717	75,129

3. Revenues

(a) Sale of goods

Rendering of services

	1999/2000	1998/1999
	\$'000	\$'000
Sale of Publications	6	34
Sale of Minor Plant	8	3
User Charges	4	29
Sub lease Macquarie Street	48	0
Total	66	66

ACCOMPANYING NOTES

(b) Investment Income

Interest	101	70
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(c) Retained Taxes, fees and fines

Companion Animals Reg Fee	2,798	0
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4. Gain/(Loss) on Sale of Non Current Assets

	1999/2000 \$'000	1998/1999 \$'000
Proceeds from sale	8	9
Less: Written down value of assets sold	54	2
Net gain/(loss) on disposal of non current assets	(46)	7

5. Appropriations

Recurrent appropriations	1999/2000 \$'000	1998/1999 \$'000
Total recurrent drawdowns from Treasury (per Summary of Compliance)	491,097	484,750
Less: Liability to Consolidated Fund (per Summary of Compliance)	0	0
Total	491,097	484,750
Comprising:		
Recurrent appropriations (per Operating Statement)	82,032	87,364
Transfer payments	409,065	397,386
Total	491,097	484,750
Capital appropriations		
Total capital drawdowns from Treasury (per Summary of Compliance)	50	70
Less: Liability to Consolidated Fund (per Summary of Compliance)	0	0
Total	50	70
Comprising:		
Capital appropriations (per Operating Statement)	50	70
Transfer payments	0	0
Total	50	70

ACCOMPANYING NOTES

6. Acceptance by the Crown Entity of Employee Entitlements and other Liabilities

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

	1999/2000 \$'000	1998/1999 \$'000
Superannuation	396	573
Payroll tax	25	39
Long Service Leave	229	285
	650	897

7. Changes in Equity

	1999/2000 \$'000	1998/1999 \$'000
Accumulated funds at the beginning of the year	942	1,496
Surplus/(deficit) for the year	482	(554)
	1,424	942

8. Current Assets- Receivables

	1999/2000 \$'000	1998/1999 \$'000
Interest receivable from Crown Entity	61	35
Salaries recoupable	0	47
Other receivables	100	49
	161	131

ACCOMPANYING NOTES

9. Non Current Assets, Plant and Equipment

	1999/2000	1998/1999
	\$'000	\$'000
At Cost	1,898	1,797
At Valuation	99	504
	1,997	2,301
Accumulated Depreciation at Cost	1,569	1,420
Accumulated Depreciation at Valuation	82	315
	1,651	1,735
	346	566

Plant and Equipment excluding Computer Equipment was revalued in accordance with AAS10 (Accounting for the revaluation of Non-Current Assets) during May 1996. Written down current replacement cost was the basis of revaluation, which was determined by Pickles Auctioneers and Valuers, an independent registered valuer.

10. Current Liabilities - Accounts Payable

	1999/2000	1998/1999
	\$'000	\$'000
Other Operating	310	295
Accrued salaries and wages	147	292
	457	587

11. Current Liabilities - Employee entitlement

	1999/2000	1998/1999
	\$'000	\$'000
Recreation leave and annual leave loading	527	741
Payroll tax	133	138
	660	879
Accrued salaries and wages	147	292
Aggregate employee entitlements	807	1,171

The amount of recreation leave paid has been charged directly to the Operating Statement. In addition to this the Department has a total liability of \$1.6m (\$2.6m 1999) for extended leave for which the Crown assumes liability.

ACCOMPANYING NOTES

12. Restricted Assets

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

13. Unclaimed Monies

All amounts unclaimed are forwarded to the Treasury for credit to the Consolidated Fund Unclaimed Monies account and are available for refund from that account. No unclaimed amounts have been held in the Department of Local Government accounts in excess of two years.

14. Contingent Liabilities

There are no known contingent liabilities as at 30 June 2000.

15. Commitments for Expenditure

The Department has long term operating leases for the rental of office accommodation and motor vehicles. There are no capital commitments at 30/6/00. The amounts shown include GST. 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 State Fleet Services. At 30/6/00 this arrangement applied to the entire departmental fleet of 8 vehicles. The lease commitment for motor vehicles is \$25,266.

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

Operating Lease Commitments – Accommodation and Motor Vehicles

	1999/2000 \$'000	1998/1999 \$'000
Commitments in relation to non-cancellable operating leases are payable as follows:		
Not later than one year	1,024	1,107
Later than one year and not later than 2 years	439	302
Later than 2 years and not later than 5 years	0	0
Later than 5 years	0	0
	1,463	1,409

ACCOMPANYING NOTES

16. Budget Review

(a) Net Cost of Services

The net cost of services was lower than budget by \$3.7m. This was primarily due to lower than estimated payments of Rate Rebates to Councils and lower level of project cost funding towards the On-site Sewage Management Strategy Project and lower operating costs. In addition, the Department received only \$2.8m from Councils for the registration of companion animals compared to budget forecast of \$12.6m.

(b) Assets and Liabilities

Cash

The year end cash balance is \$1.1m over budget. This is primarily due to lower level of spending in the operating expenditure.

Creditors

The level of creditors is \$0.144m over budget due to higher level of year-end accrued expenses.

(c) Cashflows

The net cashflow on operating activities is \$0.502m more than budget due to reduced operating expenses.

17. Program Information

a) **Program 1:** Development, Oversight of and Assistance to Local Government.

Objective: To provide a clear legislative, policy and performance framework for local government which encourages and reinforces an improving quality of service from local government in New South Wales to the citizens of the State. To monitor actual performance and take remedial action as required.

b) **Program 2:** Rate Rebates for Pensioners.

Objective: To grant relief from shire and municipal rates to certain classes of pensioners.

c) **Program 3:** Companion Animals

Objective: To promote responsible pet ownership, to improve animal welfare for companion animals and to address the environmental impact of companion animals.

ACCOMPANYING NOTES

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 during 1999/00 by way of financial assistance grants was \$409.1m (\$397.4m in 1998/99).

19. Auditors Remuneration

	1999/2000 \$'000	1998/1999 \$'000
Audit Office of NSW	31	34
Contract Internal Audit Services	11	32
	42	66

20. Material Assistance Provided

The Department has received no material assistance free of charge from any other party for the period ending 30/6/00.

21. Cash & Cash Equivalents

For the purposes of the Statement of Cash Flows, cash includes cash at the bank and on hand. Cash at the end of financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	1999/2000 \$'000	1998/1999 \$'000
Cash at Bank	2,031	1,704
Cash on hand	3	7
Closing Cash and Cash Equivalents (per Statement of Cash Flows)	2,034	1,711

ACCOMPANYING NOTES

22. Financial Instruments

Interest Rate Risk

The Department's cash balances within the Treasury Banking system earns interest on a daily bank balance at the monthly NSW Treasury Corporation 11am unofficial cash rate adjusted for a management fee to Treasury.

	Notes	Interest bearing 2000 \$'000	interest bearing 1999 \$'000	non interest bearing 2000 \$'000	non interest bearing 1999 \$'000	Total 2000 \$'000	Total 1999 \$'000
Assets							
Cash	21	2,031	1,704	0	0	2,031	1,704
Receivables	8	0	0	61	35	61	35
Total Financial Assets		2,031	1,704	61	35	2,092	1,739
Liabilities							
Accounts Payable	10	0	0	310	295	310	295
Total Financial Liabilities		0	0	310	295	310	295

Weighted average effective interest rate 4.03% (3.79% in 98/99)

Credit Risk

The credit risk on Financial Assets, being those shown in Notes 8 and 10, is the carrying amount shown in the accounts. The Department does not have any significant exposure to any individual customer or counterparty.

ACCOMPANYING NOTES

23. Reconciliation of cash flows from operating activities to the net cost of services as reported in the Operating Statement

	1999/2000	1998/1999
	\$'000	\$'000
Net Cash used in Operating Activities	(459)	(114)
Depreciation	309	366
Acceptance by Crown Entity - Departmental Liabilities	650	897
Provision for employee entitlements	(218)	67
Increase/(decrease) in payables	(130)	278
Decrease/(increase) in receivables	(30)	(36)
Recurrent Appropriation	82,599	85,840
Capital Appropriation	50	70
Net loss/(gain) on disposal of plant and equipment	46	(7)
Cash reimbursements from the Crown Entity	(655)	(140)
Net Cost of Services	82,162	87,221

24. Administered Assets and Liabilities

	1999/2000	1998/1999
	\$'000	\$'000
Administered Assets		
Receivables (Note 25)	0	17
Total Administered Assets	0	17

25. Administered Revenue – Schedule of Uncollected amounts

	Overdue	Overdue
Caravan Park Levy	0	17
Assessment fee for approval to use Place of Entertainment in NSW	0	0
Total Debtors	0	17

26. After Balance Day Events

The Department of Local Government is restructuring its operations to strengthen its focus as a key central agency in the system of local government. The primary areas of operation will be policy, finance and performance management, major investigations, legislation and legal.

The restructured Department will operate with a staff establishment of 71, which includes the Minister's office. It is anticipated that the Department will relocate to Nowra during the 2001/02 financial year.

END OF AUDITED FINANCIAL STATEMENTS

BOARDS, COMMISSIONS & COMMITTEES

BOARDS, COMMISSIONS & COMMITTEES as at the 30th June, 2000.

BOARDS, COMMISSIONS & COMMITTEES ESTABLISHED WITHIN THE PORTFOLIO

COMPANION ANIMALS ADVISORY BOARD

Chair: Cl P Arnold

Members: Dr R Meischke (Until September 1999), M Craig, Dr R Burton (from March 2000), Jun 1999-Mar 2000
Dr R Fogarty , Ms S Chaseling, Mr K Edwards, Ms D Ford, Ms J Hughes, Dr T Straede, Mr B Wilton,
Mr C Wright (until December 1999) Dr R Zammit, Dr R Larkin

JOINT CONSULTATIVE COMMITTEE

Chair: T Rogers

Members: J Hogg, G Harris, C Martin, L Ashelford, H Hillier, G Gibbs

LOCAL GOVERNMENT ACCOUNTING ADVISORY GROUP

Chair: G Gibbs

Members: F Portelli, 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: P D McClellan QC

LOCAL GOVERNMENT REMUNERATION TRIBUNAL

Member: Justice C Cullen

Assessors: M Deaham, G Payne

OCCUPATIONAL HEALTH & SAFETY COMMITTEE

Chair: R Cicchiello

Members: J Hogg, M Furrer, T Winder

BOARDS, COMMISSIONS & COMMITTEES

ON-SITE SEWAGE MANAGEMENT (OSM) PROGRAM – ENHANCEMENT AND RESEARCH PROJECT GRANTS – TECHNICAL ADVISORY PANEL

Chair: Cllr M Tuck

Members: R Irvin, H Hillier, N Shaw, P Yates, Dr C Essery, S McOrrie, Dr K Jackson, M Tunks, B McRae, D Hale, C Mitchell, Dr T Lustig

RATE PEGGING - COMMITTEE OF ADVICE

Members: G Gibbs, T Rogers, N Rejante

COMMITTEES TRANSFERRED TO DUAP

AGED CARE LIAISON COMMITTEE

Chair: S Durnford

Members: P Klausen, R Swane, B Dooley, S Brunskill, R Marinelli, B Eadie

BUILDING REGULATIONS ADVISORY COUNCIL

Chair: S Durnford

Members: M Singer, B Eadie, T Beardsmore, E Cassidy, B O'Mara, J Kass, R Swane, P Klausen, S Gilchrist, R Maxwell, P Rose, M Wynn-Jones, G Wolfe

BUILDING REGULATION VARIATIONS COMMITTEE

Chair: S Durnford

Members: S Askarian, D Smith, A Host

MAINTENANCE OF ESSENTIAL SERVICES SUB-COMMITTEE

Chair: S Durnford

Members: T Beardsmore, M Wynn-Jones, M Singer, R Maxwell, B Eadie, S Askarian

SMOKE ALARMS SUB-COMMITTEE

Chair: S Durnford

Members: B Eadie, E Cassidy, B O'Mara, M Singer, M Wynn-Jones, J Spindler, B Fitzpatrick

BLUE MOUNTAINS URBAN RUN-OFF CONTROL TASKFORCE

This committee was transferred to the control of the EPA and the Department's representation ceased in November, 1999.

EXTERNAL BOARDS, COMMISSIONS & COMMITTEES

EXTERNAL BOARDS, COMMISSIONS & COMMITTEES AS AT THE 30 JUNE 2000

Accreditation Authorities Working Group	J Scott
Accreditation Committee for NSW TAFE for Certificate II in Animal Care	R Larkin
Beekeeping Industry Consultative Committee (Department of Agriculture)	A Garbin
Bushfires Hazard Reduction Inter-departmental Committee (National Parks and Wildlife Service)	M Craig
Chief Executives Committee	G Payne
Children (Protection and Parental Responsibility) Act Coordination and Evaluation Committee	K Paterson
Coastal Council of NSW	L Barbour
Coastal Council Promotion and Education Sub-committee	C Martin
Companion Animals Advisory Board Community Education Sub-committee	C Martin
Country Towns Low Cost Sewerage Program (Department of Land and Water Conservation)	R Irvine
Department of Transport Committee	M Gleeson
Development Control Fees Working Group	J Scott
Employment Equity Specialists' Association (EESA)	V Dryden
Environment Protection and Biodiversity Conservation Act Inter-Agency Taskforce	N Smith
EPA Local Government Forum	R Irvine
Ethics Working Party	J Scott
Filming Protocol Working Group	J Scott
Flood Plain Management Manual Review Committee (Department of Land and Water Conservation)	M Carnegie
Government Agencies' Road Safety Council	G Payne
Graffiti Solutions Taskforce	T Rogers
	K Paterson
Inquiry into Beekeeping in Densely Populated Areas (Joint DLG/NSW Agriculture)	A Garbin

EXTERNAL BOARDS, COMMISSIONS & COMMITTEES

Interagency Motor Vehicle Theft Forum (Police)	A Garbin
Inter-departmental Committee on Closed Circuit Television	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
Line Based Pollution Reduction Programs Steering Committee	N Smith
Local Government Joint Officers Group (LOGJOG)	T Rogers
Local Government Lead Reference Group	L Barbour
Local Government Liaison Committee	T Rogers
Local Government Week Reference Group	C Martin
Major Hazardous Facilities Working Party (Industrial Relations)	A Garbin
Meat Industry Authority Consultative Group	J Scott
National Greenhouse Response Strategy (Cabinet Office)	L Barbour
NSW Biodiversity Strategy Implementation Group	J Scott N Smith
NSW Corruption Prevention Committee Inc	M Drinan
NSW Physical Activity Lead Agency Committee	K Paterson
NSW Shooting Clubs Departmental Liaison Committee	J Scott
NSW Sport and Recreation Safety Council	K Paterson
NSW Water Safety Taskforce	K Paterson

EXTERNAL BOARDS, COMMISSIONS & COMMITTEES

Privacy and Local Government Working Group	A Johnson S Owens R Wilmot
Protected Disclosures Act Implementation Steering Committee	F Sut
Public Health Act Strategic Review Committee	J Scott
Public Sector Management Course Local Government Management Committee	J Scott M Craig F Sut
Reform of Food Hygiene Regulation Working Group	J Scott
Salinity Strategy Working Group (Cabinet Office)	R Irvine
Section 94 Review Committee (Department of Urban Affairs and Planning)	M Carnegie
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
Strategic Action Committee	L Barbour
Sustainable Development Network	N Smith
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

EXTERNAL BOARDS, COMMISSIONS & COMMITTEES

Wallis Lakes Implementation Interdepartmental Group	J Scott
Waste Management Advisory Committee (Health)	R Irvine
Water Conservation Strategy Working Group (Department of Land and Water Conservation)	R Irvine
Water Conservation Task Force	J Scott
Water Safety Taskforce Sub-Committee (Premier's Department)	T Rogers K Paterson
Working Group on the Application of Competitive Neutrality to Local Government (Treasury)	T Rogers
Year 2000 Environment Functional Area Forum	K Bishop



OVERSEAS TRAVEL

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

APPENDIX 4

CONSULTANTS

CONSULTANTS ENGAGED BY THE DEPARTMENT

The Department engaged 17 consultants during the reporting year at a total cost of \$286,223.

Four consultancies exceeding \$30,000 comprised:

Consultant	Project	Amount
Department of Public Works and Services	Nowra relocation planning	\$ 61,220
Kinhill Pty Limited	Sewerage Management Risk Assessments	\$ 58,110
Coxinall Communications Pty Limited	Sewerage Management Communications Strategy	\$ 55,340
Ersis Australia Pty Limited	Sewerage Management Information Systems	\$ 35,000
Total		\$209,670

An amount of \$76,553 was spent on 13 consultancies of less than \$30,000.

PAYMENTS TO NON-GOVERNMENT ORGANISATIONS

PAYMENTS TO NON-GOVERNMENT ORGANISATIONS

In the reporting year the Department made the following payments to non-government community organisations from program area no 55.1 Development, Oversight and Assistance to Local Government.

Organisation	Amount	Purpose
Local Government & Shires Associations	\$1,000.00	Albert Mainerd Scholarship
Local Government & Shires Associations	\$10,000.00	Partial funding of Aboriginal Policy Officer
Total	\$11,000.00	



MAJOR ASSETS

THE DEPARTMENT'S MAJOR COMPUTER ASSETS CONSIST OF:

- ▶ 8 Servers
- ▶ 126 Personal computers and 34 portable computers
- ▶ 38 Printers, including 33 laser, 2 dot matrix and 3 colour
- ▶ 2 Scanners and 2 CD towers

The following equipment is obsolete and will be disposed of in 2000/2001:

- ▶ 1 Server
- ▶ 20 Personal computers
- ▶ 8 Portable computers
- ▶ 10 Printers

FREEDOM OF INFORMATION STATISTICS

During 1999/2000 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 144 FOI applications.

Eight applications were received in the reporting period compared with sixteen in the previous year. This represents a 50% decrease on the number of applications received during 1998/99. One application was brought forward from 1998/99. Of the applications on hand in the reporting period, six were granted access in full, one was granted partial access, one was refused, and one was carried forward at the close of the reporting period.

During 1999/2000 there were no internal reviews and no appeals/complaints to or decisions made by the Administrative Decisions Tribunal and the Ombudsman in regards to determinations made by the Department.

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 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.

FREEDOM OF INFORMATION STATISTICS

SECTION A - NUMBER OF FOI REQUESTS

FOI requests	Personal*	Other*	Total*
A1 New (including transferred in)	2 (7)	6 (8)	8 (15)
A2 Brought forward	1 (0)	0 (1)	1 (1)
A3 Total to be processed	3 (7)	6 (9)	9 (16)
A4 Completed	3 (6)	5 (8)	8 (14)
A5 Transferred out	0 (1)	0 (0)	0 (1)
A6 Withdrawn	0 (0)	0 (1)	0 (1)
A7 Total processed	3 (7)	5 (9)	8 (16)
A8 Unfinished (carried forward)	0 (0)	1 (0)	1 (1)

** Figures in brackets are 1998/1999 statistics for comparison purposes.*

Note: The 1998/99 table was incorrect in respect of applications carried forward in the Personal column. There was in fact one application carried forward at the commencement of the 1998/1999 reporting period.

SECTION B - WHAT HAPPENED TO COMPLETED REQUESTS (COMPLETED REQUESTS ARE THOSE IN LINE A4)

Result of FOI Request	Personal*	Other*
B1 Granted in full	2 (4)	4 (5)
B2 Granted in part	1 (1)	0 (1)
B3 Refused	0 (1)	1 (2)
B4 Deferred	0 (0)	0 (0)
B5 Completed*	3 (6)	5 (8)

** Figures in brackets are 1998/99 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 TWO YEARS

FREEDOM OF INFORMATION STATISTICS

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)	7 (8)*	10 (10)*

** Figures in brackets are 1998/99 statistics for comparison purposes. 10 third party consultations occurred over 7 requests.*

SECTION E - AMENDMENT OF PERSONAL RECORDS - NUMBER OF REQUESTS FOR AMENDMENT PROCESSED DURING THE LAST TWO PERIODS- NIL

SECTION F - NOTATION OF PERSONAL RECORDS - NIL IN LAST TWO 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 19 (applic incomplete, wrongly directed)	0 (0)	0 (0)
G2 Section 22 (deposit not paid)	0 (1)	1 (2)
G3 Section 25(1)(a1) {diversion of resources}	0 (0)	0 (0)
G4 Section 25(1) (a) exempt	1 (1)	0 (1)
G5 Section 25 (1) (b), (c), (d) (otherwise available)	0 (0)	0 (0)
G6 Section 28(1) (b) {documents not held}	0 (0)	0 (0)
G7 Section 24(2) - deemed refused, over 21 days	0 (0)	0 (0)
G8 Section 31(4) {released to Medical Practitioner}	0 (0)	0 (0)
G8 Totals	1 (2)	1 (3)

** Figures in brackets are 1998/99 statistics for comparison purposes.*

FREEDOM OF INFORMATION STATISTICS

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	\$1530 (\$5607-50)	\$260 (\$827-50)

** Figures in brackets are 1998/99 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	0 (0)	0 (0)
Financial hardship - Non profit organisation	0 (0)	0 (0)
Total	0 (0)	0 (0)
Significant correction of personal records	0 (0)	0 (0)

** Figures in brackets are 1998/99 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 (3)	1 (1)
J2 22 - 35 days	1 (0)	1 (4)
J3 Over 35 days	1 (3)	3 (3)
J4 Total	3 (6)	5 (8)

** Figures in brackets are 1998/99 statistics for comparison purposes.*

FREEDOM OF INFORMATION STATISTICS

SECTION K - PROCESSING TIME - NUMBER OF COMPLETED REQUESTS BY HOURS TAKEN TO PROCESS

Process Hours	Personal *	Other.*
K1 0 - 10 hours	2 (4)	4 (2)
K2 11 - 20 hours	0 (0)	1 (5)
K3 21 - 40 hours	0 (1)	0 (0)
K4 Over 40 hours	1 (1)	0 (1)
K5 Totals	3 (6)	5 (8)

** Figures in brackets are 1998/99 statistics for comparison purposes.*

SECTION L - REVIEWS AND APPEALS - NUMBER FINALISED DURING THE PERIOD.

L1 Number of internal reviews finalised	0 (1)*
L2 Number of Ombudsman reviews finalised	0 (0)*
L3 Number of District Court appeals finalised	0 (0)*

** Figures in brackets are 1998/99 statistics for comparison purposes.*

FREEDOM OF INFORMATION STATISTICS

DETAILS OF INTERNAL REVIEW RESULTS - IN RELATION TO INTERNAL REVIEWS FINALISED DURING THE PERIOD.

Bases of Internal Review

Personal.*

Other.*

GROUND ON WHICH

INTERNAL REVIEW

REQUESTED

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)

0 (0)

0 (0)

0 (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 (1)

0 (0)

0 (0)

0 (0)

Figures in brackets are 1998/99 statistics for comparison purposes.

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98	1998/99	1999/00
	(\$ 000)	(\$ 000)	(\$ 000)
ALBURY CITY	7 400	7 600	3 200
ARMIDALE CITY	300	0	6 400
ASHFIELD MUNICIPAL	0	0	0
AUBURN	220	9 000	6 000
BALLINA SHIRE	250	550	835
BALRANALD SHIRE	670	505	250
BANKSTOWN CITY	6 800	4 000	4 000
BARRABA SHIRE	550	170	140
BATHURST CITY	6 800	3 350	2 800
BAULKHAM HILLS SHIRE	0	4 100	6 500
BEGA VALLEY SHIRE	65	1 000	2 063
BELLINGEN SHIRE	300	0	200
BERRIGAN SHIRE	1 900	1 800	0
BINGARA SHIRE	50	50	100
BLACKTOWN CITY	0	0	0
BLAND SHIRE	0	0	0
BLAYNEY SHIRE	0	0	2 100
BLUE MOUNTAINS CITY	4 099	7 300	0
BOGAN SHIRE	0	1 515	200
BOMBALA	70	50	230
BOOROWA	0	0	200
BOTANY BAY	0	0	0
BOURKE SHIRE	1 695	676	996
BREWARRINA SHIRE	0	100	1 555
BROKEN HILL CITY	0	0	0

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98 (\$ 000)	1998/99 (\$ 000)	1999/00 (\$ 000)
BURWOOD	550	800	1 400
BYRON SHIRE	0	4 650	3 030
CABONNE	2 450	2 500	200
CAMDEN	1 557	1 320	1 320
CAMPBELLTOWN CITY	7 400	9 300	5 500
CANTERBURY CITY	0	3 000	0
CARRATHOOL SHIRE	1 030	260	275
CASINO	310	380	350
CASTLEREAGH-MACQUARIE COUNTY	0	0	0
CENTRAL DARLING SHIRE	0	400	0
CENTRAL MURRAY COUNTY	0	0	0
CENTRAL NORTHERN COUNTY	0	0	0
CENTRAL TABLELANDS COUNTY	0	0	500
CESSNOCK CITY	2 500	2 100	0
CLARENCE RIVER COUNTY	392	431	421
COBAR SHIRE	1 000	0	700
COFFS HARBOUR CITY	1 717	7 500	21 192
CONARGO SHIRE	0	0	0
CONCORD	1 000	0	3 000
COOLAH SHIRE	100	200	500
COOLAMON SHIRE	0	0	0
COOMA-MONARO SHIRE	900	0	1 100
COONABARABRAN SHIRE	300	300	0
COONAMBLE SHIRE	300	0	0
COOTAMUNDRA SHIRE	412	500	500

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98 (\$ 000)	1998/99 (\$ 000)	1999/00 (\$ 000)
COPMANHURST SHIRE	200	233	0
COROWA SHIRE	2 330	2 000	2 110
COWRA SHIRE	500	700	200
CROOKWELL	100	200	400
CUDGEGONG (ABATTOIR) COUNTY	3 000	2 247	2
CULCAIRN SHIRE	24	35	28
DENILIQUIN	3 060	914	540
DRUMMOYNE	750	420	0
DUBBO CITY	0	0	2 400
DUMARESQ SHIRE	660	0	0
DUNGOG SHIRE	250	423	420
EUROBODALLA SHIRE	2 049	3 123	8 130
EVANS SHIRE	0	0	120
FAIRFIELD CITY	2 760	3 830	2 450
FAR NORTH COAST COUNTY	0	40	0
FAR NORTH WESTERN SLOPES COUNTY	0	0	
FORBES SHIRE	544	1 779	2 200
GILGANDRA SHIRE	0	0	0
GLEN INNES	1 517	0	0
GLOUCESTER SHIRE	0	0	0
GOLDENFIELDS WATER COUNTY		0	0
GOSFORD CITY	13 000	32 342	5 030
GOULBURN CITY	2 145	1 393	2 715
GRAFTON CITY	1 410	1 459	1 070
GREAT LAKES	2 650	2 210	1 450

APPENDIX 9

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98	1998/99	1999/00
	(\$ 000)	(\$ 000)	(\$ 000)
GREATER TAREE CITY	1 100	4 398	3 641
GRIFFITH CITY	500	500	0
GUNDAGAI SHIRE	0	0	0
GUNNEDAH SHIRE	1 300	660	450
GUNNING SHIRE	290	100	100
GUYRA SHIRE	0	1 500	1 500
HARDEN SHIRE	100	200	450
HASTINGS	6 830	4 685	3 133
HAWKESBURY CITY	0	0	0
HAWKESBURY RIVER COUNTY	0	0	0
HAY SHIRE	0	0	0
HOLBROOK SHIRE	0	140	125
HOLROYD CITY	10 000	0	0
HORNSBY SHIRE	4 000	2 000	0
HUME	0	0	0
HUNTER'S HILL	500	0	0
HURSTVILLE CITY	0	0	0
INVERELL SHIRE	0	460	0
JERILDERIE SHIRE	400	0	300
JUNEE SHIRE	0	115	0
KEMPSEY SHIRE	1 100	2 170	6 355
KIAMA MUNICIPAL	3 500	500	4 500
KOGARAH MUNICIPAL	0	0	0
KU-RING-GAI MUNICIPAL	2 000	2 600	2 600
KYOGLE	884	400	717

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98 (\$ 000)	1998/99 (\$ 000)	1999/00 (\$ 000)
LACHLAN SHIRE	0	0	0
LAKE MACQUARIE CITY	3 250	3 250	4 000
LANE COVE MUNICIPAL	0	0	1 000
LEETON SHIRE	0	450	4 480
LEICHHARDT MUNICIPAL	2 800	4 500	4 500
LISMORE CITY	2 300	4 000	3 701
LITHGOW CITY	500	0	250
LIVERPOOL CITY	4 000	5 000	6 500
LOCKHART SHIRE	231	404	194
LOWER CLARENCE COUNTY	2 000	0	0
MACLEAN	1 050	620	1 141
MAITLAND CITY	1 095	808	665
MANILLA	1 420	90	0
MANLY	1 000	800	1 000
MARRICKVILLE	1 453	1 408	1 742
MERRIWA SHIRE	0	200	300
MIDCOAST COUNTY	6 100	6 500	7 250
MID-WESTERN COUNTY	0	0	0
MOREE PLAINS SHIRE	1 350	2 371	4 955
MOSMAN MUNICIPAL	500	1 000	500
MUDGEES SHIRE	800	5 030	6 115
MULWAREE SHIRE	400	1 650	167
MURRAY SHIRE	550	250	350
MURRUMBIDGEE SHIRE	0	0	0
MURRURUNDI SHIRE	0	0	0

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98	1998/99	1999/00
	(\$ 000)	(\$ 000)	(\$ 000)
MUSWELLBROOK SHIRE	350	283	280
NAMBUCCA SHIRE	2 400	4 250	770
NARRABRI SHIRE	1 766	679	429
NARRANDERA SHIRE	300	300	670
NARROMINE SHIRE	1 550	620	1 050
NEWCASTLE CITY	0	0	0
NEW ENGLAND TABLELANDS COUNTY	0	0	0
NORTH SYDNEY	0	0	650
NORTH WEST WEEDS COUNTY			0
NUNDLE SHIRE	0	0	0
NYMBOIDA SHIRE	0	500	845
OBERON	0	300	700
ORANGE CITY	0	849	1 230
PARKES SHIRE	0	1 000	1 500
PARRAMATTA CITY	4 621	5 620	4 579
PARRY	40	320	100
PENRITH CITY	5 220	4 085	3 200
PITTWATER	0	300	0
PORT STEPHENS	0	1 000	1 000
QUEANBEYAN CITY	0	500	0
QUIRINDI SHIRE	0	490	0
RANDWICK CITY	1 560	1 600	0
RICHMOND RIVER COUNTY	0	500	500
RICHMOND RIVER SHIRE	900	0	750
RIVERINA WATER COUNTY	0	0	0

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98 (\$ 000)	1998/99 (\$ 000)	1999/00 (\$ 000)
ROCKDALE CITY	2 900	1 100	0
ROUS COUNTY	0	0	0
RYDE CITY	5 000	4 600	3 500
RYLSTONE SHIRE	0	0	0
SCONE	600	600	200
SEVERN SHIRE	50	742	155
SHELLHARBOUR	480	2 320	482
SHOALHAVEN CITY	5 470	8 700	16 711
SINGLETON SHIRE	273	350	219
SNOWY RIVER SHIRE	410	360	0
SOUTH SYDNEY CITY	0	0	0
SOUTHERN SLOPES COUNTY			0
STRATHFIELD MUNICIPAL	1 000	1 000	1 000
SUTHERLAND SHIRE	5 100	4 124	4 400
SYDNEY CITY	0	0	0
TALLAGANDA SHIRE	0	0	0
TAMWORTH CITY	3 561	3 000	3 300
TEMORA SHIRE	0	0	250
TENTERFIELD SHIRE	650	250	400
TUMBARUMBA SHIRE	0	0	0
TUMUT SHIRE	0	0	4 505
TWEED SHIRE	3 770	6 825	2 491
ULMARRA SHIRE	1 400	0	0
UPPER HUNTER COUNTY			0
UPPER MACQUARIE COUNTY	0	0	0

APPENDIX 9

APPROVED BORROWING ALLOCATIONS

COUNCIL	1997/98	1998/99	1999/00
	(\$ 000)	(\$ 000)	(\$ 000)
URALLA SHIRE	445	200	311
URANA SHIRE	300	0	100
WAGGA WAGGA CITY	6 120	4 920	0
WAKOOL	150	750	450
WALCHA	150	0	350
WALGETT SHIRE	500	560	0
WARREN SHIRE	495	660	1 050
WARRINGAH	3 000	3 000	0
WAVERLEY	1 000	1 000	1 000
WEDDIN SHIRE	0	0	0
WELLINGTON	1 030	2 000	0
WENTWORTH SHIRE	300	280	450
WILLOUGHBY CITY	1 000	1 000	1 000
WINDOURAN SHIRE	0	0	0
WINGECARRIBEE SHIRE	0	600	2 000
WOLLONDILLY	400	0	1 500
WOLLONGONG CITY	1 825	3 787	4 550
WOOLLAHRA MUNICIPAL	0	0	0
WYONG SHIRE	5 000	4 000	7 622
YALLAROI SHIRE	575	380	971
YARROWLUMLA SHIRE	250	180	1 976
YASS SHIRE	250	250	250
YOUNG SHIRE	500	923	415
TOTAL	226 000	269 171	259 564

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Albury City	2,805,260	2,970,888	3,083,476
Armidale City	1,565,456	1,563,104	1,589,544
Ashfield Municipal	1,110,064	1,077,692	1,047,460
Auburn	1,299,568	1,369,224	1,492,224
Ballina Shire	2,127,344	2,152,848	2,231,824
Balranald Shire	1,510,272	1,548,444	1,634,928
Bankstown City	3,803,096	3,794,388	4,069,680
Barraba Shire	860,940	915,688	995,836
Bathurst City	1,819,480	1,877,700	1,952,716
Baulkham Hills Shire	2,687,288	2,632,296	2,752,260
Bega Valley Shire	3,226,952	3,324,428	3,484,476
Bellingen Shire	1,745,196	1,772,036	1,819,112
Berrigan Shire	1,855,176	2,036,644	2,153,544
Bingara Shire	736,324	752,232	774,508
Blacktown City	9,829,936	10,280,201	10,582,786
Bland Shire	2,999,608	3,181,628	3,393,892
Blayney Shire	1,312,504	1,316,160	1,334,524
Blue Mountains City	5,545,864	5,551,384	5,543,700
Bogan Shire	1,711,836	1,774,412	1,858,000
Bombala	1,032,916	1,035,284	1,054,396
Boorowa	847,260	866,016	889,916
Botany Bay City	964,044	938,624	912,476
Bourke Shire	2,305,344	2,408,752	2,539,420
Brewarrina Shire	1,549,940	1,619,560	1,695,388
Broken Hill City	2,510,084	2,577,836	2,595,008
Burwood	554,916	570,976	585,716
Byron Shire	1,904,932	1,847,168	1,859,168
Cabonne	2,487,016	2,518,496	2,579,396
Camden	1,224,396	1,476,148	1,588,344
Campbelltown City	7,804,668	8,082,892	7,830,748
Canterbury City	3,696,504	3,677,640	3,757,284

APPENDIX 10

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Carrathool Shire	2,279,688	2,443,184	2,612,824
Casino	1,174,920	1,164,716	1,153,244
Central Darling Shire	2,070,460	2,160,404	2,298,052
Cessnock City	3,505,232	3,617,928	3,749,480
Cobar Shire	2,337,632	2,417,836	2,517,796
Coffs Harbour City	3,411,908	3,516,868	3,671,600
Conargo Shire	806,960	838,832	892,220
Concord	476,688	473,780	490,788
Coolah Shire	1,384,256	1,415,508	1,477,292
Coolamon Shire	1,482,136	1,651,296	1,742,984
Cooma-Monaro Shire	1,980,824	1,991,624	1,986,912
Coonabarabran Shire	1,978,432	2,033,784	2,099,232
Coonamble Shire	1,894,476	1,928,756	1,986,580
Cootamundra Shire	1,361,276	1,391,572	1,411,672
Copmanhurst Shire	1,108,660	1,106,304	1,125,736
Corowa Shire	1,627,016	1,880,456	2,013,908
Cowra Shire	2,252,724	2,285,816	2,351,228
Crookwell Shire	1,159,068	1,172,420	1,200,404
Culcairn Shire	1,268,336	1,281,908	1,310,980
Deniliquin	1,307,644	1,299,304	1,297,324
Drummoyne	586,236	609,380	631,340
Dubbo City	3,282,056	3,351,352	3,465,500
Dumaresq Shire	811,876	817,412	865,072
Dungog Shire	1,389,368	1,381,352	1,439,296
Eurobodalla Shire	3,739,128	3,853,676	4,016,968
Evans Shire	1,219,704	1,221,728	1,256,952
Fairfield City	7,208,864	7,245,828	7,495,520
Forbes Shire	2,674,640	2,751,768	2,869,944
Gilgandra Shire	1,638,888	1,687,044	1,744,588
Glen Innes Municipal	945,320	933,896	917,596
Gloucester Shire	1,158,388	1,173,396	1,209,584

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Gosford City	6,854,616	6,882,020	7,197,000
Goulburn City	1,358,784	1,398,556	1,450,476
Grafton City	1,485,956	1,482,400	1,482,060
Great Lakes	3,333,468	3,539,292	3,711,496
Greater Taree City	3,453,932	3,549,588	3,700,408
Griffith City	2,008,460	2,073,136	2,213,016
Gundagai Shire	966,668	984,420	1,001,680
Gunnedah Shire	2,210,592	2,311,956	2,425,604
Gunning Shire	646,620	673,968	710,568
Guyra Shire	1,191,616	1,201,880	1,245,384
Harden Shire	1,204,292	1,281,076	1,374,916
Hastings	4,026,880	4,134,380	4,380,336
Hawkesbury City	3,127,020	3,181,492	3,302,184
Hay Shire	1,326,888	1,342,920	1,382,280
Holbrook Shire	684,264	695,608	757,676
Holroyd City	2,114,940	2,284,988	2,465,124
Hornsby Shire	2,841,496	2,859,148	2,953,368
Hume Shire	1,222,644	1,225,148	1,247,356
Hunters Hill Municipal	260,040	258,524	269,248
Hurstville City	1,267,096	1,306,804	1,336,752
Inverell Shire	2,705,604	2,802,104	2,928,996
Jerilderie Shire	1,105,976	1,145,924	1,210,240
Junee Shire	1,468,384	1,479,224	1,517,700
Kempsey Shire	2,892,068	2,973,084	3,046,932
Kiama Municipal	991,820	1,012,780	1,049,440
Kogarah Municipal	922,704	970,232	997,040
Ku-ring-gai Municipal	2,081,316	2,088,500	2,136,300
Kyogle	2,166,004	2,180,960	2,131,944
Lachlan Shire	3,833,670	3,931,247	4,121,122
Lake Macquarie City	9,741,736	9,796,892	9,855,584
Lane Cove Municipal	576,548	599,712	615,572

APPENDIX 10

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Leeton Shire	1,715,368	1,777,732	1,839,440
Leichhardt Municipal	1,804,696	1,763,692	1,712,280
Lismore City	3,652,636	3,616,828	3,759,892
Lithgow City	2,307,292	2,323,148	2,372,688
Liverpool City	4,593,788	4,853,808	5,268,996
Lockhart Shire	1,684,772	1,786,708	1,919,676
Lord Howe Island Board	91,912	100,292	103,420
Maclean Shire	2,239,392	2,229,392	2,231,048
Maitland City	3,155,128	3,176,640	3,232,700
Manilla Shire	919,708	904,616	917,812
Manly	675,628	703,424	717,360
Marrickville	3,521,076	3,412,016	3,336,296
Merriwa Shire	736,808	736,960	749,328
Moree Plains Shire	3,400,068	3,466,260	3,588,260
Mosman Municipal	508,264	517,936	534,212
Mudgee Shire	2,407,696	2,421,264	2,468,212
Mulwaree Shire	1,398,872	1,456,304	1,504,944
Murray Shire	1,604,964	1,634,132	1,682,896
Murrumbidgee Shire	854,836	867,096	898,444
Murrurundi Shire	643,524	639,168	654,320
Muswellbrook Shire	1,817,484	1,843,336	1,853,148
Nambucca Shire	2,024,364	2,046,704	2,129,816
Narrabri Shire	3,210,608	3,283,700	3,371,304
Narrandera Shire	2,049,132	2,115,528	2,207,556
Narromine Shire	2,035,832	2,087,040	2,174,240
Newcastle City	8,217,088	8,513,144	8,630,136
North Sydney	972,968	1,042,244	1,079,932
Nundle Shire	415,632	419,340	433,960
Nymboida Shire	1,048,588	1,028,824	1,028,740
Oberon	988,364	1,038,720	1,098,344
Orange City	2,145,624	2,217,196	2,267,408

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Parkes Shire	2,790,268	2,866,324	2,963,860
Parramatta City	3,868,232	4,167,500	4,152,072
Parry Shire	2,032,668	2,073,452	2,093,460
Penrith City	7,403,888	7,587,888	7,480,928
Pittwater	1,042,832	1,103,256	1,137,168
Port Stephens	3,022,900	3,073,940	3,215,252
Queanbeyan City	1,674,004	1,714,592	1,753,072
Quirindi Shire	1,218,444	1,229,320	1,256,244
Randwick City	2,161,372	2,271,008	2,303,072
Richmond River Shire	1,823,008	1,848,980	1,880,984
Rockdale City	1,898,284	1,861,828	1,823,552
Ryde City	1,821,448	1,848,776	1,891,596
Rylstone Shire	1,045,084	1,053,568	1,069,952
Scone Shire	1,581,088	1,583,600	1,567,696
Severn Shire	1,098,128	1,140,520	1,190,564
Shellharbour City	2,160,088	2,241,748	2,424,048
Shoalhaven City	7,096,316	7,194,840	7,358,520
Silverton Village Committee	0	17,324	17,884
Singleton Shire	1,769,840	1,780,580	1,808,664
Snowy River Shire	1,542,108	1,595,292	1,623,728
South Sydney City	2,580,188	2,816,352	2,751,828
Strathfield Municipal	511,152	526,396	547,152
Sutherland Shire	3,885,212	3,983,752	4,113,340
Sydney City	181,532	318,768	393,240
Tallaganda Shire	935,080	901,608	937,996
Tamworth City	2,284,496	2,332,980	2,413,008
Temora Shire	1,656,244	1,685,924	1,738,220
Tenterfield Shire	1,989,196	2,038,820	2,101,400
Tibooburra Village Committee	0	37,040	38,236
Tumbarumba Shire	956,720	973,856	998,064
Tumut Shire	1,694,756	1,716,444	1,732,828

APPENDIX 10

FINANCIAL ASSISTANCE GRANT ENTITLEMENTS

Local Governing Body	1997-1998	1998-1999	1999-2000
Tweed Shire	4,610,800	4,770,540	5,012,512
Ulmarra Shire	1,408,808	1,428,460	1,451,536
Uralla Shire	1,224,660	1,238,676	1,279,112
Urana Shire	1,016,376	1,059,284	1,121,568
Wagga Wagga City	4,454,760	4,540,188	4,757,988
Wakool Shire	1,803,476	1,872,980	1,881,752
Walcha	959,412	897,924	925,492
Walgett Shire	2,720,032	2,804,780	2,878,268
Warren Shire	1,432,132	1,367,472	1,388,084
Warringham	2,459,476	2,528,044	2,590,924
Waverley	1,835,788	1,860,292	1,800,872
Weddin Shire	1,291,736	1,339,708	1,397,924
Wellington	2,166,684	2,186,328	2,231,964
Wentworth Shire	2,667,672	2,769,552	2,897,596
Willoughby City	1,079,712	1,098,136	1,132,228
Windouran Shire	449,448	475,748	507,244
Wingecarribee Shire	2,569,988	2,704,020	2,921,440
Wollondilly Shire	1,939,616	2,039,452	2,159,080
Wollongong City	8,372,340	8,713,700	9,285,604
Woollahra Municipal	937,048	980,056	1,000,424
Wyong Shire	6,302,540	6,454,448	6,635,120
Yallaroi Shire	1,409,896	1,440,744	1,492,436
Yarrowlumla Shire	1,076,660	1,080,820	1,106,792
Yass Shire	1,732,788	1,686,132	1,723,540
Young Shire	1,826,936	1,885,188	1,932,664
Total Entitlements	389,344,562	399,090,020	411,258,768

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

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Albury	738,754	0	0	738,754
Armidale	191,604	33,062	32,938	257,604
Ashfield	325,455	1,661	0	327,116
Auburn	469,991	6,571	0	476,562
Ballina	720,311	16,882	1,657	738,850
Balranald	0	0	0	0
Bankstown	1,807,246	0	14,931	1,822,177
Barraba	61,151	0	0	61,151
Bathurst	425,609	3,573	2,291	431,473
Baulkham Hills	565,751	12,265	6,541	584,557
Bega Valley	587,946	0	13,823	601,769
Bellingen	0	273,309	0	273,309
Berrigan	170,916	7,380	441	178,737
Bingara	51,986	1,096	406	53,488
Blacktown	1,532,787	13,612	18,737	1,565,136
Bland	77,636	0	2,944	80,580
Blayney	79,200	0	0	79,200
Blue Mountains	823,664	33,225	0	856,889
Bogan	36,713	0	607	37,320
Bombala	40,060	1,344	365	41,769
Boorowa	30,953	141	417	31,511
Botany Bay	363,232	0	0	363,232

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Bourke	18,602	0	4,001	22,603
Brewarrina	9,118	0	19	9,137
Broken Hill	453,705	0	0	453,705
Burwood	247,966	2,180	0	250,146
Byron	401,762	34,013	27,683	463,458
Cabonne	164,199	1,905	1,151	167,255
Camden	197,834	5,285	2,389	205,508
Campbelltown	687,055	15,165	0	702,220
Canterbury	1,312,935	15,547	3,386	1,331,868
Carrathool	24,377	0	0	24,377
Casino	252,864	11,836	1,164	265,864
Central Darling	0	12,917	780	13,697
Central Tablelands County	13,715	27,226	14,991	55,932
Cessnock	683,487	0	0	683,487
Cobar	45,723	3,475	0	49,198
Coffs Harbour	1,006,863	78,954	16,758	1,102,575
Conargo	0	0	0	0
Concord	270,054	0	0	270,054
Coolah	56,366	737	27	57,130
Coolamon	0	0	47,868	47,868
Cooma-Monaro	163,398	0	3,571	166,969
Coonabarabran	119,184	0	951	120,135

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Coonamble	57,903	0	0	57,903
Cootamundra	166,454	0	0	166,454
Copmanhurst	47,106	1,238	0	48,344
Corowa	184,895	1,700	1,242	187,837
Cowra	221,950	0	0	221,950
Crookwell	64,742	0	0	64,742
Culcairn	0	60,135	0	60,135
Deniliquin	162,383	0	7,195	169,578
Drummoyne	359,336	3,494	0	362,830
Dubbo	426,892	9,555	5,621	442,068
Dumaresq	12,229	819	1,171	14,219
Dungog	128,737	0	0	128,737
Eurobodalla	838,701	7,646	3,132	849,479
Evans	22,451	0	1,044	23,495
Fairfield	1,385,671	27,261	5,704	1,418,636
Forbes	176,623	0	0	176,623
Gilgandra	66,517	0	0	66,517
Glen Innes	0	0	171,234	171,234
Gloucester	97,006	923	1,315	99,244
Goldenfields Water County	23,792	0	47,205	70,997
Gosford	2,846,896	20,918	19,148	2,886,962
Goulburn	383,061	4,414	2,261	389,736

APPENDIX II

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Grafton	379,662	32,504	951	413,117
Great Lakes	609,965	5,851	5,547	621,363
Greater Taree	812,753	16,046	6,212	835,011
Griffith	317,956	10,310	0	328,266
Gundagai	0	0	0	0
Gunnedah	193,307	0	2,533	195,840
Gunning	15,589	2,330	0	17,919
Guyra	0	0	63,417	63,417
Harden	83,206	0	574	83,780
Hastings	1,400,403	90,251	8,531	1,499,185
Hawkesbury	357,730	2,161	6,407	366,298
Hay	54,594	896	0	55,490
Holbrook	35,353	0	1,447	36,800
Holroyd	812,458	7,198	0	819,656
Hornsby	831,140	0	2,116	833,256
Hume	72,921	819	1,135	74,875
Hunters Hill	72,355	0	0	72,355
Hurstville	766,681	1,026	3,220	770,927
Inverell	315,302	0	3,424	318,726
Jerilderie	0	15,812	0	15,812
Junea	73,582	0	0	73,582
Kempsey	579,284	0	20,197	599,481

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Kiama	208,550	5,071	911	214,532
Kogarah	507,646	224	4,905	512,775
Ku-ring-gai	450,199	18,401	0	468,600
Kyogle	152,251	0	8,080	160,331
Lachlan	95,553	0	0	95,553
Lake Macquarie	2,231,248	87,101	0	2,318,349
Lane Cove	174,428	0	0	174,428
Leeton	163,098	1,352	456	164,906
Leichhardt	0	373,467	0	373,467
Lismore	505,408	95,534	32,749	633,691
Lithgow	394,801	4,053	0	398,854
Liverpool	712,279	0	15,534	727,813
Lockhart	0	32,838	1,517	34,355
Lower Clarence County	66,741	28,805	57,035	152,581
Maclean	356,105	4,447	3,563	364,115
Maitland	532,922	0	0	532,922
Manilla	0	65,280	0	65,280
Manly	0	0	262,700	262,700
Marrickville	573,863	0	42,614	616,477
Merriwa	37,895	0	0	37,895
MidCoast County	239,377	186,309	101,473	527,159
Moree Plains	111,747	0	927	112,674

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Mosman	0	112,230	7,059	119,289
Mudgee	271,477	14,543	3,796	289,816
Mulwaree	39,312	0	5,002	44,314
Murray	103,094	970	490	104,554
Murrumbidgee	22,254	0	0	22,254
Murrurundi	31,358	0	0	31,358
Muswellbrook	134,323	2,880	28,566	165,769
Nambucca	393,405	3,546	4,412	401,363
Narrabri	166,554	1,910	1,618	170,082
Narrandera	120,908	0	0	120,908
Narromine	78,072	1,766	3,339	83,177
Newcastle	1,926,484	0	0	1,926,484
North Sydney	180,117	719	0	180,836
Nundle	10,673	0	234	10,907
Nymboida	48,458	598	204	49,260
Oberon	43,168	0	1,114	44,282
Orange	581,737	6,778	4,711	593,226
Parkes	249,506	865	2,695	253,066
Parramatta	1,149,256	0	0	1,149,256
Parry	0	143,798	0	143,798
Penrith	1,083,551	10,203	0	1,093,754
Pittwater	340,700	0	13,331	354,031
Port Stephens	0	618,947	0	618,947
Queanbeyan	329,921	0	0	329,921
Quirindi	81,726	1,914	1,378	85,018

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Randwick	838,073	0	9,006	847,079
Richmond River	158,914	0	4,322	163,236
Riverina Water	34,157	57,636	61,615	153,408
Riverina Water County	0	0	0	0
Rockdale	1,105,665	0	11,111	1,116,776
Rous County	0	10,808	0	10,808
Ryde	853,457	0	0	853,457
Rylstone	74,692	0	1,172	75,864
Scone	107,279	10,748	11,060	129,087
Severn	26,373	148	180	26,701
Shellharbour	543,622	0	0	543,622
Shoalhaven	2,261,006	0	57,187	2,318,193
Singleton	0	0	186,512	186,512
Snowy River	33,259	0	18,186	51,445
South Sydney	287,115	0	1,684	288,799
Strathfield	187,857	0	0	187,857
Sutherland	1,644,262	23,287	4,252	1,671,801
Sydney	16,445	0	999	17,444
Tallaganda	36,509	963	182	37,654
Tamworth	0	646,675	6,078	652,753
Temora	88,422	0	1,163	89,585
Tenterfield	94,779	10,223	591	105,593
Tumbarumba	46,579	0	0	46,579
Tumut	208,262	10,024	1,493	219,779
Tweed	1,645,296	14,183	13,344	1,672,823

APPENDIX II

PENSIONER REBATE PAYMENTS

Council	Oct-99	Feb-00	Jun-00	Total
	\$	\$	\$	\$
Ulmarra	98,886	0	441	99,327
Uralla	78,104	0	0	78,104
Urana	0	13,237	0	13,237
Wagga Wagga	570,708	2,839	4,047	577,594
Wakool	59,387	0	0	59,387
Walcha	39,889	0	0	39,889
Walgett	0	71,387	0	71,387
Warren	26,817	0	0	26,817
Warringham	1,038,749	0	0	1,038,749
Waverley	407,063	0	17,047	424,110
Weddin	49,325	4,129	1,067	54,521
Wellington	173,253	2,732	0	175,985
Wentworth	0	80,942	0	80,942
Willoughby	358,946	0	0	358,946
Windouran	0	0	0	0
Wingecarribee	44,815	456,467	87,269	588,551
Wollondilly	219,166	0	0	219,166
Wollongong	2,124,426	3,022	7,388	2,134,836
Woollahra	192,850	3,610	1,994	198,454
Wyong	3,276,300	25,500	7,775	3,309,575
Yallaro	0	0	0	0
Yarrowlumla	37,044	0	0	37,044
Yass	106,545	2,485	3,158	112,188
Young	205,331	0	2,714	208,045
Total	64,987,550	4,212,262	1,746,270	70,946,082



- 00-55 Companion Animals - Information Update - Modifications to the Companion Animals Register
- 00-54 Commencement of the Local Government Amendment (Filming) Act 2000, and the Filming Protocol
- 00-53 Election of County Council Chairperson
- 00-52 Companion Animals - Community Education Material August 2000
- 00-51 Companion Animals - Pet Line
- 00-50 Companion Animals - Use of Planning Instruments for Animal Control
- 00-49 Council Claims for Payment of Pensioner Concession Subsidies
- 00-48 Information Regarding Pensioner Concession Applications for 2000/01
- 00-47 National Competition Policy - Review of the Local Government Act 1993
- 00-46 Financial Reporting - Code of Accounting Practice & Financial Reporting Update No.8
- 00-45 Implementation of the Privacy and Personal Information Protection Act 1998
- 00-44 Privacy and Personal Information Protection Act 1998 - Privacy Code of Practice for Local Government
- 00-43 The Use of Closed Circuit Television in Public Places
- 00-42 Companion Animals - Guidelines on the Exercise of Functions Under the Act
- 00-41 Privacy and Personal Information Protection Act 1998 Model Privacy Management Plan
- 00-40 National Awards for Innovation in Local Government
- 00-39 Working With Children Check
- 00-38 Companion Animals - Changes to Regulations Companion Animals Regulation 1999
- 00-37 Workshops on the Amendments for Filming Projects
- 00-36 Mayoral Elections and Olympic Games
- 00-35 Privacy and Personal Information Protection Act - Privacy Management Plans
- 00-34 Report on Findings from the Evaluation of the Aboriginal Mentoring Program
- 00-33 Companion Animals - How to Deal with 'Duplicate' Chip Numbers, and How to Remove and Reconcile Incorrect Records
- 00-32 Comparative Information - Year Ended 30 June 1999
- 00-31 Local Government Amendment (Filming) Act 2000
- 00-30 Public Land Management - Revised Practice Note

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00-29	Further Explanation of Circular No.00/02 Regarding Amendment to the Definition of the Building Code of Australia
00-28	Determinations of the Local Government Remuneration Tribunal
00-27	Council Claims for Payment of Pensioner Concession Subsidies
00-26	Department of Local Government - Australian Business Number (ABN)
00-25	Companion Animals - Information Update March 2000
00-24	Applications for Ministerial Approval for Special Variation to General Income
00-23	Information About Rating for 2000/2001
00-22	Legal Assistance for Councillors and Council Employees
00-21	NSW Government Mature Workforce Policy & Guidelines
00-20	Adjustments to Notional Income in 2000/01 for Newly Rateable Crown Land
00-19	Information About Rating for 2000/2001
00-18	Companion Animals - Working Dogs
00-17	Aboriginal Seniors' Yarn Up
00-16	Forms of Investment - Minister's Order and Investment Guidelines
00-15	Companion Animals - Information to Assist Councils in Establishing Agents for Registration Functions
00-14	Information Regarding Tendering and Other Requirements for Construction Projects
00-13	Local Government Borrowing: Determined Borrowing Limits 2000/2001
00-12	Commercial Filming - Exposure Draft Bill
00-11	NSW Government Procurement Policy
00-10	Privacy and Personal Information Protection Act - Implementation
00-09	Companion Animals Registration Fees - Payment and Reconciliation
00-08	Local Government Borrowing: Review of 1999/2000 Determined Borrowing Limits
00-07	Local Government Aboriginal Network Conference 15 & 16 March
00-06	Management Planning Guidelines
00-05	Council Input to Physical Activity Guidelines
00-04	Companion Animals - Supplies of Permanent Identification / Registration Forms
00-03	Anti-Discrimination Guidelines for Local Councils
00-02	Amendment of Definition of Building Code of Australia - Local Government Regulations
00-01	Council Claims for Payment of Pensioner Concession Subsidies

CIRCULARS



- 99-97 Revised Environmental Guidelines - 1999
- 99-96 Companion Animals - Information Update December 1999 - Collection of Registration Monies from Councils
- 99-95 Submission of Social/Community Plans
- 99-94 Commonwealth Policy on Management of Land Affected by Unexploded Ordnance
- 99-93 Regulation of Loitering
- 99-92 Companion Animals - Information Update - Access to Register - Recent Developments
- 99-91 Survey on Competitive Neutrality Matters (1999)
- 99-90 Impounding of Shopping Trolleys
- 99-89 Companion Animals - Upgrading Access Levels
- 99-88 Departmental Review
- 99-87 Companion Animals - Information Update - Data Entry Functions
- 99-86 Companion Animals - Important Issues Regarding Data Entry Outsourcing
- 99-85 Clause 43(1) Local Government (Approvals) Regulation 1999: Certificate of Accreditation of Aerated Wastewater Treatment Systems
- 99-84 Access Licences Over Community Land
- 99-83 Local Government Election Results Survey
- 99-82 Companion Animals - Information Update Proof of Desexing
- 99-81 Companion Animals - Information Update November 1999
- 99-80 Lifeguard Uniforms
- 99-79 Annual Reporting - Access and Equity Requirements
- 99-78 Companion Animals - Information Update October 1999
- 99-77 On-site Sewage Management Program - Enhancement and Research Project Grants
- 99-76 1999/2000 Rating Return Comprising the Statement of Compliance and Rates and Charges
- 99-75 Year 2000 Emergency Management Contact List
- 99-74 Companion Animals - Pet Register
- 99-73 Companion Animals - Permanent Identifications Issues
- 99-72 Companion Animals - Registration Issues
- 99-71 Companion Animals - Urgent Information for General Managers
- 99-70 Classification of Businesses for National Competition Policy Purposes

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- 99-69 Survey of NSW Councils Response to the Distribution of ICAC Resource - "Dealing With Health and Building Matters"
- 99-68 Local Government Aboriginal Network Conference 20-21 October, 1999
- 99-67 Activities for New Year's Eve 1999/2000
- 99-66 1999 Local Government Multicultural Forum
- 99-65 Bicycle Planning Survey
- 99-64 Mayor's Role After Ordinary Election - Pecuniary Interest Returns
- 99-63 Water Safety Signs
- 99-62 Unauthorised Use of Council Resources
- 99-61 Information Regarding Pensioner Concession Applications for 1999/2000
- 99-60 Commencement of Local Government Regulations
- 99-59 On-site Sewage Management Systems in National Parks Do Not Require Council Approval to Operate
- 99-58 Local Government Aboriginal Employment and Career Development Program
- 99-57 Draft Management Planning Guidelines
- 99-56 Guidelines to Assist Councils Preparing Proposals for Merger by Voluntary Amalgamation
- 99-55 Reviewing your Council's Code of Conduct
- 99-54 Social/Community Plan Progress Questionnaire
- 99-53 Companion Animals Act; Working Draft July 99 - The Care and Management of Dogs and Cats in NSW Pounds
- 99-52 Council Claims for Payment of Pensioner Concession Subsidies
- 99-51 1999 NSW Aboriginal Employment & Business Awards
- 99-50 Local Government (Water Services) Regulation - Review
- 99-49 Local Government (Approvals) Regulation - Review
- 99-48 Legislative Changes in Relation to Child Protection
- 99-47 Financial Reporting Asset Accounting Manual - Update 4
- 99-46 Local Government (Orders) Regulation - Review
- 99-45 Issue of Authorisation Codes to Access the NSW Companion Animals Register
- 99-44 Temporary Accreditation of Authorised Identifiers of Companion Animals
- 99-43 Local Government (Financial Management) Regulation - Review

PUBLICATIONS

INFORMATION PAPERS

Information Paper 1	Strategic Tasks for Councils
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 5	Caravan Parks, Camping Grounds, and Manufactured Homes Estates
Information Paper 6	So you're thinking of becoming a Local Government Councillor

PRACTICE NOTES

Practice Note 1	Public Land Management
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 10	Swimming Pools on Public Land Water Safety
Practice Note 11	Beach Safety
Practice Note 12	Resource Sharing for Local Government
Practice Note 13	State of the Environment Reporting
Practice Note 14	Local Approval Policies
Practice Note 15	Water Safety

PUBLICATIONS

OTHER PUBLICATIONS

The publications listed have been prepared by the Department of Local Government and are available from our Bankstown office. (Unless otherwise stated, publications are free)

Approvals Guidelines - Department of Planning, Department of Local Government

Blue Mountains Urban Run-off Control Program – Strategic Plan

Caravan Brochures

Fire Safety in Caravans

Licences and Approvals - An outline

Living and Holidaying in a Caravan Park

Characteristics of NSW Local Government Employees - 1991

Chip In - So Your Pet Can Phone Home

Competitive Tendering Guidelines

Candidates and Councillors 1995

Department of Local Government Corporate Plan

Dog and Cat Owners - Things You Need to Know About the Companion Animals Act (brochure and poster)

EEO in Local Government Implementation Kit

Environmental & Health Protection Guidelines – On-site Sewage Management for Single Households

Environmental Guidelines – State of the Environment Reporting by Local Government

Fair Go Fair Say – Proceedings of the 1997 Local Government Multicultural Forum

Guarantee of Service

Guidelines for Dance Parties

Guidelines for the Compulsory Acquisition of Land by Councils

Guidelines on the Management of Competitive Neutrality Complaints

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

Local Government Code of Accounting Practice & Financial Reporting (available on website only)

Local Government Pecuniary Interest Tribunal Procedure

Major and Special Events Planning – A Guide for Promoters and Council

Ministerial Guidelines on Alcohol-Free-Zones

Multiculturalism & Local Governance - A National Perspective

NSW Local Government Grants Commission Annual Report 1997/98

PUBLICATIONS

Perspectives (Local Government Newsletter) issues 1-17
Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality
So You're Thinking of Becoming A Local Government Councillor
Social/Community Planning and Reporting Guidelines/Manual
Strategic Tasks for Councils
Swimming Pool Laws; Is your Pool safe?
Under Careful Consideration: Key Issues for Local Government - Guidelines to Reduce Conflicts of Interest in Councils

PUBLICATIONS PRODUCED DURING 1999/2000

Department of Local Government Annual Reports 1998/99
NSW Local Government Directory - 2000
Perspectives (Local Government Newsletter) issues 18-19
Comparative Information on NSW Local Government Councils 1997/98
Chip In - Register, Lifetime Protection for Your Pet
Freedom of Information Summary of Affairs - June 2000
Fact Sheet: Employment Screening - Child-related Employment
Windouran Shire Council Public Inquiry Report
Management Planning for Local Government - Guidelines
1999/2000 Ethnic Affairs Priorities Statement (EAPS)
Environmental Guidelines - State of Environment Reporting by Local Government (*revised*)
Freedom of Information Statement of Affairs - December 1999
Bega Valley Shire Council Public Inquiry Report
Local Government (Approvals) Regulation 1999
Local Government (Financial Management) Regulation 1999
Local Government (General) Regulation 1999
Local Government (Meetings) Regulation 1999
Local Government (Orders) Regulation 1999
Local Government (Rates and Charges) Regulation 1999
Local Government (Tendering) Regulation 1999
Local Government (Water Services) Regulation 1999

PAYMENT PERFORMANCE REPORT

1. ACCOUNTS PAYABLE PERFORMANCE

Quarter Ending	Current	30 Days	60 Days	90 Days
At 30 September 1999	\$94,000	-	-	-
At 31 December 1999	\$112,000	-	-	-
At 31 March 2000	\$266,000	-	-	-
At 30 June 2000	\$310,000	-	-	-

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	Amount
	Target %	Actual %	On Time	Paid
At 30 September 1999	90%	96%	\$2,194,034	\$2,277,849
At 31 December 1999	90%	87%	\$1,671,304	\$1,916,491
At 31 March 2000	90%	90%	\$1,417,222	\$1,574,580
At 30 June 2000	90%	93%	\$1,962,999	\$2,113,254

Performance during the quarter ending 31 December 1999 was impacted by delays in payments as new procedures were established during the outsourcing of payments to the Department of Gaming and Racing in October 1999.

STAFFING STATISTICS

STAFF STRUCTURE AS AT 30 JUNE 2000

Branch	Est	Filled	Male	Female	P/T
Executive	3	3	3	0	0
Executive Support	6	5	1	4	0
Business Services	5	5	2	3	0
Financial Management	10	8	8	0	0
Information Services	3	3	3	0	0
Investigations & Review	8	7	5	2	0
Legal Services	11	11	5	6	3
Policy & Research	16	13	4	9	0
Minister's Office	14	11	7	4	0
Supernumerary	0	2	1	1	0
Total	76	68	39	29	3

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

Level	1997-98	1998-99	1999-00	Current Level of Remuneration	Performance Payment Made 1999/2000
1					
2	1	1	1	\$131,820	\$4000
3					
4	1	1	1	\$162,845	\$10,000
5					
6	1	1	1	\$210,985	\$14,000
7					
8					

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

STAFFING STATISTICS

STAFF EMPLOYED IN VARIOUS CATEGORIES

Category	30.6.98	30.6.99	30.6.00
Senior Executive Service	3	3	3
Clerks	92	99	58
Clerical Officers	14	13	2
Special Projects Officer/ Building Advisory Officer*	6	5	0
Legal Officers	4	4	3
Architect*	2	2	0
Technical Officer*	1	1	0
Senior Ministerial Staff	2	2	2
	124	129	68

*The Building Codes and Standards Branch comprising 30 positions was transferred to the Department of Urban Affairs and Planning in July 1999.

REPRESENTATION AND RECRUITMENT OF ABORIGINAL EMPLOYEES AND EMPLOYEES WITH A DISABILITY

	1998/1999			1999/2000		
	Total	Aboriginal People	People with Disabilities	Total	Aboriginal People	People with Disabilities
Total Employees	129	1	10	68	0	5
		0.8%	7.8%		0%	7.4%
Recruited in year	25	0	1	4	0	0
		0%	4%		0%	0%

STAFFING STATISTICS

REPRESENTATION OF EEO GROUPS WITHIN LEVELS

	1998-99			1999-00		
	Total	Women	NESB	Total	Women	NESB
Below CO1	0	0	0	0	0	0
CO Grade 1-2	10	9 90%	6 60%	0	0	0
A&C Grades 1-2	10	9 90%	3 30%	4	4 100%	3 75%
A&C Grades 3-5	20	13 65%	4 20%	6	6 100%	0
A&C Grades 6-9	50	17 34%	11 22%	29	10 24.5%	3 10.3%
A&C Grades 10-12	34	13 38.2%	4 11.8%	24	9 37.5%	4 16.7%
Above A&C Grade 12	5	0	0	5	0	1 20%
TOTALS	129	61 47.3%	28 21.7%	68	29 42.6%	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.

CONTRACTORS

The Department paid \$179,000 for contracted services during the reporting year to individuals or organisations.

This includes a major contract with the Department of Gaming and Racing for the provision of corporate support services totalling \$157,000.

COMPANION ANIMALS CONTRACTORS

Contractors engaged by the Department in relation to Companion Animals totalled \$484,000. This included a \$326,000 contract with Standards Australia for the Companion Animals Register, and a \$153,000 contract with Lodestar Communications for community education.

STAFFING STATISTICS

PERCENTAGE OF TOTAL STAFF BY LEVEL

LEVEL	Total staff (number)	<i>Subgroup as Percentage of Total Staff at each Level</i>							
		Staff responding to EEO data form (respondents)	Men	Women	Aboriginal & Torres Strait Islander people	People from racial, ethnic, ethno-religious minority groups	People whose language first spoken as a child was not English	People with a disability	People with a disability requiring adjustment at work
< \$26,276	0	0%	0%	0%	0%	0%	0%	0%	0%
\$26,276 - \$38,582	4	100%	0%	100%	0%	75%	50%	25%	0%
\$38,583 - \$48,823	6	50%	0%	100%	0%	0%	0%	33%	0%
\$48,824 - \$63,137	29	86%	66%	34%	0%	10%	7%	7%	0%
> \$63,137 (non SES)	26	96%	65%	35%	0%	19%	8%	4%	0%
SES	3	100%	100%	0%	0%	0%	0%	0%	0%
TOTAL	68	88%	57%	43%	0%	18%	9%	9%	0%
<i>Estimated Subgroup Totals</i>		60	39	29	0	11	6	6	0

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.

STAFFING STATISTICS

PERCENTAGE OF TOTAL STAFF BY EMPLOYMENT BASIS

LEVEL	Total staff (number)	<i>Subgroup as Percentage of Total Staff at each Level</i>							
		Staff responding to EEO data form (respondents)	Men	Women	Aboriginal & Torres Strait Islander people	People from racial, ethnic, ethno-religious minority groups	People whose language first spoken as a child was not English	People with a disability	People with a disability requiring adjustment at work
Permanent									
Full-time	48	100%	63%	37%	0%	18%	10%	8%	0%
Part-time	3	100%		100%		33%	33%		
Temporary									
Full-time	14	43%	50%	50%	0%	17%	0%	17%	0%
Part-time									
Contract									
SES	3	100%	100%	0%	0%	0%	0%	0%	0%
Non SES									
Casual	10	0%	20%	80%	0%	0%	0%	0%	0%
TOTAL	78	77%	53%	47%	0%	14%	8%	8%	0%
<i>Estimated Subgroup Totals</i>		60	41	37		11	6	6	0

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.

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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

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



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